

**Attachment A**  
**After – The- Fact Review**  
**Checklist for Common Transactions and Document Types**

Area	Document Type(s)	Process	Examples of High Risk Transaction(s)	Review and Analysis Questions
Payroll Expenses	Y2	Processed through Personnel Action Forms in SAP.	<p>Former employee not terminated in SAP timely resulting in an overpayment.</p> <p>Current employee not moved to correct funding source timely.</p> <p>Employee has incorrect work-schedule (e.g.: part time faculty used to work in fall semester, but now works in spring semester).</p>	<p>Does the total expense look reasonable and within funding?</p> <p>A. Are the right people being charged against your accounts?</p> <p>B. Are the amounts paid correct?</p> <p>C. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?*</p> <p>D. Is the timing correct?</p> <p>E. Is anyone missing?</p> <p>Additionally for Sponsored Research:</p> <p>F. Is the expense within the appropriate Sponsored Research period of performance?</p> <p>G. Is the salary charged greater than the effort performed?</p> <p>H. Are the individuals being charged to the grant in accordance with the level of effort proposed to the awarding agency?</p> <p>I. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</p>
Non Payroll Expenses – Journal Entries/JV Uploads	SA, ZJ, ZK, ZV	Processed through journal entry and JV upload workflow in SAP.	<p>Transactions that were not initiated or approved by your department.</p> <p><u>See instructions</u> to view journal entry/jv upload workflow.</p>	<p>Does the total expense look reasonable and within funding?</p> <p>Based on review of supporting documentation (e.g.: invoices, purchase orders, etc....):</p> <p>A. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?*</p> <p>B. Are the amounts charged correct?</p> <p>C. Is the timing correct? Was the good received/service performed?</p> <p>D. Is anything missing?</p> <p>Additionally for Sponsored Research:</p> <p>E. Is the expense within the appropriate Sponsored Research period of performance?</p> <p>F. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</p>

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Non Payroll Expenses – Shopping Cart/Purchase Order Purchases	RE	<p>Purchase Order Invoice of \$5,000 or more is approved by the shopper.</p> <p>Purchase Order Invoice &lt; \$5,000 On blocked status for 3 business days. After 3<sup>rd</sup> business days, it is taken off blocked status and the payment is made to the vendor based on the vendor payment terms. The department has the ability to place invoice payment on hold for further review.</p>	<p><u>High</u> volume of low dollar transactions (under \$5,000).</p> <p>Having a high volume of low dollar transactions may indicate that someone is trying to circumvent the workflow and approval process.</p>	<p>Does the total expense look reasonable and within funding?</p> <p>Based on review of supporting documentation (e.g.: invoices, purchase orders, etc....):</p> <p>A. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?*</p> <p>B. Are the amounts charged correct?</p> <p>C. Is the timing correct? Was the good received/service performed?</p> <p>D. Is anything missing?</p> <p>Additionally for Sponsored Research:</p> <p>E. Was the good received or service performed in the appropriate Sponsored Research period of performance?</p> <p>F. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</p>
Non Payroll Expenses – Accounts Payable Department Disbursement Request form	KR, KG, ZP, KZ, Z2, Z3	<p>Online Accounts Payable (AP) Department Disbursement Request form completed by department and sent to Accounts Payable for payment.</p> <p>Certain Document Types relate to mode of payment:  Z2 --- Paymode  Z3 --- ePayables  KZ --- Vendor Payment  ZP --- Payment Posting</p>	<p>AP Disbursement Request Form that was not prepared and/or approved by authorized individuals from your department.</p>	<p>Does the total expense look reasonable and within funding?</p> <p>Based on review of supporting documentation (e.g.: invoices, purchase orders, etc....):</p> <p>A. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?*</p> <p>B. Are the amounts charged correct?</p> <p>C. Is the timing correct? Was the good received/service performed?</p> <p>D. Is anything missing?</p> <p>Additionally for Sponsored Research:</p> <p>E. Was the service performed/good received in the appropriate Sponsored Research period of performance?</p> <p>F. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</p>

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Student Account Transactions	YS	Student account transactions (e.g.: tuition, fees, room, dining charges, payments, loans, financial aid awards, outside agency awards and sponsorships, etc.) posted to SAP.	<p>Incorrect amounts or missing activity.</p> <p>Type of expenses on a research sponsored award instead of a training sponsored award. (For example, you would not have tuition expenses on a research award.)</p>	<p>A. Does total tuition and fee revenue look reasonable based on enrollment counts?</p> <p>B. Does the total expense (e.g.: scholarship postings, etc..) look reasonable and within funding?</p> <p>C. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?*</p> <p>Additionally for Sponsored Research:</p> <p>D. Was the expense incurred in the appropriate Sponsored Research period of performance?</p> <p>E. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</p>
Pcard Expenses	YP	<p>Purchase made by cardholder.</p> <p>Cardholder updates Bank of America Works system prior to month end close. Updates can continue up until the 8<sup>th</sup> of the next month.</p> <p>Monthly review and approval of transactions by the cardholder and their approver.</p> <p>See:  <a href="http://www.bu.edu/cards/files/2015/12/Card-Services-Policies-and-Procedures.pdf">http://www.bu.edu/cards/files/2015/12/Card-Services-Policies-and-Procedures.pdf</a></p>	<p>Unidentifiable or fraudulent charges.</p> <p>Personal expenses on the University Pcard.</p>	<p>Ensure that all transactions have been mapped in Works system first then review for reasonableness when posted to SAP.</p> <p>Was the good received/service performed?</p> <p>Additionally for Sponsored Research:</p> <p>A. Was the good received or service performed in the appropriate Sponsored Research period of performance?</p> <p>B. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</p>

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Travel Expenses Concur	YT	Travel report created and approved in Concur.	Unidentifiable or fraudulent charges.  Personal expenses on the University travel card.	<p>Does the total expense look reasonable and within funding? Based on review of supporting documentation (e.g.: invoices, purchase orders, etc....):</p> <ul style="list-style-type: none"> <li>A. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?*</li> <li>B. Are the amounts charged correct?</li> <li>C. Is the timing correct?</li> <li>D. Is anything missing? If situation warrants, contact BU Travel Services at <a href="http://www.bu.edu/travelservices/contact-us/">http://www.bu.edu/travelservices/contact-us/</a></li> </ul> <p>Additionally for Sponsored Research:</p> <ul style="list-style-type: none"> <li>E. If for foreign travel on a Sponsored Research award, has foreign travel been approved by the Sponsor?</li> <li>F. Is the travel being charged to the appropriate Sponsored Research award based on travel and sponsor dates?</li> </ul>
ISRs and FSRs	ZI (ISR) YF (FSR)	Processed through SAP. No approval required.	Unidentifiable charges.	<p>Are the commitments and actual charges in alignment?</p> <ul style="list-style-type: none"> <li>A. Is the work complete?</li> <li>B. Do the actual charges represent services performed/goods received?</li> <li>C. Are you owed any credits?</li> <li>D. Are any charges missing? If so, contact the internal service provider directly to resolve the missing charge.</li> <li>E. Should the ISR/FSR be closed? If so, contact the internal service provider directly to close and remove the open commitment.</li> </ul> <p>Additionally for Sponsored Research:</p> <ul style="list-style-type: none"> <li>F. Was the good received or service performed in the appropriate Sponsored Research period of performance?</li> <li>G. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?</li> </ul>

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Assessments	ZF	Assessments include, but are not limited to: debt, facilities costs, fringe and overhead. Some assessments run on a monthly basis. Others, such as fringe and overhead, run on a daily basis.	Costing sheets are incorrect causing fringe and overhead calculations to be inaccurate.	Ensure that charges are reasonable.
Petty Cash	ZC	Cash reimbursement of small, miscellaneous business expenses to employees.  See: <a href="http://www.bu.edu/cfo/comptroller/departments/cashier/resources/petty-cash/">http://www.bu.edu/cfo/comptroller/departments/cashier/resources/petty-cash/</a>	Unidentifiable or fraudulent charges.  Petty Cash used for personal use.  Petty Cash Form that was not prepared and/or approved by authorized individuals from your department.  Incorrect or missing activity.	Does the total expense look reasonable and within funding?  Based on review of supporting documentation (receipts): G. Are the correct account codes being used (e.g.: cost center, internal order, and general ledger account)?* H. Are the amounts charged correct? I. Is the timing correct? J. Is anything missing? Additionally for Sponsored Research: K. Is the expense within the appropriate Sponsored Research period of performance? L. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?

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Revenue	DG, DR, ZC, SA, RV, YC, ZG	Depending on the nature of the activity: <ul style="list-style-type: none"> <li>➤ Billing may be performed centrally through Post Award Financial Operations (PAFO) or at the department level for non-sponsored programs.</li> <li>➤ Cash collections may be performed centrally through PAFO/ Miscellaneous Receivables or at the Department level. Cash collections handled at the Department level are forwarded to the Cashier’s Office for deposit of checks.</li> <li>➤ All gift revenue needs to be processed through the Office of Development &amp; Alumni Relations.</li> </ul>	Incorrect or missing activity.	A. Are the correct accounts being used (e.g.: cost center, internal order, and general ledger account)?* B. Are the transaction amounts correct? C. Is anything missing? D. All invoices recorded in SAP? E. Ensure the transaction is recorded in the period it was earned.
Endowment Distribution	ZB	Posted monthly based on number of units held by the endowment.		Are the amounts reasonable?
Restricted/Designated Fund Accounts	Several	Revenue and expenses are handled the same as noted in various scenarios above.	Same risks as noted above for various revenue and expense scenarios.	All of the questions above regarding revenue and expenses apply to activity in restricted/designated funds. Additionally: <ul style="list-style-type: none"> <li>A. Is the activity being recorded in compliance with the restriction placed on the fund?</li> <li>B. Are there expenses paid for with departmental funds that could be paid for using restricted/designated funds because they meet the funds’ restrictions?</li> </ul>

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Open Commitments	Several	Commitments are created by shopping carts / Purchase Orders, parked journal entries, and submitted ISRs/FSRs.		Do the remaining open commitments make sense? A. Are there commitments showing for goods/services that have been received and paid for? If yes, contact Sourcing at <a href="mailto:sourcing@bu.edu">sourcing@bu.edu</a> , for shopping carts and purchase orders. B. Are there parked journal entries that should be completed or deleted? C. Are there journal entries that have been in workflow for an extended period that should be approved or rejected? D. Contact Internal Service Provider regarding open ISRs/FSRs.

\* Additional information surrounding account terminology across SAP Modules can be found at: <http://www.bu.edu/tech/files/2015/11/BW-QRG-Overview-of-SAP-Modules-and-Finance-Terminology.pdf>.

Refer to the [BW Job Aids website](#) for some “How to” guidance on viewing activity including, but not limited to: Concur Expense activity, P-Card actuals, ISR/FSR activity, Fund Reservation Numbers, and Open Commitments.