# What to Review

What should you review? I’m glad you asked!

## Compare Budget to Actuals

Take a quick look at the BBA (Budget Balance Available) for all your ChartField combinations.

BBA = Total Budget - Year to Date - Pre/Encumb

In plain language, the Budget Balance Available **equals** the Total Budget for the fiscal year **less** the actual financial transactions for the year so far and **less** the financial transactions that are planned (e.g., personnel expenses, open purchase orders) but that have not yet occurred.

**Keep an eye out for negative – or low – BBA which indicates that your expenses have exceeded the planned budget for the ChartField combination.** This may or may not be an issue. Are you expecting a transfer of cash from a sponsor area? Are you planning to move budget from one ChartField combination to another? Were there any unexpected transactions for the Period?

## Spot Check Transfers In and Out

Review Major Account Transfer transaction rows for the period. Include the Net Changes column (if you excluded it) and **look for funding coming in from or going out to sponsor areas or other OCIO areas**. Is there anything unexpected? Or entries you expected that are not there?

## Review Personnel Expenses

You can drill to the specific employees who make up the personnel expenses for any ChartField combination. **Review to determine if the employees paid should have been charged to your ChartField. Review payroll amounts to ensure they are reasonable** – it may be helpful to drill into the Year to Date value to see if salaries were adjusted from last month**.** To drill to the HR information:

1. Locate rows where the **Major Account** is “Personnel” and there is a **Period** value.
2. Click the Period value link and select **HR Drill**.

A new Income Statement Detail – HR-GL Reconciliation tab/window will open.

1. Review the employees – and related Payroll values – that comprise the monthly personnel expense.

Have an employee whose personnel expense is spread over more than one ChartField combination? Click the EmplID link and select Drill to all Chartfields to view.

1. Close the new tab/window or click **Return** at the bottom of the window. If you click Return, you will return to the main Income Statement Analysis in the new tab/window. The original Income Statement Analysis tab/window will still be open. Take care and police your windows; you can open a lot of them very quickly!

You can also drill into the Year to Date personnel values. The steps are the same as above except that you drill to HR from the Year to Date value link.

## Spot Check Other Expenses

Expenditures for non-personnel expenses (e.g., Major Account Supplies & Service or Equipment) are also included in the Income Statement. **Look for unexpected, or unexpectedly high or low, expenses.** You can drill to additional detail here as well.

1. Locate rows where the **Major Account** is “Supplies & Service” or “Equipment” and there is a Period value.
2. Click the Period value link and select **Period Drill**.

A new Income Statement Detail – Detail Journals – Period tab/window will open.

1. Review the information available. If you recognize the expense and it appears as expected, you do not have to drill to additional information as described below.

Detail Journals Review Tips:

* + If the Source of the entry is “ONL” (Online), it is a journal entry entered by a specific system user (operator). These entries could be charges from other university units (IDB – Interdepartmental Billing) such as Stores and Uniprint or a journal recorded by OCIO Finance or university Office of Accounting team members.
  + If the Operator ID is an OCIO Finance staff member (e.g., ROSS3527, DAVI7072), the journal is often transferring expenses from one OCIO area to another. These can be correcting entries or strategic entries to support reorganization within the OCIO.
  + If you don’t recognize the “ONL” entry by the Journal Line, make a mental note of the Line number, click the Journal ID link, and select **Drill to Journal** to see additional information. Loading the journal detail can take several moments.
  + If the Source of the entry is “AP” (Accounts Payable), it is a system generated journal based on invoices received and processed by Accounts Payable.
  + For more information about an “AP” entry, click the Line link, and select **AP Drill**. From the AP Detail information, you can review the eRequest ID, Voucher Line Description, and PO ID.
  + *Do not drill on the Journal ID for AP entries!* AP journals have thousands of lines and may not load at all and if they do, you will still have to find the correct journal line. Just don’t do it.
  + If the Voucher ID includes “PP” it is a Procurement Card (PCard) expense.