

J. FINANCIAL PROCEDURES

The Accounting Technician scrutinizes all Management Level I's and II Reports, along with Revenue documents. A Financial Statement is prepared for reviewing by the Director of the Transitional Living Center and the Director of Disabled Students Services.

The management information reports should also have our account number and name on them.

FINANCIAL INFORMATION REPORTS

Monthly, the University Controller's Office distributes several levels of expenditure and revenue reports. Each of the levels are listed below with a summary of their purposes, what they include and to whom they are distributed.

Management Information Report "Level I"

The purpose of this report is to make available, to the persons responsible for the day-to-day activity of an account, the detailed information regarding expenditures, commitments, and revenue on non-Budgeted accounts. The detail entry appears only once (the month in which it occurs) thereafter, it is accounted for in a Balance Forward amount.

The Account Reference Numbers identify the Department, Fund, Class and the detail transactions. The detail transactions are identified as follows:

- JE: JOURNAL ENTRY Entries made by the accounting office, which represent corrections or adjustments made to transfer expenditures from one class to another. See attachment 1 for sample memo. First two digits represent the month. (i.e., 10-October)
- VO: VOUCHER NUMBER The voucher number represents our reference in locating payments made for goods received services rendered, refunds, etc. You should have this number handy when making an inquiry about a payment or requesting a copy of a cashed check for proof of payment.
- CK: CHECK NUMBER CK12345 When a check number is listed without a voucher number this indicates a check/voucher cancellation. Cancellations are indicated as a credit (-). CK12345 VO12345 When a check number is followed by a voucher number, this indicates a hand check written in an emergency situation to pay a vendor or person.
- RQ: INTRA-INSTITUTIONAL TRANSFERS Transfers that are made by U.S.C. departments for payments to or reimbursements from other U.S.C. departments. See attachment 2 for example.

- CR: CASH RECEIPT Cash receipts are written by the Treasurer's Office or its approved representative. Detail of a Cash Receipt entry can be found in the Treasurer's Office. The amount that appears opposite a CR entry is in summary and would include all deposits made during the accounting period. The Revenue Report lists the detail transactions.
- BD: BUDGET AUTHORIZATION Budget information is supplied by the Budget Directors for A, B, D, and E funds. Budget information is set up by the Contract and Grant Accounting office for all other funds. Budgets on A, B, D, and E funds cover the period from July 1 to June 30 each year. Expenditures against these funds cover the same period. Budgets other than A, B, D, and E funds cover the period from the beginning of the Grant to-date. Expenditures recorded against them cover the same period.
- PO/TA: PURCHASE ORDER/TRAVEL AUTHORIZATION Reference numbers for Purchase Orders that have been written, but yet paid. Also, Travel Authorizations that have been committed, but the reimbursement has not yet been made. As partial payments are made on Purchase Orders or Travel Authorizations the commitment amounts are reduced accordingly. If a complete payment is made the total commitment amount is deleted.

"Level I" Report Formats

The Management Information Report Level I is printed in either the Budget Format or the Non-Budget Format.

The Budget Format

Acct. No. - Description - Date - Budget - Expenditure - Outstanding -
 Available Commitment/
 Balance Precommitments

As the title suggests, this reports expenditures and commitments compared to a budget and reflects the available balance.

Budget Column: This reports the amount budgeted which can be expended under a particular expense classification.

Expenditures: This reports current expenditures in detail and past expenditures in Balance forward that have been made against a particular expense classification.

Outstanding Commitments/Precommitments This reports commitment balances for Purchase Orders Travel Authorizations.

The Non-Budget Format

Balance at Beginning of year	-----
Amount received	+-----
Total Funds Available	=-----
Amounts Expended	------
Unexpended Balance	=-----

This is a Cash Basis type of account where no budget is assigned. It is a report of the status of monies brought forward into the current year, monies received during the year, and monies expended during the year, thus producing an unexpended balance amount each account period. Outstanding commitments are listed after the unexpended balance. The final line on the report for an unbudgeted account would be uncommitted balance.

"Level I" Report Distribution

Level I reports are distributed to Department Heads. It is equivalent to a monthly Bank Statement and is used for reconciliation and for checking on the fiscal situation.

Management Information Report "Level II"

This report summarizes, by object class (See Appendix I), the information presented on the Level I. It summarizes the budget, expenditures, commitments and available balances for each object class within an account. The report is distributed to Department Heads along with Level I. Level II drops all the pennies, and it is not detailed or voluminous.

Revenue Report

The purpose of this report is to make available to persons responsible for the day-to-day Revenue Activity, the detailed information concerning revenue collection in an account. The report contains detailed transactions regarding receipts, refunds, budgets, and available balances.

Standard Journal Entries Occurring on a Monthly Basis/Contact Office

<u>Month-Number</u>	<u>Transaction</u>	<u>Contact</u>
JE - 992	Direct Charges	Budget Office
993	Maintenance Credits	Operational Services
994	Accounts Receivable	Treasurer's Office
995	Indirect Charges	Contract and Grant
996	15th Fringe Benefits	Payroll Office
997	30th Fringe Benefits	Payroll Office
999	15th and 30th Combined Payroll	Payroll Office

The operational definitions are kept in a manila folder marked in red and read "General Ledger Account Classes." This is kept in the desk organizer.

The object classes are used for all University Financial transactions.

Example: 52022
5 Designates Expenditures.
2 Designates Contractual Services. (first 2)
0 Designates Contractual Services.
2 Designates Travel. (second 2)
2 Designates Type Travel. (third 2)

Our account is set up by Class Codes based on your submitted budget, and the proper class code must be used for all transactions. If you have a problem with determining the proper class code for a transaction, simply call 777-4115 Purchasing Department.

Appendix I