East Carolina University
Monthly Departmental Review of Financial Transactions Guidelines

General:

The following guidelines have been developed to assist campus users in understanding the requirements for reviewing and monitoring financial transactions at a departmental level monthly. In addition, these guidelines provide suggested steps that departmental reviewers may follow along with those reporting tools available.

Purpose:

The purpose of the monthly departmental review process is to ensure adequate funding sources have been identified and all transactions (including revenues, payroll, and expenses) are accurate and properly classified to the correct Banner FOAP (FUND, ORGANIZATION, ACCOUNT, PROGRAM). The review process at the departmental level is an important control to ensure that departments are credited for appropriate revenues. The monthly review also allows a department to watch for potential problems such as: employee pay charged to the wrong department, former employees still on the payroll, expenses charged to the wrong department, and charges not showing in the department's expenses.

Responsibility:

University managers of departments and other cost centers are responsible for the proper management of university resources. This includes performing monthly reviews of cash balances, budgets, revenues, and expenditures that affect the departmental operations and the University as a whole. Each month, activity in every fund/organization should be reviewed within thirty days of month end.

Suggested Steps for Performing the Monthly Departmental Review:

Log into Banner ePrint (https://eprint.ecu.edu/cgi-bin/caslogin.cgi) to view ePrint report "FYMG007~Monthly Departmental Review". The designated reviewer will need Banner Finance security access to view ePrint reports. This monthly ePrint report provides a one-stop list of financial transactions, budgets and encumbrances that are included in the UNC Business Process Standards (formerly known as UNC FIT) requirements of the Monthly Departmental Review process for every fund/organization.

Gather the supporting departmental records to begin the monthly review process including scanned documents and departmental documentation. Xtender security and Chrome River security is needed to view scanned documentation. This documentation is used to verify transaction amounts for accuracy and posted to the correct FOAPAL,

PART 1   Review Revenue Transactions by Fund

Compare all revenue documentation (departmental deposits, journal entries [J63's, J51's], and Receipt Adjustments) to the revenue transactions listed on FYMG007 for all accounts that begin with the number five. The designated reviewer should verify revenue transactions for accuracy and correct classification of the Banner FOAP. Automated transactions such as Banner auto feeds, patient payments, STIF interest, J63's, and J51's should be reviewed for reasonableness and unusual items. If an error is found or a transaction is listed without documentation, the reviewer must research and correct as needed. The reviewer will create a Banner Journal Entry for corrections.

PART 2   Review Expense Transactions by Fund

Compare expense documentation to the expense transactions listed on FYMG007 for all accounts that begin with the number seven or eight. Expense transactions are verified for accuracy and correct classification of the Banner FOAP. Many documents will be scanned in Xtender and Chrome River, these documents should not be printed and filed in the department. The scanned documents are the "University's official documents".   Routine Journal Voucher Entries (J51's Internal billings), such as telecommunications, mail services, etc., are compared to departmental documentation including emails or online information if available. For routine monthly charges, review transactions for reasonableness and request documentation for any large or unusual items. If an anticipated expense is not listed on FYMG007, the expense should be researched. If an expense transaction is listed without documentation, the reviewer must research. If an error is discovered, the reviewer must create a Banner Journal Voucher Entry Form for corrections.

PART 3A   Review Encumbrances by Fund

Compare the Banner ePrint report FYMG007 Part 3A to the open departmental purchase orders documentation. If a purchase order is listed on FYMG007 and the reviewer determines that the purchase order is complete, the reviewer must contact Materials Management to request that the Purchase Order be manually liquated in PORT and Banner Finance.

Go to www.ecu.edu. Log into PiratePort, Click PORT-Purchasing Request. Enter the desired Purchase Order in the 'Search' cell. Click the search icon. Select the desired Purchase Order, click the 'Comments' tab, click 'Add Comment', Check "Accounts Payable" email. If Accounts Payable is not listed, then:

- Click "add email recipient"
- Enter "Payable" in Last Name cell
- Click "Search"
- Click "Select" listed under Action column
  Verify that **only** Accounts Payable is checked

Type detailed explanation as needed in the comment box. Include the reason why the purchase order requires manual liquidation. Click "Add Comment." The reviewer may also call Accounts Payable 737-5442.

PART 3B   Review Invoices Not Received in PORT

Banner ePrint report FYMG007 Part 3B list invoices that have been keyed in Banner but not received in PORT. The vendor invoice cannot be paid until the receiving process is completed in PORT. Research each invoice to determine if the items have been received and are approved for payment.
Go to www.ecu.edu. Log into Pirate Port, Click PORT-Purchasing Request, complete the receiving process in PORT as needed.

PART 4   Review Payroll Transactions by Fund

Payroll review includes:

- Regular Pay for Permanent SHRA, EHRA and CSS personnel.
- Miscellaneous Pay such as Overtime, Shift Differential, Beeper Pay, Call Back Pay, Longevity, etc.
- Students, Graduate Assistants, and Temporaries.

Compare Banner ePrint report FYMG007 Part 4 to departmental document number to review transaction amounts in salary and benefit accounts beginning with six.   This ePrint report will provide changes in employees pay from the previous payroll, review employee names to ensure that no one was paid who should not have been paid, including terminated employees. A comparison can be made to the prior month's totals and the differences, if any, should be compared and verified for accuracy to departmental documentation.

Additional research may be required for Grant funds and Auxiliary funds to ensure the labor distribution to the Banner FOAP is correct and within the fund's expiration date.

If an error is found or a payroll transaction is listed without documentation, the designated reviewer must research by communicating with the departmental payroll clerk. If a Banner FOAP error is discovered, the designated reviewer will create a Banner HR-Payroll Redistribution Form for any corrections and forward to the next level of approval for processing. The required form and detailed instructions are provided at https://financialservices.ecu.edu/systems-coordination/

PART 5   Review State Funds Budget

This step only applies to departments with State Funds (funds beginning with 111 or 112). For State Funds only, review for negative balances at the pool account level. Negative balances at the pool account level can be corrected by creating a B22 Budget Transfer in Self Service Banner to transfer budget from another pool account with a positive balance to correct the negative.

![ECU Financial Services](https://financialservices.ecu.edu/)
Go to www.ecu.edu. Log into Pirate Port, Click Finance Self Service, listed under Applications. Click Finance. Click ECU Budget Queries, using the desired FOAP.

The University Budget Office will run an automated negative Budget Balance Available clean-up report on the last day of each month and every Friday afternoon at 12 p.m. during the months of March, June, September, and December. This process will automatically move money within a FOAP if negative balances are in pool accounts. This clean-up process is only for STATE funds. (Grant, foundation, and institutional trust funds are not included in this process.)   Each department should closely review the STATE fund budgets and make budget transfers as needed to correct any negative balances by the Friday noon cutoff.

Also, the University Budget Office now requires that all state fund budget transfers be rounded to the nearest dollar. Any budget transfer transaction entered with cents will be automatically reversed each night.

PART 6A   Monitor Institutional Trust Funds for Deficit Cash Balances
This step only applies to departments with Institutional Trust Funds. Review the claim on cash, a credit balance in this account indicates it is negative and there is deficit cash. Identify a funding source and prepare a corrective entry. Contact the Institutional Trust Fund Office for guidance via email mailto:itf-specialfunds@ecu.edu.

PART 6B   Monitor Foundation Funds for Deficit Cash Balances
This step only applies to departments with Foundation Funds. Review the claim on cash balance, a credit balance in this account indicates it is negative and there is deficit cash. Identify a funding source and prepare a corrective entry. Contact the Foundation Office for guidance ecufoundation@ecu.edu

PART 7A   Grant Funds Revenues Year to Date Review
This step only applies to departments with Grant and Contract funds. This report lists the grant fund inception to date revenues totals. To view the revenue transaction details, go to the ePrint FRRGITD report, if errors are identified, please research and correct. Contact the Office of Research Administration for guidance at ora@ecu.edu.

PART 7B   Grant Funds Expenses Year to Date Review
This step only applies to departments with Grant and Contract funds. This report lists the grant fund inception to date transaction totals. To view the expense transaction details, go to the ePrint FRRGITD report, if errors are identified, please research and correct. Contact the Office of Research Administration for guidance at ora@ecu.edu.

PART 7C   Grant Funds Balances in an Incorrect ORGN/PROG
Research all ORGNs and PROGRAM codes listed and make corrections as needed. Email ora@ecu.edu with questions.

PART 8   Imprest Cash Funds

This step only applies to departments with imprest cash funds; please complete the Imprest Cash Fund Monthly Reconciliation Report. Submit the completed form to SharePoint. Detailed instructions are listed at the following website: www.ecu.edu/cs-admin/financial_serv/acc/Imprest-Cash-Funds-and-Change-Funds.cfm

NOTE: Banner Finance General Ledger Security and Xtender security is needed for this process. Also, Part 7 requires Research Accounting Security.

Contact Penney Doughtie at 328-2706 doughtiep@ecu.edu with questions concerning the monthly departmental review Instructions.