



Year-End Budget Review

Year-End Budget Review Quick Reference Guide

The following reports and queries may be useful during the year-end budget review process. The table indicates the name, description, and location where the information can be accessed. Please be aware that access to different systems may vary depending on your security role.

Useful Year End Reports

NAME	DESCRIPTION	LOCATION
Department Tree	View tree hierarchy of all departments, including whether it is control, transaction, or control transaction	UGA Budget Management
Quarterly Amendment Review	Report to ensure there are no overdrafted fund codes by intermediate unit for each fund code. Broken out by Revenue, Personal Expense, and NonPersonal Expense budget. <i>*Best practice would be to run this at least monthly.</i>	UGA Budget Management
Budgetary Detail Report (Benefits Included)	Shows budget and balances by account type. Original and current budget, encumbered actuals, and available balance. Excludes benefit account codes.	UGA Budget Management
YTD Expenses Budget vs. Actuals	Report with department fund balances (budget and encumbered actuals). Red indicates the presence of funds.	UGA Budget Management
Budget Status Report v2.0 (Tableau)	The BSR v.20 provides budget-to-actual information at the summary and detail levels for multiple financial departments. This report will download as a pdf file and has subscription capabilities which will deliver a customized report to your email on a set schedule. Closely resembles the legacy Account Status Report. <i>*Great tool for providing high-level budget reviews to management.</i>	UGA Data Warehouse
Project Status Report	This cube can be used to view budget-to-actual information at the summary or detail level for projects. This cube will download as an Excel spreadsheet and utilizes "PivotTable" functionality.	UGA Data Warehouse
Budget Status Report Cube	Provides transaction and budget detail. Allows customization of the data to suit the needs of individual units.	UGA Data Warehouse
Project Status Cube	Provides transaction and budget detail for projects. Allows customization of the data to suit the needs of individual units.	UGA Data Warehouse
Position Funding Cube	The Position Funding Cube provides payroll detail information and encumbrance amounts by chartstring by employee. The report can be used as a personal services detail or payroll cost report.	UGA Data Warehouse



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Viewing Open Encumbrances and Outstanding Transactions

UGA_PO_CLOSE_NONEXPENSE	Non-Expense Account ChartField	UGA Financials— Query Viewer
UGA_PO_OPEN_AMOUNT	Open POs by Department, Project, Financials PO#, UGAmart PO#, or Click SubID#. Includes Open Amounts and Full Chartstrings.	UGA Financials— Query Viewer
Pending User Submission queries for Travel Authorizations, Expense Reports, Payment Requests, GL Journals, Budget Journals, Budget Transfers, Journal Vouchers	Query results list of pending (unsubmitted) transactions by department	UGA Financials— Business Management WorkCenter

Cleaning Up Personal Services

Position Funding Cube	The Position Funding Cube provides payroll expense details and encumbrance amounts by chartstring by employee. The report can be used as a personal services detail or payroll cost report.	UGA Data Warehouse
Payroll Expenses Detail	Payroll information by Pay Run ID, Dept, Pay Group, Fund, Project ID, Class, Empl ID, or Combo Code	OneUSG Connect System Manager Reporting Page

Resolving Budget Check Errors

NAME	DESCRIPTION	LOCATION
UGA_KK_CTL_CLASS_SUM	Dept Ctl Group Fund & Class	UGA Financials— Query Viewer
UGA_KK_CLASS_SUM	Fund & Class Balances	UGA Financials— Query Viewer
UGA_KK_PARENT_EXP_REV_BALS_SUM	Dept Parent Budget Balances	UGA Financials— Query Viewer
UGA_PC_NONSP_BUDGET	NonSponsored Budget Distribution	UGA Financials— Query Viewer
UGA_KK_PROJ_BUD_BAL_WSUM	Project Budget Balances	UGA Financials— Query Viewer
UGA_GM_BUDGET_BY_CFS	Grant Budget By ChartFields	UGA Financials— Query Viewer
UGA_KK_PROJECT_BUDGET_BALANCE	Project Budget Balances	UGA Financials— Query Viewer
UGA_GM_DATES_BY_ACTIVITY	Can be run by department, range, project and can also show only a range of project end dates	UGA Financials— Query Viewer
Budget Overview Tool	Provides the ability to look at your budget information for specific ChartField combinations	UGA Financials— General Ledger



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Budget Check Errors

ERROR	QUESTION	QUERY
DEPT Ledger Errors Funds 20200, 20300, or 20500	<i>Are funds available for the Fund and Class for the Department Control Group?</i>	Use Query UGA_KK_CTL_CLASS_SUM specifying the Department, Fund and Class
	<i>Are funds available for the Fund and Class?</i>	Use Query UGA_KK_CLASS_SUM specifying the Fund and Class
DEPT Ledger Errors Not Funds 20200, 20300, or 20500	<i>Does the Departmental Control Group overall have available funds for the Fund and Budget Reference?</i>	Use Query UGA_KK_PARENT_EXP_REV_BALS_SUM specifying the Fund, Budget Reference, and Department being charged.
PROJ Ledger Errors C (Construction) or N (Nonsponsored) Projects No Budget*	<i>Is the full chartstring (excluding Only the Account) budgeted for the project?</i>	Use Query UGA_PC_NONSP_BUDGET to see what chartstrings are budgeted for the project.
PROJ Ledger Errors C (Construction) or N (Nonsponsored) Projects Exceeds Budget*	<i>Does the project overall have adequate available budget?</i>	Use Query UGA_KK_PROJ_BUD_BAL_WSUM to see the available budget for the project.



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Budget Check Errors		
ERROR	QUESTION	QUERY
<p>PROJ Ledger Errors R (Research Foundation) or S (Sponsored) Projects No Budget*</p>	<p><i>Is the Fund, Department, Program, Class, Activity, and appropriate Budget Account budgeted for the project?</i></p>	<p>Use Query UGA_GM_BUDGET_BY_CFS to see what chartstrings are budgeted for the project.</p>
<p>PROJ Ledger Errors R (Research Foundation) or S (Sponsored) Projects Exceeds Budget*</p>	<p><i>Does the project overall have adequate available budget?</i></p>	<p>Use Query UGA_KK_PROJECT_BUDGET_BAL ANCE or UGA_KK_PROJ_BUD_BAL_WSUM to see the available budget for the project.</p>

*Use [this Budget Account Identifier tool](#) to enter the Account Code and view the corresponding description.

Additional Information:

- For more information on budget check errors can be found in the OneSource Training Library (**Financials Topics by Module > Monitoring Business Transactions > [Managing Budget Check Errors](#)**).
- Tutorials for running the reports and queries listed in this document can be found in the OneSource Training Library (**Financials Topics by Module > Reporting and Data Warehouse > [Useful Reports for Year End Budget Review](#)**).
- For further assistance, please contact the **OneSource Service Desk** at onesource@uga.edu or 706-542-0202 (option 2).