

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.

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

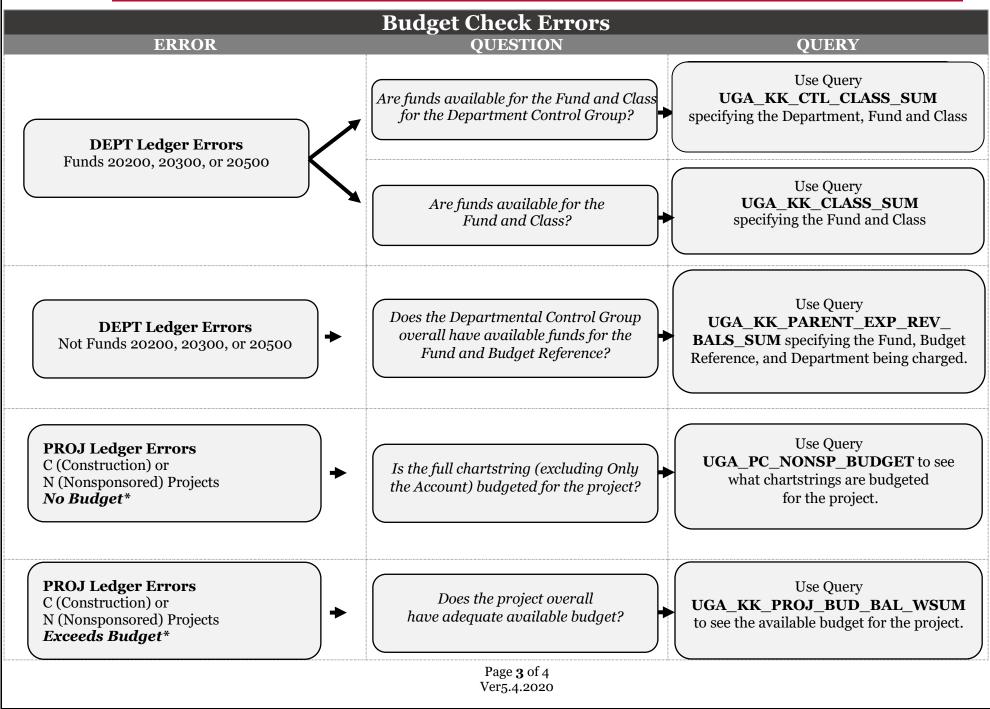


Viewing Open Encumbrances and Outstanding Transactions

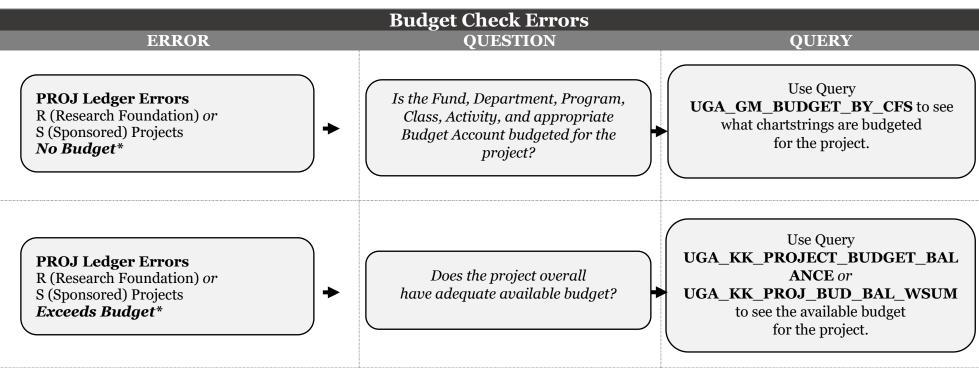
UGA_PO_CLOSE_NONEXPENSE	Non-Expense Account ChartField	UGA Financials— Query Viewer
UGA_PO_OPEN_AMOUNT	Open POs by Department, Project, Financials PO#, UGAmart PO#, or Click SubID#. Includes Open Amounts and Full Chartstrings.	UGA Financials— Query Viewer
Pending User Submission queries for Travel Authorizations, 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
Cle	eaning 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
Res	solving 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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*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 > <u>Useful Reports for Year End Budget Review</u>).
- For further assistance, please contact the **OneSource Service Desk** at <u>onesource@uga.edu</u> or 706-542-0202 (option 2).