Process Name: Department Level Budget Monitoring
Date: August 10, 2005
Time: 1:00 PM
Location: ACR207
Participants: Laura Lannom, Patty Roach, Carolyn Todd, Tanya Romero, Maggie Miller
Session Lead: Laura Lannom, Visio; Tanya Romero, Narrative

Narrative/Description: Process begins with department monthly/periodic reconciliation. Department utilizes FRS (screens 19, 23 or MAM-management screens), pivot tables, source documents and spreadsheets to assist them with the reconciliation process. Compares data to departmental records and verifies accuracy of budget (including approved budget adjustments), expenditures and encumbrances posted to system. If records agree process is complete. If records do not agree, account manager researches discrepancy by comparing documents to entries or contacting necessary department for clarification or correction. Once problem is clarified, corrections are made to departmental records or requests for corrections are sent to appropriate department. For example, encumbrance liquidation issues should go to Purchasing; posting issues to Accounting; IT’s are returned to issuing department. Account manager verifies corrections have been made.

Electronic Inputs: None
Manual/Paper Inputs: Source documents
Key Decision Points (list all): Does departmental information agree with FRS?
Related Policy(s): None
Interface to Other Systems: Data warehouse (pivot table), Excel.
Web Features: None
Electronic Outputs: Spreadsheets
Manual/Paper Outputs: Departmental reports (optional)
Customer(s): Management, vendors
Regulatory Items: None
Frequency/Volume: Monthly/periodic (optional)
Potential Break Points: No access to system. Loss of departmental records.
Automation: None
Issues: THIS PROCESS IS NOT MANDATORY!!!!!!! Monitoring is not done on a regular and consistent basis. Need to look at mandatory on-line requisitions.