**Mismatched BVA Transfers Reconciliation:**

Query: LJ\_NONEX\_NONTRANSFER\_NODE

 LJ\_TRANSINOUT\_NOTNONEX\_NODE

LJ\_TRSINOUT\_NONON\_ACT\_NODE

 LJ\_NONEX\_NNTRSF\_ACT\_NODE

This report shows which chart-fields have inappropriately used the NONEX program (000). This program should only be used for transfer account codes. All other accounts should be program specific.

Step 1: Run a query and retrieve data (export to Excel).

Step 2: Filter the data so that only your BC department numbers are displayed.

Step 3: At the bottom of the table sum the total of all “amounts” that are displayed.

* If the “Amount” column sums to “0” then no error exists repeat step 1 through 3 for each query.
* If this “Amount” column **does not** sum to “0” then an error exists. Proceed to step 4 for resolution.

Step 4: When an account code is inappropriately matched with a program code the line must be reversed in PeopleSoft and re-entered in with the correct program code. When the “Amount” column does not sum to “0” you must review the lines to find which entries do not have a corresponding entry with a reversed sign which sums to “0”.

Step 5: Once the entry is error is identified, the corresponding data in the column labeled “user” can be used to identify who should be contacted to resolve this error. Repeat this process until all errors have been addressed or resolved.

Additional information:

These errors are corrected by entering a budget journal to reverse the original journal with mismatched account/program codes. In the same journal a new line should be created with the properly pair account/program code so that the BA is still in balance.

Query Descriptions:

LJ\_NONEX\_NONTRANSFER identifies non-transfer account codes that are using a NONEX program code but should be using a specific program code.

LJ\_TRANSINOUT\_NOTNONEX identifies transfer in/out account codes that did not use a NONEX program code. Account codes 92XX, 94XX and TRSOUT should always use program code NONEX

LJ\_TRSINOUT\_NONON\_ACT Identifies journal entries (not budget journals) that use transfer in/out account codes but do not use program code 000 (NONEX).

LJ\_NONEX\_NNTRSF\_ACT Identifies journal entries (not budget journals) that use non- transfer in/out account codes but use a 000 (NONEX) program code.

In accordance with the Budget Office’s Reconciliation policy; Budget Centers should complete the Cash Transfer Reconciliation and the Mismatched BVA Transfers Reconciliation processes on a weekly or bi-weekly basis to ensure that any issues are promptly remediated. Any issues found in these reports should be remediated by the date marked “Deadline to Clearing Errors and Posting All Journals” per the Controller’s close calendar: (<https://www.clemson.edu/finance/controller/schedules/fy_21_monthly_closing_schedule.xls>)

This is consistent with current accounting restrictions and enables the budget fix process to be aligned more closely to those expectations thereby improving reporting on a monthly basis.

Please reach out to your CBO with any questions on how to resolve discrepancies found during the Budget Balance Recon process.

Additional information about budget amendments and their rules can be found in the Budget Office Training Manual: <https://media.clemson.edu/cfo/budgets/PeopleSoft-Budget-Training.pdf>