

CBSHS/CoE Budget Status Report Reconciliations –Expenditures

Effective July 1, 2013

As the University continues to look for ways to reduce costs to meet our current budget challenges, all processes, activities, etc. are open for review.

One labor intensive process that has been required by University policy is the reconciliation of detailed expenditure Budget Status Reports. The University issued policy several years ago that allowed us to stop reconciling (a.k.a. checking- off) several types of transactions. The policy also allowed business centers to determine what types of transactions must be “checked-off” based on code, dollar amount, etc.

PSA adopted a policy to cease reconciling expenditures completely in 2009 and have had no significant issues since then and have recognized savings of both time and resources.

By completely eliminating this process, we will recognize the savings of:

- 1) reduced effort of personnel who prepare the reconciliation package,
- 2) reduced effort of the reconciliation reviewer,
- 3) reduced paper and printing costs.

The adjusted business process beginning July 2013 will be:

- 1) Pay vouchers as normal. It will be imperative that all approvals are in place before entering anything into the system for payment as there will be no reconciler review. The University disbursement policy is very clear on the requirements for disbursements should you need to reference it. http://www.clemson.edu/cfo/procurement/policies/disb_policies/disb00pol.html
- 2) Use P-card as normal. Monthly reconciliation of P-card transaction to the statement is required per policy. <http://www.clemson.edu/cfo/procurement/pcard/pcard.qtip.pdf>
- 3) Use Buy-Ways as normal. Approvals are built into this system or are delegated via Auto Approval spending limits.
- 4) File vouchers as normal.
- 5) Continue to send non-buyWays grant transactions (fund 20) to the Grants Administrator in the Center for Research and Collaborative Activities (CRCA) in 401 Edwards Hall.
- 6) The Business Office will review a sample of transactions for each month to monitor compliance with University disbursement policies and procedures.

NOTE: We are implementing this policy to eliminate processes that are not adding value. If you have a specific need for the printed BSR for grants, administration use, etc., you may continue to print them.

Please continue to fully reconcile all transactions on the Revenue BSR report back to source documents.

Monthly Review Data – RFC_MONTHLY_EXP_RPT (query name)

If you would like to conduct a monthly review (or have an administrator or PI do so), there is a query available for your use that will pull transactions for a department for a given month (accounting period). The data is sorted by project number, journal date, and journal ID and provides as much information as possible to help the reviewer know what each charge is for. You may adjust the criteria to pull any combination of data that you choose to accomplish the desired review(s).

This review is recommended but is not required.

Voucher Preparation

Currently when a voucher is prepared, the source document is an approved invoice. The information is entered into CUBS and one or two pages are printed as a summary/cover/signature page for the voucher document.

In order to save paper, let's use the actual invoice as the voucher document. Have the purchaser sign the invoice for approval. Then use a rubber stamp on the invoice (the College Business Office will provide the stamp shown below) which notes the initials of person entering into CUBS, the date, the full account number and voucher number. Enter the voucher info into CUBS and fill in the blanks on the stamp. File the invoice as documentation.

Hopefully this will save 1 to 2 pages of printing per voucher.

Effective date: As soon as you receive your rubber stamp. Many of you already have one. Please notify the College Business Office if you need one.

