



BUSINESS SERVICES FOR STUDENT AFFAIRS

BUSINESS SERVICES FOR DIVERSITY, EQUITY, & INCLUSION

## MONTHLY FINANCE REVIEW PROCESS

Fiscal management is vital to the success and health of our organization; we must continue to maintain strong internal and external controls in order to ensure appropriate use of our financial budgets while mitigating transaction record errors.

In an effort to achieve this objective, it is **required** by each employee with financial responsibility to complete the monthly review process for their all their indexes. This process is initiated by running an ARGOS report, reviewing the data, and then acknowledging, to the best of your knowledge, all transactions within the index appear to be allowable, appropriate, and accurate, or are noted otherwise. Transactions otherwise noted need an executed corrective action plan. Transaction corrections should be initiated during the review process.

The monthly review may be completed at three different levels depending on your area of responsibility:

1. Approval at the department level
2. Approval by unit code
3. Approval by index

Initiating the report in ARGOS is the same regardless of the approval level:

1. Go to Banner: [www.banner.usu.edu](http://www.banner.usu.edu) and click on the “Evisions” link on the left side, close to the bottom of the page.

### Evisions \*

The **Evisions** product suite includes: Argos (Enterprise Reporting), Form Fusion, and Intellicheck.

### [Argos Reporting](#)



2. Click on the Argos App Launcher:



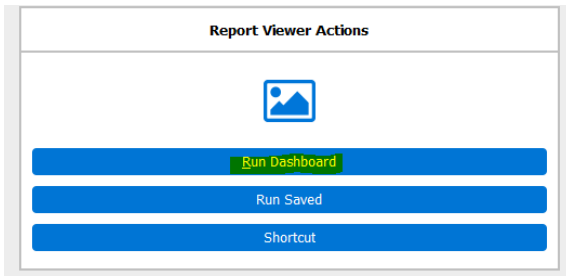
#### Enterprise Reporting

Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.



3. Click on the Finance folder:  Finance
4. Click on “FIN Monthly Review”:  FIN Monthly Review

5. Click “Run Dashboard”:



6. The Monthly Review homepage should now be displayed.

- a. From here you may select the period you would like to review from the drop down menu here:
- b. Select the indexes you would like to view here:
  - i. Choose ‘Select a subset of indexes’ if you will be reviewing by college, department, unit, or index. **Do NOT select the “View All Indexes...” option.**
    1. You will be prompted to select a department, unit code, or index to view
      - a. Leave ‘Select All Colleges’ checked
      - b. Uncheck ‘Select All Departments’ and highlight your department
        - i. Do not filter further if you will be reviewing by department
      - c. You may further filter by unit code or index by unchecking the boxes and highlighting the desired areas

UtahStateUniversity | Finance

Home Online View Export as PDF Review

Home Page

Statement End Date  
 Fiscal Year/Period 20 | 03 (09/01/2019 - 09/30/2019)

Indexes to View  
 View all indexes I have access to  
 Select subset of indexes

View Online or Export as PDF

Note: Selecting All only displays the codes the user has access to.

Select All Colleges

College	College Title	Dean/VP
** ALL **		

1 items, 1 selected

Select All Departments

Dept	Dept Title	Dept Head
DPACES	Inclusion Center	Holt, Michelle
DPHLTH	Student Health Services	Deberard, Michael
DPSILC	Student Involvement & Leadership	Zimmerman, Linda
DPSTUD	Vice President-Student Affairs	Morales, James
DPUTC0	Cntr for Civic Engagemint & Svc-Lm	Damitz, Sean
DPVPSL	Campus Recreation	Lawrence, Daniel

6 items, 1 selected

Select All Units

Unit	Unit Title	PI / Financial Manager
** ALL **		

1 items, 1 selected

1 items, 1 selected

c. Click on “Online View” to generate the report

7. APPROVING BY INDEX:

- a. Highlight index from data box
- b. Select 'Transaction History' from drop down menu under 'Report Options' heading located under data box.
  - i. The report will populate an additional data box below containing the transactional history of the selected index during the specified fiscal period.
  - ii. Review the data to ensure accuracy; make note of any abnormalities or questions you may have.
  - iii. Once complete, click the green button 'Mark Index as Reviewed' in the upper right of the screen.
  - iv. Insert any comments here (optional only if index is not in a deficit; **Dr. Morales requires a comment for all indexes in a deficit**) and then click the green button 'Click here to mark as reviewed' to document your review.
  - v. Contact your Business Services Finance Specialist or submit a ServiceNow Request to correct an imprecise transaction.

The screenshot shows the 'Summary as of 09/30/2019' page. At the top, there are navigation links: Home, Online View, Export as PDF, Review, and Help. Below this, the page title is 'Summary as of 09/30/2019' and the fiscal year/period is 'Fiscal Year: 20 Fiscal Period: 03 (09/01/2019 - 09/30/2019)'. A 'Summary Options' dropdown menu is set to 'Available Balance Summary'. A table of grants is displayed with columns for Index, Index Title, Fund, Budget, Curr Month Expended, and Expended. A red box highlights the 'Report Options' button below the table. An 'Add Review By Index' dialog box is open, showing the selected index 'A06096 Utah Conservation Corps Fee' and a text area with the comment 'Looks good!'. A green button 'Click here to mark as reviewed' is visible at the bottom of the dialog box.

Index	Index Title	Fu...	Fund	Budget	Curr Month Expended	Expended
A06095	Match Bear River Conservation	27	104902	250.00	0.00	0.00
A06096	Utah Conservation Corps Fee	18	101702	118,594.38	14,550.25	41,718.66
A07606	Utah Conservation F&A	13	100010	24,166.34	3,705.98	4,477.83
A10790	Service Center Donations	27	106748	7,127.85	0.00	1,902.61
A10881	Forest Service Match 2003	18	106833			
A12329	Academic Service Learning Center	12	101164	147,768.21	2,228.26	28,534.68
A13772	UT Bioneers Conference	27	108514	3,500.00	0.00	0.00
A15595	Aqqie Special Olympics	27	109648	-5,516.15	345.08	520.08
A15602	Big Brothers Big Sisters	27	109655			
A16202	Aqqie Blue Bikes	27	110085	126,605.28	13,401.55	17,781.88
A21814	Match Account for 090904	18	113809			
A23394	Student Sustainability Club	27	114872	260.20	0.00	0.00
A23395	HABITAT FOR HUMANITY	27	114873	1,020.52	0.00	0.00
A23476	A23476 Access Center Outreach De...	27	114916	49.51	0.00	0.00
A23477	A23477 Access Center Outreach Schol	27	114917			
A24610	Sustainability Fee Admin	27	115706	46,307.46	18,564.11	58,052.62

8. APPROVING BY UNIT CODE, DEPARTMENT, OR COLLEGE:

- a. After selecting your department and leaving the 'Select All' boxes checked for units and indexes on the Home page, and clicking the green 'Online View' button, you may review each index in your department
  - i. Highlight index from data box
  - ii. Select 'Transaction History' from drop down menu under 'Report Options' heading located under data box.
    - 1. The report will populate an additional data box below containing the transactional history of the selected index during the specified fiscal period.
    - 2. Review the data to ensure accuracy; make note of any abnormalities or questions you may have.
- b. Once you are ready to approve all indexes in your department at once, click the 'Review Tab' located along the top of the page

The screenshot shows the 'UtahStateUniversity | Finance' header. Below the header, there are navigation links: Home, Online View, Export as PDF, and Review. The 'Review' button is highlighted with a red box. Below the navigation links, the page title is 'Summary as of 09/30/2019' and the fiscal year/period is 'Fiscal Year: 20 Fiscal Period: 03 (09/01/2019 - 09/30/2019)'. A red arrow points from the 'Review' button in this screenshot to the 'Review Tab' mentioned in the instructions above.

- c. Select your CL, DP or unit code from the drop down menu *or type it in if the field is blank or code is unavailable*. Press enter.
- d. Insert any comments in the comment box (optional only if indexes are not in a deficit; **Dr. Morales requires a comment for all indexes that are in a deficit**).
- e. Click the green button 'Click here to mark as reviewed' to document your review
- f. Contact your Business Services Finance Specialist or submit a ServiceNow Request to correct an imprecise transaction.

Home Online View Export as PDF Review

**Add Organization Review**

Fiscal Year: 20 Fiscal Period: 03 (09/01/2019 - 09/30/2019)

Unit, Department, or College Code that was reviewed

DPUTCC Cntr for Civic Engagemnt & Svc-Lrn

Comments (Optional)

Click here to mark as reviewed

9. Repeat this process each month for your areas of responsibility.
10. If you have any questions or concerns regarding this process, or would like additional training, please contact your Business Services Finance Specialist and will be happy to help!

### MONTHLY REVIEW TIMELINE:

- 1<sup>st</sup> full week: Controller's completing month end; we have no action item
- 2<sup>nd</sup> - 3<sup>rd</sup> full week: index, unit, department financial managers review
- 4<sup>th</sup> full week: VP division review