<u>MONTHLY FINANCE REVIEW PROCESS</u>

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 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:

Ar evisions
Argos

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.

Argos Web Viewer   Argos   ⟵

3. Click on the Finance folder: ▸ 📁 Finance

4. Click on "FIN Monthly Review": ▸ 🔗 FIN Monthly Review

5. Click "Run Dashboard":
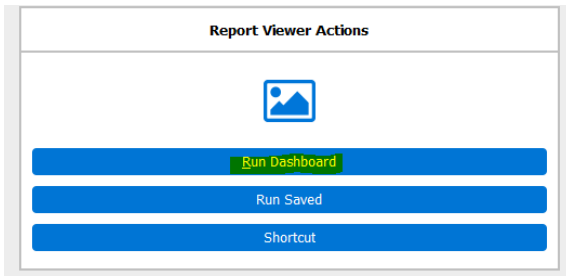
6. The Monthly Review homepage should now be displayed.
    a. From here you may select the period you would like to review from the drop down menu here:
    b. Select the indexes you would like to view here:
        i. Choose 'Select a subset of indexes' if you will be reviewing by college, department, 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

    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.

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

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.

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:

1st full week: Controller's completing month end; we have no action item

2nd - 3rd full week: index, unit, department financial managers review

4th full week: VP division review