



Quarterly Amendment Review

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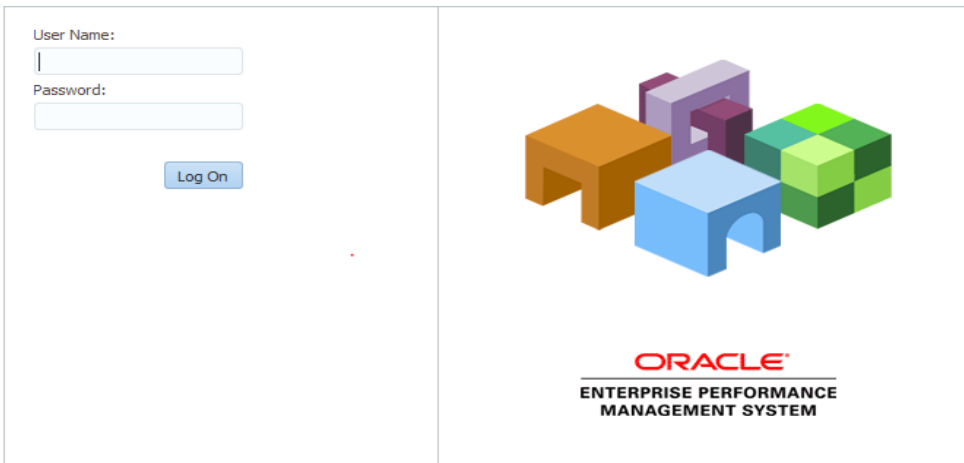
Purpose of Document

This document is to serve as general guidelines on steps a user can take to evaluate and research Quarterly Amendment Review (QAR) needs and determine what action to take, if any.

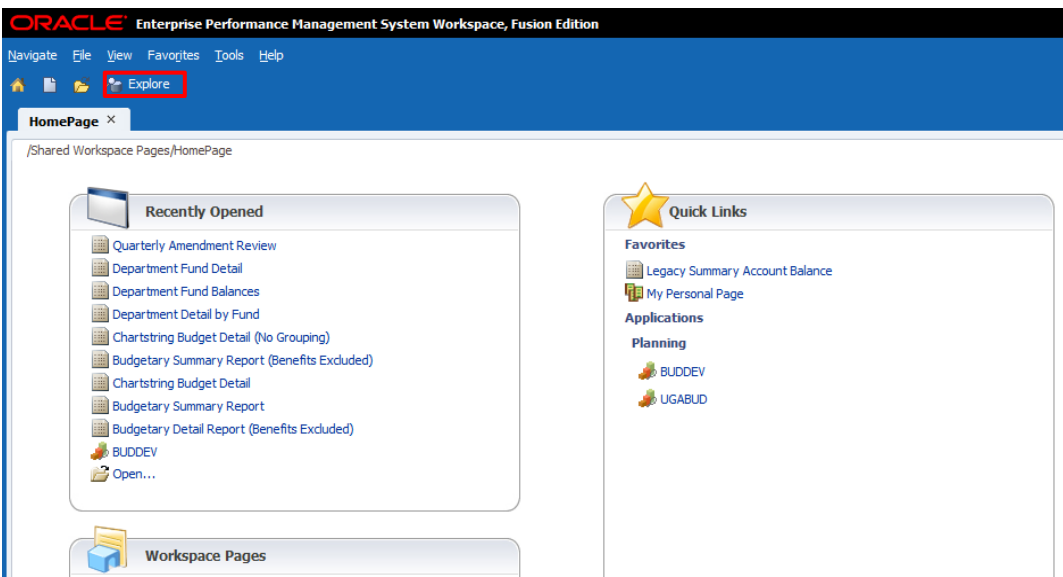
Standard Operating Procedures for the QAR can be found on the [University Budget Office website](#).

Running the QAR Report

Login into the **UGA Budget Management** system

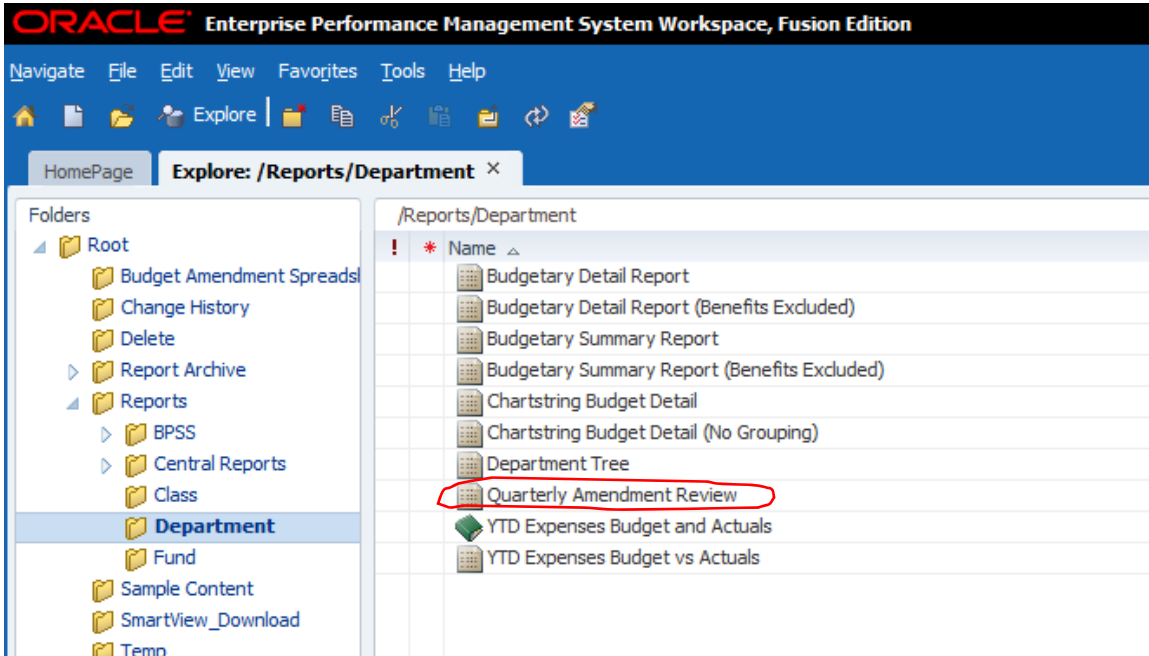


Click **Explore** (top left side, above home page tab)

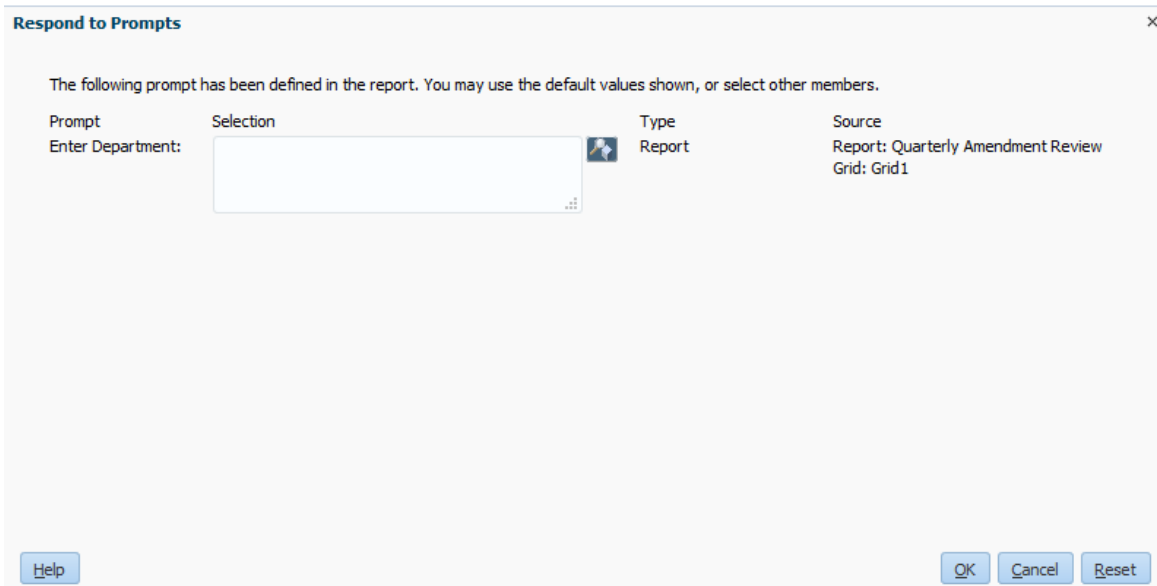


Quarterly Amendment Review

Click open **UGA Reports (Current)**, the **Department** folder, then double click the **Quarterly Amendment Review**



Enter **D** and then the **Financial Department**



Quarterly Amendment Review

Check the POV and make sure Period is set to **Period: YTD-Jun**, Year is set to **Year: FY20** and BudRef is set to **BudRef: BR20**. All other dimensions should be set to **ALL** or the same name (e.g. Chartfield1: Chartfield1) in order to see total balances.

Period: YTD-Jun
Program: All Programs
Location: Location
Class: All Classes
Chartfield1: Chartfield1
Project: Project
Year: FY20
BudRef: BR20

Reviewing the QAR

Step 1. Look for overdrafts

After running the QAR report, review the balances to check for any overdrafts. All fund codes starting with a “1” need to be reviewed and have a positive balance by the QAR deadline each quarter. Any fund codes with a 2 or higher can be ignored for this review process.

What’s good? A positive balance in black indicates the department does not have an overdraft. See Example 1 to see what a desirable balance in the various fund codes is.

What’s bad? A negative balance in red indicates an overdraft. See Example 2 for what will require action by the unit/department.

Example 1. No Overdrafts: No action is required by the department because all fund codes beginning with **1** have a positive balance.



Quarterly Amendment Review
07-31-2019

Department	Fund	Balance	Balance	Balance
		400000 - Revenue	Personal Services	NonPersonal Services
	2000 - RI-Restricted and Sponsored	(2,592,590)	0	(2,593,723)
	10600 - RI-Other General	0	11,093	9,111
	10000 - RI-State Appropriations	0	0	8,327

Quarterly Amendment Review

Example 2. Overdrafts are Present: Action is required by the department because Fund 10000 – RI-State Appropriations has a negative balance in their Personal Services balance.



Quarterly Amendment Review
08-01-2019

Department	Fund	Balance 400000 - Revenue	Balance Personal Services	Balance NonPersonal Services
	14100 - Departmental Sales and Service	87,165	7,062	86,185
	15000 - RI-Indirect Cost Recoveries	1,312	0	2,589
	20000 - RI-Restricted and Sponsored	(228,779)	(186,719)	(39,419)
	20200 - Restricted-Foundation	1,190,412	(57,055)	1,169,855
	20300 - Restricted-Research Foundation	6,875	0	10,192
	20400 - Restricted-Non-Sponsored	48,096	0	47,402
	20500 - Restricted-UGA Endowment Funds	229,510	103,004	12,687
	10600 - RI-Other General	0	0	270
	10500 - Tuition	0	8,720	5,776
	10000 - RI-State Appropriations	0	(1,739)	1,895
	16000 - Technology Fees	0	0	1

Step 2. Expand Report

This report has the ability to expand the departments to help determine which department(s) caused the overdraft.

Expand Department by clicking the arrow(s): user can continue to expand until it is expanded to the bottom level. At this point, user has identified the department, fund and the \$\$ amount that is overdrawn.



Quarterly Amendment Review
08-01-2019

Department	Fund	Balance 400000 - Revenue	Balance Personal Services	Balance NonPersonal Services
	14100 - Departmental Sales and Service	87,165	7,062	86,185
	15000 - RI-Indirect Cost Recoveries	1,312	0	2,589
	20000 - RI-Restricted and Sponsored	(228,779)	(186,719)	(39,419)
	20200 - Restricted-Foundation	1,190,412	(57,055)	1,169,855
	20300 - Restricted-Research Foundation	6,875	0	10,192
	20400 - Restricted-Non-Sponsored	48,096	0	47,402
	20500 - Restricted-UGA Endowment Funds	229,510	103,004	12,687
	10600 - RI-Other General	0	0	270
	10500 - Tuition	0	8,720	5,776
	10000 - RI-State Appropriations	0	(1,739)	1,895
	10000 - RI-State Appropriations	0	(1,850)	1,851
	10000 - RI-State Appropriations	0	(1,850)	1,851
	10000 - RI-State Appropriations	0	0	43

Quarterly Amendment Review

Step 3: Determine Action

There are three primary overdraft types that will require different action.

- Personal Services or Non-Personal Services is overdrafted, but there is enough balance in the other to cover the overdraft.
 - This scenario can be resolved by transferring money between account types, increasing total fund budget, or by moving actuals.
- Personal Services or Non-Personal Services are both overdrafted, and there is not enough balance to cover the overdraft.
 - This scenario can be resolved by increasing total fund budget or by moving actuals.
- Revenue is overdrafted because actual revenue is more than budgeted revenue.
 - This scenario can be resolved by increasing the revenue budget.

Budget Journals

Users are advised to create budget journals/transfers one of two ways:

1. Budget journals or budget transfers. This tool is found within the UGA Financial Management System.

Budget Journal:

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=b88c302f-c782-4540-97c9-bd8cbcd9cccf

Budget Transfer:

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=7f865134-60cf-4d3f-9a77-f0b7af28228e

2. Budget Amendment- This tool is found within the UGA Budget Management System. Users will create a budget journal through the amend tool that assists in finding available money.

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=cd2dd1ab-6e97-4f51-bcd8-04cdcea3b9f5&bypassstoc=0



Quarterly Amendment Review Best Practices

Budget Management

Quarterly Amendment Review

Quarterly Amendment Review

The following pages offer some examples that might occur when a user is running and researching the QAR report.

Example 1. Moving money between account codes within the same fund code.

One way to clear the Personal Services overdraft is by moving **\$1,850** from Non-Personal Services to Personal Services from the same **Fund Group 10000 – RI-State Appropriations**.



Quarterly Amendment Review
08-01-2019

Department	Fund	Balance	Balance	Balance
		400000 - Revenue	Personal Services	NonPersonal Services
[REDACTED]	14100 - Departmental Sales and Service	87,165	7,062	86,185
[REDACTED]	15000 - RI-Indirect Cost Recoveries	1,312	0	2,589
[REDACTED]	20000 - RI-Restricted and Sponsored	(228,779)	(186,719)	(39,419)
[REDACTED]	20200 - Restricted-Foundation	1,190,412	(57,055)	1,169,855
[REDACTED]	20300 - Restricted-Research Foundation	6,875	0	10,192
[REDACTED]	20400 - Restricted-Non-Sponsored	48,096	0	47,402
[REDACTED]	20500 - Restricted-UGA Endowment Funds	229,510	103,004	12,687
[REDACTED]	10600 - RI-Other General	0	0	270
[REDACTED]	10500 - Tuition	0	8,720	5,776
[REDACTED]	10000 - RI-State Appropriations	0	(1,739)	1,895
[REDACTED] [C]	10000 - RI-State Appropriations	0	(1,850)	1,851
[REDACTED] [T]	10000 - RI-State Appropriations	0	(1,850)	1,851
[REDACTED] [C]	10000 - RI-State Appropriations	0	0	43
[REDACTED] [CT]	10000 - RI-State Appropriations	0	0	1
[REDACTED] [CT]	10000 - RI-State Appropriations	0	1	0
[REDACTED] [CT]	10000 - RI-State Appropriations	0	110	0
[REDACTED]	16000 - Technology Fees	0	0	1

Quarterly Amendment Review

Example 2. NonPersonal Services overdrafted.

In this example, the overdraft is caused by one department which effects the overall Nonpersonal Services.

There are 2 ways to clear the Non-Personal Services overdraft. One way is by moving **\$1,447** from another department's Personal Services. The second way is by taking **\$1,345** from the overdrafted department and then take the balance of **\$102** from another department all within the same **Fund 10000 – RI-State Appropriations**.



Quarterly Amendment Review
08-01-2019

Department	Fund	Balance	Balance	Balance
		400000 - Revenue	Personal Services	NonPersonal Services
[REDACTED]	14100 - Departmental Sales and Service	7,411	0	8,197
[REDACTED]	15000 - RI-Indirect Cost Recoveries	1,625	0	34,526
[REDACTED]	20000 - RI-Restricted and Sponsored	(1,594,494)	(1,205,535)	(390,890)
[REDACTED]	20200 - Restricted-Foundation	634,953	(113,618)	748,225
[REDACTED]	20300 - Restricted-Research Foundation	(63,288)	(14,161)	83,064
[REDACTED]	10600 - RI-Other General	(3,075)	0	0
[REDACTED]	10500 - Tuition	3,075	1,394	35,348
[REDACTED]	10000 - RI-State Appropriations	0	8,493	(1,447)
[REDACTED] [C]	10000 - RI-State Appropriations	0	0	2,051
[REDACTED] [T]	10000 - RI-State Appropriations	0	0	551
[REDACTED] [T]	10000 - RI-State Appropriations	0	0	1,500
[REDACTED] [C]	10000 - RI-State Appropriations	0	1,345	(9,622)
[REDACTED] [T]	10000 - RI-State Appropriations	0	1,345	(9,622)
[REDACTED] [C]	10000 - RI-State Appropriations	0	7,148	6,125
[REDACTED] [T]	10000 - RI-State Appropriations	0	7,148	6,125
[REDACTED]	16000 - Technology Fees	0	0	30

Quarterly Amendment Review

Example 3. Overdrafted with limited funds.

In this example, there are not enough funds to cover **Fund 10600-RI-Other General**. There are several ways to correct this overdraft. One way is to ask the intermediate unit for additional money. The second way is to move **\$8,738** from Non-Personal Services to Personal Services within the same **Fund 10600-RI-Other General** which will still leave a negative balance of **\$2,612**. The last way is to move actual expenses from **Fund 10600-RI-Other General** to **Fund 10000-RI-State Appropriations**. Users could also do a mixture of multiple options.



Quarterly Amendment Review
07-31-2019

Department	Fund	Balance 400000 - Revenue	Balance Personal Services	Balance NonPersonal Services
[Redacted] [C]	10600 - RI-Other General	0	(11,350)	8,738
[Redacted] ([T]	10600 - RI-Other General	0	(2,957)	40,660
[Redacted] [T]	10600 - RI-Other General	0	(6,454)	18,185
[Redacted] [T]	10600 - RI-Other General	0	972	(58,180)
[Redacted] [T]	10600 - RI-Other General	0	(1,636)	2,288
[Redacted] [T]	10600 - RI-Other General	0	(1,275)	5,966
[Redacted] [T]	10600 - RI-Other General	0	0	(180)
[Redacted] [C]	10000 - RI-State Appropriations	0	(2,444)	5,329
[Redacted] [T]	10000 - RI-State Appropriations	0	0	18,871
[Redacted] [T]	10000 - RI-State Appropriations	0	(2,444)	333
[Redacted] [T]	10000 - RI-State Appropriations	0	0	(13,875)

Quarterly Amendment Review

Example 4. Departmental Sales Overdrafted

In this example, the overdraft is caused by Personal Services.

The best way to clear the Personal Services overdraft is by moving **\$5,778** from **Fund 14100-Departmental Sales and Service** either by taking the money from Revenue or Non-Personal Services.



Quarterly Amendment Review
08-01-2019

Department	Fund	Balance	Balance	Balance
		400000 - Revenue	Personal Services	NonPersonal Services
	14100 - Departmental Sales and Service	283,660	(5,778)	351,495
	14000 - Continuing Education	106,298	1,559	104,641
	15000 - RI-Indirect Cost Recoveries	702	1,000	6,542
	20000 - RI-Restricted and Sponsored	(122,303)	(59,187)	(39,855)
	20200 - Restricted-Foundation	3,086,725	116,218	2,949,115
	20300 - Restricted-Research Foundation	67,669	(307)	30,510
	20400 - Restricted-Non-Sponsored	1,626,278	2,547	1,580,606
	20500 - Restricted-UGA Endowment Funds	100,000	1,980	37,623
	10600 - RI-Other General	7,135	0	7,098
	10500 - Tuition	0	(85,166)	150,351
	10000 - RI-State Appropriations	0	2,347	(793)
	16000 - Technology Fees	0	0	173

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Step 4. Run Additional Reports

There are additional reports that a department can run within UGA Budget Management to determine how to clear overdrafts. These reports can be found in UGA Budget Management System under Reports → Department.

- *Chartstring Budget Detail* – report can be used to see which chartstrings are overdrafted. The report shows Department, Fund, Program, Class, Location, Chartfield1, Current Budget, Encumbrance, Actuals, and Balance.
- *Quarterly Amendment Review Detail* – report shows the same data as QAR with the ability to drill in to all chartfields. Also includes Current Budget, Actuals, and Encumbrances.
- *Department Detail by Fund* – report shows the detail Department, Fund, and Account codes and can be used as a concise report to show responsible departments that they are overdrafted in a particular area.
- *Monthly Overdraft Report* – report shows only the overdrafted balances of chartstrings so users can see where they have overdrafted. The report shows Department, Fund, Program, Class, Account, Current Budget, Actuals, Encumbrances, and Balance.

Users are also encouraged to use the Data Warehouse's Budget Status Report, UGA Financial Management's Budgets Overview Page and UGA Financial Management's queries such as UGA_KK_DEPT_EXP_REV_BALS - Departmental Budget Balances.

Quarterly Amendment Review

Example 1. Chartstring Budget Detail

This report is for an overdraft seen on the Quarterly Amendment Review.

Below are the prompts used for running the Chartstring Budget Detail report. The department and fund were specified in the prompts so only the related chartstrings will be shown on the report.

Respond to Prompts

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter D then the Department ID:	[Redacted]	Report	Report: Chartstring Budget Detail Grid: Grid1
Enter F then the Fund Code:	F10600	Report	Report: Chartstring Budget Detail Grid: Grid1
Enter P then the Program Code:	All Programs	Report	Report: Chartstring Budget Detail Grid: Grid1
Enter C then the Class code:	All Classes	Report	Report: Chartstring Budget Detail Grid: Grid1

Buttons: Help, OK, Cancel, Reset

This report provides the exact chartstring of where the overdraft has occurred for department and fund 10600. In this example, the overdrafts occurred because there are encumbrances with no budget associated.



Chartstring Budget Detail
FY20 - Period

Department	Fund	Program	Class	Account	Location	Chartfield1	Encumbrance	Actuals	Balance
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	522100 - Salaries-Staff	000 - No Location	NoCF1	25,551.06	0.00	(25,551.06)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	553201 - Group Life Ins-Basic Life	000 - No Location	NoCF1	187.88	0.00	(187.88)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	551200 - FICA-Employer Medicare	000 - No Location	NoCF1	662.22	0.00	(662.22)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	551100 - FICA-Employer	000 - No Location	NoCF1	2,831.14	0.00	(2,831.14)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	552100 - Teachers Retirement System	000 - No Location	NoCF1	10,181.05	0.00	(10,181.05)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	553111 - Grp Health Ins-BlueChoice HMO	000 - No Location	NoCF1	4,816.90	0.00	(4,816.90)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	500000 - Personal Services Expense	000 - No Location	NoCF1	44,230.25	0.00	(44,230.25)
[Redacted]	10600 - RI-Other General	11140 - Instruction-Departmental Admin	11300 - Other General Revenue	Total Expenses	000 - No Location	NoCF1	44,230.25	0.00	(44,230.25)

Quarterly Amendment Review

Example 2. Quarterly Amendment Review Details

This report provides the same initial level of detail as the QAR report with the ability to drill in to specific chartfield members and see the chartstring that the overdraft is on. Users will run this report the same as the QAR, and then click on the triangles in the desired row to drill in to a more detailed view of the data.



UNIVERSITY OF
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Quarterly Amendment
Review Details
FY20, YTD-Jun

Department ID	Fund	Program	Class	Chartfield1	Location	Account	Current Budget	Actuals	Encumbrances	Balance
▶ [Redacted]	14310 - Coop Extension Service-DSS	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ A400000	13,592,044	1,910,873.64	0.00	11,681,170.36
▶ [Redacted]	14310 - Coop Extension Service-DSS	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	13,592,044	1,599,394.63	6,328,067.09	5,664,582.23
▶ [Redacted]	14300 - Agricultural Experiment-DSS	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ A400000	6,211,095	714,199.79	0.00	5,496,895.21
▶ [Redacted]	14300 - Agricultural Experiment-DSS	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	6,211,095	574,637.52	1,139,933.83	4,496,523.65
▶ [Redacted]	14100 - Departmental Sales and Service	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ A400000	588,280	27,497.87	0.00	560,782.13
▶ [Redacted]	14100 - Departmental Sales and Service	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	588,280	61,268.99	124,105.74	402,905.27
▶ [Redacted]	15310 - Coop Extension-IDC Recovery	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ A400000	250,000	0.00	0.00	250,000.00
▶ [Redacted]	15310 - Coop Extension-IDC Recovery	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	250,000	14,157.82	0.00	235,842.18
▶ [Redacted]	15300 - Agricultural Exp-IDC Recovery	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ A400000	2,000,000	0.00	0.00	2,000,000.00
▶ [Redacted]	15300 - Agricultural Exp-IDC Recovery	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	2,000,000	10,398.22	147,241.56	1,842,360.22
▶ [Redacted]	15000 - RI-Indirect Cost Recoveries	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	40,000	4,288.20	325.00	35,386.80
▶ [Redacted]	10900 - AU/UGA Medical Partnership	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	700	700.00	0.00	0.00
▶ [Redacted]	10500 - RI-Other General	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ A400000	19,685	31,502.00	0.00	(11,817.00)
▶ [Redacted]	10500 - RI-Other General	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	12,185	901.06	438.50	10,845.44
▶ [Redacted]	10500 - Tuition	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	23,471,213	1,550,658.90	18,199,044.04	3,721,510.31
▶ [Redacted]	10000 - RI-State Appropriations	▶ All Programs	▶ Class	▶ Chartfield1	▶ Location	▶ Total Expenses	1,523,938	86,575.81	1,035,359.15	402,003.45

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Below is an example of how a user can expand specific chartfield values to better understand where they are overdrafted.



UNIVERSITY OF
GEORGIA

Quarterly Amendment
Review Details
FY20, YTD-Jun

Department ID	Fund	Program	Class	Chartfield 1	Location	Account	Current Budget	Actuals	Encumbrances	Balance
	14310 - Coop Extension Service-DSS	All Programs	Class	Chartfield 1	Location	A400000	13,592,044	1,910,873.64	0.00	11,681,170.36
	14310 - Coop Extension Service-DSS	All Programs	Class	Chartfield 1	Location	Total Expenses	13,592,044	1,999,394.68	6,328,067.09	5,664,582.23
	14300 - Agricultural Experiment-DSS	All Programs	Class	Chartfield 1	Location	A400000	6,211,095	714,199.79	0.00	5,496,895.21
	14300 - Agricultural Experiment-DSS	All Programs	Class	Chartfield 1	Location	Total Expenses	6,211,095	574,637.52	1,139,933.83	4,496,523.65
	14100 - Departmental Sales and Service	All Programs	Class	Chartfield 1	Location	A400000	588,280	27,497.87	0.00	560,782.13
	14100 - Departmental Sales and Service	All Programs	Class	Chartfield 1	Location	Total Expenses	588,280	61,268.99	124,105.74	402,905.27
	15310 - Coop Extension-IDC Recovery	All Programs	Class	Chartfield 1	Location	A400000	250,000	0.00	0.00	250,000.00
	15310 - Coop Extension-IDC Recovery	All Programs	Class	Chartfield 1	Location	Total Expenses	250,000	14,157.82	0.00	235,842.18
	15300 - Agricultural Exp-IDC Recovery	All Programs	Class	Chartfield 1	Location	A400000	2,000,000	0.00	0.00	2,000,000.00
	15300 - Agricultural Exp-IDC Recovery	All Programs	Class	Chartfield 1	Location	Total Expenses	2,000,000	10,398.22	147,241.56	1,842,360.22
	15000 - RI-Indirect Cost Recoveries	All Programs	Class	Chartfield 1	Location	Total Expenses	40,000	4,288.20	325.00	35,386.80
	10800 - AU/UGA Medical Partnership	All Programs	Class	Chartfield 1	Location	Total Expenses	700	700.00	0.00	0.00
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	19,685	31,502.00	0.00	(11,817.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	0	1,017.00	0.00	(1,017.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	0	11,920.00	0.00	(11,920.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	0	11,920.00	0.00	(11,920.00)
	10600 - RI-Other General	ED_GE	Class	Chartfield 1	Location	A400000	0	9,270.00	0.00	(9,270.00)
	10600 - RI-Other General	INSTR	Class	Chartfield 1	Location	A400000	0	9,270.00	0.00	(9,270.00)
	10600 - RI-Other General	P11100	Class	Chartfield 1	Location	A400000	0	9,270.00	0.00	(9,270.00)
	10600 - RI-Other General	P00000	Class	Chartfield 1	Location	A400000	0	2,650.00	0.00	(2,650.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	6,000	1,625.00	0.00	4,375.00
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	6,185	7,685.00	0.00	(1,500.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	0	1,520.00	0.00	(1,520.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	7,500	2,575.00	0.00	4,925.00
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	A400000	0	5,060.00	0.00	(5,060.00)
	10600 - RI-Other General	All Programs	Class	Chartfield 1	Location	Total Expense	12,185	901.06	438.50	10,845.44
	10500 - Tuition	All Programs	Class	Chartfield 1	Location	Total Expenses	23,471,213	1,550,658.90	18,199,044.04	3,721,510.31
	10000 - RI State Appropriations	All Programs	Class	Chartfield 1	Location	Total Expense	1,523,938	86,575.81	1,035,359.15	402,003.45

Quarterly Amendment Review

Example 3. Department Detail by Fund

This report provides a drop down of the Fund codes and Departmental tree. Users can find the specific Fund Department combination that is overdrafted and provide a pdf of this report to the users that are responsible for correcting these overdrafts.



**UNIVERSITY OF
GEORGIA**

Departmental Detail by Fund
FY20 - Period

Page: 10600 - RI-Other General

	Original Budget	Current Budget	Actuals	Encumbrances	Balance
522100 - Salaries-Staff	0	0	0	25,551	-25,551
52- Personal Services - NonFaculty	0	0	0	25,551	-25,551
Salary Accounts	0	0	0	25,551	-25,551
553201 - Group Life Ins-Basic Life	0	0	0	188	-188
551200 - FICA-Employer Medicare	0	0	0	662	-662
551100 - FICA-Employer	0	0	0	2,831	-2,831
552100 - Teachers Retirement System	0	0	0	10,181	-10,181
553111 - Grp Health Ins-BlueChoice HMO	0	0	0	4,817	-4,817
55- Personal Services - Fringe Benefits	0	0	0	18,679	-18,679
Benefit Accounts	0	0	0	18,679	-18,679
500000 - Personal Services Expense	0	0	0	44,230	-44,230
Total Expenses	0	0	0	44,230	-44,230

Quarterly Amendment Review

Example 4. Monthly Overdraft Report

This report shows the overdrafted balances of chartstrings so users can see where they have overdrafted. This report will be emailed to the intermediate units on a monthly basis to keep them aware of their current overdrafts.



Monthly Overdraft Report
08-14-2019

Department ID	Fund	Program	Class	Account	Current Budget	Actuals	Encumbrances	Balance
[REDACTED]	10500 - Tuition	14600 - Acad Support-Administration	C11800	511100 - Salaries-Regular Faculty	317,392	24,170.16	294,721.80	(1,499.96)
		16600 - Institutional Supp-Development	C11800	600000 - Travel	0	297.00	0.00	(297.00)
		11100 - General Academic Instruction	C11800	511115 - Salaries-Faculty Overload	0	9,000.00	0.00	(9,000.00)
				524100 - Salaries-Student Assistants	0	126.08	0.00	(126.08)
				525100 - Salaries-Casual Labor	0	3,147.83	0.00	(3,147.83)
				600000 - Travel	0	878.34	0.00	(878.34)
		11140 - Instruction-Departmental Admin	C11800	511100 - Salaries-Regular Faculty	383,021	22,924.15	362,097.05	(2,000.20)
				521100 - Salaries-Professional/Admin	453,760	38,313.34	421,446.68	(6,000.02)
				522100 - Salaries-Staff	642,099	51,140.54	613,028.81	(22,070.35)
				522200 - Additional Straight Time	0	45.19	0.00	(45.19)
[REDACTED]	10500 - Tuition	13100 - Public Service-Community Serv	C11800	511100 - Salaries-Regular Faculty	80,470	867.76	88,350.41	(8,748.17)
		12400 - Departmental Research	C11800	511100 - Salaries-Regular Faculty	3,062,504	5,495.94	3,129,903.67	(72,895.61)
		15300 - Student Serv-Counseling/Career	C11800	521100 - Salaries-Professional/Admin	76,800	13,253.33	145,786.66	(82,239.99)
				522100 - Salaries-Staff	41,000	3,153.84	38,161.54	(315.38)
		15500 - Student Services-Admissions	C11800	525100 - Salaries-Casual Labor	0	1,790.72	0.00	(1,790.72)
		10000 - RI-State Appropriations	C11200	511100 - Salaries-Regular Faculty	683,154	4,628.15	682,576.14	(4,050.29)
				600000 - Travel	0	272.00	0.00	(272.00)
		15940 - Student Serv-Student Publicatn	C11200	522100 - Salaries-Staff	41,600	3,200.00	38,720.00	(320.00)
		15500 - Student Services-Admissions	C11800	522100 - Salaries-Staff	136,256	10,481.25	126,822.91	(1,048.16)
				525100 - Salaries-Casual Labor	0	380.28	0.00	(380.28)
[REDACTED]	10000 - RI-State Appropriations	11100 - General Academic Instruction	C11200	524100 - Salaries-Student Assistants	0	258.30	0.00	(258.30)
[REDACTED]	10500 - Tuition	16600 - Institutional Supp-Development	C11800	521100 - Salaries-Professional/Admin	601,862	50,155.18	551,707.11	(0.29)
		522100 - Salaries-Staff	74,420	7,989.20	69,267.85	(2,837.05)		
		525100 - Salaries-Casual Labor	0	281.14	0.00	(281.14)		
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	511100 - Salaries-Regular Faculty	143,488	0.00	146,687.91	(3,199.91)
[REDACTED]	10500 - Tuition	15300 - Student Serv-Counseling/Career	C11800	511100 - Salaries-Regular Faculty	103,646	8,637.17	95,008.84	(0.01)
		522100 - Salaries-Staff	77,398	5,953.67	72,039.67	(595.34)		
		526250 - Supplemental Pay - Non-Retrem	0	30.00	0.00	(30.00)		
[REDACTED]	10000 - RI-State Appropriations	16500 - Institutional Supp-Public Rela	C11200	700000 - Op Supplies & Expenses	0	524.19	0.00	(524.19)
[REDACTED]	10500 - Tuition	14400 - Academic Support-Computing	C11800	521100 - Salaries-Professional/Admin	301,173	25,097.75	321,908.59	(45,833.34)
[REDACTED]	16000 - Technology Fees	14400 - Academic Support-Computing	C11800	700000 - Op Supplies & Expenses	0	195.97	89.64	(285.61)
[REDACTED]	10000 - RI-State Appropriations	11140 - Instruction-Departmental Admin	C11200	522805 - Salaries-Staff-Overtime	0	95.33	0.00	(95.33)
		525100 - Salaries-Casual Labor	0	848.71	0.00	(848.71)		
		700000 - Op Supplies & Expenses	0	82.64	0.00	(82.64)		
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	511100 - Salaries-Regular Faculty	0	0.00	42,840.00	(42,840.00)
		522805 - Salaries-Staff-Overtime	0	61.51	0.00	(61.51)		
		525100 - Salaries-Casual Labor	0	3,028.88	0.00	(3,028.88)		
		700000 - Op Supplies & Expenses	0	197.44	3,736.04	(3,933.48)		
		13100 - Public Service-Community Serv	C11800	511100 - Salaries-Regular Faculty	0	0.00	34,272.00	(34,272.00)
		521100 - Salaries-Professional/Admin	0	0.00	80,666.66	(80,666.66)		
		12400 - Departmental Research	C11800	511100 - Salaries-Regular Faculty	0	0.00	8,568.00	(8,568.00)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	24.33	0.00	(24.33)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	33.46	0.00	(33.46)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	342.71	0.00	(342.71)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	1,756.62	0.00	(1,756.62)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	396.60	0.00	(396.60)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	700000 - Op Supplies & Expenses	0	317.00	0.00	(317.00)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	1,028.12	0.00	(1,028.12)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	1,473.75	0.00	(1,473.75)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	1,945.74	0.00	(1,945.74)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	700000 - Op Supplies & Expenses	0	32.61	0.00	(32.61)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	87.60	0.00	(87.60)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	81.00	0.00	(81.00)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	2,043.74	0.00	(2,043.74)
[REDACTED]	10500 - Tuition	11100 - General Academic Instruction	C11800	600000 - Travel	0	1,351.88	0.00	(1,351.88)
[REDACTED]	10500 - Tuition	14400 - Academic Support-Computing	C11800	521100 - Salaries-Professional/Admin	301,173	25,097.75	321,908.59	(45,833.34)
[REDACTED]	10500 - Tuition	14600 - Acad Support-Administration	C11800	511100 - Salaries-Regular Faculty	379,104	24,170.16	356,433.40	(1,499.56)
[REDACTED]	10500 - Tuition	16600 - Institutional Supp-Development	C11800	521100 - Salaries-Professional/Admin	601,862	50,155.18	551,707.11	(0.29)
		522100 - Salaries-Staff	74,420	7,989.20	69,267.85	(2,837.05)		