



Tips to Help You Manage Your Budget More Effectively

Expenditure Review

Agenda

- Expenditure Review On-line Training
- Expenditure Review Process
- Tools Needed for Expenditure Review
- Performing the Expenditure Review

Expenditure Review On-Line Training

- Link:
<http://www2.gsu.edu/~wwwvpf/Training.htm>
- Online Course is a comprehensive course which includes:
 - Process Overview
 - Roles & Responsibilities
 - Job Descriptions
 - Navigation to Reports
 - What the Reviewer Should Look for
 - Making Corrections
 - Reporting Fraud, Waste or Abuse

Expenditure Review Process

- Begins at the close of each month.
- Email Notification sent to users as a reminder to review expenditures.
- Expenditure Review Performed.
- Expenditure Review Certified.

Tools Needed for Expenditure Review

- SpeedType By Owner Report
 - Lists all of your speedtypes for your department, college and/or vp area.
 - Navigation: Go, Georgia State University, GL Rpts, Speedtype by Owner
- GL Drilldown Report
 - This report is used to perform your monthly expenditure review. Only Posted and Approved Transactions appear on report. It includes summarized and detailed financial transaction
- Tickler File
 - Folder to keep monthly receipts and documentation for expenditure review.

Performing the Expenditure Review

- You will need:
 - To access Your GL Drill Down Report
 - Hardcopies of receipts/documentation for the month's expenditures you are reviewing.

Expenditure Review Categories

- Personal Services (Salaries or Payroll Charges)
- Non-Personal Services (P-Card transactions, Equipment, Phone Charges, Postage Fees, Petty Cash, Consultant Fees, etc.)

What To Look For

■ Personal Services

- Are employees paid correctly
- Terminated employees should not get paid
- Active employees are paid.
- Are Salary Amounts Reasonable?

What To Look For

■ Non-Personal Services

- P-card transactions are consistent with your P-card Activity Log.
- Equipment charges are for authorized business purposes and for your department.
- Verify long distance calls and accuracy of phone bill
- Transactions are reasonable.
- Ensure Travel is for Business Purposes

What To Look For (Red Flags)

- New or Unknown Vendors
- High Dollar Transaction
- Inappropriate Vendors

Concluding the Expenditure Review

- Be Proactive. Follow-up by asking questions on transactions that are unfamiliar or incorrect.
- Make corrections in a timely manner.
- Certify monthly expenditure review.