

VII. DATA CONTROL

7.1 GENERAL RESPONSIBILITIES

It is the responsibility of Data Entry (in the Budget Office) to insure the integrity of the data entered into FRS. In addition to the reviews and controls described here, it is important to understand that a security system exists within the Information Technology department which limits access to and monitors all data entry in the system. The primary function of Data Entry is therefore to determine that system output agrees to system input.

7.2 DAILY REPORT REVIEW

- A. Reconcile the FBD009 (Financial Accounting Data Collector) to the total cash receipts and disbursements per the FBD017 (Cash Receipts Report) and the FBD018 (Cash Disbursements Report).
- B. Review and obtain necessary information from accountants or other department personnel to correct suspense items per the FBD016 (Daily Suspense Monitor List). Support for entries clearing suspense must have signature of person authorizing correction.
- C. Review the FBD010 (Daily Diagnostic Report) for errors and warnings. Report to Accounts Payable or other persons responsible for data entered any errors or warnings and request corrections.
- D. Provide the Director of Cash Management with FBD043 (General Ledger Summary of Account Controls) for use in monitoring cash balances.
- E. Review the VBD020 (Accounting Feed Generator) to see that feeds to banks took place. Contact the department responsible for data entry and request corrections.
- F. Review VBD010 (Accounts Daily Update) for errors or suspense entries. Contact the responsible department and request corrections.
- G. Reconcile the VBCL31 (List All State Vouchers) to the USAS report DAFR2261 (Daily History Detail). Identify batches which did not feed to USAS and resolve errors with Information Technology if possible, or if unsuccessful, reenter batch.
- H. Review DAFR2151 (Agency Batch Error Report and Description) for errors. Contact the responsible department for resolution of errors. Using signed authorization from the department, make corrections.

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- I. Deliver DAFR7700 (Unapproved Document Report) to Accounts Payable and request correcting information. Enter corrections from initialed instructions.
- J. Review USAS Screen 53 (Review Batch Header) for batches in the IT file. Determine that batches are in balance, and if so prepare a batch cover sheet and forward to Accounts Payable to release. For batches which have not paid, research and using USAS Screen 37 identify errors. Make copy of screen to send to responsible department for identification of correcting entries. Make corrections.
- K. Enter ITV files to USAS Screen 50, Expenditure Vouchers, Journal entries, and other transactions to USAS.
- L. Enter journal entries to FRS using forms prepared by the accountants. See that all JE's have preparer's and reviewer's initials, they balance, and necessary USAS entries are attached. Return any JE's which are not in order to the originator.
- M. Reconcile JE's, cash receipts, and cash disbursements to the FBD019.
- N. Daily and monthly receive and distribute reports to departments.

7.3 MONTHLY RESPONSIBILITIES

- A. Reconcile FRS report VBM100 (Batch File List) and the FBM100 (Batch File List) to the Batch Headers from departments.

7.4 POSITION CONTROL

- A. Receive and process a "Position Control" form F3.1A (*see Exhibit A*) from departments. Review for authorizations and available budget and forward completed forms to Human Resources after entering data into HRS screens 061, 062, and 063.
- B. Receive a "Personnel Action Request" form F3.2 (*see Exhibit B*) from departments. Stamp with date stamp on date of receipt. Review for correct position number, account number, available budget, and authorizations. Forward completed forms to the Director of Budget.

Exhibits

- A F3.1A - Request to Fill A Position
- B F3.2 - Personnel Action Request