

How to use RHA Auto Finance

A guide for the Auditor; Prepared by Ryan Birmingham

The audit tool is relatively simple, though I recommend reading the full guide as well. In any case, you have two sheets which you should use; "Lookup", which gives a preview to all finances from an account, and "Give to Housing," which gives links to that hall council's "Give to Housing" sheet and allows for you to make comments. More detail on each:

The Lookup Sheet

I want to see...		401		
HC no			Offset No	
Treasurer	Phone	HC	HC NO	Proj
R. Birmingham	678-542-0475	IT		401 5809
ISSUE TO	GTID	PHONE	EMAIL	DAT
Holly Parrish	902864524	n/a	notreal@okay.com	
Holly Parrish	902864524	n/a	notreal@okay.com	
Byron Kelly	900000000	1(111)111-1111	bkelly@okay.com	
Byron Kelly	900000000	1(111)111-1111	bkelly@okay.com	
Hace Ghost	994321546	1(588)23009868	space@ghost.com	
Larry Brown	957821856	1(789)8987897	lbrown@larryiscool.com	
Ryan Birmingham	902901333	1(678)-542-0475	birm@gatech.edu	

You should only have to edit one thing; "I want to see." If it is missing an account, let me know so that I can add it.

The Give to Housing Sheet

Peoplesoft No.	58093845093485			RHA HC NO	401			10
Acct No.	45089749857							
EAf No	Amount	GTID No	Name	Treasurer Sign	Advisor Sign	Verify	Proc. Date	Error
401-15-1	\$9.93	902864524	Holly Parrish	yes	yes	yes	2/13/2015	APPROVED
401-15-2	\$9.91	902864524	Holly Parrish	yes	yes	no	2/14/2015	APPROVED
401-15-3	\$107.87	900000000	Byron Kelly	yes	yes	yes	2/13/2015	APPROVED
401-15-4	\$58.99	900000000	Byron Kelly	no	yes	no		Missing Tip Fo
401-15-5	\$1.00	994321546	Hace Ghost	yes	yes	yes	2/13/2015	Amount Mism
401-15-6	\$57.00	957821856	Larry Brown	no	yes	no		Illegible Receipt
401-15-7	\$98.99	902901333	Ryan Birmingham	yes	yes	yes	2/13/2015	APPROVED

This sheet is linked to the sheet for the respective account. Do not edit anything to the right of "Treasurer Sign" or above the black bar. You can, however, edit the sign, verify, and proc. date fields to give comments to the hall council. Your Error comments should go in the Error column;

“APPROVED” if there are no errors, else put the error. You can still process a receipt with an error, per the rules of the organization. Upon Completing your Comments, use the menu in the top toolbar, click “audit tools” then “write comments”.

The ‘Errors’, ‘Error Sheet’, and ‘Error Summary’ Sheets

Error logging is an important part of your job. This tool aims to help you comment (see previous section), log, and visualize errors.

The ‘Errors’ Sheet should contain each error type once. This should not require any further editing, except reordering so that it’s easier to find common errors in the menus.

The “Error Sheet” sheet contains a breakdown of the errors in each hall council. You should **not** edit this sheet’s contents, but you can use conditional formatting to visualize across all of RHA.

Finally, there’s the “Error Summary” Sheet. While you should not edit this sheet, it does contain the sums, relative percentages, and a pie chart of all errors across all hall councils.

	APPROVED	Amount Mismatch	Forbidden Items	Incorrect Amount	Unauthorized Items	Missing
Sum	1	0	0	0	0	
Percentage	0.1428571429	0	0	0	0	

