BASIC FINANCIAL REPORTS

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail psguides@uvm.edu.

TABLE OF CONTENTS GUIDE

(Click on topic headings to automatically jump to specific section.
Use Ctrl+Home to come back to Table of Contents)

Background ........................................................................................................................................ 3
Description of the Ledgers .................................................................................................................. 3
Operating Budget Report .................................................................................................................... 3
  Basics of the Report: ......................................................................................................................... 3
  Report Data Retrieved From: ........................................................................................................... 3
Run the Operating Budget Report ...................................................................................................... 4
Reading the Operating Budget Report ............................................................................................... 8
  Additional Notes: Operating Budget Report ...................................................................................... 9
  Transaction Detail Data ..................................................................................................................... 10
  Open Purchase Order Summary ....................................................................................................... 10
Monthly Budget Report—Projects ..................................................................................................... 11
  Basics of the Report: ......................................................................................................................... 11
  Report Data Retrieved From: ........................................................................................................... 11
Running the Monthly Budget Report for Projects ............................................................................ 12
  Project Criteria .................................................................................................................................. 14
  Notes for Running Monthly Operating Budget Report for Projects ................................................ 17
  Additional Guidance: Monthly Operating Budget Report – Projects ............................................. 17
  Find the Award Number: ................................................................................................................ 17
Find the Principal Investigator ID Number: ................................................................. 17
Find the Department Number: ................................................................................... 18
Transaction Detail Data ............................................................................................... 18

Excel Output File Data Definitions ............................................................................. 19
Open Purchase Order Summary .................................................................................. 22
Payroll Summary by Person ......................................................................................... 22

Keys to Understanding the Monthly Budget Report—Projects .................................. 24
Net Asset Option .......................................................................................................... 24
Output Options ........................................................................................................... 24
Financial Data to XLS ................................................................................................. 25
Heading Information .................................................................................................... 25
Subtotals ...................................................................................................................... 26
Sources of Data ........................................................................................................... 26
Next Steps After Reviewing Data ................................................................................ 27

Closeout Report: Project or Chartstring ....................................................................... 28
Description and Purpose ............................................................................................. 28
Background Information .............................................................................................. 28
Instructions to run the Closeout Report ...................................................................... 29
  Running the report for a project .................................................................................. 30
  Run the report with a chartstring ............................................................................... 31
Explanation of Report Results ....................................................................................... 32
Analysis Types ............................................................................................................ 44

Frequently Asked Questions ....................................................................................... 49
  How does the Operating Budget report differ from the Budget Status report? 49
  When should I include the Fund Balance in my Operating Budget report? .... 49
  Where can I see the details supporting the encumbrance amounts on Operating Budget report? ................................................................. 49
  Where can I see the details supporting the actuals amounts on Operating Budget report? ................................................................. 50
  Where can I see the details for payroll expenses and encumbrances? ........ 50
  Are there issues around payrolls posting? ............................................................... 50
Is there specific instruction related to endowments when running the Operating Budget report? ................................................................. 50

Is there specific instruction related to gifts when running the Operating Budget report? ................................................................. 50

Related Links ........................................................................................................... 51

Helpful Links ........................................................................................................... 51

Background

This guide covers the financial reports that assist in ongoing financial monitoring and support monthly financial review and reconciliation.

Description of the Ledgers

**Commitment Control Ledgers:** These are used for internal financial reporting and are updated as soon as a transaction is budget checked. The data in these ledgers is up to date as soon as a transaction is budget checked successfully. Budgets, Encumbrances and Pre-Encumbrances also post to these ledgers.

**General Ledger:** The general ledger is the ledger used for external financial reporting (as well as for internal management reporting). Data in this table are updated only when an approved transaction has **Posted** to the General Ledger. This usually happens on a nightly basis, depending on the type of transaction and its status.

Operating Budget Report

**Basics of the Report:**

- The Operating Budget Report is used to monitor the status of operating (as opposed to project) budgets.
- The report shows the expenses and/or revenue that posted during a particular accounting period range, as well as the related budgetary information for the fiscal year.

**Report Data Retrieved From:**

- Commitment control data will be retrieved for budgets, encumbrances and pre-encumbrances.
- Expenses and revenue come from the Actuals Ledger.
Run the Operating Budget Report

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).


3. Click the Search button, and then select a Run Control ID from the Search Results table. **Note:** If a Run Control ID needs to be created, click the Add a New Value tab, type in a name for Run Control ID (no spaces allowed) and click Add.

5. A selection criteria page will open. Enter the appropriate criteria:

   **Period Range:**

   **Fiscal Year** – Enter the 4-digit fiscal year for report

   **Accounting Period** – Select the desired accounting period range. Data in the PER REV and PER EXP columns will be the sum of the revenue or expenses, respectively, for this range of accounting periods. Data in the YTD REV and YTD EXP columns will be the sum of all accounting periods in the selected fiscal year less than or equal to the To Period selected. The Budget, Encumbrances and Pre-Encumbrances are not affected by the selected accounting periods. These amounts are always as-of the date the report is run.

   **Business Unit:** Always select UVM01.
Run Options: Check or uncheck the boxes as appropriate:

**Generate XLS:** This check box, if checked, will create a spreadsheet output that contains the financial information in the report. Data then can be manipulated as desired for further analysis or alternative formatting.

**Include Transaction Detail:** If checked, this will produce a section at the end of the report which shows the details behind all of the posted actuals transactions for the last accounting period selected. This output will appear in both a separate Excel file and in the PDF. If including transaction detail, the report will take longer to run. Only transaction detail for closed periods can be included.

**Include Net Activity:** This check box, if checked, will include the printing of Fund Balance (aka Net Activity) figures. The Fund Balance represents the amount in period zero (the beginning of the fiscal year) for Account 30000 (net asset) for that ChartString.

**Suppress Revenue:** This check box, if checked, prevents the report from returning revenue budgets or revenue actuals.

### Chartstring Options:

**Operating Unit, Department, Fund, Source, Function, Program, Purpose, and Property**—select a range of values for each of these chartfields. Provide a from and to value, or use a wildcard (%) to indicate that all values should be selected. Users may also provide a partial value with a wildcard to capture a range of values. For example, specifying a department value of 55% will run the report for all departments beginning with 55.

**Note:** If any value is left blank, a % sign (wildcard) will replace it upon save.
Summarize information across accounts

There is an option to summarize information across accounts.

If there is a need to see information summarized to the level of OU – Dept – Fund – Source – Function, uncheck the rest of the checkboxes and see a shorter report without all of the detail related to various programs, purposes and properties. This allows the report to work in the same way which the Budget Transaction Detail, Budget Status, and Trial balance reports do.

**Note:** Revenue and expense functions cannot be summed together. The report will summarize revenue functions together and expense functions together.

6. When finished selecting criteria, click **Run**.
7. The Process Scheduler request page will open. Click OK.

8. The run control page will appear. Click the Process Monitor link at the top of the page. Click the Details link when the process finishes.

9. After clicking on the Details link, click the View Log/Trace link on the Process Detail page. There will be a number of links in the File List area.

File List Explanations

- ACTUALS_DTL_UVOPBDGT… CSV is a spreadsheet containing the detail of the actual transactions.
- SALARY_UVOPBDGT ….CSV is a spreadsheet containing the salary financial information
- UVOPBDGT_.PDF is the report formatted for printing, which includes subtotals, and transaction detail at the end, if that option was selected.

Note: The PDF link opens the formatted report. The CSV link opens a spreadsheet of the transactions.

Users can set their computers to have the Excel Application open when clicking on a CSV link (versus having the link open in a web-version of Excel.) This allows for use full use of Excel functionality. See directions in the Browser Tips Mini-Manual.
Reading the Operating Budget Report

**Run Control Parameters** that were used are displayed in the upper left corner of the report.

```
FSPED
Report ID: UVOPEDGT

Fiscal Year: 2008
Acct Period: 10 (April - 03/30/2008 to 05/03/2008)
Selected Report Parameters
OU : % Dept : 11320 Fund : % Source : % Function: % Prog: % Purp: % Ppty: %
Fund Flag : Y Suppress Zeros : N Suppress Revenue : N
```

The **Chartstring Combinations** selected are based on the run control parameters. **Note:** The first chartstring shown will be the first chartfield combination having budget, pre-encumbrances, or encumbrances that meet the parameters. The order of combo matches shown is based on the order in the GL Accounting Tree named UV_CC_ACCT_WINTER.

```
OU   Dept  Fund  Source  Func  Prog  Purp  Ppty
01  11320 100  100001  521  0000  0000  0000
```

**Budgetary Account Values** – (E-Level Accounts) – The report will display the E-level budgetary accounts that have a budget entry.

```
Acct  Description
E5200  Sal&Wg - Staff Salaries
52000  Staff Salary
E5200  Subtotal:

E5521  Sal&Wg - Students
55210  Student Wages
E5521  Subtotal:
```

**Detail Account Values** – Underneath each Budgetary Account value, the report will list all the relevant Detail Account values for Revenue (unless suppressed) and Expense, based on the accounting period requested.

```
B6000  General Oper Expense
60001  Office Supplies
60001  Instructional Supplies
60161  Books
60209  Non-UVM Internet Srvc
60501  Airfare Domestic
60502  Lodging Domestic
60503  Meals Domestic
```
Subtotals are printed for each budgetary level account by chartstring.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E6320</td>
<td>Telephone &amp; Related Charge</td>
<td>0.00</td>
</tr>
<tr>
<td>63202</td>
<td>Cell Phone Equip/Service</td>
<td></td>
</tr>
<tr>
<td>80002</td>
<td>IC - Phone Lines/Equip</td>
<td></td>
</tr>
<tr>
<td>80003</td>
<td>IC - Long Distance</td>
<td></td>
</tr>
<tr>
<td>80005</td>
<td>IC - Phone Mail</td>
<td></td>
</tr>
<tr>
<td>80010</td>
<td>IC - CC &amp; Conference Call</td>
<td></td>
</tr>
<tr>
<td>80013</td>
<td>IC - Phone Work Order</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 0.00

Explanation of Values

- **BASE:** From Commitment Control, this is the base budget that is the original budget at the beginning of the year.
- **REVISED BUDGET:** This is the current budget amount, which includes the base budget and any budget transfers that have occurred. This number will tie to the budget amount that viewed on the Budget Overview page.
- **YTD REV:** YTD revenue summed from journals posted to the Actuals Ledger
- **PER REV:** Period revenue summed from journals posted to the Actuals Ledger
- **YTD EXP:** YTD expenses summed from journals posted to the Actuals Ledger
- **PER EXP:** Period expenses summed from journals posted to the Actuals Ledger
- **PRE ENC:** Pre-encumbrances from Commitment Control
- **ENCUMB:** Encumbrances from Commitment Control
- **REMAIN:** A calculated value, equal to REVISED BUDGET minus PREENC, minus ENCUMB, minus YTD EXP for expense accounts
- **FUND BAL:** Balance for accounting period zero (dollar figure in account 30000)
- **NET ACTIVITY:** FUND BAL plus YTD Revenue, minus YTD Expense. (Encumbrances are NOT included in this calculation.)

Additional Notes: Operating Budget Report

- The data is sorted in this order: OU, Dept., Fund, Source, Program, Purpose, Property, Function, Budgetary Account, and Detail Account.
- The Budget, Encumbrances, and Pre-Encumbrance amounts will print on the same line as the E-Level account. Underneath this the detail accounts for revenue and expense will print with the actual revenue and expense amounts.
  
  **Note:** There might also be encumbrances and pre-encumbrances printed at the line level now, check the report and see.
• There will be subtotals for each E-Level budgetary account.
• There will be subtotals for each chartstring.
• When there is a change in chartstring other than for account or function, before moving on, the report will show the subtotals for the chartstring less account and function. This is where the Chartstring’s Net Activity Total will print.

Transaction Detail Data

Only data that has posted prior to today are available. Data are included for the range of periods that have been selected. Note that only transaction detail for more than one period at a time for one project or award at a time can be retrieved in the Projects Budget Report. In the Operating Budget Report, only relatively narrow parameters can be used in order to retrieve transaction detail for more than one period at a time. That is, the system does not allow for retrieval of transaction detail for the entire fiscal year for a specific fund, without entering any other criteria because the output would be too large. When report is run with a period range (e.g., 1-3 vs. 1-1) entered, summarized information will be returned.

The PDF file contains the following:
• Chartstring
• Account Description
• Journal Source
• The document Id, document date, document Line, and document distribution line of the original transaction
• Transaction Description
• Amount

The Transaction detail data found in this report are the same as that found in the Monthly Budget Report for projects. Complete details can be found here.

Open Purchase Order Summary

This section lists open purchase orders. An open purchase order is one that hasn’t been closed by Purchasing Services. A Purchase order can have zero dollars remaining on it and still be open because Purchasing Services currently is not automatically closing fully liquidated purchase orders.

Open purchase order summary information in this report is the same as that found in the Monthly Budget Report for projects. Complete details can be found here.
Monthly Budget Report—Projects

Basics of the Report:

- The Project Budget Report is the recommended means for business managers and others to monitor the financial status of their projects.

- The report shows the budget, encumbrances, pre-encumbrances for the fiscal year and actual revenue and expenses for the selected accounting periods and fiscal year.

- The report has many options to provide the flexibility to retrieve customized data from PeopleSoft. For example, user can choose to include the following:
  
  - A summary of open purchase orders with the PO Amount, the amount liquidated, the amount vouchered and the remaining amount (which is the encumbered amount) in PDF format.
  
  - A detailed listing of revenue and expense transactions that have posted up to the previous night, in both PDF and Excel format.
  
  - An option to include a summary of payroll expenses and encumbrances by person, by chartstring for the fiscal year, and for the accounting period range selected. This will produce both an Excel and PDF output file.

- There are also many ways to run the report so that users can choose which works best.

  - For example, it can be run by project, award, awarded department, Principle Investigator or Co-PI, or project owning organization.

Report Data Retrieved From:

- Commitment control data will be retrieved for budgets, encumbrances and pre-encumbrances.

- Expenses and revenue come from the Actuals Ledger.
Running the Monthly Budget Report for Projects

1. Log in to PeopleSoft through the Financials Login (uvm.edu/~erp/portal).

   
   Note: If this link does not appear under the Main Menu, and is needed to run this report, ask a business manager or supervisor to submit a Footprint (Help Desk ticket) requesting that the user be granted access.

3. The Monthly Budget Report for Projects page will appear. A Run Control ID is needed to run this report.

4. Ensure that the Find an Existing Value tab is selected, and click on Search to bring up a list of Run Control IDs used in the past.
   
   Note: A Run Control ID is a set of parameters or criteria saved under a particular name. Re-open the ID and choose new criteria as often as needed.

5. If Run Control IDs have been created, they will display in a Search Results table. Choose one to enter criteria for running this report.

6. If no Run Control IDs have been created, or if a new one needs to be created, click the Add a New Value Tab, enter the name for a new Run Control ID (no spaces allowed) and click Add.
7. Following the guidelines below, enter the search criteria in the screen that appears.

**Required Parameters:** The columns **Period(s) Revenue** and **Period(s) Expense** will contain the totals for the selected range of periods.

The **Year-To-Date Revenue** and **Expense** columns will contain the totals for the selected fiscal year, up to the **Period To**.

**Output Options:**

- **Transaction Detail in PDF/XLS:** If checked, this will show the details behind all of the posted actuals transactions. This output will appear in a separate Excel file and/or in the PDF depending on which box(es) are checked. The Excel file contains more detail about the transactions than the PDF version because the PDF has limited space. See **Transaction Detail Data** for more information about the output in this section.

- **Include PO Summary:** Check this box to include a summary of open purchase orders. Any purchase order that has a distribution line that meets the project criteria will be listed. See **Open Purchase Order Summary** for more information about the output in this section.

  **Note:** When a Purchase Order listed has a $0 remaining balance, users can contact Purchasing Services to have the purchase order closed; it does not close automatically when the remaining amount reaches zero.

- **Financial Data in XLS:** This check box, if checked, will create a spreadsheet output that contains the financial information in the report (that is, the budget, encumbrance, pre-encumbrance, revenue, expense, net asset and remaining balance data.) The data then can be manipulated as desired for further analysis or alternative formatting.

- **Payroll Financial Data by Person:** Check this box to include a summary of payroll expenses, including fringe and encumbrances, by person, for the selected fiscal year.
and accounting periods. See Payroll Summary By Person for more information about
the output in this section.

- **Non-Sponsored at Detail Level:** To display non-sponsored project data at the detail
  account level, check the box Non-Sponsored at Detail Level. Otherwise, the non-
  sponsored project financial data will be summarized to the E-Budgetary account level.

- **Include Closed Projects:** Check this box if the report should include projects that are
  closed, based on the project end date (as opposed to when the project was closed in
  PeopleSoft, as this report previously showed). If the box is checked and the date
  range is left blank, the report will retrieve all closed projects, regardless of their end
date.

**Project Criteria**

**Projects:** Enter as many Project IDs under the Projects heading as needed. Click on the
(+) sign at the end of the line in order to add additional lines. (Conversely, click on the (−)
sign in order to delete any lines added that are not needed.)

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Include Net Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Awards:** For sponsored projects, users can choose to select one or more awards. This
would be useful if working with an award that had multiple projects because users can
enter the award id and not have to list all projects that are associated with the award.

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
<th>Award PI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Principal Investigator:** Users can also choose to select one or more PIs. This will
retrieve all projects for this PI. Check the Include Co-PI Awards checkbox to include all
projects for which the selected person is a Co-PI.

<table>
<thead>
<tr>
<th>PI Id</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Awarded Department:** For sponsored projects, select one or more department IDs to
report on all sponsored projects associated with the selected departments.

**Note:** An award is associated with only one department, so if there is a cross-department
award, check with SPA to find out which department the award is associated with if it
does not appear as expected in the output file(s).
Project Owning Organization: Non-sponsored projects are also associated with a department. This section can be used to select departments and retrieve data on all projects associated with the selected departments. For Sponsored projects, use the Awarded Department parameter.

To retrieve the individual project listing, and the owning organization listing, there is an option to select the checkbox Include Net Assets. If this box is selected for a sponsored project, an error will appear and the box will be unchecked.

This is only relevant for non-sponsored projects. When the box is selected, the amount in account 30000 (the net asset account, sometimes known as the fund balance) will be printed in the report after each change in chartstring less function and account. Whenever there is a change in chartstring other than on function or account, the net asset balance for that chartstring will print. The total net asset balance will also print for the project in total. This net asset balance is the amount of revenue, expenses, and any existing net asset balance from the beginning of the fiscal year which are summed together.

Note: At year-end when running this report, check with University Financial Services (UFS) to make sure that the fiscal year has been closed if the net asset balance for that fiscal year is needed. UFS needs to run the year end closing process in order for the net asset amount to be updated.

8. After entering report criteria, click Save.

9. When ready to run the report(s), click the Run button in the upper right corner of the page.

10. The Process Scheduler Request page will open. Click the OK button.

11. Click the Process Monitor link near the top of the page.
12. The most recent report will be at the top of the **Process List**. Click the **Refresh** button until the **Run Status** shows **Success**, and the **Distribution Status** shows **Posted**.

13. For the most recent report, click on the **Details** link at the end of the top line.

14. Click the **View Log/Trace** link under Actions.

15. Choose the appropriate link from the file list.

**File List Explanations**

- **.log** and **.out** files can be ignored
- **.PDF file** - the report file that is always created as long as data is found for the selected projects
- **ACTUALS_DTL....*.xls** will contain the list of Actuals transactions. This is created when the **Actuals Detail in XLS** checkbox is checked.
- **FINANCIALS_*.csv** is created when the **Financial Data in XLS** checkbox is checked. This will have the financial information that is in the report. Subtotals will not be included so that the data is ready for manipulation as desired by the user.
- **SALARY_*.csv** will contain the salary summary in XLS format
Notes for Running Monthly Operating Budget Report for Projects

- If user selects parameters in multiple sections, the report will produce data for all projects that meet the parameters of any section. If an individual project, an award, an awarded department, and a PI are selected, the report will produce data on all projects that meet any of those criteria. Regardless of the parameters selected, the output for a project will appear only once in the report.

- If there is an award that has multiple projects and only one of the projects are selected, the run control page will give a warning that the award associated with the project has multiple projects. Run the report for the award to get the complete award picture.

Additional Guidance: Monthly Operating Budget Report – Projects

If searching by Award Number, or by Principal Investigator ID Number, or by Department Number and help is needed to find the appropriate numbers, follow the directions in this section.

Find the Award Number:

1. Click on the Search icon beside the Award Number field.

2. Click the View All link in the dark blue band at the top of the Search Results table.

3. Click on the word Description in the blue band near the top of the Search Results table. (This will sort the award descriptions in alphabetical order.)

4. Scroll through the list to choose the appropriate award. (Repeat as necessary.)

Find the Principal Investigator ID Number:

1. Click the Search icon beside the Principal Investigator ID Number field.

2. Click the View All link in the blue band at the top of the Search Results table.

3. Click the term Last Name in the blue band near the top of the Search Results table.  
   **Note:** This will put the PI last names in alphabetical order.

4. Scroll through the list to choose the appropriate PI ID. (Repeat as necessary.)
Find the Department Number:

1. Click on the Search icon beside the Department Number field.

2. Click the View All link in the blue band at the top of the Search Results table.

3. Click on the word Description in the blue band near the top of the Search Results table.

   **Note:** This will put the department names in alphabetical order.

4. Scroll through the list to choose the appropriate department. (Repeat as necessary.)

Transaction Detail Data

Only data for closed periods is available. Only data for the Period To field is included in the report. If the detail is needed for all periods, run the report once for each period to retrieve the appropriate data.

**Note:** There is a subtotal for each chartstring. If there is only one transaction for a chartstring, no subtotal is printed because the amount is the subtotal.

The PDF file contains the following:

- Chartstring
- Account Description
- Journal Source
- The document Id, document Line, and document distribution line of the original transaction
- Transaction Description
- Amount
Excel Output File Data Definitions

The following table describes the data in the Excel output file.

<table>
<thead>
<tr>
<th>XLS Column Header</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>This is the fiscal year that the transaction posted to the GL.</td>
</tr>
<tr>
<td>Per</td>
<td>This is the accounting period that the transaction posted to the GL.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>This is the journal ID.</td>
</tr>
<tr>
<td>Jrnl Date</td>
<td>This is the journal date.</td>
</tr>
<tr>
<td>UnpostSeq</td>
<td>If this number is 1, it means that the journal was ‘unposted.’ That means that it was reversed and there is another journal with the same ID and Date, but with an unpost sequence number of 0 that has the original entry.</td>
</tr>
<tr>
<td>Oprid</td>
<td>This is the user Id.</td>
</tr>
<tr>
<td>JE Source</td>
<td>This is the source field that can be seen on the journal header. It indicates the source of the journal.</td>
</tr>
<tr>
<td>Doc Id</td>
<td>If the journal came from a sub-module, this field will contain the ID of the original transaction. For example, the Voucher Id, Expense Report ID, Cash Advance ID, Invoice, the AR Item ID, or Deposit Id. If the journal originated as a journal, the document Id equals the journal Id.</td>
</tr>
<tr>
<td>Doc Line</td>
<td>This is the line on the original transaction, for example the expense report line number. For transactions that originated as journals, it is the journal line.</td>
</tr>
<tr>
<td>Distrib Line</td>
<td>This is the distribution line number on the original transaction. For example, if an expense report has one line that is distributed to multiple chartstrings, the distribution line number identifies each line.</td>
</tr>
<tr>
<td>Description</td>
<td>The description is a concatenation of information from the original transaction.</td>
</tr>
<tr>
<td>XLS Column Header</td>
<td>Information</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>• For transactions that originate as journals, it is the user id of the person who entered the journal, followed by the journal source, followed by the journal line description and journal line reference.</td>
</tr>
<tr>
<td></td>
<td>• For vouchers, it is the PO Line long description, if the voucher is associated with a PO.</td>
</tr>
<tr>
<td></td>
<td>• For cash advances, it is the cash advance name.</td>
</tr>
<tr>
<td></td>
<td>• For expense reports, it is the expense report name.</td>
</tr>
<tr>
<td></td>
<td>• For AR Misc. deposits, it is the entry type, followed by the Deposit ID, followed by the Group ID, followed by the Payment ID.</td>
</tr>
<tr>
<td></td>
<td>• For AR Items, it is the entry type followed by the deposit id, followed by the group id, followed by the payment id, if there is one.</td>
</tr>
<tr>
<td>Line Descr</td>
<td>• For vouchers, it is the voucher line description.</td>
</tr>
<tr>
<td></td>
<td>• For journals, it is the journal line description.</td>
</tr>
<tr>
<td></td>
<td>• For AR items and misc. deposits, it is the description from the journal line.</td>
</tr>
<tr>
<td></td>
<td>• For invoices, it is the invoice line description.</td>
</tr>
<tr>
<td></td>
<td>• For cash advances, it is the cash advance line description.</td>
</tr>
<tr>
<td></td>
<td>• For expense reports, it is the expense report line’s expense type.</td>
</tr>
<tr>
<td>Name</td>
<td>This will be the traveler name for expense reports and travel advances, the customer for invoices and AR Items, and the vendor for vouchers.</td>
</tr>
<tr>
<td>PO ID</td>
<td>If the original transaction was a voucher that was associated with a PO, this is the PO ID.</td>
</tr>
<tr>
<td>PO Line #</td>
<td>If the original transaction was a voucher that was associated with a PO, this is the PO line.</td>
</tr>
<tr>
<td>XLS Column Header</td>
<td>Information</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>ID</td>
<td>This is the ID that is associated with the Name value above. For example, it is the customer Id, employee id, or vendor ID.</td>
</tr>
<tr>
<td>Invoice ID</td>
<td>If the item came from billing, this is the invoice id.</td>
</tr>
<tr>
<td>Group ID</td>
<td>If the item came from the Accounts Receivable module, this is the AR Group ID.</td>
</tr>
<tr>
<td>Deposit ID</td>
<td>If the item came from the Accounts Receivable module, this is the AR Deposit ID.</td>
</tr>
<tr>
<td>Payment ID</td>
<td>If the item came from the Accounts Receivable module, this is the AR Payment ID.</td>
</tr>
<tr>
<td>Jrnl Ln Ref</td>
<td>This is the journal line reference field from the journal line.</td>
</tr>
<tr>
<td>Jrnl Post Dt</td>
<td>This is the date the journal was posted.</td>
</tr>
<tr>
<td>Account</td>
<td>Account from the journal line.</td>
</tr>
<tr>
<td>Acct Type</td>
<td>Identifies the type of account: E-Expense, R-Revenue, A-Asset, L-Liability, Q-Equity/Net Asset</td>
</tr>
<tr>
<td>Acct Descr</td>
<td>Description of the account</td>
</tr>
<tr>
<td>Amount</td>
<td>The monetary amount.</td>
</tr>
</tbody>
</table>

The rest of the chartfields and their descriptions appear next.
Open Purchase Order Summary

This section lists open purchase orders. An open purchase order is one that hasn’t been closed by Purchasing Services. A purchase order can have zero dollars remaining on it and still be open because Purchasing Services currently is not automatically closing fully liquidated purchase orders.

The following information appears in the PO Summary section of the report:

- **PO ID:** This is the Purchase order ID
- **Ln/Dst:** This is the Purchase order line/distribution line
- **Budget Dt:** This controls the fiscal year that the encumbrance updates
- **Vendor:** This is the short description of the Vendor
- **Line Description:** This is the line description from the PO
- **PO Amt:** This is the amount on the PO. If the purchase order was ‘rolled’ forward from the previous fiscal year, the amount represents only the amount that was rolled forward. For example, if the PO was originally for $500,000 in 2008, and then in 2008, $100,000 was spent, only $400,000 would roll forward into 2009. Not all purchase orders roll forward.
- **Liquidations:** This is the amount that has been liquidated from the purchase order. Liquidations occur when distribution lines are canceled or when a voucher is created to pay an invoice from the PO.
- **Remaining amount:** This is the PO Amount minus the liquidations. This should equal the amount encumbered on purchase orders.
- **Vouchered:** This is the amount from the PO that has been turned into a voucher to create a payment.
- **Chartstring:** This is the chartstring on the purchase order distribution line.

Payroll Summary by Person

This section shows a summary of payroll-related accounting for the fiscal year. Note that this summary reflects what has posted to the general ledger during the selected timeframe. For example, if I requested a retroactive salary distribution today that affected a 2014 pay end date, the accounting entries would still post in the current fiscal year, not in 20014, since that fiscal year has closed.

There is a subtotal for each chartstring, unless there is only one person listed for a chartstring.
This section contains the following information:

<table>
<thead>
<tr>
<th>Column</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartstring</td>
<td></td>
</tr>
<tr>
<td>Employee Name</td>
<td></td>
</tr>
<tr>
<td>Fringe Rate</td>
<td>This is the fringe rate associated with this account.</td>
</tr>
<tr>
<td>YTD Expense</td>
<td>This is the year-to-date expense amount for this person for this chartstring. The amount reflects the sum of all transactions in the selected fiscal year, from period 1 to the last selected period.</td>
</tr>
<tr>
<td>YTD Fringe</td>
<td>This is the year-to-date fringe expense amount for the person for this chartstring. The amount reflects the fringe rate multiplied by the expense amount for the fiscal year selected, from period 1 to the selected period.</td>
</tr>
<tr>
<td>PER(s) Exp</td>
<td>This is the expense on this chartstring for this person, for the selected range of accounting periods.</td>
</tr>
<tr>
<td>PER(s) Frg</td>
<td>This is the expense on this chartstring for this person multiplied by the fringe rate, for the selected range of accounting periods.</td>
</tr>
</tbody>
</table>
| Encumb            | This is the remaining encumbrance for the person as of the last accounting period selected.  
**Note:** If there are budget checking errors on the encumbrance transactions, the encumbrance amount will not reflect those transactions. If running the query UV_FY_ENCUMBRANCES in the HR system and the encumbrance amount doesn’t match what is shown here, and if is more than 5 days since the pay date, then there are likely payroll budget checking errors. Run Closeout report under UVM reports; this report will indicate if there are payroll budget checking errors that need to be dealt with. This could happen if a person is distributed to a chartstring that doesn’t have a budget. |
| Frg Encumb        | This column multiples the amount in the Encumb column by the fringe rate.    |
Keys to Understanding the Monthly Budget Report—Projects

**Note:** If an individual project or projects is selected, but these projects are in awards that have other projects in them that were not selected, the run control page will issue a warning that the user may want to run the report for the Award instead of the individual project. The report will include an Award total for the selected project(s) but will indicate that the total is not representative of the total award since not all projects in the award were selected.

For some projects, primarily non-SNAP PHS awards, the total award amount may not be reflective of annual spending authority. In these cases, there may not be carryover of unspent budget dollars. Thus, if the user is running a report by award in the fifth year of an award, the budget balance may not truly be the remaining spending authority for that year. The user should understand the terms and conditions of the award to fully analyze the results of the project budget report. A SPA analyst can help with that.

**Net Asset Option**

For non-sponsored projects, sometimes the net asset amount is important. This amount is the net of revenue and expenses and account 30000 balance from the previous fiscal year. This amount is calculated at year end and posted in period 0 of the next fiscal year as the beginning balance in account 30000. If the user selects this box, the July 1st net asset amount will be included in the xls financial data output, and will appear in the PDF report as a line right after the project totals and the chartstring less function totals. (That is, every time there is a chartstring that is different from the previous chartstring in ways other than with the function and the account.)

**Note:** This option is NOT RELEVANT FOR SPONSORED PROJECTS, and may not be relevant for all non-sponsored projects. Discuss this with a business manager.

**Output Options**

**Transaction Detail to XLS and Transaction Detail to PDF** The detail of the actuals transactions (that is, non-budget/non-encumbrance/ pre-encumbrance) can be displayed in the PDF report and/or in an xls report. The detailed data is retrieved after an accounting period is closed for posted journals and stored in a reporting table. Only data for the To period is included in the report. To see the detail for all periods, run the report once for each period to retrieve the relevant data.
Financial Data to XLS

If this option is selected, the chartstring, project and award information, chartfield descriptions and budget, encumbrance, pre-encumbrance, revenue and expense amounts are sent to the xls file. There are no subtotals in the report so that the raw data can be manipulated to meet users’ needs.

1. Fiscal Year and Accounting Period From and To Selection. These fields are used for the actual expenses and revenue columns on the report. The budget, encumbrance, pre-encumbrance and remaining balance columns are based on the entire project budget period.

2. Revenue Estimate Column. This column is used to display the estimated revenue for a project. This is primarily used for non-sponsored projects and occasionally for budget bump projects. For budget bump projects, the revenue estimate is used to allow spending before any revenue has been recognized for the project. This revenue estimate generally represents the amount the department will cover if the revenue never actually comes in.

   Note: If the project is not a budget bump or non-sponsored project, then this column should be ignored. Note: The term revenue estimate means the same thing as revenue budget.

3. The Totals columns for revenue and expenses will display the revenue and expense totals for the lifetime of the project.

   Note: That for sponsored projects other than budget bump projects, the revenue columns should generally speaking have no revenue amounts and should be ignored.

4. The Year-to-Date columns for revenue and expenses will display the revenue and expense totals for the fiscal year selected—up to and including the last period selected.

5. The Selected Period(s) columns for revenue and expenses will display the revenue and expense totals for the fiscal year and accounting period(s) selected only.

   Example: If it is period 7 and the report is run for period 4 to 7, the year to date column will only show the expenses and revenue up to and including period 7 and the Selected Period(s) Expense and Selected Period(s) Revenue columns will show the expenses and revenue, respectively, for the selected period range—period 4 to period 7.

Heading Information

1. If the project has an award number, the award title, PI (Principle Investigator), Ref Award ID, and start and end dates will appear in the header section.
2. The PI or **project manager** will appear next to the project name in the heading section, followed by the start and end dates of the project and the commitment control end date. The commitment control end date is the date beyond which that the PeopleSoft system will not allow transactions to be processed. The F&A Rate for the project will also appear here, if the project is subject to F&A.

**Subtotals**

Subtotals will appear for the following:

1. **Budgetary Account**: depending on the type of project, the budgetary accounts will vary. For some non-sponsored projects, budgeting has occurred at various levels, from the detail account level up to the B5000 level. In this case, the Actuals will appear under the E-Level level under which they fall in the report.

   The Direct expense total will appear before the F&A total for the projects in SP_CHILD2 where F&A posts at the F6600 level. That is, all non-F&A expenses will be subtotaled within each chartstring, then the F&A total will appear, and then the total for the chartstring will appear.

2. The other subtotals will be for the **Chartstring, Project, and /or Award.**

**Sources of Data**

1. **Budget** numbers come from Commitment Control so these numbers should match the numbers seen on the Budget Overview Page or the Budget Status report for a project.

2. **Encumbrance and Pre-Encumbrance** numbers come from Commitment Control, so these numbers should match the numbers seen on the Budget Overview Page or the Budget Status report for a project.

3. The **Revenue and Expense amounts** are not taken from Commitment Control, but from the Actuals Ledger (also known as the GL). This allows us to derive the accounting period of the transaction—that information is not stored in Commitment Control. Because of this, the Actuals number may not match the number seen in Commitment Control due to timing differences.

**Note**: Only posted journals are included in the report. The revenue and expense numbers can thus be tied to the General Ledger > Review
4. If the project is not a sponsored **Budget Bump** Project, the **Spending Authority** column is calculated by subtracting the encumbrances, pre-encumbrances and actual expenses from the Budget. The revenue numbers are not used in this remaining balance calculation. If the project is a budget bump project, that means that the spending authority is equal to the greater of recognized revenue or the revenue budget, plus the expense budget less any expenses, encumbrances and pre-encumbrances.

**Next Steps After Reviewing Data**

The Monthly Budget Report – Projects is not a transactional report; it is a summary by account report, intended to give an overall picture of the remaining balances and activity for a project, a set of projects, or an award. When choosing to show the Actuals detail, then the detail of the Actuals transactions appears in the report after the summary sections, grouped by project.

To find more information, there are a number of resources available:

- **Budget Overview Page**: From this page users can drill into various transactions to see the source transaction.
- **Budget Transaction Detail Report**: In this report users can see the details of the various transactions by chartstring.
- **Various Queries**: Depending on what needs to be researched, a query might help.
- **General Ledger > Review Financial Information > Ledger**: From this page users can drill into transactions to get more information. The ledger amounts should match the Actuals numbers in the report.
- **UV_GL_JRNL_INQUIRY Query**: The sum of all transactions from posted journals should match the report.
- **Various Inquiry Pages**
- **HCM Labor Distribution Report**
- **HCM Queries**: See the job aid for Human Resource Queries.
  - **UV_PAY_ERN_DIST** – Review actual earnings distributions.
  - **UV_RC_FIND_COMBICODE_USE_ERN** - Review current earnings distributions.
  - **UV_FY_ENCUMBRANCES** – This query lists remaining encumbrances for the fiscal year.
Other Notes: If the budget, encumbrances, pre-encumbrances and Actuals are all zero for a chartstring, that chartstring will not appear on the report.

Remember that F&A expenses are not encumbered. Also remember that payroll is only encumbered for the current fiscal year, not for the lifetime of the project.

The criteria on the run control page function on an ‘or’ basis. This means that all projects that meet any of the criteria specified on the run control page will be selected in the report.

Facilities and Administration Revenue to the University will not appear in the report (account 42002). F&A revenue is associated with the project for accounting purposes, but should not be considered revenue to the project, and is thus excluded from the report to avoid confusion. Likewise, Sponsored Projects Direct Rev (account 42001) will only appear in the report for ‘budget bump’ projects.

Closeout Report: Project or Chartstring

Description and Purpose

This report is a tool that brings together information about a project or chartstring. The first sections of the report have summary information. The goal is to have a clean report at project closeout or at month-end; that is, all transactions that should be completed are completed, there are no budget checking errors, and all ledgers are in synch.

The report can also be used at any point during a project or during the fiscal year in order to get a picture of current activity and issues with the project or chartstring. For example, if the numbers on the Budget Overview page or in the Monthly Budget Report for the project or chartstring that didn’t look correct, this report would be the first place to look for an explanation.

Background Information

In PeopleSoft, transactions occur in the various modules, and this transactional data is accumulated in three places in the system. The goal at project closeout is for the data in these three tables to be in synch. For chartstrings, the goal is to be aware of all outstanding transactions and take action if required.

Differences can be caused by various reasons including timing, transactions that have not been completed for various reasons, and possibly system issues.

- **The ACTUALS Ledger:** This is the General Ledger, which is where financials transactions post to. The various modules in PeopleSoft generate accounting entries and send this data to the General Ledger via journal entries which are posted. When these journals are posted, the ACTUALS ledger is updated. Journals are posted nightly.
Commitment Control: Transactions post to the Commitment Control ledgers as soon as a valid budget check is achieved. Only revenue and expense transactions post to commitment control.

The Projects Module’s PROJ_Resource Table: This is where all transactional data related to a project is accumulated. Grants-related processes like F&A calculation and Grant’s billing run based on the data in this table.

Note: This is only relevant for Projects. Transactional data is sent to a single table in the projects module called PROJ_RESOURCE via nightly interfaces called the Cost Collection processes.

Instructions to run the Closeout Report

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).


3. Click the Search button, and then select a Run Control ID from the Search Results table. Note: If a Run Control ID needs to be created, click the Add a New Value tab, type in a name for Run Control ID (no spaces allowed) and click Add.

4. There are two options: Run report for a project or Run report with a chartstring.
Running the report for a project

1. Select the **Project/Award** option to run the report.

![Report Interface](image)

2. Fill in the **Projects Business Unit**. Choose either PC001 for non-sponsored projects, or GCA01 for sponsored projects.

3. Enter either an **Award ID** or a **Project ID**. When selecting an Award ID, information will print for all projects associated with the award.

4. Check the box to include information on **F and A** that has not yet been calculated yet, or **F and A** transactions that have **Errors**. Choose to exclude the F&A error information if the project is not subject to F&A.
   
   **Note:** F&A is the facilities and administration (overhead) expense that most sponsored projects also are assessed.

5. Check the box to include **Payroll Encumbrance Information By Person**.

6. Click **Run**.

   **Note:** The report has various sections which are described below – some will not appear in the report if there are no issues.
Run the report with a chartstring

1. Under Project or Chartstring Option, select **By Chartstring**.

2. Enter the Fiscal Year, and select at least five chartfield values. This will limit the report, otherwise the report will yield a significant amount of data.

3. Click **Run**.

   **Note:** Some sections are not relevant for the chartstring option and will not appear in the report. Use the budget status report or budget overview for chartstring Budget to Actuals information. This report is not intended to duplicate that information, but rather to illustrate transactions that are in progress or may require action. The table below describes the various sections.
## Explanation of Report Results

<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Heading</td>
<td>Displays heading information about the Project/ Award or Chart field parameters selected.</td>
<td>For Project Option: Project Id, Project Description, Award ID, Award Title, PI, Award Ref #, PI Name, F&amp;A Rate Info, when the report was run.</td>
<td>Both</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For Chartfield Option: Selected chartfield values and their descriptions</td>
<td></td>
</tr>
<tr>
<td>1A</td>
<td>Quick Summary</td>
<td>Overall summary of budget to actuals If there is cost-share on the project, the cost-share and non-cost share totals are presented separately.</td>
<td>Project Option Only</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Section Title</td>
<td>Description</td>
<td>Data Displayed</td>
<td>Chartstring or Project Option</td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>------------------------------</td>
</tr>
</tbody>
</table>
| 1B | Quick PROJRESOURCE Summary By Chartstring          | Show totals by chartstring, by analysis type, for the project id from the PROJRESOURCE table. PROJRESOURCE is the table within the projects module in which data related to a project is accumulated. The data is interfaced into the table via Cost Collection processes that run nightly. After the data arrives in this table, it is available to the F&A calculation process, as well as to have pricing processes run on it, which makes it available to be billed to the sponsor. Billing for all GCA01 projects is handled by SPA | • Analysis Type  
• Analysis Type Description  
• Chartstring  
• Amount  
See the appendix for more information on the Analysis Types | Only relevant for Project Option |
<p>| 1C | Encumbrance/Pre-Encumbrance Totals by Chartstring | Shows the ledger and the chartstring and amount that the encumbrances are on. This number is the remaining encumbrances left for the UVM fiscal year.                                                                 | • For the Chartstring option, the OPS_CH ledger group is used. For projects, all Commitment Control Ledgers with encumbrance/pre-encumbrances are listed. | Both |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1Ca</td>
<td>Payroll Encumbrances by Person /Job Record</td>
<td>This is the remaining balance for payroll encumbrances for person/job record in the UVM fiscal year.</td>
<td></td>
<td>Both</td>
</tr>
</tbody>
</table>
| 2A | Commitment Control vs. Actuals Ledger Comparison for Expense Accounts | Show totals in Commitment Control and Actuals Ledger for Expenses only, for all chartstrings involving the project id  
Timing issues could cause this. Other sections of report should help indicate what is causing the difference. | • Chartstring (less account since detail account not in KK ledgers)  
• Amount in KK | Both                          |
| 2A1| Commitment Control Items not in ACTUALS Ledger    | List chartstrings w/total dollar amount for chartstrings that are in Commitment Control but where nothing is posted to the Actuals ledger for that chartstring. | • Chartstring (less account since detail account not in KK ledgers)  
• Amount in KK  
• Actuals Ledger Amount  
• Difference | Both                          |
| 2B | PROJ RESOURCE vs. Actuals Ledger Comparison       | List totals by chartstring in PROJ RESOURCE and the Actuals Ledger for expense accounts.  
If there is a difference, check to see if cost collect process has been run. | • Chartstring  
• Amount in PROJ RESOURCE  
• Actuals Ledger Amount  
• Difference | Only relevant for Project Option |
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>2C</td>
<td>Amount of SFA in PROJRESOURCE</td>
<td>List rows that are not in the Actuals Ledger but are in PROJRESOURCE due to system issues. Log a footprint if results appear in this section.</td>
<td></td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td>3A</td>
<td>Posted AP Costs ready to be Cost-Collect</td>
<td>Indicates whether or not there are transactions that have not been cost collected from Accounts Payable yet.</td>
<td>Shows total dollar amount not cost collected. Details not listed because the cost collection process should simply be run to resolve this. Cost Collection runs at night.</td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td>3B</td>
<td>EX transactions ready to be cost collected</td>
<td>Indicates whether or not there are transactions that have not been cost collected from Travel and Expenses yet.</td>
<td>Same as 3A</td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td>3C</td>
<td>POs Ready to be Cost Collected</td>
<td>Indicates whether or not there is PO transactions that have not been cost collected from Purchasing yet.</td>
<td>Same as 3A</td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td>3D</td>
<td>REQs ready to be Cost Collected</td>
<td>Indicates whether or not there is Requisition transactions that have not been cost collected from Purchasing yet.</td>
<td>Same as 3A</td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td></td>
<td>Section Title</td>
<td>Description</td>
<td>Data Displayed</td>
<td>Chartstring or Project Option</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>3E</td>
<td>Posted GL Costs ready to be Cost Collected</td>
<td>Indicates whether or not there are journal entries that have not been cost collected from the General Ledger module yet.</td>
<td>Same as 3A</td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td>3F</td>
<td>Journal Generation Status</td>
<td>Indicates if there are accounting entries from sub-systems that are not yet posted to the General Ledger.</td>
<td>Journal Generation process runs at night.</td>
<td>Both</td>
</tr>
</tbody>
</table>
| 4A| Actuals Journals That Are not Posted              | List all journals not posted for this chartstring/project. Questions to ask: Are there errors on the journal? Is the journal submitted yet? Is the journal approved? Journals are posted every night if approved. | • Journal ID  
• Journal Line #  
• Journal Date  
• Budget Hdr Status  
• Approval Status  
• User ID of person entering journal  
• Journal Line Description  
• Chartstring  
• Amount | Both                          |
| 4A1| Budget Journals/Transfers that are not posted     | List all budget transfers or budget journals that are not posted for this chartstring/project. These should either be completed or deleted if not needed anymore.                                              | • User ID (who entered the transfer/journal)  
• Journal Id  
• Journal Date  
• Ledger Group  
• Description | Both                          |
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>4B</td>
<td>Budget transfers that need to be completed</td>
<td>Complete by either deleting them if they are not necessary or by getting them posted.</td>
<td>• User ID of person entering Budget transfer&lt;br&gt;• Transfer ID&lt;br&gt;• Transfer Date&lt;br&gt;• ledger&lt;br&gt;• Description</td>
<td>Both</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work with your FAB analyst to get them posted if there are issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delete a budget transfer: Select <strong>Delete</strong> from the drop-down menu on the lines tab and click <strong>Process</strong>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4B</td>
<td>Expense Reports in Progress</td>
<td>List all expense reports that are in progress.</td>
<td>• Expense Report ID/Line Nbr/Distrib Line Nbr&lt;br&gt;• Accounting Date&lt;br&gt;• Budget Hdr Status&lt;br&gt;• Name of person on Expense Report&lt;br&gt;• Expense Report Status&lt;br&gt;• Expense Rpt Line Description&lt;br&gt;• Chartstring&lt;br&gt;• Amount</td>
<td>Both</td>
</tr>
<tr>
<td>#</td>
<td>Section Title</td>
<td>Description</td>
<td>Data Displayed</td>
<td>Chartstring or Project Option</td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>4C</td>
<td>Travel Authorization in Progress</td>
<td>List all Travel Authorizations that are in progress.</td>
<td>• Travel Auth ID/ Line Nbr/ Distrib Line Nbr</td>
<td>Both</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Accounting Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Budget Hdr Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Name of person on Travel Auth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Travel Auth Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Travel Auth Line Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Chartstring</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Amount</td>
<td></td>
</tr>
<tr>
<td>4E1</td>
<td>Purchase Orders Available for Sourcing</td>
<td>A PO is available for sourcing, even if it has $0 on them.</td>
<td>• PO Business Unit</td>
<td>Both</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• PO ID/Line/Schedule/Discount Line Nbr</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Accounting Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Vendor Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Chartstring</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Section Title</td>
<td>Description</td>
<td>Data Displayed</td>
<td>Chartstring or Project Option</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>4F</td>
<td>Vouchers in Progress</td>
<td>List all Vouchers not yet in the accounting line table. This section also alerts users to the use of any prepaid or deferred revenue accounts used for the selected parameters. If prepaid expense is recorded in the old fiscal year, transfer these expenses to the appropriate regular expense account in the new fiscal year by creating journal entries (debit the expense account; credit the prepaid account). After the journals are posted in the new fiscal year, rerun this report to verify that the prepaid account balances net to $0 in the new fiscal year – after the balances have rolled to the new fiscal year.</td>
<td>• Voucher Id/Line/Dist Line Number • Accounting Date • Budget Hdr Status • Vendor/Line Description • Chartstring • Amount</td>
<td>Both</td>
</tr>
</tbody>
</table>

4F1 Alerts regarding certain account balances | Alerts that indicate whether or not there are balances in the pre-paid expense, petty cash or deferred revenue accounts. | • Account • Account Description • Chartstring • Balance | Both |
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
</table>
| 5A | Incorrect Analysis Type Usage                      | List transactions in PROJ_RESOURCE where the Analysis Type used is incorrect. This would occur when people do journal entries and choose the wrong analysis type. Depending on the type of error, a journal entry may need to be done to correct this. Use a query like UV_GL_JRNL_INQUIRY to determine which lines need to be corrected since the information that appears in the report is summarized so that the effect of correcting entries is taken into account. | • Analysis Type  
• Function  
• Function Description  
• Account  
• Account Type  
• Account Description  
• Amount total on this chartstring / analysis type | Only relevant for Project Option                                                |
| 6A | F&A not calculated yet for these rows             | Lists all transactions that don't have F&A calculated on them that should. This could be caused by the F&A process not having been run yet - it currently is being run approximately once a week.                                                                                                                                                                                                                       | • Analysis Type  
• Accounting Date  
• Resource ID  
• Chartstring  
• Amount | Only relevant for Project Option                                                |
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B</td>
<td>F&amp;A Errors for this Project</td>
<td>List ALL F&amp;A Errors for the Project ID. Note that if a project should not have F&amp;A calculated, it may appear in this list. That is OK - it is saying it can't find the rate, but if it isn't supposed to get F&amp;A, then there will be no rate, ignore this section for such projects, or use the checkbox on the run control page to hide this section when it is not relevant. These errors can be caused for various reasons, including budget checking errors.</td>
<td>Analysis Type • Resource ID • Accounting Date • Chartstring • Error Message • Amount Note: Amount will be zero if error was such that the amount of F&amp;A couldn't be calculated. For this reason, no total is listed as it would be misleading.</td>
<td>Only relevant for Project Option</td>
</tr>
<tr>
<td>#</td>
<td>Section Title</td>
<td>Description</td>
<td>Data Displayed</td>
<td>Chartstring or Project Option</td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
</tbody>
</table>
| 7A | Rows in HR_ACCTG_LINE missing                     | Show rows that came from payroll but couldn't be moved to next step to be budget checked because of missing default activity (if there is more than 1 activity for a project, a default activity must be set on the User Defined fields tab of the Project component), because the project is inactive, or because payroll processing is not completed for this payroll. If this issue was resolved by setting up the default salary activity (this is only for non-sponsored projects with more than 1 activity), users will need to log a footprint stating the steps taken so that a process can be run to process this row. | • Amount Type (Encumbrance or Actuals)  
• Chartstring  
• Amount |                                                                 |
| 8A | System Suspense                                   | This section lists transactions that are in system suspense. This usually happens because of a combo-edit error on the chartstring that came from the HR Payroll system.                                                                 | • Total Amount for selected parameters is listed. | Both |

Updated 9/24/2015

Ctrl+Home to Table of Contents

Page 42 of 51
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
</table>
| 9A  | Payroll Transactions with Budget Checking Errors  | List all Budget Checking Errors for Payroll Transactions, including Encumbrances.<br>Resolution Could Include the Following:<br>- Retro in HCM to the Correct Chartstring if bad string was used.<br>- Override the Transaction - can only be done by Grant & Contract Administrative Services for the AG_RELATED projects.<br>- Change End Date or Control option and have the transaction re-budgeted Checked. - can only be done by Sponsored Projects Administration for the AG_RELATED projects.  
**Note:** Payroll budget checking runs at night now so if something is overridden and not budget checked immediately, it will get budget checked at night (M-F) | • KK Amount Type (act or enc)  
• Ledger Group  
• Transaction Number  
• Budget Date (should equal pay end date)  
• Error Message  
• Chartstring  
• Amount | Both                                                                 |
<table>
<thead>
<tr>
<th>#</th>
<th>Section Title</th>
<th>Description</th>
<th>Data Displayed</th>
<th>Chartstring or Project Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>10A</td>
<td>Non-Payroll/Non-F&amp;A BUDGET CHECKING ERRORS for this Project</td>
<td>List all budget checking errors for transactions other than F&amp;A and Payroll since those were listed above.</td>
<td>For each type of transaction lists:</td>
<td>Both</td>
</tr>
</tbody>
</table>
|    | has been set up on the Award in PeopleSoft. Only relevant for Grants-related projects. Note that GCA may not have set up all milestones for all awards yet. | • Doc ID / Line/ Sched/ Dist as appropriate for item  
• Line Description info Chartstring  
• Budget Check Error Message  
• Amount |                                                        |                               |
| 11A| Award Milestones                       | List any milestones that have been set up on the Award in PeopleSoft. Only relevant for Grants-related projects. Note that GCA may not have set up all milestones for all awards yet. | • Milestone Type  
• Milestone Code  
• Due Dt  
• Completed/ Not Completed Status  
• Completion Date  
• Completed By  
• Text/Notes | Only relevant for Project Option                        |
| 12A| PurCard Defaults                       | Lists people who use the selected project or chartstring as their Expense Report default chartstring. | • Employee ID  
• Name  
• Expiration Date of PurCard.  
• Chartstring | Both |
| 12B| Expense Report Defaults                | Lists people who use the selected project or chartstring as their Expense Report default chartstring. | • Employee ID  
• Name  
• Chartstring | Both |

### Analysis Types

**Note:** *This column indicates if the sum of all the transactions of this type should tie to the Commitment Control and actuals ledger. Certain types of transactions are used for system purposes and are not actual expense or revenue transactions.*
<table>
<thead>
<tr>
<th>Analysis Type</th>
<th>Short Description</th>
<th>Notes</th>
<th><em>Actual Expense or Revenue Transaction</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Actual Cost</td>
<td>Expenses from Accounts Payable Module. The AP expenses are retrieved from the AP module on a nightly basis when the transaction is ready to be interfaced into the PROJRESOURCE table.</td>
<td>Yes</td>
</tr>
<tr>
<td>BAJ</td>
<td>Billing Adjustment</td>
<td>Billing Adjustment from Billing Module. These transactions are created when billing adjustments occur in the billing module and are then interfaced into PROJRESOURCE.</td>
<td>No</td>
</tr>
<tr>
<td>BIL</td>
<td>Billable Amount</td>
<td>Amount that can be billed. These rows are created by a process called Pricing which is run on eligible transactions when the expenses are interfaced into PROJRESOURCE.</td>
<td>No</td>
</tr>
<tr>
<td>BLD</td>
<td>Billed Amount</td>
<td>Amount that has been billed. For grants that are billed on an as-incurred basis, after the bill has been created, the transaction is marked with a BLD analysis type.</td>
<td>No</td>
</tr>
<tr>
<td>BUD</td>
<td>Total Cost Budget</td>
<td>When a grant budget is set up by SPA using the Grants Budgeting page, a BUD row is created. If the budget is set up with a budget transfer instead, no BUD row is created. Therefore, Budget information should be reviewed in Commitment Control, not in the PROJRESOURCE table since the budget information in PROJRESOURCE may not be complete. That is ok because the budget information in PROJRESOURCE is not used for anything at this time.</td>
<td>No</td>
</tr>
<tr>
<td>Analysis Type</td>
<td>Short Description</td>
<td>Notes</td>
<td><em>Actual Expense or Revenue Transaction</em></td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>CAC</td>
<td>Cost Sharing Actuals</td>
<td>Cost Share Expense from Accounts Payable Module. Any expense that occurs in the AP module for a transaction with a cost-share function will be tagged with this analysis type.</td>
<td>Yes</td>
</tr>
<tr>
<td>CAP</td>
<td>Campus Archeological Program</td>
<td>Markup based on expenses. Only certain transactions for the Consulting Archeology program are subject to this markup.</td>
<td>Yes</td>
</tr>
<tr>
<td>CBU</td>
<td>Cost Sharing Budget</td>
<td>When a grant cost-share budget is set up by SPA using the Grants Budgeting page, a BUD row is created. If the budget is set up with a budget transfer instead, no CBU row is created. Therefore, Budget information should be reviewed in Commitment Control, not in the PROJ_RESOURCE table since the budget information in PROJ_RESOURCE may not be complete. Note: Budget information in PROJ_RESOURCE is currently not being used for anything in the system.</td>
<td>No</td>
</tr>
<tr>
<td>CCN</td>
<td>Cost Share Conversion Only</td>
<td>Converted Cost Share expense. These are cost-share expenses that were converted into PeopleSoft from the FRS system.</td>
<td>Yes</td>
</tr>
<tr>
<td>CEX</td>
<td>Cost Sharing Travel Expenses</td>
<td>Cost Share Expense from Expenses Module. Any expense that occurs in the Expenses module for a transaction with a cost-share function will be tagged with this analysis type.</td>
<td></td>
</tr>
<tr>
<td>Analysis Type</td>
<td>Short Description</td>
<td>Notes</td>
<td><em>Actual Expense or Revenue Transaction</em></td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>CFA</td>
<td>Cost Sharing F&amp;A</td>
<td>F&amp;A that is calculated on Cost Share Transactions. This is just for reporting and analysis purposes; it is not a true expense to the project.</td>
<td>No</td>
</tr>
<tr>
<td>CGE</td>
<td>Cost Sharing GL Expense</td>
<td>Cost-Sharing Expense from a journal entry. The person doing the journal entry should correctly select ‘CGE’ if the transaction is a cost-sharing transaction.</td>
<td>Yes</td>
</tr>
<tr>
<td>CNV</td>
<td>Conversion Only</td>
<td>Converted expense. These are expenses that were converted into PeopleSoft from the FRS system.</td>
<td>Yes</td>
</tr>
<tr>
<td>CPY</td>
<td>Cost Share Payroll</td>
<td>Cost-Share expense on a payroll transaction.</td>
<td>Yes</td>
</tr>
<tr>
<td>CWF</td>
<td>Reclass to Interest Project</td>
<td>Stands for Common Wealth Fund. Should be used on a journal ONLY after checking with SPA. Contact SPA for more information.</td>
<td>Yes</td>
</tr>
<tr>
<td>EXP</td>
<td>Travel Actual Expenses</td>
<td>Expense from an Expense Report. The expenses on expense reports are retrieved from the Expenses module on a nightly basis when the transaction is ready to be interfaced into the PROJRESOURCE table.</td>
<td>Yes</td>
</tr>
<tr>
<td>FBD</td>
<td>Fixed Cost Billed Amount</td>
<td>Transaction recorded for fixed cost billing.</td>
<td>No</td>
</tr>
<tr>
<td>GCP</td>
<td>Manual CAP Adjustment</td>
<td>Adjustment to a CAP expense done manually with a journal entry. See CAP information above.</td>
<td>Yes</td>
</tr>
<tr>
<td>Analysis Type</td>
<td>Short Description</td>
<td>Notes</td>
<td><em>Actual Expense or Revenue Transaction</em></td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>GFA</td>
<td>Manual F&amp;A Adjustment</td>
<td>Manual adjustment to F&amp;A done by SPA when the system-calculated F&amp;A needs to be adjusted.</td>
<td>Yes</td>
</tr>
<tr>
<td>GLE</td>
<td>GL Expense</td>
<td>Expense from a journal entry</td>
<td>Yes</td>
</tr>
<tr>
<td>GLP</td>
<td>Project Payroll</td>
<td>Payroll expense</td>
<td>Yes</td>
</tr>
<tr>
<td>GLR</td>
<td>GL Revenue</td>
<td>Revenue transaction from the General Ledger or from miscellaneous deposits to revenue accounts.</td>
<td>Yes</td>
</tr>
<tr>
<td>OLT</td>
<td>Over Limit</td>
<td>An amount that would normally be billable except that the expense takes the award over the limit of what can be billed.</td>
<td>No</td>
</tr>
<tr>
<td>SFA</td>
<td>Sponsor F&amp;A</td>
<td>Sponsor Facilities and Administration Expense. This is the F&amp;A amount that will be charged to the sponsor. The SFA rows are calculated based on the award set up. Awards are set up to use certain F&amp;A rates, which are based on certain types of expenses. The rates and rules for which expenses are subject to F&amp;A can vary by award.</td>
<td>Yes</td>
</tr>
<tr>
<td>TPB</td>
<td>Third Party Budget</td>
<td>Budget for Third Party-Contact SPA for more information.</td>
<td>No</td>
</tr>
<tr>
<td>UAJ</td>
<td>Prepaid Utilization Adjustment</td>
<td>Has to do with Grant billing adjustments on prepaid contracts.</td>
<td>No</td>
</tr>
<tr>
<td>UTL</td>
<td>Prepaid Utilization (Billing)</td>
<td>Has to do with Grant billing on prepaid contracts. Essentially, as we incur expenses on pre-paid contracts, we utilize the pre-paid dollars and create UTL rows so that we can recognize the revenue as we incur the expenses.</td>
<td>no</td>
</tr>
</tbody>
</table>
### Analysis Type | Short Description | Notes | *Actual Expense or Revenue Transaction*
--- | --- | --- | ---
WFA | Waived F&A | F&A expense that is waived- that is, UVM cannot recover this F&A expense by billing the sponsor, based on the contract. This is just for reporting and analysis purposes; it is not a true expense. | No

**Note:** * This column indicates if the sum of all the transactions of this type should tie to the Commitment Control and actuals ledger. Certain types of transactions are used for system purposes and are not actual expense or revenue transactions.

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### Frequently Asked Questions

#### How does the Operating Budget report differ from the Budget Status report?

Unlike the Budget Status report, this report summarizes multiple ledger groups (specifically OPS_REV, BUMP_REV, and OPS_CH.). The Budget Status report runs on only one ledger group at a time, requiring one to run the report up to three separate times for a complete picture of specific chartstrings. When using the Operating Budget report, users do not need to select the right ledger group; it is automatically chosen.

The Operating Budget report also includes several columns that the Budget Status report omits, and it offers a greater level of detail on actual expense and revenue than the Budget Status report provides.

#### When should I include the Fund Balance in my Operating Budget report?

Fund balances make the most sense with Fund 150 (income and expense) activities, since the fund balance in the previous year directly affects the fund balance for the current year. General fund accounts do not retain fund balances in the same way.

#### Where can I see the details supporting the encumbrance amounts on Operating Budget report?

See the details of all open purchase orders using the query UV_OPEN_PO_BY_DEPT_PROJECT. For any given chartfield combination, this query will show users all open purchase orders, the total PO line amount, and the amount vouchered to date.
Payroll encumbrances are described in the question below on payroll expense.

**Where can I see the details supporting the actuals amounts on Operating Budget report?**

Actual revenue and expense figures are available on the GL Inquiry page. (See the General Ledger Mini-manual).

**Where can I see the details for payroll expenses and encumbrances?**

Two queries in the HCM system may prove helpful in understanding the payroll expenses and encumbrances:

- The first is called UV_PAY_ERN_DIST. This query will show the payroll expense by employee, by pay period end date. (Be sure to supply wildcards where appropriate instead of leaving prompt fields blank).
- The second query is called UV_FY_ENCUMBRANCES. This query will display the total of open encumbrances by person and chartstring.

**Are there issues around payrolls posting?**

Be aware that there may be some timing delays between the time a payroll is completed in the HCM system and the time that same payroll is posted in the finance system. Check the payroll schedule for information about which payrolls have posted in Finance.

**Is there specific instruction related to endowments when running the Operating Budget report?**

Look at one endowment at a time, and enter the full spending chartstring in order to get an accurate picture, (e.g., 22 57000 320 330189 901 0000 0000 0000).

If using wildcard (%) for the function field, the monthly distributed income will be double-counted in the fund balance (function 135). If users enter only the Source code for an endowment, it will look as though it is possible to spend principal additions (new gifts), even though that is incorrect, and the fund balance will include all principal.

**Is there specific instruction related to gifts when running the Operating Budget report?**

If there are multiple function codes and have entered a gift chartstring with only one of the function codes (as opposed to using the wildcard [%] character), the fund balance will show up on both codes, making it look as though there is twice as much money to spend. For gifts with multiple function codes, use the wildcard character.
Related Links

Helpful Links

Here are links to register for related classes, policies, and other resources (including video tutorials).

- Individual Learning Opportunities

Suggestions? Updates? Please send an e-mail to psguides@uvm.edu

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.