MONTHLY BUSINESS PROCESSES

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.

For the best results consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If there are questions about information in this mini-manual, or, if after reading the entire manual, the information cannot be found, e-mail psguides@uvm.edu.

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Use Ctrl+Home to come back to Table of Contents)

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Background

There are various month end procedures and tasks that financial managers, and business managers need to complete. Follow this document as a guide to completing monthly processes in both PeopleSoft Financials and Human Resources. Additional resources (e.g. glossary, frequently asked questions and tips) are located at the end of this mini-manual.

Month End Procedures

Effective July 1, 2008, we implemented a month-end close process for PeopleSoft Financials. All journals for an accounting period must be completed within five business days of the last day of the period. Regardless of the actual close date realized, it is the user’s responsibility to finish all journals by the period close date.

Journals not completed by the period end date will generate a reminder notice directed to the person who initiated the journal (identified by the user ID on the journal).

Month-end operations on the period-closed day:
Based on the status of the journals, the following operations will occur on the day the period is closed.

**NOTE:** See instructions on finding the status of the journal in the Journal Entries Mini-Manual.

1. All recycled, denied or saved in incomplete status journals will be deleted.

2. All other journals that are in progress will be rolled forward (see glossary and table below for a complete listing of journal statuses and actions that will occur at month end.) into the next open period.

The journal date will change to the 1st day of that period. These journals must be resubmitted. Sponsored Project Administration (SPA) and Financial Reporting and Accounting Services (FRAS) will complete their work lists prior to the day the period closes, so a submitted journal should be approved or denied by the period close.

No further departmental action is required for journals that have hit the work lists. One can verify that an item is in the SPA or FRAS work list by looking at the Approval tab of the journal. Items on the work list will indicate a status of Pending Approval.
3. If the journal contains any row with a sponsored project on it, then the journal goes to the SPA work list, otherwise it goes to the FRAS work list.

4. Another indication that a journal has been rolled forward is if the Original Journal Date field appears next to the user ID field on the Journal Header page, and if the journal date is now the first date of the first accounting period that is open.

   *See Glossary for the journal status table with explanations.

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**Month-End Tasks for Business Managers**

For all transactions that fall into the user’s area of responsibility, complete the following actions on a monthly (or more) basis:

1. Ensure that all **Journal Entries** are complete, including **PurCard journals**.

2. Ensure that all **Expense Reports** are complete:
   a. All created reports are submitted.
   b. All submitted reports are approved.

3. Ensure that all **Cash Advances** are complete.

4. Ensure that all **Travel Authorizations** are complete.

5. Ensure that all **Requisitions** have a valid budget check.

6. Ensure that all **Purchase Orders** that are currently open should indeed be open, and ensure that any PO’s that have zero dollars remaining or that are not needed any more are closed by contacting Purchasing Services.

7. Run **Project Closeout Report** for all projects that will be ending in the near future and begin working on cleaning up any issues.

8. Submit any labor distribution changes in advance so there will be no need to do retroactive salary distribution changes.

9. Run the query **UV_DIST_PAST_PROJECT_END_DATE** under PeopleSoft Human Resources to check to see if anyone in your unit currently is or will soon be distributed to a project past the project’s end date.

10. Respond to all e-mails regarding issues related to payroll suspense.

11. Respond to any requests from other units who are trying to charge your budget and are getting budget checking errors.
12. Respond to any e-mails from Dawn Caffrey regarding budget checking errors on operating funds.

13. Review the **Budget Transaction Detail Report**:
   - Ensure all expenses are accurately reflected.
   - Ensure any expected revenue has been posted.

14. Respond to all **Footprints tickets** and let us know if they can be closed or if there is still an open question.

15. Prepare all **invoices** in PeopleSoft before the external billing deadline.

16. Review open **Accounts Receivable** for your external customers and follow up on any overdue payments.

---

**Month-End Tasks for Financial Managers**

1. Run Closeout Report for all projects and all departmental chartstrings:
   - Ensure all journal entries are complete:
     - Non-PurCard journals
     - PurCard journals
   - Ensure all cash advances are complete.
   - Ensure all travel authorizations are complete.
   - Ensure all expense reports are complete.
   - Ensure all requisitions have a valid budget check.
   - Verify that all purchase orders that are currently open should be open:
     - Close any POs with zero dollars remaining.
     - Close any POs that are no longer needed.
   - Respond to any units having budget-checking issues with your chartstrings, and resolve any payroll budget checking errors.

2. Submit any labor distribution changes in advance.

3. Run the query **UV_DIST_PAST_PROJECT_END_DATE** in PeopleSoft Human Resources.

4. Review the Budget Transaction Detail Report.

5. Prepare all invoices in PeopleSoft before external billing deadline.

6. Review open AR for your external customers, and follow-up on any overdue payments.
7. Make sure all deposits are made by the end of the month.


Screen Shots, Tables and Additional Resources

Closeout Report for All Projects and All Departmental Chartstrings


1. Project or Award Option

   ![Closeout Report Interface](image)

   - By Project/Award
   - By Chartstring

2. Chartstring Option
3. Example of the UVM Closeout Report:

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**Example of the UVM Closeout Report:**

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**Professional Development & Training**

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Ensure all journals are complete, including PurCard Journals.
Non-PurCard Journals:

**NOTE:** All un-posted journals must be either completed or deleted within 5 business days after the calendar month-end. A complete journal has: **Journal Status = V** (Valid), **Budget Status = V** (Valid) and **Approval Status** is either **Pending** (in work list **Awaiting Approval**) or **Approved to Post**.

<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>V</td>
<td>Pending Approval</td>
</tr>
</tbody>
</table>

**Find Journals that are not Posted**

There are a couple of ways to find journals that are not posted:

1. Search using **Create/Update Journal Entries** to find an existing journal page. Journal Date: > the end of the last period that has closed (12/01/2011), Journal Header Status: **not = Posted to Ledger(s)**, and a valid **User ID** or Department’s **Source**.

2. Run query **UV_GL_NOT_POSTED_JRNLS_SUMMARY** to Excel. To run queries see instructions in the **Available Reports and Queries Mini-Manual**.
Input: Fiscal Year and Current Period.

Output: Sort data by User or Source and delete unwanted lines in Excel.

<table>
<thead>
<tr>
<th>Journals that are not posted</th>
<th>BS</th>
<th>Period</th>
<th>Date</th>
<th>User</th>
<th>Source</th>
<th>Journal ID</th>
<th>Status</th>
<th>Budget/Workflow Status</th>
<th>Original Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>5</td>
<td>11/1/2008</td>
<td>abnerme1</td>
<td>MED</td>
<td>000098267</td>
<td>V E None</td>
<td>8/21/2008</td>
<td>JE to move $619.92 in BizStock</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>5</td>
<td>11/30/2008</td>
<td>miroder</td>
<td>ACT</td>
<td>000068325</td>
<td>N N None</td>
<td>11/30/2008</td>
<td>Corrections for late Sept AR M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>5</td>
<td>11/17/2008</td>
<td>frey</td>
<td>PUR</td>
<td>000084267</td>
<td>T N None</td>
<td>11/17/2008</td>
<td>PURCARD 10/23 6592</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>5</td>
<td>11/24/2008</td>
<td>asweeney</td>
<td>HUR</td>
<td>000084838</td>
<td>V V Denied</td>
<td>11/24/2008</td>
<td>None from wrong account # to c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>5</td>
<td>11/1/2008</td>
<td>greenblt</td>
<td>GLA</td>
<td>000086936</td>
<td>V V None</td>
<td>9/26/2008</td>
<td>This JE to move expenses fr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>5</td>
<td>11/10/2008</td>
<td>kwello</td>
<td>ENR</td>
<td>000083228</td>
<td>V V Pending</td>
<td>11/10/2008</td>
<td>To record vehicle rental gas r</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explanation of Journal Statuses:

<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
<th>Workflow Status</th>
<th>Error</th>
<th>Process to correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>E</td>
<td>None</td>
<td>Budget checking error</td>
<td>Click on budget status and drill down to find out which line is in error and what the error is. Contact SPA if it is on a grant. If not on a grant and can't figure out what needs to be done, contact the Dean's office business manager.</td>
</tr>
<tr>
<td>E</td>
<td>N</td>
<td>None</td>
<td>Combo edit or balancing error</td>
<td>Approval page will tell what type of error. If combo edit error, the lines that are in error will be marked with X. Review to be sure OU &amp; Dept are correct, account and function agree, no non-project fields are blank, and all fund 300 chartstrings have a SPA project.</td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>None</td>
<td>Not edited</td>
<td>Click process to edit journal, then select submit and click process again.</td>
</tr>
<tr>
<td>T</td>
<td>N</td>
<td>None</td>
<td>Saved incomplete</td>
<td>Complete journal, edit and submit or delete journal</td>
</tr>
<tr>
<td>V</td>
<td>V</td>
<td>Denied</td>
<td>Not approved</td>
<td>Delete journal, or redo and re-submit</td>
</tr>
<tr>
<td>V</td>
<td>V</td>
<td>None</td>
<td>Not submitted</td>
<td>Select submit and click process</td>
</tr>
<tr>
<td>V</td>
<td>V</td>
<td>Pending</td>
<td>Okay</td>
<td>No action needed - journal is in worklist awaiting approval</td>
</tr>
<tr>
<td>Status</td>
<td>Action</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal has been <strong>Denied / Recycled</strong> – Regardless of any other status</td>
<td>Journal will be deleted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E</strong> - Journal Has Errors</td>
<td>Journal will be rolled forward.</td>
<td>There will be a limit on the number of times a journal can roll forward.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>N</strong> - No Status - Needs to be Edited</td>
<td>Journal will be rolled forward.</td>
<td>There will be a limit on the number of times a journal can roll forward.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P</strong> - Posted to Ledger(s)</td>
<td>No action needed – journal has been posted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>T</strong> - Journal Entry Incomplete</td>
<td>Journal will be deleted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>U</strong> - Unposted</td>
<td>No action needed – an unposted journal is just a reversal of a posted journal and so unposted journals are technically posted to the ledger.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>V</strong> - Valid Journal - Edits Complete</td>
<td>Journal will be rolled forward.</td>
<td>All journals that are in worklist should be approved by central administration before the period closes. If for some reason that doesn’t occur; the valid journals in the worklists will also be rolled forward and will require resubmission in order for them to be restored to the worklist. You will be notified if this is the case.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Status is **Valid** or **Error**, Journal is **Submitted** or **Not Submitted**.
3. Rolling of Incomplete Journals:
   - E-mails will be sent to you on the 1st day after month end with a list of your incomplete journals. If a journal has already been rolled from the previous month, correct it within 5 days or it will be deleted. There is no record in PeopleSoft of deleted journals.
   - Journals that are rolled to the following month are re-dated to the first of the month.
   - The original date of the journal can be found by using the un-posted journals query, or by looking in the lower right hand side of the header page.

Journal Notes:

1. Journals will not roll across fiscal years.

2. The Budget Date, which is used to determine if the transaction is within the project start and end dates, will remain the same as the original journal date. It is the budget date which determines if the transaction falls within the project’s period, so changing the journal date should not induce ‘budget date out of bounds’ errors.

3. The Original Journal Date will appear on the Journal Header page next to the user ID field if the two dates are different.

4. See Journal Entries Mini-Manual for information on University policies related to journal entries.

5. PurCard Journals will not roll forward and MUST be completed by the Period Close Date or the Disbursement Center will re-allocate the journal. If this happens frequently, the Disbursement Center could inactivate the problem PurCard.
Disbursement Center Purchasing Card (PurCard)

1. General Information:
   - Website: purcard.uvm.edu
   - Instructions for Reallocating PurCard Journals are found in the Purcard Reallocation Process Mini-Manual.
   - Incomplete PurCard Journals do not roll to next month.

   NOTE: PurCard Journals must pass a valid budget check, and be submitted when complete.

   The PurCard holder’s Name is listed at the top of the report.

   ![PurCard Reallocation Report]

   All PurCard journals must be completed with relevant signatures, and submitted by month end.

   ![PurCard Journal]

2. Finding Incomplete PurCard Journals:
   - Use the Query: UV_PURCARD_JRNLS_NOTFINISHD.
   - Reallocate unfinished journals.
   - Submit completed journals.
3. Use the Closeout Report, see the Basic Financial Reports Mini-Manual for instructions. **Section 4A** includes all of the purchasing cards journals that are not posted which default to the chartstring selected to produce the report.

| P0xxxxx-51 1 01-FEB-2009 E None netid CHICAGO DISTRIBUTION 01/12/2009 60161 22 57000 300 201102 311 010888 0000 0000 0000 31.25 |


Section 12 includes all of the purchasing cards which default to the chartstring selected to produce the report. When running to Closeout Report at the end of a project, this is an easy way to verify cardholders, and then use that list to enter a footprint to have the defaults on the cards changed, or the cards canceled.

12A. These people use the selected chartfield(s) on their PurCard default chartstring

### Travel & Expense Reports

#### Cash Advances

1. Ensure all **Cash Advances** are complete.

   NOTE: See the Travel and Expense Center Reports Mini-Manual for instructions.

2. Ensure all travel forms are complete in **Approval List**- Cash Advance.

3. **Manager Self-Service List** shows “Date Submitted” for all forms. Any reports with a date in the prior month need to be processed. If current date is Feb. 9th, 5 travel forms would need to be processed.

4. Action Definitions:
   - **Processed** means: Approve, Send Back, or Deny. These are the choices on the bottom of each travel form in the work list.
   - **Approve**: Report will process forward in system to next step.
   - **Send Back**: Returned to employee or delegate for revisions.
   - **Deny**: Report is stopped from processing and can only be deleted.

5. Ensure all travel forms are complete in **Approval List**
Travel Authorizations:
1. Ensure a Travel Authorization is submitted if there is a Cash Advance.
2. Travel authorizations require budget checking before approving.
3. Travel authorizations encumber the budgets (not the cash advance).
4. To find Incomplete Travel Authorizations:
   - Use the Close Out Report, see the Basic Financial Reports Mini-Manual for instructions.
   - Section 4C includes all of the travel authorizations that are not complete which default to the chartstring selected to produce the report.

   4C: Travel Authorizations in Progress
   000000xxxx/1/1 11-AUG-2008 V Last,First APR NAMSC Annual Mtg 08 60505 32 50040 330 201055 421 021759 0000 0054 0000 560.00
   000000xxxx/1/1 17-JUL-2008 V Last,First APR Galaxy Indianapolis, Indiana flight fr 60501 32 50040 100 100007 422 021759 0000 0361 0000 300.00

5. Complete and submit completed travel authorizations; use the Travel and Expense Center Reports Mini-Manual for instructions.
6. Ensure all travel forms are complete in Approval List.

Expense Report:
1. All Expense reports require budget checking before approving.
2. Expense reports need to be created from the Travel Authorization template to reverse encumbrance, otherwise budget will be hit twice. The budget will be charged once for the encumbrance and again for the actual expense.
3. Approvers should review alert buttons. When report is open, click on alert button on the expense line for explanation, and respond accordingly.
4. Ensure that:
   - All entered reports are submitted correctly.
   - All entered reports pass budget checking.
   - All submitted reports are processed in work list.
   - At the end of each month, the work list should only have the most recent submittals. All prior reports should be cleared off the list.
5. Finding Incomplete Expense Reports:
   - Use the Closeout Report, see the Basic Financial Reports Mini-Manual for instructions.
   - Section 4B includes all of the expense reports that are not complete which default to the chartstring selected to produce the report.

<table>
<thead>
<tr>
<th>4B. Expense Reports in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000xxxxx/5/0 29-MAY-2008 N Last, First Pending CSREES Admin. Officers Confere Hotel s 60505 32 50020 330 201055 421 021759 0000 0496 0000 13.00</td>
</tr>
<tr>
<td>00000xxxxx/6/0 29-MAY-2008 N Last, First Pending CSREES Admin. Officers Confere Lunch $ 60503 32 50020 330 201055 421 021759 0000 0496 0000 26.00</td>
</tr>
</tbody>
</table>

**Procurement**

**Requisitions**

1. To Create a Requisition, use the Requisitions and Accounts Payable Mini-Manual for instructions.

   Ensure that:
   - The requisition passes budget checking.
   - If a requisition fails budget checking, it will not show up on any Purchasing Services list.

2. On eProcurement > Manage Requisition:
   - Verify that all purchase orders that are open should be open.
   - Close any purchase orders with zero dollars remaining.
   - Close any purchase orders you no longer need.
Purchase Orders

1. Search for Open Purchase Orders:
   - Use Query name: **UV_PO_OPEN_BY_DEPT_PROJECT**
   - Use the Close Out Report, see the Basic Financial Reports Mini-Manual for instructions
   - Section 4E includes all of the purchase orders that are open which default to the chartstring selected to produce the report

<table>
<thead>
<tr>
<th>4E. Purchase Orders in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU PO/Line/Sched/Dist Hold? PO Status BCM Line Status Descr Chartstring</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>UVM01 00000xxxx/1/1/2 02-JAN-2008 N Dispatched V Open Iron Mountain Incorporated 64034 01 11550 100 100001 521 0000 0000 0000 1,162.54</td>
</tr>
<tr>
<td>UVM01 00000xxxx/1/1/2 01-JUL-2008 N Dispatched V Open Iron Mountain Incorporated 64034 01 11550 100 100001 521 0000 0000 0000 8,000.00</td>
</tr>
</tbody>
</table>

Ensure that:
- All **Requisitions** have a valid budget check.
- Request closing requisitions which are complete or will not be used.

- Section 4F includes all of the prepaid vouchers which default to the chartstring selected to produce the report

<table>
<thead>
<tr>
<th>4F. All Vouchers are completed for the selected parameters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert: There are balances in these accounts for this fiscal year.</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>13001 Pre-Paid Exp - General 01 11330 100 104991 0000 0000 0000 12,550.00</td>
</tr>
</tbody>
</table>
Check Request Form

<table>
<thead>
<tr>
<th>Amount</th>
<th>Account</th>
<th>Unit</th>
<th>Dept</th>
<th>Fund</th>
<th>Source</th>
<th>Functional Unit</th>
<th>Project</th>
<th>Activity ID</th>
<th>Program</th>
<th>Purpose</th>
<th>Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td>0.00</td>
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<td>0.00</td>
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<td></td>
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<tr>
<td>0.00</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>0.00</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**GRAND TOTAL**: $0.00

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1. **Create New Check Request Form**:
   - In web browser, navigate to [Disbursement Center](#) home page
   - Under Forms, Mini-Manuals, and Policies > Forms > Check Request Form > Open in Excel
     - Complete form.
     - Attach documentation.
     - Route for signature.

Ensure that:
- Respond to requests for information, documentation.
- Respond to requests for corrected chartstring.
- Unprocessed vouchers using the Closeout Report, see the [Basic Financial Reports Mini-Manual](#) for instructions.
- Section 4F includes all of the vouchers which default to the chartstring selected to produce the report.

<table>
<thead>
<tr>
<th>4F. Vouchers in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0020xxxx/1/1 27-FEB-2009 E SUBJECT PAY 61021 15 55070 300 201001 311 023288 0000 0000 0000 50.00</td>
</tr>
<tr>
<td>0020xxxx/1/1 27-FEB-2009 E SUBJECT PAY 61021 15 55070 300 201001 311 023288 0000 0000 0000 50.00</td>
</tr>
</tbody>
</table>

- Respond to other units who are receiving budget checking errors when trying to charge your chartstrings.
- To locate **Grant-Related Exceptions**, run the query **UV_GM_KK_ERRORS_ALL**.
- Resolve any payroll budget-checking errors.

### Common Budget-Checking Errors

<table>
<thead>
<tr>
<th>Budget Checking Error Name</th>
<th>Ledger Group</th>
<th>When does this occur?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Date out of Bounds</td>
<td>SP_CHILD2</td>
<td>In salary, fringe, and operating transactions that are budget checked more than 30 days after the end date of a project period.</td>
</tr>
<tr>
<td>No Budget Exists</td>
<td>SP_CHILD2, OPS_CH</td>
<td>In salary, fringe, or operating transactions when the chartstring used in the transaction is not set up in Commitment Control.</td>
</tr>
<tr>
<td>Exceeds Budget Tolerance</td>
<td>SP_PARENT</td>
<td>When a project is overdrawn or over encumbered.</td>
</tr>
<tr>
<td>Exceeds Non-Control Budget (Just a warning) or Exceeds Budget Tolerance (Error)</td>
<td>OPS_PA</td>
<td>When a non-project chartstring is overdrawn or over encumbered. Certain funds are not allowed to be overspent so for those funds, overspending results in an error. For other funds, overspending only results in a warning.</td>
</tr>
<tr>
<td>Budget is Closed</td>
<td>SP_PARENT</td>
<td>Only if a project is closed in budget definitions in KK. The project is closed in KK upon completion of the final financial report.</td>
</tr>
</tbody>
</table>
# Budget Checking Errors: Process to Resolve Errors

<table>
<thead>
<tr>
<th>Budget Checking Error Name</th>
<th>Process to resolve errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Date out of Bounds</td>
<td>Verify that the correct chartstring is being charged. If so and expense was incurred before the grant ended and the final financial report has not yet been submitted, provide backup documentation to SPA administrator. Error will be overridden if appropriate.</td>
</tr>
<tr>
<td>No Budget Exists</td>
<td>Verify that the correct chartstring is being charged. For grants, if the chartstring is valid and the expense is appropriate and allowable, ask SPA administrator to create a $0 budget. For other funds, if the chartstring is valid, ask your financial administrator to create a $0 budget. If the chartstring is invalid or the expense is unallowable, correct the chartstring and budget check the transaction again.</td>
</tr>
<tr>
<td>Exceeds Budget Tolerance</td>
<td>For grants, review award and work with SPA administrator to determine best course of action if future funding is expected or encumbrances are incorrect. In most cases, the transaction should be allocated to a different chartstring and budget checked again.</td>
</tr>
<tr>
<td>Exceeds Non-Control Budget</td>
<td>For non-grant funds, this is a warning and may be ignored.</td>
</tr>
<tr>
<td>Budget is Closed</td>
<td>This error should occur only on projects that have already been reported to the sponsor. The chartstring should be changed on the transaction.</td>
</tr>
</tbody>
</table>
Labor Distribution Report

1. Submit any labor distribution changes in advance.

2. See instructions for running the distribution form in the Reports and Queries Mini-Manual.

3. Once completed, your form is sent to Human Resource Services.

4. Be sure to only use active combo codes on the form.

5. Check the status of combo codes in PeopleSoft Financials.

6. For grants, you may also need to accompany the form with a late cost transfer memo; see the policy for details.

7. To create a combo code; see the instructions in the Reports and Queries Mini-Manual.

8. Run the query UV_DIST_PAST_PROJECT_END_DATE in PeopleSoft Human Resources to see if anyone in your unit is distributed to a project past its end date.

Budget Transaction Detail Report

1. Review the Budget Transaction Detail Report; see instructions in the Commitment Control Reporting Mini-Manual.
Ensure that:

- All expenses are reflected accurately.
- All expected revenue been posted.
- All charges appropriate (esp. with grants).
- If you see an unexpected charge, see the list of journal sources in the Journal Entries Mini-Manual.

**NOTE:** Make sure you specify the correct budget period in the chartfield selection section.

**Prepare Invoices in PeopleSoft Before External Billing Deadline**

**NOTE:** You will need the data from the closed month. Since month end closes 5 business days after the last calendar day of the month, generally, UFS expects invoices to be in RDY status by 5 business days after we closed the month. This is the tenth business day into the new period. Only invoices placed in Ready status will be created. The following day (11th day of new period) UFS starts the invoicing process in PeopleSoft.

1. Check that your invoices are at Ready or RDY status
2. Review Open AR for external customers and follow-up on any overdue payments.
   - UFS, as part of the invoicing process, runs an error report and requests corrections be made by the billing department.
     
     **NOTE:** UFS runs an aging process directly after the invoice process is complete. Then an aging report is run. Shortly after invoicing and aging are complete, General Accounting will notify billing users which invoices in their billing unit will be reversed because of delinquency (over 120 days) on the last calendar day of the current month. This reverses the original revenue distribution. If General Accounting does not receive any notice (usually e-mail) of extenuating circumstances for this invoice it is reversed.

   - At any point in the month the billing unit may run the query UV_AR_UNPAIDITEMS_BYBILLINGBU:
     - This can be run by customer or billing unit.
     - This will identify which invoices need follow up by the department/billing unit for payment.

3. Make sure all deposits are made by the end of the month:
   - This includes all credit card receipts and closing out your credit card terminals by the last calendar day of each month. This will ensure the charges hit the customer’s credit card account.
   - There are two generic Cash Transmittal Sheets (forms) for Cash Deposits.
     - Standard form is found on the Cashier’s Office Forms web site.
     - PeopleSoft Accounts Receivable form available from General Accounting upon request.

4. Additional notes:
   - The UVM Operating Procedure for Securing & Depositing of Cash Receipts is located here.
   - Cashier’s Office Hours are M-F, 8 am to Noon and 1 pm to 4 pm.
Summary- Things to Remember & Special Tips

1. Run the Closeout Report and resolve issues it reports.

2. Run HR Queries/Reports to verify data.

3. Run the Transaction Detail Report to review transactions.

   
   **NOTE:** These reports can be run at any time, but ideally should be run after the month closes

5. Requisitions for Honoraria must include the Social Security number of the vendor. When you complete the information under Suggest a Vendor, include the person’s Social Security number in the comments field.

6. In choosing a Category be sure to open the file folder with the + plus sign (located to the left of the menu) to reach the lowest navigation link. When choosing this descriptive hyperlink, it will later translate into an account number in the chartstring.

7. Remember: multiple items are allowed, but only one vendor per requisition.

8. Requisition status can be tracked through Manage Requisitions. The Requisition Life Span displays the progress of the requisition from generating a Purchase Order to Invoice to Payment.

Frequently Asked Questions

What should I do if I can run a report but I can’t seem to print it?

- When running a report, PeopleSoft creates a .pdf document and allows users to print the .pdf document. In order to view (and subsequently print) the document, you must use the process monitor. The PeopleSoft process monitor will not open if the browser is set to block pop-up windows. Allow pop-ups for uvm.edu. See instructions in the Browser Tips mini-manual. (If allowing pop-ups for uvm.edu does not allow you to print a report using the process monitor, you will need to fill out a Footprint and explain your problem.)

- Sometimes, a browser’s cache can prevent the printing a journal. If users have been able to print journals in the past, but cannot anymore, try deleting the browser cache. Close all browser windows, then open one, and follow the directions in the Browser Tips mini-manual. If that does not work, try printing the
journal from another computer. If that works, then it must be something with the setup of your browser or computer. (If clearing the browser cache does not allow you to print a report using the process monitor, fill out a Footprint and explain the problem.) Be sure to add a note about this in the footprint ticket.

Where do I find the list of queries? How do I know which one to use?

- There are separate sets of queries in the Finance module and in the Human Resources module within PeopleSoft. The queries for both modules can be found in the same relative place on the menu: Reporting Tools > Query > Query Viewer.

- For information on the most generally useful Human Resource queries, see step-by-step instructions in the HR Reports and Queries Mini-Manual. For information on the most generally useful financial queries, see the step-by-step instructions in the Available Reports and Queries Mini-Manual.
Finding Original Journal Date:
If the original journal date is different than the journal date then the Original Journal Date will appear on the journal header page next to the Journal ID and Date fields. A difference indicates that the journal has been rolled forward.

How to Find Journals; How to Delete Them:
See the Finding Your Journal Entries section of the Journal Entries Mini-Manual for directions on finding your journals and deleting them.

Use the following query to see and to sort the worklist status of unposted journals:

**UV_GL_NOT_POSTED_JRNLS_SUMMARY**:
When running this query, enter the fiscal year and the accounting period being investigated. The query will return all journals that are not posted in periods less than or equal to the selected period. Then download the results to Excel and sort by NetID or Source to look for journals that fall under your area of responsibility.

If the worklist status is None and both the journal and budget status are V, then the journal has been edited, but not submitted. All you need to do is submit the journal.

For more information on Journal Entries, see the Journal Entries Mini-Manual.

Journal Saved In Incomplete Status:
When this checkbox on the Journal Header page is checked, the journal will not be processed in any way by the system. It won’t be edited or posted. Note that if this checkbox is checked when the period closes, your journal will be deleted.

Since most UVM journals are not posted until they are submitted, use of this box is not necessary to prevent premature journal postings. The journals originating in other systems like FAMIS or Banner come in as already approved so they post as soon as they are valid. If someone wanted to prevent one of these journals from posting when the batch journal posting process is run at night, this checkbox could be checked. For the majority of transactions, this box does not add any significant functionality.

Recycled or Denied Journals:
When a journal is submitted for approval and it is not approved, the journal is recycled or denied and the initiator is notified. To resolve the issue or you can either modify or delete the journal. However, if the journal has been denied or recycled it will be deleted at the end of the accounting period. While no technical difference exists between a recycled or denied journal, central administration denies journals for transactions that should not be done as a journal (e.g. salary/wage re-distributions).
Retros:
All retro salary distribution changes post to the Financial system in the current accounting period, regardless of the original salary charge date. For example, if you are changing the distribution of someone’s pay for FY2009, the changes will post into the current period of the current fiscal year.

Rolling a Journal Date Forward:
When a period closes with open, unfinished journals, those journals’ dates will change to the 1st day of the next open accounting period when edit process is run. The journal ID will not change.

PurCard Journals:
UVM is using journal entries as the mechanism to reallocate PurCard purchasing expenses. The journal entries are loaded on the first of the month for the preceding cycle (which will end on the 27th of the month) and must be re-allocated within three weeks of the date they are created. If they are not, the Disbursement Center will reallocate them for you. The Disbursement Center reserves the right to revoke PurCard authority from those cardholders who consistently fail to reallocate in a timely manner.

Payroll and Banner System-Suspense Journals:
When a payroll transaction or a transaction from the Banner student system enters PeopleSoft Financials and gets a journal edit error, it goes into system suspense. These errors are typically caused by missing chartfields or combo edit rules. Sometimes determining the correct chartstring for the transaction takes some time. If the accounting period that the original transaction fell in has been closed by the time the correction is made, the correcting entry will post into the next open accounting period that is available.
Helpful Links

Related classes, and other resources:
- Professional Development & Training Classes
- Individual Learning Opportunities
- PeopleSoft Mini-Manuals

Relevant Forms:
- Account Receivable/Billing Forms
- Cash Deposit Forms
- Late Cost Transfer Memo
- Payroll Deadline Schedule
- Payroll Information & Forms

Relevant UVM Departments
- Budget & Resource Management
- Campus Planning Services
- CATCARD
- Financial Reporting and Accounting Services
- Sponsored Project Administration
- Human Resource Services
- Purchasing Services
- PurCard
- University Financial Services

Related Policy
- Accounting, Budgeting, and Travel Policies
- Airfare on the PurCard
- Business Meal, Hospitality and Amenity
- Cost Transfers Involving Sponsored Agreements
- How to Pay for Various Types of Purchases
- Office of Sponsored Program Policies
- Petty Cash
- Procurement
- Staff Handbook
- Travel Accident Insurance
- Travel Policies and Procedures

Suggestions? Updates? 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.