

Month End Tasks for Financial Managers

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

1. Ensure all journal entries are complete, including PurCard journals.

How Find Your Journals, How to Delete Them:

See this document for directions on finding your journals and deleting them.
http://www.uvm.edu/~training/peoplesoft/guides/Finding_Your_Journal_Entries.pdf

See this document for other information on Journal Entries:
http://www.uvm.edu/~training/peoplesoft/guides/Journal_Entry_Policies_Tips_and_Tricks.pdf

2. Ensure all expense reports are complete.
 - a. All Submitted reports are approved.
 - b. All entered budget reports are submitted.
 - c. *Login to P/S Finance, go to your worklist* (this may not be applicable, is there another way for departmental administrators to see where these are in the workflow? That may be more applicable.
3. Ensure all cash advances are complete.
4. Ensure all travel authorizations are complete.
5. Ensure all Reqs have a valid budget check.
6. Ensure all Purchase Orders that are currently open should indeed be open, and close any P.O.s that have zero dollars remaining or that you do not need anymore are closed by contacting Procurement Services.
7. Run Project Closeout report for all projects that will be ending in the near future and being working on cleaning up any issues.
Insert the link to the report *"In P/S Finance, go to to UVM Reports....."*
8. Submit any labor distribution changes in advance so that you do not need to do retroactive salary distribution changes.
9. Run the query UV_DIST_PAST_PROJECT_END_DATE in HCM 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 emails regarding issues related to payroll suspense.
11. Respond to any requests from other units trying to charge your budget who are getting budget checking errors.
12. Respond to any emails from FAB regarding budget checking errors on operating funds.
13. Review Budget Transaction detail report.
 - a. Ensure all expenses are accurately reflected.
 - b. Ensure any expected revenue has been posted.
14. Respond to all footprints and let us know if it can be closed or if there is an open question still.
15. Prepare all invoices in PeopleSoft before external billing deadline.

Month End Tasks for Financial Managers

16. Review open AR for your external customers and follow up on any overdue payments.

Or...provide the applicable reports in a list format on another page.

Example:

13. - link or directions to Budget Transaction Detail
 - UV_PAY_ERN_DIST
 - To review payroll transactions (looking for items in suspense, for example)
 - P/S Financials
 - General Ledger
 - Review Financial Transactions
 - Payroll Accounting Entries