# COMMITMENT CONTROL REPORTING USER GUIDE

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a help desk ticket in Footprints.

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Background

- This document contains information about PeopleSoft Commitment Control reports that have been customized to suit our needs at UVM.
- In general, we recommend that the UVM Budget Reports, found under the UVM Reports menu selection, be used as the standard, day-to-day reports.
- The Commitment Control reports can be used for further research or specific purposes.
- Note also that Commitment Control reports are intended for internal, management reporting, specific to revenue and expense transactions; therefore these reports do not include balance sheet accounts (assets, liabilities or net Asset accounts.) since they do not affect (directly) the budget versus actual picture.

Information about Timing

Basic Timing Tips

- Information posts to these reports as soon as a transaction has achieved a valid budget check. Keep in mind that a transaction can achieve a valid budget check before it has posted to the General Ledger. For example, when a journal entry is edited and achieves a budget status of Valid, it will appear in the Commitment Control reports, but it will not appear in the general ledger until the journal has been posted.
- In Commitment Control transactions are grouped into budget periods, not accounting periods. This is an important concept to keep in mind. A budget period is equal to the fiscal year for operating funds, and to the lifetime of the project for projects. Therefore, in Commitment Control reports, it is not necessarily possible to determine which accounting period (aka month) a transaction has affected.
- To further clarify this concept, when running the budget transaction detail report, it is possible to run the report for a range of dates. However, this date range has to do with when the transaction was budget checked, not with the accounting period that it posted to in the General Ledger. For example, let’s say a journal entry was entered and budget checked on July 3rd. The journal date was entered as June 30th, because the transaction had to do with the accounting period of June, which ends on June 30th. However, the entry was not completed until July 3rd. Thus, in Commitment Control, even though the transaction will affect the budget period relating to the fiscal year ending on June 30th, the date that the transaction actually posted to the commitment control ledgers will be July 3rd, since that is when the
transaction was budget checked. The date has to do with WHEN the transaction was budget checked, not which budget period it affected. Therefore, when running the budget transaction detail report, it is best to run it for a budget period instead of a date range, unless of course the act is to find a transaction based on when it was budget checked.

- The reports provide a lot of flexibility, but with that flexibility comes the need to understand how the report works. That is what we will try to illustrate in this mini-manual.

**Timing Information with Specific Types of Transactions**

- **Budget transactions** will appear in commitment control as soon as the budget transfer, budget journal or project budget has posted.

- **Journal Entries, Expense Reports, Travel Authorizations, Requisitions, Purchase Orders and miscellaneous deposits** will appear in the Commitment Control reports as soon as they are budget checked.

- **External billing revenue transactions** will appear after the invoice is created by General Accounting; this typically occurs once a month.

- **Payroll** transactions will appear after the payroll is budget checked which occurs within five days of the pay date.

**Available Commitment Control Reports**

**Budget Status Report**

**General Information about the Budget Status Report**

- Use the Budget Status Report to see a summary of the budget situation for a chartstring, part of a chartstring, or a project. The report will show the budget, pre-encumbrances, encumbrances, revenue or expenses and remaining balance.

- The report can be run for either expenses or revenue—but not both at the same time. The ledger group chosen determines whether the report will bring back data for expenses or revenue.

- This report automatically creates both a .pdf file and a .csv spreadsheet file.

- The report provides the budget status for the entire budget period – that is either the life of the project or the fiscal year chosen for a chartstring not involving a project.

- If the report is for a revenue ledger group, note that **Recognized** revenue appears in the report as soon as a revenue transaction is budget checked. **Collected**
revenue appears in the report when payment is recorded for external invoices. That is, when the customer pays and UVM records the payment transaction.

Instructions for Running the Budget Status Report

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

2. Navigate to: Main Menu > Commitment Control > Budget Reports > Budget Status.

3. Click the Search button and choose a Run Control ID.

   **NOTE:** If there is no Run Control ID, create one by selecting the Add a New Value tab. Type a name for the Run Control ID [no spaces], then click Add. Be careful about adding Run Control ID’s needlessly, since they cannot be deleted from the system.

4. If this is a new Run Control ID, Click the Refresh button to show the chartfield selection area of the page.
5. The **Unit** must be **UVM01**.

6. Click on **Search** icon next to the **Ledger Group** field and choose a Ledger Group from the list presented. For instance, to see the detail of expenses on a typical departmental chartstring, choose either **OPS_CH** or **DETAIL_KK**.

7. If the information for Facilities and Administrations budgets and expenses on sponsored projects does not need to be seen, place a checkmark in the box marked **Exclude Facilities and Administration**.

   **NOTE:** If this is unchecked, the full budget situation of the project will not be seen.

8. Select the required **Chartfield Criteria**. Use the **Value** and **To Value** columns to select a range within a particular chartfield. To report on one chartfield (that is, not a range) there is no need to put the same value in the **From** and **To** fields.

   **NOTE:** If the value associated with a particular chartfield that needs to be isolated is not known, click on the **Search** icon and select the value from a list. **Search by number or by description**. Click on the **Description** heading at the top of the table to alphabetize the list, if searching by description.

   When searching for the **Account** chartfield, the list is especially long. Narrow it down by knowing what kind of account is required:
   
   - **Revenue** - accounts begin with 4
   - **Salary and Benefit Expense** - accounts begin with 5
   - **Operating Expenses** - begin with 6
   - **Cost of Goods Sold** - begin with 7
   - **Internal Charges** - begin with 8

9. To stipulate account numbers for the report, recognize that all of the commitment control ledgers track information by **Budgetary Account** number, rather than by **Detail Account** number—except for the **DETAIL_KK** and **DETAIL_REV** ledgers. Budgetary Account values begin with **E** (operating funds in the OPS ledger groups), or with **F** (sponsored projects).

   **NOTE:** For some ag-related projects, the accounts start with **C**. Account values can also be looked up here: [Chartfield Values – Account](#) (Excel).
10. Click to place a checkmark in the box in the Include CF column for each chartfield that is desired to include in the report output. Check the box whether or not the search criteria for the chartfield is stipulated.

**NOTE:** Chartfield values can be specified without having them show up in the report output. Simply do not check the Include CF box.

For example, in the OPS_CH ledger, to see all payroll-related expenses, use an account range of E5010 thru E5994, and not check the Include CF box. The report would show all transactions that hit a payroll expense account, but it would not itemize the accounts—there would be no account value in the output and the data would be summarized across all accounts retrieved in the report.

![Include CF](image)

11. Notice that the header that shows on the report will display all of the parameters that were used to run the report, whether or not they were selected to appear in the report output. The graphic below is an example of a typical report header.

```
<table>
<thead>
<tr>
<th>Report ID:</th>
<th>GLS8020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Unit:</td>
<td>UVM01 -- University of Vermont</td>
</tr>
<tr>
<td>Ledger Grp:</td>
<td>OPS_CH -- Operations Child Ledger Group</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Chartfields Criteria:</td>
<td>Account: 60001 to 89901</td>
</tr>
<tr>
<td>Dept:</td>
<td>1120-University Training &amp; Dev</td>
</tr>
<tr>
<td>Fund:</td>
<td>100-UNR General Fund</td>
</tr>
<tr>
<td>Pctn:</td>
<td>All</td>
</tr>
</tbody>
</table>
```

12. To have the report display subtotals by a chartfield or two, (e.g., account or fund or source, etc.), click to place a check in the checkbox in the appropriate field(s) in the Subtotal column.

**NOTE:** Make sure that the subtotaled fields are placed first in the output sequence column; otherwise the subtotaling in the report will not appear in the way in which it is intended.

For example, if running the report for one operating unit and want to subtotal by department, make sure that the department field has a 1 in the sequence number column. This is because the data needs to be sorted by department in order to provide a subtotal for each department. If the data was not sorted by department, it wouldn’t make sense to show a subtotal for department since the subtotal would appear after each occurrence of that department in the output, not once all data for a particular department was printed.

In order to subtotal by more than one field, just make sure to put the fields to be summarized in sequential order, starting from 1. For example, if running the report for the SP_CHILD2 ledger group, for an operating unit, summarize by department and then by project. In order to do this check the subtotal box for Department and Project and put a 1 in the Department sequence number box and a 2 in the Project...
sequence number box. This would result in a subtotal for each project in a department followed by a total for the department.

The subtotals only appear in the PDF version of the report. Create subtotals in the Excel output as desired.

13. When done selecting criteria and entering values, click Run to initiate the processing of the report. After clicking Run, the Process Scheduler Request page appears. Select Web and PDF as the report TYPE and FORMAT, and the program will automatically create both a .PDF version of the report (for opening in Acrobat or another .pdf viewer) and a .csv version (for opening in Excel or another financial spreadsheet program).

   NOTE: Do not select anything other than WEB and PDF because the excel file is automatically produced when this is done. If trying to select csv as the output type, an Excel output will appear, but it will not look as good as the output produced by selecting WEB and PDF as described above.

14. Click OK to initiate the Report, then click Process Monitor to view the report once it has been compiled.

15. Click Refresh periodically until the process indicates Success and Posted. Click Details, then View Log/Trace, and finally click on the file name that ends in .PDF (to open in a .pdf viewer) or in .CSV (to open in a spreadsheet program).

   NOTE: For help using the Process Monitor, see Running General Reports and Queries in PeopleSoft.

Budgets Overview Inquiry Page

General Information about the Budgets Overview Page

- The Budgets Overview inquiry component is designed to provide both detail and summary information about activity across one or more chartstrings.

- Allows the user to look at the total budget for a department across all chartstrings, or to look at the total budget for a program across all chartstrings, or across a subset of chartstrings.

- Allows the user to view the revenue and expense budgets together.¹

¹ Project Revenue for non-sponsored projects is not necessarily reflected in the Commitment Control ledgers. We are working on this situation. All revenue and expenses can be accurately seen under General Ledger > Review Financial Information > Ledgers. See the user guide General Ledger Reporting.
- Allows the user to look at the total budget for a sponsored project in one place.

- The Budgets Overview page offers a considerable amount of flexibility. Although it requires a few moments to set up each inquiry page the first time, once the search parameters have been entered the system will allow quick access to view the budgets with just a couple of clicks.

- The information on this page is real-time. It is updated as soon as a transaction is budget-checked.

- The information seen on this page will tie out to the information in the Budget Status Report and the Budget Transaction Detail Report, if run for the same parameters.

Instructions for Using the Budgets Overview Inquiry Page

1. Log in to PeopleSoft through the Financials Login [https://catalyst.uvm.edu](https://catalyst.uvm.edu)

2. Navigate to: Main Menu > Commitment Control > Review Budget Activities > Budgets Overview.

3. The first time entering a Budgets Overview, An Inquiry ID needs to be setup. Unlike Run Control IDs, Inquiry Values can be deleted. Select the Add a New Value tab. Enter a name for the inquiry, (for example, CS-Operate for the Computer Science department operating fund budget).

   **NOTE:** Do not use special characters or spaces in the Inquiry ID. A dash is ok, but a # or % or a space may not work.

   If a Ledger Inquiry has already been created, access it by clicking on the Find an Existing Value tab, then clicking on Search.

4. Click Add.
5. A page like the one reproduced below will open.

![Budget Inquiry Criteria](image_url)

6. Optional: Enter a Description for this set of search parameters in the Description field near the top of the page.

7. Enter UVM01 as the Business Unit.

8. Choose either Ledger Inquiry Set or Ledger Group from the drop-down menu, then pair it with a Ledger Group/Inquiry Set value (use the Search icon), based on the information that sought. Choose by following the guidelines below.

   - To view operating budgets, gifts and expendable endowments pair the Ledger Inquiry Set with OPS. This selects both the OPS_CH ledger group for expenses and the OPREV ledger group for revenue.

   - To view grants, pair the Ledger Inquiry Set with SPONSORED. This selects both the SP_CHILD1 and SP_CHILD2 ledger groups and is appropriate for most sponsored projects.

   - To view Ag-related accounts, pair the Ledger Inquiry Set with AGRICULTUR. This selects the AG_RELATED ledger group.

   **NOTE:** Most Ag Related projects are now recorded in the SP_CHILD2 ledger group so only if there was an Ag-Related project created a few years ago will it still be in the AG_RELATED ledger group. Contact the Ag project administrator for more information on this.

   - To view agency and SGA cash accounts pair the Ledger Inquiry Set with BUMPREV. This selects the BUMP_REV and OPS_PA ledger groups.

   - To view non-sponsored projects (e.g., capital projects, faculty discretionary and startup projects, etc.), pair the Ledger Inquiry Set with PC. This selects the PC_CHILD, PC_REV and SP_REV ledger groups.
- To view sponsored projects that are sometimes called budget bump projects, pair the Ledger Inquiry Set with SP_BUMP. This selects the SP_SUM_BUD and SP_REV ledger groups. Contact the GCA administrator if unsure that the project is a budget bump project.

- To view individual ledgers, simply select Ledger Group instead of Ledger Inquiry Set, then choose a ledger.

**NOTE:** The Ledger Inquiry Sets are designed to combine ledger groups in a useful way.

9. Under the Time Span heading, Type of Calendar should be set to Detail Budget Period.

10. After the Ledger Group or Ledger Inquiry Set value has been chosen, the list of ledger groups will appear beneath the Time Span heading. The graphic below shows what will be seen if the Ledger Inquiry Set and OPS are paired.

11. For the OPS, PC, and BUMP_REV ledgers, leave the date fields as they populate. (The exception would be if, say, in fiscal year 2008 the user wants to look back at the transactions for 2007, etc.)

12. The SPONSORED, AGRICULTUR, PC and SP_BUMP ledgers currently use one budget period for all projects: Budget Period 1. Just select budget periods 1-1.

   **NOTE:** When using the AG_RELATED ledger group or AGRICULTUR inquiry set, it would be a good idea to select budget periods 1 and 2006-2009 because of certain configuration that was in place at go live which has since been changed.

13. The Include Adjustment Period(s) checkboxes will default to checked. Leave these checked.

14. Under the Chartfield Criteria heading, enter the information which is to be searched. If looking for all information related to the project or department in a particular Ledger or Ledger Set, try entering just the department number or just the project number.

15. If entering only one value per chartfield, enter it in the Chartfield From Value column. If entering a range of values, use both the From and To columns. Be sure to leave % signs in the fields which are blank.
16. The chartfield value set column can be used in certain cases, however we are not actively using these yet. Do not try to use a Chartfield value set for the Account field unless looking at the DETAIL_REV or DETAIL_KK ledger group because these sets of account values are sets of detail accounts, not budgetary accounts.

![Chartfield value set column]

17. Scroll up to the top of the page and click **Search**.

18. On the **Inquiry Results** page, notice the **Ledger Totals** section near the top. The numbers here represent the sum of the dollar amounts recorded against all the chartstrings which matched the search criteria.

19. If, instead of an Inquiry Results page, a warning message is received saying that the number of rows retrieved exceeds the Maximum Row criteria, the user will have to change the **Max Rows** field to a larger number and click **Search** again.

![Warning message]

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**Ctrl+Home** to Table of Contents
20. If there is revenue, note that the revenue and expenses are not netted against each other. Also, regarding revenue, only be concerned with the **Recognized Revenue** line.

**NOTE:** Revenue that is recorded via journal entries or miscellaneous cash deposits will not appear on the collected revenue line. Collected revenue is only recorded in certain situations, for example, when payments for external invoices are recorded.

21. Under the heading **Budget Overview Results** on the lower portion of the page, see all of the individual chartstrings that meet the search criteria. The **Available Budget** for each chartstring will appear on the far right.

**NOTE:** If using the Budget Overview page to determine if a budget exists for a particular chartstring and a row with a zero dollar budget appears, this does not necessarily mean that a budget has been posted; even a zero dollar budget. Click on the $0 budget amount and make sure that at least one transaction listed that creates a budget for the chartstring. If not, this means that for one reason or another a transaction has posted without a budget. This can happen when there is a budget at the parent level of the chartstring, a transaction is pushed through without a budget, or in certain cases, when there has been a configuration issue that allowed transactions to post without a budget.

22. If desired, drill into the details of a line by clicking on the icons and hyperlinks associated with that line. The **Show Budget Details** button will bring up the Budget Details page, from which the user can drill down into the transaction detail using the **Drill to Activities Log** button.
Note: This grid can also download into Excel using the Download to Excel button (located in the header row of the results chart—to the right of View All. It looks like a chart with a red arrow in the top left corner.)

Read the section Downloading Data from PeopleSoft Grids to Excel for information about a macro that is needed in order to ensure that it is accurately summarizing numerical information when attempting to add numerical values in the excel output.

23. The Return to Criteria link, located at both the top and the bottom of the page, will return to the page where the criteria for this report can be chosen.

24. Advanced Feature: By clicking the Display Options link, the user can change details related to the sorting and summing of results. For instance, in the example below, the results will sum by account and department; additionally, they will be sorted by department, then by account.
25. After setting up the Budget Display Options, click OK, and then click Search again to display the newly-reformatted data. The wildcard character (%) will appear in the summarized fields, and the amounts in the columns to the right will represent the sum of the listed chartfield values across all summarized chartstrings.

26. The trash can icon on the Budget Inquiry Criteria page can be used to delete an inquiry name, if so desired.
Budget Transaction Detail Report

General Information about the Budget Transaction Detail Report:

- Use this report to see the list of revenue or expense transactions. The transactions will appear in the report as soon as they have achieved a valid budget check. In the UVM Budget reports, the period must be closed in order for the list of detailed transactions to be available for that period.
- The report can be run for either expenses or revenue—but not both at the same time. The ledger group chosen determines whether the report will bring back data for expenses or revenue.
- A range of dates to view can be specified, but read the general information about timing information in the beginning of this document to understand how these dates work and what they mean.

Instructions for Running the Budget Transaction Detail Report

1. Log in to PeopleSoft through the Financials Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)
2. Navigate to: Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail.

3. Click the Search button and choose a Run Control ID.
   
   **NOTE:** If there is no existing Run Control ID, create one by selecting the Add a New Value tab. Type a name for the Run Control ID (no spaces), then click Add. Be careful about adding Run Control ID’s needlessly, since they cannot be deleted from the system.
4. The Budget Transaction Detail Report criteria page will appear.

5. If this is a new Run Control ID, click the Refresh button to show the chartfields.

6. The Business Unit must be UVM01.

7. Click on the Search icon next to the Ledger Group field. Choose a Ledger Group from the list presented. For instance, to see the detail of expenses on a typical departmental chartstring, choose either OPS_CH or DETAIL_KK.

8. If the transactions for Facilities and Administrations costs on sponsored projects do not need to be seen, place a checkmark in the box marked Exclude Facilities and Administration.

9. The drop-down box for Transaction Type Option defaults to All. To see all transaction types, use All.

   NOTE: If only a particular type of transaction is required, choose Specify, then select the type of transaction that is needed to be seen in the Type field. For instance, to see only journal entries, select Specify, then select GL_JOURNAL. This can be helpful if searching for a particular transaction. Note that Specify must be chosen in order for the selection to work. If the transaction Type option is All it will ignore the type selected.

10. The drop-down box for Commitment Control Date Option defaults to All. If the users wish to see all year-to-date transactions dates within the Budget Period(s) select in the chartfield selection table below, leave the date option set to All. If the option is set to All, it will ignore any dates in the fields to the right.

   To see transactions covering a range of dates, choose Range from the drop-down box and then select a From Date and To Date in the fields to the right. See the notes in the beginning of this document related to timing issues to make sure it is understood how these dates work and what they mean.
11. The drop-down box for **Ledger Type Option** defaults to **All**. If the users wish to see all types of transactions for the dates specified, leave the ledger type option set to All.

**NOTE:** If the option is set to All, it will ignore any **Commitment Control Ledger Types** in the field to the right.

To see only one type of transaction, choose Specify from the drop-down box, then select a type of transaction from the drop-down box in the **Commitment Control Ledger Type** field to the right. Note: add or delete lines from the **Ledger Type** field so that more than one ledger type may be stipulated.

The **Ledger Type** choices are as follows:

- **Budget** - Budgeted Amount
- **Collected Revenue** – Collected Revenue, recorded only for payments made on external invoices.
- **Encumbrance** - Purchase Orders, Salary, Travel Authorizations
- **Expense or Recognized Revenue** – Expenses or Revenue.
- **Planned** – Not used at UVM.
- **Pre-Encumbrance** - Purchase Requisitions

12. Select the Chartfield Criteria that fit. Use the **Value** and **To Value** columns to select a range within a particular chartfield.

The more criteria selected, the less data the report will retrieve.

If the value associated with a particular chartfield that needs to be isolated is not known, click on the **Search** icon and select the value from a list. Search by number or by description. Click on the **Description** heading at the top of the table to alphabetize the list, if searching by description.

13. If intent is to stipulate account numbers for the report, recognize that all of the commitment control ledgers track information by Budgetary Account number, rather than by Detail Account number—except for the DETAIL_KK and DETAIL_REV ledgers. Budgetary Account values begin with E (for departmental charges), or with F (for sponsored projects).

**NOTE:** For the Account chartfield, the list is especially long. Narrow it down by knowing what kind of account is being sought, keeping in mind the information above.

- **Revenue** accounts begin with 4
- **Salary and Benefit Expense** accounts begin with 5
- **Operating Expenses** begin with 6
- **Cost of Goods Sold** begin with 7
- **Internal Charges** begin with 8
Account values can also be looked up on the spreadsheet located on the Chart of Accounts page on the PeopleSoft Training site (although the most up to date information is what is in PeopleSoft): Chartfield Values – Account

14. Click to place a checkmark in the box in the Include CF column for each chartfield that is needed to be included in the report output. Check the box whether or not that chartfield search criteria is stipulated.

**NOTE:** Specify chartfield values without having them show up in the report output. Do not check the Include CF box.

Check the Include CF box. The report would show all transactions that hit a payroll expense account, but it would not itemize the accounts as there would be no account value in the output.

Notice that the header that shows on the report will display all of the parameters that were used to run the report, whether or not they were selected to show on the report output. The graphic below is an example of a typical report header.

<table>
<thead>
<tr>
<th>Report ID: GLS8006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Unit: UVM01--University of Vermont</td>
</tr>
<tr>
<td>Ledger Grp: OPS_CH -- Operations Child Ledger Group</td>
</tr>
<tr>
<td>Post Date: All Dates</td>
</tr>
<tr>
<td>Tran Type: All Types</td>
</tr>
<tr>
<td>Selected Chartfield Parameters: Account: 50100 to 59999 0U: 01-General University</td>
</tr>
<tr>
<td>Dept: 11320-University Training &amp; Dev Budget Per: 2009</td>
</tr>
<tr>
<td>Fund: All  Source: All</td>
</tr>
<tr>
<td>Prog: All  Prgm: All  Ppsw: All  Fpt: All  Prjct: All</td>
</tr>
</tbody>
</table>

15. When the user is done selecting criteria and entering values, click **Run** to initiate the processing of the report. After clicking **Run**, the **Process Scheduler Request** page appears. Select report **TYPE** as Web and report **FORMAT** as PDF. The program will automatically create both a .pdf version of the report (for opening in Acrobat or another .pdf viewer) and a .csv version (for opening in Excel or another financial spreadsheet program).

16. Click **OK** to initiate the running of the Report, and then click **Process Monitor** to view the report once it has been compiled.

17. Click **Refresh** periodically until the process indicates **Success** and **Posted**. Click **Details**, then **View Log/Trace**, and finally click on the file name that ends in .PDF (to open in a .pdf viewer) or in .CSV (to open in a spreadsheet program).

**NOTE:** For help using the Process Monitor, see the mini-manual Running General Reports and Queries in PeopleSoft.

18. This report draws its data from Commitment Control. It will show all transactions that meet the criteria entered and have passed a valid budget check. This report does not show budget-to-actuals. That information can be found in the Budget Status Report, which also draws its data from Commitment Control.
Keys to Understanding the Budget Transaction Detail Report

Understanding the Terms:
Every line of the Budget Transaction Detail Report displays the Budget Post Date, Transaction, Document ID, Line and Reference numbers. An explanation of those terms follows.

- **Budget Post Date**: This is the date the transaction was budget checked and achieved Valid status. This is not necessarily the accounting date.
  - For example, if a journal entry were saved on July 10, but didn’t pass budget-checking until August 7, the Budget Post Date would be August 7, even though the journal would post with the July 10 date for accounting purposes.

- **Transaction**: This shows the type of transaction. (See the table below.)

- **Document ID**: This is the ID number of the transaction (for example, it might be the voucher ID, journal ID, budget transfer ID, accounts receivable deposit ID, etc.). No transaction ID will appear for payroll transactions.

- **Line**: This represents the line number of the transaction (e.g., the voucher line number, journal line number, etc.).

- **Reference**: This column contains information about the transaction. The table below indicates what information will appear for each transaction type.

- **Transaction Types**: The following table lists the types of transactions that may be seen on the Budget Transaction Detail Report. It describes the source of the transaction and the information that will appear in the report description field.

### Transaction Information Table

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Line Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP_ACCT_LN</td>
<td>Accounts Payable Vouchers - Voucher (gain, loss, close)</td>
<td>Vendor Name (14 characters)/PO ID (if this PO came from a voucher) Voucher Line Description. The Vendor Name is suppressed on vouchers to reimburse study participants (subject pay).</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Description</td>
<td>Line Information</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>AP_VOUCHER</td>
<td>Accounts Payable Voucher</td>
<td>Vendor Name (14 characters)/PO ID (if this PO came from a voucher) Voucher Line Description. The Vendor Name is suppressed on vouchers to reimburse study participants (subject pay).</td>
</tr>
<tr>
<td>AR_MISCPAY</td>
<td>Accounts Receivable Miscellaneous Deposits</td>
<td>The Document ID is the Deposit ID. The Line Number is the Payment Line and the Distribution Line. The Reference is the date the deposit was entered in the cashier’s office, followed by the Payment ID entered by the cashier’s office.</td>
</tr>
<tr>
<td>AR_REVEST</td>
<td>Payments Received on Bills to External Customers.</td>
<td>The Document ID is the Item ID in accounts receivable, which is usually the invoice number. The customer name appears as the reference.</td>
</tr>
<tr>
<td>BI_INVOICE</td>
<td>External Bills (Invoices)</td>
<td>The Customer Name and Line Description appear in the Reference Field.</td>
</tr>
<tr>
<td>EX_EXSHEET</td>
<td>Expense Reports</td>
<td>Employee Name – Ex Report Name – Line Desc.</td>
</tr>
<tr>
<td>EX_TRVAUTH</td>
<td>Travel Authorizations</td>
<td>Employee Name – T.A. Name – Line Description</td>
</tr>
<tr>
<td>GL_BD_JRNL</td>
<td>Budget Transfers and Budget Journals (could be for project budgets or other budgets)</td>
<td>Journal Date of the Budget Journal or Budget Transfer – User ID of the person who entered the transfer or journal – Line Description.</td>
</tr>
<tr>
<td>GL_JOURNAL</td>
<td>Actuals Journals</td>
<td>Journal Date – Journal Line Reference (if there is one) and Journal Line Description.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Description</td>
<td>Line Information</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>GM_FA</td>
<td>Facilities and Administration (F&amp;A) Transactions</td>
<td>The Project ID, Activity ID and Resource ID of the original expense transaction on which F&amp;A was calculated. Resource ID shows the Document ID of the original transaction, the line number, etc.</td>
</tr>
<tr>
<td>PC_BUDGET</td>
<td>Projects Budgets (generated in the projects module instead of via a budget transfer)</td>
<td>Prints Activity ID and Resource ID. Resource ID is the ID of the budget transaction in the Projects module.</td>
</tr>
<tr>
<td>PO_POENC</td>
<td>Purchase Order</td>
<td>Vendor Name – Line Description – Requisition ID</td>
</tr>
<tr>
<td>PO_PROCARD</td>
<td>Procurement Card</td>
<td>Only seen after introduction of the PeopleSoft PurCard pages in July. The interim purcard journals have a GL_JOURNAL transaction type.</td>
</tr>
<tr>
<td>REQ_PREENC</td>
<td>Purchase Requisition</td>
<td>Vendor Name – Line Description</td>
</tr>
</tbody>
</table>

**Understanding Output Options in Budget Transaction Detail Report**

**Commitment Control Date Option.** If the users wish to view transactions that were successfully budget-checked within a certain date range, they must change the Commitment Control Date Option to **Range**, and specify the dates.

**NOTE:** If this option is set to **All**, then transactions from all dates will be retrieved, even if the dates are specified in the **Date From** and **Date To** fields.

![Commitment Control Date Option](image)

**Ledger Type Option.** If the users wish to limit the data retrieved to a certain category of transaction, they can do that with the Ledger Type Option. This can be useful when searching for a particular type of transaction, (for example the user is only interested in finding encumbrances). To use this feature, change the Ledger Type Option to **Select**, and choose the type of transaction that is being sought.
Chartfield Selection—Specifying Fields. Some commitment control ledger groups do not use all of the chartfields because the information is stored at an aggregated level. Follow the guidelines below for specifying chartfield values, otherwise no data may be retrieved.

Do not check the checkboxes for Affiliate, Fund Affiliate, Statistics Code, or the blank row, and do not specify a value for these fields.

The Budget Period will be the fiscal year for the operations ledger groups (OPS_PA, OPS_CH, and OPREV). For the other ledger groups, the budget period will be 1. However, when PeopleSoft financials first went live at UVM, some transactions were recorded in period 2006 or 2007. Therefore, it is best for projects not to specify the budget period so that all data is retrieved. For operating funds, it is important to select a budget period, otherwise the report will retrieve data for ALL budget periods.

Choosing the Correct Ledger Group for information on choosing the right data.

Consult the table Commitment Control Ledger Groups for information on choosing the right data.

Reading the .CSV Version of the Budget Transaction Detail Report

Background: The Budget Transaction Detail Report automatically runs in two formats. Users have the choice of viewing their report in either the standard .pdf format, or in the .csv version.

The .csv version of the report is especially useful because it shows both the budgetary account and the detail account. The report contains several columns which are explained below.

Special Considerations:

1. When selecting criteria, the Account box in the Include CF (include chartfield) column must be checked if the budgetary account in the CSV output is needed. If this is not done, the .csv report will contain no data in the Budgetary Account and Budgetary Account Description columns.
2. Clicking on the .csv file name in the Process Monitor may open the document in the full version of Excel, or in the browser version—which does not have the same functionality as the full version.

3. There is no way to set the widths of the Excel columns so that they will be what the user wants them to be when the report opens. The user can click and drag the vertical line in the header row to left or right to give more or less space in a column.

   The user can also highlight the spreadsheet by clicking on the box in the upper left corner of the spreadsheet and then double-clicking on the line between two columns. The user can also select columns and HIDE them if they're not needed to be shown in the printed document. Consider attending an Excel class to learn more how to get the most value out of the Excel output.

**Excel Column Header Information Table**

<table>
<thead>
<tr>
<th>Excel Column Header</th>
<th>Data Header</th>
<th>Explanation of Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td><strong>BudgetDate</strong></td>
<td><strong>Budget Date</strong>: Shows the budget date of the Original Transaction. (This date populates from the original transaction; it is typically the current date or the journal date.) It controls the budget period into which the transaction falls (e.g., 2007 or 2008), and controls whether the transaction is within the date range of the grant.</td>
</tr>
<tr>
<td>B.</td>
<td><strong>Acctg Date</strong></td>
<td><strong>Accounting Date</strong>: Shows the date the transaction is accounted for in the General Ledger. It may be different from the Budget Date, (e.g., if a user from SPA or from General Accounting has changed it), but usually it is the same.</td>
</tr>
<tr>
<td>C.</td>
<td><strong>KK Post Date</strong></td>
<td><strong>Commitment Control Post Date</strong>: Indicates the date that the original transaction first passed a valid budget check.</td>
</tr>
<tr>
<td>D.</td>
<td><strong>Trans Sourc</strong></td>
<td><strong>Transaction Source</strong>: Indicates the type of transaction. Explanation of Transaction Types</td>
</tr>
</tbody>
</table>
### Excel Column Header | Data Header | Explanation of Data
--- | --- | ---
E. | Doc ID | **Document ID**: Indicates the ID number of the particular document referenced in the Transaction Source column (e.g., the journal ID or the voucher ID, etc.).
F. | Doc Line | **Document Line**: Indicates a particular line in the document referenced in the Document ID column (e.g., journal line, purchase order line, etc.).
G. | Doc Status | **Document Status**: Appears only for journals and expense reports.
H. | Line Information | **Line Information**: Displays descriptive information related to each transaction.
I. | Trans Type | **Transaction Type**: Shows whether the transaction is budget, encumbrance, etc.
J. | Budgetary Account | **Budgetary Account**: Indicates the budgetary account number (typically E-level for departmental chartstrings).
K. | Budgetary Account Descr | **Budgetary Account Description**: Provides a textual description of the budgetary account.
L. | Account | **Account**: Indicates the actual detail account to which the transaction is recorded.
M. | Account Descr | **Account Description**: Provides a textual description of the detail account.
N-X |  | The next columns represent the various chartfields: Operating Unit / Department / Fund / Source / Function / PC Business Unit / Project / Activity / Program / Purpose / Property
## Excel Column Header | Data Header | Explanation of Data
---|---|---
Y. | Budget | **Budget**: Indicates amounts budgeted. Money is typically budgeted at the budget account level, not at the detail account level—though for PC_CHILD, the budgeting level may be the detail account level.
Z. | Pre-Encumbrance | **Pre-Encumbrance**: Indicates amounts which have been pre-encumbered (requisitions).
AA. | Encumbrance | **Encumbrance**: Indicates amounts which have been encumbered (salaries, fringe, travel authorizations, purchase orders).
AB. | Expenses or Recognized Revenue | **Recognized Revenue**: Shows revenue that is the result of revenue transactions, such as miscellaneous deposits, journal entries to revenue accounts, external bills, etc.
AC. | Collected Rev | **Collected Revenue**: Shows collected receivables—money received as payment from external customers for bills created in the PeopleSoft billing module.

### Roll Expenses for Detailed Accounts Forward

#### Background

The UV_KK_PAST_EXPENSE_IN_NEW_E Query was created to help roll expenses for detailed accounts to the new FY 2010 E-level accounts. This will allow a unit to view expenses for FY 2007, FY 2008, and FY 2009 rolled up to the new levels.

#### Instructions for Running UV_KK_PAST_EXPENSE_IN_NEW_E QUERY

1. Log in to PeopleSoft through the **Financials** Login (www.uvm.edu/~erp/portal).
2. Click the Reporting Tools Link, and then select Query.
3. Click on Query Viewer.
4. Search for the query by typing **UV_KK_PAST_EXPENSE_IN_NEW_E** into the search box.

5. Choose the output for the results by clicking on the appropriate link.

6. Enter the search criteria in the fields.

   **Search Tips:**
   - Choose the amount of criteria that is entered carefully. The user will want to enter enough criteria to limit the amount of information being brought back without limiting the results so much that all the possible results don’t come back.
   - **All** fields must have a value or wildcard or no query results will be brought back.
   - Fields marked with (%) will accept % as a wildcard value.
   - In order to see just the new E-level accounts, type in a new E-level account in the Account field.
   - A fiscal year must be entered.

7. Click **View Results**.

8. The query will bring back the following information, filtered by the search criteria.

9. From left to right:
Appendix

Choosing the Correct Ledger Group

In order to find financial information in Commitment Control, select the appropriate ledger group. The following table describes the Commitment Control Ledger Groups. Generally speaking, there are only a few ledger groups that the user will need to know about:

- For sponsored projects (grants) and Ag-related projects, select SP_CHILD2 with the following caveats.
  - For Ag-related projects initiated prior to 7/1/08, select AG_RELATED.
  - For the small number of sponsored projects known as Budget Bump projects, select SP_SUM_BUD as the ledger group. GCA will notify users if they have this type of project.
- For non-sponsored project expenses, select PC_CHILD.
- To see revenue on non-sponsored projects, select PC_REV.
- For operating fund expenses, select OPS_CH.
- For operating fund revenue, select OPREV.

For any chartstring/project, use the ledger group DETAIL_KK to see the detail account (instead of the budgetary account), but the Budget amounts will not be seen. Only expenses, encumbrances and pre-encumbrances will be seen.

On the budget overview page, instead of selecting a ledger group, it is often better to use a Ledger Inquiry Set, which is a set of ledger groups.

The table below clarifies which chartfields can be specified in which ledger group. This is useful for the Budget Transaction Detail report, the Budget Status report, the Budget Details inquiry page, the Budgets Overview inquiry page and the UV_Budget_Overview...
query. If a ledger does not store information for a particular field, leave that field blank when selecting criteria or the report will return no information.

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Account</th>
<th>Operating Unit</th>
<th>Department</th>
<th>Fund</th>
<th>Source</th>
<th>Function</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program</th>
<th>Purpose</th>
<th>Property</th>
</tr>
</thead>
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<tr>
<td>AG_RELATED</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>BUMP_REV</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>X</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>DETAIL_KK</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>DETAIL_REV</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>OPREV</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>—</td>
<td>—</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>OPS_CH</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
<td>—</td>
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<td>X</td>
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<tr>
<td>OPS_PA</td>
<td>—</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>PC_CHILD</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PC_PARENT</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>—</td>
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<td>—</td>
</tr>
<tr>
<td>PC_REV</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>SP_CHILD1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SP_CHILD2</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SP_PARENT</td>
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<td>—</td>
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<td>—</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>SP_REV</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>SP_SUM_BUD</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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NOTE: SP_CHILD1 and SP_PARENT2 are no longer used.

FRS Equivalencies:
- AG_RELATED [ = old FRS Ledger 4]
- BUMP_REV, OPREV, OPS_CH [ = old FRS Ledgers 2, 3, 6, 9]
- OPS_PA, PC_CHILD, PC_PARENT, PC_REV [ = old FRS Ledger 7]
- SP_CHILD2, SP_REV, SP_SUM_BUD [ = old FRS Ledger 5]

Commitment Control Ledger Groups

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG_RELATED</td>
<td><strong>THIS LEDGER GROUP IS BEING PHASED OUT.</strong> This where all expenses for the old ag-related projects will post in commitment control. Starting in FYXX, the ag-related projects were set up in SP_CHILD2 and SP_PARENT, just like the sponsored projects. However, these projects can be budgeted at either the C or F level.</td>
</tr>
<tr>
<td>BUMP_REV</td>
<td>This is where revenue that increases spending authority of an expense chartstring will post in commitment control. For gifts, agency, and the student government association, this revenue will increase spending authority</td>
</tr>
<tr>
<td>DETAIL_KK</td>
<td>This is where all expenses, at the detail expense account level, will post in commitment control.</td>
</tr>
<tr>
<td>DETAIL_REV</td>
<td>This is where all revenue, at the detail revenue account level, will post in commitment control.</td>
</tr>
<tr>
<td>OPS_CH</td>
<td>This is where expense transactions not associated with a project will post in commitment control.</td>
</tr>
<tr>
<td>OPS_PA</td>
<td>This is the ledger where the roll-up for transactions not associated with a project will post. For the chartstrings that are on budget bump—that is, those for which the spending authority increases as revenue comes in, the associated revenue can be seen here, on the inquiry pages.</td>
</tr>
<tr>
<td>OPREV</td>
<td>This is where revenue will post in commitment control. <strong>NOTE:</strong> Even if the chartstring is associated with a project, like on a cost share line, the revenue will post here.)</td>
</tr>
<tr>
<td>PC_CHILD</td>
<td>This is where all expenses for non-sponsored projects will post in commitment control.</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PC_PARENT</td>
<td>This is the roll-up level for non-sponsored project expenses in commitment control.</td>
</tr>
<tr>
<td>PC_REV</td>
<td>This is where all project revenue posts. The primary purpose of PC_REV is to record revenue for projects. There is a SP_REV and a PC_REV ledger group because SP_REV’s primary purpose is to be used to increase spending authority for the sponsored budget bump projects. More chartfield detail is recorded in PC_REV than on SP_REV. There were some issues with how these worked originally so for older projects, not all project revenue may be recorded in either of these ledger groups.</td>
</tr>
<tr>
<td>SP_CHILD1</td>
<td>NOT LONGER USED.</td>
</tr>
<tr>
<td>SP_CHILD2</td>
<td>This is where all expenses will post for sponsored projects that are not ag-related or on budget bump.</td>
</tr>
<tr>
<td>SP_PARENT</td>
<td>This is the roll-up level for all expenses for sponsored projects that are not ag-related or on budget bump.</td>
</tr>
<tr>
<td>SP_PARENT2</td>
<td>NOT LONGER USED.</td>
</tr>
<tr>
<td>SP_REV</td>
<td>This is where all sponsored project revenue has been posting and where all project revenue will be posting going forward. See PC_REV above.</td>
</tr>
<tr>
<td>SP_SUM_BUD</td>
<td>This is where expenses for sponsored projects which are on Budget Bump will post in commitment control. These are projects for which the spending authority increases as revenue comes in.</td>
</tr>
</tbody>
</table>
## Transaction Types

<table>
<thead>
<tr>
<th>Transaction Types</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP_ACCTDSE</td>
<td>Accounts Payable Discount</td>
</tr>
<tr>
<td>AP_ACCT_LN</td>
<td>Voucher (gain, loss, close)</td>
</tr>
<tr>
<td>AP_ACTDSEC</td>
<td>Accounts Payable Discount</td>
</tr>
<tr>
<td>AP_VOUCHER</td>
<td>Voucher</td>
</tr>
<tr>
<td>AR_MISCPAY</td>
<td>Direct Journal Payments</td>
</tr>
<tr>
<td>AR_REVEST</td>
<td>Collected Receivables</td>
</tr>
<tr>
<td>BI_INVOICE</td>
<td>Billing Invoice</td>
</tr>
<tr>
<td>EX_EXCLOSE</td>
<td>Closed Expense Reports</td>
</tr>
<tr>
<td>EX_EXSHEET</td>
<td>Expense Sheet</td>
</tr>
<tr>
<td>EX_TRVAUTH</td>
<td>Travel Authorization</td>
</tr>
<tr>
<td>GENERIC</td>
<td>Generic Transaction—Typically Payroll</td>
</tr>
<tr>
<td>GL_BD_JRNL</td>
<td>General Ledger Budget Journal Entry</td>
</tr>
<tr>
<td>GL_JOURNAL</td>
<td>General Ledger Journal</td>
</tr>
<tr>
<td>GM_FA</td>
<td>Facilities and Administration</td>
</tr>
<tr>
<td>PC_BUDGET</td>
<td>Project Budget</td>
</tr>
<tr>
<td>PO_POENC</td>
<td>Purchase Order (Encumbrance)</td>
</tr>
<tr>
<td>PO_POENCNCP</td>
<td>PO (non-prorated item) ALL UVM POs + Reqs are non-prorated</td>
</tr>
<tr>
<td>REQ_PRECNP</td>
<td>Purchase Requisition (non-prorated item –see note above)</td>
</tr>
<tr>
<td>REQ_PREEENC</td>
<td>Purchase Requisition (Pre-Encumbrance)</td>
</tr>
</tbody>
</table>
Downloading Data from PeopleSoft Grids to Excel

Use the Excel icon at the top of any PeopleSoft grid to download the data contained within the grid to an Excel spreadsheet. When this is done, some of the numeric data (e.g. budgets or expenses) downloads as numeric and some downloads as labels (alphas). This will be seen in the Excel sheet because some of the values will be left-justified and some will be right-justified. Excel won't include any of the labels in its calculations (including subtotals) so it may show as a complete data set, but it won't get accurate information when totaled.

Solution: Install the excel add-in GridTools.xla. Once installed it will become available each time excel is opened. An example looks like this. Any number justified to the left is actually formatted as text.

Instructions for Downloading the Gridtools Add-In

1. Click here to download the add-on.
2. Save the file to a desktop.
4. In the upper left corner of the Excel window click on the File Tab.
5. Go to Options > Add-ins
   At the bottom of the list find Manage: Excel Add-ins. Select Go.
6. While in the Add-Ins box select Browse.
7. Locate the GridTools.xla file that was saved in Step 1 and select OK.
   Note: The user may need to select Yes again.
8. **Gridtools** should now appear in the list:

![Add-Ins](image)

**Instructions for Using the Gridtools Add-In**

1. Select **Add-Ins**
   
   ![Add-Ins](image)

2. Highlight the numeric data on the spreadsheet

3. Click on the down arrow and select the appropriate option for the data.

![Add-Ins](image)

**Resources**

**Helpful Links**

- [Payroll Deadline Schedule](#)
- [Position Management & Recruitment Materials](#)
- [UFS Roadshow Topics (PDF)](#)
- [Professional Development & Training Classes](#)
- [University Policies and Operating Procedures](#)

**Relevant UVM Departments**

- [Financial Analysis an Budgeting Office](#)
- [Financial Accounting and Reporting Services](#)

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 these documents as they are updated frequently and consume paper resources when printed.