University Financial Services Road Show Topics

UFS experts are happy to provide training to departments as needed and requested. These training sessions can be on-site in the requesting department and are designed to meet the specific needs of the department. To request departmental training, contact Lindsey Donovan, 656-1335.

1. PeopleSoft Chart of Accounts
   a. Practical application
   b. Reasoning behind natural signage for each type of account
   c. Definitions

2. General Ledger
   a. Timing of transactions
   b. Comparisons to Commitment Control
   c. Comparisons to subsystems like AP, AR, Travel

3. Net Assets
   a. Definition
   b. Meaning by fund type
   c. Timing

4. Unearned revenue and prepaid expenses
   a. Definition
   b. How to recognize them
   c. What to do with them

5. Commitment Control
   a. Definitions (what accts included, ledgers)
   b. Rules by fund
   c. Configuration
   d. Deciphering error messages

6. Journal Entries
   a. How workflow and approvals function
   b. Difference between budget and actuals journals and when is it appropriate to use each

7. Travel
   a. Best practice
   b. Receipt requirements
   c. Travel meal vs business meal

8. Accounts Payable
   a. Has the invoice been paid yet?
   b. Vendor information and requirements
   c. 1099 Miscellaneous information and requirements
9. Purchasing cards
   a. How to get one
   b. Rules

10. Non-sponsored, Non-student Accounts Receivable and Billing
    a. When should I use PeopleSoft for billing
    b. How does it work

11. Petty Cash
    a. When is it appropriate to have a petty cash account
    b. How does it work

12. Non-Sponsored Projects
    a. Setting up projects
    b. Funding/budgeting
    c. Closing
    d. Reporting

13. Financial Reporting
    a. Best reports or inquires
    b. Criteria to get the most useful results
    c. How to analyze reports
    d. Timing of when data is available

14. Governmental Accounting Standards Board updates
    a. What is coming that I need to be aware of

15. Gifts and Endowments
    a. How do these work
    b. Differences between foundation and UVM gifts and endowments
    c. Reports

16. Cost Accounting
    a. Costing standards, approaches, principles & processes
    b. Modeling and processes for F&A and benefits rates
    c. Federal regulations impact on UVM’s costing approaches

17. Fixed Assets and Property Standards
    a. Movable equipment “Acquisition to disposal” best practices
    b. Accounting considerations for capital projects
    c. Space and Equipment inventory processes/data

18. Effort Management and Reporting on Sponsored Agreements
    a. Quarterly verifications and annual certification best practices
    b. Using the Effort Reporting System Functionality
    c. Strategies to minimize retroactive payroll distribution changes
19. Requisitions/Purchase Order
   a. What documents to attach and/or information to include
   b. Do’s and Don’ts with tips and tricks
20. RFPs, Contracts, and Agreements
   a. When, why, and what is needed
   b. What is the practice for contract review and by whom?
   c. Best practices overall
21. Payments to International Speakers
   a. The considerations for paying a non-US speaker
   b. Non-US payee documentary requirements
   c. Tax-related documentary requirements
   d. Income tax withholding implications
   e. Income tax treaty agreements
   f. Application for a US taxpayer id
22. Employee v. Independent Contractor Policy
   a. Why we have a policy
   b. Classification Criteria
   c. EE v. IC Status Determination Form
23. Departmental Deposits
   a. Cash Handling Policy introduction
   b. How to prepare a Cash Transmittal Sheet
   c. How to find your deposit in PeopleSoft
24. Cash Receipts by EFT
   a. How to receive funds via EFT (electronic funds transfer)
   b. What to provide for banking instructions to payer
   c. How to know funds are received
   d. Importance of timely recording via Cash Transmittal Sheet
25. Cash Flow Projections
   a. The purpose of cash flow projections
   b. Why my unit has been asked to provide cash inflow/outflow projection data
   c. Importance of providing actuals following the reporting period

If you are interested in scheduling a session please contact Lindsey Donovan by e-mailing lindsey.donovan@uvm.edu or calling 656-1335.