

# BASIC PEOPLESOFT FINANCIAL REPORTS

## TABLE OF CONTENTS

<b>Overview .....</b>	<b>3</b>
<b>Description of the Ledgers.....</b>	<b>3</b>
<b>Operating Budget Report .....</b>	<b>3</b>
Overview of the Report .....	3
Report Data Sources.....	3
Run the Operating Budget Report.....	3
Reading the Operating Budget Report.....	9
Transaction Detail Data .....	10
Open Purchase Order Summary.....	11
<b>Monthly Budget Report - Projects .....</b>	<b>11</b>
Overview of the Report .....	11
Report Data Sources.....	12
Running the Monthly Budget Report for Projects.....	12
Transaction Detail Data .....	18
Open Purchase Order Summary.....	21
Payroll Summary by Person.....	22
Reading the Monthly Budget Report—Projects .....	23
Next Steps After Reviewing Data .....	25
<b>Closeout Report .....</b>	<b>26</b>
Overview of the Report .....	26
Report Data Sources.....	26
Run the Closeout Report .....	27
Explanation of Report Results .....	30
Analysis Types.....	39
<b>Frequently Asked Questions.....</b>	<b>42</b>

---

How does the Operating Budget Report differ from the Budget Status Report? .....	42
When should I include the Net Asset/Net Activity in my Operating BudgetReport?.....	42
Where can I see the details supporting the encumbrance amounts on Operating Budget report?.....	42
Where can I see the details supporting the actuals amounts on Operating Budget report?.....	42
Where can I see the details for payroll expenses and encumbrances?.....	42
Are there issues around payrolls posting? .....	43
Is there specific instruction related to endowments when running the Operating Budget Report?.....	43
Is there specific instruction related to gifts when running the Operating Budget Report? .....	43
When I run the closeout report and see an unreconciled check, ACH or Wire, what should I do? .....	43
<b>Resources/Help.....</b>	<b>44</b>
Help/Footprints .....	44
Helpful Links .....	44
Relevant UVM Departments .....	44
Suggestions? Updates? .....	44

## Overview

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

## Description of the Ledgers

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

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

## Operating Budget Report

### Overview of the Report

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


### Report Data Sources

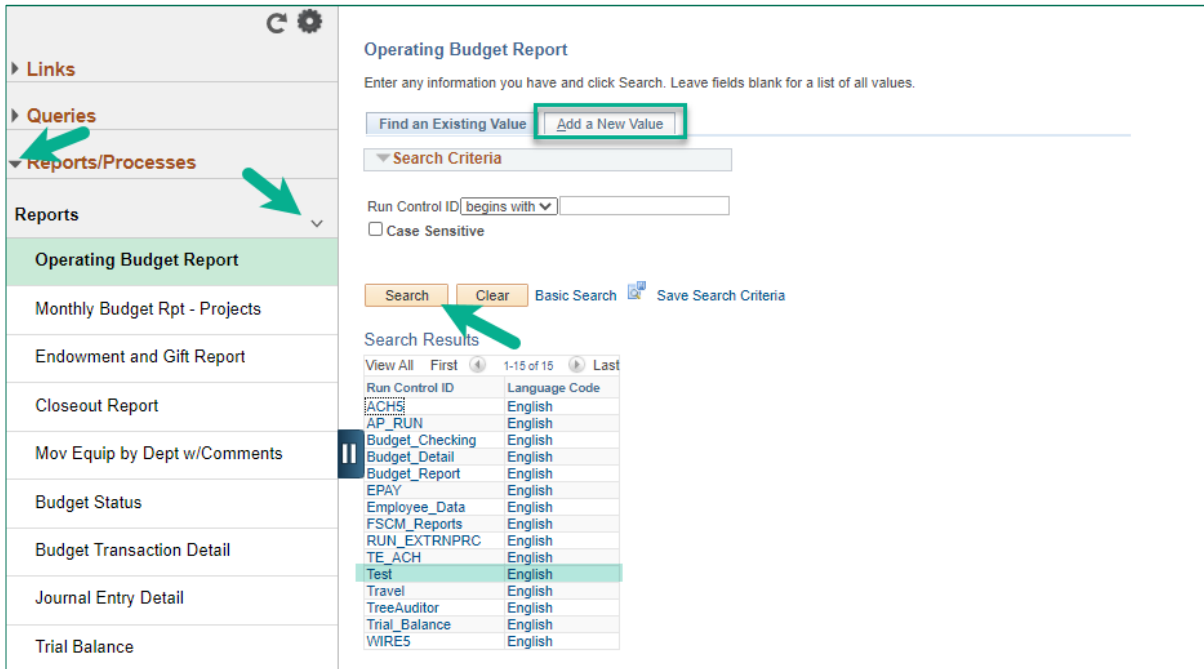
- Budgets, encumbrances, and pre- encumbrances come from Commitment Control.
- Expenses and revenue come from the Actuals Ledger.

### Run the Operating Budget Report

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



- Click the **Arrow**  icon to expand the **Reports/Processes** and **Reports** to expand the menu, showing a list of frequently used reports. Select **Operating Budget Report**.
- A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.



**Operating Budget Report**


Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search Criteria**

Run Control ID begins with

☐ Case Sensitive

**Search** **Clear** Basic Search  Save Search Criteria

**Search Results**

View All First 1-15 of 15 Last

Run Control ID	Language Code
ACHS	English
AP_RUN	English
Budget_Checking	English
Budget_Detail	English
Budget_Report	English
EPAY	English
Employee_Data	English
FSCM_Reports	English
RUN_EXTRNPRC	English
TE_ACH	English
Test	English
Travel	English
TreeAuditor	English
Trial_Balance	English
WIRES	English

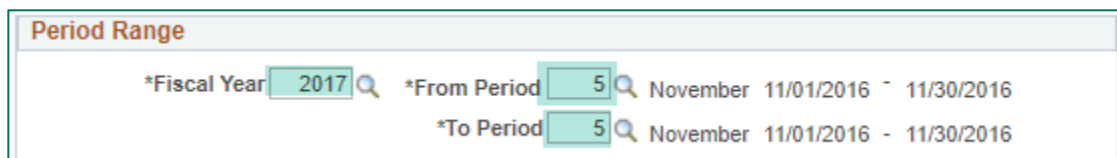
- A selection criteria page will open. Enter the appropriate criteria:

#### Period Range:

**Fiscal Year:** Enter the desired 4-digit fiscal year.

**Accounting Period:** Enter the desired accounting period range in the \*From Period and \*To Period spaces. Data displayed in the report's **Period(s) Revenue** and **Period(s) Expense** columns will be the sum of the revenue or expenses, respectively, for this range of accounting periods.

*Note:* Data in the report's **YTD Revenue** and **YTD Expense** columns will be the sum of all accounting periods in the selected fiscal year less than or equal to the **To Period** selected. The **Base Budget**, **Revised Budget**, **Encumbrance**, and **Pre-Encumbrance** amounts will be as of the last accounting period selected in the range.



**Period Range**

\*Fiscal Year  \*From Period  November 11/01/2016 - 11/30/2016

\*To Period  November 11/01/2016 - 11/30/2016

**Run Options:** Check or uncheck the following boxes as appropriate:

Run Options		
<input checked="" type="checkbox"/> Financial Data in XLS?	<input checked="" type="checkbox"/> Include Transaction Detail	<input type="checkbox"/> Include Net Activity
<input type="checkbox"/> Include PO Summary	<input type="checkbox"/> Payroll Financial Data by Person	<input type="checkbox"/> Suppress Revenue Amounts

- **Financial Data in XLS?** This checkbox, if checked, will create a spreadsheet output that contains the financial information in the report (i.e., the base budget, revised budget, encumbrance, pre-encumbrance, revenue, expense, and remaining balance data). Data then can be manipulated as desired for further analysis or alternative formatting.
- **Include Transaction Detail:** If checked, this will produce a section at the end of the report that shows the details behind all of the posted actuals transactions for the last accounting period selected. This output will appear in both a separate Excel file and in the PDF. If including transaction detail, the report will take longer to run. Only transaction detail for closed periods can be included.
- **Include Net Activity:** Includes the printing of Net Asset and Net Activity figures. The Net Asset represents the amount in period zero (the beginning of the fiscal year) for Account 30000 (net asset) for that chartstring. The Net Activity is a calculation of Net Asset plus YTD Revenue, minus YTD Expense.
- **Include PO Summary:** Include a list of open purchase orders as of the last accounting period selected in the range. See [Open Purchase Order Summary](#) for more information about the output in this section.  
  
**Note:** When a purchase order listed has a \$0 remaining balance, contact [Purchasing Services](#) to have the purchase order closed; it does not close automatically when the remaining amount reaches zero.
- **Payroll Financial Data by Person:** Check this box to include a summary of payroll expenses, including fringe and encumbrances, by person, for the selected fiscal year and accounting periods. See [Payroll Summary By Person](#) for more information.
- **Suppress Revenue Amounts:** Selecting this checkbox prevents the report from returning revenue budgets or revenue actuals.

#### Chartstring Values:

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

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



**Summarize across selected values:**

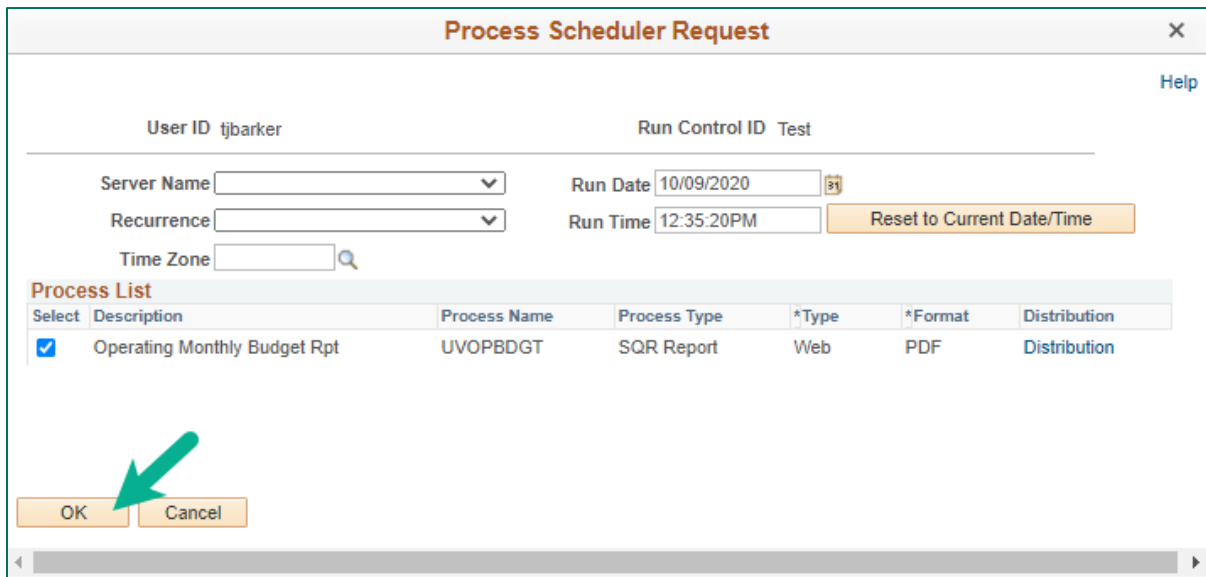
There is an option to summarize information across selected values.

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

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

5. When finished selecting criteria, click **Run**.

6. The Process Scheduler Request page will open. Click **OK**.

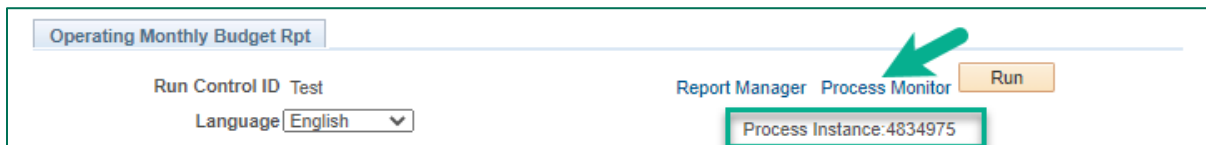


The dialog box is titled "Process Scheduler Request". It contains fields for "User ID" (tjbarker) and "Run Control ID" (Test). Below these are fields for "Server Name", "Run Date" (10/09/2020), "Recurrence", "Run Time" (12:35:20PM), and "Time Zone". A "Reset to Current Date/Time" button is next to the Run Time field. A "Process List" table is shown below the fields:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Operating Monthly Budget Rpt	UVOPBDGT	SQR Report	Web	PDF	Distribution

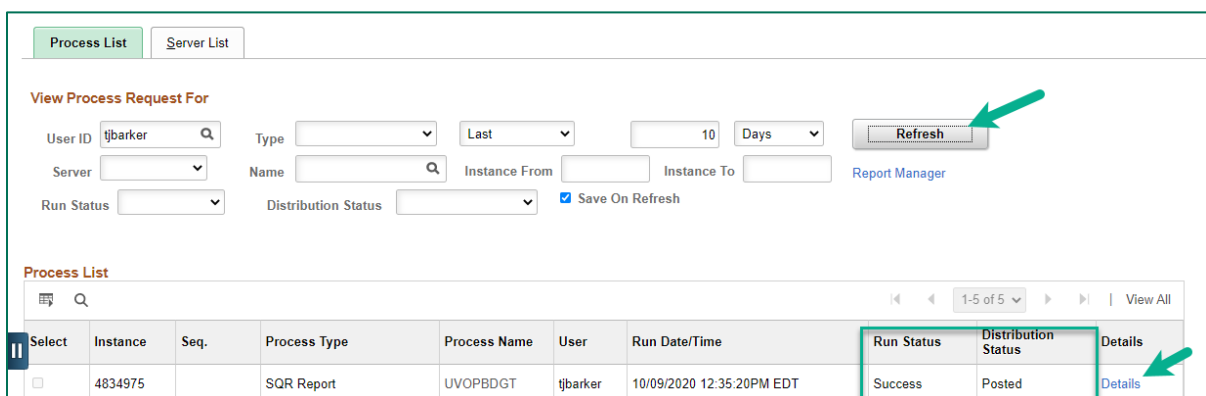
At the bottom are "OK" and "Cancel" buttons. A green arrow points to the "OK" button.

7. The run control page will appear again. Make note of your process instance and click **Process Monitor** at the top of the page.



The page shows "Operating Monthly Budget Rpt" and "Run Control ID Test". There are tabs for "Report Manager", "Process Monitor", and "Run". A "Process Instance: 4834975" is displayed. A green arrow points to the "Process Monitor" tab.

8. Click **Details** after the process has a Run Status of "Success" and Distribution Status of "Posted." You can click **Refresh** if the Distribution Status has not updated to Posted.



The page shows the "Process List" tab. It has search filters for "User ID", "Type", "Last", "Days", "Name", "Instance From", "Instance To", "Run Status", and "Distribution Status". A "Refresh" button is present. Below is a table with process details:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4834975		SQR Report	UVOPBDGT	tjbarker	10/09/2020 12:35:20PM EDT	Success	Posted	<a href="#">Details</a>

A green arrow points to the "Refresh" button, and another points to the "Details" link in the table.

9. Click **View Log/Trace** on the Process Detail page.

Process Detail x

[Help](#)

**Process**

Instance	4834975	Type	SQR Report
Name	UVOPBDGT	Description	Operating Monthly Budget Rpt
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	Test		
Location	Server		
Server	PSUNX		
Recurrence			

**Update Process**

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☒ Delete Request  
☐ Re-send Content

☐ Restart Request

**Date/Time**

Request Created On	10/09/2020 12:36:23PM EDT		
Run Anytime After	10/09/2020 12:35:20PM EDT		
Began Process At	10/09/2020 12:36:35PM EDT		
Ended Process At	10/09/2020 12:38:34PM EDT		

**Actions**

[Parameters](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

[Transfer](#)

10. There will be a number of links in the **File List** area.

#### File List Explanations:

- **.log** and **.out** files can be ignored
- ACTUALS\_DTL\_UVOPBDGT... csv: Spreadsheet with actual transactions details (See [Transaction Detail Data](#) below).
- FINANCIAL\_UVOPBDGT...csv: Spreadsheet containing the same data shown in the formatted .pdf file (Operating Budget Report) listed below.
- PO\_SUMMARY....csv: Spreadsheet containing the open PO details.
- SALARY\_UVOPBDGT ....csv: Spreadsheet containing the salary financial information.
- UVOPBDGT\_...PDF: The Operating Budget Report formatted for printing, which includes subtotals, and transaction detail at the end, if that option was selected.

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

Users can set their computers to have the Excel application open when clicking on a .csv link (versus having the link open in a web version of Excel.) This allows for full use of Excel functionality. See directions in the [Browser Tips User Guide](#).



## Reading the Operating Budget Report

### Run Control Parameters

The **Run Control Parameters** used are displayed in the upper-left corner of the report.

```

FSPRX
Report ID:  UVOPBDGT
Fiscal Year: 2017
Period Range:  5 - 5      (November 11/01/2016 to November 11/30/2016 )

Selected Report Parameters: Include Detail: Y Include Net Activity: N P
Chartfields: OU: ALL   Dept: ALL   Fund: 100-UNR General Fund
Source: ALL   Function: ALL   Prog: ALL
Purp: ALL   Ppty: ALL
-----
  
```

### Chartstring Combinations

The **Chartstring Combinations** selected are based on the run control parameters.

**Note:** The first chartstring shown will be the first chartfield combination having budget, pre-encumbrances, or encumbrances that meet the parameters. The order of combomatches shown is based on the order in the GL Accounting Tree named UV\_CC\_ACCT\_WINTER.

```

OU  Dept  Fund Source  Func Prog Purp Ppty
01  00001 100  -      EXP  -   -   -
  
```

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

```

E5200  Sal&Wg - Staff Salaries
      52180 Exmpt Professional/Non-Fa
E5200 Subtotal:

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

**Detail Account Values:** Underneath each Budgetary Account value, the report will list all the relevant Detail Account values for Revenue (unless suppressed) and Expense, based on the accounting period requested. **Subtotals** are printed for each budgetary level account by chartstring.

```

E6001  Supplies & Materials                0.00
      60001 Office Supplies
      60009 Other Supplies
      80220 IC - Surplus Equip
E6001 Subtotal:                0.00
  
```

### Explanation of Values

- **BASE BUDGET:** From Commitment Control, this is the base budget as of the last accounting period selected in the specified range.
- **REVISED BUDGET:** This is the current budget amount, which includes the base budget and any budget transfers that have occurred, as of the last accounting period selected in

the range. If the last accounting period selected is open, this number will tie to the budget amount shown on the Budget Overview page.

- **YTD REVENUE:** YTD revenue summed from journals posted to the Actuals Ledger.
- **PERIOD(S) REVENUE:** Period revenue summed from journals posted to the Actuals Ledger.
- **YTD EXPENSE:** YTD expenses summed from journals posted to the Actuals Ledger.
- **PERIOD(S) EXPENSE:** Period expenses summed from journals posted to the Actuals Ledger.
- **PRE-ENCUMBRANCE:** Pre-encumbrances as of the last accounting period selected in the range.
- **ENCUMBRANCE:** Encumbrances as of the last accounting period selected in the range.
- **REMAINING BALANCE:** A calculated value, equal to REVISED BUDGET minus PREENCUMBRANCE, minus ENCUMBRANCE, minus YTD EXPENSES for expense accounts.
- **NET ASSET:** Balance for accounting period zero (dollar figure in account 30000).
- **NET ACTIVITY:** NET ASSET plus YTD Revenue, minus YTD Expense. (Encumbrances are **NOT** included in this calculation.)

### **Additional Notes**

- Data are sorted in this order: OU, Dept., Fund, Source, Program, Purpose, Property, Function, Budgetary Account, and Detail Account.
- The Base Budget and Revised Budget amounts will print on the same line as the E-Level account. Underneath this, the detail accounts for revenue and expense will print with the actual revenue and expense amounts, encumbrances, and pre-encumbrances.
- There will be subtotals for each E-Level budgetary account.
- There will be subtotals for each chartstring.
- When there is a change in chartstring other than for account or function, before moving on, the report will show the subtotals for the chartstring less account and function. This is where the Chartstring's Net Activity Total will print.

### **Transaction Detail Data**

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

information will be returned.

The **PDF** file contains the following:

- Chartstring
- Account Description
- Journal Source
- The document ID, document date, document Line, and document distribution line of the original transaction
- Transaction Description
- Amount

The Transaction Detail data found in this report are the same as that found in the Monthly Budget Report for Projects. Complete details can be found [here](#).

## Open Purchase Order Summary

This section lists open purchase orders (POs).

- For periods prior to FY2018, the report will list the POs open as of the date the report is run.
- For closed periods in FY2018 and beyond, the report will list the POs that were open at the time of period-close.
- For open periods, the report will list the POs open as of the date the report is run.

An open purchase order is one that has not been closed by Purchasing Services. Contact [Purchasing Services](#) to fully liquidate POs with zero dollars remaining. This does not happen automatically.

Open purchase order summary information in this report is the same as that found in the Monthly Budget Report for Projects. See the [Transaction Detail Data section](#).

## Monthly Budget Report - Projects

### Overview of the Report

- The Projects Monthly Budget Report is the recommended means for business managers and others to monitor the financial status of their projects.
- The report shows the budget, encumbrances, pre-encumbrances, and actual revenue and expenses for the selected accounting periods and fiscal year.
- The report has many options to provide the flexibility to retrieve customized data from PeopleSoft. For example, users can choose to include the following:
  - A summary of open purchase orders with the PO Amount, the amount liquidated, the

amount vouchered, and the remaining (encumbered) amount in PDF.

- A detailed listing of revenue and expense transactions that have posted up to the previous night, in both PDF and Excel format.
- A summary of payroll expenses and encumbrances by person, by chartstring for the fiscal year, and for the accounting period range selected. This will produce both an Excel and PDF output file.
- There are multiple ways to run the report so that users can choose which works best. For example, it can be run by project, award, awarded department, Principal Investigator or Co-PI, or project owning organization.


## Report Data Sources

- Budgets, encumbrances, and pre- encumbrances come from Commitment Control.
- Expenses and revenue come from the Actuals Ledger.

## Running the Monthly Budget Report for Projects

1. Log in to [PeopleSoft Financials](#).
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

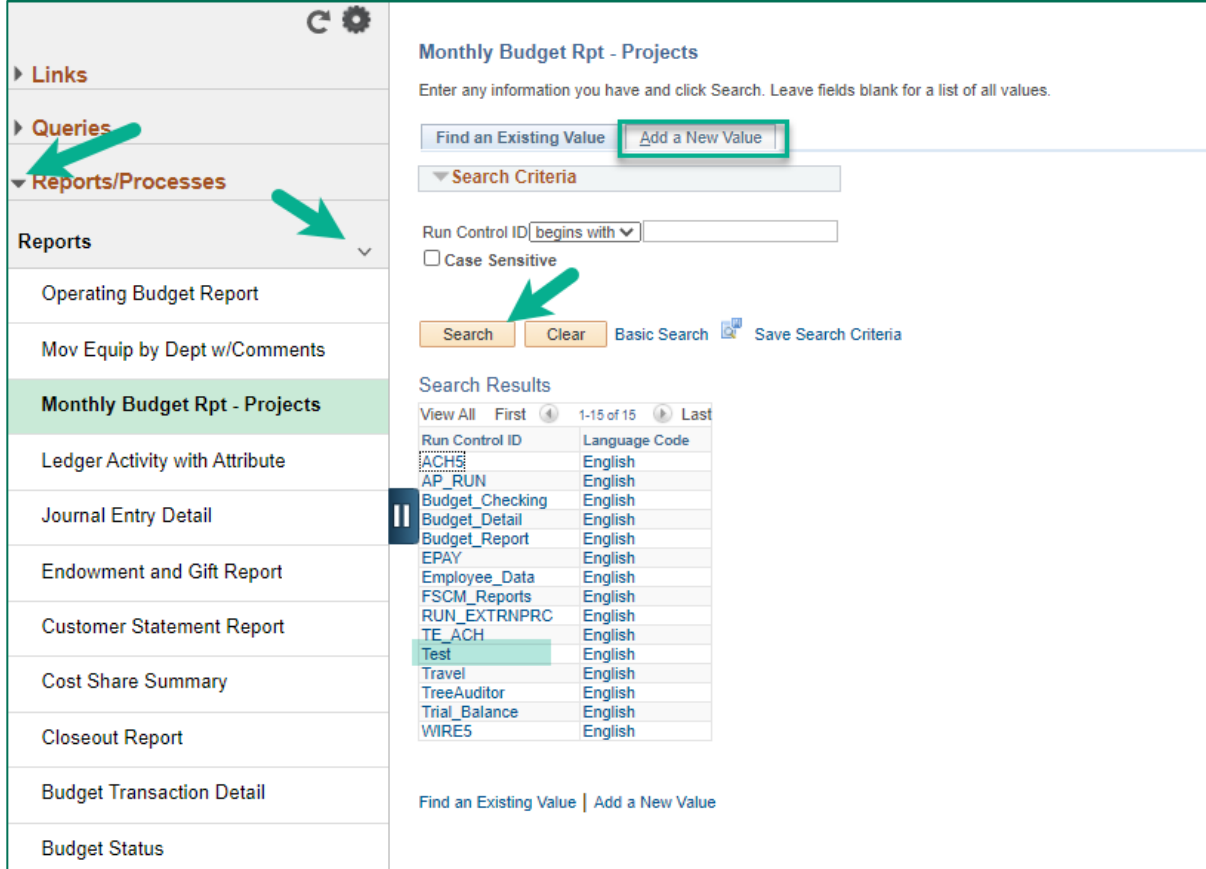


3. Click the **Arrow**  icon to expand the **Reports/Processes** and **Reports** to expand the menu, showing a list of frequently used reports. Select **Monthly Budget Rpt - Projects**.

**Note:** If this link does not appear, and is needed to run this report, ask a business manager or supervisor to submit a PeopleSoft Help Desk [Footprint](#) requesting that the user be granted access.

4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.

**Note:** A Run Control ID is a set of parameters or criteria saved under a particular name. Re-open the ID and choose new criteria as often as needed.



**Monthly Budget Rpt - Projects**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-15 of 15 Last

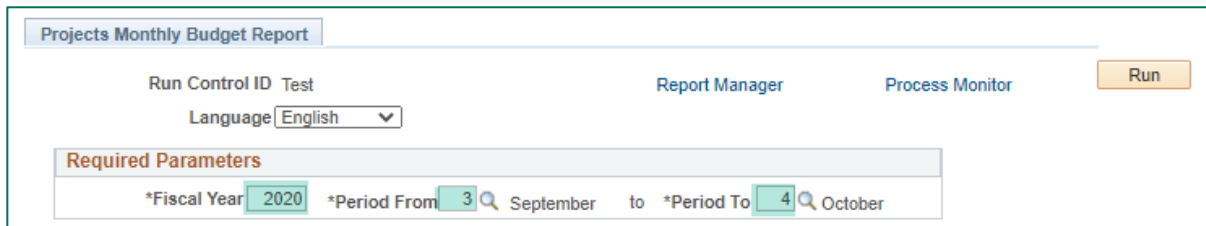
Run Control ID	Language Code
ACH5	English
AP_RUN	English
Budget_Checking	English
Budget_Detail	English
Budget_Report	English
EPAY	English
Employee_Data	English
FSCM_Reports	English
RUN_EXTRNPRC	English
TE_ACH	English
Test	English
Travel	English
TreeAuditor	English
Trial_Balance	English
WIRE5	English

Find an Existing Value | Add a New Value

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

#### Required Parameters:

The report's **Period(s) Revenue** and **Period(s) Expense** columns will contain the totals for the selected range of periods. The **Year-To-Date Revenue** and **Expense** columns in the final report will contain the totals for the selected fiscal year, up to the **Period To** selected.



Projects Monthly Budget Report

Run Control ID Test Report Manager Process Monitor Run

Language English

Required Parameters

\*Fiscal Year 2020 \*Period From 3 September to \*Period To 4 October

#### Output Options:

- **Transaction Detail in XLS/PDF:** Check this box to show details behind all of the posted actuals transactions. The XLS (Excel) option includes more detail than the PDF version because the PDF has limited space. See [Transaction Detail Data](#) for more information about the output in this section.
- **Financial Data in XLS:** Check this box to create a spreadsheet report that contains financial information (budget, encumbrance, pre-encumbrance, revenue, expense, net

asset and remaining balance data). Data can be manipulated as desired for further analysis or alternative formatting.

- **Include Payroll Detail:** Check this box to include a summary of payroll expenses, including fringe and encumbrances, by person, for the selected fiscal year and accounting periods. See [Payroll Summary By Person](#) for more information about the output in this section.
- **Non-Sponsored at Detail Level?:** Check this box to display non-sponsored project data at the detail account level. Otherwise, data will be summarized at the E-Budgetary account level.
- **Include PO Summary:** Check this box to include a summary of open purchase orders. Any purchase order that has a distribution line that meets the project criteria will be listed. See [Open Purchase Order Summary](#) for more information about the output in this section.

**Note:** When a purchase order listed has a \$0 remaining balance, contact [Purchasing Services](#) to have the purchase order closed; it does not close automatically when the remaining amount reaches zero.

- **Include Closed Projects:** Check this box if the report should include projects that are closed, based on the project end date(s) specified. If the box is checked and the date range is left blank, the report will retrieve all closed projects, regardless of their end date.

Output Options		
<input checked="" type="checkbox"/> Transaction Detail in XLS	<input checked="" type="checkbox"/> Transaction Detail in PDF	<input type="checkbox"/> Include Closed Projects?
<input checked="" type="checkbox"/> Financial Data in XLS	<input type="checkbox"/> Include Payroll Detail	End Date Between <input type="text"/> 31
<input type="checkbox"/> Non-Sponsored at Detail Level?	<input type="checkbox"/> Include PO Summary	and <input type="text"/> 31

### Projects:

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

Check **Include Net Assets** to include the net asset balance for accounting period zero (dollar figure in account 30000) after each change in chartstring less function and account. Whenever there is a change in chartstring other than on function or account, the net asset balance for that chartstring will print. The total net asset balance will also print for the project in total. This net asset balance is the amount of revenue, expenses, and any existing net asset balance from the beginning of the fiscal year that are summed together. This is only relevant for non-sponsored projects. If this box is selected for a sponsored project, an error will appear and the box will be unchecked.

**Note:** When running this report at year-end, check with University Financial Services

(UFS) to make sure that the fiscal year has been closed if the net asset balance for that fiscal year is needed. UFS needs to run the year-end closing process in order for the net asset amount to be updated.

▼ Projects			Personalize	Find	First	1 of 1	Last
Project	Description	Include Net Assets					
1	<input type="text"/>	<input type="checkbox"/>					

#### Awards:

Select one or more awards for sponsored projects. This is useful when working with an award that had multiple projects. Users can enter the award ID and not have to list all projects that are associated with the award.

▼ Awards (Sponsored Projects Only)			Personalize	Find	First	1 of 1	Last
Award	Description	Award PI					
1	<input type="text"/>						

#### Principal Investigator (PI):

Select one or more PIs. This will retrieve all projects for this PI. Check **Include Co-PI Awards** to include all projects for which the selected person is a Co-PI.

▼ Principal Investigator (Sponsored Projects Only)			Personalize	Find	First	1 of 1	Last
PI Id	Name	Inclu. Co-PI Awards					
1	<input type="text"/>	<input type="checkbox"/>					

#### Awarded Department:

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

**Note:** An award is associated with only one department. If there is a cross-department award, check with SPA to find out which department the award is associated with if it does not appear as expected in the output file(s).

▼ Awarded Department (Sponsored Projects Only)			Personalize	Find	First	1 of 1	Last
Department	Description						
1	<input type="text"/>						

#### Project Owning Organization:

Non-sponsored projects are associated with a department known as the “project owning organization.” Use this section to select departments and retrieve data on all projects associated with the selected departments. (Use the **Awarded Department** parameter




for sponsored projects.)

Check **Include Net Assets** to include the net asset balance for accounting period zero (dollar figure in account 30000) after each change in chartstring less function and account. When there is a change in chartstring other than on function or account, the net asset balance for that chartstring will print. The total net asset balance will also print for the project in total. This net asset balance is the amount of revenue, expenses, and any existing net asset balance from the beginning of the fiscal year that are summed together. This is only relevant for non-sponsored projects. If this box is selected for a sponsored project, an error will appear and the box will be unchecked.

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



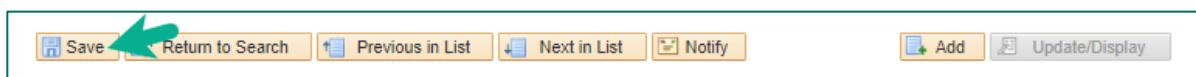
**To search by Award Number, Principal Investigator ID Number, or by Department Number:**

- Click on **Search**  in the appropriate field.
- Click **View All** in the **Search Results** table.
- Click a table heading to sort the data in alphabetical order.
- Scroll through the list to choose the appropriate entry. (Repeat as necessary.)

#### Additional Guidance:

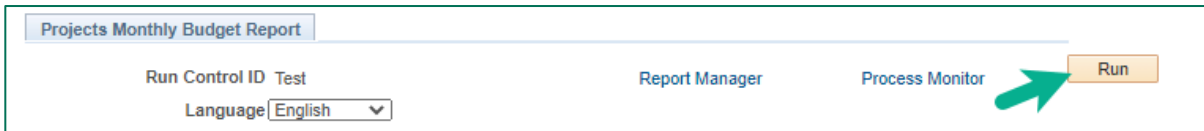
- If user selects parameters in multiple sections, the report will produce data for all projects that meet the parameters of any section. If an individual project, an award, an awarded department, and a PI are selected, the report will produce data on all projects that meet any of those criteria. Regardless of the parameters selected, the output for a project will appear only once in the report.
- If there is an award that has multiple projects and only one of the projects are selected, the run control page will give a warning that the award associated with the project has multiple projects. Run the report for the award to get the complete award picture.

6. After entering report criteria, click **Save**.





7. When ready to run the report, click **Run** in the upper-right corner of the page.

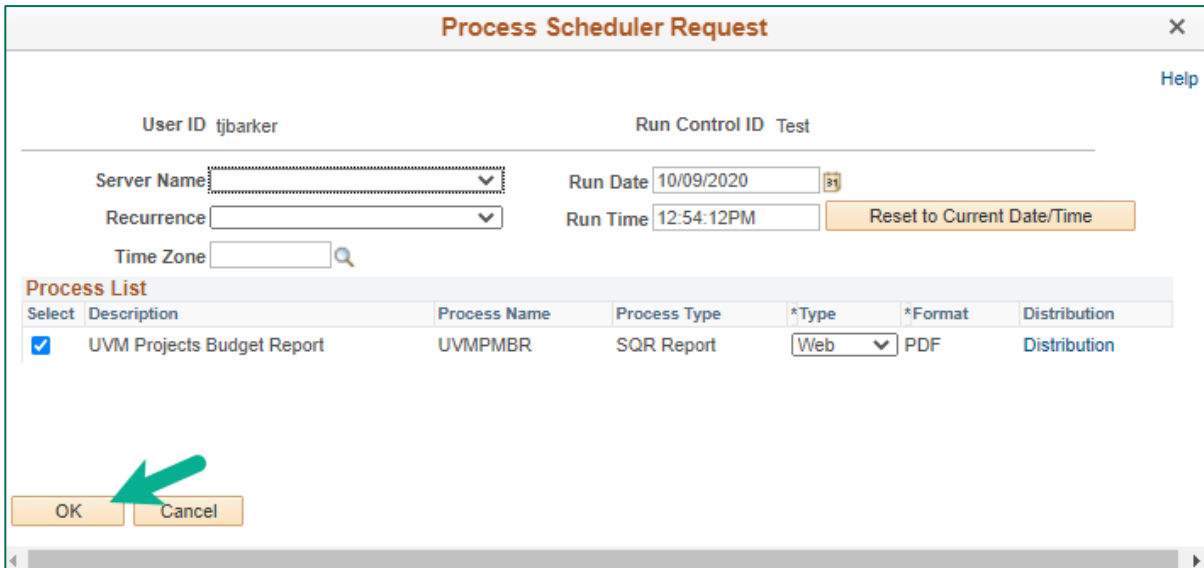


Projects Monthly Budget Report

Run Control ID Test      Report Manager      Process Monitor      **Run**

Language English

8. The **Process Scheduler Request** page will open. Click **OK**.



**Process Scheduler Request**

User ID tjbarker      Run Control ID Test

Server Name      Run Date 10/09/2020

Recurrence      Run Time 12:54:12PM      Reset to Current Date/Time

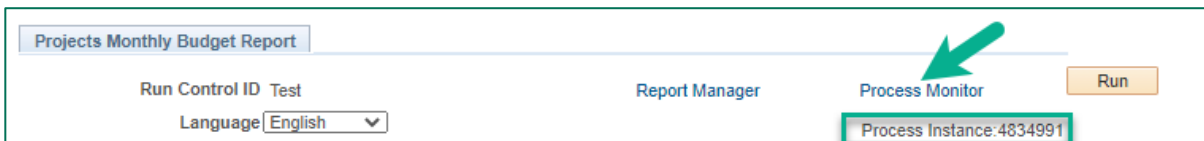
Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UVM Projects Budget Report	UVMPMBR	SQR Report	Web	PDF	Distribution

**OK**      **Cancel**

9. Make note of the process instance number and click the **Process Monitor** link near the top of the page.



Projects Monthly Budget Report

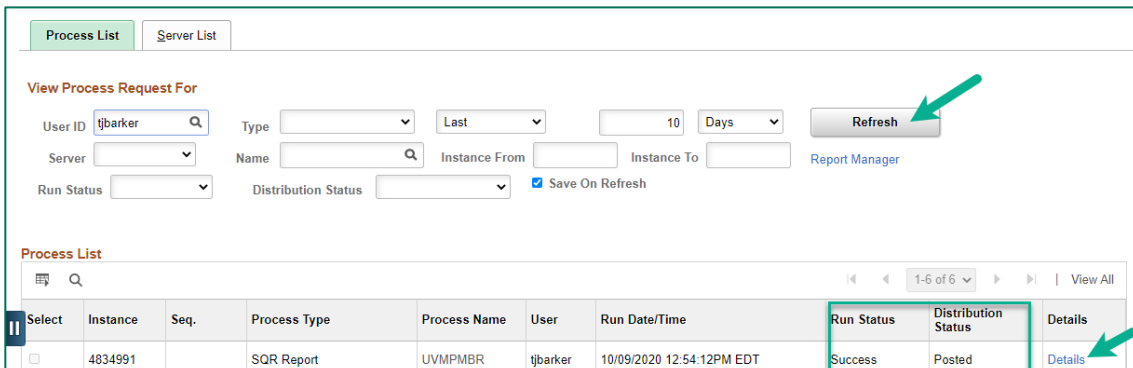
Run Control ID Test      Report Manager      **Process Monitor**      **Run**

Language English

Process Instance: 4834991

10. The most recent report will be at the top of the **Process List**. Click **Refresh** until the **Run Status** shows **Success**, and the **Distribution Status** shows **Posted**.

11. Click the **Details** link at the end of the top line.



Process List      Server List

**View Process Request For**

User ID tjbarker      Type      Last      10      Days      **Refresh**

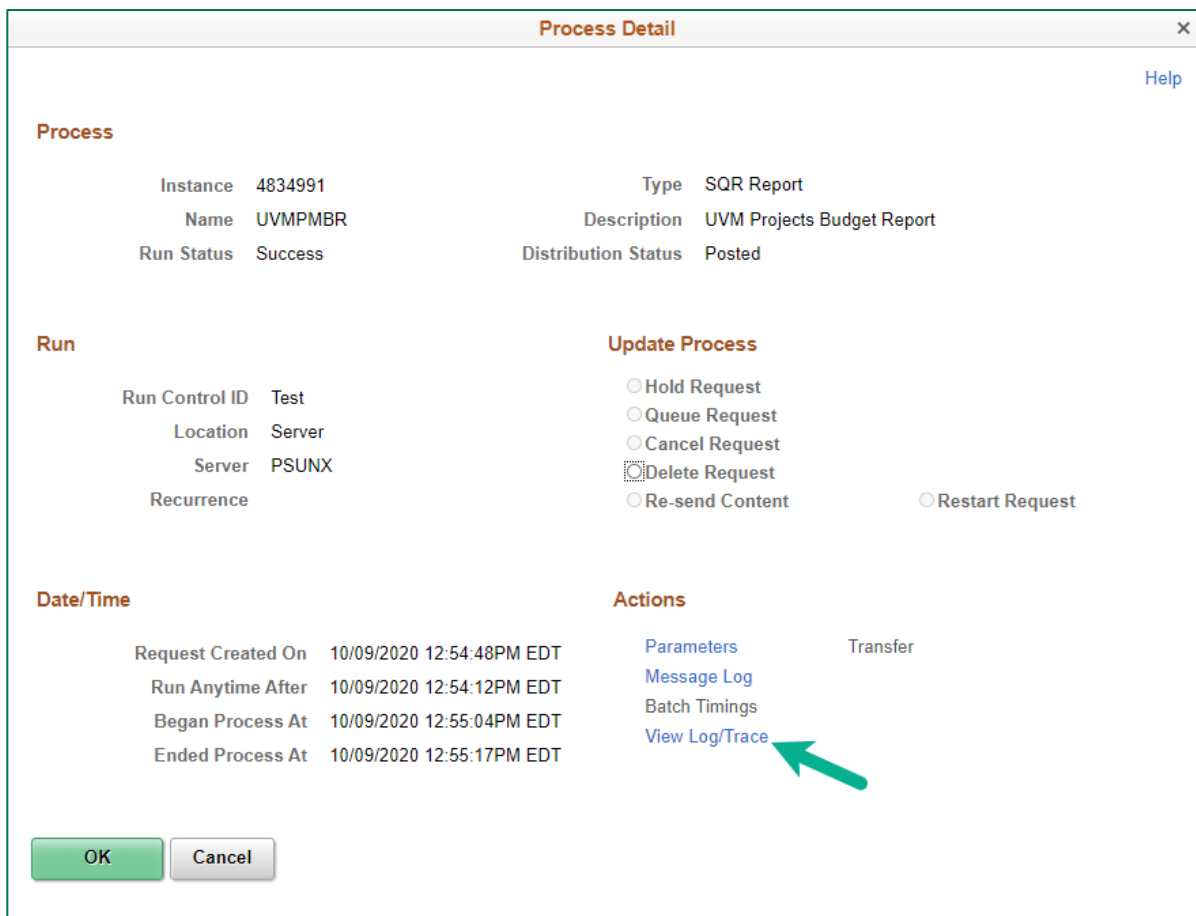
Server      Name      Instance From      Instance To      Report Manager

Run Status      Distribution Status      ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4834991		SQR Report	UVMPMBR	tjbarker	10/09/2020 12:54:12PM EDT	Success	Posted	<b>Details</b>

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



**Process Detail**

[Help](#)

**Process**

Instance	4834991	Type	SQR Report
Name	UVMPMBR	Description	UVM Projects Budget Report
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	Test
Location	Server
Server	PSUNX
Recurrence	

**Update Process**

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☒ Delete Request  
☐ Re-send Content

☐ Restart Request

**Date/Time**

Request Created On	10/09/2020 12:54:48PM EDT
Run Anytime After	10/09/2020 12:54:12PM EDT
Began Process At	10/09/2020 12:55:04PM EDT
Ended Process At	10/09/2020 12:55:17PM EDT

**Actions**

[Parameters](#)      Transfer  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK Cancel

13. Choose the appropriate link from the file list.

#### File List Explanations:

- **.log** and **.out** files can be ignored
- **.PDF file:** The report file that is always created as long as data is found for the selected projects.
- **ACTUALS\_DTL...\*.xls** will contain the list of Actuals transactions. This is created when the **Actuals Detail in XLS** checkbox is checked.
- **FINANCIALS\_\*.csv** is created when the **Financial Data in XLS** checkbox is checked. This will have the financial information that is in the report. Subtotals will not be included so that the data is ready for manipulation as desired by the user.
- **SALARY\_\*.csv** contains the salary summary in XLS format.

### Transaction Detail Data

Only data for closed periods are available. Only data for the **Period To** field are included in the

report. If the detail is needed for all periods, run the report once for each period to retrieve the appropriate data.

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

The **PDF** file contains the following:

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

### ***Excel Output File Data Definitions***

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

<b>XLS Column Header</b>	<b>Information</b>
<b>FY</b>	The fiscal year that the transaction posted to the GL
<b>Per</b>	The accounting period that the transaction posted to the GL
<b>Journal ID</b>	The journal ID
<b>Jrnl Date</b>	The journal date
<b>UnpostSeq</b>	If this number is 1, the journal was “unposted,” which means that it was reversed and there is another journal with the same ID and Date, but with an unpost sequence number of 0 that has the original entry.
<b>Oprid</b>	The user ID
<b>JE Source</b>	The field that indicates the source of the journal and can be seen on the journal header
<b>Doc Id</b>	If the journal came from a sub-module, this field will contain the ID of the original transaction. For example, the Voucher ID, Expense Report ID, Cash Advance ID, Invoice, the AR Item ID, or Deposit ID. If the journal originated as a journal, the document Id equals the journal ID.
<b>Doc Line</b>	The line on the original transaction, e.g., the expense report line number. For transactions that originated as journals, it is the journal line.
<b>Distrib Line</b>	The distribution line number on the original transaction. For example, if an expense report has one line that is distributed to multiple chartstrings, the distribution line number identifies each line.



XLS Column Header	Information
Description	A concatenation of information from the original transaction:
	<ul style="list-style-type: none"><li>For transactions that originate as journals, it is the user ID of the person who entered the journal, followed by the journal source, journal line description, and journal line reference.</li><li>For vouchers, it is the PO Line long description, if the voucher is associated with a PO.</li><li>For cash advances, it is the cash advance name.</li><li>For expense reports, it is the expense report name.</li><li>For AR Misc. deposits, it is the entry type, followed by the Deposit ID, the Group ID, and the Payment ID.</li><li>For AR Items, it is the entry type followed by the deposit ID, the group ID, and the payment ID, if there is one.</li></ul>
Line Descr	<ul style="list-style-type: none"><li>For vouchers, it is the voucher line description.</li><li>For journals, it is the journal line description.</li><li>For AR items and misc. deposits, it is the description from the journal line.</li><li>For invoices, it is the invoice line description.</li><li>For cash advances, it is the cash advance line description.</li><li>For expense reports, it is the expense report line's expense type.</li></ul>
Name	The traveler name for expense reports and travel advances, the customer for invoices and AR Items, and the vendor for vouchers.
PO ID	If the original transaction was a voucher that was associated with a PO, this is the PO ID.
PO Line #	If the original transaction was a voucher that was associated with a PO, this is the PO line.
ID	The ID that is associated with the Name value above. For example, it is the customer ID, employee ID, or vendor ID.
Invoice ID	If the item came from billing, this is the invoice ID.
Group ID	If the item came from the Accounts Receivable module, this is the AR Group ID.
Deposit ID	If the item came from the Accounts Receivable module, this is the AR Deposit ID.
Payment ID	If the item came from the Accounts Receivable module, this is the AR Payment ID.
Jrnl Ln Ref	The journal line reference field from the journal line
Jrnl Post Dt	The date the journal was posted

<b>XLS Column Header</b>	<b>Information</b>
<b>Account</b>	Account from the journal line
<b>Acct Type</b>	Identifies the type of account : E-Expense, R-Revenue, A-Asset, L-Liability, Q-Equity/ Net Asset
<b>Acct Descr</b>	Description of the account
<b>Amount</b>	The monetary amount
See the rest of the chartfields descriptions below.	

## Open Purchase Order Summary

This section lists open purchase orders (POs).

- For periods prior to FY18, the report will list the POs open as of the date you run the report.
- For closed periods in FY18 and beyond, the report will list the POs that were open at the time of period-close.
- For open periods, the report will list the POs open as of the date you run the report.

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

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

**PO ID:** the Purchase order ID

**Ln/Dst:** the Purchase order line/ distribution line

**Budget Dt:** This controls the fiscal year that the encumbrance updates

**Vendor:** the short description of the Supplier (vendor)

**Line Description:** the line description from the PO

**PO Amt:** This is the amount on the PO. If the purchase order was 'rolled' forward from the previous fiscal year, the amount represents only the amount that was rolled forward. For example, if the PO was originally for \$500,000 in 2008, and then in 2008, \$100,000 was spent, only \$400,000 would roll forward into 2009. Not all purchase orders roll forward.

**Liquidations:** The amount that has been liquidated from the purchase order. Liquidations occur when distribution lines are canceled or when a voucher is created to pay an invoice from the PO.

**Remaining amount:** The PO amount minus the liquidations. This should equal the amount encumbered on purchase orders.

**Vouchered:** The amount from the PO that has been turned into a voucher to create a payment.

**Chartstring:** The chartstring on the purchase order distribution line.

## Payroll Summary by Person

This section shows a summary of payroll-related accounting for the fiscal year. Note that this summary reflects what has posted to the general ledger during the selected timeframe. For example, if I requested a retroactive salary distribution today that affected a 2017 pay end date, the accounting entries would still post in the current fiscal year, not in 2017, since that fiscal year has closed.

There is a subtotal for each chartstring, unless there is only one person listed for a chartstring.

This section contains the following information:

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

## Reading the Monthly Budget Report—Projects

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

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

### *Net Asset Option*

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

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

### *Output Options*

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

#### **Financial Data to XLS:**

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

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

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

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

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

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

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

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

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

### **Heading Information**

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

### **Subtotals**

Subtotals will appear for the following:

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

The Direct expense total will appear before the F&A total for the projects in SP\_CHILD2 where F&A posts at the F6600 level. That is, all non-F&A expenses will be subtotaled within each chartstring, then the F&A total will appear, and then the total for the chartstring will appear.

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



### *Data Sources*

1. **Budget** numbers will be as of the last accounting period selected in the range. If the last accounting period selected is open, these numbers should match the numbers seen on the Budget Overview Page or the Budget Status report for a project.
2. **Encumbrance and Pre-Encumbrance** numbers will be as of the last accounting period selected in the range. If the last accounting period selected is open, these numbers should match the numbers seen on the Budget Overview Page or the Budget Status report for a project.
3. The **Revenue and Expense amounts** are from the Actuals Ledger (also known as the GL). This allows us to derive the accounting period of the transaction—that information is not stored in Commitment Control. Because of this, the Actuals number may not match the number seen in Commitment Control due to timing differences.

**Note:** Only posted journals are included in the report. The revenue and expense numbers can thus be tied to the General Ledger > Review Financial Information page or to the Trial Balance report.

4. If the project is not a sponsored **Budget Bump** Project, the **Spending Authority** column is calculated by subtracting the encumbrances, pre- encumbrances and actual expenses from the Budget. The revenue numbers are not used in this remaining balance calculation. If the project is a budget bump project, that means that the spending authority is equal to the greater of recognized revenue or the revenue budget, plus the expense budget less any expenses, encumbrances and pre-encumbrances.

### **Next Steps After Reviewing Data**

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

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

- **Budget Overview Page:** From this page users can drill into various transactions to see the source transaction.
- **Budget Transaction Detail Report:** In this report users can see the details of the various transactions by chartstring.
- **Various Queries:** Depending on what needs to be researched, a query might help.
- **General Ledger > Review Financial Information > Ledger:** From this page users can drill into transactions to get more information. The ledger amounts should match the Actuals numbers in the report.
- **UV\_GL\_JRNL\_INQUIRY Query:** The sum of all transactions from posted journals should match the report.

- **Various Inquiry Pages**
- **HCM Labor Distribution Report**
- **HCM Queries:** See the [PeopleSoft HCM Queries](#) user guide.
  - **UV\_PAY\_ERN\_DIST** – Review actual earnings distributions.
  - **UV\_RC\_FIND\_COMBOCODE\_USE\_ERN** - Review *current* earnings distributions.
  - **UV\_FY\_ENCUMBRANCES** – This query lists remaining encumbrances for the fiscal year.

**Other Notes:**

- If the budget, encumbrances, pre-encumbrances, and Actuals are all zero for a chartstring, that chartstring will not appear on the report.
- Remember that F&A expenses are not encumbered.
- Payroll is only encumbered for the current fiscal year, not for the lifetime of the project.
- The criteria on the run control page function on an “or” basis. This means that all projects that meet any of the criteria specified on the run control page will be selected in the report.
- Facilities and Administrative cost reimbursement revenue to the University will not appear in the report (account 42002). F&A revenue is associated with the project for accounting purposes, but should not be considered revenue to the project, and is thus excluded from the report to avoid confusion. Likewise, Sponsored Projects Direct Rev (account 42001) will only appear in the report for ‘budget bump’ projects.

## Closeout Report

### Overview of the Report

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

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

### Report Data Sources

In PeopleSoft, transactions occur in the various modules, and data are accumulated in three

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

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


- **The ACTUALS Ledger:** This is the General Ledger, which is where financial transactions post. The various modules in PeopleSoft generate accounting entries and send this data to the General Ledger via journal entries that are posted. When these journals are posted, the ACTUALS ledger is updated. Journals are posted nightly.
- **Commitment Control:** Transactions post to the Commitment Control ledgers as soon as a valid budget check is achieved. Only revenue and expense transactions post to Commitment Control.
- **The Projects Module's PROJ\_RESOURCE Table:** This is where all transactional data related to a project are accumulated. Grants-related processes like F&A calculation and Grants Billing run based on the data in this table.

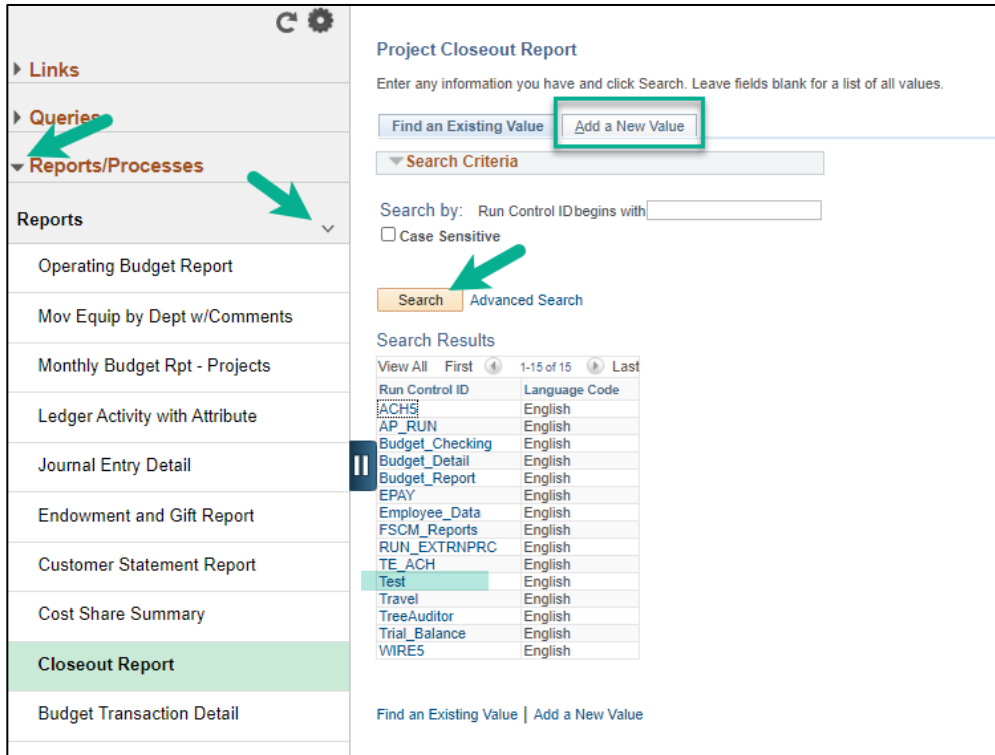
**Note:** This is only relevant for Projects. Transactional data is sent to a single table in the projects module called PROJ\_RESOURCE via nightly interfaces called the Cost Collection processes.

## Run the Closeout Report

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Reports/Processes** and **Reports** to expand the menu, showing a list of frequently used reports. Select **Closeout Report**.
4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.



**Project Closeout Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Search Criteria**

Search by: Run Control ID begins with

☐ Case Sensitive

**Search** | Advanced Search

**Search Results**

View All | First | 1-15 of 15 | Last

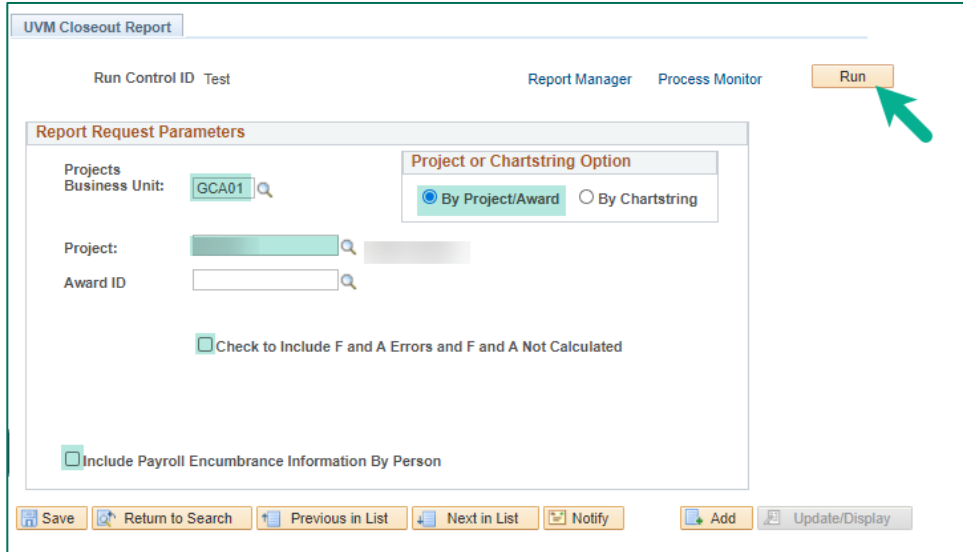
Run Control ID	Language Code
ACHS	English
AP_RUN	English
Budget_Checking	English
Budget_Detail	English
Budget_Report	English
EPAY	English
Employee_Data	English
FSCM_Reports	English
RUN_EXTRNPRC	English
TE_ACH	English
<b>Test</b>	English
Travel	English
TreeAuditor	English
Trial_Balance	English
WIRES	English

Find an Existing Value | Add a New Value

5. There are two options: [Run report for a project](#) or [Run report for a chartstring](#).

### **Run the report for a project**

1. Select the **Project/Award** option to run the report.
2. Fill in the **Projects Business Unit**. Choose either PC001 for non-sponsored projects, or GCA01 for sponsored projects.
3. Enter either a **Project** or an **Award ID**. When selecting an Award ID, information will print for all projects associated with the award.
4. Check the box to include information on **F and A Errors and F and A not Calculated** yet. Don't check this box if the project is not subject to F&A. (F&A is the facilities and administrative cost expense that most sponsored projects are assessed.)
5. Check the box to include **Payroll Encumbrance Information By Person**, if desired.
6. Click **Run**.



UVM Closeout Report

Run Control ID Test Report Manager Process Monitor **Run**

**Report Request Parameters**

Projects  
Business Unit: GCA01

Project or Chartstring Option  
☒ By Project/Award ☐ By Chartstring

Project: [ ]

Award ID: [ ]

☐ Check to Include F and A Errors and F and A Not Calculated

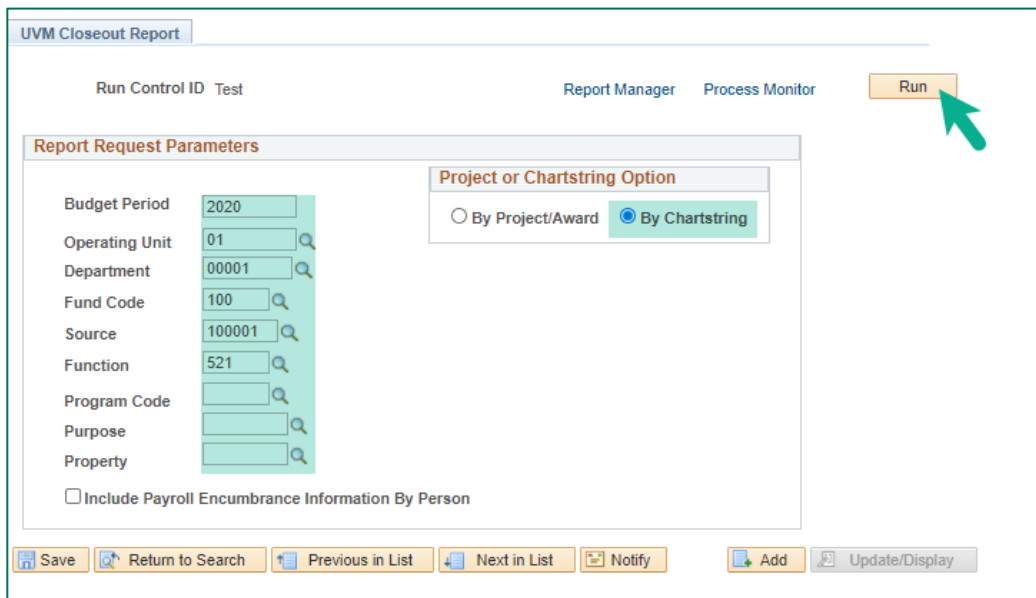
☐ Include Payroll Encumbrance Information By Person

Save Return to Search Previous in List Next in List Notify Add Update/Display

### *Run the report for a chartstring*

1. Under Project or Chartstring Option, select **By Chartstring**.
2. Enter the Fiscal Year (Budget Period), and select at least five chartfield values. This will limit the report; otherwise the report will yield a significant amount of data.
3. Click **Run**.

**Note:** Some sections are not relevant for the chartstring option and will not appear in the report. Use the [Budget Status Report or Budget Overview \(PDF\)](#) for chartstring budget-to-actuals information. This report is not intended to duplicate that information, but rather to illustrate transactions that are in progress or may require action. The table below describes the various sections.



UVM Closeout Report

Run Control ID Test Report Manager Process Monitor **Run**

**Report Request Parameters**

Budget Period: 2020

Operating Unit: 01

Department: 00001

Fund Code: 100

Source: 100001

Function: 521

Program Code: [ ]

Purpose: [ ]

Property: [ ]

Project or Chartstring Option  
☐ By Project/Award ☒ By Chartstring

☐ Include Payroll Encumbrance Information By Person

Save Return to Search Previous in List Next in List Notify Add Update/Display

## Explanation of Report Results

The Closeout Report has various sections that are described below; some sections will not appear in the report if there are no issues.

#	Section Title	Description	Data Displayed	Chartstring or Project Option
	Heading	Displays heading information about the Project/ Award or chartfield parameters selected.	<b>For Project Option:</b> Project Id, Project Description, Award ID, Award Title, PI, Award Ref #, PI Name, F&A Rate Info, when the report was run. <b>For Chartstring Option:</b> Selected chartfield values and their descriptions	Both
1A	Quick Budget-to-Actuals Summary	Overall summary of budget to actuals. If there is cost-share on the project, the cost-share and non-cost share totals are presented separately.		Project Option Only
1B	Quick PROJ_RESOURCE Summary By Chartstring	Shows totals by chartstring, by analysis type, for the project id from the PROJ_RESOURCE table. PROJ_RESOURCE is the table within the projects module in which data related to a project are accumulated. The data are interfaced into the table via Cost Collection processes that run nightly. After the data arrive in this table, it is available to the F&A calculation process, as well as to have pricing processes run on it, which makes it available to be billed to the sponsor. Billing for all GCA01 projects is handled by SPA.	<ul style="list-style-type: none"> <li>• Analysis Type</li> <li>• Analysis Type Description</li> <li>• Chartstring</li> <li>• Amount</li> </ul> See below for more information on the <a href="#">Analysis Types</a> .	Only relevant for Project Option

#	Section Title	Description	Data Displayed	Chartstring or Project Option
1C	Encumbrance/ Pre- Encumbrance Totals by Chartstring	Shows the ledger and the chartstring and amount that the encumbrances are on. This number is the remaining encumbrances left for the UVM fiscal year.	For the Chartstring option, the OPS_CH ledger group is used. For projects, all Commitment Control Ledgers with encumbrance/pre-encumbrances are listed.	Both
1Ca	Payroll Encumbrances by Person/ Job Record	Shows the remaining balance for payroll encumbrances for person/job record in the UVM fiscal year.		Both
2A	Commitment Control vs. Actuals Ledger Comparison for Expense Accounts	Show totals in Commitment Control and Actuals Ledger for Expenses only, for all chartstrings involving the project id.  Timing issues could cause this. Other sections of report should help indicate what is causing the difference.	<ul style="list-style-type: none"> <li>Chartstring (less account since detail account not in KK ledgers)</li> <li>Amount in KK</li> </ul>	Both
2A1	Commitment Control Items not in ACTUALS Ledger	Lists chartstrings w/total dollar amount for chartstrings that are in Commitment Control but where nothing is posted to the Actuals ledger for that chartstring.	<ul style="list-style-type: none"> <li>Chartstring (less account since detail account not in KK ledgers)</li> <li>Amount in KK</li> <li>Actuals Ledger Amount</li> <li>Difference</li> </ul>	Both
2B	PROJ_ RESOURCE vs. Actuals Ledger Comparison	Lists totals by chartstring in PROJ_RESOURCE and the Actuals Ledger for expense accounts. If there is a difference, check to see if cost collect process has been run.	<ul style="list-style-type: none"> <li>Chartstring</li> <li>Amount in PROJ_RESOURCE</li> <li>Actuals Ledger Amount</li> <li>Difference</li> </ul>	Only relevant for Project Option
2C	Amount of SFA in PROJ_ RESOURCE	Lists rows that are not in the Actuals Ledger but are in PROJ_RESOURCE due to system issues. Log a <a href="#">Footprint</a> if results appear in this section.		Only relevant for Project Option

#	Section Title	Description	Data Displayed	Chartstring or Project Option
3A	Posted AP Costs ready to be Cost-Collected	Indicates whether or not there are transactions that have not been cost collected from Accounts Payable yet.	Shows total dollar amount not cost collected. Details not listed because the cost collection process should simply be run to resolve this. Cost Collection runs at night.	Only relevant for Project Option
3B	EX transactions ready to be cost collected	Indicates whether there are transactions that haven't been cost collected from Travel and Expenses yet.	Same as 3A	Only relevant for Project Option
3C	POs Ready to be Cost Collected	Indicates whether there are PO transactions that haven't been cost collected from Purchasing yet.	Same as 3A	Only relevant for Project Option
3D	REQs ready to be Cost Collected	Indicates whether there are Requisition transactions that haven't been cost collected from Purchasing yet.	Same as 3A	Only relevant for Project Option
3E	Posted GL Costs ready to be Cost Collected	Indicates whether there are journal entries that haven't been cost collected from the General Ledger module yet.	Same as 3A	Only relevant for Project Option
3F	Journal Generation Status	Indicates if there are accounting entries from sub-systems that are not yet posted to the General Ledger	Journal Generation process runs at night	Both
4A	Actuals Journals That Are not Posted	<p>List all journals not posted for this chartstring/project.</p> <p>Questions to ask: Are there errors on the journal? Is the journal submitted yet? Is the journal approved? Journals are posted every night if approved.</p>	<ul style="list-style-type: none"> <li>• Journal ID</li> <li>• Journal Line #</li> <li>• Journal Date</li> <li>• Budget Hdr Status</li> <li>• Approval Status</li> <li>• User ID of person entering journal</li> <li>• Journal Line Description</li> <li>• Chartstring</li> <li>• Amount</li> </ul>	Both





#	Section Title	Description	Data Displayed	Chartstring or Project Option
4A1	Budget Journals/ Transfers that are not posted	List all budget transfers or budget journals that are not posted for the chartstring/project. These should either be completed or deleted if not needed anymore.	<ul style="list-style-type: none"> <li>• User ID (who entered the transfer/journal)</li> <li>• Journal Id</li> <li>• Journal Date</li> <li>• Ledger Group</li> <li>• Description</li> </ul>	Both
4B	Budget transfers that need to be completed	<p>Complete by either deleting them if they are not necessary or by getting them posted. Work with your FAB analyst to get them posted if there are issues.</p> <p>Delete a budget transfer: Select <b>Delete</b> from the drop-down menu on the lines tab and click <b>Process</b>.</p>	<ul style="list-style-type: none"> <li>• User ID of person entering Budget transfer</li> <li>• Transfer ID</li> <li>• Transfer Date</li> <li>• ledger</li> <li>• Description</li> </ul>	Both
4B	Expense Reports in Progress	List all expense reports that are in progress.	<ul style="list-style-type: none"> <li>• Expense Report ID/ Line Nbr/ Distrib Line Nbr</li> <li>• Accounting Date</li> <li>• Budget Hdr Status</li> <li>• Name of person on Expense Report</li> <li>• Expense Report Status</li> <li>• Expense Rpt Line Description</li> <li>• Chartstring</li> <li>• Amount</li> </ul>	Both
4C	Travel Authorizations in Progress	List all Travel Authorizations that are in progress.	<ul style="list-style-type: none"> <li>• Travel Auth ID/ Line Nbr/ Distrib Line Nbr</li> <li>• Accounting Date</li> <li>• Budget Hdr Status</li> <li>• Name of person on Travel Auth</li> <li>• Travel Auth Status</li> <li>• Travel Auth Line Description</li> <li>• Chartstring</li> <li>• Amount</li> </ul>	Both



#	Section Title	Description	Data Displayed	Chartstring or Project Option
4E1	Purchase Orders Available for Sourcing	<p>Lists POs available for sourcing, even if they have \$0 on them.</p> <p>The empty purchase order should be closed out so that it is not available for sourcing anymore at project closeout.</p>	<ul style="list-style-type: none"><li>• PO Business Unit</li><li>• PO ID/Line/Schedule/Dist Line Nbr</li><li>• Accounting Date</li><li>• Vendor Name</li><li>• Chartstring</li></ul>	Both
4F	Vouchers in Progress	<p>List all Vouchers not yet in the accounting line table. This section also alerts users to the use of any prepaid or deferred revenue accounts used for the selected parameters.</p> <p>If prepaid expense is recorded in the old fiscal year, transfer these expenses to the appropriate regular expense account in the new fiscal year by creating journal entries (debit the expense account; credit the prepaid account). After the journals are posted in the new fiscal year, rerun this report to verify that the prepaid account balances net to \$0 in the new fiscal year – after the balances have rolled to the new fiscal year.</p>	<ul style="list-style-type: none"><li>• Voucher Id/Line/Dist Line Number</li><li>• Accounting Date</li><li>• Budget Hdr Status</li><li>• Vendor/Line Description</li><li>• Chartstring</li><li>• Amount</li></ul>	Both
4F1	Unpaid vouchers	Returns information on vouchers that have been accrued and expensed but not yet been paid to the Supplier.	<ul style="list-style-type: none"><li>• </li></ul>	Project (GCA01 only)

#	Section Title	Description	Data Displayed	Chartstring or Project Option
4F2	Unreconciled checks, ACH, Wires	Returns information on vouchers and expense reports that have payments that have not been reconciled or cashed by the supplier or employee.	<ul style="list-style-type: none"> <li>• Voucher ID or expense report</li> <li>• Supplier ID and name or employee name</li> <li>• Payment method (ie. CHK, ACH, WIR)</li> <li>• Voucher or expense account amount</li> <li>• Payment date</li> <li>• Payment reference (ie. check #, ACH or WIR reference)</li> </ul>	Both
5A	Incorrect Analysis Type Usage	List transactions in PROJ_RESOURCE where Analysis Type used is incorrect. Occurs when wrong analysis type is chosen in journal entries. Depending on the type of error, a journal entry may need to be done to correct this. Use a query like UV_GL_JRNL_INQUIRY to determine which lines need to be corrected since the info in the report is summarized so that the effect of correcting entries is taken into account.	<ul style="list-style-type: none"> <li>• Analysis Type</li> <li>• Function</li> <li>• Function Description</li> <li>• Account</li> <li>• Account Type</li> <li>• Account Description</li> <li>• Amount total on this chartstring / analysis type</li> </ul>	Only relevant for Project Option
6A	F&A not calculated yet for these rows	Lists all transactions that don't have F&A calculated on them that should. This could be caused by the F&A process not having been run yet - it currently is being run approximately once a week.	<ul style="list-style-type: none"> <li>• Analysis Type</li> <li>• Accounting Date</li> <li>• Resource ID</li> <li>• Chartstring</li> <li>• Amount</li> </ul>	Only relevant for Project Option

#	Section Title	Description	Data Displayed	Chartstring or Project Option
6B	F&A Errors for this Project	<p>List ALL F&amp;A Errors for the Project ID.</p> <p>Note that if a project shouldn't have F&amp;A calculated, it may be in this list. This indicates that the rate can't be found. If there is no F&amp;A, there will be no rate, and ignore this section for such projects, or use the checkbox on the run control page to hide this section when it is not relevant.</p> <p>These errors can be caused for various reasons, including budget-checking errors.</p>	<ul style="list-style-type: none"> <li>• Analysis Type</li> <li>• Resource ID</li> <li>• Accounting Date</li> <li>• Chartstring</li> <li>• Error Message</li> <li>• Amount</li> </ul> <p><b>Note:</b> Amount will be zero if error was such that the amount of F&amp;A couldn't be calculated. For this reason, no total is listed as it would be misleading.</p>	Only relevant for Project Option
7A	Rows in HR_ACCTG_LINE missing	<p>Shows rows that came from payroll but couldn't be moved to the next step to be budget-checked because of missing default activity (if there is more than 1 activity for a project, a default activity must be set on the User Defined fields tab of the Project component), because the project is inactive, or because payroll processing is not completed for this payroll.</p> <p>If this issue was resolved by setting up the default salary activity (this is only for non-sponsored projects with more than 1 activity), log a footprint stating the steps taken so that a process can be run to process this row).</p>	<ul style="list-style-type: none"> <li>• Amount Type (Encumbrance or Actuals)</li> <li>• Chartstring</li> <li>• Amount</li> </ul>	

#	Section Title	Description	Data Displayed	Chartstring or Project Option
8A	System Suspense	Lists transactions that are in system suspense. This usually happens because of a combo-edit error on the chartstring that came from the HR Payroll system.	<ul style="list-style-type: none"> <li>Total Amount for selected parameters is listed.</li> </ul>	Both
9A, 9A1	Payroll Transactions with Budget Checking Errors	<p>List all Budget Checking Errors for Payroll Transactions, including Encumbrances.</p> <p>Resolution Could Include the Following:</p> <ul style="list-style-type: none"> <li>- Retro in HCM to the Correct Chartstring if bad string was used.</li> <li>- Override the Transaction - can only be done by FRAS, for AG_RELATED projects.</li> <li>- Change End Date or Control option and have the transaction re-budgeted Checked. - can only be done by FRAS , or</li> </ul> <p><b>Note:</b> Payroll budget if something is overridden and not budget-checked immediately, it will get budget checked at night (M-F)</p>	<ul style="list-style-type: none"> <li>KK Amount Type (act or enc)</li> <li>Ledger Group</li> <li>Transaction Number</li> <li>Budget Date (should equal pay end date)</li> <li>Error Message</li> <li>Chartstring</li> <li>Amount</li> </ul>	Both
10A	Non-Payroll/Non-F&A BUDGET CHECKING ERRORS for this Project	List all budget-checking errors for transactions other than F&A and Payroll since those were listed above.	<p>For each type of transaction lists:</p> <ul style="list-style-type: none"> <li>Doc ID/Line/Sched/Dist as appropriate for item</li> <li>Line Description info Chartstring</li> <li>Budget Check Error Message</li> <li>Amount</li> </ul>	Both

#	Section Title	Description	Data Displayed	Chartstring or Project Option
11A	Award Milestones	List milestones that have been set up on the Award in PeopleSoft. Only relevant for Grants-related projects. Note that SPA may not have set up all milestones for all awards yet.	<ul style="list-style-type: none"> <li>• Milestone Type</li> <li>• Milestone Code</li> <li>• Due Dt</li> <li>• Completed/ Not Completed Status</li> <li>• Completion Date</li> <li>• Completed By</li> <li>• Text/Notes</li> </ul>	Only relevant for Project Option
12A	PurCard Defaults	Lists people who use the selected project or chartstring as their PurCard default chartstring.	<ul style="list-style-type: none"> <li>• Employee ID</li> <li>• Name</li> <li>• Expiration Date of PurCard</li> <li>• Chartstring</li> </ul>	Both
12B	Expense Report Defaults	Lists people who use the selected project or chartstring as their Expense Report default chartstring.	<ul style="list-style-type: none"> <li>• Employee ID</li> <li>• Name</li> <li>• Chartstring</li> </ul>	Both
13A	Outstanding Distribution Change Requests	Shows all outstanding distribution forms impacting the project that have been created in HCM but not yet final-approved by Payroll for processing.	<ul style="list-style-type: none"> <li>• Distribution change request ID</li> <li>• Distribution change request Date (when form created)</li> <li>• Fiscal year</li> <li>• Distribution status</li> <li>• Employee name</li> <li>• Requestor</li> </ul>	Both

## Analysis Types

**Actual Expense or Revenue Transaction\*** column indicates if the sum of all the transactions of this type should tie to the Commitment Control and Actuals Ledgers. Certain types of transactions are used for system purposes and are not actual expense or revenue transactions.

Analysis Type	Short Description	Notes	Actual Expense or Revenue Transaction*
ACT	Actual Cost	Expenses from Accounts Payable module. The AP expenses are retrieved from the AP module on a nightly basis when the transaction is ready to be interfaced into the PROJ_RESOURCE table.	Yes
BAJ	Billing Adjustment	Billing Adjustment from Billing Module. These transactions are created when billing adjustments occur in the billing module and are then interfaced into PROJ_RESOURCE.	No
BIL	Billable Amount	Amount that can be billed. Using the Pricing process which is run on eligible transactions when the expenses are interfaced into PROJ_RESOURCE.	No
BLD	Billed Amount	Amount that has been billed. For grants that are billed on an as-incurred basis, after the bill has been created, the transaction is marked with a BLD analysis type.	No
BUD	Total Cost Budget	When a grant budget is set up by SPA using the Grants Budgeting page, a BUD row is created. If the budget is set up with a budget transfer instead, no BUD row is created. Therefore, budget information should be reviewed in Commitment Control, not in the PROJ_RESOURCE table since the budget information in PROJ_RESOURCE may not be complete.	No
CAC	Cost Sharing Actuals	Cost Share Expense from Accounts Payable module. Any expense that occurs in the AP module for a transaction with a cost-share function will be tagged with this analysis type.	Yes
CAP	Campus Archeological Program	Markup based on expenses. Only certain transactions for the Consulting Archeology program are subject to this markup.	Yes

Analysis Type	Short Description	Notes	Actual Expense or Revenue Transaction*
CBU	Cost Sharing Budget	When a grant cost-share budget is set up by SPA using the Grants Budgeting page, a BUD row is created. If the budget is set up with a budget transfer instead, no CBU row is created. Therefore, Budget information should be reviewed in Commitment Control, not in the PROJ_RESOURCE table since the budget information in PROJ_RESOURCE may not be complete.	No
CCN	Cost Share Conversion Only	Converted Cost Share expense. These are cost-share expenses that were converted into PeopleSoft from the FRS system.	Yes
CEX	Cost Sharing Travel Expenses	Cost Share Expense from Expenses module. Any expense that occurs in the Expenses module for a transaction with a cost-share function will be tagged with this analysis type.	
CFA	Cost Sharing F&A	F&A that is calculated on Cost Share Transactions. This is for reporting and analysis purposes only; it is not a true expense to the project.	No
CGE	Cost Sharing GL Expense	Cost-Sharing Expense from a journal entry. Select 'CGE' if the transaction is a cost-sharing transaction.	Yes
CNV	Conversion Only	Converted expense. These are expenses that were converted into PeopleSoft from the FRS system.	Yes
CPY	Cost Share Payroll	Cost-Share expense on a payroll transaction.	Yes
CWF	Reclass to Interest Project	Common Wealth Fund. Use on a journal ONLY after contacting General Accounting or SPA for more information.	Yes
EXP	Travel Actual Expenses	Expenses from an Expense Report are retrieved from the Expenses module on a nightly basis when the transaction is ready to be interfaced into the PROJ_RESOURCE table.	Yes
FBD	Fixed Cost Billed Amount	Transaction recorded for fixed cost billing.	No
GCP	Manual CAP Adjustment	Adjustment to a CAP expense done manually with a journal entry. See CAP information above.	Yes
GFA	Manual F&A Adjustment	Manual adjustment to F&A done by SPA when the system-calculated F&A needs to be adjusted.	Yes



Analysis Type	Short Description	Notes	Actual Expense or Revenue Transaction*
GLE	GL Expense	Expense from a journal entry	Yes
GLP	Project Payroll	Payroll expense	Yes
GLR	GL Revenue	Revenue transaction from the General Ledger or from miscellaneous deposits to revenue accounts.	Yes
OLT	Over Limit	An amount that would normally be billable except that the expense takes the award over the limit of what can be billed.	No
SFA	Sponsor F&A	Sponsor Facilities and Administration Expense. This is the F&A amount that will be charged to the sponsor. The SFA rows are calculated based on the award set up. Awards are set up to use certain F&A rates, which are based on certain types of expenses. The rates and rules for which expenses are subject to F&A can vary by award.	Yes
TPB	Third Party Budget	Budget for Third Party. Contact SPA for more information.	No
UAJ	Prepaid Utilization Adjustment	Associated with Grant billing adjustments on prepaid contracts.	No
UTL	Prepaid Utilization (Billing)	Associated with Grant billing on prepaid contracts. As expenses are incurred on pre-paid contracts, pre-paid dollars are used. UTL rows reflect the revenue as expenses are incurred	No
WFA	Waived F&A	UVM cannot recover this waived F&A expense by billing the sponsor, based on the contract. This is for reporting and analysis purposes only; it is not a true expense.	No

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

## Frequently Asked Questions

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

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

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

### When should I include the Net Asset/Net Activity in my Operating Budget Report?

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

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

See the details of all open purchase orders using the query UV\_OPEN\_PO\_BY\_DEPT\_PROJECT. For any given chartfield combination, this query will show all open POs, the total PO line amount, and the amount vouchered to date.

Payroll encumbrances are described in the [question below on payroll expense](#).

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

Actual revenue and expense figures are available on the GL Inquiry page. See the [General Ledger User Guide \(PDF\)](#).

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

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

- The UV\_PAY\_ERN\_DIST query will show the payroll expense by employee, by pay period

end date. (Be sure to supply wildcards where appropriate instead of leaving prompt fields blank).

- UV\_FY\_ENCUMBRANCES query will display the total of open encumbrances by person and chartstring.

### **Are there issues around payrolls posting?**

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

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

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

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

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

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

### **When I run the closeout report and see an unreconciled check, ACH or Wire, what should I do?**

To confirm the payment is truly unreconciled, follow-up with Financial Reporting and Accounting Services. They will let you know if there is anything to be done on your part for the payment.

## Resources/Help

### Help/Footprints

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

### Helpful Links

- [General Information on Running Reports and Queries \(PDF\)](#)
- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)
- [University Policies and Operating Procedures](#)

### Relevant UVM Departments

- [Financial Reporting & Accounting Services](#)
- [Financial Analysis & Budgeting](#)
- [Sponsored Project Administration](#)

### Suggestions? Updates?

Send an e-mail to [PS9-1Upgrade@uvm.edu](mailto:PS9-1Upgrade@uvm.edu).