



MONTHLY BUSINESS PROCESSES

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Overview

This is a guide to various month-end procedures and tasks that financial and business managers need to complete in both PeopleSoft Financials and PeopleSoft HR.

Month-End Procedures

The University closes each accounting period following a month-end close process in PeopleSoft Financials. All journals for an accounting period must be **approved and posted** within five business days of the last day of the period. It is individual users' responsibility to submit journals for approval by noon on the third business day following the period end. An [annual schedule of journal due dates](#) is posted online.

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

Month-end operations on the period-closed day:

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

1. All recycled, denied, or saved in incomplete status journals will be deleted. (See instructions on finding the status of the journal in the [Journal Entries User Guide \(PDF\)](#).)
2. All other journals that are in progress will be rolled forward into the next open period. See the [glossary](#) for a complete listing of journal statuses and actions that will occur at month-end.
3. The journal date will change to the 1st day of the next open period. These journals must be resubmitted. Sponsored Project Administration (SPA) and Financial Reporting and Accounting Services (FRAS) will complete their worklists prior to the day the period closes, so a submitted journal should be approved or denied by the period close.
4. No further departmental action is required for journals that have hit the SPA or FRAS worklists. Users can verify that an item is in the SPA or FRAS worklist by looking at the Approval tab of the journal. Items on the worklist will indicate a status of "Pending Approval."
5. If the journal contains any row with a sponsored project on it, then the journal goes to the SPA worklist; otherwise, it goes to the FRAS worklist.
6. Another indication that a journal has been rolled forward is if the Original Journal Date field appears next to the user ID field on the Journal Header page, and if the journal date is now the first date of the first accounting period that is open.



Month-End Tasks for Business Managers

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

1. Run the **Closeout Report** for all projects and all departmental chartstrings and clean up any issues.
2. Ensure that all **Journal Entries** are complete, including **PurCard journals**.
3. Ensure that all **Expense Reports** are complete:
 - a. All created reports are submitted.
 - b. All submitted reports are approved.
4. Ensure that all **Cash Advances** are complete.
5. Ensure that all **Travel Authorizations** are complete.
6. Ensure that all **Requisitions** have a valid budget check.
7. Ensure that all **Purchase Orders (POs)** that are currently open should indeed be open, and ensure that any POs that have zero dollars remaining or that are not needed any more are closed by [emailing Purchasing Services](#).
8. Submit any labor distribution changes in advance so there will be no need to do retroactive salary distribution changes.
9. Run the PeopleSoft HR query **UV_DIST_PAST_PROJECT_END_DATE** located in the Sponsored Project Admin group, to check if anyone in your unit currently is or will soon be distributed to a project past the project's end date.
10. Respond to all emails regarding issues related to payroll suspense.
11. Respond to any requests from other units who are trying to charge your budget and are getting budget-checking errors.
12. Respond to any emails from Dawn Caffrey regarding budget-checking errors on operating funds.
13. Review the **Budget Transaction Detail Report**:
 - Ensure all expenses are accurately reflected.
 - Ensure any expected revenue has been posted.
14. Respond to all **Footprints tickets** and let us know if they can be closed or if there is still an open question.
15. Prepare all **invoices** in PeopleSoft before the external billing deadline.
16. Review open **Accounts Receivable** for your external customers and follow up on any overdue payments.



17. Make sure all deposits are made by the end of the month.
18. Run the [Operating Budget Report / Monthly Budget Report–Projects \(PDF\)](#) to get your final month-ending picture. These reports can be run at any time, but ideally should be run after the month closes.

Screenshots, Tables, and Additional Resources

Run Closeout Report for All Projects and All Departmental Chartstrings

See complete instructions on running the Closeout Report in the [Basic Financial Reporting User Guide \(PDF\)](#). The report may be run by Project/Award or by Chartstring.

The screenshots show the 'Project Closeout Report' interface. The left screenshot shows the 'Run' button highlighted with a green arrow. The right screenshot shows the 'Project or Chartstring Option' dropdown menu open, with 'By Chartstring' selected and highlighted with a green arrow.

Non-PurCard Journals

See complete instructions on working with Journal Entries in the [Journal Entries User Guide \(PDF\)](#).

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

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	2	500.00	500.00	V	V	Pending Approval

Find Journals that are not Posted

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

1. Search using **Create/Update Journal Entries** to find an existing journal page.
Journal Date: > the end of the last period that has closed (e.g., 11/30/2018)



Journal Header Status: **not = Posted to Ledger(s)**
Entered By: valid **netID** or Department's **Source**

UVM Business Manager

Create/Update Journal Entries

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

Use Saved Search:

Business Unit: **UVM01**

Journal Date: **>** **05/31/2020**

Journal ID: **begins with**

Document Sequence Number: **begins with**

Line Business Unit:

Journal Header Status: **not =** **Posted to Ledger(s)**

Budget Checking Header Status: **=**

Workflow Status: **begins with**

Source: **=**

Entered By: **begins with**

Attachment Exist: **=**

Journal Class: **begins with**

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

2. Run the **UV_GL_NOT_POSTED_JRNL_SUMMARY** query located in the GL Queries group of the UVM Business Mgr WorkCenter, to Excel.

See instructions for running queries in the [Running Reports and Queries User Guide \(PDF\)](#).

Input: Fiscal Year and Current Period.

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

Query Viewer

UV_GL_NOT_POSTED_JRNL_SUMMARY - Journals that are not posted

Fiscal Year = **2020**
Period = **11**

Download results in: Excel Spreadsheet CSV Text File XML File (448 kb)

View All

Row	Year	Period	Date	User	Source	Journal ID	Status	Budget Status	Workflow Status	Original Date	Descr	Appr Rule	Email	First
1	2021	2	08/01/2020	BSPGPR	ABS	0000358703	V	V	None	07/01/2020	FY20 Facility Renewal Reserve			First: 1-100 of 757 Last
2	2021	2	08/01/2020	BSPGPR	ABS	0000358702	V	V	None	07/01/2020	FY20 Facility Renewal Reserve			
3	2021	2	08/01/2020	MSAYMOUR	PED	0000359171	V	V	None	07/08/2020	Moving phone charge from Genar			
4	2021	2	08/01/2020	JAMASHIA	BOH	0000359508	V	V	None	07/14/2020	Reallocate charges from projec			
5	2021	2	08/01/2020	KWELLS	ENR	0000357073	V	V	None	07/17/2020	A. Magowan 12.2.19 P138124 Move			
6	2021	2	08/01/2020	KWELLS	ENR	0000357070	V	V	None	07/17/2020	R. Gould. To move expense for D			
7	2021	2	08/01/2020	KWELLS	ENR	0000357072	V	V	None	07/17/2020	J. Duncan 4.2.20. Move expense			
8	2021	2	08/01/2020	JAMASHIA	BOH	0000357074	V	V	None	07/17/2020	Reallocate charges placed on p			
9	2021	2	08/01/2020	JUNVEE	GCA	0000357160	V	E	None	07/20/2020	Residual Balance Tr of DC to			
10	2021	2	08/01/2020	DIRINGS	ABS	0000357216	E	N	None	07/21/2020	UES: Transfer from General Fun			
11	2021	2	08/01/2020	JUNVEE	GCA	0000357225	V	E	None	07/21/2020	Changing Account code to comp			
12	2021	2	08/01/2020	JUNVEE	GCA	0000357477	V	E	None	07/27/2020	Write up at final to reconcile			
13	2021	2	08/01/2020	SHAWBEE	FIN	0000357552	V	V	None	07/28/2020	Payable account reconciled			



Explanation of Journal Statuses

Journal Status	Budget Status	Workflow Status	Error	Process to correct
V	E	None	Budget checking error	Click on budget status and drill down to find out which line is in error and what the error is. Contact SPA if it is on a grant. If not on a grant and you can't figure out what needs to be done, contact the Dean's Office or the ABSC.
E	N	None	Combo edit or balancing error	Approval page will tell what type of error. If combo edit error, the lines that are in error will be marked with X. Review to be sure OU & Dept are correct, account and function agree, no non-project fields are blank, and all fund 300 chartstrings have a SPA project.
N	N	None	Not edited	Click process to edit journal, then select submit and click process again.
T	N	None	Saved incomplete	Complete journal, edit, and submit or delete journal
V	V	Denied	Not approved	Delete journal, or redo and re-submit
V	V	None	Not submitted	Select submit and click process
V	V	Pending	Okay	No action needed - journal is in worklist awaiting approval

Status	Action	Notes
Journal has been Denied / Recycled – regardless of any other status	Journal will be deleted.	
E - Journal Has Errors	Journal will be rolled forward.	There is a limit on the number of times a journal can roll forward.
N - No Status - Needs to be Edited	Journal will be rolled forward.	There is a limit on the number of times a journal can roll forward.
P - Posted to Ledger(s)	No action needed – journal has been posted.	
T - Journal Entry Incomplete	Journal will be deleted.	
U – Unposted	No action needed – an unposted journal is just a reversal of a posted journal and so unposted journals are technically posted to the ledger.	



Status	Action	Notes
V - Valid Journal - Edits Complete Budget Status is Valid or Error Journal is Submitted or Not Submitted	Journal will be rolled forward.	All journals that are in worklist should be approved by central administration before the period closes. If that doesn't occur, the valid journals in the worklists will be rolled forward and will require resubmission for them to be restored to the worklist. You will be notified if this is the case.

Rolling of Incomplete Journals

- You will receive an email with a list of your incomplete journals on the 1st day after month-end. If a journal has already been rolled from the previous month, correct it within 5 days or it will be deleted. There is no record in PeopleSoft of deleted journals.
- Journals that are rolled to the following month are re-dated to the first of the month.
- The original date of the journal can be found by using the un-posted journals query, or by looking in the lower-right side of the header page.

Journal Notes

- Journals will not roll across fiscal years.
- The Budget Date, which is used to determine if the transaction is within the project start and end dates, will remain the same as the original journal date. Therefore changing the journal date should not cause "budget date out of bounds" errors.
- The Original Journal Date will appear on the Journal Header page next to the user ID field if the two dates are different.
- See the [Journal Entries User Guide \(PDF\)](#) for information on University policies related to journal entries.
- PurCard Journals will not roll forward and MUST be completed by the Period Close Date or the Disbursement Center will re-allocate the journal. If this happens frequently, the Disbursement Center could inactivate the PurCard.

PurCard Journals

See complete instructions for reallocating PurCard Journals in the [PurCard Reallocation Process User Guide \(PDF\)](#).

Incomplete PurCard Journals do not roll to next month. PurCard Journals must pass a valid budget check, and be submitted when complete.



The Cardholder's Name is listed at the top of the report.

The UNIVERSITY of VERMONT		PurCard Reallocation Report				Page: 1 of 2	
		Cardholder: Fitzgerald, Erin Mary		USBANK PURCARD 11/02/2018 1758			
Unit:	UVM01	Ledger Group:	ACTUALS	Entered by:	hleblanc	Run Dt	11/15/18
Journal ID:	P028138-51	Journal Date:	2018-11-02	Unpost Seq:	0	Run Time:	11:25:09 AM

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

I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Finding Incomplete PurCard Journals

There are two methods:

1. Use the Query: **UV_PURCARD_JRNLS_NOTFINISHD** located in the PurCard & Purchasing Queries group of the UVM Business Mgr WorkCenter.

2. Use the **Closeout Report**, see the [Basic Reports User Guide \(PDF\)](#) for instructions. **Section 4A** includes all of the purchasing cards journals that are not posted that default to the chartstring selected to produce the report.

4A. Actuals Journals That are not Posted

P0xxxx-51 1 01-FEB-2009 E None netid CHICAGO DISTRIBUTIO 01/12/2009
60161 22 57000 300 201102 311 010888 0000 0000 0000 31.25

Reallocate any unfinished journals and submit completed journals.



Finding PurCard Chartstring Defaults

1. Run the [Closeout Report \(PDF\)](#).
2. Section 12A lists the people who use the selected project or chartstring as their PurCard default chartstring. When running to Closeout Report at the end of a project, this is an easy way to verify cardholders. Use this list to [enter a Footprint](#) to have the defaults on the cards changed, or the cards canceled.

Travel & Expense Transactions

Travel Authorizations

See the [Travel Authorizations User Guide \(PDF\)](#) for complete instructions.

1. Ensure a Travel Authorization is submitted if there is a Cash Advance.
2. Travel authorizations require budget checking before approving.
3. Travel authorizations (not cash advances) encumber budgets.
4. To find **Incomplete Travel Authorizations**:
 - Run the [Closeout Report \(PDF\)](#).
 - Section 4C includes all of the travel authorizations that are not complete that default to the chartstring selected to produce the report.

4C: Travel Authorizations in Progress

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

5. Complete and submit completed travel authorizations.
6. Ensure all travel forms are complete in **Approval List**.

Cash Advances

See the [Cash Advances User Guide \(PDF\)](#) for instructions.

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



Action Definitions:

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

3. Ensure all travel forms are complete in **Approval List**

Expense Reports

See the [Expense Reports User Guide \(PDF\)](#) for complete instructions.

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

4B. Expense Reports in Progress

00000xxxxx/5/0 29-MAY-2008 N Last,First Pending CSREES Admin. Officers Confere
Hotel s 60505 32 50020 330 201055 421 021759 0000 0496 0000 13.00

00000xxxxx/6/0 29-MAY-2008 N Last,First Pending CSREES Admin. Officers Confere
Lunch \$ 60503 32 50020 330 201055 421 021759 0000 0496 0000 26.00



Purchasing & Accounts Payable

Requisitions

See the [Requisitions, Purchase Orders, and Reviewing Payment Information User Guide \(PDF\)](#) for complete instructions.

1. Ensure that the requisition passes budget checking. If a requisition fails budget checking, it will not show up on any Purchasing Services list.
2. Click on the **eProcurement** tile then the **My Requisitions** tile or navigate to:
eProcurement > Manage Requisition
 - The Requisition Life Span displays the progress of the requisition from generating a Purchase Order to Invoice to Payment.
3. Request closing requisitions which are complete or will not be used.
4. Requisitions for Honoraria must include the Social Security number of the vendor. When you complete the information under Suggest a Vendor, include the person's Social Security number in the comments field.
5. In choosing a Category be sure to open the file folder with the + plus sign (located to the left of the menu) to reach the lowest navigation link. When choosing this descriptive hyperlink, it will later translate into an account number in the chartstring.
6. Remember: multiple items are allowed, but only one vendor per requisition.

Purchase Orders

- Verify that all purchase orders that are open should be open.
- Close any purchase orders with zero dollars remaining.
- Close any purchase orders you no longer need.

To find open purchase orders, there are two methods:

1. Use query: **UV_PO_OPEN_BY_DEPT_PROJECT** located in the PurCard & Purchasing Queries group of the UVM Business Mgr WorkCenter

The screenshot shows the PeopleSoft Query Viewer interface. On the left is a navigation pane with a tree structure. The 'Purcard & Purchasing Queries' folder is expanded, and 'UV_PO_OPEN_BY_DEPT_PROJECT' is selected. The main area displays the query title 'UV_PO_OPEN_BY_DEPT_PROJECT - Open PO's by Dept or Project' and a list of fields to be included in the query: Dept, Project, Fund, Source, Function, Program, Purpose, Property, PO Business Unit, Buyer, Req ID, Blanket PO Date, Entered By, Entered, and User Modify. Below the field list is a 'View Results' button. At the bottom, a table header row is visible with columns: Row, PO No., PO Date, Vendor Name, PO Line Amount, Vouchered To Date, Line#, Distrib Line#, Account, Open Unit, Dept, Fund, Source, Function, PO Bus Unit, Project, Activity, Program, Purpose, Property, PO Business Unit, Buyer, Req ID, Blanket PO Date, Entered By, Entered, User Modify.



2. Run the [Closeout Report \(PDF\)](#).

Section 4E includes all of the purchase orders that are open that default to the chartstring selected to produce the report.

4E. Purchase Orders in Progress

BU PO/Line/Sched/Dist Hold? PO Status BCM Line Status Descr Chartstring

```
-----
UVM01 00000xxxxx/1/1/2 02-JAN-2008 N Dispatched V Open Iron Mountain
Incorporated 64034 01 11550 100 100001 521 0000 0000 0000 1,162.54

UVM01 00000xxxxx/1/1/2 01-JUL-2008 N Dispatched V Open Iron Mountain
Incorporated 64034 01 11550 100 100001 521 0000 0000 0000 8,000.00
```

Prepaid Expenses and Deferred Revenue

Run the [Closeout Report \(PDF\)](#).

Section 4F includes all of the prepaid vouchers that default to the chartstring selected to produce the report.

```
4F. All Vouchers are completed for the selected parameters.
-----
Alert: There are balances in these accounts for this fiscal year.
-----
13001 Pre-Paid Exp - General      01 11230 100 100001 000      0000 0000 0000      12,500.00
```

Payments and Check Requests

1. Submit any necessary Check Requests
2. Respond to requests for information, documentation.
3. Respond to requests for corrected chartstrings.
4. Find unprocessed vouchers using the [Closeout Report \(PDF\)](#). Section 4F includes all of the vouchers which default to the chartstring selected to produce the report.

4F. Vouchers in Progress

```
0020xxxx/1/1 27-FEB-2009 E SUBJECT PAY 61021 15 55070 300 201001 311 023288
0000 0000 0000 50.00

0020xxxx/1/1 27-FEB-2009 E SUBJECT PAY 61021 15 55070 300 201001 311 023288
0000 0000 0000 50.00
```



Budget-Checking Errors

- Respond to other units who are receiving budget checking errors when trying to charge your chartstrings.
- To locate **Grant-Related Exceptions**, run the query **UV_GM_KK_ERRORS_ALL** located in the KK Queries group of the UVM Business Mgr WorkCenter
- Resolve any payroll budget-checking errors.

Common Errors

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

Resolving Errors

Budget Checking Error Name	Process to resolve errors
Budget Date out of Bounds	Verify that the correct chartstring is being charged. If so, and the expense was incurred before the grant ended and the final financial report has not yet been submitted, provide backup documentation to SPA administrator. Error will be overridden if appropriate.



Budget Checking Error Name	Process to resolve errors
No Budget Exists	Verify that the correct chartstring is being charged. For grants, if the chartstring is valid and the expense is appropriate and allowable, ask SPA administrator to create a \$0 budget. For other funds, if the chartstring is valid, ask your financial administrator to create a \$0 budget. If the chartstring is invalid or the expense is unallowable, correct the chartstring and budget-check the transaction again.
Exceeds Budget Tolerance	For grants, review award and work with SPA administrator to determine best course of action if future funding is expected or encumbrances are incorrect. In most cases, the transaction should be allocated to a different chartstring and budget-checked again.
Exceeds Non-Control Budget	For non-grant funds, this is a warning and may be ignored.
Budget is Closed	This error should occur only on projects that have already been reported to the sponsor. The chartstring should be changed on the transaction.

Labor Distribution Report

1. Submit any labor distribution changes in advance.
2. See instructions for running the distribution form in the [HCM Reports and Queries User Guide \(PDF\)](#).
3. Use only active combo codes on the form. Check the status of combo codes in PeopleSoft Financials. To create a combo code see the instructions in the [Combo Codes User Guide \(PDF\)](#).
4. For grants, you may also need to accompany the form with a late cost transfer memo; see the [Cost Transfer Policy \(PDF\)](#) for details.
5. Once completed, your form is sent to Human Resource Services.
6. Run the query **UV_DIST_PAST_PROJECT_END_DATE** located in the Sponsored Project Admin group of PeopleSoft HR to see if anyone in your unit is distributed to a project past its end date.

Budget Transaction Detail Report

1. Review the **Budget Transaction Detail Report**; see instructions in the [Commitment Control Reports User Guide \(PDF\)](#). Make sure you specify the correct budget period in the chartfield selection section.



Ensure that:

- All expenses are reflected accurately.
- All expected revenue been posted.
- All charges appropriate (especially with grants).
- If you see an unexpected charge, see the list of journal sources in the [Journal Entries User Guide \(PDF\)](#).

Prepare Invoices in PeopleSoft Before External Billing Deadline

You will need the data from the closed month. Since the month closes 5 business days after the last calendar day of the month, University Financial Services (UFS) expects invoices to be in “Ready” (RDY) status by 5 business days later, or by the 10th business day into the new period. Only invoices placed in Ready status will be created. UFS starts the invoicing process in PeopleSoft on the 11th business day of the new period.

See the [External Billing User Guide \(PDF\)](#) for complete information.

1. Check that your invoices are at **Ready** or **RDY** status
2. Review Open AR for external customers and follow-up on any overdue payments.
 - UFS runs an error report as part of the invoicing process and asks the billing department to make any necessary corrections.

Note: UFS runs an aging process directly after the invoice process is complete. Then an aging report is run. Shortly after invoicing and aging are complete, General Accounting will notify billing users which invoices in their billing unit will be reversed because of delinquency (over 120 days) on the last calendar day of the current month. This reverses the original revenue distribution. If General Accounting does not receive any notice (usually by email) of extenuating circumstances for this invoice, it is reversed.
 - At any point in the month the billing unit may run the query UV_AR_UNPAIDITEMS_BYBILLINGBU, located in the AR & Billing Queries group of the UVM Business Mgr WorkCenter, by customer or billing unit. This query will identify which invoices need follow up by the department/billing unit for payment.
3. Make sure all deposits are made by the end of the month. See the [University Operating Procedure for Securing & Depositing of Cash Receipts \(PDF\)](#).
 - This includes all credit card receipts and closing out your credit card terminals by the last calendar day of each month. This will ensure the charges hit the customer’s credit card account.



Frequently Asked Questions

What should I do if I can run a report but can't print it?

When running a report, PeopleSoft creates a .pdf document that users can print. In order to view (and subsequently print) the document, you must use the PeopleSoft Process Monitor. The Process Monitor may not open if the browser is set to block pop-up windows. Allow pop-ups for uvm.edu by following instructions in the [Browser Tips User Guide \(PDF\)](#). (If allowing pop-ups for uvm.edu does not allow you to print a report using the process monitor, [submit a Footprint](#) and explain the problem.)

Sometimes, a browser's cache can prevent printing a report. If you have been able to print in the past, but cannot anymore, try [clearing the browser cache](#). If that does not work, try printing the report from another computer. If that works, then it must be something with the setup of your browser or computer. If clearing the browser cache does not allow you to print a report, [submit a Footprint](#) and explain the problem.)

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

There are separate sets of queries in PeopleSoft Financials module and PeopleSoft HR. In both modules, access queries by clicking the **UVM Reports and Queries** or **UVM Business Mgr WorkCenter** tiles respectively or navigating to: **Reporting Tools > Query > Query Viewer**.

- [Available Reports and Queries \(PDF\)](#) lists the most commonly used and useful reports and queries in both systems.
- [HR Reports and Queries User Guide \(PDF\)](#) gives step-by-step instructions on HR queries
- [Running Reports and Queries User Guide \(PDF\)](#) gives general instructions for running queries and reports.

Glossary & Additional Information

Finding Original Journal Date:

If the original journal date is different than the journal date then the Original Journal Date will appear on the journal header page next to the Journal ID and Date fields. A difference indicates that the journal has been rolled forward.

Finding and Deleting Journals:

See the Find Journal Entries section of the [Journal Entries User Guide \(PDF\)](#) for directions on finding your journals and deleting them.



Use the **UV_GL_NOT_POSTED_JRNLS_SUMMARY** query located in the GL Queries group of the UVM Business Mgr WorkCenter to see and to sort the worklist status of unposted journals.

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

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

Journal Saved In Incomplete Status:

When this checkbox on the Journal Header page is checked, the journal will not be processed in any way by the system. It won’t be edited or posted. If this checkbox is checked when the period closes, your journal will be deleted.

☒ Save Journal Incomplete Status

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

PurCard Journals:

UVM uses journal entries as the mechanism to reallocate PurCard purchasing expenses. The journal entries are loaded on the second day of the month for the preceding cycle (which ends on the 25th of the month) and must be re-allocated within three weeks of the date they are created. If they are not, the Disbursement Center will reallocate them for you. The Disbursement Center reserves the right to revoke PurCard authority from those cardholders who consistently fail to reallocate in a timely manner.

Recycled or Denied Journals:

When a journal is submitted for approval and it is not approved, the journal is recycled or denied and the initiator is notified. To resolve the issue, you can either modify or delete the journal. However, if the journal has been denied or recycled it will be deleted at the end of the accounting period. While no technical difference exists between a recycled or denied journal, central administration denies journals for transactions that should not be done as a journal (e.g. salary/wage re-distributions).

Retros:

All retroactive salary distribution changes (“retros”) post to PeopleSoft Financials in the current accounting period, regardless of the original salary charge date. For example, if you



are changing the distribution of someone's pay for FY2017, the changes will post into the current period of the current fiscal year.

Rolling a Journal Date Forward:

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

Suspense Journals from Payroll or Banner System:

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

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](#).

Related Policies & Procedures

- [Accounting, Budgeting, and Travel Policies](#)
- [Business Meal, Hospitality and Amenity \(PDF\)](#)
- [Cost Transfers Involving Sponsored Agreements \(PDF\)](#)
- [Cash Receipts, Securing and Depositing of \(PDF\)](#)
- [Procurement or Lease of Goods and Services \(PDF\)](#)
- [Non-Represented Staff Handbook](#)
- [Travel Accident Insurance \(PDF\)](#)
- [Travel \(PDF\)](#)

Forms

Resources

- [Payroll Deadline Schedule](#)



- [Purchasing & Payment Methods Reference Guide \(PDF\)](#)

Training

- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Financial Analysis & Budgeting](#)
- [Campus Planning Services](#)
- [CATCARD](#)
- [Financial Reporting and Accounting Services](#)
- [Sponsored Project Administration](#)
- [Payroll & Tax Services](#)
- [Purchasing Services](#)
- [Disbursement Center PurCard Team](#)

Suggestions? Updates?

Send an email to ps9-1Upgrade@uvm.edu.