Financial Data in PeopleSoft

Part 2 – Accessing Data using Reports, Inquiries, and Queries

Kristin Bahn

Division of Finance
Financial Analysis & Budgeting Office

The University of Vermont

Financial Investigatory Tools

Objective: Gain a solid understanding of using advanced financial reporting tools for troubleshooting in PeopleSoft.

Session Summary: Queries and inquiries allow administrators to research issues and discrepancies encountered within reports. The focus of this session is to build on basic knowledge of Financial Reports and to utilize more advanced methods for retrieving to provide a full picture of transactions in the system.

Financial Investigatory Tools – 2 Classes

Part 1: Background information to better understand where data is and the general timing of when data is available for reporting.

Part 2: Accessing data through reports, inquiries, and queries.

Part 2 – Accessing Data using Reports, Inquiries, and Queries

Investigatory Tools

- **Report** - Reports are used to retrieve data based on a set of criteria you specify. Reports are “jobs” that need to be processed by the system. In PeopleSoft, reports use a Run Control ID and present information in .pdf file format.
    - **Delivered Report -** Standard reports that were received as part of the PeopleSoft package.
    - **Custom Report -** Reports within PeopleSoft that were developed by UVM programmers based on the way UVM operates. These reports can be changed and enhanced with additional programming effort.

- **Inquiry** - A tool for requesting information in PeopleSoft Financials. Inquiries are similar to reports except that they are designed to run to the screen (or to Excel) rather than to a .pdf file. The data is drillable to the transaction level.

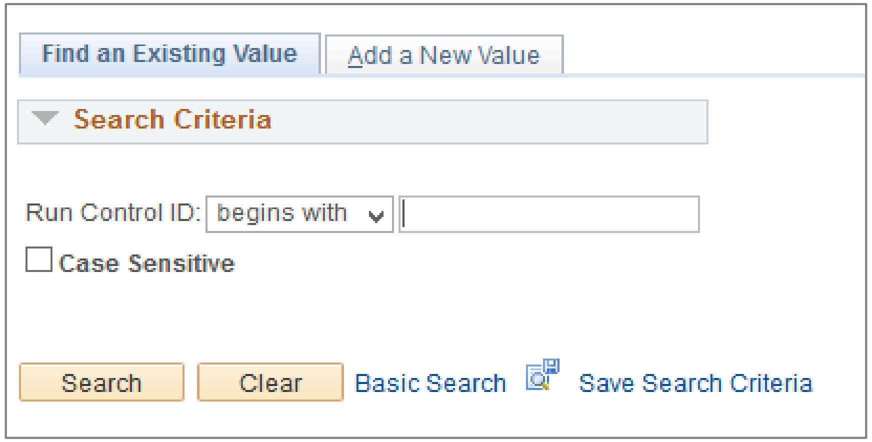
- **Query** - A tool used to retrieve data from PeopleSoft, based on criteria which you specify. Queries are similar to reports except that they run to a screen or Excel rather than a .pdf file. The data is not formatted in standardized report layout, rather it is ideal to use Excel to present the information in a personalized format.

Link to User Guides: https://www.uvm.edu/finance/tools-resources/user-guides

Reporting

Reporting

- Run Control ID's are how reports are accessed in PeopleSoft and they are what you use to set the parameters for the report you wish to run.
- You can either use an existing Run Control ID or add a new one. With existing Run Control ID's you can change the criteria for each report, as often as you wish, without entering a new Run Control ID.
  - While a report request is still running, **do not** change the run control ID parameters.



Reporting

Monthly Reports – At UVM we have developed many reports and queries to fit our needs. From these reports and queries, there are 3 reports to highlight. These hybrid reports are particularly useful by combining both budget data from KK as well as net position, revenue, and expense transactions from the GL. Because of these features, these reports are recommended for business managers to use for monthly review of financial data.

- Operating Report
- Monthly Budget Report – Projects
- Endowment and Gift Report

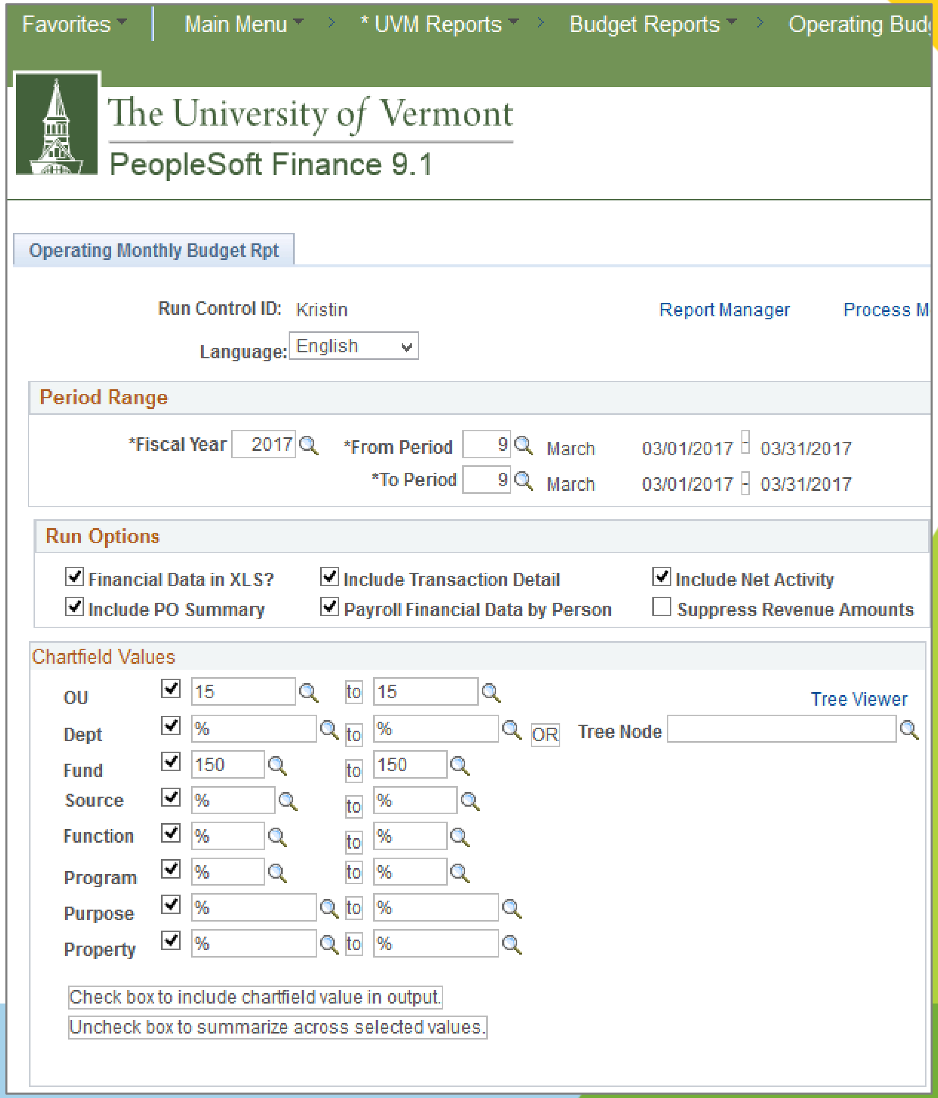
Accounting & Reporting

- **Available PeopleSoft Reports and Queries (PDF)**: Financials & HR
- **Chart of Accounts (COA) (PDF)**: Explanation of the structure and segments of UVM's COA.
- **Chartfield Values:** Excel spreadsheets listing each of the PeopleSoft chartfield values recognized at UVM.
- **Combo Codes (PDF)**: The PeopleSoft Human Resources system uses combo codes to represent the chartstring, rather than typing out each individual chartfield value. Each combo code is associated with a distinct chartstring.
- **External Billing (Invoicing) of Non-Sponsored Customers (PDF)**: The PeopleSoft External Billing system allows users to send bills to entities (not individuals) outside UVM. University departments must be established within PeopleSoft as a Business Unit to bill customers.
- **Financial Reporting - Axiom**
  - Axiom Management-Level Financial Reports (PDF)
  - Axiom Reports Training Presentation (PDF)
- **Financial Reporting - PeopleSoft**
  - Basic Financial Reports (PDF) Covers the standard monthly reports for business managers. It includes Operating Budget Report, Monthly Budget Report of Projects and Closeout Report.
  - Commitment Control Reports (PDF): Covers in-depth reporting options that draw on data from the budget ledgers. It includes Budget Status Report, Budgets Overview Inquiry and Budget Transaction Detail Report.
  - General Ledger Reports (PDF): Covers in-depth reporting options that draw on data from the General Ledger. It includes Trial Balance Report, Ledger Inquiry Report and Ledger Activity Report.
  - Gift & Endowment Report (PDF): Covers the PeopleSoft Endowment & Gift report for funds 310, 311, 320, 321, 370, and 371.

Reporting

Operating Report

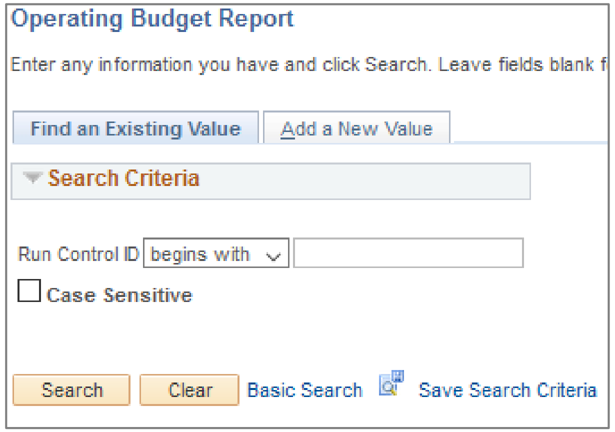
- Can be run by accounting period, including the current month giving you period to date and year to date actuals. The data is only for accounting periods 1-12, period 998 is not included.
- The KK budgetary data is a snapshot of what the budget, encumbrances, pre-encumbrances, and remaining balance available are for the time period selected.
- Net Position (Net Activity) can be included.
- Multiple options for additional data to be included in request with output in .csv format.



Reporting Exercise – Run a Monthly Operating Report

1. Navigation to the report: **Main Menu > UVM Reports > Budget Reports > Operating Budget Report**

2. You will need to add a new Run Control ID or search for an existing Run Control ID to run the report. If you are adding a new Run Control ID, spaces are not accepted in the name.



Link to User Guides: https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/basicfinancialreports.pdf

Reporting Exercise – Run a Monthly Operating Report

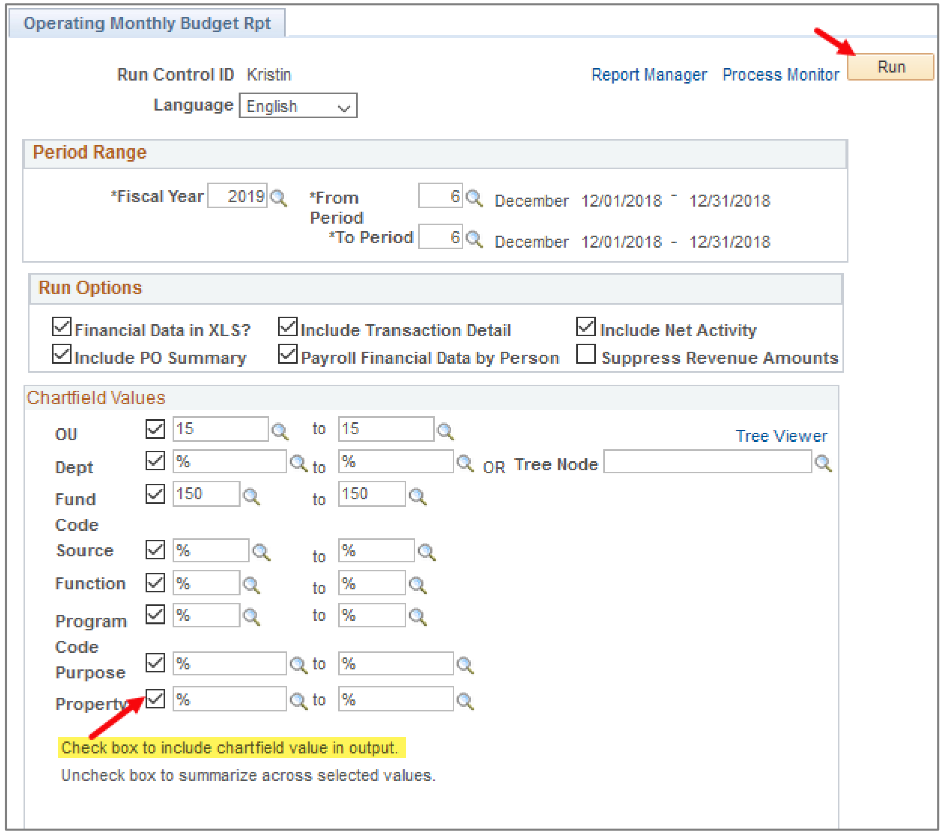
3. Enter the criteria for your report in the Run Control ID

   Fiscal Year = pick a year (YYYY format)

   From Period and **To Period** = select an accounting period

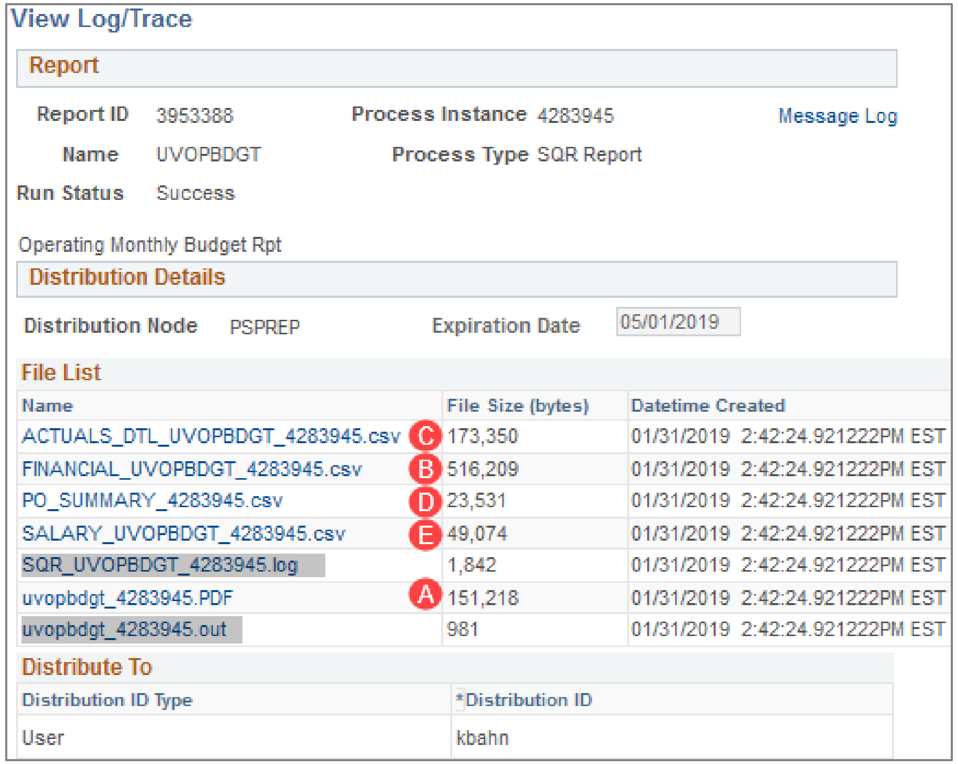
   Run Options – Check or uncheck the following boxes as appropriate:

   - **Financial Data in XLS**: Creates a separate .csv that contains the same financial information that is in the report.
   - **Include Transaction Detail**: Adds a section to the end of the report that shows the details of the posted actuals transactions for the last accounting period selected. Additionally, this will also create a separate .csv file with the details.
   - **Include Net Activity**: Includes the Net Position and Net Activity figures. Net Position is the balance in period 0 for account 30000. Net Activity is the current calculation of Net Position + YTD Revenue – YTD Expenses.
   - **Include PO Summary**: Provides a list of open purchase orders as of the last accounting period selected.
   - **Payroll Financial Data by Person**: Includes a summary of payroll expenses, including fringe and encumbrances, by person, for the selected fiscal year and accounting periods.
   - **Suppress Revenue Amounts**: Selecting this will exclude revenue from the report.
   - **Chartstring Values:** Select the chartstring criteria for the report. The **%** is the wildcard value which will return all values for that field.



Reporting Exercise – Run a Monthly Operating Report

4. Run the report
5. Once the job has completed to success, navigate to the output files: **Process Monitor > Click the "Details" link > Click the "View Log/Trace" link**.
6. Depending on which check boxes that were selected in the run options will change what is returned when the job has completed. Files with a .log or .out extension (grey in the picture) can be ignored.
   A. UVOPBDGT_xxxx.pdf – Operating report results that are formatted, which includes subtotals. If the PO Summary, Transaction Details, and Payroll Financial Data boxes were selected on the Run Control ID, each will show information in a separate section at the end of the report output.
   B. FINANCIAL_UVOPBDGT_xxxx.csv – Spreadsheet of the report results with the same data as in the .pdf (A).
   C. ACTUALS_DTL_UVOPBDGT.xxx.csv – Spreadsheet that has the detail transactions for the last period selected on the run control ID.
   D. PO_SUMMARY_xxxx.csv – Spreadsheet contain PO details.
   E. SALARY_UVOPBDGT_xxxx.csv – Spreadsheet containing payroll information



View Log/Trace

Report

Report ID 3953388 | Process Instance 4283945 | Message Log

Name UVOPBDGT | Process Type SQR Report

Run Status Success

Operating Monthly Budget Rpt

Distribution Details

Distribution Node PSPREP | Expiration Date 05/01/2019

File List

Name		File Size (bytes)	Datetime Created
ACTUALS_DTL_UVOPBDGT_4283945.csv	C	173,350	01/31/2019 2:42:24.921222PM EST
FINANCIAL_UVOPBDGT_4283945.csv	B	516,209	01/31/2019 2:42:24.921222PM EST
PO_SUMMARY_4283945.csv	D	23,531	01/31/2019 2:42:24.921222PM EST
SALARY_UVOPBDGT_4283945.csv	E	49,074	01/31/2019 2:42:24.921222PM EST
SQR_UVOPBDGT_4283945.log		1,842	01/31/2019 2:42:24.921222PM EST
uvopbdgt_4283945.PDF	A	151,218	01/31/2019 2:42:24.921222PM EST
uvopbdgt_4283945.out		981	01/31/2019 2:42:24.921222PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	kbahn

Reporting Exercise – Run a Monthly Operating Report

4. Reviewing the data in the report:

FSPRD
Report ID: UVOPBDGT
Fiscal Year: 2019
Period Range: 6 - 6 (December 12/01/2018 to December 12/31/2018)

University of Vermont
UVM Operating Budget Report

Page No. 1 of 46
Run Date: 01/31/2019 02:41 PM
Run By: Kristin Bahn

Selected Report Parameters: Include Detail: Y Include Net Activity: Y PrintXLS: Y Suppress Revenue: N Summarized CFs:
Chartfields: OU: 15-Larner MD College of Medicine Dept: ALL Fund: 150-UNR Inc&Exp
Source: ALL Function: ALL Prog: ALL
Purp: ALL Ppty: ALL

	Base Budget	Revised Budget	YTD Revenue	Period(s) Revenue	YTD Expense	Period(s) Expense	Pre-Encumbrance	Encum-brance	Remaining Balance
1								Beginning Net Asset:	-10,628.95
Chartstring Net Activity Total									
15 55060 150 130059 0000 0000 0000 - No Current Budget or Actuals Activity									
2								Beginning Net Asset:	0.00
OU Dept Fund Source Func Prog Purp Ppty									
15 55060 150 130059 994 0603 0000 0000									
E4900 Intrnl Funding - Transfer	0.00	0.00							
49900 Intrn Funding-Transfer Fr			10,628.95	0.00	0.00	0.00	0.00	0.00	
E4900 Subtotal:	0.00	0.00	10,628.95	0.00	0.00	0.00	0.00	0.00	-10,628.95
REVENUE Chartstring SubTotal	0.00	0.00	10,628.95	0.00	0.00	0.00	0.00	0.00	-10,628.95
Chartstring Net Activity Total									10,628.95

	Base Budget	Revised Budget	YTD Revenue	Period(s) Revenue	YTD Expense	Period(s) Expense	Pre-Encumbrance	Encum-brance	Remaining Balance
Report Total Revenues	-5,156,700.00	-5,156,700.00	-2,725,691.17	-294,182.73					-2,431,008.83
Report Total Expenses	5,156,700.00	5,156,700.00			2,447,333.32	300,322.11	71,795.39	1,359,519.36	1,278,051.93

Reporting Exercise – Run a Monthly Operating Report

4. Reviewing the data in the report (continued):

OPEN PURCHASE ORDER SUMMARY AS OF REPORT THROUGH PERIOD

PO ID	Ln/Dst	Budget DT	Vendor	Line Descr	PO Amt	- Liquidations	= Remain Amt	Vouchered	Chartstring	
0000170038	1/	07/01/2018	US BANK	Copier Lease Canon KM-3551CI S	4,205.36	3,154.02	1,051.34	3,154.02	63502 15 55090 150 130079 401	0000 0000 0000
0000170096	1/	07/01/2018	US BANK	Copier Lease Kyocera TA5501i S	2,067.72	1,033.86	1,033.86	1,033.86	63502 15 55650 150 130082 461	0000 0000 0000
0000170290	1/	07/03/2018	PHILIPS	Monthly lease of Philips Achie	208,328.40	121,524.90	86,803.50	121,524.90	63502 15 55760 150 130189 291	0000 0000 0000
0000170320	1/	07/03/2018	FAHC	Supplies purchased for the Res	1,200.00	312.53	887.47	312.53	60082 15 55760 150 130189 291	0000 0000 0000
0000170529	1/	07/10/2018	FAHC	Monthly rent and IS support fo	16,106.94	16,106.94	0.00	16,106.94	63509 15 55760 150 130189 291	0000 0000 0000
0000170529	2/	07/10/2018	FAHC	Monthly rent and IS support fo	6.00	0.00	6.00	0.00	63509 15 55760 150 130189 291	0000 0000 0000

Chartstring		Account/ Description	Src	Doc ID	Date	Doc Ln	Dst	Descr	Amount
55060-15-130077-150-109	0000-0000-0000	45201-IC- Product 1 Internal Sa	SUR	0000317432	12/07/2018	39		jparis-Oct 2018-DNA REV	-4,511.51
55060-15-130077-150-109	0603-0000-0000	45101-Product/Serv Sales - Cash	BI	DNF-0000002	12/14/2018	1	1	Middlebury Coll-BI006-Larner College of Medi	-350.86
55060-15-130077-150-109	0603-0000-0000	45101-Product/Serv Sales - Cash	BI	DNF-0000003	12/14/2018	1	1	VT Department o-BI006-Larner College of Medi	-33.10
Chartstring Total:									-383.96
55060-15-130077-150-109	0603-0000-0000	45201-IC- Product 1 Internal Sa	AR	211960	12/31/2018	1	1	-EFT-12/26 P-Deposit ID-211960	-33.10

PAYROLL SUMMARY BY PERSON

Chartstring	Emplid	Name	Frg Rt	YTD Expense	YTD Fringe	PER(s) Exp	PER(s) Frg	Encumb	Frg Encumb
[redacted]			45.00	1,894.20	852.39	315.70	142.07	1,879.58	845.81

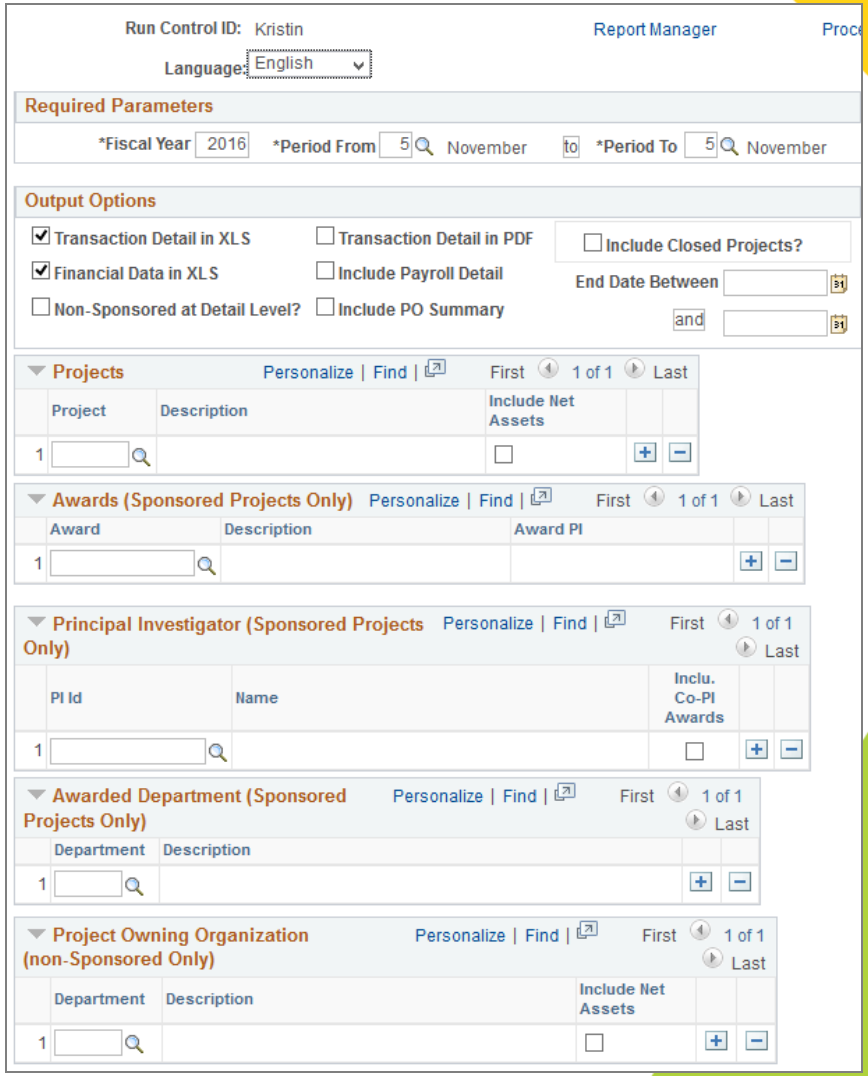
[redacted]			45.00	21,415.80	9,637.11	3,569.30	1,606.19	21,251.03	9,562.96
			45.00	7,695.00	3,462.75	1,282.50	577.13	7,635.81	3,436.11
Chartstring Total				29,110.80	13,099.86	4,851.80	2,183.32	28,886.84	12,999.07
[redacted]			45.00	3,788.28	1,704.73	631.38	284.12	3,759.13	1,691.61

[redacted]			45.00	7,695.00	3,462.75	1,282.50	577.13	7,635.81	3,436.11
			45.00	26,389.92	11,875.46	4,398.32	1,979.24	26,187.00	11,784.15
Chartstring Total				34,084.92	15,338.21	5,680.82	2,556.37	33,822.81	15,220.26

Reporting

<u>Monthly Project Report</u>

- Can be run by accounting period, including the current month giving you period to date and year to date actuals. The data is only for accounting periods 1-12, period 998 is not included.
- Can be run by Award, PI, or Owning Organization (non-sponsored projects).
- The KK budgetary data is a snapshot of what the budget, encumbrances, pre-encumbrances, and remaining balance available are for the time period selected.
- Net Positions can be included.
- Closed Projects can be included
- Multiple options for additional data to be included in request with output in .csv format



Reporting

Monthly Project Report – Sample of a Report

FSPRD
Report ID: UVMPMBR
Fiscal Year: 2018
Accounting Period Range: 12- 12 (06/01/2018 to 06/30/2018)
Report Parameters
Include Closed Projects? N End Date Between: and
Projects: 028470

University of Vermont
Monthly Budget Report-Projects

Page No. 8 Prcs# 4284075
Run Date: 01/31/2019 03:34 PM
Run By: Kristin Bahn

Awards: None Selected
Departments: None Selected
Non-Sponsored Project Owning Orgs: None Selected
PI: None Selected

Project: 028470-COM-Neurological Sci Chr Start PI/Proj Mgr: Holmes,Gregory L Project Begin/End Dt: 30-MAY-2013 to 30-JUN-2020 Commitment Cntrl End Date: None

Account	Account Descr	Revenue Estimate	Total Revenue	Year to Date Revenue	Period(s) Revenue	Budget	Total Expense	Year to Date Expense	Period(s) Expense	Pre-Encbrnce	Encbrnce	Spending Authority
E6001	Supplies & Materials	0.00				100,000.00				0.00	0.00	
60001	Office Supplies		0.00	0.00	0.00		129.55	0.00	0.00			
60009	Other Supplies		0.00	0.00	0.00		755.01	0.00	0.00			
60032	Animals-Lab		0.00	0.00	0.00		4,858.32	647.67	305.47			
60071	Laboratory & Research Su		0.00	0.00	0.00		23,556.85	1,895.70	0.00			
60161	Books		0.00	0.00	0.00		147.73	0.00	0.00			
80036	IC - Chemicals		0.00	0.00	0.00		156.50	0.00	0.00			
80243	IC - Lab Supplies		0.00	0.00	0.00		1,219.79	70.00	0.00			
E6001 Supplies & Materials Total		0.00	0.00	0.00	0.00	100,000.00	30,823.75	2,613.37	305.47	0.00	0.00	69,176.25

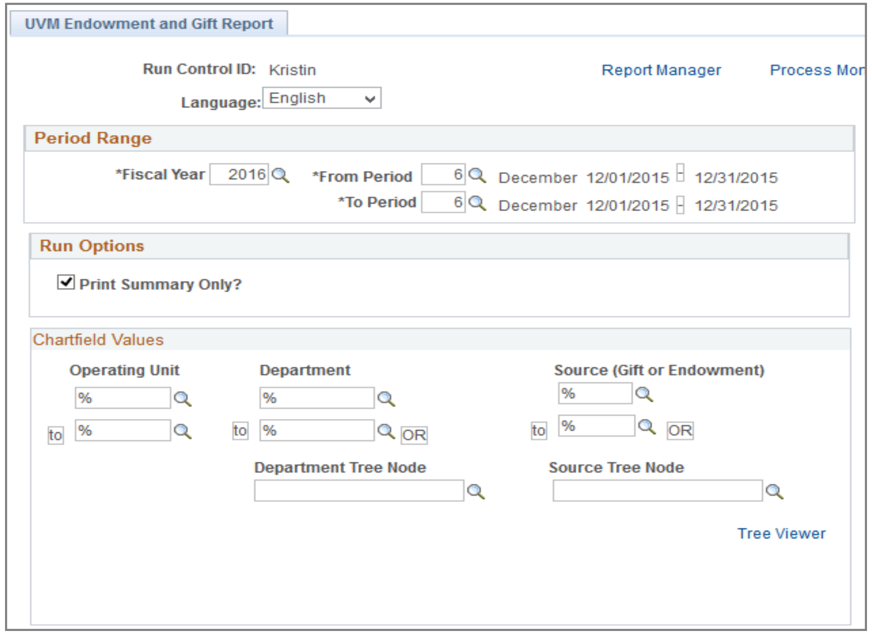
Account	Account Descr	Revenue Estimate	Total Revenue	Year to Date Revenue	Period(s) Revenue	Budget	Total Expense	Year to Date Expense	Period(s) Expense	Pre-Encbrnce	Encbrnce	Spending Authority
E6010	Copying & Printing Servi	0.00				0.00				0.00	0.00	
60111	Printing & Publishing Se		0.00	0.00	0.00		5,610.77	0.00	0.00			
E6010 Copying & Printing Services Total		0.00	0.00	0.00	0.00	0.00	5,610.77	0.00	0.00	0.00	0.00	-5,610.77

Account	Account Descr	Revenue Estimate	Total Revenue	Year to Date Revenue	Period(s) Revenue	Budget	Total Expense	Year to Date Expense	Period(s) Expense	Pre-Encbrnce	Encbrnce	Spending Authority
E6012	Postage & Shipping	0.00				0.00				0.00	0.00	
60123	Shipping		0.00	0.00	0.00		925.00	0.00	0.00			
E6012 Postage & Shipping Total		0.00	0.00	0.00	0.00	0.00	925.00	0.00	0.00	0.00	0.00	-925.00

Reporting

Endowment & Gift Report

- Can be run by accounting period, including the current month giving you year to date actuals. The data is only for accounting periods 1-12, period 998 is not included.
- The KK budgetary data is a snapshot of what the budget, encumbrances, pre-encumbrances, and remaining balance available are for the time period selected.



The column headings are as follows, shown with the mathematical logic:

Annual Income		Net Asset Carryforward		New Additions		Net Revenue Budget		Net Expense Budget		YTD Spending		Encumbrances		Remaining Balance
	+		+		=		=		-		-		=	
E4421 Revenue Budget Orig and Adj Journals Endow Only		E4649 Revenue Budget Adjust Journal		E4XXX Revenue Budget Adjust Journal				E6000 Expense Budget Orig and Adj Journals						

Reporting

Monthly Endowment & Gift Report – Sample of a Report

FSPRD
Report ID: UVENDGFT
Fiscal Year: 2019
Period Range: 6 - 6 (December 12/01/2018 to December 12/31/2018)

University of Vermont
UVM Endowment and Gift Report

Page No. 1 of 4
Run Date: 01/31/2019 03:44 PM
Run By:

Selected Report Parameters: Summary Only: Y
Chartfields: OU: 15-Larner MD College of Medicine Dept: 55000-COM Office of the Dean Fund: Gift and Endowment Funds: 310,311,320,321,370,371
Source: ALL

	Annual Income	Net Asset Carryforward	New Additions	Net Revenue Budget	Net Expense Budget	YTD Spending	Encumbrances	Remaining Balance
15 - Larner MD College of Medicine								
55000 - COM Office of the Dean								
310 - RES - Gifts								
330533 Warshaw Endowed Scholarship Fd	0.00	-2,850.00	0.00	-2,850.00	2,850.00	0.00	0.00	2,850.00
400001 Gifts-Discretionary	0.00	1,124.36	0.00	1,124.36	-1,124.36	-1,124.39	0.00	0.03
400009 Pooled Gifts - Grad Educ Fund	0.00	-27,512.64	0.00	-27,512.64	27,512.64	0.00	0.00	27,512.64
400015 A S Kunin 1952 Med Research	0.00	-500.00	0.00	-500.00	500.00	0.00	0.00	500.00
400017 Mischon Priority Fund	0.00	-9,005.78	0.00	-9,005.78	9,005.78	0.00	0.00	9,005.78
400022 Flynn Memorial	0.00	-43,172.71	0.00	-43,172.71	43,172.71	0.00	0.00	43,172.71
400057 Genentech Molecular Pharm Rsrc	0.00	20,371.92	-303,284.77	-282,912.85	282,912.85	133,401.73	185,121.08	-35,609.96
400058 Genentech Investments Fd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FSPRD
Report ID: UVENDGFT
Fiscal Year: 2019
Period Range: 6 - 6 (December 12/01/2018 to December 12/31/2018)

University of Vermont
UVM Endowment and Gift Report

Page No. 4 of 4
Run Date: 01/31/2019 03:44 PM
Run By:

Selected Report Parameters: Summary Only: Y
Chartfields: OU: 15-Larner MD College of Medicine Dept: 55000-COM Office of the Dean Fund: Gift and Endowment Funds: 310,311,320,321,370,371
Source: ALL

	Annual Income	Net Asset Carryforward	New Additions	Net Revenue Budget	Net Expense Budget	YTD Spending	Encumbrances	Remaining Balance
330593 Hoehl Scholarship Fd	-9,780.58	-462.50	0.00	-10,243.08	10,243.08	5,000.00	0.00	5,243.08
330607 Freeman Legacy Med Schlrshp Fd	-13,688.72	-5,816.74	0.00	-19,505.46	19,505.46	0.00	0.00	19,505.46
330707 Caldwell MD Family Scholarship	-1,948.50	0.00	0.00	-1,948.50	1,948.50	0.00	0.00	1,948.50
330743 Barrett Endowed Scholarship	-1,951.87	0.00	0.00	-1,951.87	1,951.87	0.00	0.00	1,951.87
321 - RES - Foundation Endow Inc								
300434 DiSalvo Endowed LGBT Lecture	-2,647.69	-2,486.93	0.00	-5,134.62	5,134.62	0.00	0.00	5,134.62
300449 Larner Endowed Medical Educ Fd	-520,240.02	-1,309,568.15	789,397.78	-1,040,410.39	1,040,410.39	0.00	0.00	1,040,410.39
320161 Donaldson MD'51 Professorship	-62,447.06	0.00	0.00	-62,447.06	62,447.06	29,922.93	25,798.73	6,725.40
320166 Larner Professorship in Med Ed	-47,504.97	-29.08	0.00	-47,534.05	47,534.05	0.00	0.00	47,534.05
330602 MacKay Scholarship Fd	-5,810.23	-469.08	0.00	-6,279.31	6,279.31	3,000.00	0.00	3,279.31
330613 L J Pomerance Scholarship Fd	-10,071.46	-1,043.68	0.00	-11,115.14	11,115.14	5,000.00	0.00	6,115.14

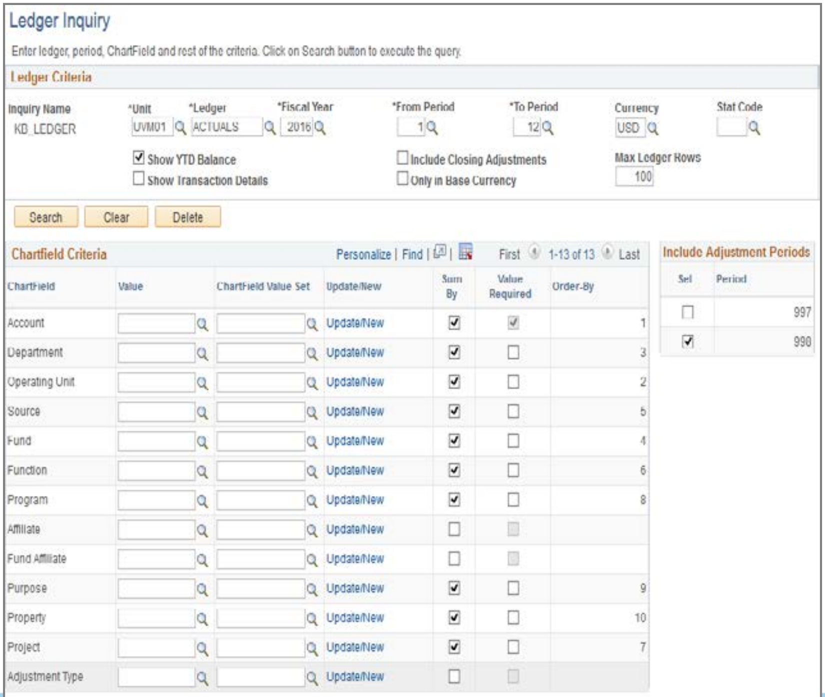
Inquiries

Reporting – Inquiries

- Inquires offer a considerable amount of flexibility for reporting.
- The inquiries allow the user to view both summary and detailed information.
- The information on the page is real-time.
- The user has the ability to drill to the detail transaction.

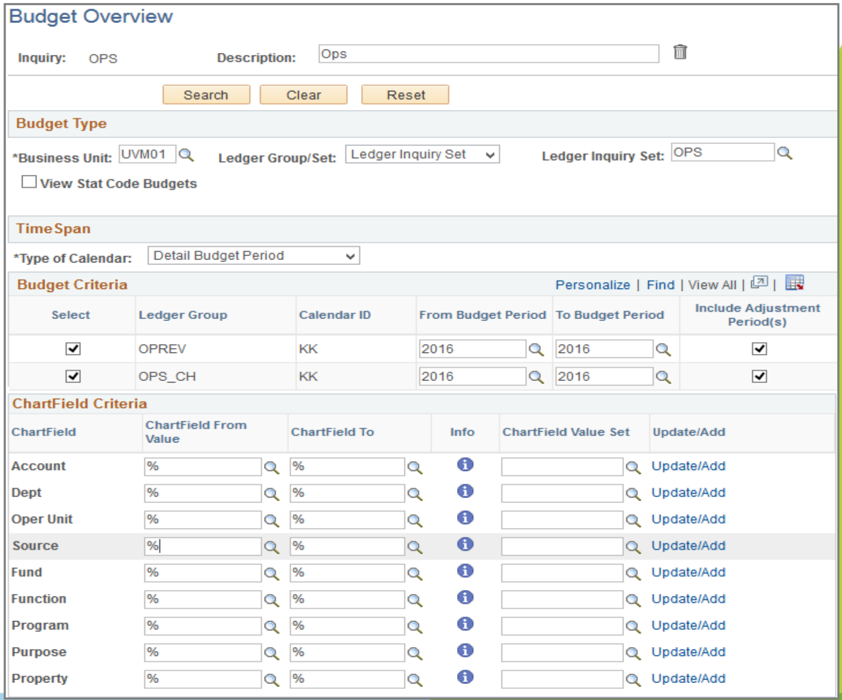
General Ledger (Actuals)

The GL Ledger Inquiry page is a quick way to see transactions by month and also see the year to date balance.



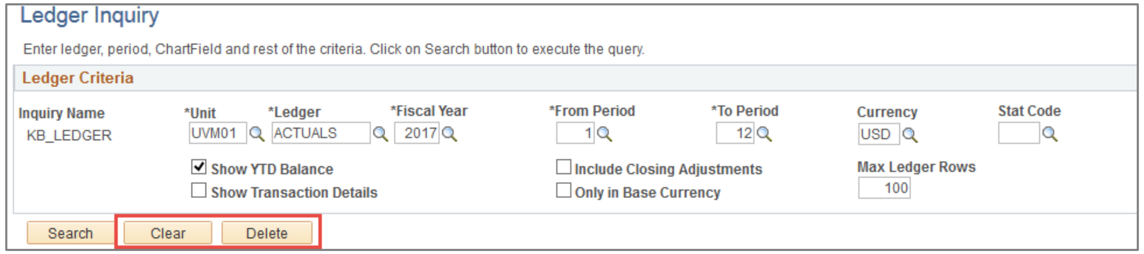
Commitment Control (KK)

The Budget Overview page is a quick way to see budget to actuals for the fiscal year to date or Project to date.



Reporting - Inquiries

- Parameters associated with a particular Inquiry ID can be changed and resaved as often as you'd like.
- To **Delete** a saved inquiry, just click the delete button.
- Click the **Clear** button to reset all values to blank in the inquiry.



Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

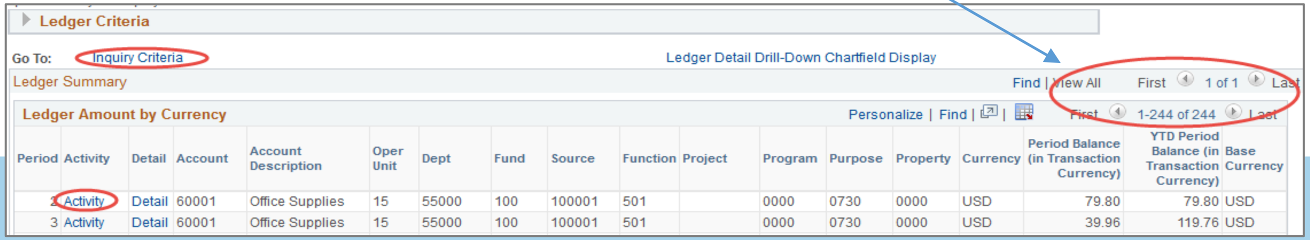
Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
KB_LEDGER	UVM01	ACTUALS	2017	1	12	USD	

☑ Show YTD Balance
☐ Show Transaction Details
☐ Include Closing Adjustments
☐ Only in Base Currency
Max Ledger Rows: 100

Search | Clear | Delete

- By clicking on the **Activity** or **Detail** links you can drill into more information about the transactions. All transactions appearing here are journal entries. (They may have originated as journal entries or they may have been generated by another PeopleSoft module like Accounts Payable.) The data available for this inquiry is only from posted journals.
- By clicking on a column heading, the data will resort (ascending or descending).
- To return to your search parameters click on the Inquiry Criteria link.
- There may be multiple pages of data in the results of the inquiry. To see the additional data, click on View All (on the right side of the light blue bar, next to the "Find" link).



Ledger Criteria

Go To: Inquiry Criteria   Ledger Detail Drill-Down Chartfield Display

Ledger Summary   Find | View All   First 1 of 1 Last

Ledger Amount by Currency   Personalize | Find | First 1-244 of 244 Last

Period	Activity	Detail	Account	Account Description	Oper Unit	Dept	Fund	Source	Function	Project	Program	Purpose	Property	Currency	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Base Currency
2	Activity	Detail	60001	Office Supplies	15	55000	100	100001	501		0000	0730	0000	USD	79.80	79.80	USD
3	Activity	Detail	60001	Office Supplies	15	55000	100	100001	501		0000	0730	0000	USD	39.96	119.76	USD

Reporting - Inquiries

TIP for criteria to use when searching – Try to limit the criteria used to search as much as you can to still return the specific data you are looking for.

Example:

Net Position (Net Asset) – A simple ledger inquiry in the GL is an easy way to see the balance in the net position account for a chartstring. I only used 55060-310-400051 for my inquiry.

In the picture below, you can see that there are a few balances related to 55060-310-400051. The total net position is zero, however there is a surplus balance on the chartstring with no project and a deficit balance on the PC project chartstring. If the search criteria had been very specific (all chartfield values), the results could show a very different picture.

Ledger Summary — Find | View All — First 1 of 1

Ledger Amount by Currency — Personalize | Find | First 1-4 of 4 Last

Period	Detail	Account	Account Description	Oper Unit	Dept	Fund Affil	Fund	Source	Function	Project	Program	Purpose	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)
0	Detail	30000	Net Position	15	55060		310	400051	000		0000	0000	-225,819.51	-225,819.51
0	Detail	30000	Net Position	15	55060		310	400051	000	010669	0000	0000	-0.09	-0.09
0	Detail	30000	Net Position	15	55060		310	400051	000	010732	0000	0000	0.20	0.20
0	Detail	30000	Net Position	15	55060		310	400051	000	015071	0000	0000	225,819.40	225,819.40

Currency Totals

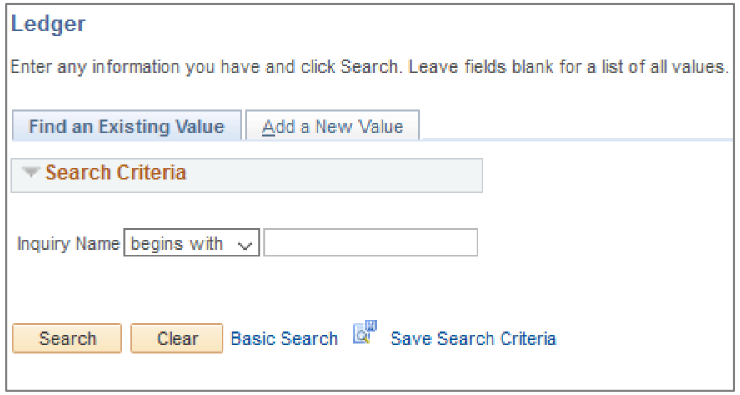
Amount (in Transaction Currency)	0.00 USD	Amount (in Base Currency)	0.00 USD

Ledger Inquiry

Inquiry Exercise – Using the Ledger Inquiry

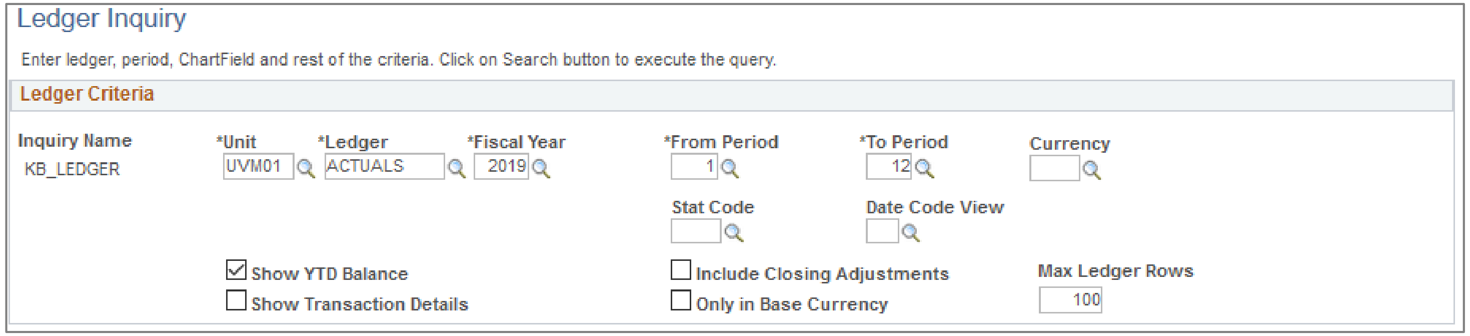
1. Navigation to the Ledger Inquiry: **Main Menu > General Ledger > Review Financial Information > Ledger**

2. You will need to either add a new Inquiry ID or search for an existing Inquiry ID to run the request. If you are adding a new Inquiry ID remember that spaces are not accepted in the name, instead use the underscore symbol _ for the “space”.



Link to User Guides: https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/basicfinancialreports.pdf

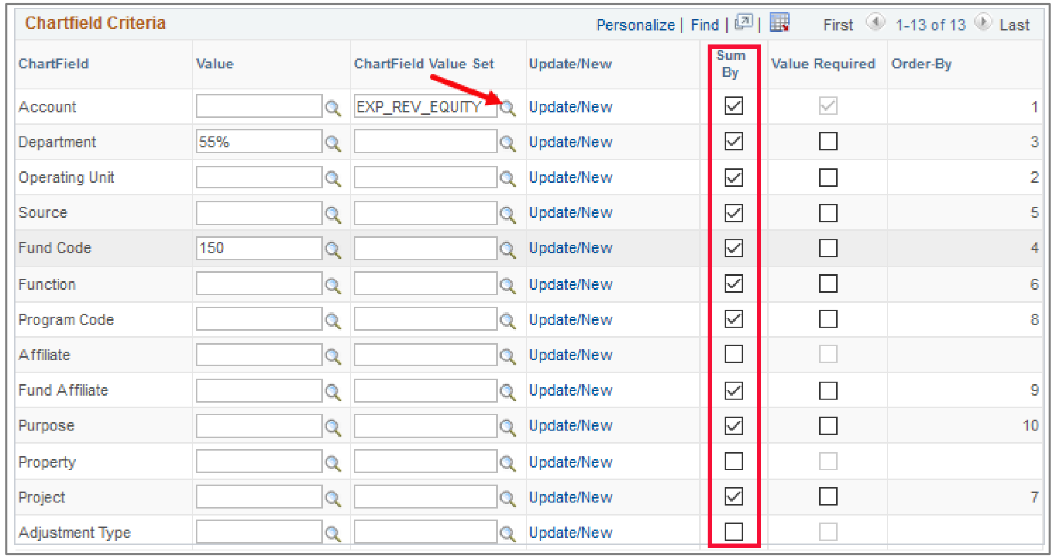
Inquiry Exercise – Using the Ledger Inquiry

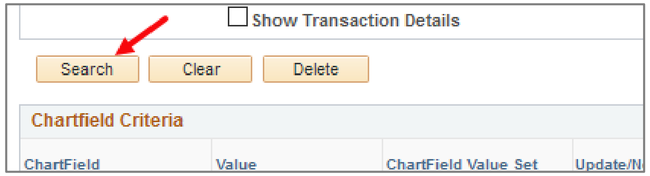


3. Complete the following fields as follows:
   - **Unit**: Always enter **UVM01**.
   - **Ledger**: Always enter **ACTUALS**.
   - **Fiscal Year**: Enter the fiscal year for the inquiry.
   - **Periods**: Enter the accounting period range. Enter periods 1-12 to see the entire fiscal year-to-date balances.
   - **Currency**: Leave this blank as UVM only uses USD (US Dollars).
   - **Stat Code**: Leave this blank as UVM does not use the statistical accounts.
   - **Show YTD Balance**: Checking this will return summarized information.
   - **Show Transaction Details**: Checking this returns the details immediately, however it can return a lot of data. If this is not checked, you still are able to get to the details. Try running without checking this box.
   - **Include Closing Adjustments**: This allows you to see the year-end closing adjustments. Try running without checking this box.
   - **Only in Base Currency**: Don’t check this box as this is not necessary since UVM only uses the USD currency.
   - **Max Ledger Rows**: This controls how many rows of data are retrieved. When necessary, increase this number to see more data.

Inquiry Exercise – Using the Ledger Inquiry

4. Select the chartfield values criteria:
   - **Value Column**: Select the chartstring criteria for the report. The **%** is the wildcard value which will return all values for that field. For example, if you wish to search for all departments within LCOM, you can enter 55% in the department value box.
   - **ChartField Value Set Column**: This is a pre-defined set of chartfield values. These values are useful when the criteria you are searching for spans more that can be accommodated with the Value column. For example, if you wish to search for all revenue, expense, and net position accounts that is accounts from 30000-90002. If using the Value column, you would need to run the inquiry multiple times to capture all of that data. With the ChartField Value Set = EXP_REV_EQUITY you can get this data in a single request.
   - **Sum By Column**: By checking this box, you will see the data summed by the particular chartfield value. For example, searching for fund = 150 and nothing specified for the source but having the Sum By checked for source will give you results for each source value found. Try running this checking an unchecking values to see the different results.
5. Click Search to run the request.





Inquiry Exercise – Using the Ledger Inquiry

6. Reviewing the data from the Ledger Inquiry:

Ledger Summary — Find | View All — First 1 of 1

Ledger Amount by Currency — Personalize | Find | First 1-100 of 100 Last

Period	Activity	Detail	Account	Account Description	Oper Unit	Dept	Fund Affil	Fund	Source	Function	Project	Program	Purpose	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)
0		Detail	30000	Net Assets	15	55060		150	130059	000		0000	0000	-10,628.95	-10,628.95
0		Detail	30000	Net Assets	15	55060		150	130077	000		0000	0000	194,063.21	194,063.21
0		Detail	30000	Net Assets	15	55060		150	130159	000		0000	0000	176,509.47	176,509.47
0		Detail	30000	Net Assets	15	55060		150	130192	000		0000	0000	-7,716.75	-7,716.75

Ledger Summary — Find | View All — First 1 of

Ledger Amount by Currency — Personalize | Find | First 1-100 of 100 Last

Period	Activity	Detail	Account	Account Description	Oper Unit	Dept	Fund Affil	Fund	Source	Function	Project	Program	Purpose	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)
1	Activity	Detail	41011	Fees - Conference	15	55090		150	130079	107		0000	0000	-3,650.00	-3,650.00

Go To — Inquiry Criteria — Ledger Summary — Transaction Criteria

Transaction Details — Find | View All — First 1 of 1

Ledger by Period and Chartfields — Personalize | Find | 1 of 1

Period	Account	Oper Unit	Dept	Fund	Fund Affil	Source	Function	Project	Program	Purpose	Account Description	Stat
1	41011	15	55090	150		130079	107		0000	0000	Fees - Conference	

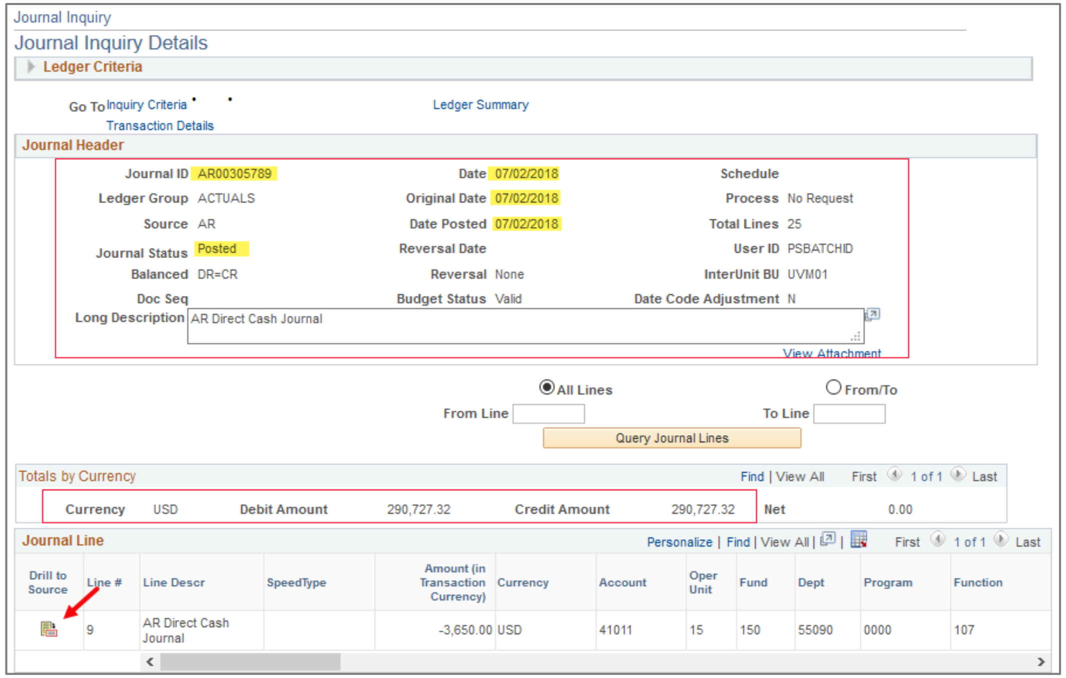
Amount (in Transaction Currency) -3,650.00 USD — Amount (in Base Currency) -3,650.00 USD

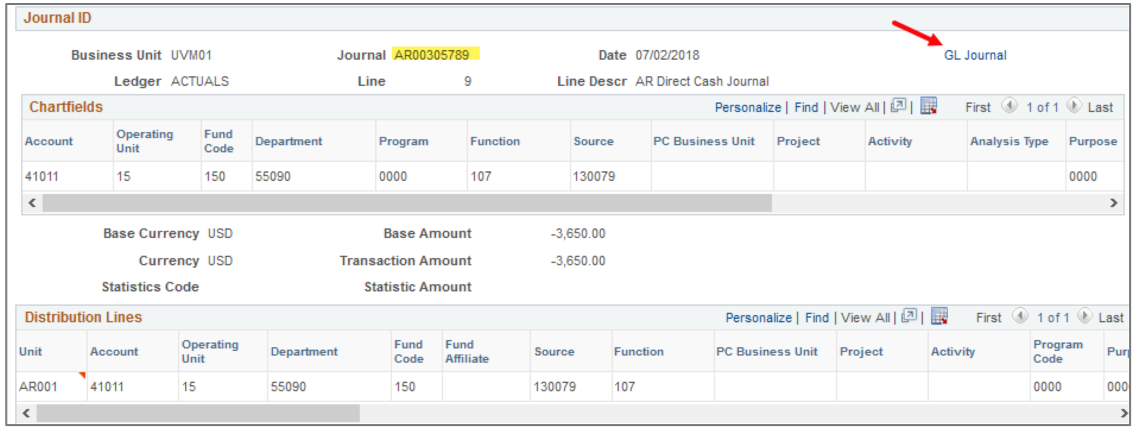
Journals — Personalize | Find | First 1 of 1 Last

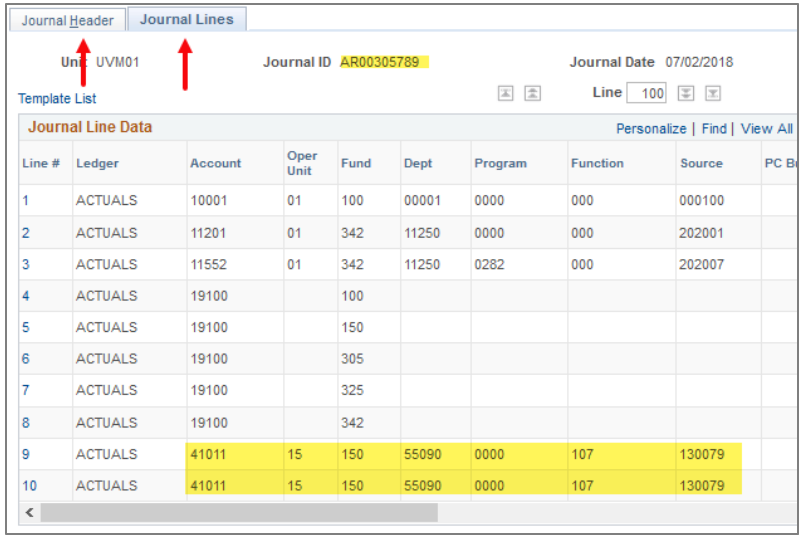
Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
AR00305789	AR Direct Cash Journal	07/02/2018		0.00	N	-3,650.00	USD	-3,650.00	USD

Inquiry Exercise – Using the Ledger Inquiry

6. Reviewing the data from the Ledger Inquiry (continued):





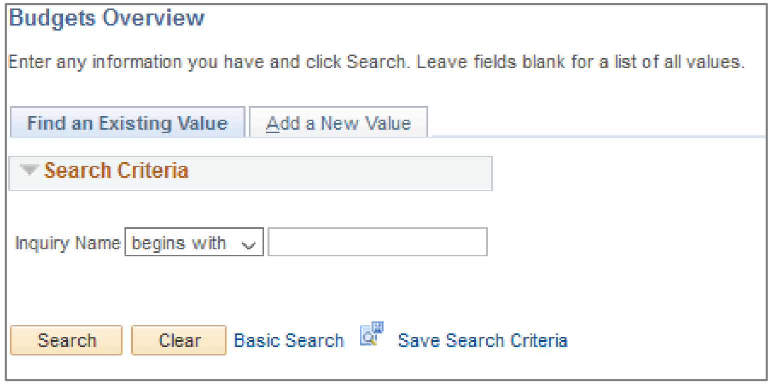


Budgets Overview Inquiry

Inquiry Exercise – Using the Budgets Overview

1. Navigation to the Budgets Overview: **Main Menu > Commitment Control > Review Budget Activities > Budgets Overview**

2. You will need to either add a new Inquiry ID or search for an existing Inquiry ID to run the request. If you are adding a new Inquiry ID remember that spaces are not accepted in the name.



View All First 1-9 of 9 Last

Inquiry Name	Description
AG	AG
BUMP	Bump
DETAIL_KK	Detail KK - expense
DETAIL_REV	Detail Rev
OPS	Ops
OPS_PA	Ops Parent
PC	Project Costing
SPONSOR	sponsored
SP_BUMP	Sponsored budget bump

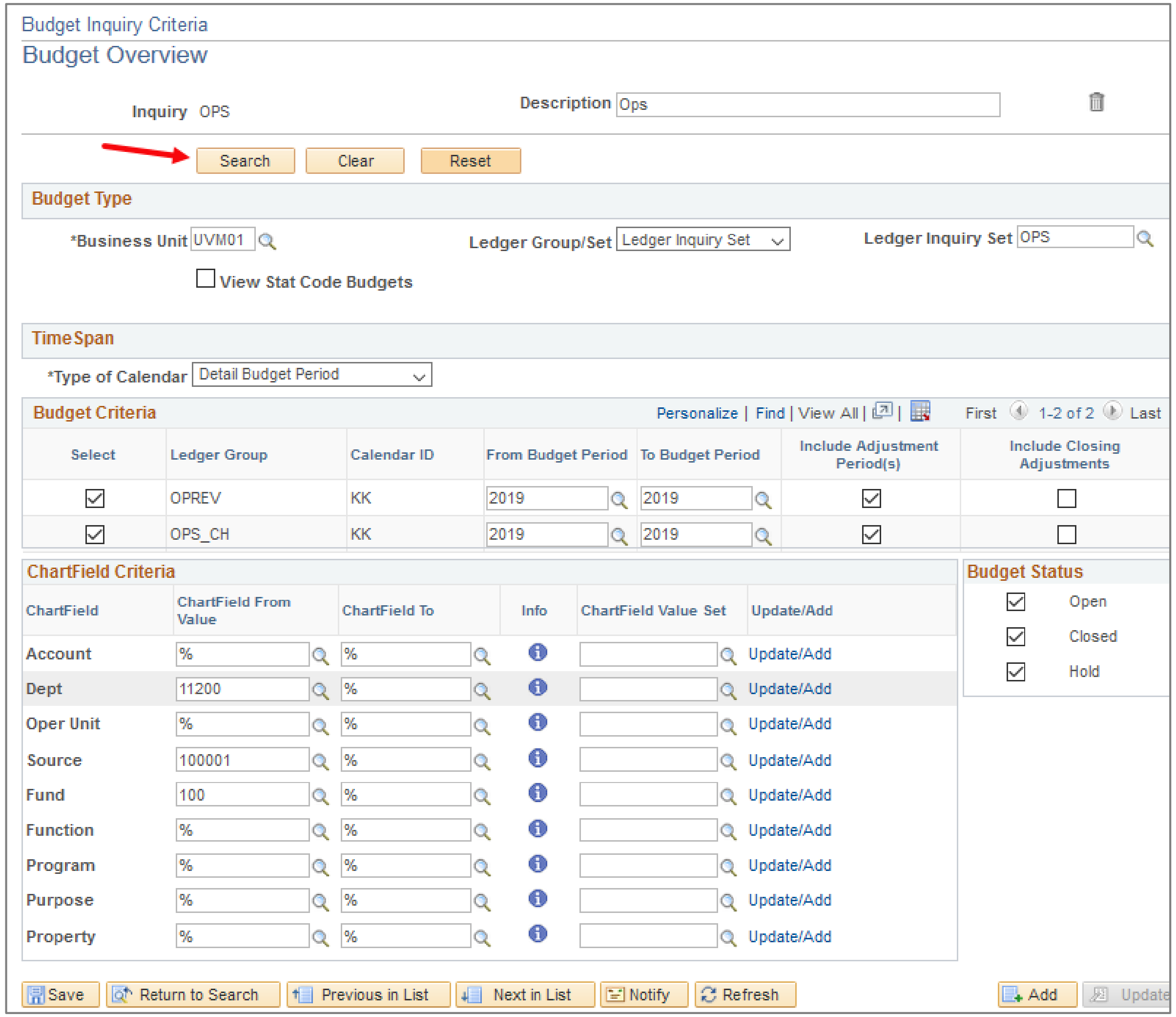
This is how I have my Inquiry ID's named, as an example of one way to save the ID's.

Link to User Guides: https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/commitmentcontrol.pdf

Inquiry Exercise – Using the Budgets Overview

3. Complete the fields as follows:
    - **Business Unit** = UVM01
    - **Ledger Group/Set**: Choose either Ledger Inquiry Set or Ledger Group. Selecting a Ledger Inquiry Set allows you get see BOTH revenue and expense data in the same inquiry.
    - **Ledger Group or Ledger Set**: Choose the Ledger or Ledger group you wish to use for the request. (ex. OPS_CHILD or OPS)
    - **Type of Calendar** = Detail Budget Period
    - **Budget Criteria**: For OPS and BUMP_REV, select the fiscal year (or range of years). For SPONSORED or PC use the default time period of 1 which will retrieve the entire span of the project.
    - **Include Adjustments Period(s)**: Leave checked
    - **Chartfield From and Chartfield To Value**: Select the criteria for the request
    - **Chartfield Value Set**: Only use this with the ledgers DETAIL_REV or DETAIL_KK because they are for detail accounts rather than budgetary accounts.

4. Click the Search button to run the request.



Inquiry Exercise – Using the Budgets Overview

5. Reviewing the data from the Budget Overview inquiry:
   - A. Total Expense Budget based on inquiry criteria
   - B. Total Expenses, with a valid budget status, for inquiry criteria
   - C. Total Encumbrances (Payroll/Fringe & PO's), with a valid status, for inquiry criteria
   - D. Total Pre-Encumbrances (Requisitions), with a valid status, for inquiry criteria
   - E. Total remaining Expense Budget

     Expense Budget

     - Expenses

     - Encumbrances

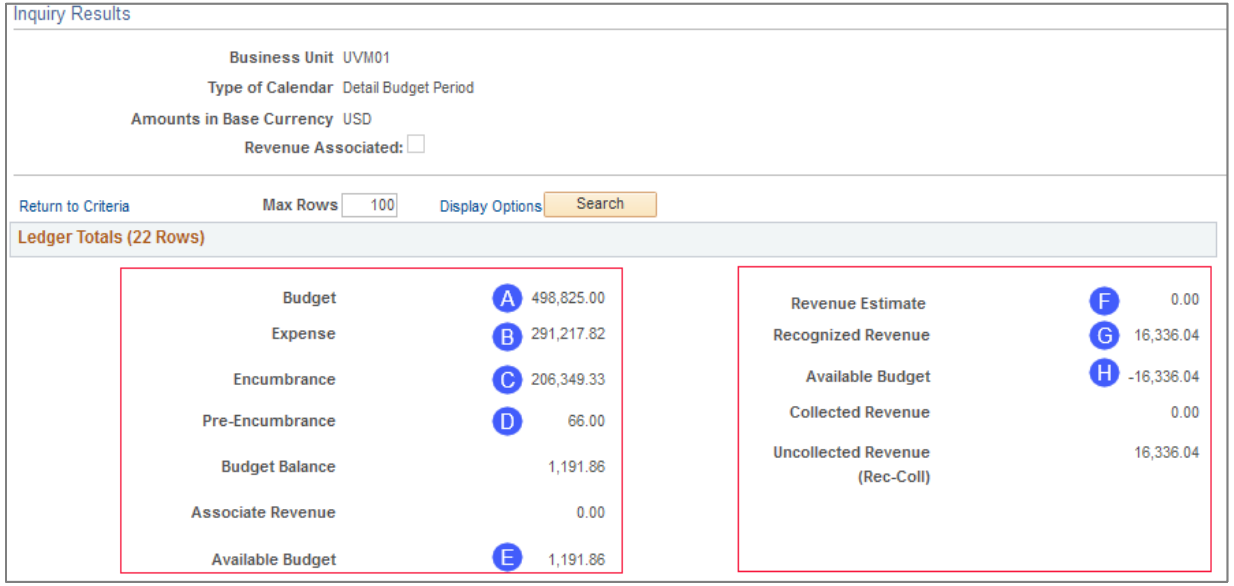
     <u>- Pre-Encumbrance</u>

     Available Budget
   - F. Total Revenue Budget, for inquiry criteria
   - G. Total Revenue, with a valid budget status, for inquiry criteria
   - H. Total remaining Revenue Budget

     Revenue Budget

     <u>- Revenue</u>

     Available Budget



Inquiry Exercise – Using the Budgets Overview

5. Reviewing the data from the Budget Overview inquiry (continued):

Budget Overview Results

Personalize | Find | View All | | First 1-22 of 22 Last

	Ledger Group	Budget Period	Account	Account Description	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Property	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Uncollected Revenue (Rec-Coll)*	Percent Available
1	OPREV	2019	E4649	Prior Yr Carry Forwd BO	01	11200	100	100001	994	0000	0000		0.00	0.00	0.00	0.00	0.00	0.00	2,374.38	0.00	-2,374.38	2,374.38	0.00
2	OPREV	2019	E4900	Intrnl Funding - Transfer From	01	11200	100	100001	994	0000	0000		0.00	0.00	0.00	0.00	0.00	0.00	13,961.66	0.00	-13,961.66	13,961.66	0.00
3	OPS_CH	2019	E5110	Sal&Wg - Officers of Admin	01	11200	100	100001	521	0000	0000	0000	180,000.00	105,000.00	73,384.62	0.00	1,615.38	0.00	0.00	0.00	0.00	0.00	0.90
4	OPS_CH	2019	E5200	Sal&Wg - Staff Salaries	01	11200	100	100001	521	0000	0000	0000	132,756.00	76,776.16	52,371.49	0.00	3,608.35	0.00	0.00	0.00	0.00	0.00	2.72
5	OPS_CH	2019	E5991	Ben - Full Benefit Rate	01	11200	100	100001	521	0000	0000	0000	140,740.00	81,799.30	56,590.25	0.00	2,350.46	0.00	0.00	0.00	0.00	0.00	1.67
6	OPS_CH	2019	E6000	Other Operating & Services	01	11200	100	100001	521	0000	0000	0000	829.00	723.90	0.00	0.00	105.10	0.00	0.00	0.00	0.00	0.00	12.68
7	OPS_CH	2019	E6001	Supplies & Materials	01	11200	100	100001	521	0000	0000	0000	2,000.00	1,448.58	0.00	0.00	551.42	0.00	0.00	0.00	0.00	0.00	27.57
8	OPS_CH	2019	E6010	Copying & Printing Services	01	11200	100	100001	521	0000	0000	0000	8,000.00	7,777.79	0.00	0.00	222.21	0.00	0.00	0.00	0.00	0.00	2.78
9	OPS_CH	2019	E6012	Postage & Shipping	01	11200	100	100001	521	0000	0000	0000	0.00	638.85	0.00	0.00	-638.85	0.00	0.00	0.00	0.00	0.00	0.00

Inquiry Exercise – Using the Budgets Overview

5. Reviewing the data from the Budget Overview inquiry (continued):

Activity Log

Personalize | Find | View All | First 1-11 of 11 Last

		Tran Line	Document Label	Document ID	Tran Date	Monetary Amount	Account	Oper Unit	Dept	Fund	Source	Function	Prograi
		1	Voucher ID:	00819086	08/08/2018	2,362.52	E6120	01	11200	100	100001	521	0000
		2	Voucher ID:	00825963	09/20/2018	1,256.25	E6120	01	11200	100	100001	521	0000
		2	Voucher ID:	00830753	10/23/2018	1,180.53	E6120	01	11200	100	100001	521	0000
		2	Voucher ID:	00835722	11/19/2018	2,925.00	E6120	01	11200	100	100001	521	0000
		1	Voucher ID:	00835999	11/20/2018	637.51	E6120	01	11200	100	100001	521	0000
		2	Voucher ID:	00839272	12/14/2018	862.50	E6120	01	11200	100	100001	521	0000
		2	Voucher ID:	00844935	01/23/2019	1,537.50	E6120	01	11200	100	100001	521	0000
		1	Journal ID:	P116777-51	07/30/2018	126.50	E6120	01	11200	100	100001	521	0000
		18	Journal ID:	P116777-52	11/14/2018	99.00	E6120	01	11200	100	100001	521	0000
		10	Journal ID:	P116777-51	12/04/2018	3,260.00	E6120	01	11200	100	100001	521	0000
		8	Journal ID:	0000320273	01/29/2019	-13,961.65	E6120	01	11200	100	100001	521	0000

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit UVM01 Journal ID P116777-52 Date 11/02/2018
Line 18 Ledger ACTUALS

Additional Source Information

Journal Line Description NACUBO

Transaction Line Details

Account	Operating Unit	Department	Fund Code	Source	Function	Program Code	Purpose	Property
61243	01	11200	100	100001	521	0000	0000	0000

Line Status Warning
Budget Date 11/02/2018
Line Amount 99.00 USD

OK

Header | Lines | Totals | Errors | Approval

Unit UVM01 Journal ID P116777-52
Template List Search Criteria
*Process Edit Journal

Lines

Select	Line	Unit	Ledger	Base Amount	Account	Oper Unit	Dept
	11	UVM01	ACTUALS	720.94	60502	01	11280
	12	UVM01	ACTUALS	-190.92	60502	01	11200
	13	UVM01	ACTUALS	52.00	60501	01	11200
	14	UVM01	ACTUALS	50.00	60501	01	11200
	15	UVM01	ACTUALS	295.62	60501	01	11200
	16	UVM01	ACTUALS	295.62	60501	01	11200
	17	UVM01	ACTUALS	19.10	60001	01	11200
	18	UVM01	ACTUALS	99.00	61243	01	11200
	19	UVM01	ACTUALS	-25.00	60501	01	11200
	20	UVM01	ACTUALS	-25.00	60501	01	11200

Totals

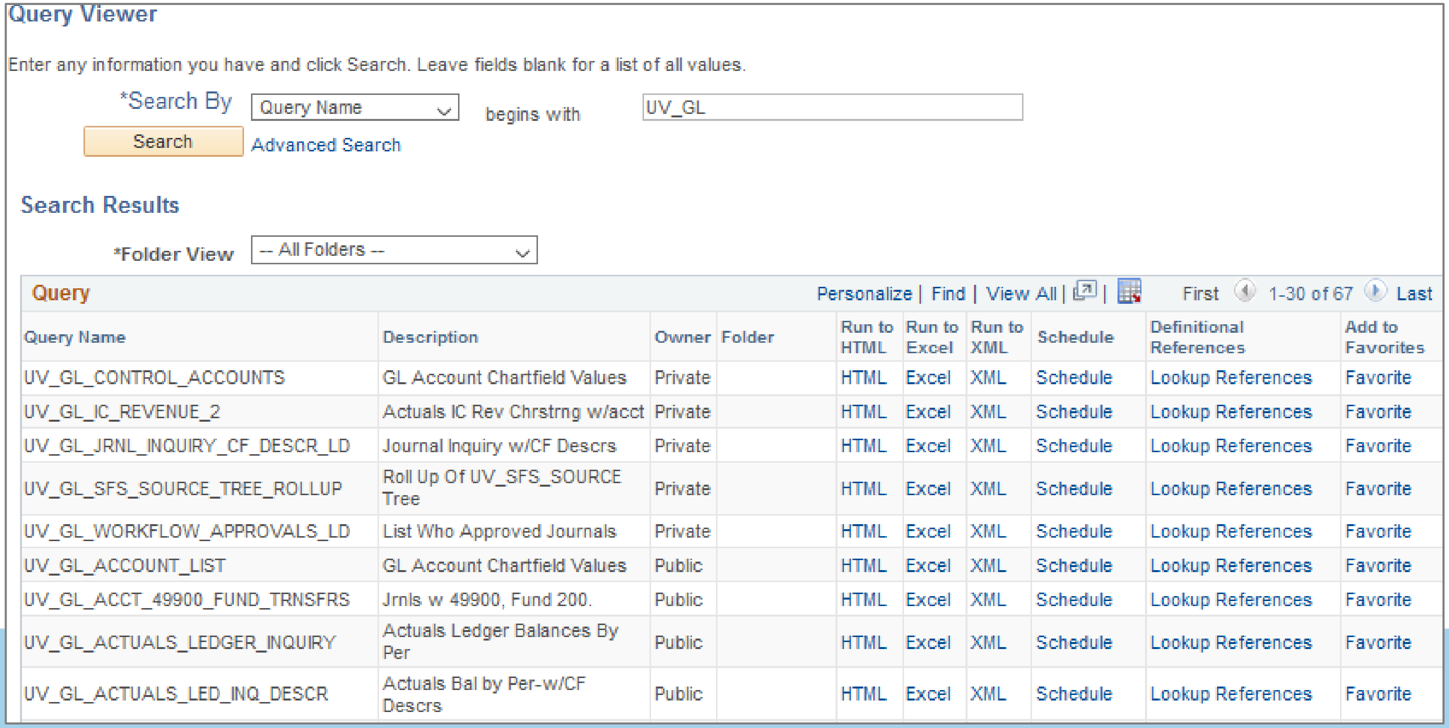
Unit	Total Lines	Total Debits

Queries

Reporting - Queries

PeopleSoft queries are an alternative tool to running reports or using inquiry pages. One of the advantages to accessing information through queries is the option to send the data to Microsoft Excel, which makes manipulating the data easier and user friendly. Another advantage to running a query rather than using an inquiry page is the ability to retrieve larger data sets. For a list of available queries, reference the Available Reports and Queries document.

Using either PS Finance or PS Human Resources, navigation to queries is: **Reporting Tools > Query > Query Viewer**



Query Viewer

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

*Search By Query Name begins with UV_GL

Search Advanced Search

Search Results

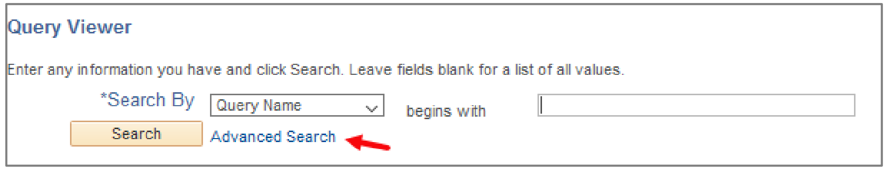
*Folder View -- All Folders --

Query — Personalize | Find | View All | First 1-30 of 67 Last

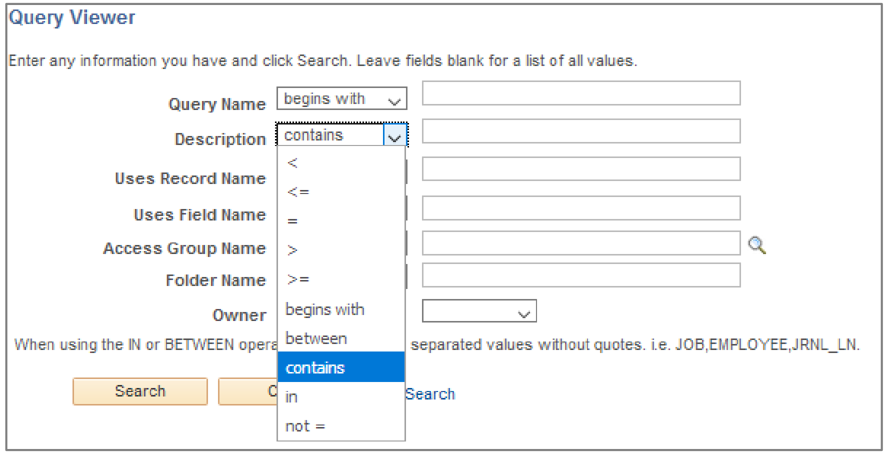
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UV_GL_CONTROL_ACCOUNTS	GL Account Chartfield Values	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_IC_REVENUE_2	Actuals IC Rev Chrstrng w/acct	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_JRNL_INQUIRY_CF_DESCR_LD	Journal Inquiry w/CF Descrs	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_SFS_SOURCE_TREE_ROLLUP	Roll Up Of UV_SFS_SOURCE Tree	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_WORKFLOW_APPROVALS_LD	List Who Approved Journals	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACCOUNT_LIST	GL Account Chartfield Values	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACCT_49900_FUND_TRNSFRS	Jrnls w 49900, Fund 200.	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACTUALS_LEDGER_INQUIRY	Actuals Ledger Balances By Per	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACTUALS_LED_INQ_DESCR	Actuals Bal by Per-w/CF Descrs	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Query Exercise – Using the Query Viewer

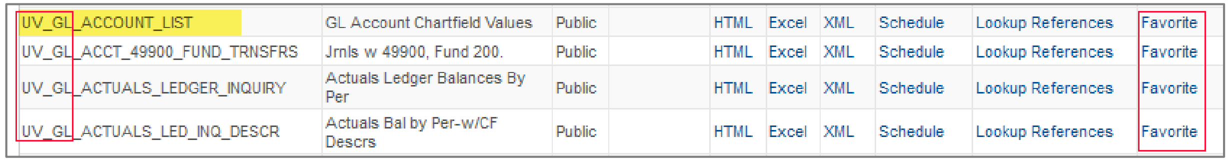
1. Navigation to the Query Viewer: **Main Menu > Reporting Tools > Query > Query Viewer**



2. If you know the name of the query you can search on the main query viewer page. If you are unsure of the name, try clicking the Advanced Search to use additional search tools.



3. When you have located the query you are looking for, use the "Add to Favorite" option to bookmark the query for future use. Your "favorite" queries will appear on your main Query Viewer page once saved.

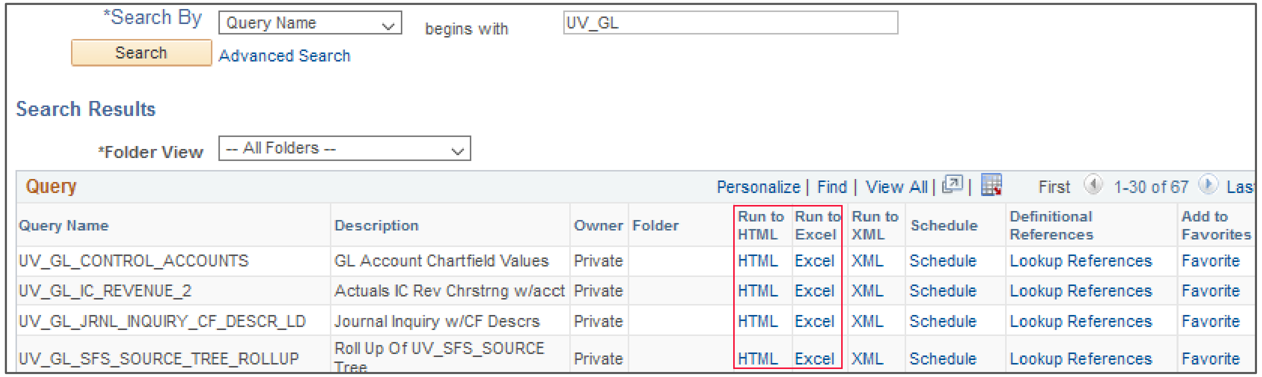


UV_GL_ACCOUNT_LIST	GL Account Chartfield Values	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACCT_49900_FUND_TRNSFRS	Jrnls w 49900, Fund 200.	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACTUALS_LEDGER_INQUIRY	Actuals Ledger Balances By Per	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_ACTUALS_LED_INQ_DESCR	Actuals Bal by Per-w/CF Descrs	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite

Link to User Guides: https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/generalreports.pdf

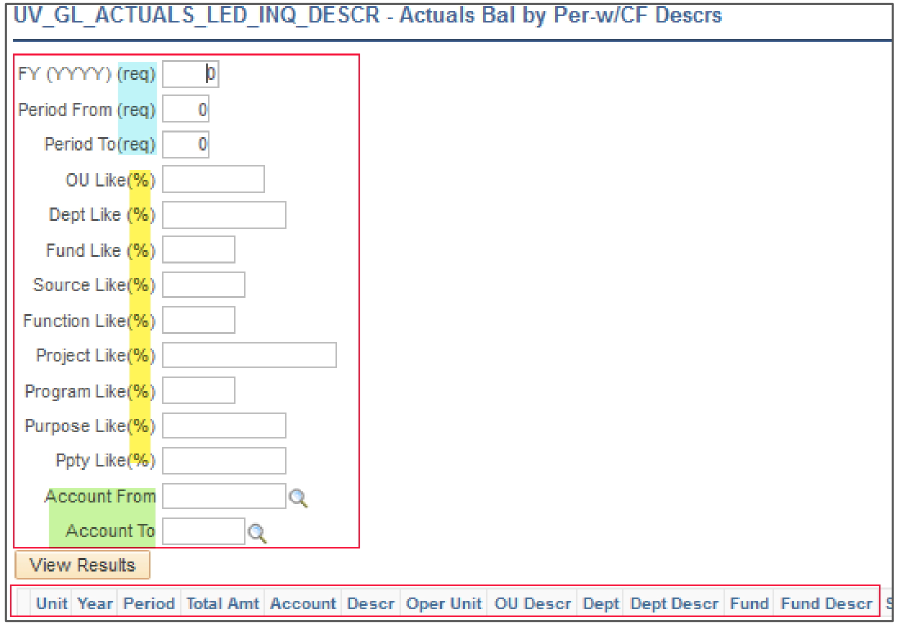
Query Exercise – Using the Query Viewer

4. To run the query select either “run to HTML” or “run to Excel”. The option of HTML will run the query results to your screen and then provide the option to send to the data to Excel. The option of run to Excel will run the query results directly to Excel.



5. Once you have selected the output option, a box will appear for the relevant criteria that pertains to the query selected. The ability to use the % wildcard is common with query criteria, but note there is guidance for the fields about how to enter the criteria.

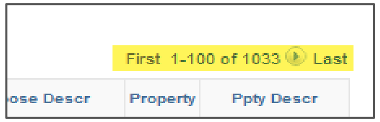
   Additionally, the headings of the query output will show under the criteria box. This is a helpful hint to determine if the query contains the data you want to see.



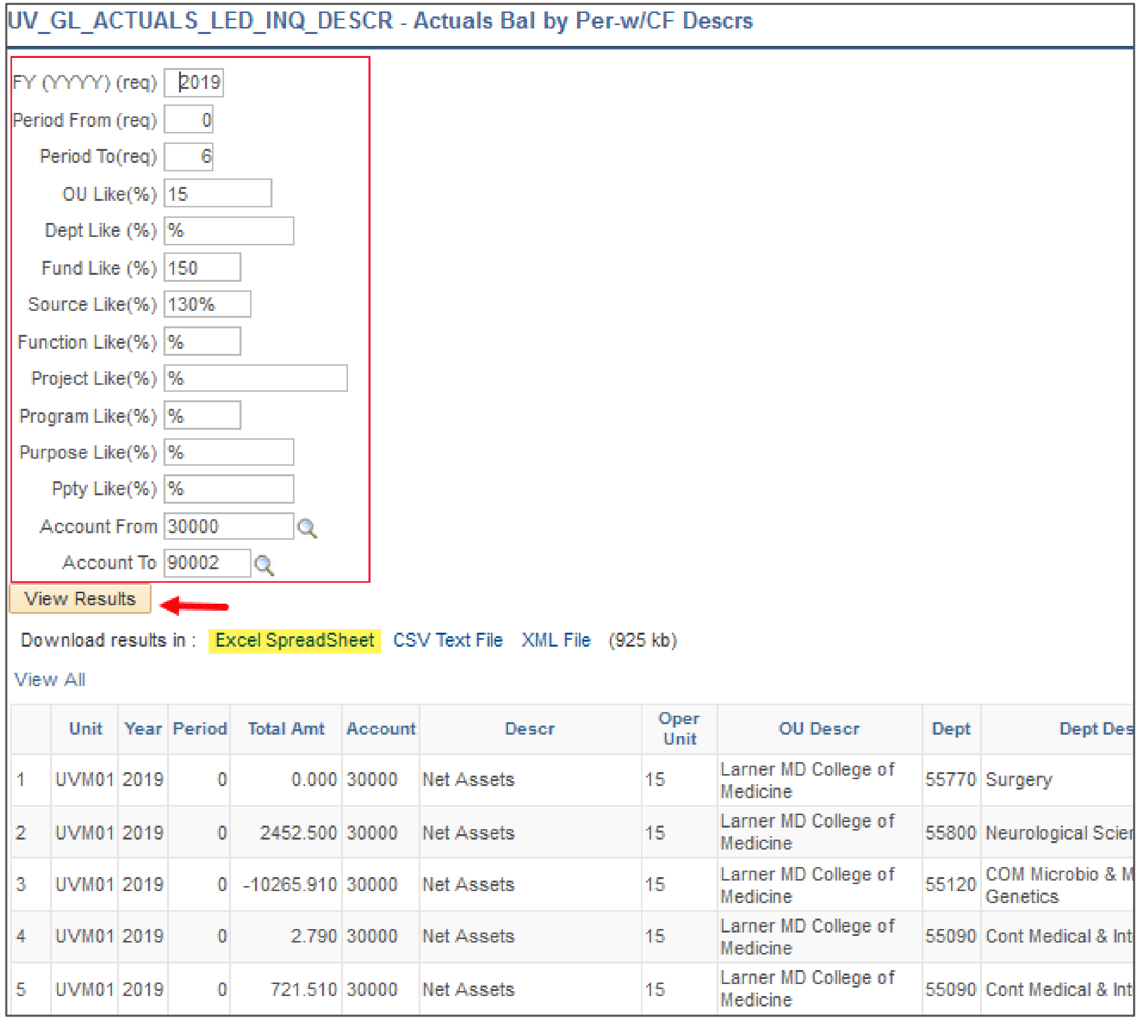
Query Exercise – Using the Query Viewer

6. Enter the criteria for the desired data and click the View Results button.

7. Once the query has been run, notice in the right hand corner you can see how many records have been returned.



8. Click on the Excel Spreadsheet link to send the data to Excel where you can format the information however is needed for analysis.



	Unit	Year	Period	Total Amt	Account	Descr	Oper Unit	OU Descr	Dept	Dept Des
1	UVM01	2019	0	0.000	30000	Net Assets	15	Larner MD College of Medicine	55770	Surgery
2	UVM01	2019	0	2452.500	30000	Net Assets	15	Larner MD College of Medicine	55800	Neurological Scier
3	UVM01	2019	0	-10265.910	30000	Net Assets	15	Larner MD College of Medicine	55120	COM Microbio & M Genetics
4	UVM01	2019	0	2.790	30000	Net Assets	15	Larner MD College of Medicine	55090	Cont Medical & Int
5	UVM01	2019	0	721.510	30000	Net Assets	15	Larner MD College of Medicine	55090	Cont Medical & Int

Helpful Resources

https://www.uvm.edu/finance/tools-resources/user-guides

APPLY | SEARCH | MYUVM

The University of Vermont

MENU DIVISION OF **FINANCE**

User Guides

User guides (formerly called "mini-manuals") are step-by-step documents designed to guide individuals through completing a task or activity on their own without attending training, or as a reference to remind the user of steps necessary to complete a task.

- Accounting & Reporting
- Budgeting
- Effort Reporting System (ERS)
- Human Resources & ePAR
- Payroll & Forms, Salary Distribution, Time Entry & Approval
- PeopleSoft Info & Tips
- Requisitions, Accounts Payable, PurCard & Travel & Expense
- Tax

- FORMS
- USER GUIDES
- DATES & DEADLINES
- TRAINING
- BUSINESS MANAGER REFERENCE GUIDE
- SYSTEMS ACCESS & SUPPORT
- FINANCE A TO Z

PEOPLESOFT LOGIN

PEOPLESOFT FINANCIALS FLOWCHART (PDF)

ENCUMBRANCE CALCULATOR (EXCEL)

Examples of what you will find in the "Available Reports and Queries link:

Financial Reports, Queries and Inquiries *(Navigation)*	Description/Purpose *(Additional Information and Resources)*
Financial Reports	
Operating Budget Report *(UVM Reports>Budget Reports)*	This report provides the means to monitor the status of operating budgets. It shows budget, pre-encumbrances and encumbrances from Commitment Control and draws expenses and revenue from the Actuals Ledger. For closed accounting periods, the report provides a snapshot of the budget, encumbrances and actuals as of that closed period. Transaction detail, payroll detail and PO details can also be included. *(Basic Financial Reports Mini-Manual)*

Financial Reports, Queries and Inquiries *(Navigation)*	Description/Purpose *(Additional Information and Resources)*
Ledger Activity, Activity with Attribute Report *(General Ledger>General Reports)*	Shows the journal activity on a particular account for journals that have posted. This is a delivered report, which may be useful for research. *(General Ledger Data Mini-Manual)*

Financial Queries	
UV_ACTUALS_DTL_FOR_PROJECT UV_ACTUALS_DTL_FOR_CHARTSTRING *(Reporting Tools>Query)*	Provides detail about actuals transactions that have been posted to the General Ledger. For example, all expense transactions for a particular project with detail could be retrieved for a selected timeframe. Note that this is the same detail that is retrieved in the UVM Operating, Project and Endowment and Gift Budget Reports.

HR Reports and Queries *(Navigation)*	Description/Purpose *(Additional Information and Resources)*
HR Reports	
Blank Distribution Form *(UVM Reports>Commitment Accounting)*	This is the form used for processing distribution for new hires and for adding a new sheet to an old distribution. *(Reports and Queries Mini-Manual)*

HR Queries	
FAC_UNION_ACTIVE *(Reporting Tools>Query)*	List of faculty with union codes and FTE *(This query will automatically populate your list based on your individual security permissions.)*

Questions?