

University Financial Services Road Show Topics

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

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

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

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

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

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

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

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

8. Accounts Payable
 - a. Has the invoice been paid yet?
 - b. Vendor information and requirements
 - c. 1099 Miscellaneous information and requirements

9. Purchasing cards
 - a. How to get one
 - b. Rules

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

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

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

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

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

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

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

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

18. Effort Management and Reporting on Sponsored Agreements
 - a. Quarterly verifications and annual certification best practices
 - b. Using the Effort Reporting System Functionality
 - c. Strategies to minimize retroactive payroll distribution changes

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

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