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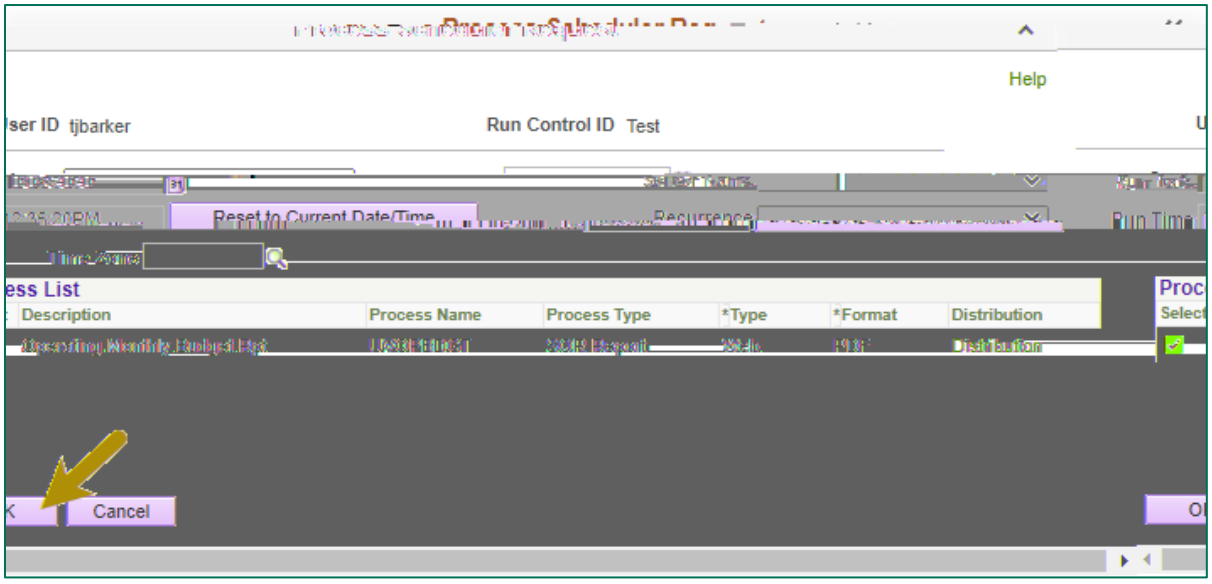
Financial Data in XLS? This checkbox, if checked, will create a spreadsheet output that contains the financial information in the report (i.e., the base budget, revised budget, encumbrance, pre-encumbrance, revenue, expense, and remaining balance data). Data then can be manipulated as desired for further 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.

PeopleSoft Financials User Guide:

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



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

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.

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

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.

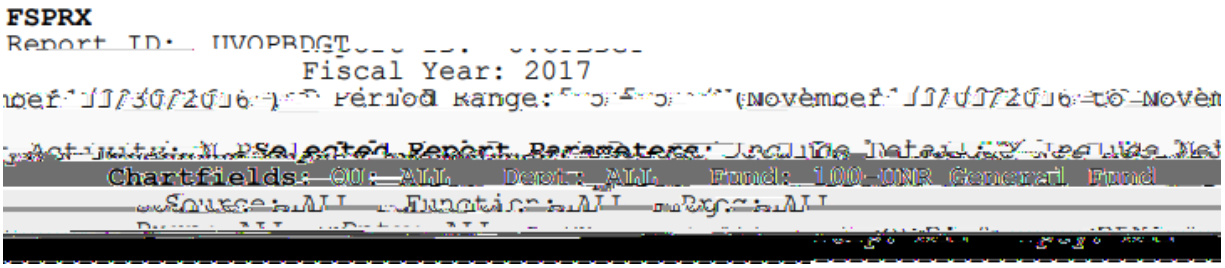
Note: The PDF link opens the formatted report. The CSV link opens a spreadsheet of the transactions.

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.



Chartstring Combinations

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

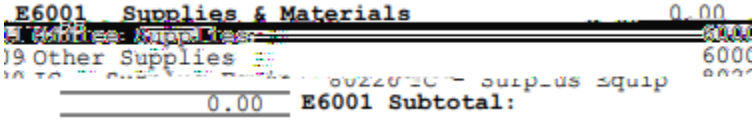
Note: The first chartstring shown will be the first chartfield combination having budget, pre-encumbrances, or encumbrances that meet the parameters. The order of combo matches shown is based on the order in the GL Accounting Tree named UV_CC_ACCT_WINTER.

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.



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

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.
- ArFmaicoamDby. d

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 s

asset an

(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.

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.

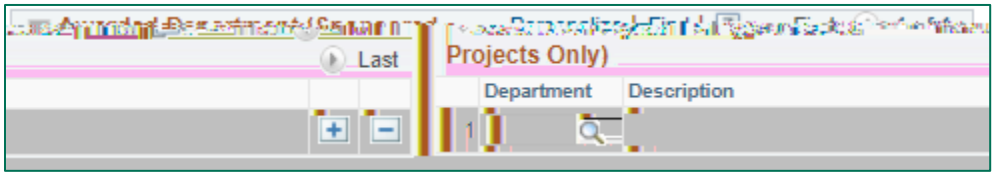
Principal Investigator (PI):

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.

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).



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

PeopleSoft Financials User Guide:

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

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

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

10. The most recent report will be at the top of the **Process List**. Click **Refresh** until the **Run Status**

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.

XLS Column Header	Information
FY	The fiscal year that the transaction posted to the GL
Per	[redacted] thn7ETEMC /P E

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
Chartstring	
Employee Name	
Fringe Rate	The fringe rate associated with this account.
YTD Expense	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.
YTD Fringe	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.
PER(s) Exp	The expense on this chartstring for this person, for the selected range of accounting periods.
PER(s) Frg	The expense on this chartstring for this person multiplied by the fringe rate, for the selected range of accounting periods.
Encumb	This is the remaining encumbrance for the person as of the last accounting period selected. **Note:** 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.
Frg Encumb	This column multiples 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 1st 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, every time 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.

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 proRw 4.457 (c)8t. Thi6 revenueesaw

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

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 currentearnings 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

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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 Overvie

#	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.	Chartstring (less account since detail account not in KK ledgers) Amount in KK	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.		

#	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				

#	Section Title

#	Section Title

#	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.	Milestone Type Milestone Code Due Dt Completed/ Not Completed Status Completion Date Completed By Text/Notes	Only relevant for Project Option
12A	PurCard Defaults	Lists people who use the selected project or chartstring as their PurCard default chartstring.	Employee ID Name Expiration Date of PurCard Chartstring	Both
12B	Expense Report Defaults	Lists people who use the selected project or chartstring as their Expense Report default chartstring.	Employee ID Name Chartstring	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.	Distribution change request ID Distribution change request Date (when form created) Fiscal year Distribution status Employee name Requestor	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			

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 (m)-28.-e93424 ( )]T 0.48 94.081 ref-(	

Frequently Asked Questions

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 UnnM(U13 (DT)-2 (n)-3.238rR)0 9(e)0 (ld6)-3(rs)2.1oH Dxainanal(R)4 (e9 (p)-4 (o)-2 (r