

Descriptions of available PS Training Sessions

UNIVERSITY ACCOUNTING SETUP AND INQUIRY

This training session covers the complete setup of the University Accounting as it is in the Peoplesoft system, along descriptions and examples of every entity of the system. The Budget Responsibility Matrix, the bible of university setup of accounting procedures, is explained in detail. The Peoplesoft General Ledger which includes all accounts (assets, liabilities, revenue, expenses and fund equity), as well as all other chartfields, are defined and explained as to the importance and purpose of each. All activity in Commitment Control and the General Ledger, including the Budget and General Ledger journals are identified and described in detail. The Budgetary Control Setup along with the basis of reporting, as well as all the fundamentals of university accounting are explained at a level in which the newest of our employees can form a foundation to begin their jobs. The training can also help those that have been here a period of time, and have never received instruction on the essential structure and functionality of our system. A question and answer period follows, to address any individual problems or inquiries.

RECONCILIATION

The Reconciliation session assists in the development of a systematic way to reconcile programs and grants on a timely basis. This session provides guidelines for the comparison of posted transactions in the system to the general ledger balance, with explanation to any differences due to timing, accounting practices and any unposted items or errors. Reconciliations are essential for internal control, by providing management, auditors and other users with the ability to substantiate a balance, detect errors and analyze the integrity of reported financial data. They are also mandatory for the periodic audits by external auditors, including the state and federal sources. This training session also provides examples and tips on how to create spreadsheets, and includes the reports to use to retrieve the data needed. Suggestions on how reconciliation should be presented and documented are also included, depending on the format used. A question and answer period follows, to address any individual problems or inquiries.

TROUBLESHOOTING

This session addresses problems encountered in the system, such as a transaction failing Budget Checking. It also assists in the reconciliation of programs and grants, by using the Peoplesoft system to verify data in the Commitment Control and Edit Tables. All ERROR messages are explained and defined to a level that can be understood by the departmental users, along with the procedures to **confirm** and **correct** the problems. Navigation to all areas of Inquiry are practiced, defined, and outlined. Inquiry will include Commitment Control budgets, all chartfield edit tables and speedtypes. A question and answer period follows, to address any individual problems or inquiries.

BASIC REPORTS/EPM QUERIES

This Reports training session provides detailed information and explanations of the basic reports, which are included in the **Financials-Detail** section, to used in the development of program or grant reconciliations. The report coverage will include the PI-03 and PI-04 report series, along with several others in this section. Detailed descriptions of the reports and the reports within the reports are provided along suggestions and methods to be used in the reconciliations of all areas. This session would greatly benefit all that have the task of reconciling programs and/or grants, and will give the departmental user the opportunity to ask questions on any of the reports.

EPM Query is an additional tool to retrieve specific or general data needed to reconcile programs or grants. Query is easily downloaded to excel, which also makes it very easy to manipulate data. It can be used to find specific information or groups of information such as retrieval of quarterly reports, or reports researching entries by month or year of a program, or the life of a grant. We have offered the departmental user the option to request any query that may help him/her in their reconciliations.

UBM/DEPARTMENT QUERY

This session provides additional detailed information on reports at the department level. We will be covering the **Financials-Departmental-Detail** and **Analysis** reports which will include Transaction Detail, Budget and Expenditures, Grant Unallowables, Cash by Department, and a limitless list of reports that benefit the UBM with departmental responsibilities. This presents a great opportunity to ask questions and discover the many reports and queries available to assist UBMs in reporting, reconciling and retrieving the basic information needed by the Chairperson or department head.