

## **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.

### **ACCOUNTING SETUP - GRANTS**

This training focuses on the setup of Grants, specifically, including Budgets, Receivables, Unallowables, and many more. This training is designed for UBM's and other individuals who have the responsibilities of maintaining and reconciling Grants.

### **ACCOUNTS PAYABLE AND ACCOUNTING OPERATIONS**

This class covers PeopleSoft Financials accounts payable inquiry and Accounting Operations policies, procedures and forms. The class will cover voucher and payment inquiry. It will also cover various forms that are used in Accounting Operations, such as: the Request for Disbursement form, the Travel Voucher, the Petty Cash Requisition form and the W-9 form. Navigation of the Controller's Office Accounting Operations website will also be covered.

### **PEOPLESOFT FINANCIALS ADVANCED**

Financials Advanced takes the Accounting Setup and Inquiry one step further. Beginning with a review of the Setup, the Advanced session includes an in-depth look at Reconciling, Billing, Procard and many more. This session provides the opportunity to ask questions about the accounting and reporting, following the introduction and use of the Peoplesoft system.

### **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.

## **RECONCILIATION II – Reports**

Reviews the reports needed for a thorough and successful reconciliation of all areas of Peoplesoft, providing full explanation of all aspects of the reports. This session will cover all questions presented and will allow time to address any reports of interest to the attendees.

## **GL 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.

## **ENDOWMENTS**

Conducted by the Foundation Accounting group; this session provides updates on the Endowment guidelines, policies and procedures. A must for those whose responsibilities include endowment programs.

## **FINANCIAL REPORTS - PI**

Conducted by Dave Baugh, this session covers Reports Training for the Principal Investigator of a program or grant. The reports which are included in the **Financials-Detail** section among others, will be used in the development of program or grant reconciliations. Reports 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 user the opportunity to ask questions.

## **FINANCIAL REPORTS - UBM**

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.

## **FINANCIALS YEAR-END TRAINING**

This session reviews all processes, procedures and policies pertaining to yearend closing and the startup of the new year, including all budget and expense journals that are a part of the old and new fiscal years. This session should be viewed by all that work with peoplesoft data and peoplesoft reports.