Financial Services Training Guide

PeopleSoft (9.1): Running Reports and Month End Checklist
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1 Introduction
One of the most important aspects of a role with financial responsibility is the month end review and reconciliation process. University obligations, of both a statutory and financial nature, are subject to regular review both internally and externally making the monitoring of these areas vital. Regular running of reports with consistent checks of financials and the instilling of comprehensive month/quarter end processes will facilitate accurate data representation at both a Business Unit and University level.

2 Objectives
- Provide staff with an understanding of University financial obligations and how their role fits within the finance picture.
- Explain financial best practice within a Business Unit.
- Create run control ID’s, understand how they work and instil report scheduling in every day practices.
- Generate/retrieve reports and how to interpret the data contained therein.

3 Business Unit financial responsibilities
Business Unit financial responsibilities include:
- Overall financial performance - i.e. operating within a budget and constantly working to enhance the Business Unit/University position. Financial performance refers to the overall profitability of individual Business Units and the University as a whole. Like any institution, the University must be profitable in its operations to best utilise funds and funds management. Good management of funds ensures the future operations of the University will continue.
- Internal controls - Documentation of individual Business Unit which comply with existing UWA Policies, Procedures and the relevant Australian Accounting Standards. For further information on internal controls please refer to the following link - http://www.finserv.uwa.edu.au/manual/financial-responsibility.
- Budget and Reforecast Preparation - Budget data is used for quarterly management reporting, helping the University to understand actual performance against planned outcomes. The budget also enables individual Business Units to plan their future resource requirements against income to ensure they can manage their funds. Further information on the budget and an information pack is available from the Budgets section of the Financial Services website - http://www.finserv.uwa.edu.au/accounting/budgets. The budget reforecast is performed quarterly. The reforecast centers around the comparison of actual results versus the original budgeted figures, documenting changes in assumptions, changes to University Policy etc. Any major variances or planned changes in expenditure can be catered for in the reforecast figures, hence providing a more accurate representation of performance.
- Formal Risk Management - Is a systematic process concerned with identifying, analysing, evaluating and treating the uncertainty associated with any activity, process, function, product, project, service or asset. For further information regarding risk management please refer to the following link http://rm.uwa.edu.au/risk_management.
- Month/Quarter End Reporting – For month end please refer to the checklist in Section 4.
- Quarter End – Budget versus Actual financial performance, variance analysis. The quarterly reports generated for the University are reviewed each quarter end by the Senior Deputy Vice Chancellor.
- Half Year and Year End Reporting – Financial Reporting, Responsibilities and Requirements Checklist (FRRR) - http://www.finserv.uwa.edu.au/accounting/frrr. Bi-annually the University Executive meets to discuss the contents of the financial reports with a focus on tracking University progression toward goals and direction that have been set by the Executive.
- Financial meeting(s) with the Board of UWA Executives.
- Liaise with Internal Auditors.
4 Review and reconciliation checklist for month end
- All AR/AP forms are submitted to Financial Services for processing in a timely manner.
- Receipted monies are deposited.
- Review of accrual and other standard month/quarter end journals.
- Check of the salary verification report.
- Review long service leave liabilities.
- Complete credit card acquittals.
- Complete cash advance acquittals and follow-up/reconcile outstanding cash advances.
- Petty cash reconciliations and recoup of petty cash funds.
- Review all open purchase orders and the corresponding encumbrances.
- Follow up outstanding Internal Funds Transfer (IFT) journals.
- Project Grant maintenance, including dollar balances and details.
- Review debtors listing.
- Vehicle recoups.
- Review and update asset registers and attractive items listings.
- Review bulk invoice charges.
- Check budget versus actual performance through variance analysis.
- Review and update authorised signatories.

5 Reports and what to review
- Summarised listing of all Project Grant balances under a Business Unit.
- Project Grant transaction details (only if investigation is required).
- Consolidated income and expenditure report (profit and loss).
- Outstanding encumbrance details.
- Month by month view of the entire Business Unit financial position (trial balance).
- Bulk invoices.
- Aged debtors.
- Asset report(s).
- Expense Management System (EMS) reports – credit card acquittals.
Examples of reports to review:

<table>
<thead>
<tr>
<th>Name of Report</th>
<th>PeopleSoft Navigation</th>
<th>Why is this report useful?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FndG PG Financial Sum XPrd – UFS0106</td>
<td>Main Menu&gt; UWA Reports &gt; General Ledger &gt; Summary &gt; FndG PG Financial Sum XPrds</td>
<td>This report is able to cross periods and excludes balance sheet items (other than encumbrances). This is also a good report when reporting to external funding bodies based on financial years (or other timeframes).</td>
</tr>
<tr>
<td>Transaction by PG – UFS1106</td>
<td>Main Menu&gt; UWA Reports &gt; GL Transaction Reports &gt; Transaction by PG.</td>
<td>This report allows investigation of the details of the transactions and to review acquittals and details for variance analysis. It is also good for trend analysis for budget preparation.</td>
</tr>
<tr>
<td>FndG Activity Budget Bal/Sh – UFS0096</td>
<td>Main Menu&gt; UWA Reports &gt; General Ledger &gt; Account Group &gt; FndG Act Bud B/S XPrds.</td>
<td>This report is a good profit and loss report (includes balance sheet items) and can be run for a range of scenario’s. Generally used by Faculty Accountants for variance analysis and quarterly reporting.</td>
</tr>
<tr>
<td>Outstanding Encumbrances (Open purchase orders and salaries) – UFS0056</td>
<td>Main Menu&gt; UWA Reports &gt; GL Transaction Reports &gt; Outstanding Encumbrance.</td>
<td>The encumbrance report details all future commitments against a project grant. The line items of a purchase order yet to be paid as well as salary expenses yet to be charged are what comprise these figures.</td>
</tr>
<tr>
<td>Expense Management System (Manager) Outstanding Credit Card Report – UFS0071</td>
<td>Main Menu&gt; UWA Reports &gt; Expenses &gt; Mgr CC Outstanding Trans</td>
<td>This report allows managers to view all outstanding credit card transactions that belong to a cardholder or all cardholders within your BU regardless of who the proxy is.</td>
</tr>
<tr>
<td>Expense Management System (Proxy) Outstanding Credit Card Report – UFS0072</td>
<td>Main Menu&gt; UWA Reports &gt; Expenses &gt; Proxy O/S Credit Card Trans</td>
<td>This report allows a proxy to see all outstanding credit card transactions that belong to a cardholder within your BU for the cardholders you process the acquittals for.</td>
</tr>
<tr>
<td>FndG Activity (inc Bal/Sh) – UFS0095</td>
<td>Main Menu&gt; UWA Reports &gt; General Ledger &gt; Summary &gt; FndG Activity (inc Bal/Sh)</td>
<td>This report provides a quick overview of Business Units and project grants and consolidates information. Generally used by Faculty Accountants.</td>
</tr>
<tr>
<td>FndG Trial Balance Prd (Act) – UFS0097</td>
<td>Main Menu&gt;UWA Reports &gt; General Ledger &gt; Summary &gt; FndG Trial Balance Prd (Act)</td>
<td>Used for monthly reporting by some Business Units.</td>
</tr>
</tbody>
</table>

**NOTE:** Reports can also be found by searching the Report ID in the PeopleSoft Search Menu. (e.g. UFS0097)
6 Running reports – overview

Follow the below steps to run a report in PeopleSoft:

a) When logged into PeopleSoft, navigate from the Main Menu to UWA Reports and select the required report.

b) Search or enter a Run Control ID (a run control ID is a set of saved parameters for a frequently used report. Refer to section 7 Creating a Run Control ID).

c) Select the layout of the report required. Each report within PeopleSoft has a number of variations that can be selected to present the report in a different format/sequence. Multiple selections can be selected if required; typically users select one of the PDF versions (A -> F) and/or the Excel version (X).

d) Submit the report to run. This will submit the report to run on the server and most reports will be completed within a few minutes. This can be viewed through the UWA Report Manager.

e) View / download completed report once the Dist Status indicates Posted.

All reports within PeopleSoft are contained under the UWA Reports menu.

NOTE: By expanding the menu, this will show reports or sub menus available within UWA Reports.

When access to PeopleSoft is setup for a user this determines which reports are available. Select the report to run by clicking on the report name.
7 Creating a Run Control ID

A Run Control ID is a saved set of parameters that will be used to retrieve data to be displayed within a report. To create a Run Control ID, click on the Add a New Value tab (current tab is highlighted blue).

a) Name the Run Control ID: (e.g. Name of Report, PG number, Manager Name).

**NOTE:** There can be no spaces when naming the Run Control ID, therefore enter an underscore where a space would be used. (e.g. Joe_Bloggs)

b) Click Add. This will open to the Parameters to be entered for the Run Control ID.
8 Entering parameters

Depending on the report that is selected, the report parameters available may vary. Typically the parameters that need to be changed are:

- **Effective date**: Recommended to use the last day of the current calendar year
- **Fiscal Year/Period**: Used to select the range of data required in the report.

a) Enter Parameters for the report to be run (example used is for a Transaction by PG Report).

Complete the following:

- **Effective Date**: (recommended to use the last day of the current calendar year)
- **BU From: and To:** (business unit number) School, Faculty, Fac/Group and Entity automatically populate.
- **Acct From: and To:** enter if a specific account code is required.
- **Proj/Grant From: and To:** enter Project Grant or range of Project Grants.
- **Account Grp From: and To:** enter if a specific account group is required.
- **Fiscal Year From:** Period: and Fiscal Year To:** Period: enter the year and period required.
- **Manager Name**: manager name must match exactly to that of the project grant attributes or % if Manager unknown. Like patterns can also be entered e.g. %BNK% will find anything with BNK within it, or %BNK will find anything ending with BNK within it.
- **Report Key and Budget Activity** can also be entered if known.

b) Click Run. The Process Scheduler Request screen will now display to select the report layout.

**NOTE:** If any or all of the above are not correct, the report will not generate. Do not generate a new report until the previous one is complete; otherwise use a different Run Control ID.
9 Report layout

Each report within PeopleSoft has a number of different layouts to choose from. The layouts are split over 2 categories:

- **PDF Layouts** – produces a PDF copy of the report that cannot be manipulated; each layout is primarily a different report.
- **Excel Layouts** – produces a Microsoft Excel version of the report which can then be used for further analysis. (Select the Description X) Export Version and not the Format XLS).

a) Select the following:

- From the Description column, tick how the report is to be viewed (this depends on parameters entered) by clicking on the box under the Select column.
- From the Type column change to Web, Window or Email (the window option displays on screen).
- From the Format column, select PDF.

b) Click OK.

c) This will return to the Parameters page with a Process Instance number allocated underneath the Run button.
10 Monitoring report progress

The reports selected will be submitted to run on the PeopleSoft server. To monitor/review the status of the reports submitted navigate to the UWA Report Manager. There are two ways to access the Report Manager:

10.1 From the report Parameters page:

a) Click on the Report Manager hyperlink.

![Image](image1.png)

b) The UWA Report Manager screen will be displayed. Ensure the Run Status is Success and the Dist Status is Posted (click Refresh if not Success and Posted), then click on the Description hyperlink of the report to be viewed/printed (the report name is located under the Name column).

![Image](image2.png)

**NOTE:** The UWA Report Manager retains a history for the last seven days and depending on the options selected there may be more or less jobs.
10.2 From the Main Menu (outside the report parameters screen):
   a) From the Main Menu, click UWA Reports.
   b) Click Report Manager.

The UWA Report Manager screen will be displayed.
11 Scheduling, recurring and emailing reports

11.1 Schedule reports
This is where a report is requested to be run at a specific future date and time but will not be required to be run again (once off reports).

NOTE:
- Reports cannot be scheduled to be run outside of PeopleSoft login hours. PeopleSoft login hours are between 7am-10pm (AWST).
- Schedule reports from Period 1 to Period 12 to ensure all transactions are included.
- Update Run Control ID parameters (refer content 13 Amending Run Controls) and save when commencing a new year.

a) Select the report to run from UWA Reports. Enter parameters and click Run.
b) From the Process Scheduler Request screen specify the Run Date: and Run Time: for the report to be run.
c) Select how the report is to be viewed and change the Type and Format if required.
d) Click OK. This will return to the Parameters screen with a Process Instance number allocated.
e) Click the Process Monitor hyperlink.
f) The Process List screen will be displayed. The scheduled date and time selected displays under the column Run Date/Time and the Run Status will appear as Queued until the selected Run Date/Time has lapsed.

NOTE: The Process Monitor is used instead of the UWA Report Manager as the Run Date/Time is unable to be viewed from the UWA Report Manager. Once the Run Date/Time selected has lapsed the report can be viewed/printed from the UWA Report Manager.
11.2 Recurring reports

This is where a report can be scheduled to run at a pre-determined time every week/month. Once the initial report has been created it will automatically run every week/month at the specified time requested.

a) Select the report to run from UWA Reports. Enter parameters and click Run.

b) From the Process Scheduler Request screen specify the Recurrence: for the report to be run (first 3 options only).

c) Select how the report is to be viewed and change the Type and Format if required.

d) Click OK. This will return to the Parameters screen with a Process Instance number allocated.

NOTE: The Recurrence: drop down menu includes all recurrences, however, only the first three have been setup and configured for regular reports. The rest in the list are used for system jobs. If a selection is made which isn’t configured, the report will be deleted and a valid recurrence will need to be run again.

The Recurrences currently available are:

- 2W Sun 13.00 report runs every Sunday at 13:00
- 3M 1st Sat 08:00 report runs on 1st Saturday of every month at 08:00
- 3M 2nd Sat 08:00 report runs on 2nd Saturday of every month at 08:00
e) Click the Process Monitor hyperlink.

f) The Process List will be displayed. The recurring date and time selected displays under the column Run Date/Time and the Run Status will be Queued until the selected Run Date/Time has lapsed. Note the icon which indicates a Recurring report.

**NOTE:** The Process Monitor is used instead of the UWA Report Manager as the Run Date/Time is unable to be viewed from the UWA Report Manager. Once the Run Date/Time selected has lapsed the report can be viewed/printed from the UWA Report Manager.

The Process List common values for Scheduling and Recurring Reports for the Run Status are as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>In the queue and has not yet started processing.</td>
</tr>
<tr>
<td>Initiated</td>
<td>No longer queued and is being readied for processing.</td>
</tr>
<tr>
<td>Processing</td>
<td>Being processed.</td>
</tr>
<tr>
<td>Posting</td>
<td>Report has been completed and is being published for viewing.</td>
</tr>
<tr>
<td>Success</td>
<td>Report is available for viewing / download.</td>
</tr>
</tbody>
</table>
11.3 Emailing a copy of the report

In addition to running and retrieving the report from within PeopleSoft it is also possible to have a copy of the report emailed to one or more users.

a) Select the report to run from UWA Reports. Enter parameters and click Run.

b) Select how the report is to be viewed, change the Type to Email by clicking on the drop down menu and change the Format if required.

c) Click the Distribution hyperlink.

d) The Distribution Detail screen will be displayed. Enter the following:
   - Email Subject – a meaningful subject line so the recipient will know what the email is about/contains.
   - Message Text - include details of what the report is for and contact details if there are any queries. When the report is emailed it comes from a generic system email account that should not be replied to and is not responded to.
   - E-mail Address List – enter the email address(s) of those who should receive a copy of the report. Use the semicolon (;) between each email address if sending to multiple addresses.

e) Click OK.

f) Click OK to return to the Parameters screen.

g) An emailed copy of the report will be sent to the E-mail Address List and the person who requested the report to be run.
12 Cancelling recurring reports

When a Recurring report is no longer required to be run or whoever created the recurrence is moving within the University or is leaving, it is necessary to cancel the report. To cancel the report, find the report using the Process Monitor.

To access the Process Monitor from outside the report parameters:

a) From the Main Menu, Click PeopleTools.
b) Click Process Scheduler.
c) Click Process Monitor.

d) Locate the report to be cancelled (a report that is recurring will have a recurrence icon displayed next to it). Click on the Details hyperlink for the selected report.
e) The Process Detail screen will be displayed. To cancel the recurring report, tick Cancel Request under the header Update Process and click OK.

![Process Detail Screen]

f) The Process List screen will now display and the Run Status of the report will indicate Cancel.

g) To stop the recurrence of the report, click the recurring icon.

![Process List Screen]

h) The Recurring Process/Job screen will display, click Stop.

i) Click Return to return to the Process List.
NOTE: If reports are not cancelled, they will continue to run.

NOTE: If the report creator has left the University and did not cancel the recurring reports before departure, another user can locate the reports from within their own PeopleSoft access if they are given access to that users USERID (contact Client Services by raising an incident/ask a question by using askUWA).

Navigate to the Process Monitor and change the User ID (or search by using the magnify glass icon) to the report creator, click Refresh and a list of reports will display. Follow instruction for section 12 Cancelling Recurring Reports.
13 Amending Run Control ID’s

a) From the Main Menu, Click UWA Processes.
b) Click Reporting Run Control Update.
c) Search or enter a Run Control ID.
d) Enter Run Control ID to change or if all Run Control ID’s are to be changed, use the Wildcard symbol %.
e) Confirm the Effective Date is as required.
f) Amend Fiscal Year From/To and Accounting Periods From/To as required.
g) Click Update Run Controls.

h) A message will display ‘Of (number of run controls) run controls selected, (number of run controls) were updated’. Click OK.
14 Deleting Run Control ID’s
When a Run Control ID is no longer used it is good practice to delete the Run Control.

a) From the Main Menu, Click UWA Processes.
b) Click Run Control Delete.
c) Click Run Control Delete.
d) Locate the Run Control ID to be deleted, tick the box in the Selected column, then click Delete Run Controls.

e) A message will be displayed ‘Are you sure you want to delete run controls?’ confirm and click Yes.
1. **Area 1** – Details the parameters of the report. Fields such as BU From and To, Project Grant range, Account Code range, Period range and effective date are detailed in this section.

2. **Area 2** – Details the Project Grant details including PG Start and End dates.

3. **Area 3, Section 1** - Contains the transaction details for the Project Grant, Balance Forward, Income, Expenditure and Transfers, Equity & Reserves, Assets and Liabilities. Details such as Account Code, Date of transaction, Description, Journal ID, Journal Line Reference and who posted the transaction can be found within the Section.

**NOTE:** Section 2 indicates the Summary Balance of all categories with a Total. This also summarises the Total Encumbrances and the Balance Available for the PG.
16 Training and development

PeopleSoft workshop materials are available on the Financial Services website, located under the relevant header, Professional Development (E.g. Accounts payable/Professional Development).

Frequently asked questions and answers can be found by using askUWA FAQs. (http://staff.ask.uwa.edu.au/). If the answer you are seeking is not available within an askUWA FAQ please click on the "Ask a Question" button and one of our Client Service team members will get back to you with an answer to your query.

16.2. PeopleSoft Help – User Productivity Kit (UPK)
The User Productivity Kit or UPK is a web-based training tool. It’s an interactive learning environment that portrays a simulated PeopleSoft environment. You learn by performing the task yourself and the UPK provides instructions as you go. It’s like working on the real system with the added feature of being guided through the tasks. A table of contents is used to display all the available training topics.

When logged into PeopleSoft, click the Hyperlink, Help (top right hand corner), click OnDemand, then Search for the topic required e.g. Vendor. Click on the mode required being See It, Try It, Know It and Do It and follow the directions.

16.3. OSDS
Various workshops are available for further PeopleSoft training. For a full listing of workshops and to enrol, log onto the Human Resources website, www.hr.uwa.edu.au/development.

If you have any questions regarding the workshops, contact Client Services on 6488 8777 or raise an incident/Ask a Question by using askUWA, http://staff.ask.uwa.edu.au/app/ask/list.