

# Financial Data in PeopleSoft

Part 1: Where data resides in PeopleSoft  
Financials

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# Financial Investigatory Tools

**Objective:** Gain a solid understanding of using advanced financial reporting tools for troubleshooting in PeopleSoft.

**Session Summary:** Queries and inquiries allow administrators to research issues and discrepancies encountered within reports. The focus of this session is to build on basic knowledge of Financial Reports and to utilize more advanced methods for retrieving to provide a full picture of transactions in the system.



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# Financial Investigatory Tools – 2 Classes

**Part 1:** Background information to better understand where data is and the general timing of when data is available for reporting.

**Part 2:** Accessing data through reports, inquiries, and queries (see separate file for information).



## Part 1 – Where data resides in PeopleSoft-Finance

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# Where Data Resides

**General Ledger (Actuals Ledger)** - Represents the table in PeopleSoft (PS) where all non-budgetary financial transactions are posted. The GL also refers to the PeopleSoft module containing functionality such as journal entries, actuals ledger-based reports, and inquiry pages. There are various PS sub-modules that feed to the GL. Here are some more common examples of PS sub-modules:

- **Accounts Payable** – PS module used for payments due to outside vendors.
- **Accounts Receivable** – PS module for tracking money that is owed to the University.
- **Travel and Expense** - PS module for reimbursing employee expenses.
- **Grants** – PS Module for sponsored project management.
- **Project Costing** – PS module for non-sponsored project management.

**Commitment Control (KK)** – This is the PS module where all budgetary controls and data resides. There are various ledgers within KK that have been established at UVM to enforce the budgetary controls based on fund(s). Reports run using Commitment Control generally show a comparison of budget to revenue and/or expenses transactions.

**Proj\_Resource** - PS table where project information is stored. This table is integral in storing data related grant and PC project management.

**HCM** – (Human Capital Management) PS module for Human Resources.

- **Time and Labor** - PS module that controls the timesheet and manager search/approval functions.



# Where Data Resides

## General Ledger (Actuals)

- The GL is where all financial transactions are posted. Various sub-modules in PS generate accounting entries and send these transactions via journal entries to the GL, typically on a nightly basis.
- Interfaces from external systems, such as Banner, send financial data to PeopleSoft via journal entries.
- End-users can create journal entries directly into the GL. The user journal entries are posted only after they have been submitted and approved.
- The GL data is what is used for University external financial statements and reporting. This data is reviewed annually by our external auditors.
- **Transactions are available for reporting and inquiry only after the journal entry has been posted.**

## Commitment Control (KK)

- ONLY revenue and expense transactions are posted to the KK ledgers.
- Budget, pre-encumbrance, and encumbrance data is only available in KK.
- KK is used for internal management purposes to compare actuals to budget.
- **Transactions post to KK as soon as a budget check is valid.**

**NOTE:** Since most transactions are budget checked before they are posted to the GL, there can be a difference between what you see in KK vs. GL due to timing. The one exception to this is payroll journals which are posted to the GL independent of budget checking.



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# General Ledger (Actuals)

**General Ledger (Actuals)** - All financial transactions are recorded in the General Ledger based on the fiscal year and accounting periods.

- You will find activity in the GL for assets, liabilities, and net position (formerly known as net asset), as well as revenue and expenses in the General Ledger.
- The GL does not contain any budget, pre-encumbrance, or encumbrance data.
- The actuals account nomenclature at UVM is:
  - **Assets** – accounts begin with 1
  - **Liabilities** – accounts begin with 2
  - **Net Position** (formerly net asset) – account is 30000
  - **Revenue** – accounts begin with 4
  - **Expenses** – accounts begin with 5,6,7,8, and 9
    - **Salary and Benefit Expenses** – accounts begin with 5
    - **Operating Expenses** – accounts begin with 6
    - **Cost of Goods Sold** – accounts begin with 7
    - **Internal Charges/Expense Transfers**– accounts begin with 8
    - **Suspense** - accounts begin with 9



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# Commitment Control - Ledger Groups

- **Ledger Group (Commitment Control)** - Stores ledger information in operations, project costing, and sponsored projects on the detail account level (child) or the budgetary (parent) level in the form of expenses or revenue.
  - **AG\_Related** - An expense ledger that shows detail for the Restricted Agriculture funds.
  - **DETAIL\_KK Ledger** - The ledger that stores information for all expense transactions at the detail account level for fiscal year 2008 and forward.
  - **DETAIL\_Rev Ledger** - The ledger that stores information for all revenue transactions at the detail account level for fiscal year 2008 and forward.
  - **OPS\_CH** - The Operations Child ledger shows the detail of expenses by budgetary account for all operating funds.
  - **OPS\_PA** - The Operations Parent Ledger shows total expenses for all operating funds.
  - **OPREV** - The Operating Revenue Ledger shows operating revenue for all operating funds.
  - **PC\_CHILD** - The Project Costing Child ledger shows the detail of expenses by account for non-sponsored projects.
  - **PC\_PARENT** - The Project Costing Parent ledger shows total expenses for non-sponsored projects.
  - **PC\_REV** - The Project Costing Revenue ledger shows revenue for all projects.
  - **SP\_CHILD1 - (No Longer Used)**
  - **SP\_CHILD2** - The Sponsored Projects Child 2 ledger shows the detail of expenses by account for all direct costs in relation to sponsored projects (i.e., operating, equipment, salary, fringe and F&A).
  - **SP\_PARENT** - The Sponsored Projects Parent ledger shows total expenses for salary, fringe, F&A and other direct costs in relation to sponsored projects.
  - **SP\_PARENT2 - (No Longer Used)**
  - **SP\_REV** - The Sponsored Projects Revenue ledger shows revenue for all sponsored projects.
  - **SP\_SUM\_BUD** - The Sponsored Projects Summary Budget ledger shows expenses for the budget bump sponsored projects.





# Commitment Control

- Budgets are established in KK using budgetary only accounts.
  - Operating funds (OPS Ledgers) use E-level budgetary accounts.
    - **Revenue** – accounts begin with E4
    - **Salary and Benefits Expenses** – accounts begin with E5
    - **Operating Expenses** – accounts begin with E6
    - **Cost of Goods Sold** – accounts begin with E7
    - **Internal Charges/Transfers** – accounts begin with E8
  - Grants (SP ledgers) use F-level budgetary accounts.
    - **SP Salary & Benefit Expenses** – accounts begin with F5
    - **SP Operating Expense** – accounts begin with F6
    - **SP Overhead/Multi CFDA** – accounts begin with F8
- KK Account Trees determine which actuals transactions “roll” up to the budgetary account.
- KK does **not** contain any balance sheet data – assets, liabilities, or net position (net assets).

The screenshot displays the PeopleSoft Finance 9.1 Tree Manager interface for The University of Vermont. The breadcrumb trail at the top reads: favorites > Main Menu > Tree Manager > Tree Mana. The page title is "The University of Vermont PeopleSoft Finance 9.1". The main heading is "Tree Manager". Below this, there are fields for "SetID SHARE", "Effective Date 07/01/2016", and "Tree Name UV\_CC\_ACCT\_WINTER". The "Status" is "Active" and "Last Audit" is "Valid T".

Navigation buttons include "Save As", "Close", "Tree Definition", "Display Options", "Print Format", and "Exp". The breadcrumb trail for the current view is "A0000 > B5000 > C6000 > D6000 > E6012". Below this, there are buttons for "Collapse All", "Expand All", "Find", and "First P".

The account tree structure is as follows:

- A0000 - All Accounts
  - B4000 - Total Revenues
  - B5000 - Total Expenses
    - C5000 - Salaries and Wages Total Expns
    - C5900 - Benefit Plan Total Exp
    - C6000 - NonSalary Operating Expenses
      - D6000 - General Oper and Equip Expense
        - E6000 - Other Operating & Services
          - E6001 - Supplies & Materials
          - E6010 - Copying & Printing Services
          - E6012 - Postage & Shipping**
            - 60121 - Postage
            - 60122 - Freight
            - 60123 - Shipping
            - 60124 - Express Mail & Delivery Svcs
            - 80025 - IC - Mail Processing
            - 80033 - IC - University Postage

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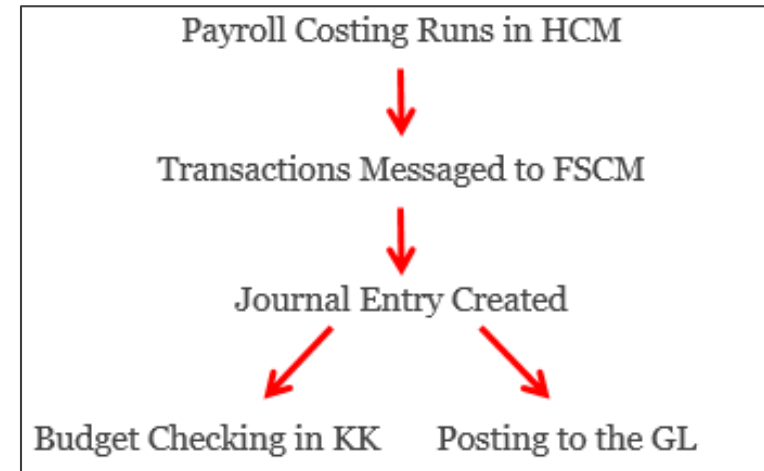
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# Time Spans

- **Budget Period (Commitment Control)** - The interval of time which is recognized as a unit for budgetary and reporting purposes. This is equivalent to the fiscal year for operating funds (period = 2019). Projects have one budget period (period = 1) that is for the life of the project.
- **Fiscal Year (General Ledger)** – The accounting time span for the year, comprised of the accounting periods. UVM’s fiscal year spans from July through June.
- **Accounting Period (General Ledger)** - The accounting period is equivalent to a calendar month. There are 12 operational accounting periods in UVM’s fiscal year, a point that is particularly important to consider when seeking financial data from the General Ledger, since the General Ledger stores financial information by accounting period (unlike Commitment Control). Accounting period 0 is used to store balance sheet account balances that roll forward from the prior year. Additionally, adjustment period 998 is used to store adjusting entries, such as those made for fiscal year end by the University’s Financial Reporting & Accounting Services Office.

# How Payroll Data Flows into Finance

- Payroll Costing is the process in HCM that creates accounting transactions, which will be sent to FSCM.
- Retro distribution changes can be entered in HCM until Payroll Costing is run.
- Once the process has been run in HCM, updated data will appear in UV\_PAY\_ERN\_DIST query and Labor distribution report.
- The Payroll Costing is generally run the day before payday. After it is run, the data is 'messed' over to FSCM.
- After the data has been received in FSCM two journal entries are created. One for the payroll expenses (Journal ID of PAYxxxxxxx) and a second journal for the related benefit or fringe expenses (Journal ID of FRGxxxxxxx).
- Independently, the journals are posted to the GL and budget checked to get posted to KK. This takes a few hours and is completed on pay day.



## Definitions:

FSCM = PeopleSoft Financials

HCM = HR/Payroll PeopleSoft system

GL = General Ledger

KK = Commitment Control

Link to the Payroll website for the schedule of the various pay dates.

<https://www.uvm.edu/finance/payroll-schedule>

Questions?