

Encumbering and reporting update November 3, 2009

It is important that all of those who work with financial data and reporting review this information.

There have been several issues associated with encumbering and its impact to reporting. The majority of the issues have been identified and corrected over the past week via a Journal Entry in PeopleSoft Financials (details provided below).

CORRECTIONS THAT HAVE BEEN MADE

Corrections to encumbering have been made on Ledger Group KK_DTL_EXP thus far, since this is the Ledger Group that is used for reporting (the KK_DTL_EXP Ledger Group is a group of related tables in PeopleSoft Financials from which data is pulled for reporting for both sponsored and non-sponsored accounts).

Non-sponsored payroll related activity

- FY09 Activity has been adjusted (as of accounting date 6/30/2009) and is now accurate.
- FY10 Activity is accurate and does not need adjustment.

Non-sponsored non-payroll related activity

- FY09 Balances were adjusted to zero dollars for both encumbrances and pre-encumbrances as of accounting date 6/30/2009.
- FY10 Adjustments were made to FY10 encumbrance and pre-encumbrance balances where problems were identified or known as of 10/30/2009.

Sponsored payroll related activity

- FY09 and FY10 Activity are accurate on reports in both PeopleSoft and UM Reports.

Sponsored non-payroll related activity

- FY10 Adjustments were made to encumbrance and pre-encumbrance balances where problems were identified or known as of 10/30/2009. (Sponsored requisitions and Purchase Orders in a 'Complete' status that had a remaining balance were adjusted. This included activity recorded in FY09 or FY10.)

Reports

Encumbrances and pre-encumbrances should appear correctly on these reports:

- Account Budget Status for Current Non-Sponsored Funds (UM Reports)
- Chartfield String Budget Status for Current Non-Sponsored Funds (UM Reports)
- Sponsored Aged Pre-Award Summary (UM Reports or in PeopleSoft Financials)
- Sponsored Award Overview (UM Reports or in PeopleSoft Financials)
- Sponsored Award Summary (UM Reports or in PeopleSoft Financials)
- Sponsored Pre-Award Overview (UM Reports or in PeopleSoft Financials)
- Sponsored Pre-Award Project Detail (UM Reports or in PeopleSoft Financials)
- Sponsored Project Detail (UM Reports or in PeopleSoft Financials)

REMAINING ISSUES, TO BE ADDRESSED

Report issue

Transaction Detail for Current Non-Sponsored Funds

A problem was just identified with this report and a fix is in progress. The report is displaying duplicate rows on some non-payroll encumbrance transactions. The impact is limited to purchase orders with multiple distribution lines for an individual PO line, and some requisitions which were closed during fiscal year end processing. The duplicate rows are displayed in sequence on the report and are differentiated by one line missing a portion of the description details.

In PeopleSoft Financials: Ledger Groups/pages

The following Ledger Groups have are in the process of being analyzed and corrected for sponsored and non-sponsored activity: KK_EXPENSE, KK_PARENT, and KK_CHILD. Keep this in mind when viewing the online pages 'Budget Overview' and 'Budget Details' (under the Commitment Control menu). We are continuing to work on analysis/correction of these Ledger Groups.

Daily payroll recalculation issue

The daily payroll encumbering recalculation process in Campus Solutions has been on hold since the beginning of September 2009 (so that a modification could be made to include the transactions in the Budget Summary and Transaction Detail reports). This process is scheduled to be fixed on approximately November 22, 2009.

Invalid combo code issue

There are currently inactive/invalid (that is, not supported by a budget) combo codes in Campus Solutions. Current distributions using invalid combo codes need to be cleaned up first (in progress). Once this task is complete, the invalid combo codes will be deactivated. A system process will then be turned on to prevent future occurrences of this situation.

WHO TO CONTACT

What to do if you see an encumbrance that should have been closed

Contact the University Financial Helpline if you see an encumbrance that doesn't appear to have been corrected when querying the KK_DTL_EXP Ledger Group or viewing reports (in UM Reports or within PeopleSoft Financials).

Please provide the University Financial Helpline (612-624-1617 or finsys@umn.edu) with specific information for any issues associated with encumbering: the name and navigation to the report or page that was being viewed when an encumbering issue was noted, the dollar amount, and the entire ChartField string (Fund, DeptID, Program or Project, Account code, and any optional fields like CF1, CF2, FinEmplID, and CS). If specific requisition or purchase order numbers are known, please include this information as well.