



Financial Services Commitment Accounting

Sponsored Accounts myReports Query



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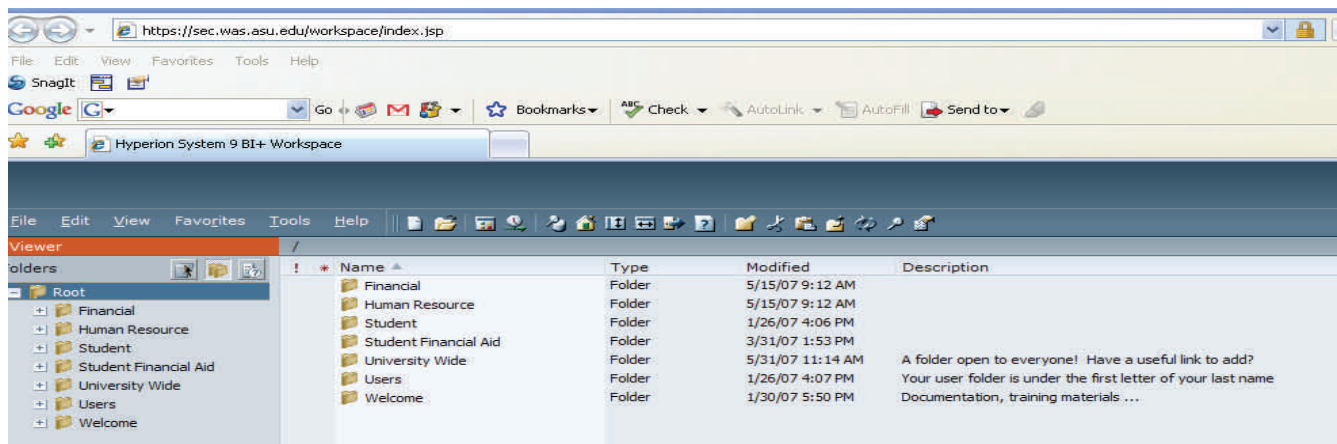
A new query in the Human Resources myReports has been created to assist users in creating a report for Sponsored Accounts which identifies the grant end date and positions and incumbents paid from the account. From this report departments can identify accounts ending in the current fiscal year and update the positions in PeopleSoft with a new Effective Date and funding source in order for encumbrances and expenses to be correctly accounted for in Advantage. The query may be customized by limiting by grant end date, VP College Description, Account Code (agency/org) and/or Department Ld (HR department name). The query can be found in myReports under Human Resources. Look for

the query entitled Sponsored Accounts. For detailed instructions on running the query refer to the Commitment Accounting website http://www.asu.edu/fs/commitment_accounting.html and click on myReports — Sponsored Accounts.

Financial Services now sends courtesy reminders via e-mail to the Dean’s Office Financial Administrators and the VP Liaisons to notify them of sponsored accounts closing within the upcoming month. The e-mail includes a listing of accounts closing in the upcoming month. The next e-mail will be sent in mid-January with a listing of sponsored accounts ending in February. This will give departments an opportunity to up-

date positions on sponsored accounts that will be ending and avoid payroll expenses incurred after the grant end date to be automatically charged to the Responsible Agency/Org listed on the Advantage GDES table for the sponsored account. PeopleSoft will not allow payroll expenses to be charged to a sponsored account after the grant end date.

If there are any questions regarding running the Sponsored Account query or position management and sponsored accounts please contact your accountant in Financial Services.





Enhancements to the PeopleSoft Commitment Accounting Screens

Enhancements have been made to the Commitment Accounting Cross Reference Screen which will allow you to link between this screen and the Position Cross Reference screen and View Redistribution Transaction Screen.

Simply click on the fields underlined in blue and you can navigate between screens in order to look up information contained in the other screens.

Commitment Accounting Cross-Reference

Search Results
Fiscal Year: 2008
ASU Acct: WV51011

Payroll Actuals Distribution

Fiscal Year	Position	Position Descr
2008	<u>112790</u>	Accounting Specialist
2008	<u>112788</u>	Collections Specialist Sr
2008	<u>117085</u>	Student Worker III
2008	<u>132842</u>	Office Asst/Receptionist
2008	<u>135254</u>	Student Worker II

Earnings Redistributions

Fiscal Year	Position	Transaction Nbr	Approval
2008	<u>135254</u>	<u>100847</u>	All App
2008	<u>135254</u>	<u>101053</u>	All App

Position Cross-Reference

Position Number: 112790

Position Data
Effective Date: 11/28/2007 [Position Data Details](#)
Descr: Accounting Specialist Short
Deptid: D0202 Student Business Services
Jobcode: 170530 Accounting Specialist
Reports To: 104122 Litchfield, Mary Catherine
Fiscal Year: 2008 [Fiscal Year Distribution](#)

View Redistribution Transaction

Transaction Nbr: 100847 Approval Status: All Approved
Fiscal Year: 2008 Pay End Date: 09/23/2007
EmpID / Ret: 101319607 / 0 GL Post Date: 09/27/2007
Submitted by: asuac008 exp Submitted Date: 09/27/2007
Approved by: asuac008 exp Approved Date: 09/27/2007

Reason why payroll expenses are being transferred:
S011 reason

What corrective action will be taken to avoid this type of error in the future?
S011 reason

Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if a sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project.
S011 reason

Earnings Redistribution Transactions

Variable	Position Descr	Emrod	Emrod Descr	ASU Acct	Closed Date	Redist Amt
135254	Student Worker II	STH	STH	0671001	09/23/2007	-31.55
135254	Student Worker II	STH	STH	0681001	09/23/2007	118.18
135254	Student Worker II	STH	STH	0051011	09/23/2007	-78.81

Pilot Program for Payroll Expense Redistribution Entries

A pilot program has been implemented to allow departments to enter their own Payroll Expense Redistribution Entries for non-sponsored accounts.

The Office of Research and Sponsored Projects is waiting for requested programming

changes to be implemented prior to allowing end users to enter Payroll Expense Redistribution Entries for sponsored accounts. Approvals for payroll transactions on Sponsored accounts are more stringent and require additional controls.

If you would like your department to be part of the pilot program please contact Linda Winkelman at 5-7889 or Jami Hovet at 5-8951 to arrange training.

ERE Encumbrances on Sponsored Accounts

Employee related expenses (ERE) on sponsored accounts will once again be posted in Advantage. With the HR PeopleSoft implementation the process of encumbering ERE on Sponsored Accounts had to be reworked prior to reinstating the process. The programming

has now been updated and ERE encumbrances for sponsored accounts will be posted in Advantage with the payroll for the pay period ending 12/16/07 (12/21/07 pay day). There had been delays in getting the payroll for the pay period ending 12/16/07 interfaced into

Advantage and we expect to have the transactions interfaced into Advantage by 1/10/08.