April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 FY12 Op Budgets available Following can be done: Budget transfer, Req for Agreements & Long Lead time, Scholarships awards, Grad stipends Student summer hires	16
17	18	19	20	21	22	23
24	25	26	27 Final date - monthly supplemental temp budget transfer to HRSC 5/16/11 payroll	28	29 Last day to order Dell and Apple to ensure delivery by May 31 FY12 Agreements created Non-renewed agreement to Procurement for 30 day cancellation notice	Notes:

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: PEOPLESOFT FINANCIALS WILL SHUT DOWN PROMPTLY AT NOON ON MAY 31st All fund code approvals must be delivered to the approving dept by Noon on May 31st						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Final date for weekly supplemental temp budget transfers & payment reqs to HRSC for 5/27/11 payroll	21
22	23 Final date for Scholarship/Tuition remission awards for FY10	24	25 Final date for P card transfers for FY10 by 3:00pm	26	27	28
29	30	31 12 pm PeopleSoft closed P card use closed Final date for FY11 dept functions 3:00 pm FY11 Vouchers, Reqs, Exp Reports to AP	June 1 FY12 Peoplesoft Financials open	June 12 FY12 Pcards account open.		

Creating an Agreement Requisition

USE:

- Encumbering funds to be held for payments for an agreement (usually service contract) throughout the year.

Steps:

1. NAVIGATION: **eProcurement / Create Requisition**
2. Choose Special Request
3. Select Service **Click** Next
4. Select Fixed Cost **Click** Next for most service agreements. If the cost is annual for a specific amount use fixed cost. Otherwise, contact the buyer for instructions.
5. Perform tasks below:

In This Field	Enter
Description	**AGMT-Description of the requisition** Be sure to start your description with "**AGMT-**" to signify that this is an agreement. *Example: AGMT_MAINT_RENEWAL*
Category	Type partial name. **ex: MAINT AGMT-**, then click Select appropriate category
Value of Service	Annual price of the agreement
Start Date	In most cases this will be **6/1/2011**
Due Date	In most cases this will be **5/31/2012**
Quote number and Quote date	Enter this information, if appropriate

6. CLICK HYPERLINK Vendor Lookup **DON'T FORGET**
7. In **Name** field, search for a vendor by typing a partial name with %. Ex: Name: %copy%,
8. Click Find.
9. Select ✔ next to the vendor you want.
10. In field **Comment Text:**, enter details about the requisition including **model numbers, and serial numbers.**
11. Click Add Item

Creating an Agreement Requisition cont.

12. Select to confirm the **Shipping Address**.

13. To change **Ship To Location**, click magnifying glass *Ship To Location MORE

14. Click to enter Cost Distribution (Chartstring)

15. Change Distribute by **Qty** to **Amt** *Distribute by Amt

    This allows multiple invoices to be paid from this agreement.

16. Perform tasks below:

In This Field	Enter
Department	**Required (6 digits)** may be defaulted
Fund	**Required (3 digits)**
Fund Source	**Required (5 digits)**
Program Code	**Required (Zero's or 5 digits)**
Function	**Required (3 digits)**
Property	**Required (Zero's or 5 digits)**
Project/Grant	**Blank or 7 digits**
Account	**Will default based on the category selected. Be sure you have sufficient funding in the proper account.**

17. Click the More Details tab. Enter the **BUDGET DATE of 06/04/2011** to Charge this Agreement to the Next Fiscal Year.
18. CLICK HYPERLINK: Return to Requisition Summary
19. Budget Check by clicking on , then click OK
20. Verify that Budget Check Status displays: **Valid**
21. Click Save and Submit
22. Write down the requisition number

    ! Requisition has been saved and assigned ID number: 0000000084.
    This Requisition has been submitted to the approval process.

23. Click Home

PeopleSoft Financials Queries

PeopleSoft Financials > Reporting Tools > Query > Query Viewer

Query Name	Purpose
Vouchers	
BC_AP_INVOICES_PAID_VENDOR	Invoices paid by your Dept to a specific vendor
BC_AP_VOUCHER_OPRID	See all invoices entered by a specific user
BC_AP_VCHR_NOT_SUBMITTED	Vouchers that have not been saved
BC_AP_VCHR_AP_APPR	Accts Payable needs paperwork for these Vouchers
Expenses	
BC_EX_EXPENSES_BY_DEPT	Review travel budget and what was spent
Purchasing Card	
BC_PCARD_DATA_BY_DEPT	Shows all P-card transactions. Used for reconciling P-card. Shows MCC to GL Account equivalents
BC_PCARD_LEVEL3_ALL	Shows transaction item detail for vendors providing level 3 detail
BC_PCARD_SUM_BY_VENDOR	Shows totals paid to each vendor under department
BC_PCARD_BUDGET_LOW	Shows P-card balances under a designated dollar level. Quick review of P-card balance
BC_PCARD_HOLDER_EMPL_W	Cardholder email distribution listing to contact all cardholders in your department to inform of p-card balances or reminders
Purchase Orders	
BC_PO_RECEIVING_ REVIEW PAYMENT	Invoices being paid for a specific time frame. Allows departments to review products that have been received and ready for payment
BC_PO_BY_CATEGORY_DATE	Shows POs created by department for a particular category of purchases (lab supplies, IT consultant, etc.)
BC_PO_AGREEMENTS	Shows agreement orders by department for fiscal year renewals
BC_PO_BY_DEPT	To review P.O. due dates

PeopleSoft Financials Queries

PeopleSoft Financials > Reporting Tools > Query > Query Viewer

Query Name	Purpose
Budget	
BC_GL_ACR_STDNT_SLRY	Overall view of department's budget includes Transfers, Requisitions, Purchase Orders, Expenses and Budget Available
BC_GL_ACR_ALL_SLRY	Overall view of department's budget includes Transfers, Requisitions, Purchase Orders, Expenses and Budget Available including all salary
BC_GL_ACR_RANGE_ALL_SLRY	Useful for viewing multiple departments or account range within a division or school for comparison of budgets and balances
BC_GL_PROG_BY_DEPT	Provides list of programs that are associated with a specific dept.
BC_KK_TRANSFERS_BY ACCT _PERIOD	Provides list of budgets transfers by account and period
BC_GL_ACCOUNT_LISTING	Provides list of accounts
BC_REV_SUMS_FOR_DEPTS	Provides Cashnet (department deposits) data transactions
HR - (Salary Admin only)	
BC_HR_SALARY_DRILL_CHECK _DATE	Provides Employee IDs, name and pay amounts for payroll transactions within a date range
BC_HR_SALARY_DRILL	Provides Employee IDs, Employee Names, and Pay Amounts for a single payroll transaction and a specific chartstring
BC_HR_PAYCK_DATA	Detail paycheck data by employees for the employee ID and fiscal year entered
BC_HR_STDNT_SALARY_CHECK _DATE	Provides list of student salaries by chartstring and date range
BC_HR_DEPT_ACCT_OT	Provides a list of Overtime by Dept
BC_HR_DEPT_EMPL_OT_DTL	Overtime detail by department by employee
BC_HR_SUPP_PAY	Provides a list of Supplemental pay transactions for fiscal year
BC_HR_PAYROLL_ENC_ EXCEPTIONS	Provides a list of payroll encumbrance exceptions for date range entered

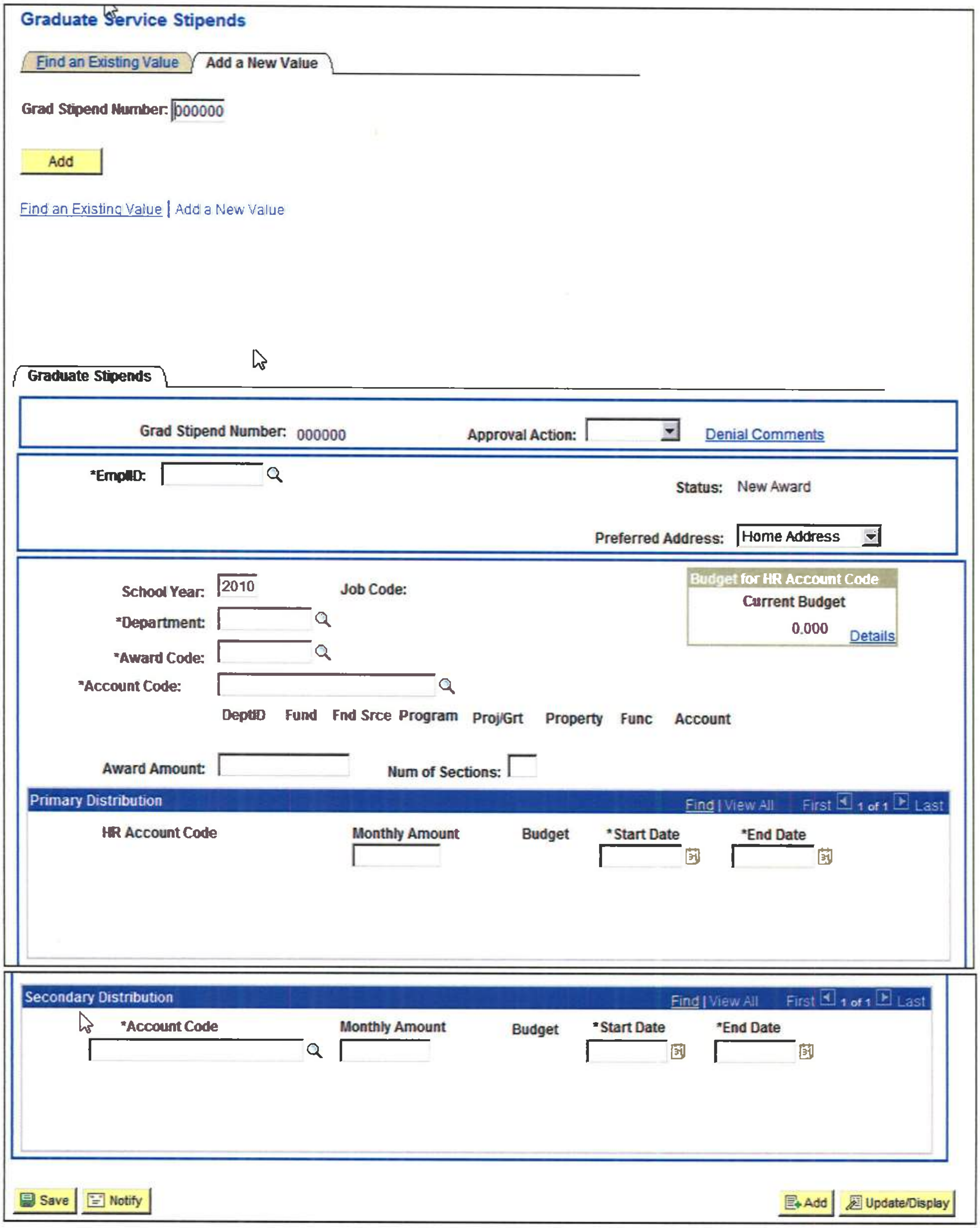
PeopleSoft HR Queries

BC_HR_MGR_ACTIVE_BUDGETED _POS	Provides a list of all active budgeted positions by VP code

HR – GRADUATE SERVICE STIPENDS

A student needs to work to receive this stipend. Click Add a New Value .

Remember to change the **School Year** to 2012.

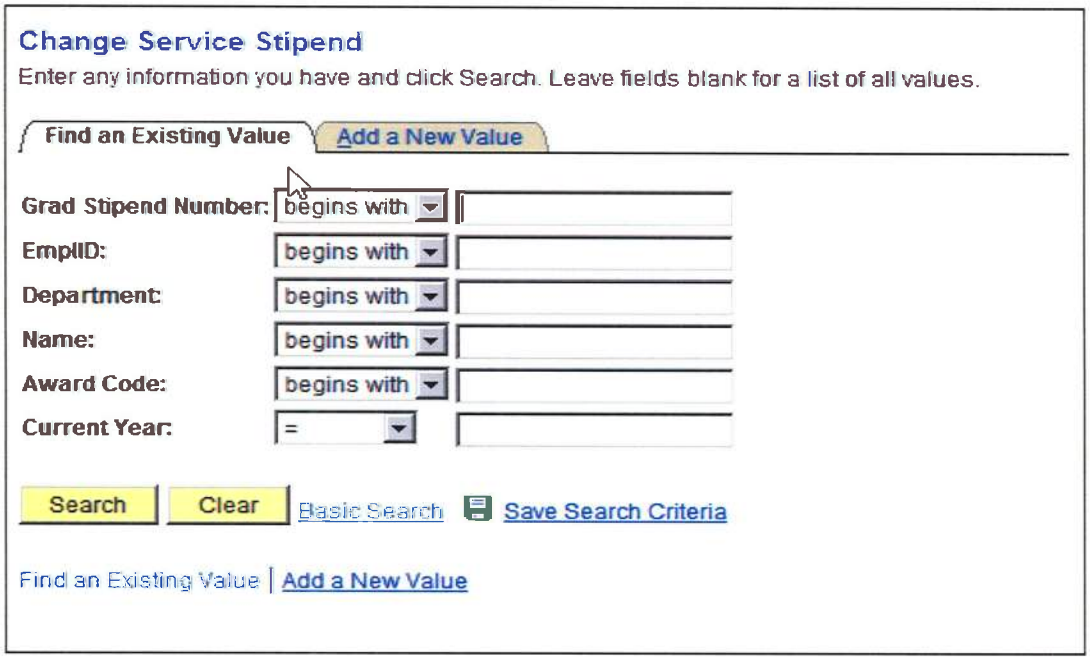


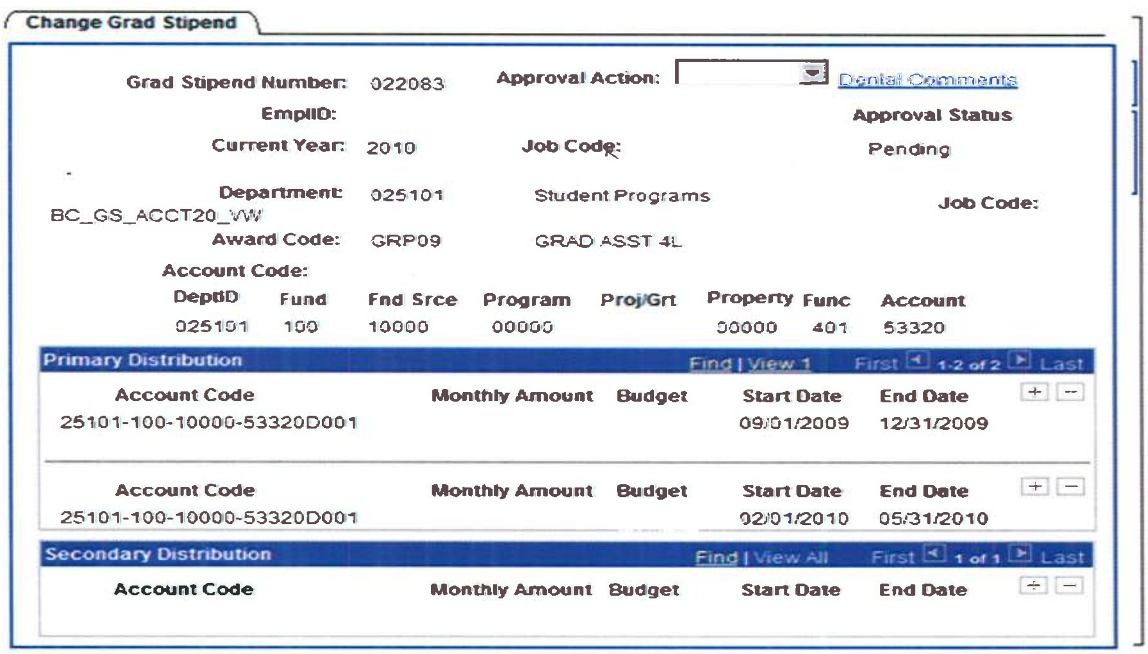
Click Save.

HR - CHANGE SERVICE STIPEND

BC CUSTOM > USE > Change Service Stipend

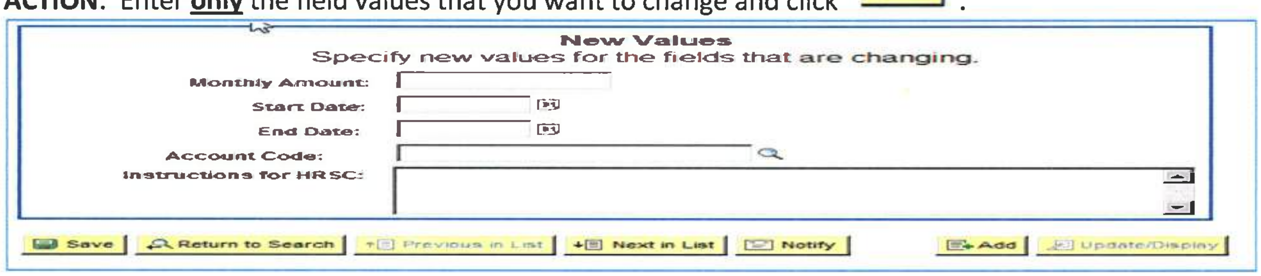
ACTION: Form to change an existing Grad Stipend. Enter at least one field value, make sure Current Year = new fiscal year (2012) and click Search. ***The system does allow a user to process more than one change per day, BUT it is not recommended because the system cannot handle multiple transactions per individual per day.**





If changing an Account Code, make sure you use your correct department Account Code.

ACTION: Enter **only** the field values that you want to change and click Save.

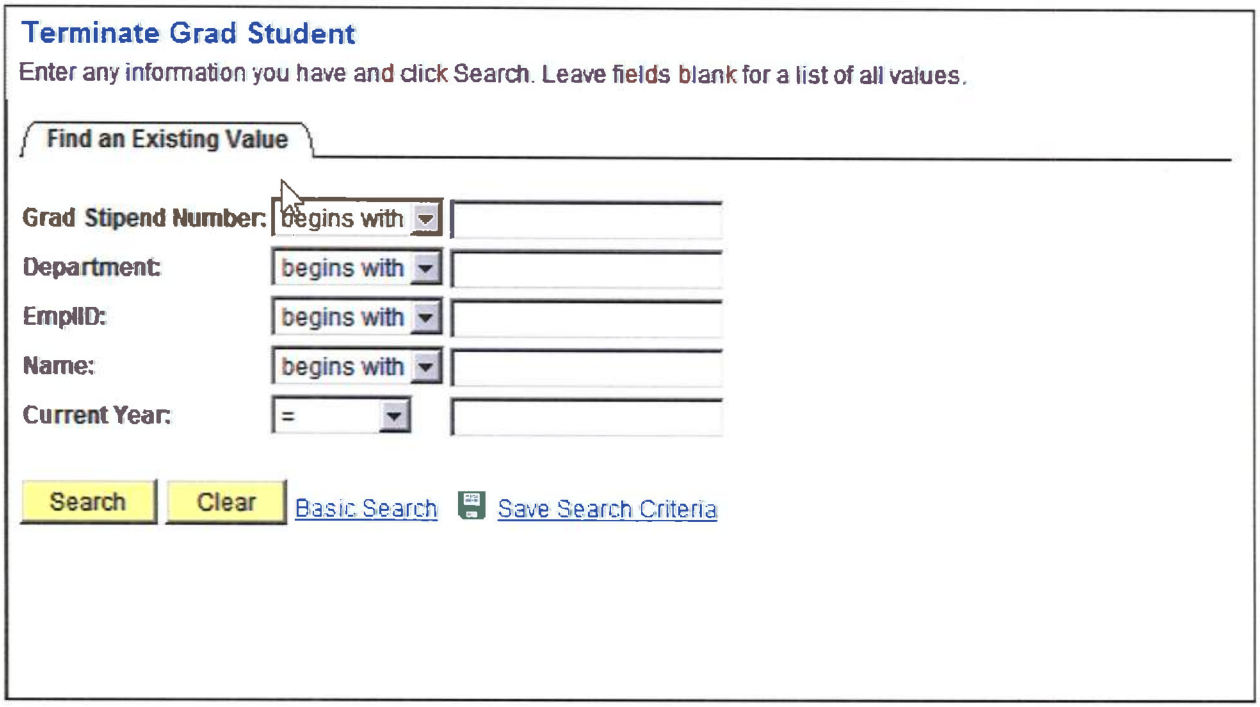


HR – TERMINATE GRAD STUDENT

Navigation: BC CUSTOM >USE > Terminate Grad Student

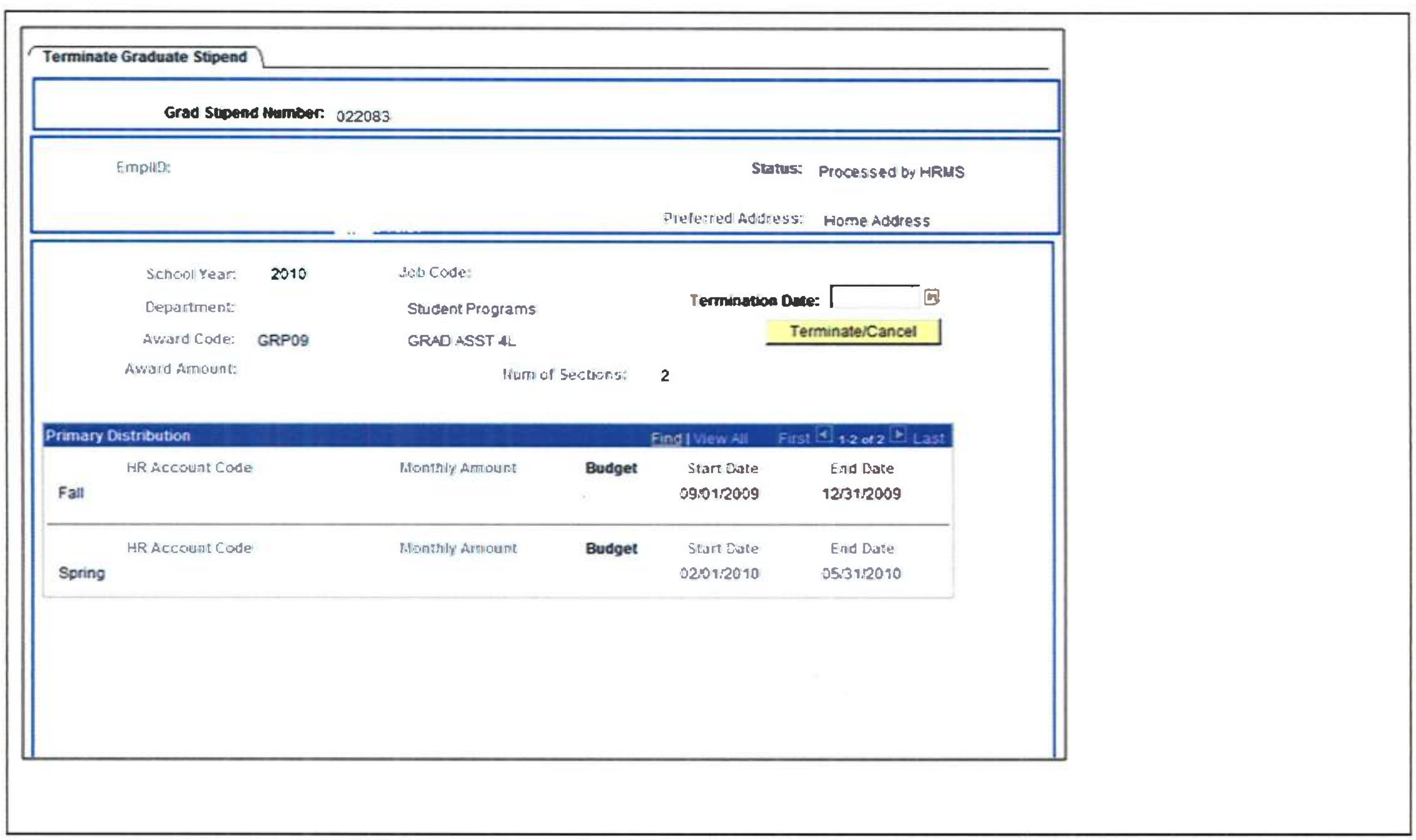
Form is used to terminate a Grad Student hired and terminated during the same academic year or a Grad Student hired in the summer and terminated in the summer. Otherwise, complete an ECR (paper) termination.

ACTION: Enter at least one field value and click Search



ACTION: Enter Termination Date. **Use the last day of the month worked.** Do not use today's date.

Click Terminate/Cancel

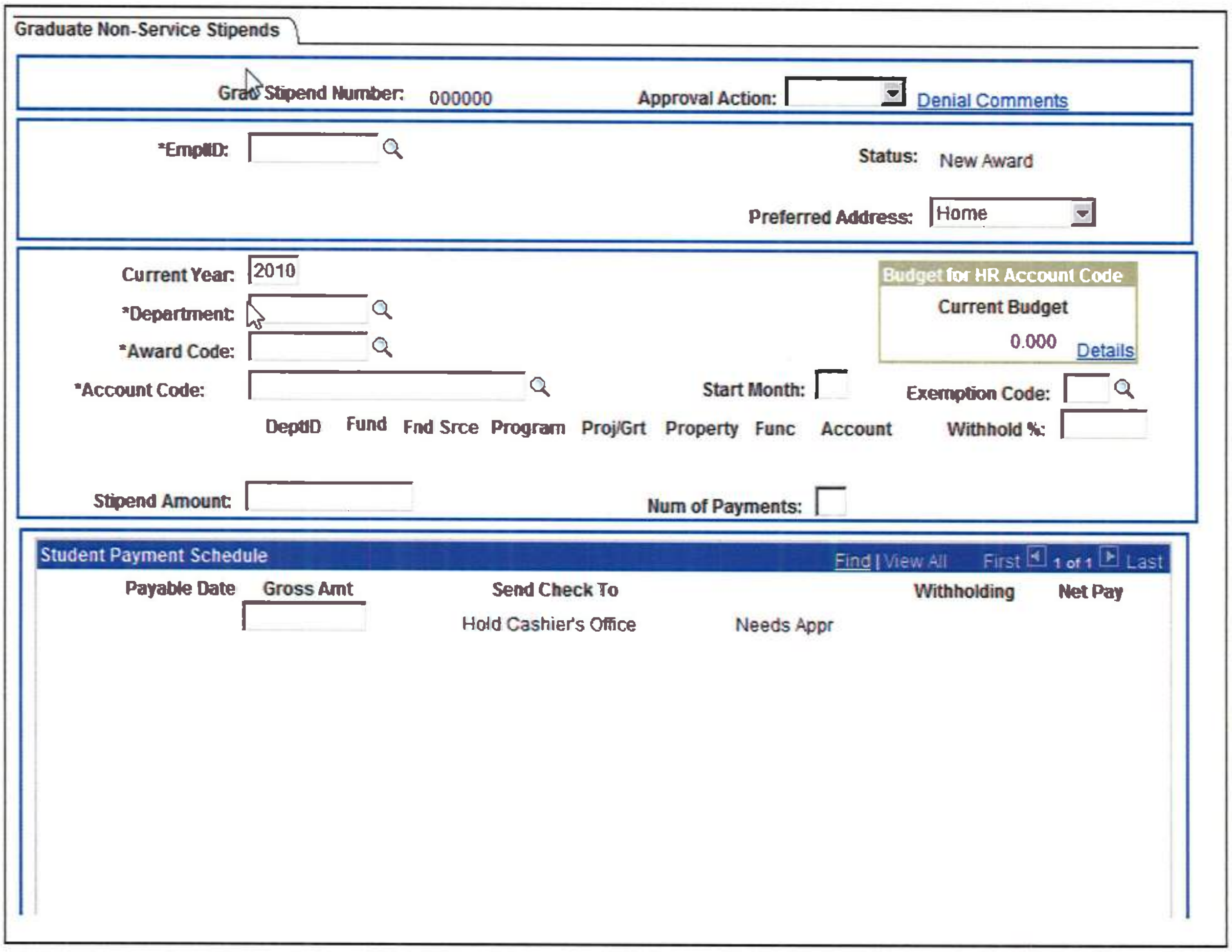


HR – GRAD NON-SERVICE STIPEND

BC CUSTOM > USE > Grad Non-Service Stipends

Do not have to work to receive this stipend. Payment is through Accounts Payable.

Remember to change the **Current Year** to 2012. Due to the semester swap, do not use the months of December and May! Enter September through November or January through April. **The preference is one check issued at the beginning of each semester for the semester.**


Graduate Non-Service Stipends

Grad Stipend Number: 000000
Approval Action:
Denial Comments

*EmplID:
Status: New Award
Preferred Address: Home

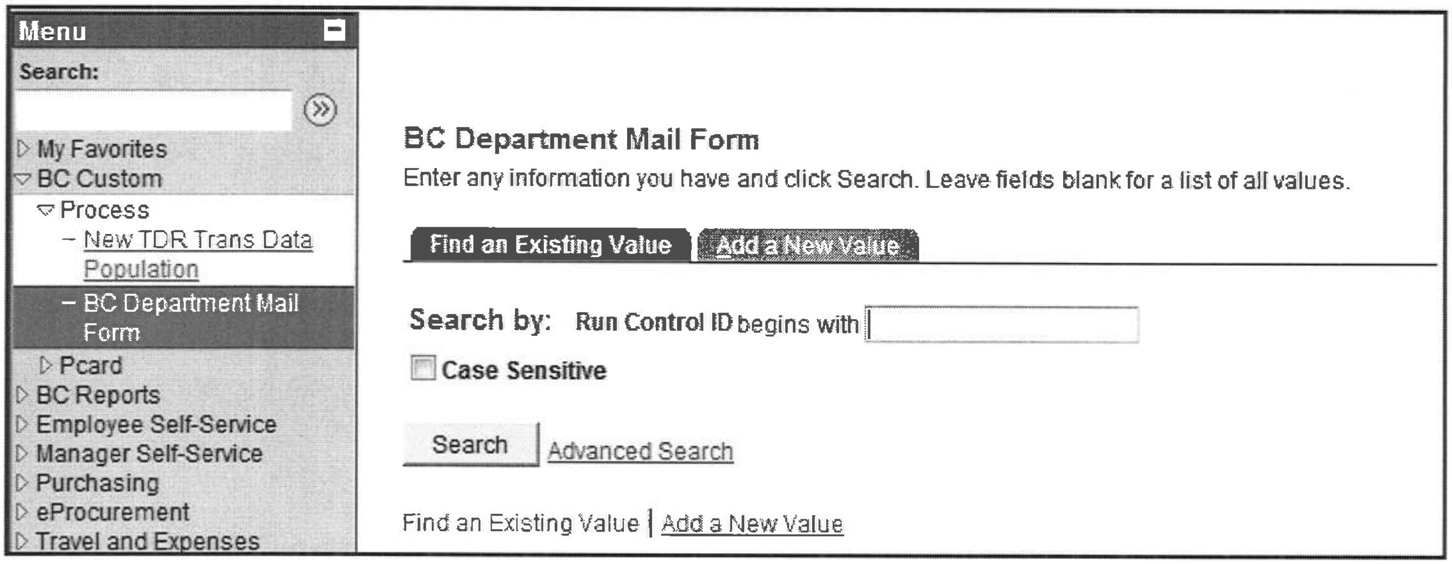
Current Year: 2010
*Department:
*Award Code:
*Account Code:
DeptID Fund Fnd Srce Program Proj/Grt Property Func Account
Budget for HR Account Code
Current Budget
0.000 Details
Start Month:
Exemption Code:
Withhold %:
Stipend Amount:
Num of Payments:

Student Payment Schedule
Find | View All First 1 of 1 Last
Payable Date Gross Amt Send Check To Withholding Net Pay
Hold Cashier's Office Needs Appr

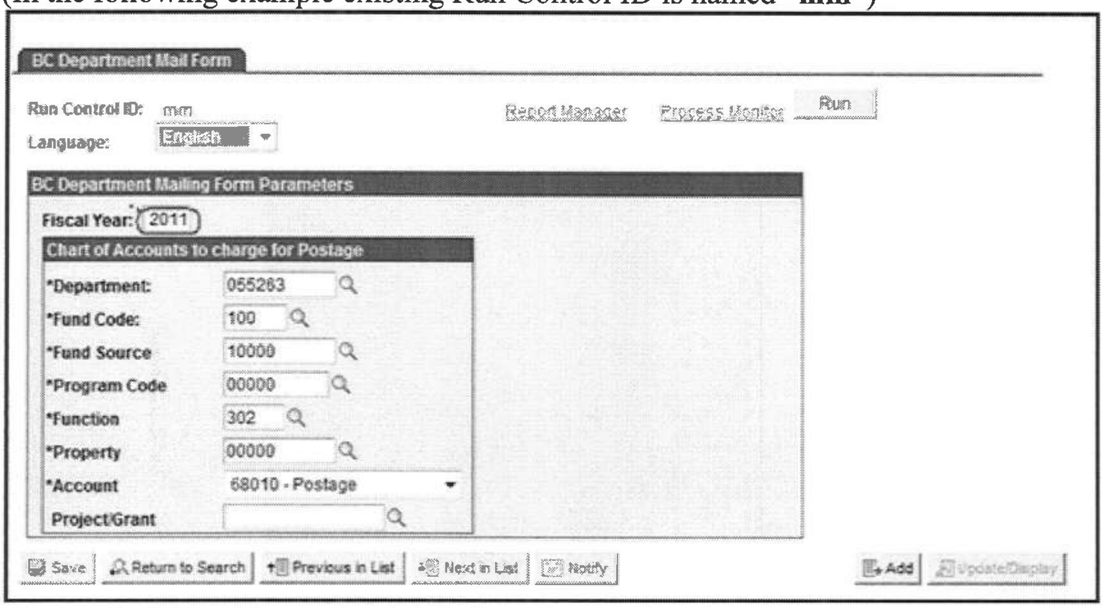
Pitney Bowes Barcode Create in New Budget Year

USE TO: Create New Printed Barcodes for Metered Mail for the New Fiscal Year

Navigate : BC Custom > Process > BC Department Mail Form
If you have created a barcode in a prior year, select ***Find an Existing Value*** and click Search to find your Run Control ID.



(In the following example existing Run Control ID is named "**mm**")



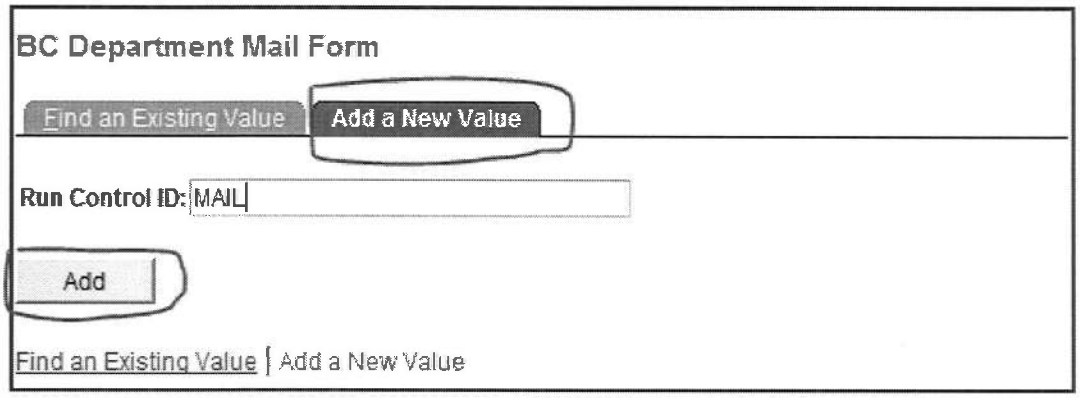
Change the Fiscal Year value (circled) to the new fiscal year
New fiscal year for the period from June 1, 2011 to May 31, 2012 will be **2012.**

The full chartfield set entered must have an existing budget for the fiscal year entered (or project, as appropriate) in order to generate a barcode.

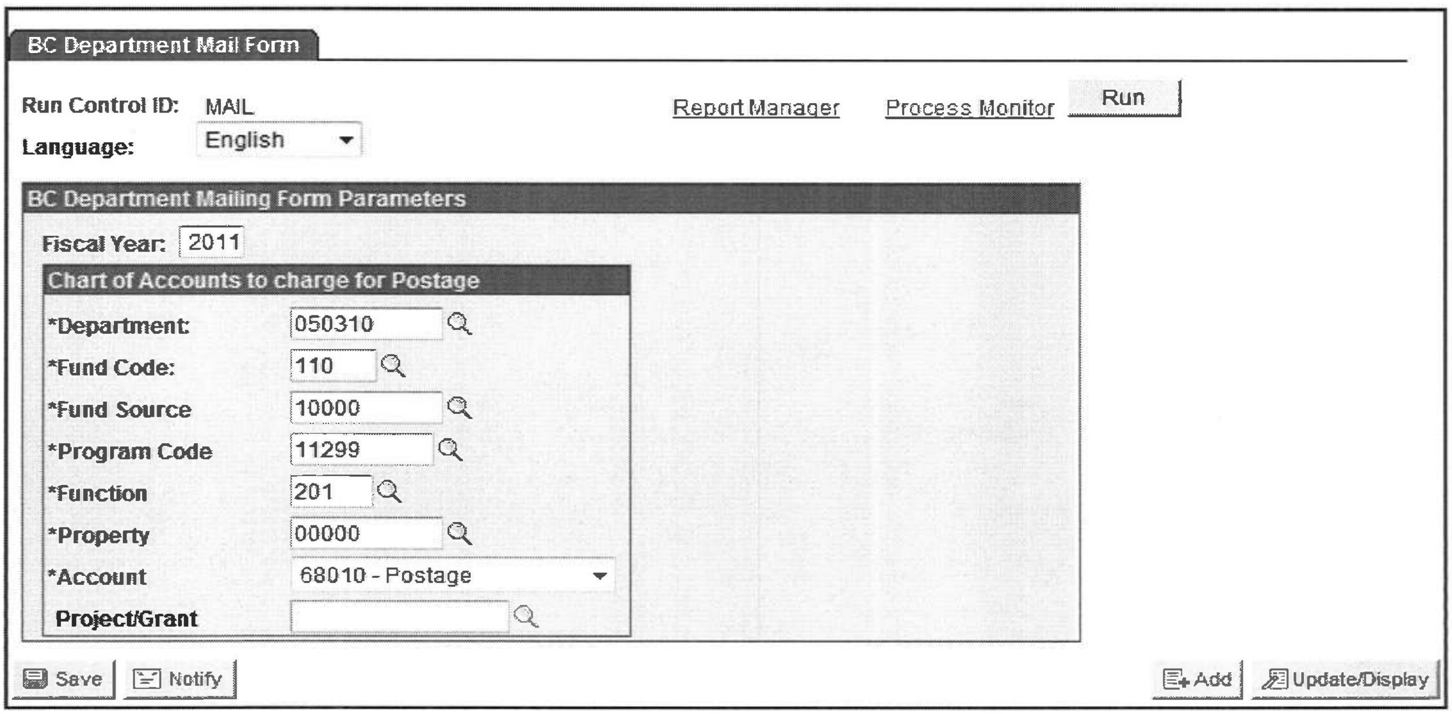
*All Chart of Accounts to charge for Postage are required, except for Project/Grant. If preparing a barcode for a Grant or Project, enter that criteria.

Proceed to step 4, on page 2, and click **RUN** button at top right of the page, and continue to follow instructions forward.

1) Navigate: **BC Custom> Process> BC Department Mail Form**. IF YOU HAVE NOT CREATED BARCODES IN A PRIOR YEAR, click Add a New Value to create a new Run Control ID.



2) Enter a Run Control ID of your choice (no spaces or dashes) and click on the Add and you will be taken the Run Control Details page.



The current fiscal year will default, (you may change this to the new fiscal year 2012 if you are generating a barcode for next fiscal year during May).

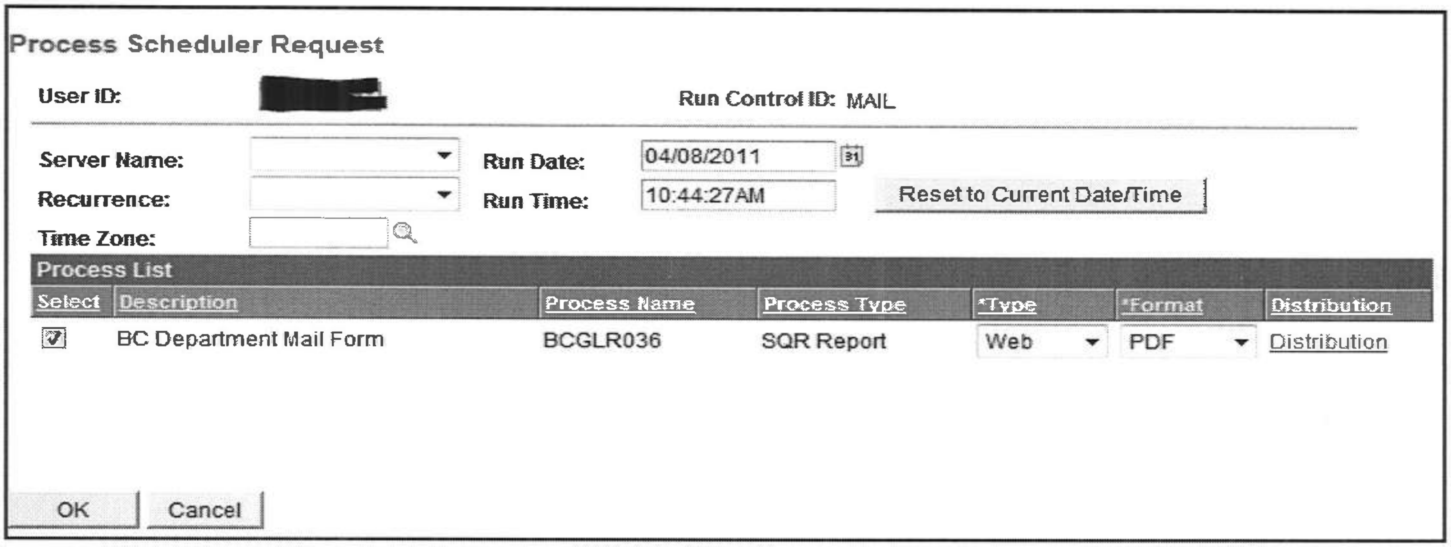
The full chartfield set entered must have an existing budget for the fiscal year entered (or project, as appropriate) in order to generate a barcode.

NOTE: A separate (uniquely named) Run Control ID may be created for each department and/or program combination you use, for ease of tracking / maintenance, or you may re-use this same run control record and change (update) chartfields on this page to print different barcodes for different chartfield combinations.

3) Enter the appropriate chartfields (*) required for mail expenses (box).
Enter a Project / Grant if appropriate (required for funds 500, 120 and 8xx). The fiscal year field will not apply to Projects and Grants.

4) Click Save and Run proceed.

5. On the Process Scheduler Request page click OK .



Process Scheduler Request

User ID: [redacted] Run Control ID: MAIL

Server Name: | Run Date: 04/08/2011

Recurrence: | Run Time: 10:44:27AM | Reset to Current Date/Time

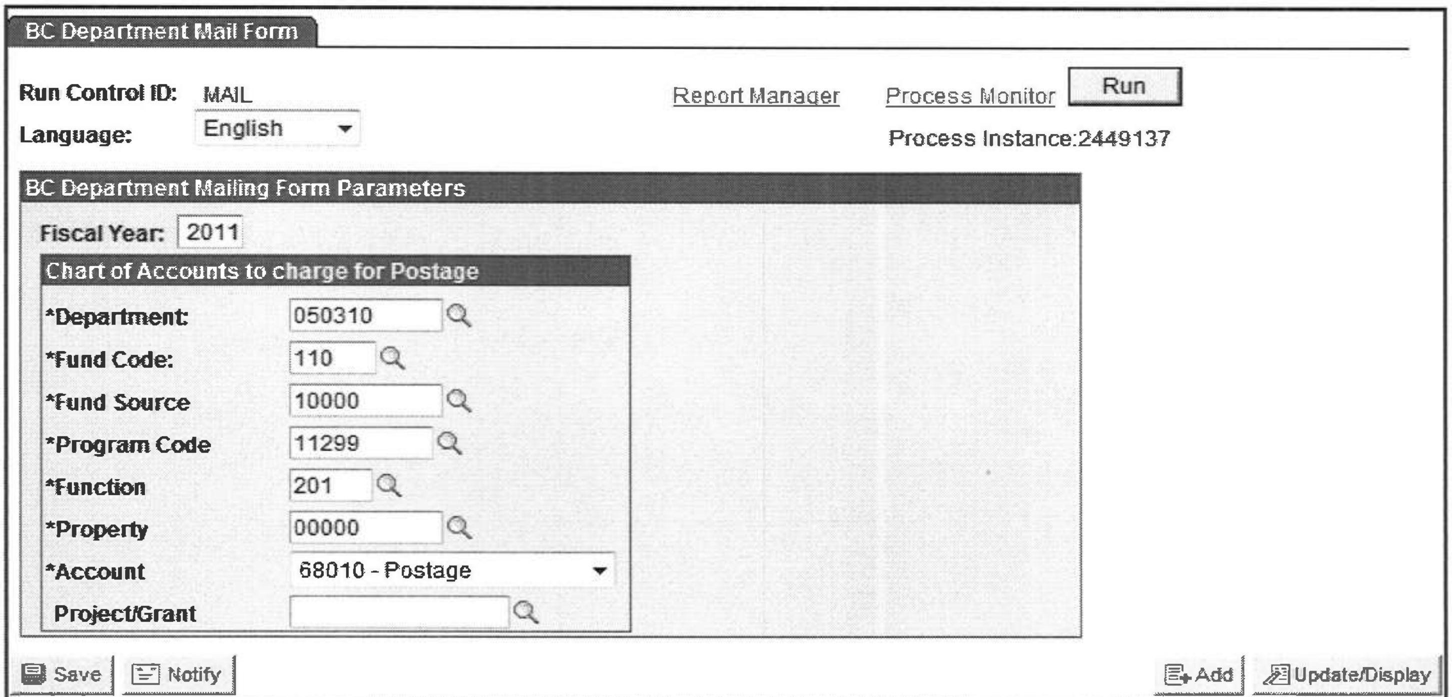
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	BC Department Mail Form	BCGLR036	SQR Report	Web	PDF	Distribution

OK Cancel

This will return you to the Run Control Details page.



BC Department Mail Form

Run Control ID: MAIL | Report Manager | Process Monitor | Run

Language: English | Process Instance:2449137

BC Department Mailing Form Parameters

Fiscal Year: 2011

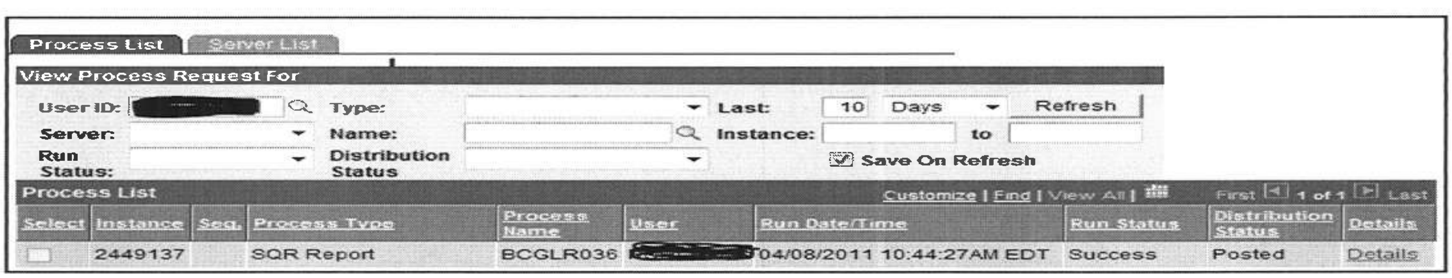
Chart of Accounts to charge for Postage

*Department:	050310
*Fund Code:	110
*Fund Source	10000
*Program Code	11299
*Function	201
*Property	00000
*Account	68010 - Postage
Project/Grant	

Save Notify Add Update/Display

6) A Process Instance ID will be assigned. Click on the Process Monitor hyperlink.

You will be directed to the Process Monitor page. Run Status must = Success and Distribution Status = Posted. If this does not happen immediately, press the "Refresh" button. When Run Status equals "Success" and Distribution "Posted" click on Details hyperlink.



Process List | Server List

View Process Request For

User ID: [redacted] Type: Last: 10 Days Refresh

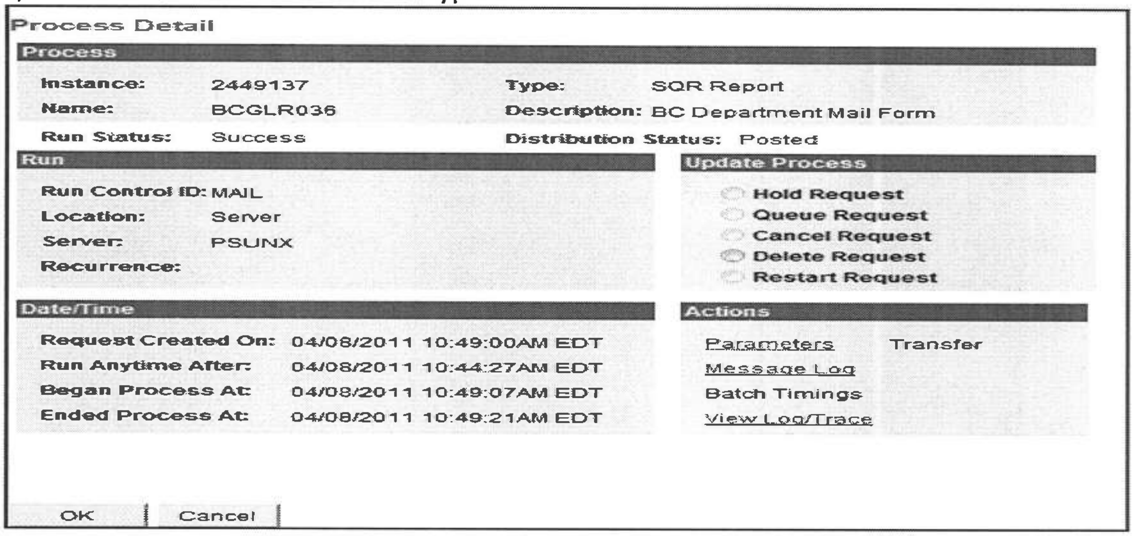
Server: Name: Instance: to

Run Status: Distribution Status ☑ Save On Refresh

Process List — Customize | Find | View All | First 1 of 1 Last

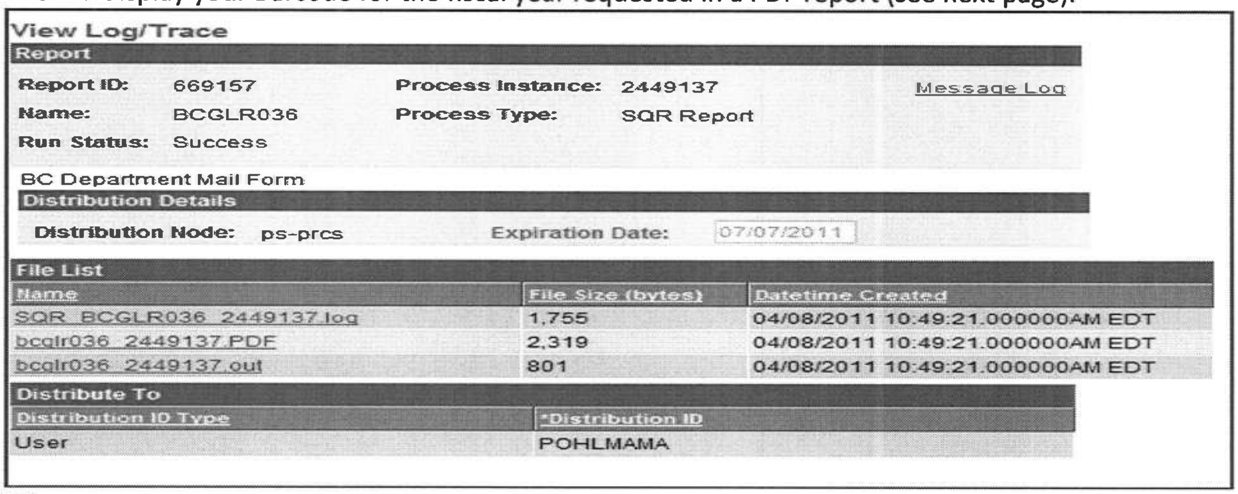
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	2449137		SQR Report	BCGLR036	[redacted]	04/08/2011 10:44:27AM EDT	Success	Posted	Details

8) Click on View Log/Trace hyperlink.



9) Click on the line with "bcglr036 ... PDF"

This will display your Barcode for the fiscal year requested in a PDF report (see next page).



10) Print the Barcode PDF by clicking on the print icon (first icon on the left within the tool bar, just above the report).

BOSTON COLLEGE
PEOPLESOFT QUICK REFERENCE GUIDE
FINANCIALS AND HR REPORTS, INQUIRIES AND QUERIES

Name	Type	Purpose	Timing	Navigation	Distribution
REPORTS -*Formatted for distribution with sub-totals and totals*					
ACR (Salary and Non-Salary) Operating Budget /*Accounted Comparison Report*	**VISTA \ PDF *summary***	Displays original budget, revised budget, encumbrances, actuals and budget available balances at the lowest level chartstring combinations.	Run by FMS after 5:00 pm on the 3rd working day of the month as of the prior month end.	https://my reports.bc.edu	P1s, P2As, and P3s
TDR (Salary and Non-Salary) Operating *Transaction Detail Report*	**VISTA \ PDF *detail***	Displays the detail activity behind the ACR. Contains individual transactional detail for budget transfers, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals, journal entries, and allocations.	Run by FMS after 5:00 pm on the 3rd working day of the month as of the prior month end.	https://my reports.bc.edu	P1s, P2As, and P3s
ACR (Salary and Non-Salary) Operating Budget /*Accounted Comparison Report*	**Peoplesoft \ PDF *summary***	Displays original budget, revised budget, encumbrances, actuals and budget available balances at the lowest level chartstring combinations.	Data updated 3 times per day. **Run by User as needed** Re-runable for prior periods	BC Reports>Commitment Control>ACR Report	P1s, P2As (who also have salary administrator role), P3s
TDR (Salary and Non-Salary) Operating *Transaction Detail Report*	**Peoplesoft \ PDF *detail***	Displays the detail activity behind the ACR. Contains individual transactional detail for budget transfers, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals, journal entries, and allocations.	Data updated end of prior day. **Run by User as needed** Re-runable for prior periods	BC Reports>Commitment Control>New TDR Report	P1s, P2As (who also have salary administrator role), P3s
ACR (Salary) Operating Budget/ *Accounted Comparison Report*	**Nvision \ Excel *summary***	Displays original budget, revised budget, encumbrances, actuals and budget available balances. This version of the ACR sums to the level of the tree you select to open the report at, from the department level up. Roll-up points include Dept, Operating Unit, School/Division, and VP, (security dependent). If appropriate the report includes a simmarized revenue section at the bottom.	Run by FMS on the 4th working day of the month as of the prior month end.	BC Reports>BC Report Manager>ACR (under appropriate level in the tree)	P1's

Revenue Expense Comparison	**Nvision \ Excel** ***summary***	Displays revenue and expense revised budget and actuals for the current year and prior year. Summarizes to the department level and up. Roll up points include Dept, Operating Unit School /Division, and VP,(security dependent). Can drill to YTD detail for the month end the most recent report was run for.	Run by FMS on the 4th working day of the month as of the prior month end.	BC Reports>BC Report Manager>Rev Exp Comparison (under appropriate level in the tree)	P1's
Pilot Budget Reports	**Nvision \ Excel** ***summary and detail***	Displays original budget, revised budget, encumbrances, actuals, budget available balances and yearend forecast for a VP/School in a workbook. There are summary tabs for revenue and expense, which chartstring detail tabs roll up to. There are separate workbooks for funds 100, 110 and 111.	Run by Budget on the 4th working day of the month close for September and March.	Run by the Budget Office and distributed through email	Pilot VP/Schools

INQUIRIES: ***(menu options that provide detail based on the chartstring elements entered)***					
Budget Inquiries- PeopleSoft Financials					
Budget Details	**On-line view** ***/ can download to excel***	Shows the drill-down transaction activity for the charstring entered. Use to ensure that there is sufficient funding in a budget line.	Real Time	Commitment Control>Review Budget Activities>Budget Inquiries>Budget Details	P1s, P2As (who also have salary administrator role), P3s
Trans Dtl Inquiry STDNT SLRY Trans Dtl Inquiry ALL SLRY	**On-line view** ***/ can download to excel***	Provides detail information about each transaction, including what makes up the total amount budgeted, pre-encumbered, encumbered, and expensed by an account within a fiscal year.	Previous business day	BC Reports>Commitment Control>Transaction Detail Inquiry	P1s, P2As (who also have salary administrator role), P3s
HR Inquiries- PeopleSoft Human Resources					
Account Code Lookup	**On-line view** ***/ can download to excel***	Displays the HR Account code 26 char and description with the full People Financials 32 char chartstring, based on the criteria entered in the search tab (i.e.; dept#)	Previous business day	BC Custom>Inquire>Account Code Lookup	P1s, P2As (who also have salary administrator role), P3s
Encumbrance by Acct Code Inquiry	**On-line view** ***/ can download to excel***	Displays the HR Account code , Financial Chartstring, total encumbered amt, position #, title, empl id, empl name and encumb amount, based on the HR account code entered.	Previous business day	BC Custom>Inquire>Encumbrance by Acct Code Inquiry	P1s, P2As (who also have salary administrator role), P3s
Posn Budget/Acts by Acct Code Inquiry	**On-line view** ***/ can download to excel***	Displays the HR Account code , budget, actual exp, redistribution, encumbered amt, available, based on the HR account code entered.	Previous business day	BC Custom>Inquire>Posn Budget/Acts by Acct Code Inquiry	P1s, P2As (who also have salary administrator role), P3s
Encumbrance Inquiry	**On-line view** ***/ can download to excel***	Displays the HR Account code , budget, actual exp, redistribution, encumbered amt, available, based on the position # entered.	Previous business day	BC Custom>Inquire>Encumbrance Inquiry	P1s, P2As (who also have salary administrator role), P3s

QUERIES: *(raw data dumps, no report totals or formatting)*					
Budget Queries- PeopleSoft Financials					
BC_GL_ACR_STDNT_SLRY	**PeopleSoft ACR Queries / HTML/ Excel**	View chartstrings for a single department except position salaries. Good for high level view of all accounts in your department; shows budget and accounted data, parent-child relationship, and student salaries.	Data updated 3 times per day. **Run by User as needed**	Reporting Tools>Query Viewer	P1s, P2As (w/o salary administrator role), P3s
BC_GL_ACR_ALL_SLRY	**PeopleSoft ACR Queries / HTML/ Excel**	View chartstrings for a single department with position salaries. Good for high level view of all accounts in your department; shows budget and accounted data, parent-child relationship, all salaries.	Data updated 3 times per day. **Run by User as needed**	Reporting Tools>Query Viewer	P1s, P2As (who also have salary administrator role), P3s
BC_GL_ACR_RANGE_ALL_SLRY	**PeopleSoft ACR Queries / HTML/ Excel**	Views accounts across a department or a group of departments (use % wildcard). Useful for viewing multiple departments or account ranges within a division or school for comparisons of budgets and balances.	Data updated 3 times per day. **Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_GL_ACR_PRG_FS	PeopleSoft ACR Queries / HTML/ Excel	Views program budget balance available by chartstring for a specific department and budget year. User can enter one specific Fund Source, Fund Code (1XX & 3XX only) and Function or use the % wildcard to see All.	Data updated 3 times per day. Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_GL_PROG_BY_DEPT	**PeopleSoft Queries / HTML/ Excel**	Provides list of programs that are associated with a specific department.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)- does not apply
BC_KK_TRANSFERS_BY_ACCT _PERIOD	**PeopleSoft Queries / HTML/ Excel**	Provides list of budget expense transfers including all salaries by account and period.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_KK_TRANS_STD_BY_ACCT _PERIOD	**PeopleSoft Queries / HTML/ Excel**	Provides list of budget expense transfers including student salaries by account and period.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s, P2As (w/o salary administrator role), P3s

BC_GL_**ACCOUNT**_LISTING	**PeopleSoft Queries / HTML/ Excel**	Provides list of accounts; substitute DEPTID, FUNCTION, FUNDCODE, FUND_SOURCE, PROGRAM, OR PROPERTY for ACCOUNT depending on the values list you want	**Run by User as needed**	Reporting Tools>Query Viewer	P1s, P2As and P3s
HR Queries - PeopleSoft Financials					
BC_HR_SALARY_DRILL_CHECK_DATE	**PeopleSoft Queries / HTML/ Excel**	Provides Employee IDs, Employee Names, and Pay Amounts for payroll transactions within a date range.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_SALARY_DRILL	**PeopleSoft Queries / HTML/ Excel**	Provides the Employee IDs, Employee Names, and Pay Amounts for a single payroll transaction and a specific chartstring.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_PAYCK_DATA	**PeopleSoft Queries / HTML/ Excel**	Detail paycheck data for an employee based on the employee id and fiscal year entered.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_STDNT_SALARY_CHECK_DATE	**PeopleSoft HR Queries / HTML/ Excel**	Provides Employee IDs, Employee Names, and Pay Amounts for student payroll transactions within a date range.	**Run by User as needed**	Reporting Tools>Query Viewer	P1s, P2As (w/o salary administrator role)
BC_HR_DEPT_ACCT_OT or BC_HR_DEPT_EMPL_OT_DTL	**PeopleSoft Queries / HTML/ Excel**	Provides a list of Overtime by Dept or Overtime detail by department by employee	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_SUPP_PAY	**PeopleSoft Queries / HTML/ Excel**	Provides a list of Supplemental pay transactions for the fiscal year	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
HR Queries - PeopleSoft Human Resources					
BC_HR_MGR_ACTIVE_BUDGETED_POS	**PeopleSoft HR Queries / HTML/ Excel**	Provides a list of all active budgeted positions by VP code	**Run by User as needed**	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts) P1's only