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 update 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.

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.