VCAA Fiscal Tiger Team
Zero/<u>No Project</u> Balances + Reconciliation & GL-PPM Reconciliation
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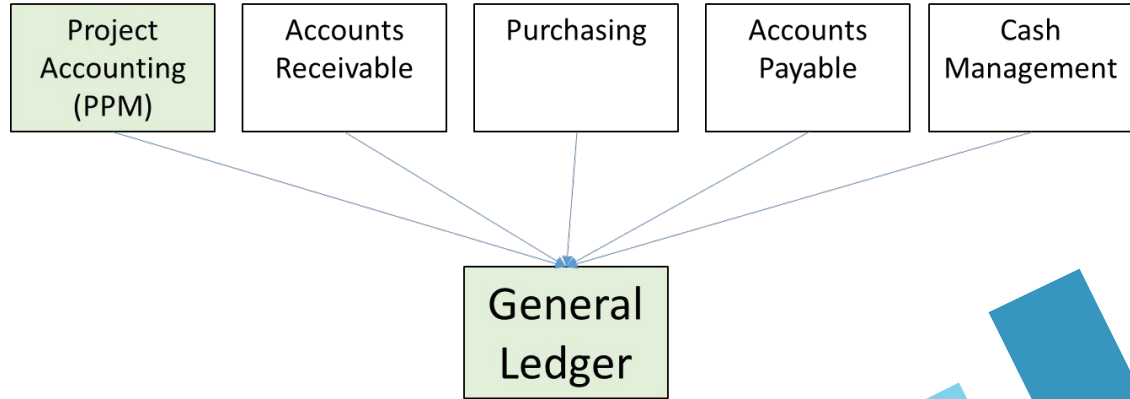
Training Goals/Learning Outcomes

By the end of this presentation, you should have a better understanding of:

» GL vs PPM Reporting

» How to run the GL Project Balances report

» How to use the GL Project Balances report to review your balances on No Project and what actions to take

» How subledgers flow to the GL

» How to use the GL-PPM Reconciliation report to reconcile variances between the GL and PPM and what action to take

Oracle Subledgers and GL

UC San Diego operates with a "thin" general ledger.

This means that we minimize the data stored in the general ledger.

Project Accounting (PPM)	Accounts Receivable	Purchasing	Accounts Payable	Cash Management

General Ledger

Project Accounting (PPM) Subledger

PPM data is displayed at the award, project, and task level.

It houses details about an award (like who the PI is), project (start date, PM, project type), and task (task manager, task status).

PPM data (PPM budgets, expenses, budget balances) is typically displayed either as **Inception to Date** or **Year to Date** depending on the project classification.

PPM subledger does not include transactions with no project.

Letter	Stands For	Description
P	**P**roject	Project incurring the expense
O	Expenditure **O**rganization	Department that generated the expense transactions (usually **not** the same as the one that owns the project)
E	**E**xpenditure Type	What kind of expense is this? Maps to COA accounts
T	**T**ask	Task incurring the expense
A	**A**ward*	Award from KR
F	**F**unding Source*	Funding Source (usually **not** the same as the COA fund)

*only required for sponsored research projects

General Ledger

Chart of Accounts data is displayed at the general ledger level - so you will not see task here (since it's not part of the COA).

GL reports exclude award and project details that are housed in PPM.

GL Data is displayed **Fiscal Year to Date.**

GL includes transactions with **no project.**

	Entity	Fund	Financial Unit	Account	Function		Program	Project Subledger (PPM)	Location	Activity
Future CCoA	Identifies the major operational unit with the UC system	Tracks external restrictions and internal designations	Represents the responsible operating unit. One financial unit could have more than one function.	Asset, liability, revenue, expense or fund balance (equity)	Designates the NACUBO higher Ed purpose of an expense		New field/code. Associates transactions with a formalized set of system-wide or cross campus activities as dictated by UCOP or VC areas	Will display Project code as a COA element in General Ledger. Tracks financial activity related to a sponsored award, a capital project or "body of work" that often has a start and end date often spanning fiscal years. Will replace index use in some cases.	Classifies a transaction by location. Will replace index use in some cases.	Classifies a transaction by activity where PPM is not appropriate, such as balance sheet tracking. Will replace index use in some cases.

How are PPM and GL related?

Letter	Stands For	Description
P	Project	Project incurring the expense
O	Expenditure Organization	Department that generated the expense transactions (usually **not** the same as the one that owns the project)
E	Expenditure Type	What kind of expense is this? Maps to COA accounts
T	Task	Task incurring the expense
A	Award*	Award from KR
F	Funding Source*	Funding Source (usually **not** the same as the COA fund)

*only required for sponsored research projects

UCSan

Project Number in PPM = Project Code in GL

Expenditure Type in PPM = Account Code + Account Description in GL

Project Org in PPM = Fin Unit Name in GL

	Entity	Fund	Financial Unit	Account	Function		Program	Project Subledger (PPM)	Location	Activity
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Accessing GL and PPM Reports

First stop: bah.ucsd.edu

The Business Analytics Hub is comprised of 5 main tabs. You'll want to go to the "Budget & Finance" tab

Utilize the "Filter by Keyword" search bar to find the reports we're going to demo today.

DEMO: GL Project Balances report

The GL Project Balances report provides a summary of a project's ending balances, with information from the GL and PPM.

The GL Project Balances report includes the following:

1.Summary by Financial Unit, Project, and Fund

2.Ending Balances by Month

3.Ending Balances by Year

Business Scenarios

Review balances for each month up to and including the accounting period selected within the accounting year selected

Review balances for the accounting month selected for each accounting year up to and including the year selected

Not recommended for sponsored projects!

GL Project Balances

The GL Project Balances report provides a summary of a project's ending balances, with information from the GL and PPM.

View Details

Launch >

Cleaning Up Transactions on No Project

Source of Transaction	Action	Support Ticket Details
Payables: e.g. a project and task were not included on the original PO, Non-PO, or Concur Transaction	Submit a non-salary cost transfer request: Two options: 1. Add the Cost Transfer – COA/POETAF information for each cost transfer directly on ticket. 2. Upload a spreadsheet to request multiple cost transfers.	Name of ticket: "Non-Salary Cost Transfer Request"
Receivables	Contact Originator and submit a ticket.	About: Billing & Receivables Related to: Oracle Accounts Receivable More Specifically: AR Billing Other
UCPath: e.g. salary and benefits charged to no project	Process direct retros in UCPath to move the expenses to the desired project	
Internal Controls & Accounting / Spreadsheet: e.g. resource transfers, intercampus recharges	Contact originator of journal/GL entry and work with them to move the resources from no project to the desired project	About: Financial Accounting Related to: General Accounting Support More Specifically: Other General Accounting Inquiry

New-ish Report: Transactions on No Project on the Department Exceptions Panorama

It includes total no project amounts by Fin U L3, Fin U L4, Fin Unit, Fund, Account Code, Accounting Period, and Journal Source

Other Recommended Reports

Expanded Project Summary: View PPM expenditures, GL transactions, and UCPath payroll (DOPES) all in a single report. Use this report to view one project at a time.

Project Management Dashboard: 6 reports one on dashboard. Review balances for each month up to and including the accounting period selected within the accounting year selected. Use this report to view many projects at a time.

Expanded Project Summary

Provides summary and detail information about a single project or task with data from both PPM and General Ledger.

⊟ View Details

Project Management Dashboard

The Project Management Dashboard provides one place to do a complete analysis of a portfolio of projects, including GL and PPM balances, variance analysis, commitments, payroll reconciliation, and expenditur...
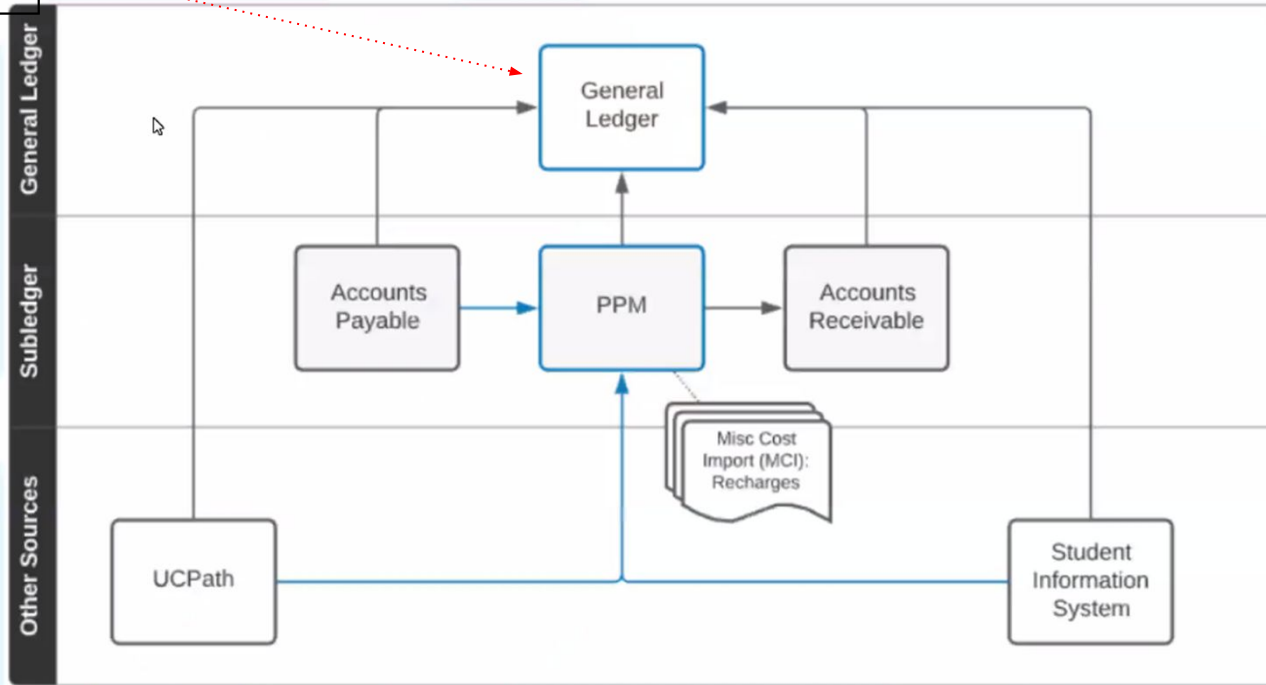
⊟ View Details   Launch >

Subledger & General Ledger Flow (in a perfect world)
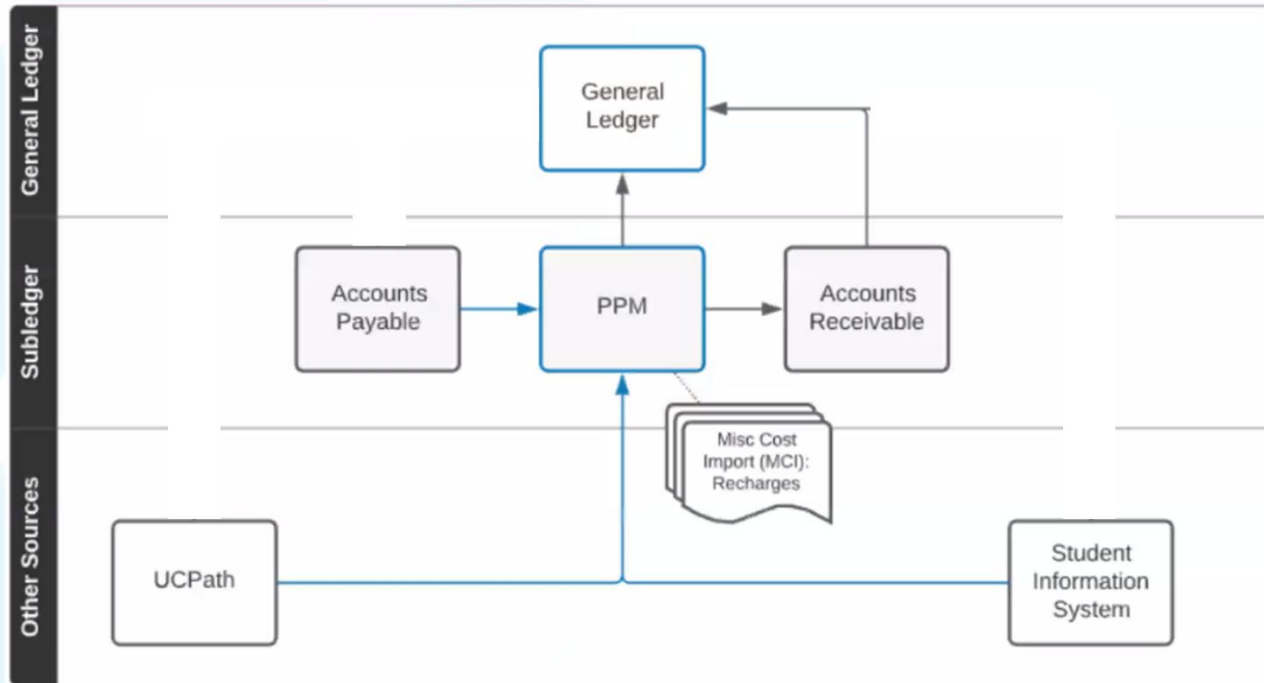
Subledger & General Ledger Flow (in reality)

Demo: GL-PPM Reconciliation Report

This report is most useful for:

1. Researching differences between amounts in General Ledger and amounts in PPM.
2. Having an easy way to drill through the report to provide greater detail on the transactions included in the GL and PPM values.
3. Reconciliation of GL to PPM on sponsored projects is a required key control.
4. Do NOT use the accounting period prompt in this report unless you only want to look at expenditures.

GL-PPM Reconciliation Report

This report compares costs in PPM to actuals in the general ledger by project, accounting period, and account code/expenditure type. Only revenue, expense, and noncurrent asset (i.e. capital equipment) accou...

⊟ View Details

Run Report >

Cleaning Up GL-PPM Variances

Source of Transaction	Action
Payables Invoices	For invoices with amounts in GL and not in PPM, request an AP cost correction through the Non-Salary Cost Transfer ticket. Complete the Posted Payables Cost Transfer Request spreadsheet linked in the ticket by copying and pasting the information from the downloaded GL-PPM Details report into the spreadsheet. KB0033225 contains additional instructions on completing the form. When invoices have been corrected, you will see two lines for the invoice on the GL-PPM Details report: one line for the invoice only in GL, and a second line right below it with a CT_ or CC_ invoice with an amount only in PPM. These opposite variances net to zero and can be ignored going forward. If the invoice has an amount in both GL and PPM but the amounts are different, use the Transaction Details report to search for the invoice number to see the full picture. A part of the invoice may have posted to project 0000000 in the general ledger, or there may be other differences. Submit an AP cost correction request to correct any errors you find.
Payables Payments	Early payment discounts are sometimes on a different account code in GL vs PPM. Check amounts you see on this tab against the main report to see if these variances net out with an opposite variance on another account code. Any true discrepancies are often so small that they can be disregarded. For early payment discounts posted only to GL that must be corrected, submit a ticket to Disbursements.

Cleaning Up GL-PPM Variances

Source of Transaction	Action
Projects	In rare cases, due to idiosyncrasies in how transactions post, some PPM transactions may appear on this tab, while the GL counterpart appears on a different tab. Check the other tabs to see if this is the case. If the variances are from transactions posted in the current accounting period, wait until the accounting period closes. The variances may resolve themselves in a few days or weeks. If you identify true variances on this tab, submit a ticket to Financial Accounting >> Oracle Project Portfolio Management.
ISIS	The ISIS tab displays a summary by Student PID as well as individual transactional variances between GL and PPM. Some rows may net out with other rows, and some associated data may be captured on the Projects tab. If you identify a transaction that is missing in GL or PPM and has not been corrected, download the report to Excel and submit a ticket to Financial Accounting >> Oracle Project Portfolio Management.
Other	Misc Receipts: If the Journal Category is Misc Receipts, the variance is due to an expense refund that was processed by the Cashier's Office only to GL. The Central Reconciliation team is rectifying these differences centrally and will reach out to your department if additional information is needed. Journals: If the GL Journal Category is Manual, the transaction is the result of a journal voucher. The Transaction Description and Journal Header in the report may give you information about which office submitted the journal. Reach out to that office for help with processing corrections.

Training Timeline

Fiscal Contacts presentation: Fiscal Year to Date vs. Inception to Date Reporting

Fiscal Contacts presentation: Monthly Reconciliation Using the NOR Report

Fiscal Contacts presentation: High-risk Ledger Review

TBD

| SEP | OCT | NOV | DEC | JAN | FEB | MAR |

Fiscal Contacts presentation: Zero Project Reconciliation & GL-PPM Reconciliation

Fiscal Contacts presentation: Understanding the DOPES for Payroll Reconciliation

Fiscal Contacts presentation: Monthly Reconciliation Using Project Setup Match Errors Report

THANK YOU!

Any questions?

You can find us at

» COE@ucsd.edu

CREDITS

Special thanks to all the people who made and released these awesome resources for free:

» Presentation template by SlidesCarnival
» Photographs by Unsplash