

## Tips and Tricks for the FSUN community

### From Sponsored Financial Reporting

The Sponsored Award Overview Report (SAO) from the MyU Reporting Center is very useful. Navigate to:

MyU > Reporting Center > Finance > Account Level Balance Review > Sponsored Award Overview (click on the small teal star to make a favorite)

1. Use the Sponsored Award Overview Report to manage your award

Shows all projects associated with a contract, so that separate reports don't need to be run per project. Enables the PI and primary accountant to manage budgets throughout the life of the award or see which project(s) are in deficit, also displays bottom line totals for all projects.

2. Using the Sponsored Award Overview to look up unpaid sponsor invoices
  - a. Enter the Accounting Date through which you want to run the SAO Report.
  - b. Enter the "Contract Number" in the next prompt, and click submit.
  - c. Click on 'Open A/R Amount ITD' in the upper right corner upper right hand corner.
  - d. This will bring up a list of all invoices for the award. Open (unpaid) invoices will show up in the "Current", "31-60", and other columns, depending upon how many days late the payment is.
  - e. For more information on payments applied to specific invoices, click on the invoice number on the far left. That will show more detail regarding specific payments.

### From Accounting Services

- If capital equipment was purchased using the wrong ChartField string and you know about it before the voucher is processed, do a PO change order to fix the accounting information **before** it is vouchered. This will allow departments to avoid having to ask Accounting Services to create a transfer.
- Do not move Enterprise Assessment charges with a journal entry or you will get a double charge. Use a Retro to move the salary or fringe and the Enterprise Assessment will "follow"—it self-corrects the next time the assessment is run.
- Retro Distribution transactions in HRMS are required to move salary charges.
- Chart of Accounts requests: Make sure the effective date is correct—it should always be the first day of a fiscal year (July 1). PeopleSoft defaults to date entered instead of beginning of fiscal year.
- Chart of Accounts requests: Provide in-depth responses on the form to reduce amount of additional follow-up from Accounting Services.
- Our help ticketing system, ServiceNow, is your friend. When in doubt, please submit questions to Accounting Services using the help desk (612-624-1617 or controller@umn.edu). It's easier to seek assistance up front than to try to fix issues after the fact.

## From Purchasing Services

### Some common challenges with U Market orders:

- Don't use the copy feature from the Manage Requisitions page in EFS to try to copy a U Market order. Since the cart was already submitted via another requisition and PO, a copied requisition will have the same cart number. SciQuest will reject the new PO because it has a duplicate cart number. **Instead** create a new card and requisition using the regular process.
- Don't use the "Recently Ordered" feature on the Create Requisitions page in EFS. Items ordered this way do not appear to have been initiated in SciQuest and the purchase order will fail. **Instead** create a new card and requisition using the regular process.
- Don't delete or add a line after the card has been returned to EFS. There will be a discrepancy between the original cart and the purchase order created after items have been modified. The purchase order will fail. **Instead** create a new cart and requisition using the regular process.
- Don't use outdated favorites in U Market—don't use favorites that have had price changes or no longer are sold by the supplier. Outdated favorites often have prices or other information that is inaccurate. Any of these will cause the purchase order to fail. Access the favorite, then copy the part or item number. Click <shop>, paste the number, then click <go>. Locate the item and add it to your cart.
- Don't upload a U Market-related quote as an attachment on the EFS "Review and Submit" page. U Market suppliers never see EFS specific comments or attachments; the prices will be wrong on the PO. Instead quotes must be **uploaded in U Market**. Follow the instructions on the *Shopping in U Market* section at: [umarket.umn.edu/faq.html](http://umarket.umn.edu/faq.html)
- U Market order-related things that make EFS "crash":
  - Don't add items that cost \$0. Example: free with purchase. PeopleSoft does not know what to do with a \$0. It will cause the procurement jobs to fail! **Instead** instruct your sales rep to charge us \$0.01 for the free item.
  - Don't add 100 or more lines of items on a U Market Requisition. PeopleSoft is designed to have 99 lines or less. 100 or more lines causes the procurement jobs to fail! **Instead** create multiple requisitions for those big orders. Example: requisition 1 has 50 lines, requisition 2 has 50 lines.
- Don't use a "SQ-" supplier code on a standard purchase or blanket order requisition. The order will never get sent to the supplier! There will be no cart in SciQuest to match them against. Use a non SQ- supplier for these orders.

### Attachments and Comments on ANY Requisition in EFS

- Don't upload multiple attachments for the one comments box. When there's more than one attachment on a single comment, the supplier only gets one of them. Remember: one comment is needed for each attachment. One comment, one attachment.
- Don't use special characters in comments.
- Don't paste entire email chains into comments. If you need to retain them, consider scanning/attaching as a file or retaining on file in department.
- PeopleSoft will only accept Word, Excel, or PDF files as attachments. If you use other file types, system processing will fail.