Overview and Perspective


Organizations should be reviewing their Financial Reports on a regular basis, but it’s especially important as we approach fiscal year-end. Running the Spendable Balance by Department, Spendable Balance by Fund, and/or Spendable Balance by Program Reports is a good first step to reviewing your financial activity. Any Chartstrings with a negative available balance (deficit) should be further investigated. Organizations should review the detail posted to these Chartstrings (using Transaction Detail by Chartstring Report) to ensure that no transactions were posted in error. Corrections can be done through Labor Accounting if the transactions are labor related. Funds Management will be communicating more specific ChartField guidelines in the near future. Any questions can be directed to Finance & Treasury Funds Management.

The Year-end Close process provides an opportunity for departments to review departmental labor charges to ensure that labor costs are being appropriately and accurately associated with their relevant source of funds in the general ledger. It’s also an opportunity to ensure the accuracy of any remaining encumbrances at year end.

What You Should Do

Review labor charges in LA:

- For individuals, confirm Labor Accounting expense charges, including graduate student support, are reflected against correct chartstrings.
- Confirm distributions are correct.
- Move any staff that may have defaulted incorrectly to A0000 or A0001 to other funds, if part or all of their compensation is to be covered by other fund sources.
- Confirm open encumbrances reflect outstanding unpaid payroll commitments.
- Review any remaining FY15 and FY16 encumbrances for clean-up and resolution. FY15 remaining labor encumbrances will be removed as part of the FY15 Close-out process, during the FY16 Year-end process. FY16 remaining labor encumbrances will be rolled into FY17 as part of the FY16 Year-end process.

This Labor Accounting (LA) job aid includes 4 sections:

1. Invalid Distribution Chartstrings for Labor Charges
2. Labor Accounting Warehouse Reports for Reviewing Departmental Labor Costs
3. Finding help in LA for Making Changes to Commitments and Distributions
4. Helpful links for further information about LA.
1. Invalid Distribution Chartstrings for Labor Charges

The Office of Finance and Treasury has put together a set of chartstring combination “rules” for assistance in cleaning up departmental labor charges for Year-end close. There are certain ChartField combinations that are not considered to be valid on the PeopleSoft Financials General Ledger. While the University enforces some of these combo-edit rules through PeopleSoft Financials directly (for instance any G0001 Fund transactions require a Project), not all are systematically enforced. Below is a set of ChartField combo-edit rules that should be adhered to. Please use the Labor Accounting Warehouse Reports, and if you notice any of these “invalid” ChartField combinations, contact the FSC if you need guidance on how to make corrections. Finance & Treasury staff may also be reaching out to your organization directly on how to “clean-up” these invalid ChartField combinations.

The following table provides the detailed distribution chartstrings which should contain NO labor expenses:

<table>
<thead>
<tr>
<th>Department</th>
<th>Fund</th>
<th>Account</th>
<th>Program</th>
<th>Site</th>
<th>Project</th>
<th>Act</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All depts</td>
<td>A0000</td>
<td>FA%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No labor costs on these Fund/Program chartstrings.</td>
</tr>
<tr>
<td>All depts</td>
<td>A0000</td>
<td>FB%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No labor costs on these Fund/Program chartstrings.</td>
</tr>
<tr>
<td>All depts</td>
<td>A0000</td>
<td>GA%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No labor costs on these Fund/Program chartstrings.</td>
</tr>
<tr>
<td>All depts</td>
<td>A0000</td>
<td>VA%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No labor costs on these Fund/Program chartstrings.</td>
</tr>
<tr>
<td>All depts</td>
<td>A0000</td>
<td>OA%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No labor costs on these Fund/Program chartstrings.</td>
</tr>
<tr>
<td>All depts</td>
<td>A0014</td>
<td>5531</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No distributions more than 3 months old; these distributions should be moved to the appropriate sponsored research project. After 90 days, a transfer to a sponsored project will require a Cost Transfer Justification in the distribution approval workflow.</td>
</tr>
<tr>
<td>All depts</td>
<td>A0014</td>
<td>5511</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Graduate student base fellowship stipend</td>
</tr>
<tr>
<td>All depts</td>
<td>A0014</td>
<td>5201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Graduate student AI salary</td>
</tr>
<tr>
<td>All depts</td>
<td>A0014</td>
<td>5511</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Graduate student AI tuition support</td>
</tr>
<tr>
<td>All depts</td>
<td>A0004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This fund may be used ONLY with departments denoted with &quot;(RC)&quot; at the end of the description.</td>
</tr>
<tr>
<td>Admin</td>
<td>A0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No labor costs on A0001, A0002, A0003, A0024 in Administrative depts.</td>
</tr>
<tr>
<td></td>
<td>A0002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Only for faculty on teaching budget, graduate student AI's, graduate student AR cost share tuition. PDRF's (earning code 172) must use A0000 with program GU093. NO staff allowed on A0000. NO postdoc's (earnings code 170) on A0000.</td>
</tr>
<tr>
<td></td>
<td>A0003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Typically should NOT be used for faculty, AI or researcher costs. Used for Staff. Up to the department's discretion.</td>
</tr>
</tbody>
</table>

Notes:

1. Fund Descriptions:
2. Program Descriptions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0001</td>
<td>Academic Dept Administrative Allowance</td>
</tr>
<tr>
<td>A0002</td>
<td>Research Rebate</td>
</tr>
<tr>
<td>A0003</td>
<td>Science</td>
</tr>
<tr>
<td>A0004</td>
<td>Recharge Center/Chargeback</td>
</tr>
<tr>
<td>A0014</td>
<td>Sponsored Research Holding</td>
</tr>
<tr>
<td>A0024</td>
<td>Faculty Leaves</td>
</tr>
</tbody>
</table>

FA% and FB% Faculty-Specific
GA% Graduate Student-Specific
VA% Post-Docs & Visitor-Specific
OA% Other Person-Specific

The “%” sign is known as a ‘wild card’. In the Prime Warehouse FIN036, FIN048 or FIN052 Program prompt, you can input the program values exactly as they are above, and ALL programs beginning with the named first two letters will be returned for the report. Here is an example:

Program:

Keywords:
Type one or more keywords separated by spaces.
FA% Search

Results:
FA001 - Landweber, Laura F
FA002 - Harman, Elizabeth
FA003 - Zhang, Shou-Wu
FA004 - Wakabayashi, Haruko
FA005 - James, Marzenna
FA006 - Osvath, Peter S
FA007 - Lewis, Paul
FA008 - Silvestre, Conrad L
FA009 - Cameron III, Charles I

Select all Deselect all

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
2. Labor Accounting Warehouse Reports for Reviewing Labor Costs

To run LA warehouse reports, access the Prime Warehouse reports from the Prime Portal page. If you do not have access to the Prime Warehouse, or to the LA reports folder in the Prime Warehouse, please contact the Financial Service Center at finance@exchange.princeton.edu or 258-3080.

Go to the Prime Financials folder, then the Financial Management Folder, then the Labor Accounting folder.

A. Verify that Faculty and Staff are charged to the correct Distribution Chartstrings for FY15 and FY16:

1. In the Labor Accounting folder, select FIN048 Detailed Personnel Expense by Chartstring. FIN048 provides detailed personnel expense by person within each departmental chartstring.

2. Verify that your department has no labor charges on the Invalid Distribution ChartField Combinations Table.

   Use FIN048 to check that you have no labor charges to those invalid chartstrings.

   a. For example:
      i. Date Options: Filter by Earnings Period To and From
      ii. Period From and Period To – July through the open period
      iii. Home Department = your department
      iv. Charged department = blank
      v. Fund = A0000
      vi. Program = FA%
      vii. No other prompts.
         Should return no results.

   b. Another example, for an administrative department:
      i. Date Options: Filter by Earnings Period To and From
iii. Period From and Period To – July through the open period
iv. Home Department = your department
v. Fund = A0001, A0002, A0003, A0024
vi. No other prompts.
Should return no results.

c. Third example, for an academic department:
i. Date Options: Filter by Earnings Period To and From
ii. Period From and Period To – July through the open period
iii. Home Department = your department
iv. Charged department = blank
v. Fund = A0000
vi. Staff class = staff
vii. No other prompts.
Should return no results.

Note: Reports should be run by earnings period through to the current open period: there may be retroactive adjustments to prior periods made in an earnings period after the original charge.

When FIN048 is generated, a person’s charges within each chartstring are listed separately. If charges are found on invalid distribution ChartField combinations, they may be corrected in the Labor Accounting application. See Section 3 below, Finding help in LA for Making Changes to Commitments and Distributions. For changes to Overtime, Accrued Vacation, Severance, Childcare Assistance, etc., an LA Cost Transfer form should be used. The LA Cost Transfer form can be found on the in the Policy Library on the Office of Finance & Treasury webpage.

3. Verify that all other labor costs against Chartstrings for your department are correct.
a. Set up the prompts in FIN048 as follows:
i. Date Options: Filter by Earnings Period To and From
ii. Period From and Period To: July through the open period
iii. Home Department = blank
iv. Charged department = your department
v. No other prompts.

Reminder: Reports should be run by earnings period through to the current open period: there may be retroactive adjustments to prior periods made in an earnings period after the original charge.

When FIN048 is generated, each charged distribution chartstring is listed separately. FIN048 provides period by period detail for each person charging to the chartstring with a subtotal by person, a subtotal by chartstring, and an overall total of labor charges to the department. The report provides the name of each person. FIN048 can be converted to an excel data extract for further analyses.

You may want further information about an individual’s charging before going into the LA application to make changes. The person’s name in FIN048 is a live link that will drill LA FIN036. FIN036 provides the person’s complete expense detail for the earning period selected in FIN048, for all chartstring/distributions.
If incorrect/invalid charges are found on departmental distribution chartstrings, they may be corrected in the Labor Accounting application. If you need assistance on how to change a commitment or distribution in the LA application, see section 3 below, Finding help in LA for Making Changes to Commitments and Distributions.

B. Review and Clean-up for FY15 and FY16 remaining labor encumbrances:

1. It is important for departments to review their staff’s commitments, payments and remaining encumbrances as part of the Year-end close process.
   - FY15 remaining labor encumbrances will be removed as part of the Year-end close process.
   - FY16 remaining labor encumbrances will be rolled into FY17 as part of the Year-end close process.

In the Labor Accounting folder, select FIN052 Commitment, Paid, and Encumbrance. FIN052 provides an annual summary view of an individual’s commitment, paid and encumbrance by chartstring.

2. Verify that faculty and/or staff in your department have no remaining unresolved labor encumbrances for FY15 and FY16 by running FIN052 as follows:

   a. For example:
      i. View by Person and Home Department
      ii. Date Options: Select Earnings Year and Earnings Period
      iii. From Earnings Year Through Earnings Year, and Earnings Period July through June
      iv. Home Department = your department
      v. Charged department = blank
      vi. Fund = blank
      vii. Program = blank
      viii. No other prompts.

   It is recommended to run FIN052 separately for FY15 and for FY16, to see results most clearly.

When FIN052 is generated, each person’s commitments, payments & remaining encumbrances will be listed separately by chartstring. Most individuals will already have zero remaining encumbrances for FY15. Exporting the report to a PDF format allows for easy review of each person’s FY15 status. FIN052 is also being enhanced to provide a link to FIN036 on each person’s page to facilitate further investigation if a remaining encumbrance is discovered.

If an individual’s status contains a remaining encumbrance, further investigation may be required.

   1. Verify that the person has been paid correctly for the year. If the person has been paid correctly for the year, any remaining encumbrance can be safely removed by the FY15 Close process during Year-end close.
   2. If the person does not appear to have been paid correctly, this may be because the person has moved from one home department to another during FY15. It may be necessary to run FIN052
specifically for the person, in order to see all commitments, both before and after the department change.

3. If there is a remaining encumbrance of concern, contact HR or LA to investigate further.

FY16 remaining encumbrances should also be reviewed to ensure that only appropriate encumbrances are rolled over into FY17.

3. Finding help in LA for Making Changes to Commitments and Distributions

The Labor Accounting application has comprehensive Help material right in the application:

LA Help contains extensive information on how to change commitments and distributions.

1. Click on LA Help in the LA banner in the LA application, or on “The Learning Center” on the LA Home page.
2. Click on “View outline” on the LA Help Introduction screen:

3. In the Outline, open the topic of interest:
   a. Manage Commitments & Distributions (Basics)
   b. Manage Grad Student Commitments & Distributions
   c. Manage Labor on Sponsored Projects

Within each topic, you can see a video of the process, or step through the process in an interactive video, or read through the steps with PDF.

If you need additional assistance, please contact the Financial Service Center at finance@exchange.princeton.edu or 258-3080.
1. **Helpful links for further information about LA.**

- Prime Portal: [https://prime.princeton.edu/](https://prime.princeton.edu/)
- Web pages: Prime Portal > Information & Training > Labor Accounting (scroll down to Labor Accounting section – Labor Accounting header in black)
- Training Materials: Prime Portal > Information & Training > Training & Step-By-Steps > Labor Accounting
- The “Learning Center” icon on the Labor Accounting application Home Page