FMP Ledger Reports

**Un Paid Vouchers: Responsible Person: Purchaser**

Purpose: to identify vouchers that have not been paid within the 2-month period prior to current date and take necessary follow up action.

Find Criteria:

- **Request #1:**
  - **Type:** Voucher
  - **EstDate:** Date range beginning with start of fiscal year (9/1(yy)) to (2nd month prior to closed month). Example: 9/1/05..10/31/05, if today is 12/1/05.
  - **Enc Amt:** = (type equal sign in this field)
  - **Exp Date:** = (type equal sign in this field)

- **Request #2:**
  - **Status:** Paid
  - Select Omit from the left toolbar to omit all records with status of Paid.

- **Request #3:**
  - **Type:** Travel
  - Select Omit from the left toolbar to omit all records with type of Travel.

Find Results:

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Un Paid Travel Vouchers: Responsible Person; Travel Coordinator-Secretary 2

Purpose: to identify travel vouchers that have not been paid within the 2-month period prior to current month and take necessary follow up action.

Find Criteria:

Request #1:
- **Type:** Travel Voucher
- **EstDate:** Date range beginning with start of fiscal year (9/1/yy) to (2nd month prior to closed month). Example: 9/1/05..10/31/05, if today is 12/1/05.
- **Enc Amt:** = (type equal sign in this field)
- **Exp Date:** = (type equal sign in this field)

Request #2:
- **Status:** Paid

Select Omit from the left toolbar to omit all records with status of Paid.

Find Results:
**Un Paid SCR’s: Responsible Person; Secretary 2**

**Purpose:** to identify any SCR’s that have not been paid within the 2-month period prior to current month.

**Find Criteria:**

<table>
<thead>
<tr>
<th>Request #1:</th>
<th>Request #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type:</strong> SCR</td>
<td><strong>Status:</strong> Paid</td>
</tr>
<tr>
<td><strong>EstDate:</strong> Date range beginning with start of fiscal year (9/1/yy) to (2nd month prior to closed month) Example: 9/1/05..10/31/05, if today is 12/1/05.</td>
<td>Select Omit from the left toolbar to omit all records with status of Paid.</td>
</tr>
<tr>
<td><strong>Enc Amt:</strong> = (type equal sign in this field)</td>
<td><strong>Exp Date:</strong> = (type equal sign in this field)</td>
</tr>
</tbody>
</table>

**Find Results:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Description</th>
<th>Description</th>
<th>Date</th>
<th>Initial</th>
<th>Status</th>
<th>Proj No</th>
<th>Sub-Acct</th>
<th>DUR</th>
<th>Inv No</th>
<th>Exp Out</th>
<th>Exp In</th>
<th>Exp Out/Exp In</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 11/06</td>
<td>SCR</td>
<td>Machine Shop</td>
<td>October 2004 Dr</td>
<td>$87184</td>
<td>Ind</td>
<td>IN01</td>
<td>110585</td>
<td>-90.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2006 11/06</td>
<td>SCR</td>
<td>UH Residential Li.</td>
<td>November 2004 Dr</td>
<td>$89783</td>
<td>Ind</td>
<td>IN01</td>
<td>110585</td>
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<td></td>
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<tr>
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<td>NMR Shop-Cha</td>
<td>March 2005 Dr</td>
<td>$80955</td>
<td>Ind</td>
<td>IN01</td>
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<tr>
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<td>April 2005 Dr</td>
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<td>Ind</td>
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<td>June 2005 Dr</td>
<td>$857170</td>
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<td>IN01</td>
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<tr>
<td>2006 11/06</td>
<td>SCR</td>
<td>Electr Shop-Cha</td>
<td>September 2005 Dr</td>
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<td>110585</td>
<td>2.00</td>
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</tbody>
</table>
Un-Expended Transactions: Responsible Person; Processor/Creator of Document

Purpose: to identify any transactions older than 60 days that have not expended on PeopleSoft. Follow up and resolve.

Find Criteria:
All Find Requests should include the following (from the Transactions Detail List layout):

- **EstDate**: Date range beginning with start of fiscal year (9/1/yy) to 60 days prior to closed month. Example: 9/1/05..10/31/05, if today is 1/1/06.
- **Enc Amt**: = (type equal sign in this field)
- **Exp Date**: = (type equal sign in this field)

The criteria to enter in the “Type” field will vary by individual running the report:

**Purchaser**: Responsible Person; Purchaser
To find un-expended Vouchers, type Voucher in the “Type” Field in addition to the criteria listed above. Also, add a 2\(^{nd}\) request to omit type Travel.

**Travel/SCR Billing Clerk**: Responsible Person; Secretary 2
To find un-expended Travel Vouchers and Travel Requests, type Travel in the type field.

To find un-expended SCR, type SCR in the type field.

To find un-expended Gifts, type Gift in the type field.
To find un-expended Deposits, type Income in the type field.

**Budget Journal Processor**: Responsible Person; Financial Coordinator
To find un-expended Budget Journals, type Budget in the type field.

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Financial Assistant:  (He will distribute)

To find all other document types not included in any of the above find criteria, add multiple records to omit each of the document types above, or find each of the remaining document types individually (Journal Entry, Fees, Scholarship, Work Request, etc). This report should be reviewed to identify all other un-expended transactions and assign it to appropriate individuals for follow up.

Find Results:
Note: Some of the records may have a Status of Paid, others do not. Follow up as appropriate.

Notes:

If transaction Status is marked Paid, the document was submitted to DBA for signature and then to applicable UH department (AP, Gen Acct) for payment. Look up the document in PeopleSoft to see whether it is posted/paid. If it is, notify the reconciler that the transactions is paid per PeopleSoft and follow up is needed to find out what cost center it posted to and reallocate if needed.

If transactions Status is not marked Paid, the FMP record may not have been updated to reflect actual status, or the transaction is not yet processed for payment.