

A presentation by
Queen's University
Financial Services

Alternative formats for this presentation can be found on the Financial Services website.

Website: [Financial Services Training](#) page

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Financial Services

What Feeds into Finance PeopleSoft

Objective



The objective of this module is to bring an awareness of the types of transactions that feed into **Finance PeopleSoft** and post to the General Ledger (GL) that may or may not be initiated by a physical document prepared by you and to **know who to ask when you have an inquiry.**

Ever wonder?



“How did that expense or revenue post to my account without me initiating the transaction?”

“I don't recall initiating the transaction.”

A transaction's source



Not all charges, deposits, and/or internal allocations will be processed by Cheque Requisitions, Deposit Transmittal forms and/or regular Journal entries.

What feeds into Finance PeopleSoft?



Many business units at Queen's provide goods and services to the university community.

For example:

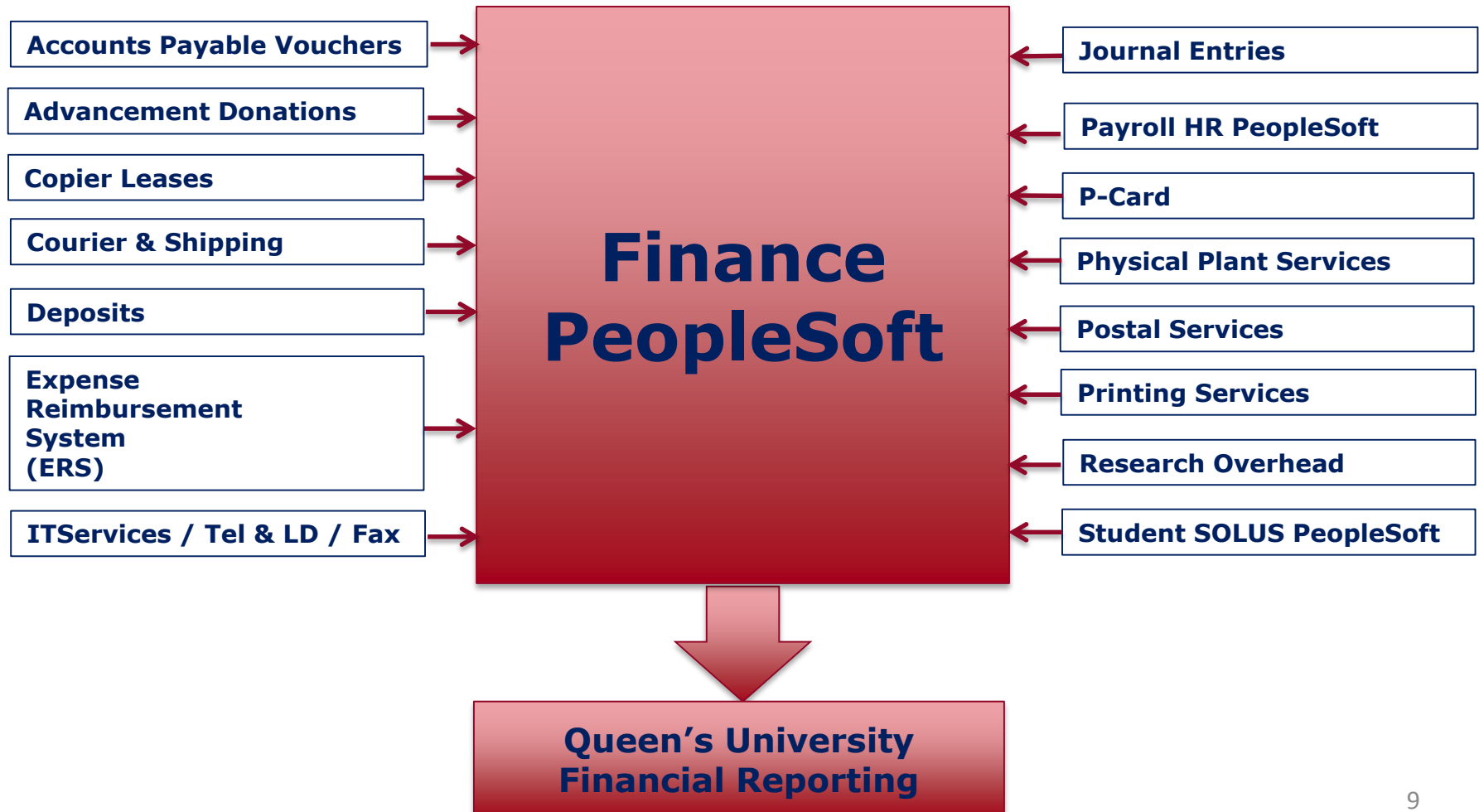
- Residences and Housing
- Hospitality and Conference Services
- Parking
- Physical Plant Services
- Operating unit
- Research unit

Interfaces



There are many internal interfaces that will eventually result in expenses and revenues being posted to the Queen's GL via Finance PeopleSoft.

Most common inquiries



Where to begin



Ask yourself

Did I submit an online order form?

Did I order via telephone, email or fax?

Often times, asking these questions will remind you of the transaction's source.



For example - PrintSYS



Printing Services

SOLUTIONS



Queen's UNIVERSITY

Home About Contact **Online Ordering System**

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» **Online Ordering System**

Queen's Online Ordering System: PrintSYS

Order your departmental letterhead, #10 and #10 window envelopes, business cards, and compliment slips on line through PrintSYS.

ONLINE ORDERING SYSTEM: PrintSYS 

Printing Services Process



- User logs in to the Queen's Printing Online Ordering System '**PrintSYS**'
- Complete and submit online order form
- Printing Services administrator approves and submits online order to supplier
- Requestor receives E-mail detailing order and price (your paperwork)
- Supplier fills the order and ships goods to requestor's location
- Supplier sends monthly electronic file detailing all Queen's orders and an invoice
- Procurement receives electronic file, uploads and posts to GL via PeopleSoft
- Invoice processed for payment via Financial Services Accounts Payable
- Net cost including any HST rebate posted to your departmental ChartField string

Another example



Looking at this example, a **UPS** courier cost appears charged to your account **608002**. If the **UPS tracking #** appearing in the line description field is not one you can identify as belonging to you, or the **amount** is not what you expected to see, contact the person whose name appears in the User ID field. If the User ID is not a person's name, contact Financial Services. This first level support contact will review the charge and if necessary, refer you to the next level support contact who can assist.

FUND	DEPT	ACCT	ACCT DESC	AMT	DATE	PERIOD	YEAR	JOURNAL ID	HEADER DESC	LINE DESC	SOURCE	USER ID
10000	99999	608002	Courier	19.55	05/01/2015	01	2016	0000123456	UPS	1Z0R9V000123456789	UPS - UPS-Courier Sys	JAS - John Smith

In other cases such as



The department's monthly photocopier lease payment would not require a supporting document each time a payment is processed.

Ensure you have a copy of the original lease agreement on file. Know the **start date**, the **monthly lease amount** and the **lease expiry date**. This information will enable you to perform your monthly reconciliation with confidence.

Remember!



If an entry appears on your financial statement that you did not initiate or one where the amount is not what you expected to see, contact the person whose name appears in the User ID field. If the User ID field is not a person's name, contact Financial Services.

How may we help you today?



Contact us:

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Hours: Monday – Friday
Open 8:00 am – 4:00 pm



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