SPONSORED GRANT END DATES

If a sponsored account is ending and the employees on the positions mapped to the sponsored account are continuing, the positions must be re-mapped to a different account with an Effective Date equal to one day after the grant end date. Once a grant has ended, PeopleSoft will not allow payroll expenses to post to a closed grant account. Payroll expenses will be redirected to the Responsible Agency/Org listed on the Advantage GDES table. In most cases this is the Dean's Office Research Incentive Distribution Account (RID). Once this has happened, departments must then process Payroll Expense Redistribution Transactions to transfer the expenses to the appropriate account and the positions must be re-mapped from the RID account. Failure to re-map the positions will result in payroll expenses continuing to be posted to the RID account.

In order to avoid closed sponsored accounts payroll expenses from being automatically charged to the Responsible Agency Org on the GDES table and sponsored accounts from being over encumbered, business managers should be proactive and create a new Fiscal Year Position Distribution effective one calendar date after the GDES end date for all grant accounts ending during the current fiscal year. The account used for the new Fiscal Year Position Distribution may be an existing state or local account. However, if the department does not wish to encumber payroll on their local or state account, departments may request an Encumbrance Holding Account from Financial Services to be used for this purpose. Submit a new [Account Application Form](#) to your [accountant in Financial Services](#) and request a Payroll Encumbrance Holding Account. The only activity that should occur on the Encumbrance Holding Account should be payroll encumbrances. However, in the event that payroll expenses do post to this account, departments are required to promptly redistribute the payroll expenses to an appropriate account. Financial Services will monitor these accounts and ensure that expenditures do not remain on these "unfunded" accounts.

Departments may use the [My Reports](#) query Sponsored Accounts with Grant End Dates to create a report by sponsored account with the grant end date and a listing of employees paid on the account by position number.   From this report departments can identify accounts that are ending in the current fiscal year and update the positions in PeopleSoft with a new effective date and funding source.

Using Sponsored Accounts with Grant End Dates Query

- Query Location: My Reports   Human Resource > Sponsored Accounts with Grant End Dates.bqy.
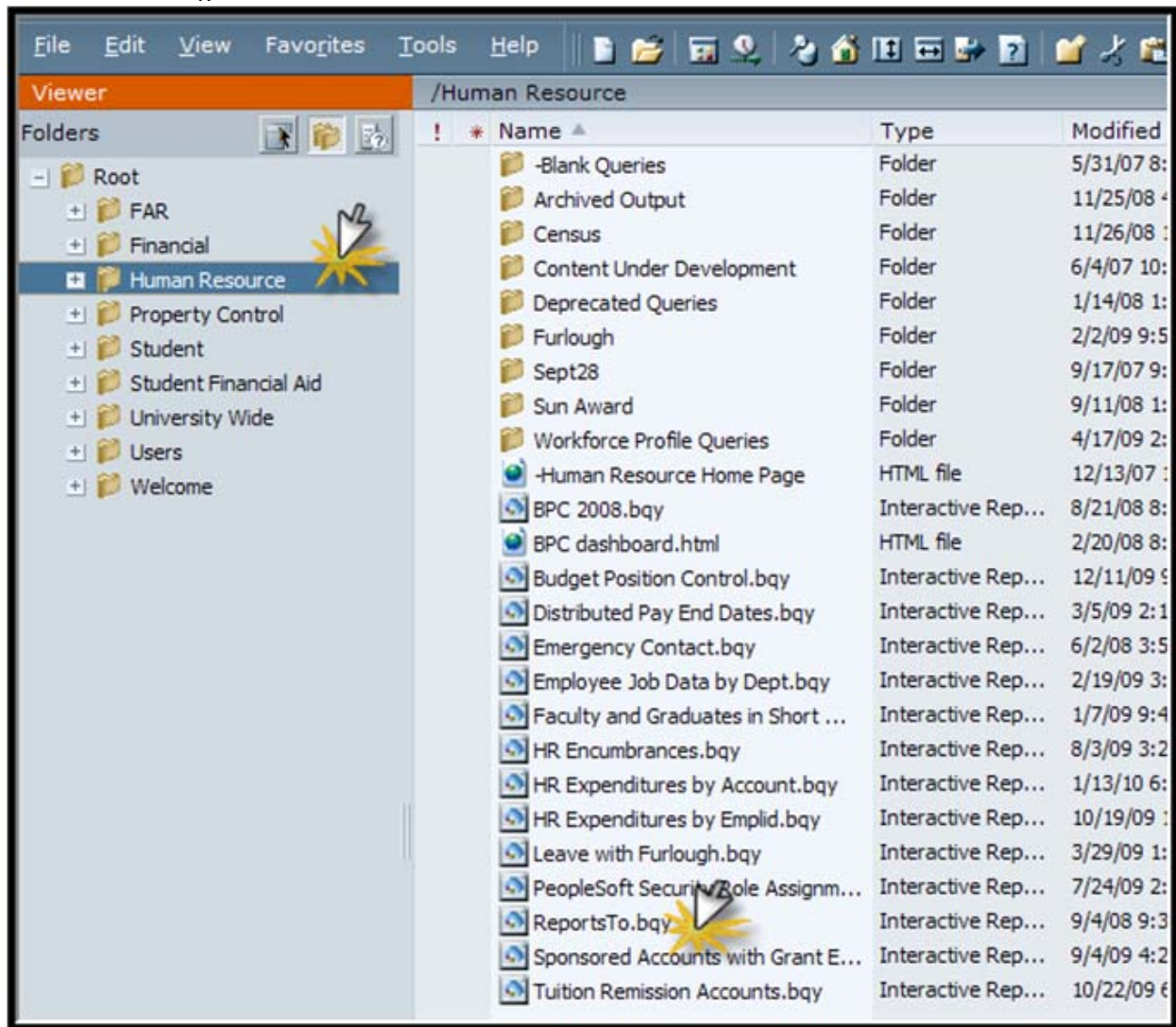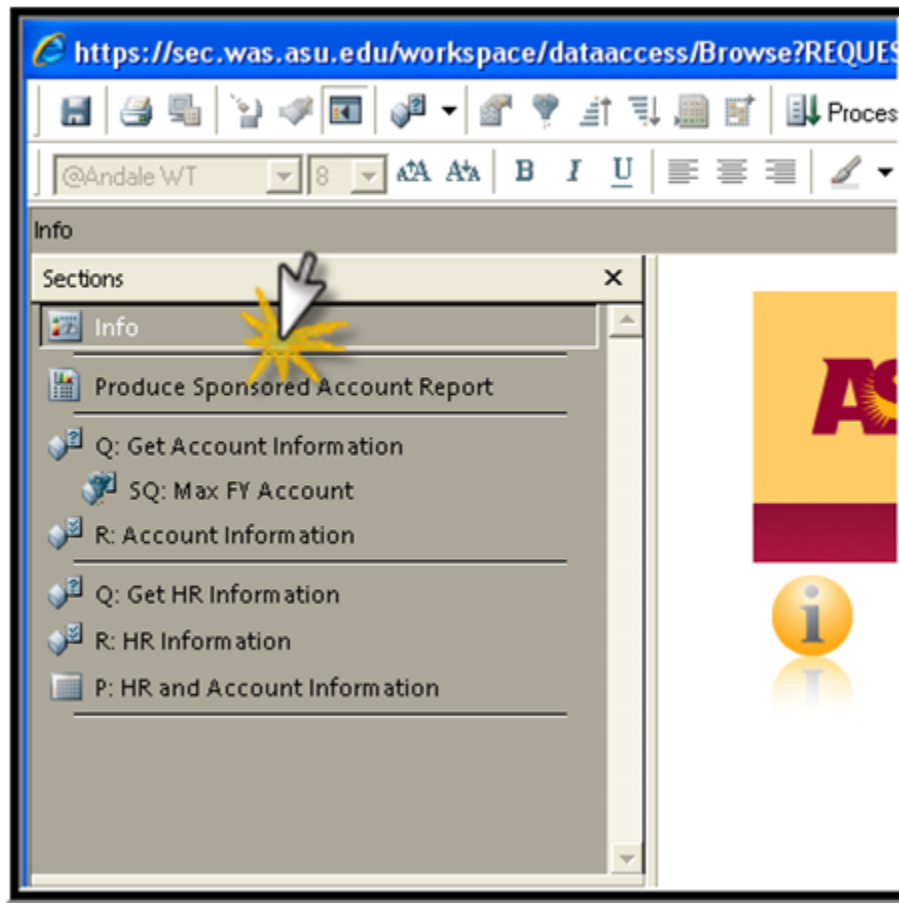

- Click on the Human Resources Folder.
- The menu will expand with a listing of all reports in the Human Resources Folder. Click on Sponsored Accounts with Grant End Dates

Query Instruction and Filtering

- Click on Produce Sponsored Account Report
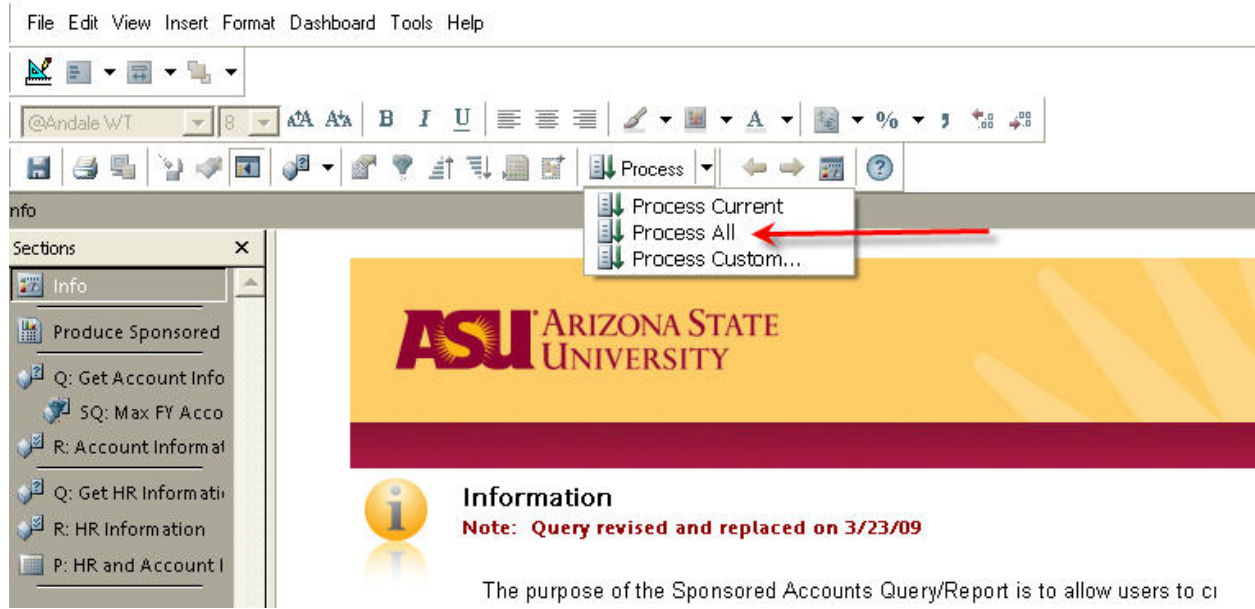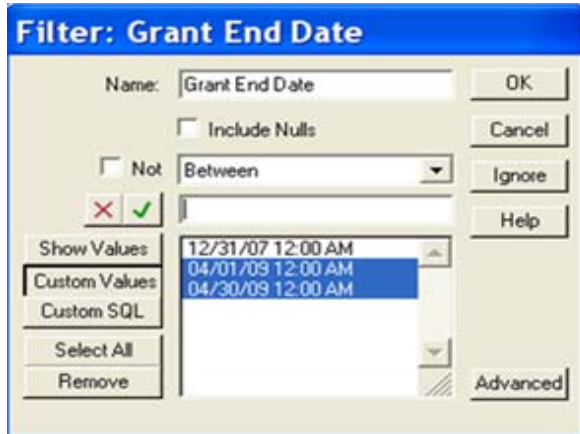
- On the toolbar, select the **down arrow** next to the **Process** button to access the drop-down menu.
- Choose **Process All.**

A series of six Limit Boxes will be displayed.

To display a list of available Pay end Dates click on Show Values button

Use the Limit Boxes to narrow your search criteria.

- To run a report by Account Number:
  - o Grant End Date – Click "Ignore"
  - o VP College Description – Click "Ignore"
  - o Account Code – Enter Account Number **USE UPPER CASE LETTERS**
  - o Dept Ld (HR Department Long Description) – Click "Ignore"
  - o Fiscal Year-**Enter Current Fiscal Year**
  - o Pay Period End Date-**Enter Most Recently Processed Pay Period End Date**

- To run a report by College or VP area:
  - o Grant End Date – Click "Ignore"
  - o VP College Description – Choose one from the Drop Down Menu
  - o Account Code – Click "Ignore"
  - o Dept Ld (HR Department Long Description) – Click "Ignore"
  - o Fiscal Year-**Enter Current Fiscal Year**
  - o Pay Period End Date-**Enter Most Recently Processed Pay Period End Date**

The Sponsored Accounts with Grant End Dates Report will be produced once the process is complete.
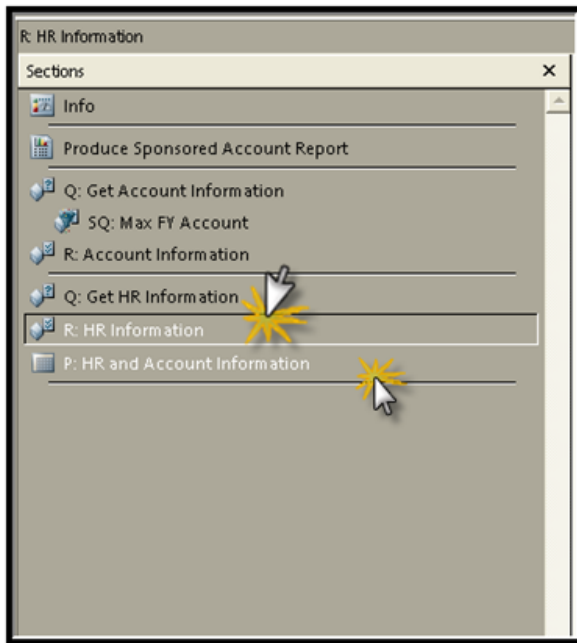
PIVOT REPORTS

- Pivot reports are available under the menu Q: Get HR Information

- Click on one of the Pivot Table Reports to produce a report that may be copied into EXCEL.