

Use of Analysis Types for Transaction Management

All transactions created on a grant project should have an analysis type assigned to the field either by the end user creating the transaction or by the system based on configuration. The Travel, Purchasing, Payables, Billing, Receivables and other modules have configuration that is used to establish the analysis type for various transactions. The General Ledger has no configuration available for creation of analysis types so the analysis type value must be manually entered for all transactions/journals.

The main analysis types used by the PeopleSoft are listed below. These analysis types are used for configuration for billing, pricing, budget management, cost share management and many other system delivered processes. The analysis types highlighted below should be familiar to users.

Please note that using the appropriate Analysis Type is critical to avoid data integrity problems within PeopleSoft.

HOW TO USE ANALYSIS TYPES FOR GENERAL LEDGER JOURNAL CREATION:

For General Ledger transactions that require the analysis type to be manually entered by the creator, it is important that the correct analysis type be assigned to all journal lines. Following is a basic breakdown for the management of analysis types during the creation of transactions.

Account Code	Account Code Type/Description	Project/Cost Center	Analysis Type
1xxxx	Asset	Project	BAL
2xxxx	Liability	Project	BAL
4xxxx	Revenue	Project	GLR
5xxxx	Payroll Expense	Project	PAY
6xxxx (except for 646xx Accounts)	Non-payroll Expense	Project	GLE
646xx	Scholarship/Fellowship	Project	SFE
8xxxx	Capital Expenditure	Project	GLE
74010, 74015, 74020	F&A	Project	SFA
5xxxx	Payroll Expense	Cost Center	CPY
6xxxx	Non-payroll Expense	Cost Center	CGE
74010, 71015, 74020	F&A	Cost Center	CFA

Expenditure Transactions (e.g. expense reports, cost transfers):

The most common Analysis Types used for expenditure transactions involving sponsored projects are GLE, PAY, SFA, or SFE.

Expenditure transactions involving a Cost Share Cost Center (a Cost Center beginning with "X") should include either the CGE or CPY Analysis Types.

Deposit Transactions on sponsored Projects or Cost Share Cost Centers (vendor and sponsor):

When processing deposits from vendors such as refunds, the deposit should include the same Account Code and Analysis Type that was used in the original transaction.

Deposits related to funds received from a sponsor should be recorded to the appropriate grant receivable, or to the Grant Clearing account. These deposits should include the BAL Analysis Type.

Revenue Transactions:

Typically, revenue transactions will be limited to journal entries created by GCFS or Accounting. All General Ledger transactions involving a Revenue Account (4xxxx) should include the GLR Analysis Type.

If you have questions regarding this guidance, or a specific situation, please contact GCFS for further clarification.