Guidance for Developing Detail Budgets within the Unrestricted Operating Budget

Puget Sound’s unrestricted operating budget consists of Educational & General Fund 10 and Auxiliary Fund 13. Within Funds 10 and 13 are detailed department budgets. After the Board of Trustees approves the unrestricted operating budget, Office of Finance distributes Excel workbooks to each division or department. Each Excel workbook contains:

1. a reconciliation of changes to the division/department budget(s) from the prior year;
2. a blank budget detail worksheet showing the departments and accounts used when the prior year detail budget was created; and
3. for reference, a copy of the prior year detail budget that was submitted.

Each division/department is asked to complete their detail budget worksheet(s) and return the Excel workbook via e-mail attachment to Dana Kapla (dkapla@pugetsound.edu). Please return by the due date provided in the email message you received with your budget worksheets. If unsure of your due date, please contact Dana. Submittal of your budget worksheets by this due date is important for your budget to be loaded and ready in PeopleSoft when the new budget year begins July 1.

Budget coding (Chartfield) review:
The university uses PeopleSoft Chartfields to track budget and actual activity. Chartfields used in your detail department budget may include:

**Fund (required):** 2-digit, Educational & General Fund 10 or Auxiliary Fund 13 codes are pre-populated in your detail budget worksheets*

**Department (required):** 4-digit code such as 3000 – Admission Office, 4000 – Classics, 4011 – Biology, 6133 – Student Activities, or 7601 – Security*

*NOTE: together, the Fund and your Department code = the 6-digit “Speed Chart” for your budget

**Account (required):** 5-digit code to identify revenue, expense, or transfer categories in your budget

**Chartfield1 (optional):** 6-digit code used to track programs, activities, or events within your budget

For current chartfield values, including department and account codes, log into PeopleSoft Financials and navigate to the Chartfield Value Lookup Tool: Main Menu>Puget Sound Financials>Chartfield Value Lookup. Use the “Search” Tabs (Department, Account, etc) across the top of the page to search for specific chartfield values. If you wish to establish a new Department or Chartfield1 code (value), please contact Dana Kapla (dkapla@pugetsound.edu or x2736).

Adding new department codes to your detail budget:
If you have added a new departmental since last year, please insert a new column in the detail budget Excel worksheet and label it with the four-digit department code and name.

Adding additional account codes to your detail budget:
If you wish to budget amounts in additional account codes (revenue, operating or capital expense, or transfer accounts) insert a new line into the detail budget Excel worksheet for each additional account code. For a complete list of account codes, log into PeopleSoft Financials and navigate to the Chartfield Value Lookup Tool: Main Menu>Puget Sound Financials>Chartfield Value Lookup. Use the “Account Search” Tab to look up account codes.

Using Chartfield1 to budget programs, activities, or events in your department(s):
You can add a six-digit “Chartfield1” code to your department and account codes to track revenue and/or expense for individual programs, activities, or events within your department(s). If you would find this helpful, please contact Dana Kapla, at dkapla@pugetsound.edu or x2736, for more information.