❖ **Contact us at:** Finance@pugetsound.edu

❖ **Visit us on the web at:**
http://www.pugetsound.edu/about/offices-services/office-of-finance/

❖ **See our organizational chart at:**

❖ **All documents can be found at:**
AGENDA

• Chart of Accounts (COA)

• Ways Transactions Can Hit Your Budget
  – Accounts Payable/Forms
  – Requisitions/Purchase Orders
  – P-Card
  – Recharges

• PeopleSoft Financial Tools – myPugetSound
  – Chartfield Value Lookup
  – Reviewing Budgets
  – Wells Fargo P-Card Portal
  – Temporary Requisition Approver
The Chart of Accounts are numbering systems for recording, tracking, classifying, and reporting on financial (budget and actual) transactions comprised of various Chartfield. You can search Chartfield elements using the Chartfield Value Lookup tool within myPugetSound.

<table>
<thead>
<tr>
<th>Chartfield Element</th>
<th>---Optional---</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Account</td>
</tr>
<tr>
<td>Fund</td>
<td>Selective use - tracks department events or projects</td>
</tr>
<tr>
<td>Department</td>
<td>Assets, Liabilities, Net Assets, Revenues, Operating &amp; Capital Expenses, Transfers</td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Project</td>
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<td>Project</td>
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<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Chartfield1</td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
</tbody>
</table>

Chart of Account structure: FF. DDDD.PPPPPP.AAAAA.CCCCCC

Fund.Dept.Project.Account.Chartfield1

*Chartfields are numeric except Chartfield1 where it may contain alpha characters.*

Ex: 19.8200.192019.91231.CC4485
Chartfield Accounts Lists

**Fund List (not a full list):**
- 10 - Educational & General Operating
- 13 - Auxiliary Enterprises
- 19 - ASUPS
- 18 - Designated Operations and Reserves
- 25 - Gifts - Restricted Current
- 26 - Endowment Payout - Restricted
- 92 - Reserves Facilities/Equipment
- 93 - Gifts Restricted Facilities
- 15 - Faculty Enrichment & Student Research-Unrestricted
- 17 - Designated Projects
- 24 - Faculty Enrichment & Student Research-Restricted
- 27 - Grants - Restricted Private and Government
- 91 - Reserves-Minor/Revolving Facilities Projects
- 94 - Reserves-Major Facilities Projects

**PS Budget Tool to Use**
- Annual (w/budget)
- Carryover (w/o budget)
- Grants & Projects (w/budget)

**Account range:**
- 1AAAA: Assets
- 2AAAA: Liabilities
- 3AAAA: Net Assets
- 4AAAA: Revenues
- 90AAAA: Revenue Transfer
- 5AAAA: Compensation
- 6AAAA: Operating Expenses
- 7AAAA: Capital Expenses
- 91AAAA: Expense Transfer

**Balance Sheet Accts:**
- Revenues
- Compensation

**Dept Acct:**
- 1DDD: President
- 2DDD: Office of Communications
- 3000 & 7DDD: Enrollment Division
- 4DDD: Academic Division
- 5DDD: University Relations
- 6DDD: Student Affairs Division
- 7DDD (except 7DDD): Finance & Administration Division
- 6DDD: ASUPS
- 5DDD: General Operations/Other
Puget Sound uses a “short cut” to three of the Chartfield elements; the fund, the department, and the project codes. This “short cut” is referred to as the **SpeedChart**.

![SpeedChart Example](image)

A **SpeedChart** is six numeric digits long and in most cases, **not all**, comprised of either:

1. PPPPPP - the project code *(if the your chart of account has a project code)*; or
2. FFDDDDD - the combination of fund and department
## Ways Transactions Can Hit Your Budget

<table>
<thead>
<tr>
<th>Accounts Payable (Form)</th>
<th>Procurement Services</th>
<th>Procurement Cards</th>
<th>Recharges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Requests:</td>
<td>Requisitions/Purchase Orders:</td>
<td>P-Cards:</td>
<td>Departmental Charges:</td>
</tr>
<tr>
<td>• Non-PO invoices</td>
<td>• Encumbers budget immediately</td>
<td>• VISA credit card for university-related travel and purchases</td>
<td>• Convenience of on-campus services (postage, catering, van rentals, etc.)</td>
</tr>
<tr>
<td>• Non-PO contracts</td>
<td>• Rebates available</td>
<td>• Reimbursements for tips, tolls, mileage</td>
<td>• Generally posts at the beginning of the following month</td>
</tr>
<tr>
<td>• Requesting reimbursement</td>
<td>• Posts when requisition is closed and item is received</td>
<td>• Posts at the end of the following month</td>
<td></td>
</tr>
<tr>
<td>• Posts when invoices are received and checks cut</td>
<td>• Punch-out catalog available for Complete Office and other select vendors for orders over $50 with next-day delivery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Advance Processing Form:
- Request for travel/expense advance
Disbursement Stamp

Highlight PO Number on Invoice or List Here

Final Payment / Close PO? Yes ☑ No ☑ Fiscal Year

US Mail unless otherwise indicated here

Indicate FOAPAL if No PO or Different from PO FOAPAL:

<table>
<thead>
<tr>
<th>Index</th>
<th>Account (5 digits)</th>
<th>Activity Chartfield1 (optional, as applicable)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disbursement Request Description:

1

2

3

Budget Administrator: I acknowledge the receipt of goods, any changes to the FOAPAL(s), and approve payment of this invoice for the amount indicated.

Signature ___________________________ Date __________________
Disbursement Request Form

University of Puget Sound
Accounts Payable - CMB 1042
X3440 and X8656

Disbursement Request Form
(Non-Purchase Order Expenditures)

***Please complete using ink or by typewriter

Requested By: __________________________  Approved By: __________________________
(Print Name / Signature - no initials please)

Make Payable to: __________________________
Additional Name/dba: __________________________

Remit Address: __________________________

City __________________________  State __________________________  Zip Code __________________________

*All disbursement requests must be accompanied by original documents that support the expenditure.

*Unless otherwise directed, reimbursements of $50.00 or less will be issued in cash through the Accounts Payable Office.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Speedchart</th>
<th>Account</th>
<th>Chartfield1</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Terms</th>
<th>Description</th>
<th>Up to 30 Budget Tools</th>
</tr>
</thead>
</table>
Approving A Requisition

Once a requisition is submitted you will receive an email similar to below.

A requisition line has been entered which requires your attention.

Requester: lindagreen
Business Unit: The University of Puget Sound
Requisition ID: 0000006387
Requisition Name: STOCKROOM ORDER
Line: 1
Description: 2 PLY TT COMPACT CRLS CORELESS OUR ITEM# 450051
Date: 2015-08-26

You can navigate directly to the approval page by clicking the link below.


Click link to review/approve.
Requisition Approval

Business Unit: PUGET
Requisition ID: 0000006151
Requisition Name: Zombie Vaccine-Oct 2015
Requester: Dana Kapla
Entered on: 08/25/2015
Status: Pending
Priority: Medium
Budget Status: Valid
Requester's Justification: No justification entered by requester.

Total Amount: 3,900.00 USD

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Zombie Vaccine</td>
<td>FISHERSCIE-001</td>
<td>15.0000</td>
<td>EA</td>
<td>250.0000</td>
</tr>
<tr>
<td>2</td>
<td>Estimated Shipping</td>
<td>FISHERSCIE-001</td>
<td>1.0000</td>
<td>EA</td>
<td>150.0000</td>
</tr>
</tbody>
</table>

View Line Details

Requisition information: click “View Line Details” to review
Be sure to review accounting
Zombie Vaccine-Oct 2015 has been approved.

Department Approval

Line 1: Approved
Zombie Vaccine

Department Approval
Skipped
No approvers found
Authorized Approver

Approved
Sunil Kukreja
Authorized Approver
08/26/15 - 1:20 PM

Line 2: Approved
Estimated Shipping

Department Approval
Skipped
No approvers found
Authorized Approver

Approved
Sunil Kukreja
Authorized Approver
08/26/15 - 1:20 PM

Return to Approve Requisitions
Approving P-Cards

Using the Wells Fargo P-Card Portal:

- Timeframe: approximately the 8-12th of each month
- Once the cardholder reconciles their statement, it is available for approval until the deadline (see Statement Cycle Calendar)
- Approvers hold a very important role in ensuring that transactions are appropriately coded and no fraudulent activity takes place
Approving P-Cards

Reviewing P-Card Expenses:

Verify the following:

• Each transaction is a valid business expense.
• Each description **adequately** describes the business purpose, including, where applicable: who participated, what was discussed or accomplished, the location and the date.
• The correct general ledger account code, speedchart and project code (where applicable) have been entered. Check tax notation.
• A receipt is attached to the statement for each transaction.
• If there are discrepancies, please correct the errors. If you are missing receipts or cannot read them, the cardholder can re-upload receipts.

Review out-of-pocket expenses:

• These need to be approved or rejected before the statement can be approved.
• Failure to approve the statement by the 12th day of the month will postpone the deposit of any out-of-pocket expenses until the next month.
myPugetSound/Financials
Chartfield Value Lookup Tool
## SpeedChart Search

The SpeedChart Search provides a way to search for specific SpeedCharts by various criteria such as department, account, project, chartfield, fund, and description.

### SpeedChart Lookup

- **SpeedChart begins with:**
- **Description contains:**
- **Fund begins with:**
- **Project begins with:**
- **Department begins with:**

### Search Results

<table>
<thead>
<tr>
<th>SpeedChart</th>
<th>Description</th>
<th>Fund</th>
<th>Project</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>104007</td>
<td>Theatre</td>
<td>10</td>
<td></td>
<td>4007</td>
</tr>
<tr>
<td>184004</td>
<td>Inside Theatre</td>
<td>18</td>
<td>184004</td>
<td>4007</td>
</tr>
<tr>
<td>184138</td>
<td>Dept Travel-Theatre</td>
<td>18</td>
<td>184138</td>
<td>4007</td>
</tr>
<tr>
<td>184177</td>
<td>Geni Gifts-Theatre Arts</td>
<td>18</td>
<td>184177</td>
<td>4007</td>
</tr>
<tr>
<td>184005</td>
<td>ASUPS-Stdtnt Initiative Theater</td>
<td>18</td>
<td>194005</td>
<td>8400</td>
</tr>
</tbody>
</table>
Account Search

Account Lookup

- Account begins with:
- Description contains:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Type</th>
<th>Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>45414</td>
<td>Web Supplies-Revenue</td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>49056</td>
<td>Office Supplies Recharge</td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>61015</td>
<td>Office Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61020</td>
<td>Computer Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61025</td>
<td>Lab Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>01045</td>
<td>Custodial &amp; Cleaning Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>01046</td>
<td>Repair &amp; Maintenance Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>01055</td>
<td>Medical Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>01095</td>
<td>Photographic Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>01109</td>
<td>Media Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61105</td>
<td>Paper Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61110</td>
<td>Technical Services Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61115</td>
<td>Athletic Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61125</td>
<td>Theatrical Production Supplies</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>61139</td>
<td>Decorating Supplies</td>
<td>Expense</td>
<td></td>
</tr>
</tbody>
</table>
Reviewing Budgets

myPugetSound

Staff Menu

- HR - Self Service
- Financials
  - Annual Budget
  - Carryover Projects
  - Grants and Projects
  - Charfield Value Lookup
  - Manage Requisitions
  - Purchasing & Payables Inquiry
  - Requisition Inquiry
  - Purchase Order Inquiry
  - Wells Fargo P-Card Portal
  - Forms

Welcome

Dana Kapla

Upcoming Events

Aug 21 - Move-in Day for First Year Students
Aug 21-30 - Orientation
Aug 31 - Classes begin
Sept 4 - Log Jam!
Sept 7 - Labor Day (no classes)

Academic Calendar | Events Calendar
Step 1: Determine which tool to use based on the type of budget you want to view.
Step 2: Click SEARCH to see what you have access to.
Step 3: Click on the Magnify Glass to see detail

Step 4: Click on the Magnify Glass to see detail
If you receive a blank line:

- You are using the wrong tool for the type of fund it is. Try another tool; or
- You do not have security access to the budget; or
- No budget/balance exists based
Wells Fargo P-Card Portal

See slide 14 & 15 for more details
Temporary Requisition Approver
ADDITIONAL RESOURCES

Office of Finance: finance@pugetsound.edu

Procurement Office: procurement@pugetsound.edu

Technology Services: servicedesk@pugetsound.edu