PeopleSoft (PS)
Budget Orientation
Contact us at: Finance@pugetsound.edu

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

All budget training documents can be found at:

Best page for you: Resources for Budget Managers
https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/
AGENDA

• Chart of Accounts (COA)
• PeopleSoft Financials Tools – myPugetSound
  – Chartfield Value Lookup
• Reviewing Budgets
  – Inquiry Tools
  – Transactions That Hit Your Budget
    • Requisitions/Purchase Orders
    • Accounts Payable
    • P-Card
    • Recharges
    • Reclassifications (corrections)
    • Transfers
• Temporary Requisition Approver if off-campus
The Chart of Accounts is a numbering system for recording, tracking, classifying, and reporting on financial (budget and actual) transactions comprised of various Chartfields. 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></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Chartfield1</td>
<td>Selective use - tracks department events or projects</td>
</tr>
</tbody>
</table>

Uniquely identifies primary funding sources
Uniquely identifies all departments or units
Uniquely identifies project, proposal, or purpose
Assets, Liabilities, Net Assets, Revenues, Operating & Capital Expenses, Transfers

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

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

Ex: 19.8200.192019.91231.CC4485
Puget Sound uses a “shortcut” for three of the Chartfield elements; the fund, the department, and the project codes. This “shortcut” is referred to as the SpeedChart.

![SpeedChart Example](19.8200.192019.91231.CC4485)

([(Fund). (Dept) . (Project)] . (Account) . (Chartfield1))

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

1. FFDDDD - the combination of fund and department; or
2. PPPPPP - the project code (where project code always trumps the fund-dept combo)
myPugetSound/Financials
Chartfield Value Lookup Tool
SpeedChart Search

SpeedChart Lookup

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

---

<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>Genl Gifts-Theatre Arts</td>
<td>18</td>
<td>184177</td>
<td>4007</td>
</tr>
<tr>
<td>194005</td>
<td>ASUPS-Stunt Initiative Theater</td>
<td>18</td>
<td>194005</td>
<td>8400</td>
</tr>
</tbody>
</table>

---

Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search
### Account Search

#### Account Lookup

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>45414</td>
<td>Web Supplies-Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>45056</td>
<td>Office Supplies Recharge</td>
<td>Revenue</td>
</tr>
<tr>
<td>51015</td>
<td>Office Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51020</td>
<td>Computer Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51026</td>
<td>Lab Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51045</td>
<td>Custodial &amp; Cleaning Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51046</td>
<td>Repair &amp; Maintenance Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51065</td>
<td>Medical Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51095</td>
<td>Photographic Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51100</td>
<td>Media Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51105</td>
<td>Paper Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51110</td>
<td>Technical Services Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51115</td>
<td>Athletic Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51125</td>
<td>Theatrical Production Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51130</td>
<td>Decorating Supplies</td>
<td>Expense</td>
</tr>
</tbody>
</table>
Reviewing Budgets: Inquiry Tools

- Staff Dashboard
  - Financials
    - Annual Budget
    - Carryover Projects
    - Grants and Projects
    - Chartfield Value Lookup
    - Manage Requisitions
    - Purchasing & Payables Inquiry
    - Requisition Inquiry
    - Purchase Order Inquiry
    - Temporary Requisition Approver
    - Wells Fargo P-Card Portal
    - Forms
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

...and click Magnifying Glass on desired line
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
Step 3: Click on the Magnifying Glass to see breakdown

Step 4: Click on the blue hyperlinks to see detail
Details displayed vary based on type of transaction...

<table>
<thead>
<tr>
<th>ChartField#</th>
<th>Accounting Date</th>
<th>Source Document Name</th>
<th>Reference</th>
<th>Document</th>
<th>Line Id</th>
<th>Description</th>
<th>Remit Vendor</th>
<th>Amount</th>
<th>Invoice Number</th>
<th>Notes</th>
<th>Note Status (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10/28/2018</td>
<td>Journal</td>
<td>Commercial Card Expense Report</td>
<td>0000038722</td>
<td>535</td>
<td>OFFICE DEPOT #1078 09/14/18</td>
<td>47.27</td>
<td></td>
<td></td>
<td>Notes</td>
<td>No</td>
</tr>
<tr>
<td>65</td>
<td>04/09/2019</td>
<td>Journal</td>
<td>Bookstore recharges and sales</td>
<td>EXT0040946</td>
<td>51</td>
<td>BOOKSTORE PURCHASES</td>
<td>11.08</td>
<td></td>
<td></td>
<td>Notes</td>
<td>No</td>
</tr>
<tr>
<td>68</td>
<td>07/19/2018</td>
<td>Voucher</td>
<td>00134424</td>
<td>STAMP, PREINKED, CUSTOM 3&quot;X</td>
<td>1</td>
<td>COMPLETE OFFICE, LLC</td>
<td>88.08 1715319-0</td>
<td>Notes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement Services</td>
<td>Accounts Payable (AP)</td>
<td>University P-Cards</td>
<td>Recharges</td>
<td>Reclassifications</td>
<td>Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------</td>
<td>--------------------</td>
<td>-----------</td>
<td>-------------------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisitions/Purchase Orders:</td>
<td>Disbursement Request Form:</td>
<td>P-Cards:</td>
<td>Departmental Charges:</td>
<td>Corrections if needed:</td>
<td>Between Department(s) or Project(s):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pre-encumbers budget when requisition is approved</td>
<td>• Non-PO invoices</td>
<td>• VISA credit card for university-related travel and purchases</td>
<td>• Convenience of on-campus services (bookstore, postage, catering, van rentals, etc.)</td>
<td>• To correct transactions inadvertently charged to the wrong department, project, or expense</td>
<td>• Uses 9xxxx accounts only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pre-encumbrance relieved and encumbrance instated when purchase order is dispatched to supplier</td>
<td>• Non-PO contracts</td>
<td>• Reimbursements for tips, tolls, mileage</td>
<td>• Generally posts at the beginning of the following month</td>
<td>• To support events or speakers sponsored by other departments (or projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Encumbrance is relieved and actual expense recorded when invoice is entered by AP staff</td>
<td>• Reimbursement requests</td>
<td>• Posts at the end of the following month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Rebates available</td>
<td>• Actual expense recorded when invoice or disbursement request is entered by AP staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Online punch-out catalog available for Complete Office with next-day delivery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advance Processing Form:
- Request for travel/expense advance
- Actual expense recorded when supporting receipts are returned to and entered by AP staff
Approving A Requisition

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

Subject: Approval is Requested for Requisition ID “0000006387” Line “1” Business Unit “The University of Puget Sound”

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

If your department acquired a stamp prior to PeopleSoft, it is still acceptable to use it. Screenshot indicates how language has changed.

New stamp can be purchased by emailing finance@pugetsound.edu
Disbursement Request Form

Disbursement Request Form
(Non-Purchase Order Expenditures)

Please Note: Original, manual signature is required. Facsimile (bitmap) signatures will not be accepted.

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 (CMB 1042 X3440 and X3656).
PLEASE NOTE: Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of invoice/disbursement request. Payment Date information is correct. Contact finance@pugetsound.edu if further clarification is needed.
If Payment Date is blank, request has not been paid to supplier yet.

Clicking on Voucher ID or Payment Date takes you to same next page.
Additional Inquiry Tools

If paid, payment details such as payment reference and method are shown.

Finance@pugetsound.edu can provide further details of where check was mailed if needed. And also whether the check has cleared the bank.

This page also provides a breakdown of Use Tax and Paid to Vendor if applicable.

### Voucher and Payment Details

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2019</td>
</tr>
<tr>
<td>Fund Code: 10</td>
</tr>
<tr>
<td>Department: 4330</td>
</tr>
<tr>
<td>Project:</td>
</tr>
<tr>
<td>Account: 72010</td>
</tr>
<tr>
<td>Chartfield 1:</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of Invoiced/Disbursement request. Payment Reference and Payment Date information is correct. Contact finance@pugetsound.edu if further clarification is needed.
Wells Fargo P-Card Portal

Sign into Wells Fargo Commercial Electronic Office portal
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.
Temporary Requisition Approver if off-campus
**Office of Finance:** finance@pugetsound.edu

**Procurement Office:** procurement@pugetsound.edu

**Technology Services:** servicedesk@pugetsound.edu

**Electronic Version of Handouts:**

**Best page for you: Resources for Budget Managers**
https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/