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

Visit us on the web at:
http://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/
TOPICS

- Chart of Accounts
- PeopleSoft Financials Tools – myPugetSound
- Reviewing Budgets
- PO vs. Non-PO Purchases
- PeopleSoft Financials Tools – Beyond the Basics
- Additional Resources
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>Department</td>
</tr>
<tr>
<td>Uniquely identifies primary funding sources</td>
<td>Uniquely identifies all departments or units</td>
</tr>
</tbody>
</table>

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
Chartfield Accounts Overview

**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)

**Departmental Range:**
- 10DD: President
- 20DD: Office of Communications
- 50DD & 70DD: Enrollment Division
- 40DD: Academic Division
- 50DD: University Relations
- 60DD: Student Affairs Division
- 70DD (except 73DD): Finance & Administration Division
- 80DD: ASUPS
- 90DD: General Operations / Other

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

**Account Type:**
- Balance Sheet Accounts
- Revenues
- Compensation
- Operating & Capital Expense
Puget Sound uses a “short cut” for three of the Chartfield elements; the fund, the department, and the project codes. This “short cut” is referred to as the **SpeedChart**.

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)*
Required chartfields when coding

- PS SpeedChart \textit{(combination of fund, dept, project)}
- PS Account
  - PS Chartfield1, if applicable

In other words, coding is typically only two sections: Speedchart.Account

192019.91231

Unless you are using an optional Chartfield1 code: Speedchart.Account.Chartfield1

192019.91231.CC4485
myPugetSound>Financials
Chartfield Value Lookup Tool
SpeedChart Search

SpeedChart Lookup

SpeedChart begins with: 
Description contains: theater
Fund begins with: 
Project begins with: 
Department begins with: 

Search Clear

<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-Stott Initiative Theater</td>
<td>18</td>
<td>194005</td>
<td>8400</td>
</tr>
</tbody>
</table>
## Account Search

<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>46056</td>
<td>Office Supplies-Recharge</td>
<td>Revenue</td>
</tr>
<tr>
<td>51015</td>
<td>Office Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81020</td>
<td>Computer Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81026</td>
<td>Lab Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81045</td>
<td>Custodial &amp; Cleaning Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81046</td>
<td>Repair &amp; Maintenance Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81065</td>
<td>Medical Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81095</td>
<td>Photographic Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>51100</td>
<td>Media Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81105</td>
<td>Paper Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81110</td>
<td>Technical Services Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81116</td>
<td>Athletic Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81125</td>
<td>Theatrical Production Supplies</td>
<td>Expense</td>
</tr>
<tr>
<td>81130</td>
<td>Decorating Supplies</td>
<td>Expense</td>
</tr>
</tbody>
</table>
### Chartfield1 Search

#### Chartfield1 Lookup

- **ChartField 1**
- **Description**

<table>
<thead>
<tr>
<th>ChartField 1</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>400730</td>
<td>STF-A: Box Office</td>
</tr>
<tr>
<td>400731</td>
<td>STF-A:Scripts/Royalties</td>
</tr>
<tr>
<td>400732</td>
<td>STF-A: Honorariums</td>
</tr>
<tr>
<td>400733</td>
<td>STF-A: Sets</td>
</tr>
<tr>
<td>400734</td>
<td>STF-A: Props</td>
</tr>
<tr>
<td>400735</td>
<td>STF-A: Lights/Sound</td>
</tr>
<tr>
<td>400736</td>
<td>STF-A: Costume</td>
</tr>
<tr>
<td>400737</td>
<td>STF-A:Publicity/Dramaturgy/Edu</td>
</tr>
<tr>
<td>400738</td>
<td>STF-A: Refreshments</td>
</tr>
<tr>
<td>400739</td>
<td>STF-A: General</td>
</tr>
<tr>
<td>400740</td>
<td>STF-B: Box Office</td>
</tr>
<tr>
<td>400741</td>
<td>STF-B: Scripts/Royalties</td>
</tr>
<tr>
<td>400742</td>
<td>STF-B: Honorariums</td>
</tr>
<tr>
<td>400743</td>
<td>STF-B: Sets</td>
</tr>
<tr>
<td>400744</td>
<td>STF-B: Props</td>
</tr>
</tbody>
</table>

**Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search**
REVIEWING BUDGETS
Types of Budgets at Puget Sound

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)

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

<table>
<thead>
<tr>
<th>Financial Summary</th>
<th>Budget Year</th>
<th>Fund Code</th>
<th>Fund Description</th>
<th>Department</th>
<th>Department Description</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2020</td>
<td>10</td>
<td>Educational &amp; General Operating</td>
<td>7101</td>
<td>Office of Finance</td>
<td></td>
</tr>
</tbody>
</table>
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 Magnify Glass to see detail

Step 4: Click on the blue hyperlinks to see detail
Step 5 - optional:
Click on Notes to add additional information

Details displayed vary based on type of transaction...you can add your own notes
## Types Of Transactions In Your Budget

<table>
<thead>
<tr>
<th>Procurement Services</th>
<th>Accounts Payable (AP)</th>
<th>University P-Cards</th>
<th>Recharges</th>
<th>Reclassifications</th>
<th>Transfers</th>
</tr>
</thead>
<tbody>
<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>
</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>
</tr>
<tr>
<td>• Pre-encumbrance relieved and encumbrance instated when purchase order is dispatched to supplier</td>
<td>• Non-PO contracts</td>
<td>• Reimbursement requests</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>• Uses 9xxxx accounts only</td>
</tr>
<tr>
<td>• Encumbrance is relieved and actual expense recorded when invoice is entered by AP staff</td>
<td>• Reimbursement requests</td>
<td>• Actual expense recorded when invoice or disbursement request is entered by AP staff</td>
<td>• Posts at the end of the following month</td>
<td>• To correct transactions inadvertently charged to the wrong department, project, or expense</td>
<td>• Uses 9xxxx accounts only</td>
</tr>
<tr>
<td>• Rebates available</td>
<td>• Actual expense recorded when invoice is entered by AP staff</td>
<td>• VISA credit card for university-related travel and purchases</td>
<td>• Posts at the end of the following month</td>
<td>• To support events or speakers sponsored by other departments (or projects)</td>
<td>• Uses 9xxxx accounts only</td>
</tr>
<tr>
<td>• Online punch-out catalog available for Complete Office with next-day delivery</td>
<td>• Requests for travel/expense advance</td>
<td>• Reimbursements for tips, tolls, mileage</td>
<td>• Generally posts at the beginning of the following month</td>
<td>• To correct transactions inadvertently charged to the wrong department, project, or expense</td>
<td>• Uses 9xxxx accounts only</td>
</tr>
</tbody>
</table>
PO vs. NON-PO PURCHASES

High level overview of types of Purchases in PeopleSoft
Requesting Purchase Via Purchase Order
Life of a Requisition

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbered</th>
<th>Pre-encumbered</th>
<th>Variance (Fav/Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>60011</td>
<td>Consultants</td>
<td>25,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td>60023</td>
<td>Outsourced Services</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>60031</td>
<td>Software Contracts</td>
<td>34,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>34,000.00</td>
</tr>
</tbody>
</table>

- Requisition
- Purchase Order
- Receiving
- Invoice (Voucher)
Entering A Requisition

To begin, click on “Create New Requisition”.

*Do not test in PS Production (FN91PRD) as you cannot delete a saved requisition. To test, please use PS Test (FN91TST).*
Enter “Requisition Name:”

Click “Special Request” then “Special Item”. Enter item information.
Enter item information (use magnifying glass to assist).

**Edit Requisition**

1. Define Requisition  
2. Add Items and Services  
3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [Search]

**Special Item**

- **Item Description:** Zombie Vaccine
- **Price:** 250.00000
- **Quantity:** 15.0000
- **Category:** 8052200
- **Vendor ID:** 0000000705
- **Vendor Name:** FISHER SCIENTIFIC
- **Currency:** USD
- **Unit of Measure:** EA
- **Due Date:** 08/31/2015

**Additional Information**

Make any notes to approver, purchasing, or vendor

- [ ] Send to Vendor  
- [ ] Show at Receipt  
- [ ] Show at Voucher

[Add Item]  [Cancel]  [Add or Start New Type]
When complete, review and verify chartfield elements used.

When finished be sure to “Check Budget” & “Save & Submit.”
For more on how to complete requisitions, see our website or contact Procurement Services. Contact information can be found at the end of this document.
Approving A Requisition

Once submitted, the approver(s) 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.

https://psfinancials.pugetsound.edu/psp/FN91PRD/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?
Action=U&BUSINESS_UNIT=PUGET&REQ_ID=0000006387&LINE_NBR=1

Click link to review/approve.
Requisition information: click “View Line Details” to review
Be sure to review accounting

Close the review page
Click “Approve” button on previous page
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]
Requesting Purchase via Accounts Payable

Disbursement Stamp

OR

Disbursement Request Form
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 Stamp Instructions

Stamp and fill in accounting information
Disbursement Stamp Instructions

Stamp and fill in accounting information

- Do not use disbursement or date stamps on the vendor/supplier remittance copies and/or coupons. They need to be returned with payment to ensure correct payment processing by the vendor/supplier.
Download **Disbursement Request Form**

*Time saving tip*: the form opens in Excel. You can save the forms on your local or share drive, by using the “File>Save As” command. This will allow you to fill in and save information that will be the same each time you complete the form. Be sure to check back regularly to ensure the form has not changed.
**Disbursement Request Form Instructions**

University of Puget Sound
Accounts Payable - CMB 1042
X3440 and X6656

**Disbursement Request Form**
(Non-Purchase Order Expenditures)

***Please complete using ink or by typewriter.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Speedchart</th>
<th>Account</th>
<th>Chartfield</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Terms</th>
<th>Description: Up to 30 Budget Tools</th>
</tr>
</thead>
</table>

*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.*

Please Note: Original, manual signature is required. Facsimile (bitmap) signatures will not be accepted.
Attach original receipts or other supporting documentation as applicable.

- If helpful to you in organizing your receipts, complete and attach the optional Travel Expense Form (Summary).

Obtain approval by the budget manager or someone assigned with disbursement authority.
Disbursement Request Form Instructions

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Speed</th>
<th>Account</th>
<th>Chart Field</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Terms</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>104007</td>
<td>61125</td>
<td>400733</td>
<td>852236</td>
<td>15-Oct-15</td>
<td></td>
<td>Set material for Hamlet</td>
<td>$600.00</td>
</tr>
<tr>
<td>2</td>
<td>106007</td>
<td>61125</td>
<td>400733</td>
<td>852236</td>
<td>15-Oct-12</td>
<td></td>
<td>Set material for Tempest</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

Total $1,000.00

State the business purpose, date of event, names of attendees, other comments as appropriate:

Set material for Shakespeare’s Theatre Festival

1099 Codes (for Accounting & Budget Services Use): NC = Nonemployee Compensation  PR = Prize or Other Income
MD = Medical & Health Care Payments  KY = Royalties
Advance Processing Form Instructions

<table>
<thead>
<tr>
<th>University of Puget Sound</th>
<th>TRAVEL OR EXPENSE ADVANCE PROCESSING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>X 8656 or X 3468</td>
</tr>
<tr>
<td></td>
<td>All requests for advances must be accompanied by supporting documentation or a detailed explanation if no documentation is available</td>
</tr>
</tbody>
</table>

### Travel or Expense Advance
(Note: $50.00 or less will be disbursed in cash by Accounts Payable staff - Jones 018)

<table>
<thead>
<tr>
<th>Charge to: SpeedChart (6 digits/characters):</th>
<th>For AP use: Account: 14050</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expense to:</th>
<th>Account (5 digits):</th>
<th>Chartfield 1:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pay to:</th>
<th>Amount</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Contact Phone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Department</th>
</tr>
</thead>
</table>
Where to send your completed forms

Send approved form with required accounting information to:

Accounts Payable
Campus Mail Box (CMB) 1042

Or deliver to **Jones Hall Room 018** Accounts Payable InBox

- Monday – Friday, 8 am – 5 pm, except university holidays
Beyond the Basics

• Tips
• Tricks
• Things you should know
Exporting Budget Results to Excel

Select the **Download** link on the grid

---

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbered</th>
<th>Pre encumbered</th>
<th>Variance (Fav/Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 50010</td>
<td>Honorariums</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2 50011</td>
<td>Consultants</td>
<td>2,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>3 50019</td>
<td>Recycling Services</td>
<td>0.00</td>
<td>422.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-422.00</td>
</tr>
<tr>
<td>4 50023</td>
<td>Outsourced Services</td>
<td>33,000.00</td>
<td>54,906.08</td>
<td>0.00</td>
<td>0.00</td>
<td>-21,906.08</td>
</tr>
<tr>
<td>5 50100</td>
<td>Other Services &amp; Fees</td>
<td>1,200.00</td>
<td>6,509.60</td>
<td>0.00</td>
<td>0.00</td>
<td>-5,309.60</td>
</tr>
<tr>
<td>6 51010</td>
<td>Instruct &amp; Resource Materials</td>
<td>5,000.00</td>
<td>3,073.35</td>
<td>0.00</td>
<td>0.00</td>
<td>1,926.65</td>
</tr>
<tr>
<td>7 51015</td>
<td>Office Supplies</td>
<td>7,500.00</td>
<td>5,034.95</td>
<td>0.00</td>
<td>0.00</td>
<td>2,465.05</td>
</tr>
</tbody>
</table>
Exporting Budget Results to Excel

When browser display the popup dialog box to ask you what to do, select Open with MS Excel, and click OK
Exporting Budget Results to Excel

If MS Excel displays this warning message about file extension, allow it to open by clicking on the Yes button.
Additional Inquiry Tools

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.
Temporary Requisition Approver if off-campus
**ADDITIONAL RESOURCES**

**Office of Finance:** finance@pugetsound.edu

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

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

**Electronic Version of Handouts:**

**Be sure to bookmark:** *Resources for Budget Managers*
https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/