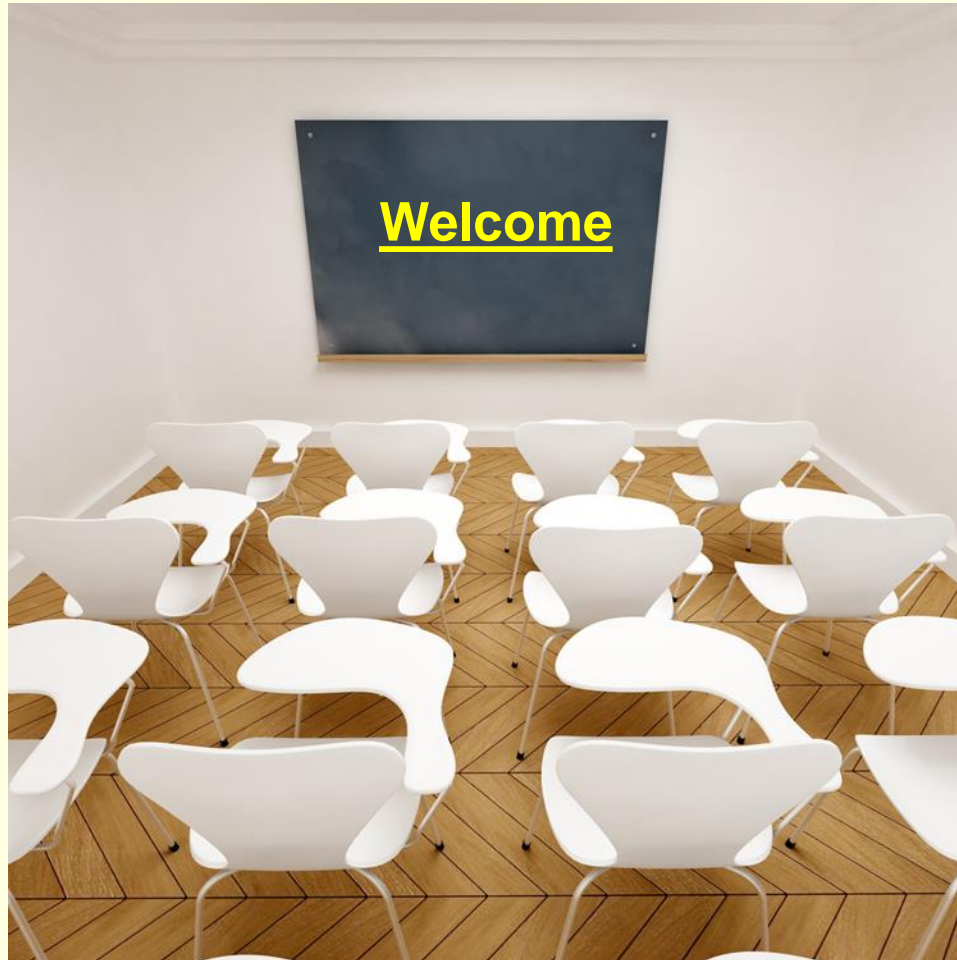


Welcome to the PeopleSoft Financials “Refresher” Workshop



The Purpose of the Workshop

To help you understand the basic concepts behind many of the routine tasks related to your responsibilities.

Topics for Today

- **PeopleSoft Financials (PSF) Account Numbers**
- **Basic Budgeting Concepts**
- **Finding Financial Information on the Web**
- **Generating PeopleSoft Reports**



PeopleSoft Financials Account Number Structure



Put Another Way...

The last set of numbers within an a/c# will indicate the following:

- Beginning with the #1 = Assets
- Beginning with the #2 = Liability
- Beginning with the #3 = Net Assets
- Beginning with the #4 = Income (Revenue)
- **Beginning with the #'s 5, 6, 7, or 8 = Expense (these are the numbers you will use.)**

For Example:

Asset (Cash in Bank)	10000 0000000 00000 00000 118100
Liability (Acct.Payable)	10000 0000000 00000 00000 211000
Net Asset (Inv.Reserves)	10000 0000000 00000 00000 322100
Revenue	10000 0000000 00000 11000 480000
Expenditures:	
Personal Services	10000 6500000 16700 11000 500000
Travel	10000 6500000 16700 11000 600000
S&M	10000 6500000 16700 11000 700000
Equipment	10000 6500000 16700 11000 800000

Example of a Expense Account

Fund	Dept. ID	Program	Class	Project ID
10500	4200000	16200	11000	N/A (Grants Only)

What do all those numbers mean?

<p style="text-align: center;"><u>Fund</u></p> <p>Indicates the <i>general source</i> of the funds and dictates “how” the funds can be spent.</p> <p style="text-align: center;">10500 (Tuition)</p>	<p style="text-align: center;"><u>Department</u></p> <p>Each department is identified by a <u>unique</u> and <u>specific</u> number.</p> <p style="text-align: center;">4200000 (Business Office)</p>	<p style="text-align: center;"><u>Program</u></p> <p>Identifies the <u>purpose</u> of the funds.</p> <p style="text-align: center;">16200 (Institutional Support)</p>
<p style="text-align: center;"><u>Class</u></p> <p>Identifies the <i>specific source</i> of the funds.</p> <p style="text-align: center;">11000 (General Ops.)</p>	<p style="text-align: center;"><u>Account</u></p> <p>Identifies the specific type of <u>expense</u> (or <u>revenue</u>).</p> <p style="text-align: center;">521000 (Salaries– Prof/Admin)</p>	<p style="text-align: center;"><u>Project ID</u></p> <p>A unique three-digit ID assigned to each <u>specific grant</u> or project.</p> <p style="text-align: center;">N/A - (No grants in this Fund)</p>

Expenditure Account

10500	1300102	11100	11000	714100
Tuition	Criminal Justice	Gen. Acad. Instruction	General Operating	Supplies & Mat.
(Source)	(Dept. ID)	(Purpose)	(Source)	(Exp.Type)
10500	4200000	16200	11000	714100
Tuition	Business Office	Fiscal Ops.	General Operating	Supplies & Mat.
(Source)	(Dept. ID)	(Purpose)	(Source)	(Exp.Type)

Frequently Asked Questions - F.A.Q.

- **Why does it seem as though there are different rules for different accounts?**
- **Why can't one set of rules apply to all accounts?**
- **Why is the number so long?**

Summary of “Fund” Types

- **Fund 10000 – State Appropriations**
- **Fund 10500 – Tuition**
- **Fund 10600 – Lab, course (not tuition!), and core fees.**
- **Fund 12xxx – Auxiliary Services**
- **Fund 13000 – Student Activities**
- **Fund 14000 – Continuing Education**
- **Fund 15000 – Indirect Cost Allowance**
- **Fund 16000 – Technology Fees**
- **Fund 20000 – Sponsored (Grants / Projects)**
- **Fund 50000 – Plant Operations**
- **Fund 60000 – Agency Funds (Funds held on account for others)**

How Can These “Funds” Be Used?

(This is why it seems as though the rules change!)

- **Fund 10000 – Salaries and OS&E (Lapse @ year end)**
- **Fund 10500 – Salaries and OS&E (Lapse @ year end)**
- **Fund 10600 – Non-tenured track faculty, part-time faculty, lab expenses, expenses related to course delivery. (Lapse @ year end)**
- **Fund 12xxx – Salaries, OS&E, and Expenditures related to each Auxiliary Unit (ie, Cafeteria, Bookstore, Housing, Parking, Student Health, Bus Operations, and Athletics)**
- **Fund 13000 – Salaries, OS&E, and Expenditures related to Student Activities (ie, Food, Drinks, the Saber, Orientation, Greek activities, Intramurals, Student Government Organizations, Dance Team, Pep Band, etc.**
- **Fund 14000 – Salaries, OS&E, and Expenditures related to workshops conducted by Continuing Education.**

How Can These “Funds” Be Used?

(This is why it seems as though the rules change!)

- **Fund 15000 – OS&E**
- **Fund 16000 – Computers and software (Student Related Only)**
- **Fund 20000 – All expenditures are according to each specific grant “contract”**
- **Fund 50000 – Capital expenditure items such as major repairs and renovations and purchase of capitalized equipment**
- **Fund 60000 – All expenditures are according to each specific agreement on file. Typical expenditures include but are not limited to workshop “packages” and food/beverages. NOTE: We can never pay personal services from these funds.**

Institutional Foundation Accounts vs. Foundation Accounts



Institutional-Foundation Account

Foundation Account

Institutional Foundation Acct.

- Funds are held by the Foundation.
- Funds are expended on the institution's books, following institutional guidelines as set forth by the BOR.
- A budget is established with both the Institution and the Foundation.
- Institution invoices the Foundation for monthly expenditures.

Foundation Account

- Funds are held by the Foundation.
- Funds are expended directly on the Foundation's books and are not subject to the Institution's guidelines as established by the BOR.
- Foundation funds held and spent from the Foundation cannot be mixed with *Institutional Foundation* funds.

Institutional-Foundation Account vs. Foundation Account

Example: An employee is paid from a typical **State** account, an **Institutional Foundation** account, and a **Foundation** account.

For Example

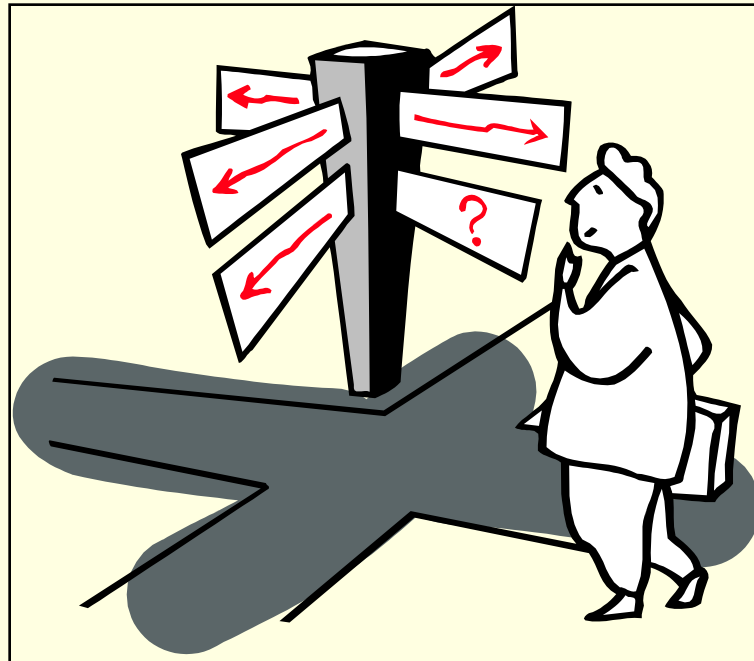
- State A/C: 10000 6500000 16700 11000 522100 \$9,000.
- Inst.Fdn.A/C: 20000 6500000 16700 64000 712 522100 \$7,000.
- Fdn. A/C: 0986 \$8,000.
\$24,000.



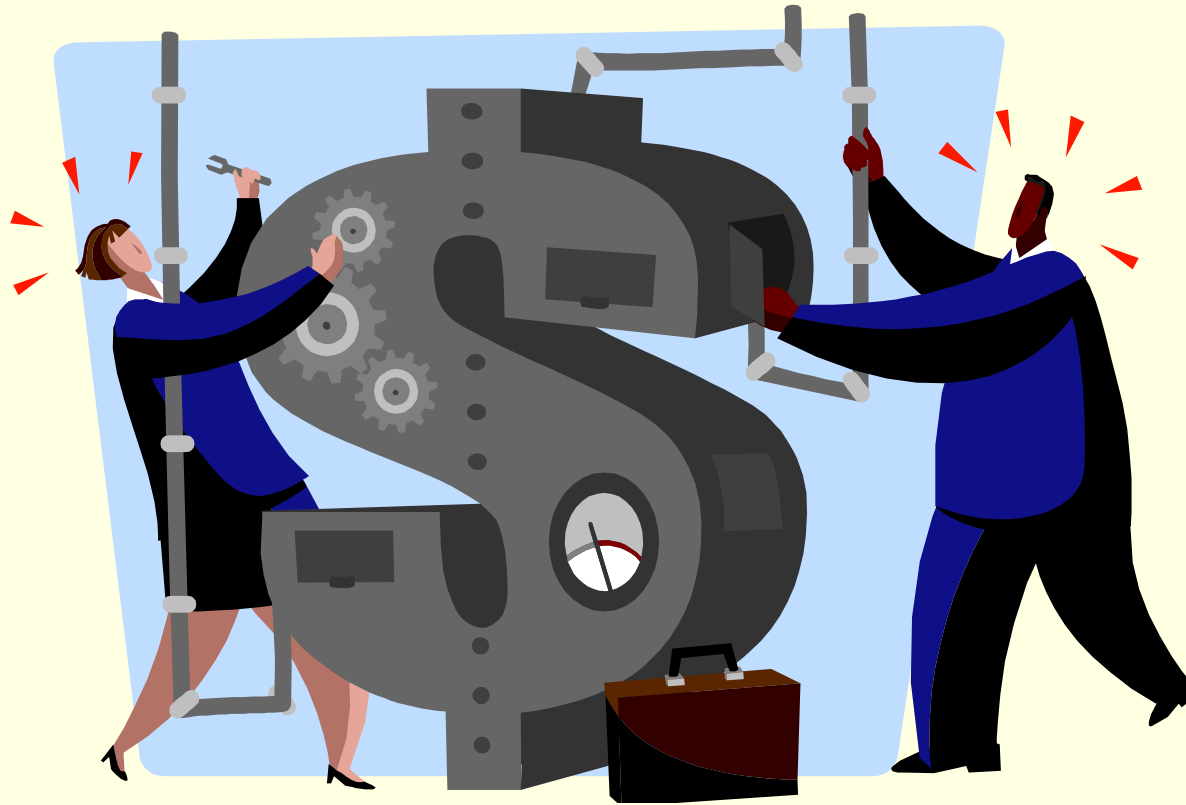
And the Solution is...

1. Contact Gena Stone in the Foundation. Request funds be moved from the foundation account 0986 (\$8,000) to the institutional foundation account supporting the 20000 6500000 16700 64000 712.
2. Complete a “sponsored” budget for a/c#20000 6500000 16700 64000 712 for \$15,000 (\$7,000 representing this a/c and \$8,000 previously from the 0986 a/c).
3. Complete a PAR showing the individual hired will be paid \$15,000 from the sponsored account (20000 6500000 16700 64000 712) and \$9,000 from the state account (10000 6500000 16700 11000). Note: PARS must be completed “anytime” there are adjustments to salaries and/or changes in a/c#'s where individuals are being paid.

QUESTIONS



The Budget Process – A Brief Overview



BUDGETS

What is a Budget?

- A detailed plan for the future, usually expressed in formal quantitative terms.
- A detailed plan based on strategic goals and objectives.



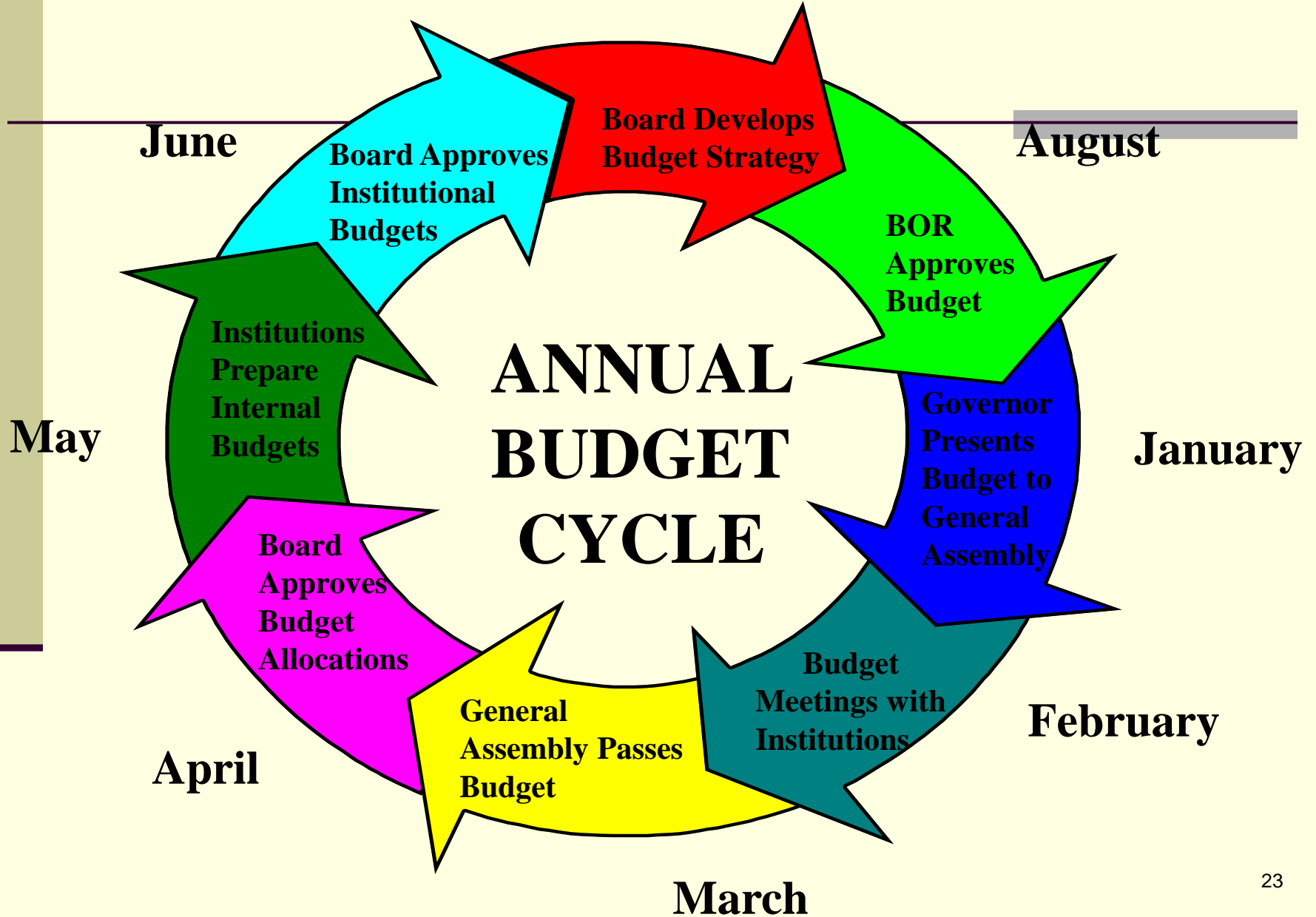
BUDGETS

What is the Purpose of a Budget?

- **Prioritize goals and objectives**
- **Maximize use of funds**
- **Monitor resources**
- **Enhance internal controls**
- **Establish “Reserve” funds for unforeseen needs**
- **Provide historical record of spending**



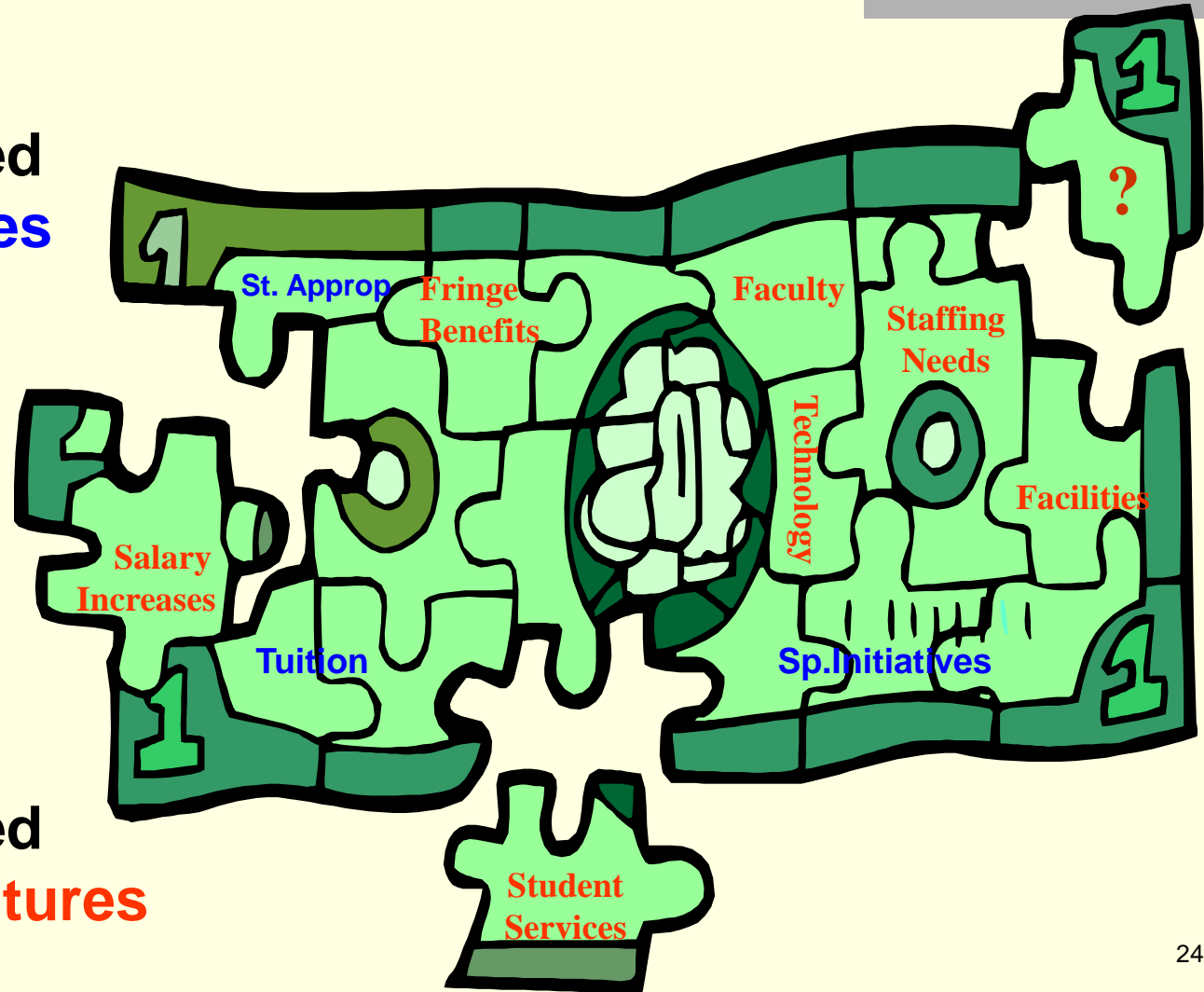
Annual Budget Cycle



BUDGET

Decision-Making Tools

- **Projected Revenues**

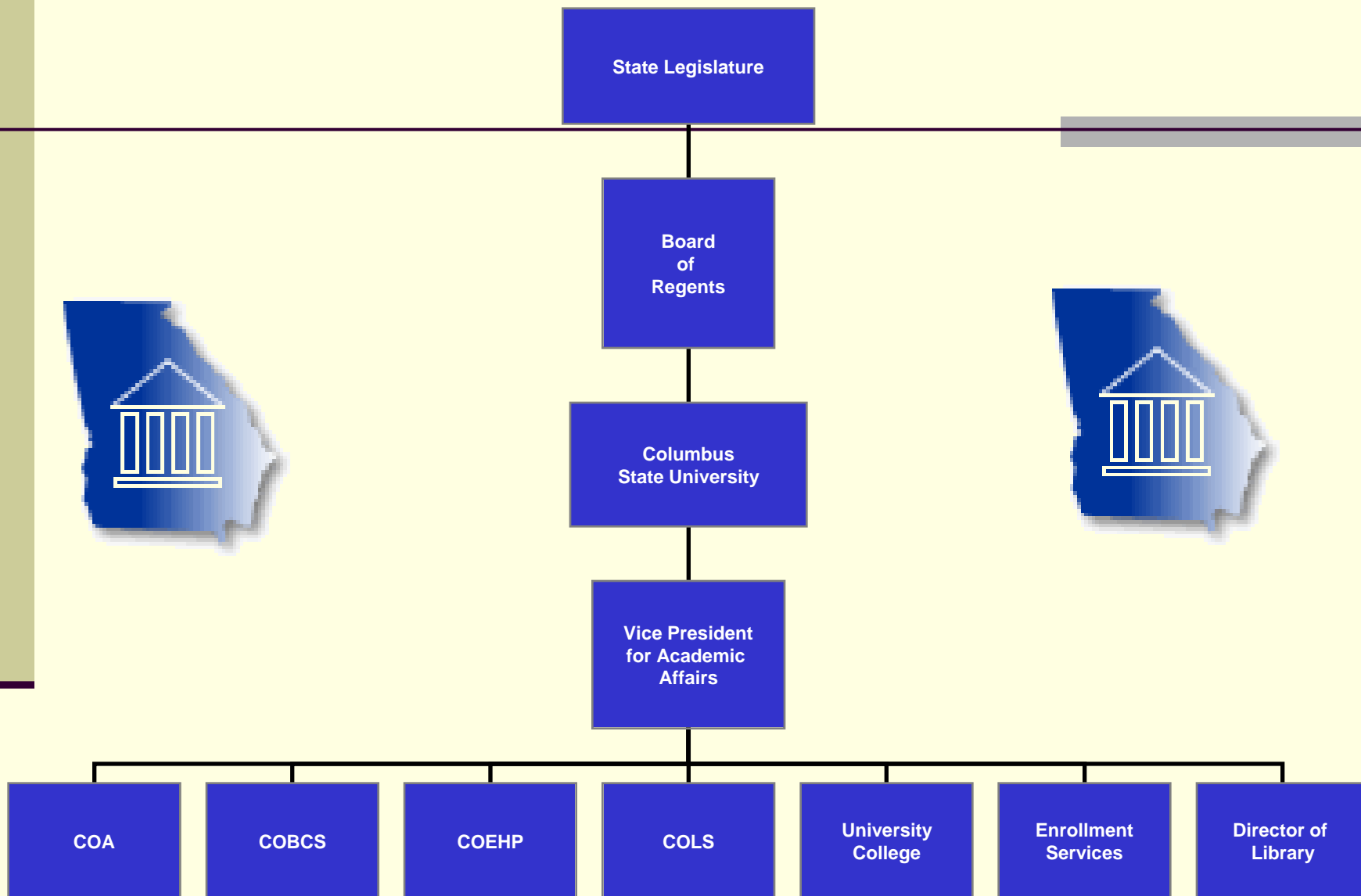


- **Projected Expenditures**

Other Scenarios That Affect Budgets

- BOR Mandated Redirect
- BOR Budget Cuts
- Lack of “**New**” Funding
- Unforeseen Emergencies
 - Leaking roof
 - Need for more classroom furniture
 - Need to hire additional personnel
- Over spending
- Programs that are not self-supporting

Funding Flow - State Appropriations



BUDGETS

Appropriate Budget Management

- Use prior budgets as a historical reference.
- Know how much you have to budget.
- Understand how the funds can be used.
- Monitor your budget at least monthly.
- Amendments are for non-personal services only.



BUDGETS

Consequences of Inappropriate Budget Management

Departmental

- Excess waste
- Unaccomplished goals
- Loss of professional credibility



Institutional

- Audit Findings
- Wants are met before Needs
- Possible loss of future funding



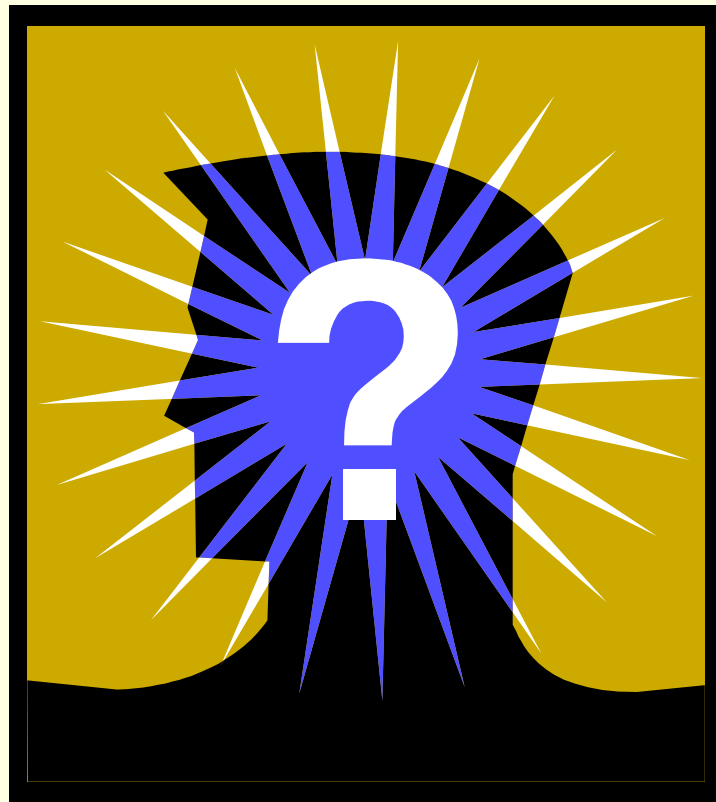
BUDGETS

Frequently Asked Questions



1. **How much is my budget?**
2. **What kind of expenditures am I allowed to make?**
3. **If I have funds left, can I carry these funds over to the next year?**
4. **Why does it take so long to get information regarding the new fiscal year funding?**

A Word About Budget Amendments



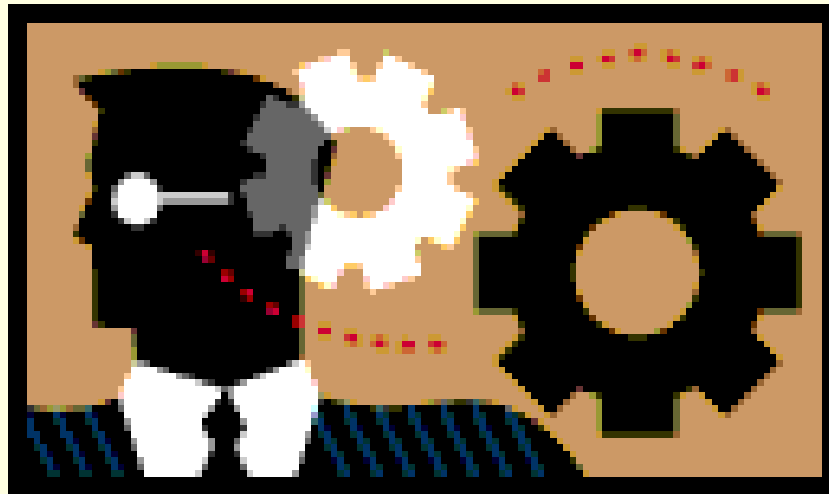
Things to Know About Budget Amendments

- Always budget whole dollars (no cents).
- Budget at the Appropriation level (e.g., 500000, 600000, 700000) –
Exception: Personal Services and Grants
- Spend at the Organization level (e.g., 512100, 640100, 714100)
- Where you can find blank Budget Forms
CougarNet under either the Faculty or Staff tab
- Authorization to submit a Budget Amendment?
Yes! You need your department chair or administrator's signature.
- Appropriate time to submit a Budget Amendment?
You should amend your budget if something will not budget check or you know that something will not budget check in the future BUT...only if you have the available funds.

Budget Amendment Questions

- **Who should I call if I have a Budget question?**
If you are calling about a grant, please contact your assigned grant administrator. Otherwise, contact Melanie White, Lisa Sports, or John Johnson in the Budget Office.
- **How do I submit Budget Amendments?**
You may submit your amendment electronically (via e-mail) or by campus mail to the Budget Office in Richards Hall.
- **How often can I submit Budget Amendments?**
As often as you need. However, please keep in mind, budgets should be used as planning tools--not cleanup tools.

Questions



Financial Information on the Web

- Forms
- Self Service
- Presentations
- Chart of Accounts
- Public Board Notices

How do we get there?

CougarNet

Contacts



When in Doubt...

- Generating Budget Reports – Anna Brooks
- PeopleSoft Account Numbers – Chart of Accounts. If you don't see your number, contact Anna Brooks
- Credit Card Questions – Elaine deRama-Ledger
- Travel Charges – Jackie Adamczyk or Sharonda Patterson
- Supply Charges – Depends upon Supply “Type”

Last Minute Questions or Comments

