

PeopleSoft (PS) Budget Orientation

AGENDA



- Section I: Intro to Puget Sound Accounting, Finance and Budgets
- Section II: Know your Transfer; Making Corrections to your Budget
- Section III: Budget Tracking: Tips, Questions and Answers



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SOUND**

Section I

**Intro to Puget Sound Accounting,
Finance and Budgets**

What is a budget?

- Each department or program at Puget Sound has its own budget
- **Budget** = guardrails for a department's spending and expectations for revenue, helps track performance and set goals
 - Can include revenues (money coming in) and expenses (money going out)
- Puget Sound uses PeopleSoft to track and budget for its departments
- PeopleSoft uses specific accounts, departments, projects to track transactions
- The next slides will demonstrate how to use these details to lookup or identify a specific budget

CHART OF ACCOUNTS

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.

Chartfield Element				---Optional---
Fund	Department	Project	Account	Chartfield1
Uniquely identifies primary <u>funding sources</u>	Uniquely identifies all <u>departments or units</u>	Uniquely identifies <u>project, proposal, or purpose</u>	Assets, Liabilities, Net Assets, <u>Revenues, Operating & Capital Expenses, Transfers</u>	<u>Selective</u> use - tracks department events or projects

Chart of Account structure: FF.DDDD.PPPPPP.AAAAA.CCCCC
Fund.Department.Project.Account.Chartfield1 (optional)

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

Ex: 19.8200.192019.91231.CC4485

Chartfield Accounts Lists

Fund

FUND List (not a full list):

10 - Educational & General Operating
13 - Auxiliary Enterprises
19 - ASUPS

PS Budget Tool to Use

Annual (w/budget)

18 - Designated Operations and Reserves
25 - Gifts - Restricted Current
26 - Endowment Payout - Restricted
92 - Reserves-Facilities/Equipment
93 - Gifts-Restricted Facilities

Carryover (w/o budget)

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

Grants & Projects (w/budget)

Dept

Departmental range:

1DDD: President
2DDD: Office of Communications
3000 & 73DD: Enrollment Division
4DDD: Academic Division
5DDD: University Relations
6DDD: Student Affairs Division
7DDD (except 73DD): Finance & Administration Division
8DDD: ASUPS
9DDD: General Operations/Other

Account range:

1AAAA: Assets } Balance Sheet Accts
2AAAA: Liabilities }
3AAAA: Net Assets }
4AAAA: Revenue } Revenues
90AAA: Revenue Transfer }
5AAAA: Compensation } Compensation
6AAAA: Operating Expenses }
7AAAA: Capital Expenses } Operating &
91AAA: Expense Transfer } Capital Expense

Acct

SpeedChart



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**.

19.8200.192019.91231.CC4485

[(Fund). (Dept) . (Project)] . (Account) . (Chartfield I)

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*)

PS FINANCIALS TOOLS

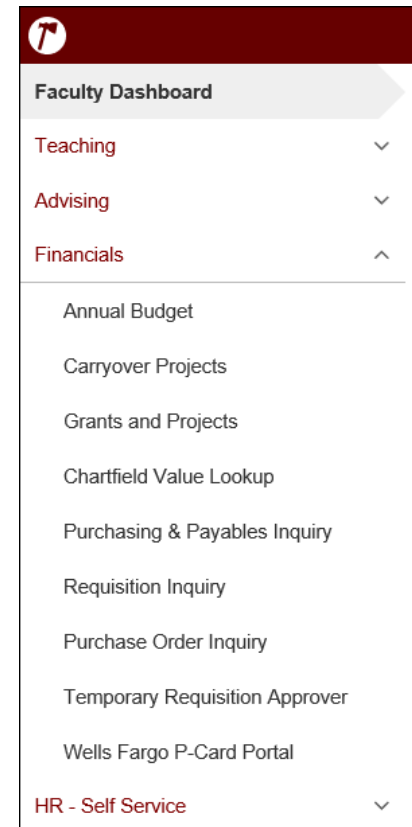
myPugetSound/Financials



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



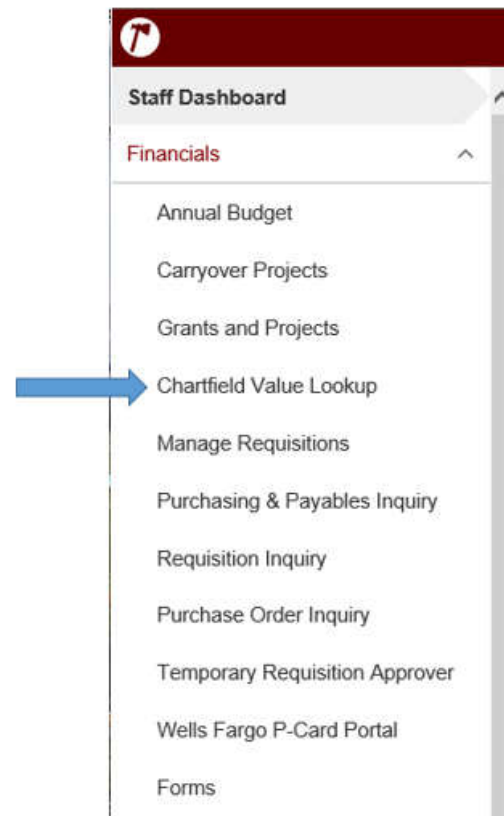
Faculty Dashboard

- Teaching
- Advising
- Financials

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

HR - Self Service

Chartfield Value Lookup Tool



SpeedChart Search

[New Window](#)

Department Search | Account Search | Project Search | Chartfield1 Search | **SpeedChart Search**

SpeedChart Lookup

SpeedChart begins with:

Description contains:

Fund begins with:


Project begins with:

Department begins with:

Personalize | Find | View All | | First | 1-5 of 5 | Last

SpeedChart▲	Description	Fund	Project▲	Department▲
104007	Theatre	10		4007
184004	Inside Theatre	18	184004	4007
184138	Dept Travel-Theatre	18	184138	4007
184177	Genl Gifts-Theatre Arts	18	184177	4007
194005	ASUPS-Stdnt Initiative Theater	18	194005	8400

[Department Search](#) | [Account Search](#) | [Project Search](#) | [Chartfield1 Search](#) | [SpeedChart Search](#)



Account Search

Department Search | **Account Search** | Project Search | Chartfield1 Search | SpeedChart Search

Account Lookup

Account begins with:

Description contains:

Account	Description	Type	Long Description
45414	Web Supplies-Revenue	Revenue	
49056	Office Supplies Recharge	Revenue	
61015	Office Supplies	Expense	
61020	Computer Supplies	Expense	
61025	Lab Supplies	Expense	
61045	Custodial & Cleaning Supplies	Expense	
61046	Repair & Maintenance Supplies	Expense	
61065	Medical Supplies	Expense	
61095	Photographic Supplies	Expense	
61100	Media Supplies	Expense	
61105	Paper Supplies	Expense	
61110	Technical Services Supplies	Expense	
61115	Athletic Supplies	Expense	
61125	Theatrical Production Supplies	Expense	
61130	Decorating Supplies	Expense	

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



Accessing and Analyzing Budgets



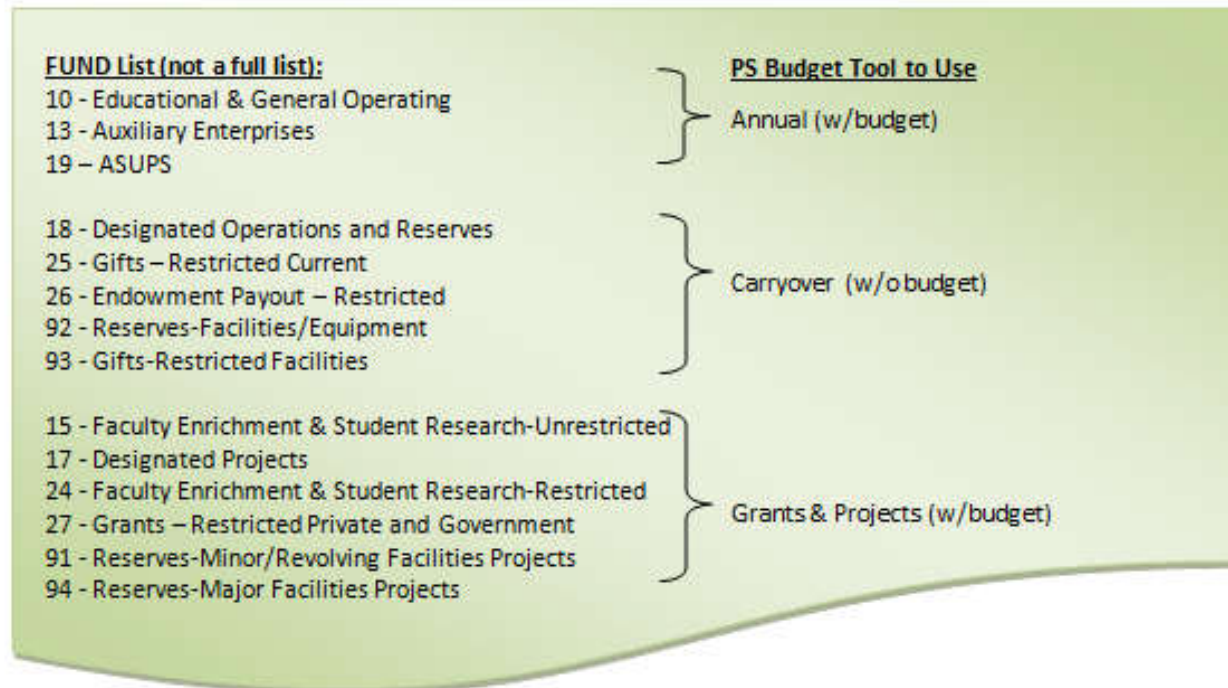
Now that you have seen how to lookup PeopleSoft accounts and budget information, we will review how to access and analyze your own



Reviewing Budgets: Inquiry Tools



Types of Budgets at Puget Sound



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

 New Window


Annual Budgets

User ID amarkos

Budget Lookup

Fund Code  Department  Project  Budget Year

...and click Magnifying Glass on desired line

Financial Summary	Budget Year	Fund Code	Fund Description	Department	Department Description	Proc
	2020	10	Educational & Genl Operating	7101	Office of Finance	

Error??





If you receive a blank line:

Search Clear

Financial Summary	Budget Year	Fund Code	Fund Description	Department	Department Description	Project	Project Description	Revenue Budget	Actual Revenue	Revenue Budget Variance (Fav/ - Unfav)	Expense Budget	Actual Expense	Encumbered	Expense Budget Variance (Fav/ - Unfav)	Revenue Budget (Fav/ - Unfav)
								0.00	0.00	0.00	0.00	0.00	0.00	0.00	





- 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

	Account	Description	F	E
1		Compensation Expense		
2		Operating and Capital Expense		
3		Total		

[Return](#)

Step 4: Click on the blue hyperlinks to see detail

Personalize Find   First  1-36 of 36  Last							
Account	Account Description	Budget	Actual	Encumbered	Pre encumbered	Variance (Fav/Unfav)	
1 60010	Honorariums	300.00	0.00	0.00	0.00	300.00	
2 60023	Outsourced Services	0.00	105.12	0.00	0.00	-105.12	
3 60100	Other Services & Fees	0.00	1,674.86	0.00	0.00	-1,674.86	
4 61010	Instruct & Resource Materials	50,316.46	62,340.50	0.00	0.00	-12,024.04	
5 61015	Office Supplies	4,000.00	3,333.93	0.00	0.00	666.07	

Transaction Detail Display

Details displayed vary based on type of transaction...

ChartField1	Accounting Date	Source Document Name	Reference	Document	Line Id	Description	Remit Vendor	Amount	Invoice Number	Notes	Note Status (Y/N)
10	10/28/2018	Journal	Commercial Card Expense Report	0000038722	535	OFFICE DEPOT #1078 09/14/18		47.27		Notes	No
65	04/09/2019	Journal	Bookstore recharges and sales	EXT0040946	51	BOOKSTORE PURCHASES		11.08		Notes	No
68	07/19/2018	Voucher		00134424	1	STAMP, PREINKED, CUSTOM 3" X	COMPLETE OFFICE, LLC	88.08	1715319-0	Notes	No

TRANSACTIONS THAT CAN HIT YOUR BUDGET

Procurement Services	Accounts Payable (AP)	University Pcards	Recharges	Reclassifications	Transfers
Requisitions/Purchase Orders:	Disbursement Request Form:	Pcards:	Departmental Charges:	Corrections if needed:	Between Department(s) or Project(s):
<ul style="list-style-type: none"> • Pre-encumbers budget when requisition is approved • Pre-encumbrance relieved and encumbrance instated when purchase order is dispatched to supplier • Encumbrance is relieved and actual expense recorded when invoice is entered by AP staff • Rebates available • Online punch-out catalog available for Complete Office with next-day delivery 	<ul style="list-style-type: none"> • Non-PO invoices • Non-PO contracts • Reimbursement requests • Actual expense recorded when invoice or disbursement request is entered by AP staff 	<ul style="list-style-type: none"> • VISA credit card for university-related travel and purchases • Reimbursements for tips, tolls, mileage • Posts at the end of the following month 	<ul style="list-style-type: none"> • Convenience of on-campus services (bookstore, postage, catering, van rentals, etc.) • Generally posts at the beginning of the following month 	<ul style="list-style-type: none"> • To correct transactions inadvertently charged to the wrong department, project, or expense 	<ul style="list-style-type: none"> • Uses 9xxxx accounts only • To support events or speakers sponsored by other departments (or projects)
	Advance Processing Form:				
	<ul style="list-style-type: none"> • Request for travel/expense advance • Actual expense recorded when supporting receipts are returned to and entered by AP staff 				

Approving A Requisition

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.

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.



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Requisition Approval

Business Unit: PUGET
Requisition ID: 0000006151
Requisition Name: Zombie Vaccine-Oct 2015
Requester: [Dana Kapla](#)
Entered on: 08/26/2015
Status: Pending
Priority: Medium
Budget Status: Valid

Total Amount: 3,900.00 USD

Requester's Justification:
No justification entered by requester.

[View printable version](#)

Line Information ?

Line	Item Description	Vendor Name	Quantity	UOM	Price	
<input checked="" type="checkbox"/>	1 Zombie Vaccine	FISHERSCIE-001	15.0000	EA	250.00000	USD
<input checked="" type="checkbox"/>	2 Estimated Shipping	FISHERSCIE-001	1.0000	EA	150.00000	USD

[Select All / Deselect All](#)

Review/Edit Approvers

Enter Approver Comments

[Return to Approve Requisitions](#)

[Previous in List](#)

[Next in List](#)

REQUISITION

Requisition information: click "View Line Details" to review



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Business Unit: PUGET
Requisition: 0000006151
Requester: dkapla
Requested By: Dana Kapla
Status: Pending Approval
Requisition Name: Zombie Vaccine-Oct 2015
Entered Date: 8/26/15
Currency: USD
Requisition Total: 3,900.00

Header Comments:

Rachel, The quote number is 3353847 and will send it over shortly

Line: 1 **Item Description:** Zombie Vaccine **Quantity:** 15.0000 **UOM:** EA **Price:** 250.00 **Line Total:** 3,750.00
Line Status: Pending

Ship Line: 1 **Ship To:** PS00000524 **Address:** 1500 North Warner Street
Attention: Dana Kapla **Due Date:** 8/31/15 Tacoma WA 98416
United States **Shipping Quantity:** 15.0000
Shipping Total: 3,750.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	PS00000524	15.0000	100.00	3,750.00	PUGET	61115
Dept		Fund					
4322		10					
Open QTY		Open Amt					
15.0000		0.0000					
GL Base Amount		Currency		Sequence		Capitalize	
3,750.00		USD		0		N	

Be sure to review accounting

Line: 2 **Item Description:** Estimated Shipping **Quantity:** 1.0000 **UOM:** EA **Price:** 150.00 **Line Total:** 150.00
Line Status: Pending

Ship Line: 1 **Ship To:** PS00000524 **Address:** 1500 North Warner Street
Attention: Dana Kapla **Due Date:** 8/31/15 Tacoma WA 98416
United States **Shipping Quantity:** 1.0000
Shipping Total: 150.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	PS00000524	1.0000	100.00	150.00	PUGET	61115
Dept		Fund					
4322		10					
Open QTY		Open Amt					
1.0000		0.0000					
GL Base Amount		Currency		Sequence		Capitalize	
150.00		USD		0		N	

REQUISITION

Requisition Approval

Confirmation

✔ **Zombie Vaccine-Oct 2015 has been approved.**

Review/Edit Approvers

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](#)

REQUISITION

Disbursement Stamp

AP INVOICES

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:

	Index SpeedChart (6 or 8 digits/characters)	Account (5 digits)	Activity Chartfield1 (optional, as applicable)	Amount
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Disbursement Request Description:

1 _____

2 _____

3 _____

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

Signature _____ Date _____

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

AP REQUESTS

- Fiscal Year-End Information
- Bondholder Information
- Contracts
- Financial Reports
- Forms**
- Fringe Benefits
- Policies & Procedures
- Procurement Cards
- Procurement Card Resources & Forms
- Procurement Services
- Resources for Budget Managers

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

Disbursement Request Form (Non-Purchase Order Expenditures)

***Please complete using ink or by typi

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 t
 *Unless otherwise directed, reimbursements of \$50.00 or less will be issued in cash through the A

Item No.	Speedchart	Account	Chartfield1	Invoice Number	Invoice Date	Terms	Description: Up to 30 Budget Tools
----------	------------	---------	-------------	----------------	--------------	-------	------------------------------------

Please Note: Original, manual signature is required. Facsimile (bitmap) signatures will not be accepted. To submit electronically, request should be forwarded to Approver first. Then, Approver can forward attachment and approval to finance@pugetsound.edu or reply with approval back to Submitter who can then forward all to Finance.

Additional Inquiry Tools



AP INQUIRY

The screenshot shows the "myPugetSound" interface. On the left is a navigation menu with categories: Staff Dashboard, Financials (expanded), Purchasing & Payables Inquiry (selected), and HR - Self Service. The main content area is titled "Purchasing & Payables" and shows "Results for: amarkos". Below this is an "Invoice Search Criteria" form with fields for Vendor, Account (72010), Invoice # (778), Project, Requisition ID, ChartField 1, Purchase Order #, Department (4330), Fund Code, and Fiscal Year (2019). A "Search" button is circled in blue. Below the form is a "PLEASE NOTE" message: "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."

Additional Inquiry Tools



AP INQUIRY

The screenshot shows the "myPugetSound" interface for AP Inquiry. On the left is a navigation menu with categories like "Financials" and "HR - Self Service". The main area is titled "Purchasing & Payables" and shows search criteria for "amarkos". Below the search criteria is a table with one row of data. The "Payment Date" column is highlighted in yellow, and blue arrows point to the "Voucher ID" and "Payment Date" columns.

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.

Supplier ID	Vendor	Remit Vendor Name	Requisition ID	PO ID	Voucher ID	Invoice Number	Invoice Date	Amount	Payment Date	Accounting Date	Fiscal Year	Fund Code	Dept	Project	ChartField 1	Account	Note (Y/N)
0000011329	SAEWITZ, ANITA	ANITA SAEWITZ			00143485	778	12/17/2018	192.68	2019-01-11	01/10/2019	2019	10	4330			72010	N

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

AP INQUIRY

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

Details

Fiscal Year: 2019	Fund Description: Educational & Genl Operating
Fund Code: 10	Department Descr: Library Acquisitions
Department: 4330	Project Description:
Project:	Account Description: Library Rsrccs-Non Electronic
Account: 72010	ChartField1 Description:
ChartField 1:	

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 Reference and Payment Date information is correct. Contact finance@pugetsound.edu if further clarification is needed.

Personalize Find First 1 of 1 Last														
	Remit Vendor	Voucher ID	Invoice Number	Invoice Date	Line Id	Description	Amount	Use Tax	Paid to Vendor	Payment Reference	Payment Method	Payment Date	Notes	Note (Y/N)
1	ANITA SAEWITZ	00143485	778	12/17/2018	1	Media	192.68	17.68	175.00	00770974	CHK	01/11/2019	Notes	N

[Return](#)

Wells Fargo Pcard Portal



P-CARD



Sign into Wells Fargo Commercial Electronic Office portal

Approving Pcards

Using the Wells Fargo Pcard Portal:

P-CARD



Cardholder Summary	
Cardholder Name:	GUNDERS
Card Number:	XXXX-XXXX
Status:	Approved
Charges:	256.97 U S
Out-of-pocket:	0.00 USD
Total Amount:	256.97 U S

- 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 Pcards

Reviewing Pcard Expenses:

P-CARD

Charges		Out-of-pocket Expenses				
Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Attached
07/30/2016	08/01/2016	<input type="checkbox"/>	Uline Shjo Supplies 800-295-5510, IL	61010 - Instruct and Resource Materials	ART(4013)	<input type="checkbox"/>
Description: Supplies						
PUGET SOUND ID: 000838299			SPEEDCHART: 104013		CHARTFIELD1:	
FISCAL YEAR: FY2016-17			SALES TXON RCPT Y/N: Y		USE TAX Y/N: N	

User Name:

Card Number: XXXX-XXXX-XXXX-

Reminder Period: 09/01/2016 through 09/04/2016

Grace Period: 09/05/2016 through 09/07/2016

Out-of-pocket Expenses for

Charges Out-of-pocket Expenses

There are no results.

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

myPugetSound

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

My Profile

[Manage Personal Templates](#) [Request Procurement Card](#)

[Manage Favorites Groups](#)

Preferences

[Edit Email Addresses](#) amarkos@pugetsound.edu

You are currently logged in using English

Language for reports and email

Currency

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

Effective Date From (example:12/31/2000)

Effective Date To (example:12/31/2000)



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Section II

**Know your Transfer;
Making Corrections to your Budget**

Transfers vs. reclassifications



- A transfer is when a department or program would like to send funds from its budget in support of an event on campus, another program or to give additional funding for a future activity.
- A reclassification is when there is an expense/transaction that does not belong in your budget, and belongs to a different department or program.
 - Can happen due to incorrect Pcard coding or incorrect invoice coding, or someone forgetting what their department # is. Generally the result of an error or misunderstanding

What's the difference, why does it matter?



- A transfer moves funds from one program/department/budget to another to support a specific activity or provide funding
- A reclassification is often the correction of an error, moving an expense from one budget to another or from one account to another to get it in the right “bucket”
- Different accounts are used for a transfer vs. reclassification, and the Office of Finance uses different processes depending on the request

Transfer Example



Example: English department would like to transfer \$300 in support of guest lecturer from Philosophy department for interdisciplinary reasons

- When sending your request to Finance, send an email to Finance@pugetsound.edu.
- **Make sure this transfer has been approved by the budget manager. CC the budget manager in your email to Finance, or attach their approval**
- Be sure to indicate that this is “a transfer in support of X, please transfer funds from 107101 to 104300 in April the amount of \$300 in support of Generic Event on May 5th.”
- The transfer will use 9XXXX series accounts.
- This is moving funds rather than moving an expense

Reclassification Example



Example: Pcard charge for supplies of \$40 for Community Music (4064) was incorrectly coded to 4066 (Music Outreach and Events)

- When sending your request to Finance, send an email to Finance@pugetsound.edu
- First, make sure the expense does not belong in your budget. Consult with your team members, budget manager, department chair or VP as appropriate. Be sure to include budget manager approval in your email to Finance, or attach approval
- Gather as much information as possible – if this was originally charged on a Pcard, include that information in the request.
- Include screenshots of the transaction from the Budget view
- Be sure to indicate that this is an “Expense reclassification, please move \$40 from 4066 - Music Outreach to 4064 – Community Music. Account is 61015 – Office Supplies. See screenshot attached.”
- **If possible, please remember to send Voucher, Journal, and Pcard reclassifications as separate requests. Each type is handled by different Finance staff members. Separating them makes it easier for the requests to be worked on simultaneously.**

Making corrections to your budget



- **When reviewing your budget (or Pcard statement), what if you see something that doesn't belong there?**
 - **Step 1:** Ask your team members, budget manager or department chair and gather as much information as possible before submitting to Finance
 - Screenshots from PeopleSoft, approval from budget manager, documentation
 - Review prior years and see if the same expense hit your budget
 - **Step 2:** Submit a request to Finance using the methods described in the previous slides
 - **Step 3:** Continue to review your budget each month to catch any issues before year-end

***Note for Pcard holders – if you are not able to code expenses to your budgets, you can request access to those budgets in Wells Fargo by submitting a request to Finance@pugetsound.edu*

Other Questions



- What if I have questions about my budget not related to a specific transaction?
 - Planning for next year
 - Staffing or purchasing
 - Who should have access to my budget?
 - Contract review/approval
- Talk with your budget manager, department chair or VP
- Submit a ticket to Finance@pugetsound.edu if follow up is needed based on initial conversation with your team and leadership



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Section III

**Budget Tracking:
Tips, Questions and Answers**

Budget Tracking Tips



- Use the Budget Inquiry tools to see transactions in your budget
- Over-communicate with budget managers, department chairs and colleagues regarding budget needs, planned expenses, and making sure folks review their Pcard transactions and monthly budget activity
- Reach out to Finance for guidance finance@pugetsound.edu
- There is a lag of several weeks between Pcards being charged and the expense hitting PeopleSoft, due to Wells Fargo upload timing. Track Pcard transactions separately, as needed, to closely manage expenses
- Stay involved and engaged throughout the year in the budget process – initially developing budgets before the academic year, BVR reporting during the year, and rebalancing budgets as needed for events that happen during the semester/year



ADDITIONAL RESOURCES

Office of Finance: finance@pugetsound.edu

Procurement Office: procurement@pugetsound.edu

Technology Services: servicedesk@pugetsound.edu

Electronic Version of Handouts:

<https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/budget-administration-reference-materials-and-training/>

Best page for you: Resources for Budget Managers

<https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/>