

PeopleSoft (PS) Budget Orientation

Brought to you by:

Office of Finance



❖ **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:**

<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/>

TOPICS

- Chart of Accounts
- PeopleSoft Financials Tools – myPugetSound
- Reviewing Budgets
- PO vs. Non-PO Purchases
- PeopleSoft Financials Tools – Beyond the Basics
- Additional Resources

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 Overview

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 “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**.

19.8200.192019.91231.CC4485

[(Fund). (Dept) . (Project)] . (Acct) . (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*)

Required chartfields when coding

- ✓ PS SpeedChart (*combination of fund, dept, project*)
- ✓ PS Account
- PS Chartfield1, if applicable

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

192019.91231

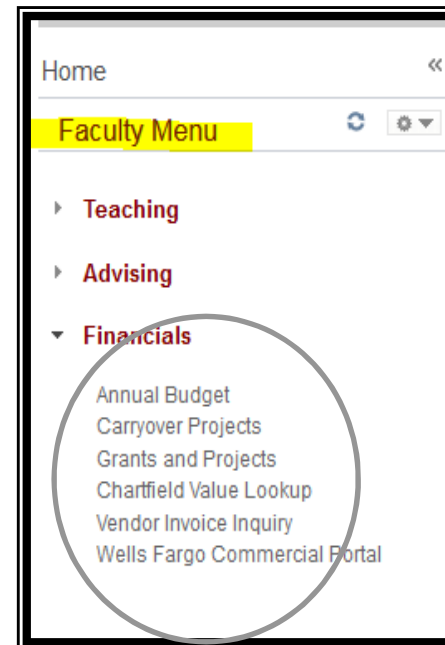
Unless you are using an optional Chartfield1 code: Speedchart.Account.Chartfield1

192019.91231.CC4485

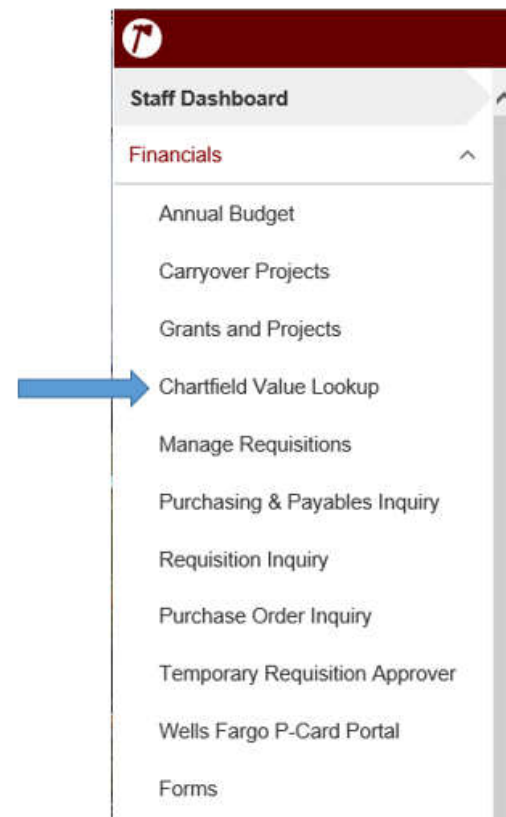
PS FINANCIALS TOOLS



myPugetSound>Financials



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



Chartfield1 Search

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

Chartfield1 Lookup

ChartField 1 begins with:

Description contains:

Personalize | Find | View All | First | 1-15 of 40 | Last

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

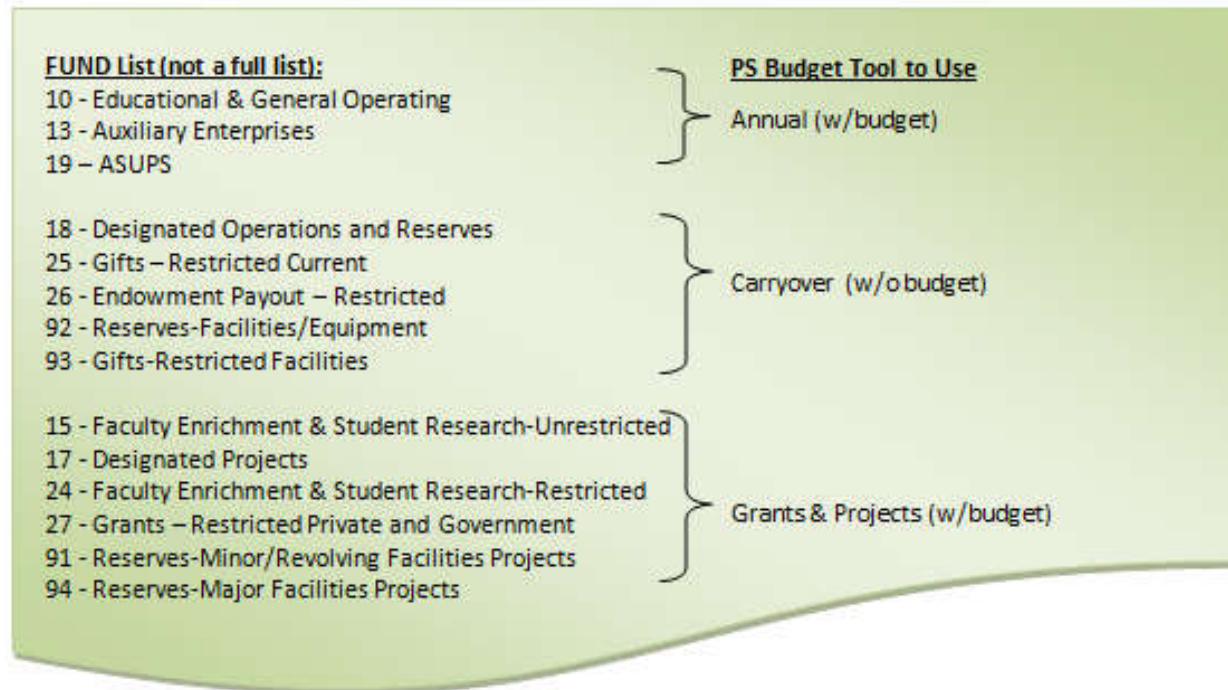
[Department Search](#) | [Account Search](#) | [Project Search](#) | [Chartfield1 Search](#) | [SpeedChart Search](#)



REVIEWING BUDGETS



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:





The screenshot shows a search interface with a search bar and a 'Clear' button. Below the search bar is a table with the following columns: 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), and Revenue Budget (Fav/ - Unfav). The table contains one row with all numerical values set to 0.00.

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	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 Magnify Glass to see detail

	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	

Step 5 - optional:

Click on Notes to add additional information

Details displayed vary based on type of transaction...you can add your own notes

ChartField1	Accounting Date	Source Document Name	Reference	Document	Line Id	Description	Remit Vendor	Amount	Invoice Number	Notes	Note Status (Y/N)
1	06/30/2014	Journal	Commercial Card Expense Report	0000012860	156	AICPA AICPA 06/07/14		81.28		Notes	No
2	06/30/2014	Journal	Reversal of FY2013 Prepaid Wel	0000012632	17	REV PC PPD:ATLANTIC INFORMATIO		375.00		Notes	No
			Commercial			AICPA AICPA					

Notes

Details

Account: 61010
 Chartfield 1:
 Accounting Date: 2014-06-30 Document ID: 0000012860 Type: Journal
 Invoice Number:

Notes

John's meeting in Oregon

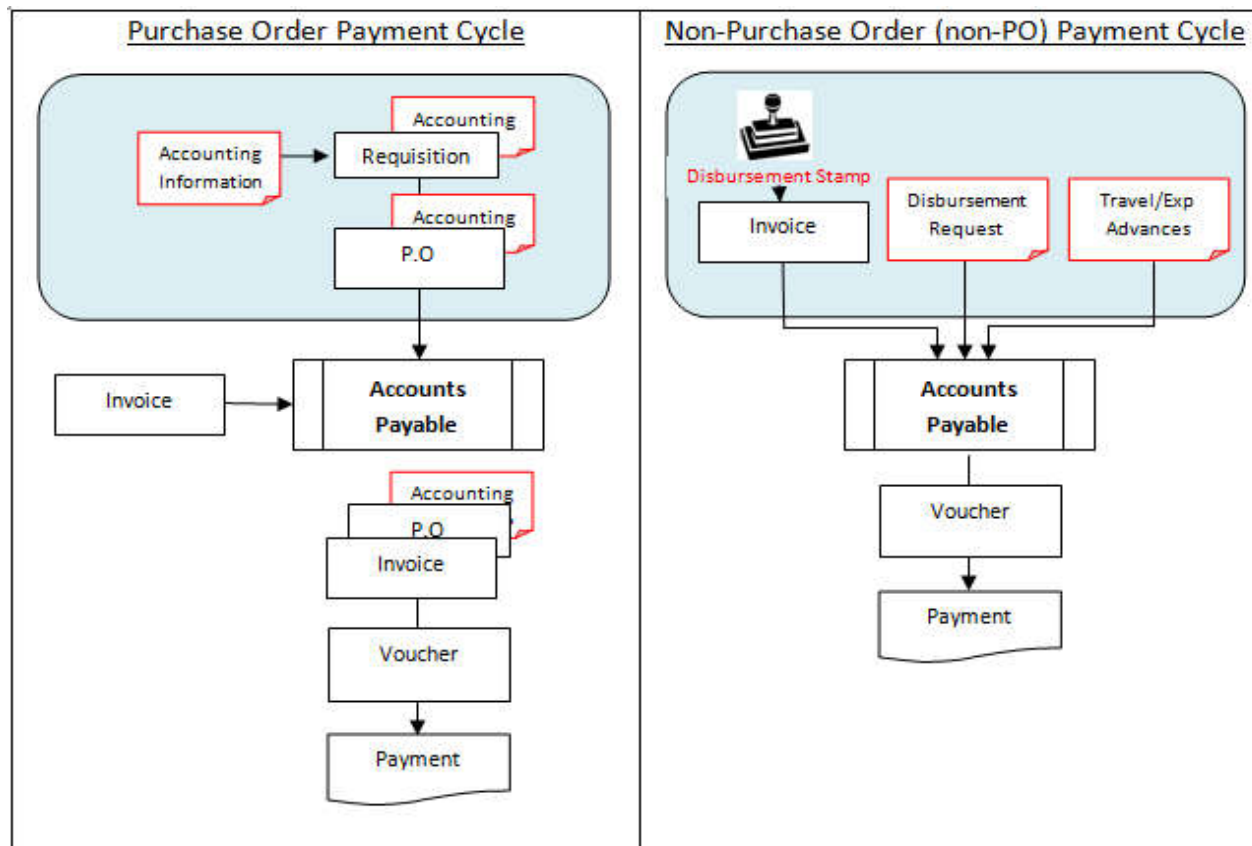
OK Cancel

Types Of Transactions In Your Budget

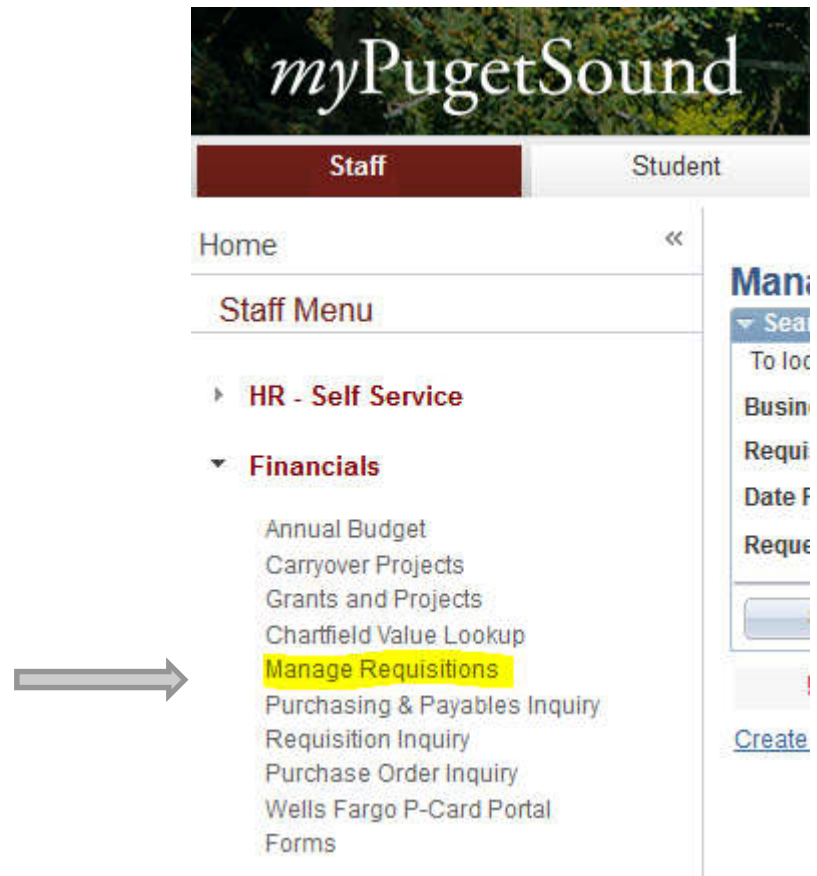
Procurement Services	Accounts Payable (AP)	University P-Cards	Recharges	Reclassifications	Transfers
Requisitions/Purchase Orders:	Disbursement Request Form:	P-Cards:	Departmental Charges:	Corrections if needed:	Between Department(s) or Project(s):
<ul style="list-style-type: none"> Pre-encumbers budget 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 				

PO vs. NON-PO PURCHASES

High level overview of types of Purchases in PeopleSoft



Requesting Purchase Via Purchase Order



The screenshot shows the myPugetSound website interface. At the top, there is a navigation bar with 'Staff' and 'Student' tabs. Below this is a 'Home' link with a double arrow icon. The main content area is titled 'Staff Menu' and contains a list of options under the 'Financials' category. The 'Manage Requisitions' option is highlighted in yellow, and a grey arrow points to it from the left. To the right of the main menu is a sidebar with a 'Manage' section containing a search dropdown and a 'Create' button.

myPugetSound

Staff Student

Home <<

Staff Menu

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

Manage

Search

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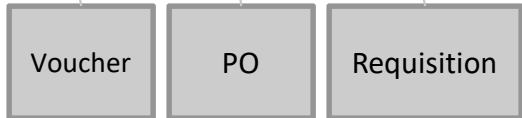
Create

Life of a Requisition

Budget

Fund Code: Fund Description:
 Department: Department Descr:
 Project: Project Description:
 Budget Year: 2013 Current Date: 01/03/2014

Account	Account Description	Budget	Actual	Encumbered	Pre-encumbered	Variance (Fav/ - Unfav)
1 60011	Consultants	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	25,000.00
2 60023	Outsourced Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
3 60031	Software Contracts	<u>34,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	34,000.00



- ❖ 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).

Manage Requisitions

Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000006150	Zombie Vaccine-Oct 2015	PUGET	08/26/2015	Pending	Valid	3,900.00 USD	<Select Action> <input type="button" value="Go"/>

Requester: Dana Kapla Entered By: Dana Kapla Priority: Medium
Pre-Encumbrance Balance: 3900.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information Personalize | Find | First 1-2 of 2 Last

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	Zombie Vaccine	Pending Approval	250.00000 USD	15.0000	EA	FISHER SCIENTIFIC COMPANY LLC	✘
2	Estimated Shipping	Pending Approval	150.00000 USD	1.0000	EA	FISHER SCIENTIFIC COMPANY LLC	✘

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

Enter "Requisition Name:"

Edit Requisition

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

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: The University of Puget Sound

Requester: Dana Kapla *Currency:

Requisition Name: Priority:

Line Defaults ?

Continue

Click "Special Request" then "Special Item". Enter item information.

Favorites | Main Menu > eProcurement > Manage Requisitions

Create 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:

Catalog | Favorites | Templates | Forms | Web | **Special Request**

Select a Request Type ?

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials

[Review and Submit](#)

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

- Catalog
- Favorites
- Templates
- Forms
- Web
- Special Request**

Special Item

* Item Description:	<input type="text" value="Zombie Vaccine"/>		
* Price:	<input type="text" value="250.00000"/>	* Currency:	<input type="text" value="USD"/>
* Quantity:	<input type="text" value="15.0000"/>	* Unit of Measure:	<input type="text" value="EA"/>
* Category:	<input type="text" value="8052200"/>	Due Date:	<input type="text" value="08/31/2015"/>
Vendor ID:	<input type="text" value="0000000785"/>	Suggest New Vendor	
Vendor Name:	<input type="text" value="FISHER SCIENTIFI"/>		
Vendor Item ID:	<input type="text"/>		
Mfg ID:	<input type="text"/>		
Manufacturer:	<input type="text"/>		
Mfg Item ID:	<input type="text"/>		

Additional Information

Make any notes to approver, purchasing, or vendor

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

-
-
-

Request New Item

Request New Item

When complete, review and verify chartfield elements used



Edit Requisition

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

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: PUGET The University of Puget Sound *Currency: USD
Requester: dkapla Dana Kapla Priority: Medium
Requisition Name: Zombie Vaccine-Oct 2015

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Zombie Vaccine	FISHER SCIENTIFIC COMPANY LLC	15.0000	Each	250.00000	3,750.00
2	Estimated Shipping	FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	150.00000	150.00

Accounting Lines

Account	Oper Unit	Fund	Dept	Project	Affiliate	Fund Affiliate	Oper Unit Affil	ChartField 1
81115		10	4322					

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

Check Budget Budget Checking Status: **Valid**

Save & submit Save & preview approvals Cancel Changes Find more items

When finished be sure to “Check Budget” & “Save & Submit.”

Confirmation

[? Help](#)

Confirmation

Requested For:	Dana Kapla	Number of Lines:	2
Requisition Name:	Zombie Vaccine-Oct 2015	Total Amount:	3,900.00 USD
Requisition ID:	0000006151	Pre-Encumbrance Balance:	<u>3900.00</u> USD
Business Unit:	PUGET		
Status:	Pending		
Priority:	Medium		
Budget Status:	Valid		

Requisition Summary		
Description	Qty	UOM
Zombie Vaccine	15	EA
Estimated Shipping	1	EA
Total Lines:	2	
Total Amount (USD):	3,900.00	

Department Approval



[View printable version](#)
[Manage Requisitions](#)
[Create New Requisition](#)

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 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 Information		Personalize Find First 1-2 of 2 Last						
	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

[View Line Details](#)



Approve



Deny

Review/Edit Approvers

Enter Approver Comments

[Return to Approve Requisitions](#)

[Previous in List](#)

[Next in List](#)

Requisition information: click "View Line Details" to review



UNIVERSITY of
**PUGET
SOUND**

Business Unit: PUGET
Requisition: 0000006151
Requisition Name: Zombie Vaccine-Oct 2015
Requester: dkapla
Requested By: Dana Kapla
Entered Date: 8/26/15
Status: Pending Approval
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
Shipping Quantity: 15.0000
Shipping Total: 3,750.00
United States

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	0.000						
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
Shipping Quantity: 1.0000
Shipping Total: 150.00
United States

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	0.000						
GL Base Amount	Currency	Sequence	Capitalize				
150.00	USD	0	N				

Close the review page

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 Information		Personalize		Find		First		1-2 of 2		Last	
	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](#)

Click "Approve" button on previous page

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](#)

Requesting Purchase via Accounts Payable

Disbursement Stamp



OR

Disbursement Request Form

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

Disbursement Request Form
(Non-Purchase Order Expenditures)

Fiscal Year 15 16

Today's Date 10/19/2015

Requested By: Brad Pitt

Approved By:

Please complete using ink or by typing
[Signature]
(Print Name / Signature - no initials please)

Dept.

Theatre

Ext. 2553

Make Payable to: Brad Pitt
Additional Name/dba: _____
Remit Address: 1252 Hollywood Blvd
City Hollywood State CA Zip Code 90069

Distribution Selection

U.S. Mail w/enclosures
 A/P Hold & Call - X2553
 Campus Mail To: CMB
 Cash reimbursements to students - \$50.00 or less *
 Other (method managed by A/P):
 - Direct Deposit**, ACH Vendor, P-Card

All disbursement requests must be accompanied by original documents that support the amount(s) requested.
 *Unless otherwise directed, reimbursements of \$50.00 or less, payable to students, will be issued in cash through the Accounts Payable Office-J018.
 **If enrolled through Payroll, all AP reimbursements for faculty & staff will be through Direct Deposit

Item No.	Speed Chart	Account	Chart field1	Invoice Number	Invoice Date	Terms	Description: Up to 35 characters will be displayed on Budget Admin. and on the check stub for your	Amount	1099 Use Tax
1	104007	61125	400733	852236	15-Oct-15		Set material for Hamlet	\$600.00	
2	104007	61125	400743	852236	15-Oct-15		Set material for Taming of the Shrew	400.00	

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 RY = Royalties

Disbursement Stamp Instructions

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.

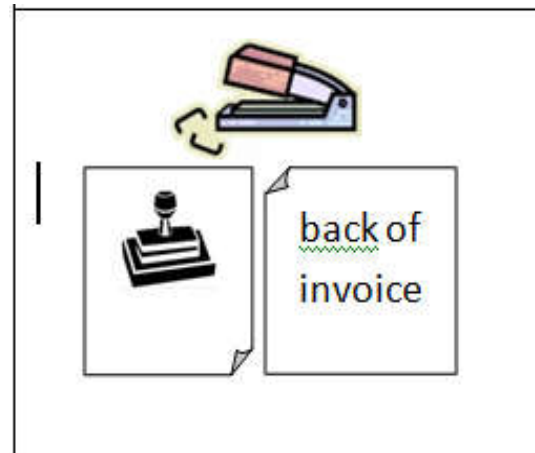
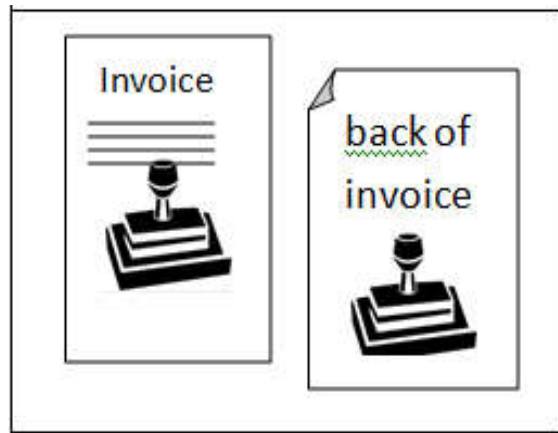
Signature _____ Date _____

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

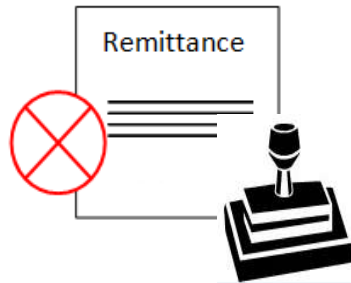
Disbursement Stamp Instructions

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.



Disbursement Request Form Instructions

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

- 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 typin

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.

Disbursement Request Form Instructions

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.



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Disbursement Request Form Instructions

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

Disbursement Request Form (Non-Purchase Order Expenditures)

Fiscal Year 15 / 16

Today's Date 10/19/2015

Requested By: Brad Pitt

Approved By:

Please complete using ink or by typing
[Signature]
(Print Name / Signature - no initials please)

Dept.

Theatre

Ext. 2553

Make Payable to: Brad Pitt
Additional Name/dba: _____
Remit Address: 1252 Hollywood Blvd
City Hollywood State CA Zip Code 90069

Distribution Selection

- U.S. Mail w/enclosures
- A/P Hold & Call - X2553
- Campus Mail To: CMB
- Cash reimbursements to students - \$50.00 or less *
- Other (method managed by A/P):
- Direct Deposit**, ACH Vendor, P-Card

All disbursement requests must be accompanied by original documents that support the amount(s) requested.

*Unless otherwise directed, reimbursements of \$50.00 or less, payable to students, will be issued in cash through the Accounts Payable Office-J018.

**If enrolled through Payroll, all AP reimbursements for faculty & staff will be through Direct Deposit

Item No.	Speed Chart	Account	Chart field1	Invoice Number	Invoice Date	Terms	Description: Up to 35 characters will be displayed on Budget Admin. and on the check stub for your	Amount	1099 Use Tax
1	104007	61125	400733	852236	15-Oct-15		Set material for Hamlet	\$600.00	
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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 RY = Royalties

Advance Processing Form Instructions

University of Puget Sound
Accounts Payable **TRAVEL OR EXPENSE ADVANCE PROCESSING FORM**
X 8656 or X 3468

All requests for advances must be accompanied by supporting documentation
or a detailed explanation if no documentation is available

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

Charge to:
SpeedChart (6 digits/characters): _____ For AP use: Account: 14050

Expense to: Account (5 digits): _____ Chartfield 1: _____
(Optional, as applicable)

Pay to: _____ Amount _____

Requested by: _____ Contact Phone # _____

Approved by: _____ Department _____



Where to send your completed forms

Send approved form with required accounting information to:



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

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

PS FINANCIALS TOOLS

Beyond the Basics

- Tips
- Tricks
- Things you should know

Exporting Budget Results to Excel

Select the **Download** link on the grid

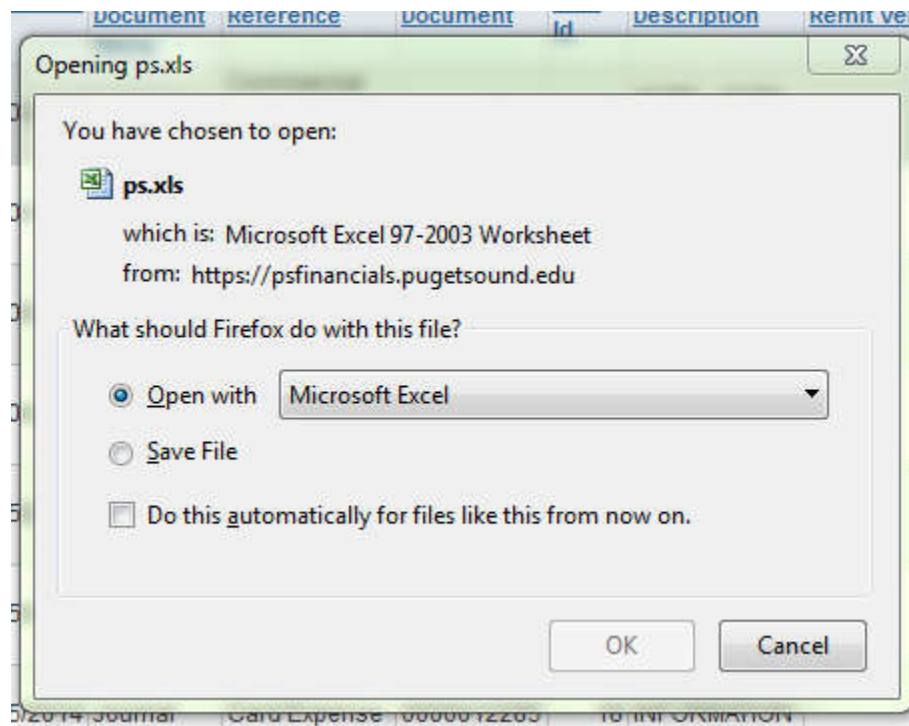


The screenshot shows a budget grid with a toolbar at the top. The toolbar includes a 'Personalize' link, a 'Find' search box, a 'Download' icon (a grid of colored squares) which is circled in red, and 'First' and 'Last' navigation buttons. The grid displays budget data for various accounts, with columns for Account, Account Description, Budget, Actual, Encumbered, Pre-encumbered, and Variance (Fav/Unfav). The grid shows 7 rows of data.

	Account	Account Description	Budget	Actual	Encumbered	Pre-encumbered	Variance (Fav/Unfav)
1	60010	Honorariums	0.00	0.00	0.00	0.00	0.00
2	60011	Consultants	2,500.00	0.00	0.00	0.00	2,500.00
3	60019	Recycling Services	0.00	422.00	0.00	0.00	-422.00
4	60023	Outsourced Services	33,000.00	54,906.08	0.00	0.00	-21,906.08
5	60100	Other Services & Fees	1,200.00	6,509.60	0.00	0.00	-5,309.60
6	61010	Instruct & Resource Materials	5,000.00	3,073.35	0.00	0.00	1,926.65
7	61015	Office Supplies	7,500.00	5,034.95	0.00	0.00	2,465.05

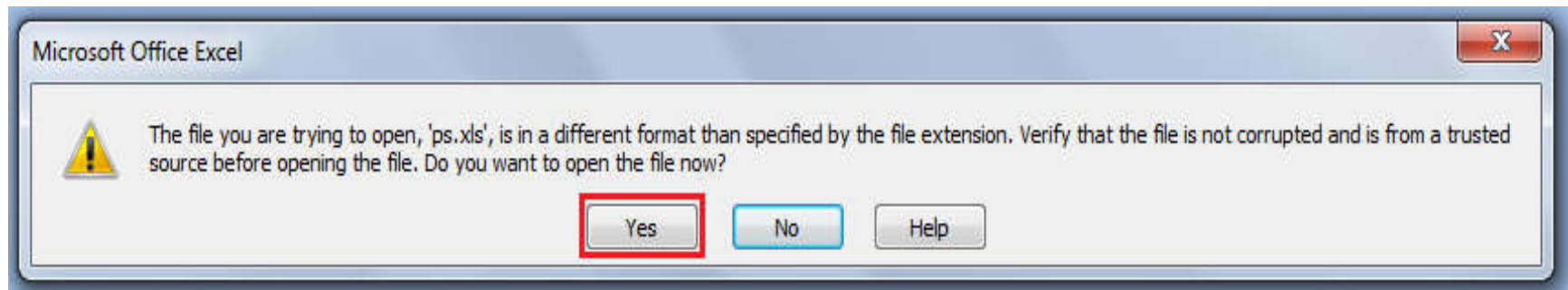
Exporting Budget Results to Excel

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



AP INQUIRY

The screenshot shows the myPugetSound web application interface. On the left is a navigation menu with the following items: Staff Dashboard, Financials (highlighted), Annual Budget, Carryover Projects, Grants and Projects, Chartfield Value Lookup, Manage Requisitions, Purchasing & Payables Inquiry (highlighted), Requisition Inquiry, Purchase Order Inquiry, Temporary Requisition Approver, Wells Fargo P-Card Portal, Forms, and HR - Self Service. The main content area is titled "Purchasing & Payables" and shows "Results for: amarkos". Below this is the "Invoice Search Criteria" form with the following fields: Vendor, Account (72010), Invoice # (778), Project, Requisition ID, ChartField 1, Purchase Order #, Department (4330), Fund Code, and Fiscal Year (2019). The "Search" button is circled in blue. Below the form is a note: "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."

Additional Inquiry Tools



AP INQUIRY

The screenshot shows the "myPugetSound" interface. On the left is a navigation menu with categories like "Staff Dashboard", "Financials", and "HR - Self Service". The "Purchasing & Payables Inquiry" option is selected. The main area displays search criteria for an invoice search, including fields for Vendor, Account, Invoice #, Project, Requisition ID, ChartField 1, Purchase Order #, Department, Fund Code, and Fiscal Year. Below the search criteria is a table of results. A note explains that lines appear to duplicate in the grid when partial payments are involved. The table has columns for 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, and Note (Y/N). A single row is shown with the following data: Supplier ID 0000011329, Vendor SAEWITZ, ANITA, Remit Vendor Name ANITA SAEWITZ, Voucher ID 00143485, Invoice Number 778, Invoice Date 12/17/2018, Amount 192.68, Payment Date 2019-01-11, Accounting Date 01/10/2019, Fiscal Year 2019, Fund Code 10, Dept 4330, Account 72010, and Note N. 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](#)



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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)



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/>

Be sure to bookmark: *Resources for Budget Managers*

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