

# **PeopleSoft Financials:**

## **A GUIDE TO BUDGETING AND THE CHART OF ACCOUNTS**

By the University Budget Office



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PeopleSoft is the financial system that Towson University utilizes for budget, accounting, accounts payable and procurement. PeopleSoft provides online, up-to-the-minute access to your data. The system can be accessed from anywhere internet access is available.

## TOWSON UNIVERSITY'S CHART OF ACCOUNTS

### Departments

In PeopleSoft, a five-digit code known as a department is used to represent university departments and programs. This number is used to establish and set up a budget, and track expenses and encumbrances. There are five main types of departments in PeopleSoft, as listed below.

1. **State Support** – All State Support departments start with a one or two. State Support departments are departments that are funded by state appropriations.
2. **Self Support** – All Self Support departments start with a three. These are departments that are solely funded by self-generated revenues; they do not receive any state appropriations. Remaining balances (revenue minus expense) are rolled into the department's fund balance.
3. **Auxiliary** – Auxiliary departments start with a four. Auxiliary departments and activities provide services or goods to students, faculty or staff and charge a fee directly related to the goods or services. These departments are essentially self-supporting activities.
4. **Grant/Project Funded** – Grant/Project-Funded departments start with a five. These departments represent programs/projects that receive funds from state, federal or local government agencies. Once awarded, these funds are distributed and managed by the division in which they fall. The department number associated with a grant/project is used to group multiple grants together for reporting purposes.
5. **Agency Funded** – Agency-Funded departments start with a nine. These departments are supported by funds that are deposited on behalf of faculty, staff and student organizations and are used for university-affiliated activities. The individuals in charge of the activity are solely responsible for the management of these funds and any deficit encountered. Towson University is not responsible for covering any overdrawn balances.

### Accounts

In PeopleSoft, an account is a six-digit code used to define revenues/expenses into more detailed categories. Budgets are loaded at the account, or child, level. There is also a parent account, or summary, that groups associated accounts. Budget checking is done at the parent level.

### Fund

A fund is a four-digit code used to track cash balances; essentially a balance sheet. The fund allows Self Support, Auxiliary, Plant and Agency departments to track cumulative cash balances, or the cash balance from the inception of the department. All State Support departments are mapped to one fund, but have the ability to track cash that was transferred to them on a fiscal year basis. There are many Self Support, Auxiliary, and Agency departments that have a one-to-one relationship with fund and department. There can also be multiple departments that roll up to one fund. Departments that are not State Support can carry over their remaining funds (revenue minus expenses) at the end of a fiscal year. The chartfield fund is used to track those balances from the beginning of the department. While the fund balance remains with the department, it is not available to use without prior approval from the Vice

President of Administration and Finance. Departments who wish to request use of their prior year fund balance should work with their Divisional Budget Officer.

### **Grant/Project**

A grant/project is a seven-digit code used to identify funds for a specific project or activity. Each grant/project is self-balancing, automatically tracking its fund balance. Each grant/project rolls up to a specific department which allows multiple grants and projects to fall under one department for reporting purposes. For example, if there are five grants in the College of Education, each grant would have its own grant number to allow for reporting on each individual grant, and there would be a specific department that each rolls to, allowing the reporting on all of the grants in the College of Education.

### **Initiative**

An initiative is a five-digit code that allows for the use of an additional chartfield further classifying activities into detailed categories. This enables the user to track related expenses for a specific activity within a departmental budget and across departments. The initiative chartfield acts as a shadow system within PeopleSoft. An initiative has been defined the same as a project, but cannot be used for things that must be capitalized<sup>1</sup>. Departments have the flexibility to determine what they want to track as an Initiative. This is not a required chartfield. In order to track the initiative, the associated value must be present on the transaction. For expenses that come through from outside sources (i.e. payroll, telecommunications and postage) a journal reclassification would be needed to add the initiative to the associated expense. Initial set up includes a valid range of 00001 – 00100.

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<sup>1</sup> Capitalized – Assets that are tangible and cannot be easily converted to cash; held for a long period of time; depreciable; typically are over \$250,000. Examples – new buildings, major renovations; equipment purchases for a new building. Usually reserved for Facilities Management Projects.

## **BUDGETING**

Your budget is the spending limit that has been established for your department for the fiscal year, which extends from July 1 to June 30 of a given calendar year. Each division has a budget officer who supplies the University Budget Office with the Division's budget plan for the fiscal year.

### **Departmental Budget Allocations**

The estimated timeline for budget allocations is provided below. Please note that changes by the state of Maryland may alter the timeline.

#### **November/December**

The budget and operating plan guidance letter is sent from the president to each divisional vice president stating general and specific guidelines for the upcoming fiscal year. A Budget Instruction Manual, with rates and fees approved by the university the previous January for the upcoming academic year, is also sent. This manual outlines when documents are due and when hearings are to be held.

#### **November – January**

Each division prepares a consolidated resource plan and allocation based upon the departmental budget plans. Departmental plans, including new initiatives, are submitted to the vice president on the Departmental Resource Plan and Allocation Form. The divisional budget plan is submitted, with new initiatives in priority order, on the Divisional Resource Plan and Allocation Form to the Budget Office by the end of January.

Base budgets remain the same until changed in the budget approval process. The annual divisional operating plan includes budget reallocations, requests for new resources, personnel changes, position reallocations and requests for new positions. Descriptions of new programs and changes in programs are included.

#### **January**

The Budget Office completes the Tuition and Fee Modeling based on enrollment numbers and USM guidelines. The divisions submit, for university approval, the plans for rates and fees for the future academic year. For example, in January 2009, divisions submit rate and fee plans for fiscal year 2011 (fall 2010/spring 2011 academic year).

#### **February – March**

Formal internal budget hearings with the president and vice presidents are held with each division presenting the resource planning and allocation submission.

#### **April**

External budget decisions are finalized by the General Assembly and USM.

#### **April – May**

The president authorizes the final budget plan. A final Budget and Operating Plan Guidance Letter is sent to the vice presidents. The Internal Operating Budget and Plan Book is published.

## June

The Budget Office, in cooperation with divisional budget officers, loads detailed departmental budgets to the automated system for the July 1 fiscal year start.

## Preparing Your Budget

You will need to have a budget plan to detail your expenses throughout the fiscal year. Budget balances are not carried over from the previous fiscal year. If you have an open commitment on your department at the end of a fiscal year, it is automatically carried over to the next fiscal year.

The budgets of Self Support and Auxiliary Areas should be based on the target revenue for that fiscal year. Please note that the use of your prior year fund balance must be approved in advance by the Vice President of Administration and Finance. You will need to work with your Divisional Budget Officer to submit this request.

One of the easiest ways to prepare your budget is to look at your budget and expenses from the prior fiscal year. Determine the amount of funding that you will need to operate this fiscal year. You will want to see if you have any new contractual employees, if any salary increases were given, the number of students working, and any out of the ordinary purchases you need to make that fiscal year (i.e. new PC's or other special equipment). If starting a new department, the same guidelines apply. Look at each account to determine what expenses you will have posting there.

## Objects

Objects are functional categories in accounting utilized by the state of Maryland to allow for the breakdown and summary of data for reporting. The second and third digit of your PeopleSoft account number indicates under which object the expense falls under. As part of the University System of Maryland, Towson University must submit reports and budget requests broken down by these objects. For this reason, it is important to budget appropriately, as well as code and categorize expenses accordingly. See the section titled *Guidelines for Preparing a Budget* for the official budget breakdown.

## The Importance of Planned Budgeting

The University Budget Office (UBO) submits Towson University's budget request to the state. This request tells the state where the university plans to spend its funds. Once final funding is approved, the Budget Office monitors the spending of all departments. If the campus overspends the approved amount, the State will stop paying the university's bills. This is why planning your budget and following it are both key to the success of Towson University. If one department overspends, in reality, it is taking away spending authority from another, causing a ripple effect that could harm the university's financial integrity. This explains why the use of prior year funds by self support departments must be approved by the Vice President of Administration and Finance. The Budget Office needs to take into account the use of these funds when reviewing the campus' financial status at any given time. The university must increase their fund balance by a specific percentage as required by the University System of Maryland.






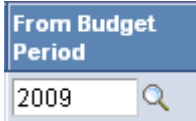
### Guideline for Preparing a Budget

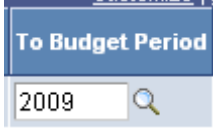
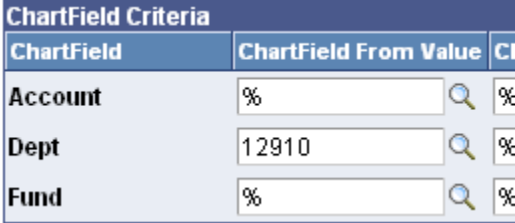


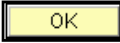

The table below provides a guideline for preparing your budget. Please note that the table should only be used as a guide. Budgets must be loaded at the detail level; the accounts under each of the objects.

	Current Budget	Expenses	Projection
<b>EXPENDITURES</b>			
Obj.01 - Salaries and Benefits			
Overtime			
Obj.02 - Contingent Salaries and Benefits			
Regular Student Help			
Grad Assistants/Stipend			
Obj.03 - Communications			
Postage			
Telephone			
<b>OPERATING</b>			
Obj.04 - Travel			
Obj.06 - Fuel and Utilites			
Obj.07 - Motor Vehicles			
Obj.08 - Contractual Services			
Obj.09 - Supplies and Materials			
Obj.10 - Replacement Equipment			
Obj.11 - Additional Equipment			
Obj.12 - Grants, Subsidies, & Contributions			
Obj.13 - Fixed Charges			
Obj.14 - Land and Structure			
<b>Total Expenditures:</b>			

## Using Budget Overview to find Budget Information

Utilizing the budget overview feature in PeopleSoft will allow you see your budget; it is a tool that can be used when looking up something quickly. The overview can be seen by following these steps:

1.	<p>Navigate to <b>Commitment Control</b> and then click on <b>Budgets Overview</b>.</p> 
2.	<p>Click the <b>Search</b> button to select a saved inquiry.</p>  <p>Note: If you do not have an existing Inquiry (or Run Control) you will have to create one by clicking on the Add a New Value tab. Give your Run Control a name. You can create as many Run Controls as you would like, but can also just keep one and change criteria each time.</p>
3.	<p>If you have more than one Inquiry, your saved inquiries will appear. Select an inquiry under the <b>Inquiry Name</b> column to select which inquiry you want to use. If you only created one inquiry, you will not have anything to select from the system takes directly to your criteria.</p> <p>Note: You may enter specific inquiries, or a generic inquiry that you change criteria on each time you search.</p> 
4.	<p>Your inquiry criteria now appears.</p>
5.	<p>Select <b>Ledger Group</b> from the drop down box for your criteria.</p> <p><b>Ledger Group/Set:</b> </p>
6.	<p>Click the <b>Look up Ledger Group</b> button to return the list of ledger groups to choose from for your criteria.</p> <p><b>Ledger Group:</b> </p>
7.	<p>Select the ledger group you want to search on. You can select a parent ledger to see summary, child ledger to see detail, or revenue ledger to see revenue.</p>
8.	<p>Enter the desired information into the <b>From Budget Period</b> field. This is to select the fiscal year you want begin your search on.</p> 

9.	<p>Enter the desired information into the <b>To Budget Period</b> field. This is to select the fiscal year you want to end your search on.</p> 
10.	<p>Enter the department number you want to search on in the <b>ChartField From Value</b> field.</p>  <p>Note: You can also search on a specific account or fund. The % sign indicates a wild card. You can enter the beginning of an account—for example "603"—and your results will return all accounts for communications. Wild cards can be used in any of the chartfields listed, and only return the information for the areas you have been granted security.</p>
11.	<p>Click the <b>Search</b> button.</p> 
12.	<p>The top section of the overview shows the department summary data. This includes objects 1 - 14.</p>
13.	<p>The lower section of the inquiry shows you detail information by account. If you selected the child ledger group. If you selected a parent ledger group, summary at the parent level will be displayed.</p>
14.	<p>To view more detail on transactions that make up an amount, click an entry that has a hyperlink.</p> 
15.	<p>View information and when complete, click the <b>OK</b> button to return to the summary.</p> 
16.	<p>To change search criteria, click the <b>Return to Criteria</b> link.</p> 
17.	<p>You are now returned to your original criteria. From here, you can change your criteria to perform another search.</p>
18.	<p>End of Procedure.</p>

Note that the budget overview is the only place you can drill down to see all of the entries that make up the current budgeted amount. Budget overview does not give account descriptions, so you should know what account you are looking for or have a guide close by. Budget overview is also currently the only place where you can track initiative budgets/expenses.

### Parent/Child Budgeting and Transferring

Budgeting is done at the child level, but budget checking is done at the parent level only. If the parent has sufficient funding, the journal will pass. The University Budget Office will only contact a department if the parent is overspent. When contacted, the department must transfer budget into appropriate child accounts to cover the over expenditure as well as any other additional anticipated expenses.

PS Account	Description	Type of Account	Can I budget and/or transfer here?
<b>501000</b>	<b>Regular Salary</b>	<b>Parent</b>	<b>NO</b>
501005	Faculty 12 Month	Child	UBO Only
501007	Faculty Reg UG on Track	Child	UBO Only
501009	Faculty Regular Graduate	Child	UBO Only
501011	Faculty NonTenure Not on Track	Child	UBO Only
501013	Staff Exempt	Child	UBO Only
501015	Librarians	Child	UBO Only
501017	Staff Non Exempt	Child	UBO Only
501050	Turnover Expectancy	Child	UBO Only
501061	Transportation Allowance	Child	UBO Only
501063	Moving Compensation	Child	UBO Only
501065	Miscellaneous Salary Adjustmnt	Child	UBO Only
501067	Final Leave Payout	Child	UBO Only
501069	Housing Allowance	Child	UBO Only
501071	Workers Compensation Reserve	Child	UBO Only
<b>501100</b>	<b>Regular Fringe Benefit</b>	<b>Parent</b>	<b>NO</b>
501113	Social Security Contribution	Child	UBO Only
501114	Unemployment Compensation	Child	UBO Only
501117	Health Insurance	Child	UBO Only
501121	Retirees Health Ins Surcharge	Child	UBO Only
501125	Other Post Employment Benefits	Child	UBO Only
501201	HB199 Surcharge	Child	UBO Only
501203	Employee Retirement System	Child	UBO Only
501207	Law Enforcemt Officer Pension	Child	UBO Only
501211	Employee Pension System	Child	UBO Only
501215	Teacher Retirement System	Child	UBO Only
501219	Teacher Pension System	Child	UBO Only
501213	Aetna Optional Retirement Prog	Child	UBO Only

501217	20th Cent Optnl Retirement Prog	Child	UBO Only
501221	TIAA CREF Retirement	Child	UBO Only
501225	Valic Optional Retirement Prog	Child	UBO Only
501229	Other Retirement Systems	Child	UBO Only
501231	Early Retirement Reduction	Child	UBO Only
501302	Supplemental Retirement Match	Child	UBO Only
501414	Workers Compensation	Child	UBO Only
<b>501600</b>	<b>Regular Overtime</b>	<b>Parent</b>	<b>NO</b>
501605	Overtime	Child	Yes
<b>501700</b>	<b>Regular Differential Pay</b>	<b>Parent</b>	<b>NO</b>
501705	Shift Differential Pay	Child	Yes
501715	Asbestos Pay	Child	Yes
501720	Officer in Charge	Child	Yes
<b>501800</b>	<b>Regular Tuition Waivers</b>	<b>Parent</b>	<b>NO</b>
501810	Tuition Waivers	Child	Yes
<b>502000</b>	<b>Contractual Payment</b>	<b>Parent</b>	<b>NO</b>
502003	Contg Staff Exempt Level I	Child	Yes
502005	Contg Staff Exempt Level II	Child	Yes
502007	Contg Staff Non-Exmpt Lev I	Child	Yes
502009	Contg Staff Non-Exmpt Lev II	Child	Yes
502011	Other Contractual Payroll	Child	Yes
502092	Shift Differential Pay	Child	Yes
502094	Overtime	Child	Yes
502113	Taxable Payroll Benefits G C	Child	Yes
502115	NonTaxable Benefits Grt Contr	Child	Yes
502117	Workers Compensation	Child	Yes
502119	NonEmployee Stipends	Child	Yes
502121	Student Teaching Reimbursement	Child	Yes
502123	Other Non Payroll	Child	Yes
502125	Consultnt Market Promotnl Actv	Child	Yes
502127	Release Time Grant	Child	Yes
502129	Release Time Fringe	Child	Yes
<b>502200</b>	<b>Contractual Fringe</b>	<b>Parent</b>	<b>NO</b>
502205	Social Security Contribution	Child	Yes
502207	Unemployment Compensation	Child	Yes
<b>502300</b>	<b>Tuition Waiver Contractual</b>	<b>Parent</b>	<b>NO</b>
502303	Tuition Waiver	Child	Yes
<b>502400</b>	<b>PT Faculty and Lecturers</b>	<b>Parent</b>	<b>NO</b>
502407	Part Time Fall Spring Faculty	Child	Yes
502413	Part Time Summer Faculty	Child	Yes

502415	Part Time Minimester Faculty	Child	Yes
502417	Lecturers	Child	Yes
502419	Department Funded Faculty	Child	Yes
502420	Non Teach Dept Funded Faculty	Child	Yes
502421	Faculty Offload Non Teaching	Child	Yes
502423	Off Load Faculty Socl Security	Child	Yes
502426	Off Load Fac Unemploymt Comp	Child	Yes
<b>502500</b>	<b>Federal Work Study</b>	<b>Parent</b>	<b>NO</b>
502501	Fedl Work Study Student Help	Child	Yes
<b>502600</b>	<b>Regular Student Help</b>	<b>Parent</b>	<b>NO</b>
			Yes
502601	Regular Student Help	Child	
<b>502700</b>	<b>Graduate Assistant</b>	<b>Parent</b>	<b>NO</b>
502701	Graduate Assistant	Child	Yes
<b>603000</b>	<b>Communications</b>	<b>Parent</b>	<b>NO</b>
603003	Postage Regular Bulk	Child	Yes
603006	US Postal Service PR1	Child	Yes
603009	Express Mail UPS Fed Exp DHL	Child	Yes
603012	Subcontracted Mail Services	Child	Yes
603015	Sales Postage Chargeback	Child	Yes
603018	Sales USPS Clearing	Child	Yes
603103	Line Charges	Child	Yes
603106	Local Carrier Payment	Child	Yes
603109	Long Distance	Child	Yes
603112	Long Distance Carrier	Child	Yes
603115	Telecom Service Repair	Child	Yes
603118	Telecom Technician Costs	Child	Yes
603121	Local Charges	Child	Yes
603124	Cellular Phone Pager Chrgbk	Child	Yes
603127	Cellular Phone Pager Costs	Child	Yes
603130	Telecom Shared Usage	Child	Yes
603133	Telecommunications	Child	Yes
603136	Misc Telecommunicatn Charges	Child	Yes
603139	Dept Toll Free 800 Service	Child	Yes
603142	Calling Cards	Child	Yes
603145	UMATS Univ of MD	Child	Yes
603148	DBM PD TELECOMM	Child	Yes
<b>OPERTN</b>	<b>Operating</b>	<b>Parent</b>	<b>NO</b>
604002	In State Travel	Child	Yes
604005	Out of State Travel	Child	Yes

604008	Training In State	Child	Yes
604011	Training Out of State	Child	Yes
604014	In State Recruiting	Child	Yes
604017	Out of State Recruiting	Child	Yes
604103	Hospitality President	Child	Yes
604202	Field Trips	Child	Yes
606110	Coal	Child	Yes
606202	Fuel Oil Type 2	Child	Yes
606203	Fuel Oil Type 3	Child	Yes
606206	Fuel Oil Type 6	Child	Yes
606209	Natural Gas	Child	Yes
606212	Electricity	Child	Yes
606215	Water	Child	Yes
606218	Sewerage	Child	Yes
606221	Energy Conservation Loan	Child	Yes
607003	Purch Lease Car Mini Van	Child	Yes
607006	Purch Lease Light Truck	Child	Yes
607009	Purchase Grounds Vehicles	Child	Yes
607012	Purch Lease Heavy Truck	Child	Yes
607015	Purchase Bus	Child	Yes
607103	Gas Oil Cars Mini Vans	Child	Yes
607106	Gas Oil Light Trucks	Child	Yes
607109	Gas Oil Grounds Vehicles	Child	Yes
607112	Gas Oil Heavy Trucks	Child	Yes
607115	Gas Oil Buses	Child	Yes
607203	Repair Maint General	Child	Yes
607206	Repair Maint Cars Mini Vans	Child	Yes
607209	Repair Maint Light Trucks	Child	Yes
607212	Repair Maint Grounds Vehicles	Child	Yes
607215	Repair Maint Heavy Trucks	Child	Yes
607218	Repair Maint Buses	Child	Yes
607303	Insurance Cost	Child	Yes
607306	Insurance Repair Cost	Child	Yes
608003	Advertise Fac Staff Recruitmt	Child	Yes
608006	Printing Reproduction	Child	Yes
608009	Bookbinding Photographic	Child	Yes
608103	Laundry Services	Child	Yes
608106	Housekeeping	Child	Yes
608112	Exterminating	Child	Yes
608115	Trash and Waste Removal	Child	Yes
608118	Shredding	Child	Yes

608121	Auditing	Child	Yes
608124	Telecom Subcontractor	Child	Yes
608127	Medical Care	Child	Yes
608130	Indirect Cost	Child	Yes
608133	Equipment Rental	Child	Yes
608136	Events Conf Service Rental	Child	Yes
608139	Facilities Rental	Child	Yes
608142	Photocopy	Child	Yes
608145	Quick Copy	Child	Yes
608148	Equipment Repair and Maint	Child	Yes
608151	Radio Repair	Child	Yes
608154	POLICE Weapons Repair	Child	Yes
608157	Building Maint	Child	Yes
608160	Building Repair Maintenance	Child	Yes
608163	Grounds Roads Maint	Child	Yes
608166	Food Services Catering	Child	Yes
608169	Food Catering Fac Staff Recrt	Child	Yes
608203	Management Studies Consultants	Child	Yes
608206	FBI Criminal Check	Child	Yes
608209	Criminal Background Check	Child	Yes
608212	Security Services	Child	Yes
608215	Traffic Control Service	Child	Yes
608218	Temporary Office Assistance	Child	Yes
608221	Key Replacement	Child	Yes
608224	Other Services	Child	Yes
608223	Outside Services Other	Child	Yes
608227	Data Preparation Academic	Child	Yes
608230	Research Contracts Academic	Child	Yes
608233	Contracts Administrative IT	Child	Yes
608234	Credit Card Fee	Child	Yes
608236	Annap Data Ctr Comp Usage	Child	Yes
608239	Interdepartmental Transfers	Child	Yes
619210	Expense Recovery General	Child	Yes
608303	Consultant Service Marketing	Child	Yes
608306	Print Marketing	Child	Yes
608309	Radio Marketing	Child	Yes
608312	Television Marketing	Child	Yes
608315	Direct Marketing	Child	Yes
608318	Sponsorships	Child	Yes
608321	Other Promotional Expenses	Child	Yes
609003	Office Supply under 500 each	Child	Yes






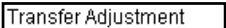

609006	Office Supply Interdprtmntl	Child	Yes
609009	Building Household Supplies	Child	Yes
609012	Housekeeping Supplies	Child	Yes
609015	Promotional Items_Marktg only	Child	Yes
609018	Health Service Vendor Pmts	Child	Yes
609021	Instructn_Vocatnl_Audiovis Sup	Child	Yes
609024	Communications Supplies	Child	Yes
609027	Training Targets	Child	Yes
609103	Health Benefit Grant Clrg	Child	Yes
609106	Dept Transfer Supply	Child	Yes
609109	Food	Child	Yes
609112	Medical Supplies	Child	Yes
609115	Immunizations	Child	Yes
609118	Other Supplies	Child	Yes
609121	Uniforms	Child	Yes
609124	POLICE Ammunition	Child	Yes
609127	Parking Hangtags	Child	Yes
609130	Traffic Flares	Child	Yes
609133	Non return Athletic Equipment	Child	Yes
609136	Invoice to ProCard Clearing	Child	Yes
	RESALE General Books		
609206	Magazines	Child	Yes
609209	RESALE Textbooks New	Child	Yes
609212	RESALE Used Text	Child	Yes
609215	RESALE Graduation	Child	Yes
609218	RESALE Cards	Child	Yes
609221	RESALE Apparel	Child	Yes
609224	RESALE Health and Beauty Aids	Child	Yes
609227	RESALE Supplies	Child	Yes
609230	RESALE Gifts	Child	Yes
609233	RESALE Film Processing	Child	Yes
609236	RESALE Food	Child	Yes
609303	Freight in and out	Child	Yes
609501	Academic IT Supplies	Child	Yes
609505	Academic Software	Child	Yes
610211	Academic IT Replcmt Equipment	Child	Yes
611211	Academic IT New Equipment	Child	Yes
611215	Academic IT Printers New	Child	Yes
611226	Academic Printer Replace	Child	Yes
609601	Admin IT Supplies	Child	Yes
609605	Admin Software	Child	Yes






610221	Admin IT Replcmt Equipment	Child	Yes
611221	Admin IT New Equipment	Child	Yes
611224	Admin Printer Replace	Child	Yes
611225	Admin IT Printers New	Child	Yes
610212	OTS Acad IT Replacement	Child	Yes
610222	OTS Admn IT Replc Equip	Child	Yes
611213	Acad IT New OTS Purchase	Child	Yes
611223	Admin IT New OTS Purchase	Child	Yes
610410	Replace Library Books	Child	Yes
610412	Replace Library Serial	Child	Yes
610420	Replace Library Periodicals	Child	Yes
610441	Replace Library Backruns	Child	Yes
611420	New Library Periodicals	Child	Yes
611421	New Library Books	Child	Yes
611430	Library Serials	Child	Yes
611440	Library Backruns	Child	Yes
610135	Maintnce and Bldg Equip Rep	Child	Yes
611135	Mntc Bldg Equip New	Child	Yes
610105	Audiovisual Equipment Rep	Child	Yes
611105	Audiovisual Equipment New	Child	Yes
610108	Education,Vocation Equip Rep	Child	Yes
611108	Education Vocation Equip New	Child	Yes
610131	Household Equip Carpet Rep	Child	Yes
611131	Household Equip Carpet New	Child	Yes
610101	Office Equip Furniture Replc	Child	Yes
611101	Office Equipment New	Child	Yes
611106	Other Equipment/Furniture	Child	Yes
610103	Other Equip Furn Replace	Child	Yes
611104	Other Equip Furn New	Child	Yes
609110	Univ Pro-Card Unallocated	Child	Yes
609112	Univ Procurement Card Clearing	Child	Yes
612110	Educational Grants Students	Child	Yes
612119	State ScholarFunds Recvd	Child	Yes
612115	Educational Grants Books	Child	Yes
612118	Emergency_Loan	Child	Yes
612131	Sales Tax	Child	Yes
612133	Property Tax	Child	Yes
612135	Admissions Tax	Child	Yes
612137	UBIT Tax Payments	Child	Yes
612120	Taxable Grants	Child	Yes
613110	Rent Paid Non DGS	Child	Yes


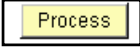



613120	Insurance Non Health_Auto	Child	Yes
613121	Insur Pd State Treasurer	Child	Yes
613115	Rent Paid To DGS	Child	Yes
613210	Subscriptions	Child	Yes
613215	Subscriptions Recruitment	Child	Yes
613220	Association Dues	Child	Yes
613601	Bond Payment	Child	Yes
613225	Insur Pd Non State Treasurer	Child	Yes
613450	Other Fixed Charges	Child	Yes
613410	Licenses	Child	Yes
613606	Interest on Late Pmt	Child	Yes
613605	Interest	Child	Yes
613510	Bad Debt Expense	Child	Yes
614110	Building Additions Improv	Child	Yes
614210	Other Land Improvement	Child	Yes
619310	Grant Indirect Costs	Child	Yes
611460	Document Delivery	Child	Yes
611470	Electronic Resources	Child	Yes
611471	E_Reserves	Child	Yes

## Transferring Funds

Follow the steps below to make transfers that necessitate involvement from the University Budget Office to post.

1.	<p>Click the <b>Commitment Control</b> link.</p> 
2.	<p>Click the <b>Enter Budget Transfer</b> link.</p> 
3.	<p>Click the <b>Add</b> button.</p> 
4.	<p>Click the <b>Look up Ledger Group</b> button.</p> 
5.	<p>Click an entry in the <b>Ledger Group</b> column.</p> <p>Select DPT_BUD_CH to enter departmental transfer. Select GRT_BUD_CH to enter a grant/project transfer.</p> <p><b>Warning:</b> Never post to ALL DETAIL; DPT BUD PA;GRT BUD PA; or any REV</p>
6.	<p>Click the <b>Parent Budget Entry Type</b> dropdown arrow.</p> 
7.	<p>Click the <b>Transfer Adjustment</b> list item.</p> <p><b>Warning:</b> Never select transfer original. If you wish to transfer original budget to another department, you must contact the University Budget Office.</p> 
8.	<p>Enter your journal header description into the <b>Long Description</b> field. This should be used to explain the purpose of your journal.</p>
9.	<p>Click the <b>Budget Lines</b> tab to begin entering the lines of your journal.</p> 
10.	<p>Enter the desired information into the <b>Budget Period</b> field. This indicates what fiscal year you want your entry to be for. Enter only the current fiscal year.</p>
11.	<p>Enter the fund that corresponds to your department.</p>
12.	<p>Enter the department number for the first line of your journal into the <b>Dept</b> field.</p>

13.	Enter the account number into the <b>Account</b> field.
14.	Enter the amount of your journal line into the <b>Amount</b> field. If you are taking budget away, enter a minus sign at the beginning of the number. If you are adding budget, leave the number whole.  Note: You do not need commas or decimal points in the entries.
15.	Click the <b>Show all columns</b> button to expand and show all of the chartfields. 
16.	Note that the additional chartfields are displayed.
17.	Click in the <b>Ref</b> field to enter reference information - person processing transfer. 
18.	Enter the desired information into the <b>Journal Line Description</b> field - the journal line description defaults to the description on the account but should be changed.
19.	Click the <b>Journal Line Copy Down</b> link to add additional lines to your journal. <a href="#">Journal Line Copy Down</a>
20.	Select (or deselect) the items you wish to copy down to the next journal line. Click the <b>Copy Down</b> option.
21.	Click the <b>OK</b> button. 
22.	Click the <b>Insert Lines</b> button. You may add more than one line at a time. 
23.	Click the <b>Insert Lines</b> button. 
24.	Enter the desired information into the <b>Dept</b> field.
25.	Enter the desired information into the <b>Account</b> field.
26.	Enter the desired information into the <b>Amount</b> field.
27.	Enter the desired information into the <b>Ref</b> field.
28.	Click in the <b>Journal Line Description</b> field - the journal line description defaults to the description on the account but can be changed.

29.	Click the <b>Save</b> button. 
30.	Click the <b>Process</b> button. 
31.	Click the <b>Budget Errors</b> tab to see errors (security or other). 
32.	Click the <b>Notify</b> button. 
33.	Type in <b>UBO@towson.edu</b> to send the email notification requesting them to process the journal.
34.	Enter the desired information into the <b>Subject</b> field. Enter a valid value for example: " <b>Budget Journal Requires Posting</b> ".
35.	Enter the desired information into the <b>Message</b> field. Include an explanation for your journal. The explanation should contain any information that may be useful, especially if something is being held up from processing based on this journal.
36.	Click the <b>OK</b> button. 
37.	End of Procedure.

Please note that if you are only transferring with operating you would follow the same procedures as above, but when you process the journal you will not receive the security error and therefore do not need to contact the University Budget Office.

It is very important that you select **Enter Budget Transfer** and not enter budget journal. If you select the budget journal you will have to redo your transfer.







Budget transfers are only to be used to transfer spending authority. They should not be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department 'giving' the spending authority.







You should only use the following ledgers: DPT\_BUD\_CH (department budget child) for transfers of expense budget in or between departments with the same fund. GRT\_BUD\_CH (grant budget child) for transfers in Grant Budgets, and INITIATIVE for using the initiative chartfield to establish a budget and track a small project within your department.

If you are transferring between funds: Self to Self; Self to State; Self to Auxiliary; Auxiliary to Auxiliary; or Auxiliary to State, you should not use the enter budget transfer feature within PeopleSoft. You will need to contact the University Budget Office for the form that needs to be completed. Transfers between these types of departments require that revenue be adjusted, and therefore are processed by the University Budget Office.

### Setting Up an Initiative Budget



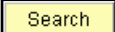

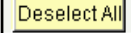



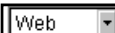
The process for establishing an initiative budget is provided below.

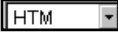










1.	Click the <b>Commitment Control</b> link. 
2.	Click the <b>Enter Budget Journals</b> link. 
3.	Click the <b>Add</b> button. 
4.	Click the <b>Look up Ledger Group</b> button. 
5.	Click an entry in the <b>Ledger Group</b> column. Note: Only select the initiative ledger group when processing a budget journal. Selecting any other ledger group will result in a security error! 
6.	Click on drop down box and select either <b>Original Budget Entry</b> or <b>Adjustment Entry</b> .
7.	Enter the desired information into the <b>Long Description</b> field. You may want to include a description of the initiative you are tracking.
8.	Click the <b>Budget Lines</b> tab. 
9.	Enter the desired information into the <b>Budget Period</b> field.
10.	Enter the desired information into the <b>Dept</b> field.
11.	Enter the desired information into the <b>Account</b> field.
12.	Enter the desired information into the <b>Initiative</b> field.
13.	Enter the desired information into the <b>Amount</b> field. If you are taking budget away, place a minus sign in front of the amount to indicate a decrease.

14.	Click the <b>Show all columns</b> button. 
15.	Enter <b>REFERENCE</b> detail into the REF field. <input type="text"/>
16.	Click the <b>Journal Line Copy Down</b> link to add additional lines to your journal. <a href="#">Journal Line Copy Down</a>
17.	Deselect (or select) the chartfields that you want to copy down to the journal lines you are going to add. <input checked="" type="checkbox"/>
18.	Click the <b>OK</b> button. 
19.	Click the <b>Insert Lines</b> button. 
20.	Enter information in the <b>Account</b> column. <input type="text"/>
21.	Enter the desired information into the <b>Amount</b> field.
22.	Enter the desired information into the <b>Ref</b> field.
23.	Click the <b>Save</b> button. 
24.	Click the <b>Process</b> button. 
25.	Click the <b>Yes</b> button. 
26.	Verify that Budget Header Status equals <b>Posted</b> . <input type="text" value="Budget Header Status: Posted"/>
27.	<b>End of Procedure.</b>

## Using nVision for Budget Information

nVision is the PeopleSoft reporting tool utilized at Towson. These reports provide more detail than the budget overview and can be run at any time. Steps for running an nVision report are provided in the table below.

1.	<p>Click the <b>TU Report Distribution</b> link.</p> 
2.	<p>Click the <b>Run nVision Report Book</b> link.</p> 
3.	<p>Click the <b>Search</b> button.</p> 
4.	<p>If you only have one library of books, after you click search, you will not have to select which library you want to view. If you have more than one library of reports, you will need to select which library you want to view.</p> 
5.	<p>Your library of reports is now displayed. You may need to click <b>View All</b> if you have more than 10 reports in your library.</p> <p>Click the <b>Deselect All</b> button if you don't want to run all of your reports at this time.</p> 
6.	<p>Now you will need to select the reports that you want to run at this time. To select a report click the <b>Run Box</b> next to the specific report.</p> 
7.	<p>Enter the <b>As of Date</b> that you want for your report.</p>
8.	<p>Click the <b>Run</b> button.</p> 
9.	<p>In the server name drop down box, select <b>PSNT</b>.</p> 
10.	<p>Under type, select <b>Web</b>.</p> 

11.	<p>Under format, Select <b>HTM</b> from the list in order to be able to drill down on your report. You can select to run your report directly into Excel by selecting XLS, however this does not allow for drilldown. If you run your report in HTM format, you can always do a <b>File Save As</b>, and then open your report in Excel.</p> 
12.	<p>Click the <b>OK</b> button.</p> 
13.	<p>You have now run your report. Click the <b>Process Monitor</b> link to see when your process is complete and your report is published.</p> 
14.	<p>You are looking to see a run status of <b>Success</b> and a distribution status of <b>Posted</b>.</p> 
15.	<p>Click the <b>Refresh</b> button to update the status of your process.</p> 
16.	<p>After you have <b>Success</b> and <b>Posted</b> as your run status and distribution status, your process is complete.</p>
17.	<p>Scroll to the bottom, and click the <b>Go back to Run nVision ReportBook</b> link.</p> 
18.	<p>Click the <b>Report Manager</b> link.</p> 
19.	<p>Click the <b>Administration</b> tab.</p> 
20.	<p>Select the report that you want to view in the description column.</p> 
21.	<p>Your report now appears.</p> 
22.	<p>You can run a drill down on expenses, revenues, encumbrances and pre-encumbrances. To run a drill down, select the amount you want to drill down on.</p> 

23.	<p>If you are running a drill down on expenses or revenues, Click the <b>Run Drilldown</b> button next to TU Rev Exp Transaction Drill. If you are running a drill down on encumbrances or pre-encumbrances, select the <b>Run Drilldown</b> button next to encumbrance drilldown.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Run Drilldown</div>
24.	<p>A box will appear and when the process is complete, your drilldown will appear.</p>
25.	<p><b>End of Procedure.</b></p>

## Report Names

The table below provides additional information on the meaning of report names.

REPORT ID STARTS WITH:	MEANING:	PREFIX OF REPORT PRODUCED:
DPL	Department Profit and Loss (BBA) Report	TU GL 200.....
DAT	Department All Transactions	TU GL 301.....
DEN	Department Encumbrances	TU GL 302.....
DPR	Department Payroll (Detail Report)	TU GL 303.....
NPL	Node Profit and Loss (BBA) Report	TU GL 200.....
NAT	Node All Transactions	TU GL 301.....
NEN	Node Encumbrances	TU GL 302.....
NPR	Node Payroll (Detail Report)	TU GL 303.....
F	Fund Balance for Department or Grant	TU GL 100.....
P	Project Profit and Loss (BBA Report)	TU GL 200.....

The node level reports are the roll-up reports. Not everyone will have access to the various reports described above.

The Report Produced will either be followed by the Department or Fund, or Node Value

BBA = Budget Balance Available



Users can run the TU RevExp Transaction Drill on a payroll expense number and all transactions are shown; the payroll data will show in 'lump sum' format but will include all entries to the account, including GL (General Ledger) entries.

## WORKING WITH THE DPR, DAT AND DEN REPORTS

Users who need to manipulate data found in these reports should use Excel to do so. Users can choose to either run the report directly into Excel or save it in HTM format and then open the file in Excel. To save an HTM file in order to work with it in Excel, follow the steps below.

1. Open the TUGL301\_XXXXX report.
2. Click on **File**, the **Save As**.
3. Save the report to your PC. (Do not change the file extension – leave as HTM)
4. Open Excel.
5. Navigate to where you have saved the HTM file and open. The report is now in Excel format and the data can be manipulated.

One way to summarize data is to utilize the filter feature in Excel. Filtered data displays only the subset of data that meet the criteria, that you specify and hides data that you do not want displayed.” Perform the steps below to filter in Excel:

1. Select the row that contains the Column Header Information.

2								
		Acctg						
3	Unit	Date	Year	Period	Dept	Fund	Proj/Gran	
4	TOWSN	2008-07-04	2009	1		1000		
5	TOWSN	2008-07-15	2009	1		1000		
6	TOWSN	2008-07-25	2009	1		1000		
7	TOWSN	2008-07-26	2009	1		1000		

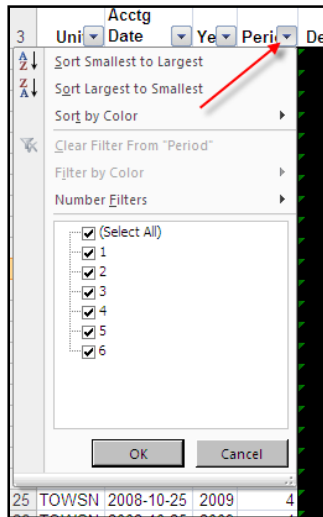
2. On the home tab in Excel 2007, click on **Sort & Filter**.



3. Select **Filter**. All of the Column Headers will now have arrows pointing down on them. These arrows indicate that the data in that column can be used to sort.

	Acctg							Jrnl					
3	Unit	Date	Ye	Peri	De	Fu	Proj/Gra	Initiati	Accou	Sr	Jrnl Dat	Journal ID	Amount
4	TOWSN	2008-07-04	2009	1		4000			602207	ZPA	2008-07-04	PR00000427	0.14

4. To sort on any of the columns, simply click the arrow belonging to the column you want to sort. A dropdown box will appear. This box contains all possible cells that can be sorted on. In this example the period column was selected:



6. To sort and only display those entries that hit in period 1 (July), simply uncheck the box located next to the select all option; then check the box located next to **Period 1**. Then Click **OK**. This will now only show you entries for Period 1.

Note that the filter feature does not delete the other data; it simply hides it in order to collapse information. To bring back all other data, simply click on the drop down again, and check the box next to select all. Or you can go back to the filter feature in the menu bar, and turn the filter off. You can filter multiple times as well. For example, if you only want to see Pcard Journals from September, filter on period and show only period 3; then filter on journal source and show only PCD journals.

Please note that the bottom of these reports is a total dollar amount. This amount sums all of the entries. When you filter, since it only hides other rows of data – the amount stays the same. It does not sum what is being filtered on. You can print the filtered data by simply clicking print. Remember to delete or hide certain columns that you do not need before printing.

## APPENDIX 1: CHART OF ACCOUNTS DEPARTMENT/GRANT RANGES

	DEPARTMENTS	FUNDS	PROJECTS
Category			
<u>State Support</u>	10000-29999	1000	
<u>Self Support</u>	30000-39999	2000-3999	
<u>Auxiliary</u>	40000-49999	4000-4999	
<u>Academic Grants</u>	50000-54999	5000	5000000-5199999
<u>ECO Grants</u>	55000-56999	5500	5800000-5899999
<u>Other Grants</u>			
Administration	59000-59999	5000	5200000-5299999
Student Affairs	57000-57999	5000	5300000-5309999
University Advancement	58000-58500	5000	5320000-5329999
Executive	58600-58699	5000	5330000-5399999
Fiscal Planning & Services	59200-59700	5000	5900000-5900500
<u>Other Restricted</u>			
Financial Aid	61000-62010	6001	6100000-6109999
Pell	62025	6010	6105000-5105999
SEOG	62032	6040	6101100-6101200
Fin Aid Adjustments	62030-62080	6050	6103000-6103999
Work Studies	63000-63025	6060-6070	6102000-6104999
<u>Loans</u>	70000	7000	7007200-7007300
<u>Perkins Loan</u>	70000	7000	7007100
<u>Loan Adjustments</u>	70149	7000	7007149
<u>Endowments</u>	75000	7500	7560000-7569999
<u>Quasi Endowment</u>	76000	7500	7600000
<u>Plant</u>	80000	8000	
<u>Plant Administrative</u>	89999	8000	8000000-8999999
<u>Agency</u>	91000-98000	9100-9800	

## APPENDIX 2: ACCOUNT CATEGORIES

<b>Revenue</b>	400001-499999
<b>Object 1 Salary and Fringes</b>	500001-501999
Salary	501001-501099
Fringe	501101-501499
Overtime	501605
Differential Pay	501701-501799
Tuition Waivers	501810
<b>Object 2 Salary and Fringes</b>	502000-502999
Salary	502001-502199
Fringe	502201-502299
Tuition Waivers	502303
PT Fac/Lecturers	502401-502499
Federal Work Study	502501
Regular Student Help	502601
Graduate Assistants	502701
<b>Object 3 Communications</b>	603001-603500
<b>Object 4 Travel</b>	604001-604999
<b>Object 6 Fuel and Utilities</b>	606001-606999
<b>Object 7 Vehicles</b>	607001-607999
<b>Object 8 Contractual Services</b>	608001-608999
<b>Object 9 Supplies &amp; Materials</b>	609001-609999
<b>Object 10 Equipment Replacment</b>	610001-610999
<b>Object 11 Equipment Additional</b>	611001-611999
<b>Object 12 Grants Subsds &amp; Contrib.</b>	612001-612999
<b>Object 13 Fixed Charges</b>	613001-613999
<b>Object 14 Land &amp; Structure</b>	614001-614999

## APPENDIX 3: CONTACT INFORMATION

### Phone/Email Contacts

**Original Budgets** – For questions related to your original budget, contact your Divisional Budget Officer.

**Revised Budget** – For questions related to revisions made to your budget, including transfers, contact the University Budget Office at x4-2182 or [UBO@towson.edu](mailto:UBO@towson.edu).

**Budget Overview** – For questions related on how to do a budget overview, contact the University Budget Office at [UBO@towson.edu](mailto:UBO@towson.edu).

**AP Payments/Payroll/Travel** – For questions related to vendor payments, Payroll or Travel, contact Financial Services at x4-5599 option 1.

**Procurement** – For questions related to requisitions or purchase orders, contact the Procurement Department at x4-5599 option 3.

**Journal Entries/Charges/Expenses/Spreadsheet Uploads** – For questions related to expenses or credits that have posted to your department, or for problems with Spreadsheet Uploads, contact Financial Services at x4-5599 option 2, or [finservehelp@towson.edu](mailto:finservehelp@towson.edu).

**nVision** – For questions on nVision problems or questions, contact Financial Services at x4-5599 option 2, or [finservehelp@towson.edu](mailto:finservehelp@towson.edu).

### Web Contacts

The online chart of accounts can be found on the Financial Services Web site at <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/index.asp>

For more information on PeopleSoft, visit the PeopleSoft Financials Web site at <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/FinancialSystems-Welcome.asp>

For more information on budgets, including Towson University's Operating Budget and Plan, visit the University Budget Office Web site at <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/index.asp>