Working with Initiatives in PeopleSoft Financials
What is an Initiative? PeopleSoft Financials allows for the use of an additional chartfield further classifying activities into detailed categories; 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. Departments will have the flexibility to determine what they want to track as an Initiative.

Establishing an Initiative Budget

How to enter an Initiative Budget

1. Click the **Commitment Control** link.

2. Click the **Enter Budget Journals** link.

3. Click the **Add** button.

4. Click the **Look up Ledger Group (Alt+5)** button.

5. From the Ledger Group list, select Initiative.

   NOTE: ONLY select the Initiative Ledger Group when processing a Budget Journal. Selecting any other Ledger Group will result in a Security Error at the end and will NOT post.

6. Click on drop down box for Budget Entry Type and select either Original Budget Entry or Adjustment Entry.

7. Enter the desired information into the **Long Description** field. You may want to include a description of the Initiative you are tracking.

8. Click the **Budget Lines** Tab.

9. Enter ALL into the **Budget Period** field. Enter

10. Enter the DEPARTMENT number into the **Dept** field.

11. Enter the ACCOUNT number into the **Account** field.

12. Enter the INITIATIVE CODE into the **Initiative** field.
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<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
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<tbody>
<tr>
<td>13.</td>
<td>Enter the BUDGET AMOUNT into the <strong>Amount</strong> field. If taking budget away - use a minus sign to indicate a decrease.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Show all columns</strong> button.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter <strong>REFERENCE</strong> detail into the REF field. Example could be last name of person entering journal. Then enter a Description in the JOURNAL LINE DESCRIPTION FIELD. This is a good place to help identify the transaction and its purpose.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>Journal Line Copy Down</strong> link to add additional lines to your Journal.</td>
</tr>
<tr>
<td>17.</td>
<td>Deselect (or select) the chartfields that you want to copy down to the Journal lines you are going to add. (Only the selected lines will copy down to the new journal line)</td>
</tr>
<tr>
<td>18.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>19.</td>
<td>Indicate number of lines you want to add in the LINES TO ADD field. Click the <strong>Insert Lines</strong> button.</td>
</tr>
<tr>
<td>20.</td>
<td>Journal lines will copy down as indicated. For values not copied down, fill in desired information into appropriate fields as done in steps 9 – 13 for all lines.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the <strong>Process</strong> button.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>Yes</strong> button when asked are you sure you want to post this journal.</td>
</tr>
<tr>
<td>24.</td>
<td>Verify that Budget Header Status equals <strong>Posted</strong>.</td>
</tr>
<tr>
<td>25.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
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Users can review their Initiative just as they review their department in Budget Overview.

Steps on Using Budget Overview for Initiatives:

1. In Budget Overview – select the INITIATIVE LEDGER GROUP

   **Budget Inquiry Criteria**

   **Budget Overview**

   **Amount Criteria**

   **Budget Type**

   "Business Unit:"  
   
   Ledger Group/Set:  
   
   Ledger Group:  
  
   **TimeSpan**

   "Type of Calendar:"  
   
   "Details Budget Period"  
   
   **CharField Criteria**

   **Budget Status**

2. Enter the department number you want to review initiative data on. If department is using more than one initiative, you will also want to enter the Initiative Number in this criteria step. Then click Search. NOTE: Users should always use the department they are reporting on and NOT just the Initiative number since these Initiatives are not restricted by department.

   **Budget Inquiry Criteria**

   **Budget Overview**

   **Amount Criteria**

   **Budget Type**

   "Business Unit:"  
   
   Ledger Group/Set:  
   
   Ledger Group:  
  
   **TimeSpan**

   "Type of Calendar:"  
   
   "Details Budget Period"  
   
   **CharField Criteria**

   **Budget Status**


Data returned only shows that department/initiative combination:

Users can drill down on the expense (and budget if applicable) to see the data related to only that initiative.

While there is no nVision report specific to Initiatives, the DAT report for departments does contain the necessary information and can be filtered on to see related expenses as well. Budget for Initiatives can only be viewed in Budget Overview.
NOTES:

- Steps are a little different than a ‘regular’ transfer.
- It is NOT required to enter a budget for an initiative, it is optional.
- In order to track the Initiative, the associated value must be present on the transaction.
- Budget checking is not done on the initiative; the budget checking is done just at departmental parent level just as regular expenses are checked.
- This process does NOT take budget out of the regular department/account combination; it is similar to a shadow system.
- Initiatives cannot be used with Revenue or Grants.
- Initiatives do not use a Fiscal Calendar; they use a Perpetual Calendar (ALL).
- Transactions must be coded with the initiative number in order to ‘post against’ that Initiative.
- For transactions that are posted that did not contain the Initiative, users can submit journal to reclassify the expense; the entry would have the expense credited on one line, and the next line would have the same data as a debit, but would also include the Initiative.
- The expense will always show on the department’s budget reports. The DAT report will show the expense, and will also show an initiative number if utilized.
- Initial set up will include a valid range of 00001 – 00050. Departments can use any valid number to track their self defined Initiative.
- Departments can also request to have an Initiative established using an Alpha characters by contacting the PeopleSoft Team; PSteam@towson.edu. The email should include the five (5) characters being requested to be established. Please include a brief description of the Initiative.
- Security is based on the department chartfield.