Introduction to PeopleSoft Financials
Learn How To Spend Money at BC

• Do I have enough money

• How do I spend my money

• What is the proper method of payment

• How did I spend this year compared to last year
Class Objectives

By the end of class, you will be able to:

1. Explain in general terms how BC does business

2. Explain the different features of the PeopleSoft modules and how they function together

3. Define how different valued purchases are handled at BC

4. Explain the purpose of the Chart of Accounts

5. Identify three ways to look up your budget

6. Navigate from BC website to PeopleSoft Financials and sign-on
Doing Business at Boston College

**Budgeting**
Allocating funds:
- Operating
- Grants
- Gifts

**Managing**
Using reports to manage spending:
- ACR
- Budget Inquiry
- Transaction Dtl Inquiry

**Fiscal Cycle**

**Spending**
Purchasing and paying for goods and services:
- Vouchers
- Purchase Orders
- Expenses
PeopleSoft Module Flow

- **eProcurement Module**
  - **Purchase from a vendor over $5000**
- **Commitment Control Module**
  - **Reimburse Employees**
  - **Check Budget and Perform Budget Transfers**
- **Travel/Expense Module**
- **Accounts Payable Module**
  - **Pay a vendor under $5000**
- **Reports and Inquiries**
Commitment Control Module

Definition
Tool to enforce budgetary control over Expense Accounts and budgetary tracking over Revenue Accounts

When do I use it?:
- Perform budget transfers
- View funds available
- Perform budget checking from other modules
Accounts Payable Module

Definition
Tool to pay vendors

When do I use it?
- Pay companies and individuals
- Create Vouchers for payment
Expense Module

**Definition**
Tool to reimburse employees for travel and business expense

**When do I use it?**
- Reimburse employees
  - Travel Related
  - Reimbursable Office Expense
 Definition
Tool to create/monitor *Requisitions* which become Purchase Orders

When do I use it?

- Requisitions
  - Regular
  - Blanket orders
- eProcurement process includes:
  - Creating requisitions
  - Agreements
  - Maintenance contracts
  - Monitoring
  - Approving
Match the functionality to the module.

<table>
<thead>
<tr>
<th>Function</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reimburses employees</td>
<td>1. Accounts Payable</td>
</tr>
<tr>
<td>• Create and monitor requisitions</td>
<td>2. eProcurement</td>
</tr>
<tr>
<td>• View Funds Available</td>
<td>3. Commitment Control</td>
</tr>
<tr>
<td>• View Purchase Order number</td>
<td>4. Expense</td>
</tr>
<tr>
<td>• Perform Budget Checking</td>
<td></td>
</tr>
<tr>
<td>• Create Vouchers for Payment</td>
<td></td>
</tr>
</tbody>
</table>
Ch. 2 - 3 Ways To Purchase

1st Choice: PCard < $5000

2nd Choice: Voucher < $5000

3rd Choice: Req/PO> $5000
P-Card

P-card Program - Visa

- Handy tool to obtain small dollar items
- Single Transaction Limit under $5000 (University Funds**)
- Shared Chart String Limit
- Need to reconcile statement
- Acceptable: Dunkin Donuts, Pinos Pizza, Bruegger’s Bagel
- Unacceptable: Vinny Testas Restaurant, Red Sox tickets

Contact – Cecilia at Purchasing 2-3055
Accounts Payable

- Incurred the expense – Invoice in hand
- Purchases under $5,000
- Check mailed directly to vendor unless otherwise specified

Contact – Carolyn at Purchasing 2-8911
e-Procurement

- Request for purchase
- Should be used for any purchase over $5000
- Bids need to be done on those purchases
- Requisition *pre encumbers* the money
- Purchase Order *encumbers* the money
- Requisition is then turned into a Purchase Order

Contact Purchasing at 2-3055
Review

- What is the difference between a Voucher and a Requisition?
- What is the difference between a Requisition and a PO?
- What does it mean to have your funds pre-encumbered?
- If I take someone out to lunch, can I use my p-card?
Allocating funds:
- Operating
- Grants
- Gifts

Purchasing and paying for goods and services:
- Vouchers
- Purchase Orders
- Expenses

Using reports to manage spending:
- ACR
- Budget Inquiry
- Transaction Dtl Inquiry

Ch. 1 - Doing Business at Boston College
What is the Chart of Accounts?

• An information structure for all financial systems

• An organizing framework that helps you track your financial transactions against the correct budget

• Allows for sophisticated financial reporting
Overview of COA Structure

- Eight chartfields, each with a unique purpose
- The type and purpose of the transaction determines what chartfields to complete
- Combination of Chartfields brings meaning to the transaction
## Who Owns The Transaction?

### DeptID

<table>
<thead>
<tr>
<th>DeptID (6)</th>
<th>Fund (3)</th>
<th>Fund Source (5)</th>
<th>Program</th>
<th>Function</th>
<th>Property</th>
<th>Account</th>
<th>Project/Grant</th>
</tr>
</thead>
</table>

- **Definition:**
  - *Identifies specific organizational units within BC*

- **Examples:**
  - 011xxx – Athletics
    - 011001 – Athletics General
    - 011101 – Football Men’s
How is the Transaction Funded?

Fund & Fund Source

- **Fund**
  - *Global classification of funding source – where’s the money coming from*
  - Examples:
    - 100 - Operating
    - 500 – Sponsored Programs

- **Fund Source**
  - *Specific sources from operations, sponsors, donors*
  - Examples:
    - 10000 – General
    - 12010 – Federal Government
Fund and Fund Source Examples

Fund (3)

- Budgeted/General 100-199
  - Operating

- Expendable Gifts 200-299
  - Designated
  - Restricted

- Auxiliaries 300-399
  - Dining Services
  - Bookstore

- Sponsored 500-599
  - Sponsored Programs

Fund Source (5)

- University 10000 – 11999
  - General 10000
  - LSOE Deans Fund 11706

- Sponsored Activities 12000 – 12999
  - Federal Government 12010
  - State Government 12020

- Designated Gifts 13000 – 19999
  - BC Band 13040

- Restricted Gifts 20000 – 39999
  - Acct KPMG Peat Marwick 20035
### What Activity Is Money Being Used For?

#### Program

<table>
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</tr>
</thead>
</table>

- **Definition:**
  - *Formal (named) and informal activities*

- **Examples:**
  - 12026: Hockey-Beanpot
  - 13002: Appalachia Volunteers
  - 17016: Commencement
Program Ranges and Examples

- University Programs 10000 – 11999
  - Academic-Chairs 10000 – 10999
    - Walsh Endowed Chair
  - Academic-Other 11000 – 11999
    - Ph.D. Finance Summer
- Auxiliary 12000 – 12999
  - Intramurals
- Mission and Ministry 13000 – 14999
  - Appalachia Volunteers
- Student Organizations 15000 – 16999
  - Theater Productions
- Other Programs 17000 – 17999
  - Life Skills Program
How Is The Money Being Used?

**Function**

- **Definition:**
  - *Functional Purpose or Activity*

- **Examples:**
  - **Revenues 010 – 099**
    - 011 Tuition & Fees
    - 021 Auxiliary Enterprises
  - **Expenses 101 – 909**
    - 101 Instruction
    - 301 Sponsored Research
Function Categories and Examples

- Operating 011-051
- Non-Operating 061-081
- Instruction 101-106
- Academic Support 201-202
- Sponsored Research 301
- Institutional Research 302
- Student Services 401
- Auxiliary 501
- General Administrative 601
- Operations & Maintenance 609
- Public Service 701
- Other 801-802
- Financial Aid 901-902
## Property

<table>
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<th>Program (5)</th>
<th>Function (3)</th>
<th><strong>Property</strong> (5)</th>
<th>Account</th>
<th>Project/Grant (7)</th>
</tr>
</thead>
</table>

- **Definition:**
  - *Tracks financial activity by building, campus, campus sector, or off-site location*

- **Examples:**
  - 14201 – St Thomas More
  - 52801 – Vanderslice Hall
### What is the Transaction?

**Account**

<table>
<thead>
<tr>
<th>DeptID (6)</th>
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<th>Program (5)</th>
<th>Function (3)</th>
<th>Property (5)</th>
<th>Account (5)</th>
<th>Project/ Grant (7)</th>
</tr>
</thead>
</table>

- **Definition:**
  - Classifies Assets, Liabilities, Net Assets/Equity, Revenue, Expense and Transfers

- **Examples:**
  - **Revenue - 40000-49999**
    - 41000 Tuition - Undergraduate
    - 46300 Parking Fees
  - **Expenses - 50000-79999**
    - 51100 Admin FT Salaries
    - 68902 Domestic Travel
Budget Relationships

Budget/Actual same:

*Budget and actuals are accounted at same level*

<table>
<thead>
<tr>
<th>Budget Checking Account</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pcard</td>
<td>68370</td>
</tr>
<tr>
<td></td>
<td>68370</td>
</tr>
<tr>
<td>Other examples</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>64010</td>
</tr>
<tr>
<td>Equip Major over 5K</td>
<td>65230</td>
</tr>
<tr>
<td>Extraordinary Expense</td>
<td>65310</td>
</tr>
<tr>
<td></td>
<td>65310</td>
</tr>
</tbody>
</table>
Budget Relationships – Parent/Child Accounts

Budget - Parent
Travel - 68900

Consulting 68901
Domestic 68902
Foreign 68903

The account used to process is at the child level - Actuals
Budget Relationships – Parent/Child Accounts

Parent/Child:

*Budget is rolled up to a parent account and the actuals are accounted at child level*

<table>
<thead>
<tr>
<th>Budget Checking Account</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>68900</td>
</tr>
<tr>
<td></td>
<td>68901 – Consulting</td>
</tr>
<tr>
<td></td>
<td>68902 – Domestic</td>
</tr>
<tr>
<td></td>
<td>68903 – Foreign</td>
</tr>
<tr>
<td>Other example</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>68300</td>
</tr>
<tr>
<td></td>
<td>68301 – Print/Reproduction</td>
</tr>
<tr>
<td></td>
<td>68302 – Print Catalogs</td>
</tr>
</tbody>
</table>
• General ^64001 is a rollup for

  – Aptitude Testing 64300
  – Computer Software under 5k 64355
  – Computer Services On line 64360
  – Contract Services 64410
  – Licensing & Permit Fees 65010
  – Dues and Memberships 65020
  – Equipment Repair & Maint 65210
  – Equipment Rental or Lease 65220
  – Equipment Minor 5k or less 65240
  – Flowers 65410
  – Gifts and Memorials 65510
  – Mailing Postage & Freight 68010
  – Onsite meetings and meals 68150
  – Prizes and Awards 68350
  – Professional Independent Svcs 68390
  – Royalty & Copyright Expense 68510
  – Supplies Books & Periodicals 68710
  – Supplies China 68720
  – Supplies General 68730
  – Supplies Laboratory 68740
  – Supplies Media Purch & Rent 68750
**Project/Grant**

<table>
<thead>
<tr>
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<th>Project/Grant  (7)</th>
</tr>
</thead>
</table>

- **Definition:**
  - Tracks *project and grant financial activity*

- **Examples:**
  - 50000000-59999999 – Sponsored Projects
  - 80000000-89999999 – Capital Projects
Chart of Accounts – BC Chartfields

**ChartField** | **Definitions**
--- | ---
Dept ID | Department or responsibility center
Fund | Global classification of funding source
Fund Source | Identifies specific sources from operations, sponsors, donors
Program | Formal (named) and informal Programs
Function | Functional purpose and activity
Property | Buildings
Account | Asset, Liability, Net Asset, Revenue, Expense classifications
Project/Grant | Sponsored programs and capital projects
Examples of Spending
Using PeopleSoft Chartfields

Charging an Expense Against a General University Budget

*Paying Travel Expense Reimbursement for Associate Director in Admissions*

```
DeptID: “050121” Admissions
Fund: “100” Operating
Fund Source: “10000” General University
Function: “401” Student Services
Account: “68902” Travel-Domestic

050121.100.10000.00000.401.00000.68902
```

Program  Property
Using PeopleSoft Chartfields

Associating an Expense with a Program

Paying Travel Expense Reimbursement for Recruiting by Associate Director in Admissions

DeptID: “050121” Admissions
Fund: “100” Operating
Fund Source: “10000” General University
Program: “18000” Recruiting
Function: “401” Student Services
Account: “68902” Travel-Domestic

050121.100.10000.18000.401.00000.68902
Charging an Expense Against a Grant

*Paying for Equipment from a Federal-Funded Research Grant to the Institute for Scientific Research*

- **DeptID**: “051301” Institute Scientific Research
- **Fund**: “500” Sponsored Programs
- **Fund Source**: “12010” Federal Govt.
- **Function**: “301” Sponsored Research
- **Account**: “65230” Equipment
- **Project/Grant**: “5000148” Airforce

051301.500.12010.00000.301.00000.65230.5000148
1. You have been given an invoice for “Boston Consortium Yearly Dues”

What account number would you check to see if you have enough funds? What account number would you use to process the invoice?

2. You work in Public Relations at BC and are recruiting new freshman. An invoice for the advertising costs is handed to you.

What account number would you check to see if you have enough funds? What account number would you use to process the invoice?

3. You are buying a shredder for $1,500

Where do you go? What do you do?

4. Your boss comes back from New York with a hotel bill and e-ticket for his flight

What do you do with this?
Doing Business at Boston College

Budgeting
Allocating funds:
- Operating
- Grants
- Gifts

Managing
Using reports to manage spending:
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- Transaction Dtl Inquiry

Fiscal Cycle

Spending
Purchasing and paying for goods and services:
- Vouchers
- Purchase Orders
- Expenses
• Learn about different tools to look up your budget information

• Be familiar with login procedures and PeopleSoft screens

• Describe the different elements of PeopleSoft navigation
Query - ACR Queries

- Good for high level view of all Accounts in your dept.
- Can download & analyze in Excel
- Criteria selection and wild-card use allows for great flexibility
- Generates raw data, no totals
- Custom BC Query

Updated: 11:00am, 2:30pm, 7:30pm
Inquiry – Budget Inquiry

- PeopleSoft delivered
- Simple view of Pre-encumbrance, encumbrance, available balance
- Can save search criteria
- Evaluate one transaction at a time

Updated: Real time information; Live
Inquiry – Transaction Detail Inquiry

- Can view one budget at a time
- Similar to Budget Details, but displays more transaction detail
- Useful descriptions of all types of transactions

Updated: 4:00am (Yesterday’s data)
Vista – ACR/TDR Reports

https://myreports.bc.edu/
Enter username and password

- Electronic version of month-end reports
- Can search on Chartfield criteria
- Preformatted for readability

Data Updated:
- Monthly
- (Snapshot of prior closed month)
Accessing PeopleSoft

1. Click on the website and enter in your username/password
2. Bookmark PeopleSoft in your web browser

PeopleSoft Homepage

PS Financials Login

Click on the website and enter in your username/password

Bookmark PeopleSoft in your web browser
人民软件金融主页

金融管理系统
该金融管理系统（FMS）办公室是您获取信息、协助、新闻和培训的来源，重点是波士顿学院人民软件的管理信息系统。人民软件金融网站包括以下信息：

用户支持文档
模块特定的快速参考和逐步指南，图表、常见问题、有用提示、FAQs和在线表格

公告和日程
人民软件金融的特定公告和演示/培训日程

联系信息
客户服务联系人、部门经理和使用人民软件金融的部门用户

[返回网站/反馈] 顶部页面

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PeopleSoft Financials

LOGIN

LOGIN INSTRUCTIONS:

Until otherwise notified, you will login to PeopleSoft Financials by going to the following URL:

Step 1: Go to [http://www1.bc.edu/pspy/FS4PROD/psmd-login](http://www1.bc.edu/pspy/FS4PROD/psmd-login)

Step 2: Save URL as a favorite before logging in.

Step 3: Log In with the same username and pin number that you use in Agora.

Recommendation: Use Internet Explorer - Version 6 or greater
Resources

- PeopleSoft Helpline – 2-8911
- PeopleSoft Webpage
  www.bc.edu/offices/fvp/psfinancial/
- Purchasing Webpage
  www.bc.edu/offices/purchasing/
- Budget Webpage
  www.bc.edu/offices/budget/
- Accounts Payable
  www.bc.edu/offices/acctpay/