

# PeopleSoft Financials Training

## Operating Budgets

**2:30-3:40**

Budget Translation Tree

Budget Transfers and Journals

HR Account

Salary Encumbrances

**3:50-4:30**

Funds 110 and 111:

Carry Forward Funding

Associated Operating Budgets

# Budget Translation Tree

**Two main levels:** Budget Checking Account

Actuals Account

*Either*

budget and actuals are  
accounted at same level

Example: PCard 68370

*Or*

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

Example: Travel 68900

68901 Travel Consulting  
68902 Travel Domestic  
68903 Travel Foreign

# Budget Transfers and Journals

## Budget Transfers

Department administrators have online access

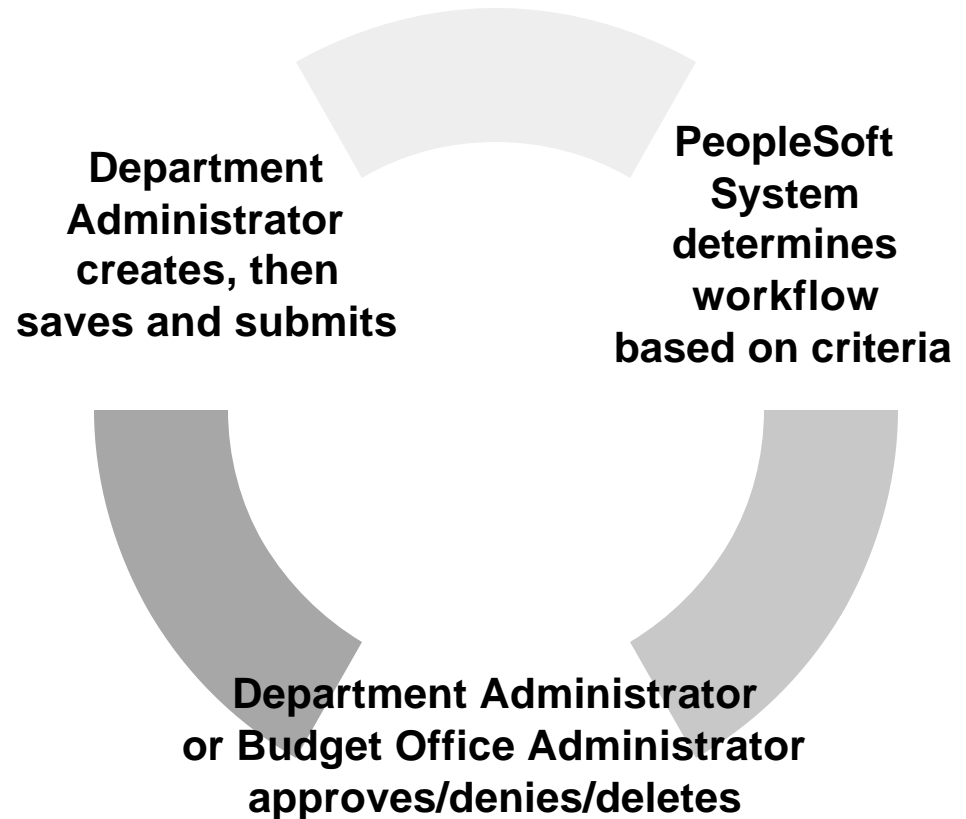
From an expense budget  
To an expense budget

*or*

From a revenue budget  
To a revenue budget

Within the same fund

Workflow steps are determined by transfer type and account values,  
Steps in Workflow Audit field,  
may save with errors



# Budget Transfers and Journals

## Budget Journals

Department Administrators do not have online access

Use Budget Change Request form

Funds transfer using both revenue and expense budgets

May cross operating funds

**Department Administrator**  
fax or email request

**Budget Office Administrator**  
approves or denies

**Budget Office Administrator**  
posts journals

# View Budget Transactions

Budget Details Inquiry Page

ACR Queries  
ACR Report

Transaction Detail Inquiry

Vista ACR Report  
Vista TDR Report

**Data is updated as of:**

**Real time of transactions**

**11:00 AM, 2:30 PM, 7:30 PM**

**4:00 AM**

**Static by month**

# View Budget Transactions

## Budget Details Inquiry Page

Commitment Control → Review Budget Activities → Budget Inquiry → Budget Details  
View one chartstring at a time  
Useful for drilling down to details

## ACR Queries

Reporting Tools → Query Viewer

BC\_GL\_ACR\_STDNT\_SLRY view chartstrings for a single department,  
*except position salary*

BC\_GL\_ACR\_ALL\_SLRY view all chartstrings for a single department

BC\_GL\_ACR\_RANGE\_ALL\_SLRY view chartstrings for multiple departments

Useful for viewing multiple departments or account ranges within a division or school for comparisons of budgets and balances

## ACR Report

BC Reports → ACR Report

Include all salary or student salary budgets depending on authorization

Same data as ACR queries, with the addition of totals

# View Budget Transactions

BC\_GL\_ACR\_STDNT\_SLRY

BC\_GL\_ACR\_ALL\_SLRY

BC\_GL\_ACR\_RANGE\_ALL\_SLRY

## Transaction Detail Inquiry

BC Reports → Commitment Control → Transaction Detail Inquiry STNDT SLRY

BC Reports → Commitment Control → Transaction Detail Inquiry ALL SLRY

Useful for viewing line descriptions of all types of transactions

Similar to the Budget Details page, with all transaction detail

# View Budget Transactions

**Vista ACR**

**Vista TDR**

**<https://myreports.bc.edu/Vista/login.jsp>**

**Log on with same user id and password as used for PeopleSoft Financials**

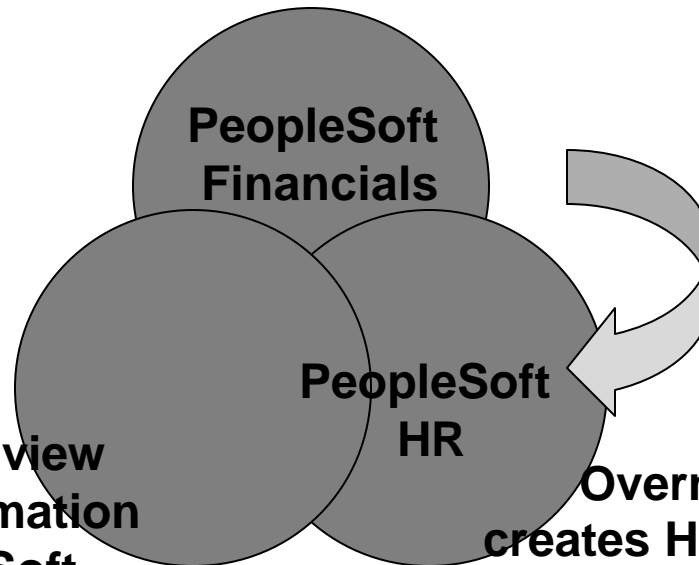
**Most current version/generation will open first, or select from list**

**For detailed instructions: <http://www.bc.edu/offices/budget/forms/>**

**For help with access: call the FMS Helpdesk at extension 2-2100**

# HR Account Code

**New salary chartstring is created in  
PeopleSoft Financials**



**Administrators can view  
current budget information  
in both the PeopleSoft  
Financials and HR system**

**Overnight process  
creates HR Account Codes  
based on new chartstring**

# HR Account Code

BC Account Code Inquiry - Microsoft Internet Explorer

Address: https://www7.bc.edu:7002/servlets/jclicentservlet/HR83PROD/?cmd=start&

PeopleSoft.

Home > Bc Custom > BC Custom > Inquire > Account Code Lookup

Account Code Detail

HR Account Code: 22502-100-10000-53311D001

Account Code Details View All First 1 of 1 Last

Effective Date: 05/01/2008 Status: Active

Description: Salary BC Students

Short Desc: SALR-STD

Chartfield Details

DeptID	Fund	Fund Source	Program	Project/Grant	Property	Function	Account
022502	100	10000	00000		00000	601	53311

Return to Search Next in List Previous in List

Internet

**Note:**

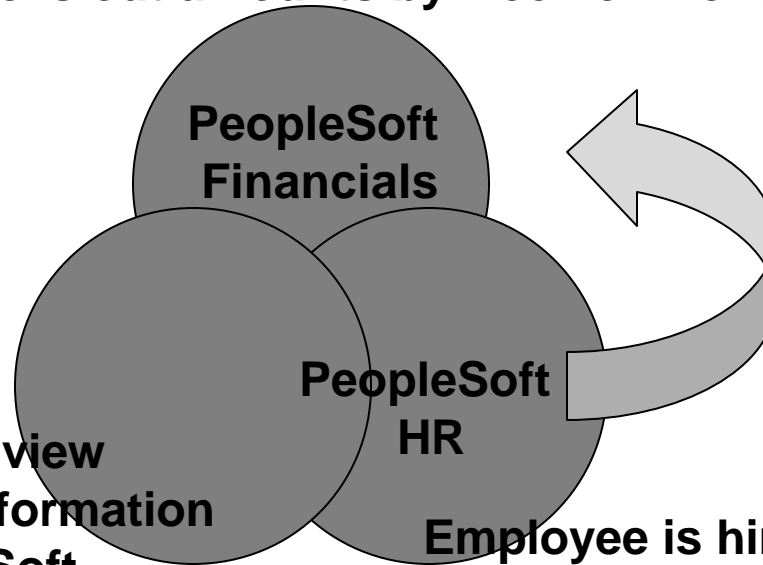
**No zero at beginning of department code**

**Not all chartfields are included in HR Account**

**Sequence Number is added to HR Account**

# Position Salary Encumbrances

**Overnight process creates an initial salary encumbrance, and then backs out amounts by week or month**

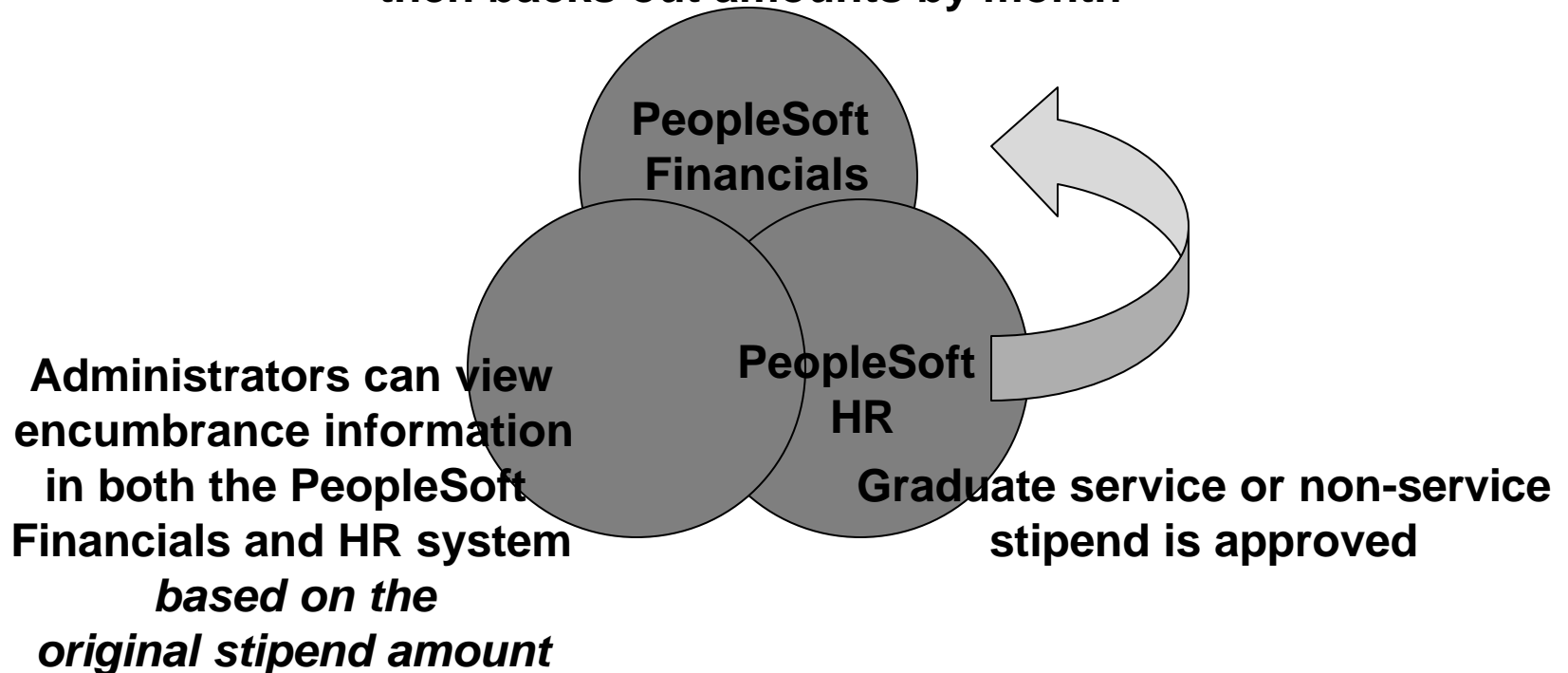


**Administrators can view current encumbrance information in both the PeopleSoft Financials and HR system**

**Employee is hired and approved**

# Graduate Encumbrances

**Overnight process creates an initial encumbrance, and then backs out amounts by month**



# Carry Forward Funding

At fiscal year end, two operating funds are considered for carry forward funding:

Operating Carry Forward 110

Associated Operating 111

## **What is the difference between funds 110 and 111?**

Fund 110 is used for very limited expense budgets, including those that have only partial external revenue support. If revenue supported, expense account increases vary based on agreements. Usually has some planbase funding.

Fund 111 is used when all revenue is from outside university funds. As revenues are deposited, the associated expense account increases and is available for expenditures. Re-funds itself each year with no planbase.

## **How is the carry forward amount determined?**

1. Revenue actuals for the year are added to the prior year carry forward budget
2. Expense actuals for the year are subtracted from this total amount
3. If the difference is positive, this becomes the carry forward amount (if >\$25)
4. Budget transfers are not included in the calculations as a general rule.

# Associated Operating Budgets

Two main levels: Budget Checking Account

Actuals Account

Budget transfers are accounted at this level, whether within the department or from an other department

Examples: General 64000  
PCard 68370

has *child* accounts  
does not have *child* accounts

Revenue must be deposited at this level

Example:

Other Rev 46000

Conf Fees 46010  
Membership Fees 46050  
Misc Rev 46200  
Other Rev Univ Funds 46205  
Fee Other 42090

# View Associated Budgets

Budget Details Inquiry Page

**Differences from other operating:**

**Revenue increases available budget  
*not* Budget amount on first line**

ACR Queries  
ACR Report

**Revenue and expense totals on ACR Report**

Transaction Detail Inquiry

**No difference**

Vista ACR Report  
Vista TDR Report

**Revenue and expense totals on ACR**