

Budgets, Etc!

Resource Planning & Allocation



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Purpose of Training

- Utilize PeopleSoft Finance to track your department's revenue & expense budgets and fund (cash) balance
- Complete a budget journal
- Utilize PeopleSoft HRMS to look up a position in the Department Budget Table and look up a combo code (funding source)
- Complete a Position Funding Form

How are budgets set up?

- Budgets are set up during the Annual Budget process each spring. The fiscal year is from July 1 – June 30.
- Departments are able to make adjustments as necessary (*see local funds exception below) during the year by completing a Budget Journal eForm.
 - If a new fund is set up during the fiscal year, a Budget Journal will need to be completed in order to utilize the fund.
 - *Adjustments to local funds (20000-27999) are not necessary. This encompasses all adjustments including transfers between revenue and expense accounts within one fund or between funds, and any budget adjustments between salaries/operating/equipment/transfers out. This allows units to compare actual activity to planned activity as defined by original budgets set up during Annual Budget.

How are budgets set up?

- Ledger
 - Budgets are created at the
 - Parent level - FUND/PROJECT/CASH
 - Child level - FNDDTL/PRJDTL/CSHDTL/REVENUE/PROJREV/
CASHR
 - **Departments need only budget at the Child level on a Budget Journal**
- Account
 - Use Child account codes on a Budget Journal
 - **Child account codes always end in 000**

How is the budget monitored?

- Appropriated funds are monitored by budget balance only.
- All other funds are monitored by a cash balance.
 - If a budget is set up expense transactions **will be processed**, regardless of whether or not cash is available.
 - Payments, purchase requisitions, and other general ledger transactions **will post** without a positive balance in your budget. This will cause a fund deficit, for which you will be responsible to correct.
 - Fund balances can be checked by running a Local Fund Summary Report via PeopleSoft or via Tibco.
 - **Departments are responsible for covering all fund deficits prior to June 30, each year.**

Fund Types

Fund Type	Fund Number Range		Parent Ledger	Use on Budget Journals	
	FROM	TO		Child Expense Ledger	Child Revenue Ledger
→ Auxiliaries	10000	11999	FUND	FNDDTL	REVENUE
→ Auxiliaries	14000	14999	PROJECT	PRJDTL	PROJREV
→ Athletics	17000	17500	FUND	FNDDTL	REVENUE
→ Athletics	17501	17999	PROJECT	PRJDTL	PROJREV
→ Local	20000	23999	FUND	FNDDTL	REVENUE
→ Alumni Foundation Flow-Thru	26000	26999	FUND	FNDDTL	REVENUE
Local (unexpended plant)	28000	28999	PROJECT	PRJDTL	PROJREV
Appropriated	30000	35999	FUND	FNDDTL	REVENUE
Appropriated (capital improvements)	38000	39999	PROJECT	PRJDTL	PROJREV
→ Scholarships	50000	52999	FUND	FNDDTL	REVENUE
→ Scholarships	55000	57999	FUND	FNDDTL	REVENUE
Loans	62500	64999	CASH	CSHDTL	CASHR
Loans	67500	69999	CASH	CSHDTL	CASHR
Quasi Endowments	70200	70299	CASH	CSHDTL	CASHR
Endowments	70500	70599	CASH	CSHDTL	CASHR
Other Restricted	79000	79299	FUND	FNDDTL	REVENUE
Agency	82500	84999	CASH	CSHDTL	CASHR

→ The fund types with a red arrow use track instead of control in the budget monitoring process. Payments, purchase requisitions, and other general ledger transactions will post without a positive balance in your budget. This will cause a fund deficit, for which you will be responsible to correct.

Revenue Ledgers and Accounts

Child Ledger
REVENUE
PROJREV
CASHR



Child	
<u>Account</u>	<u>Account Description</u>
400000	Cash Balance Dollars
440000	Licenses, Fees & Permits
441000	Fines-Forfeitures-Escheat
442000	Cash/Investment Earnings
450000	Federal Awards
451000	State Awards
452000	Private Awards
460000	Tuition and Fees
461000	Appropriations
462000	Charges for Services/Sales
470000	Auxiliary Services
471000	Medical Charges Services/Sales
472000	Leases, Rents, and Royalties
473000	Off-Site Medical Fees & Serv
478000	Contributions & Donations
479000	Interdepartmental Revenue
480000	Other Misc Rev
481000	Sale of Capital Assets
483000	Proceeds of Debt
484000	Indirect Costs
490000	Transfers In
491000	Interdept Transfer

Expense Ledgers and Accounts

Child Ledger

FNDDTL
PRJDTL
CSHDTL

Use with

Child	
<u>Account</u>	<u>Account Description</u>
511000	Salaries-Regular - Benefitted
512000	Salaries - Other
513000	Temp-Salaries-NonBenefitted
514000	Overtime
515000	Salaries - Faculty
516000	Fringe Benefits
517000	Salaries - Graduate Assistants
518000	Other Taxable Compensation
519000	Salaries Other Benefitted
521000	Travel
522000	Travel International
531000	Supplies - IT Software
532000	Supply/Material - Professional
533000	Food and Clothing
534000	Bldg, Grounds, Vehicle Supply
535000	Miscellaneous Supplies
536000	Office Supplies
541000	Postage
542000	Printing
551000	IT Equipment under \$5,000
552000	Other Equipment under \$5,000
561000	Utilities
571000	Insurance
581000	Rentals/Leases-Equipment&Other
582000	Rentals/Leases - Bldg/Land
591000	Repairs
602000	IT - Communications

Child	
<u>Account</u>	<u>Account Description</u>
611000	Professional Development
621000	Operating Fees and Services
622000	Participant Support
623000	Professional Fees and Services
624000	Subcontracts and Subrecipients
625000	Medical, Dental and Optical
626000	Online Prog Manage (OPM) Fee
628000	Participation Fee
629000	Support Unit Allocation Cost
631000	Miscellaneous Expenses
641000	Interest Expense
651000	Cost of Goods Sold
661000	Waivers/Scholarships/Fellowships
671000	Non Operating Expenses
681000	Capital Assets
682000	Land and Buildings
683000	Other Capital Payments
691000	Equipment Over \$5000
693000	IT Equipment Over \$5000
700000	Other Bond Pymnt, Depr, Etc.
700001	Other
701000	Bond Payments
702000	Depreciation Expense
715000	Other Additions/Deductions
721000	Interdept Transfer
722000	Transfers Out
730000	Facilities & Administration

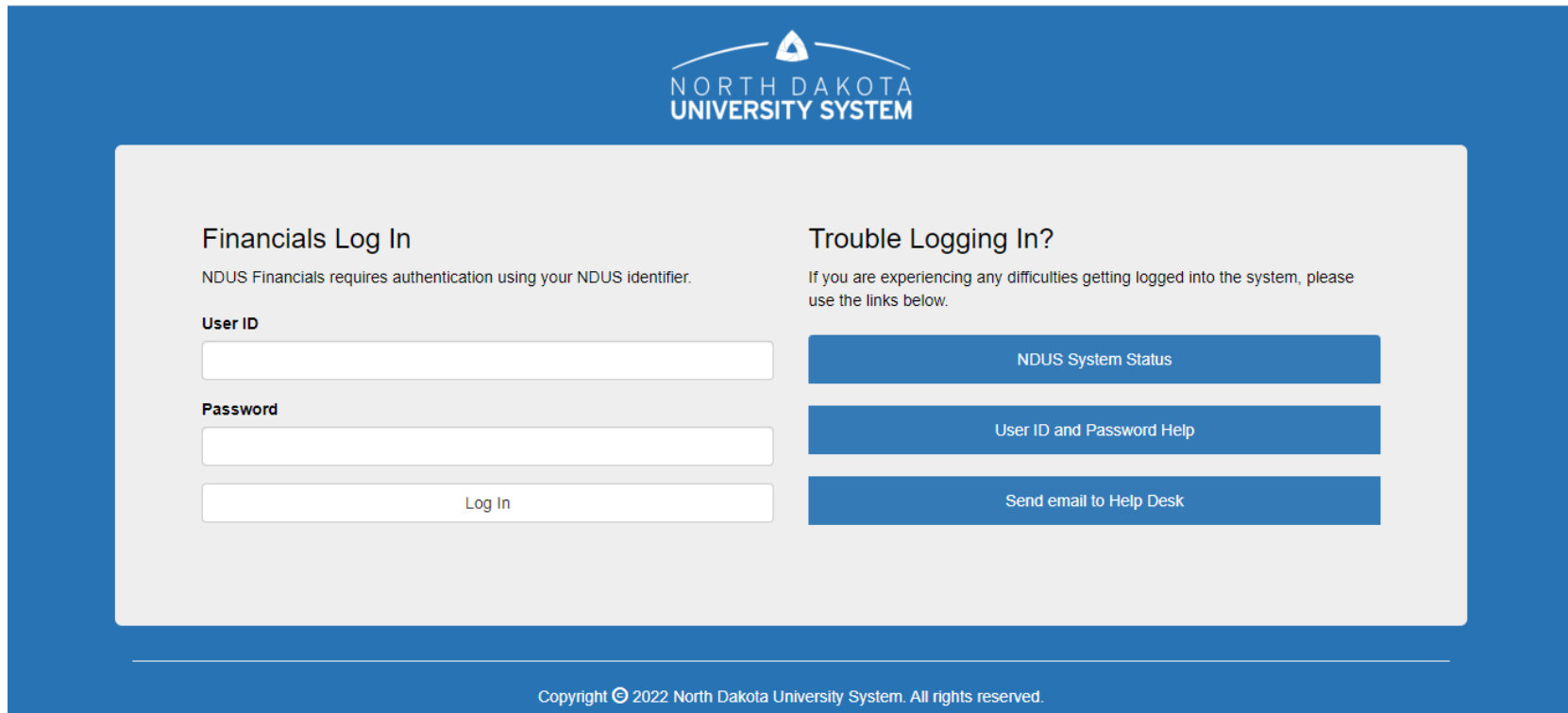
How to access PeopleSoft Finance

<https://adminsyst.ndus.edu/psp/hefp/?cmd=login>

Recommend using Google Chrome or Mozilla Firefox internet browsers.

PeopleSoft Finance

- Use your NDUS.Identifier/username and current password to sign in



The screenshot shows the login interface for the PeopleSoft Finance system. At the top center is the North Dakota University System logo. Below it, the page is divided into two main sections: 'Financials Log In' and 'Trouble Logging In?'. The 'Financials Log In' section includes a sub-header, a note that authentication uses the NDUS identifier, and three input fields: 'User ID', 'Password', and a 'Log In' button. The 'Trouble Logging In?' section includes a sub-header, a note about difficulties logging in, and three blue buttons: 'NDUS System Status', 'User ID and Password Help', and 'Send email to Help Desk'. At the bottom of the page, there is a copyright notice: 'Copyright © 2022 North Dakota University System. All rights reserved.'

Financials Log In
NDUS Financials requires authentication using your NDUS identifier.

User ID

Password

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

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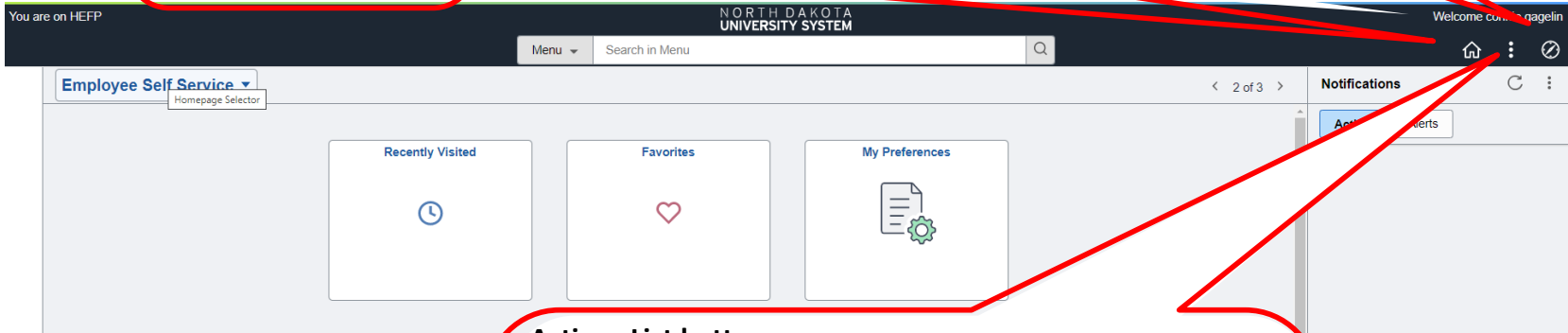
PeopleSoft Finance - Home

Home button

Use to return to the default homepage, which is the homepage you arrive at immediately upon sign-on.

Navigation Bar button

Use to display the navigation bar (**NavBar**). Access additional navigational options.

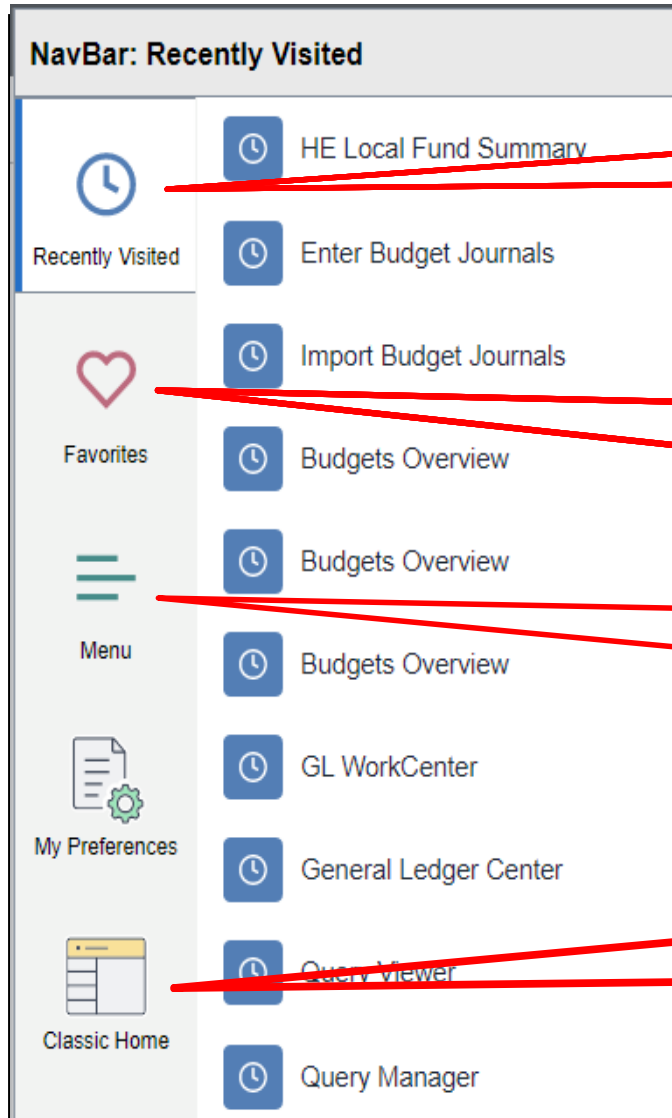


Actions List button

Displays the actions menu **based on the page you're viewing**. Allows you to add/customize home pages and the navigation bar, depending on the page currently viewing.

- Personalize Homepage
- Add To Favorites
- Refresh
- New Window
- My Preferences
- Help
- Sign Out

PeopleSoft Finance - NavBar



Recently Visited lists the last 10 pages you've visited.

Favorites is where your favorite shortcuts will appear. You can **Add To Favorites** from the Action List (as described on page 12). You can also rename the title, change the order sequencing, or delete from the Favorites list by choosing this icon and then **Edit Favorites**.

Menu lists all page options available to you based on your security access. It is where you would go to navigate to a new page you have never used before.

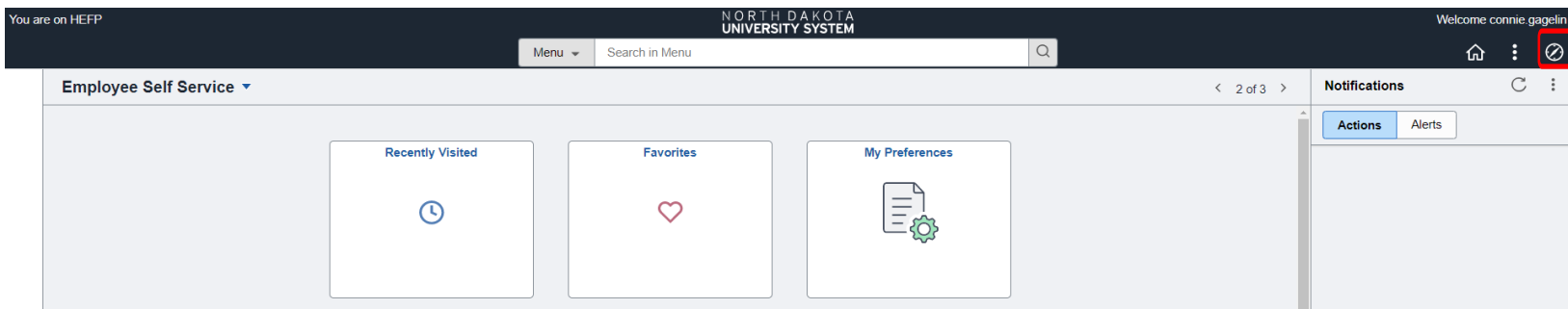
Using **Classic Home** does not provide much of a benefit; it is recommended that the new format/navigation be used to build a new home page or favorites list.

Why use Budgets Overview

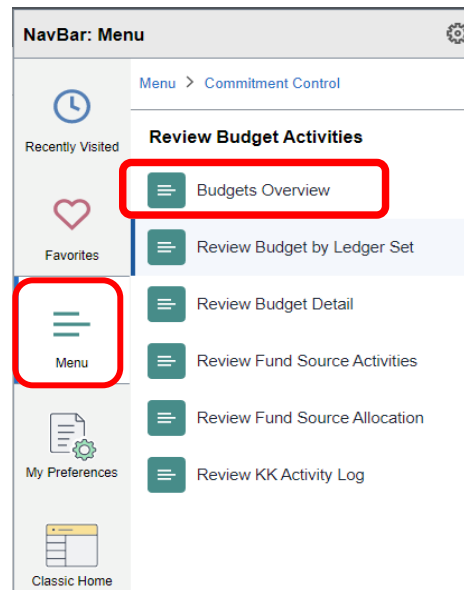
- Use Budgets Overview to look up a fund budget
- Provides the ability to drill down to see budget and expense/revenue details
- Provides the ability to look up by:
 - Accounting Period (Detail Accounting Period)
 - YTD (Detail Budget Period)

How to find Budgets Overview

- Click the **NavBar** icon in the top right hand corner
- **Menu:** Commitment Control > Review Budget Activities > Budgets Overview



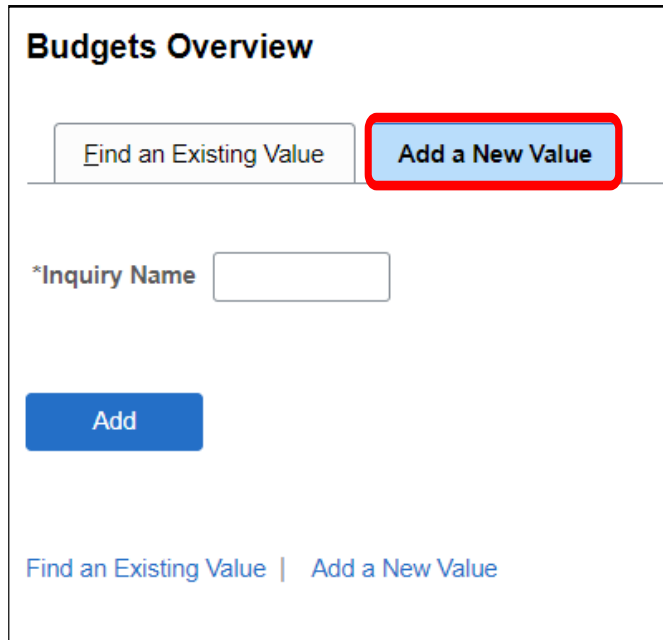
Following this navigation path leads to either establishing, or finding, an existing Run Control ID



Establishing a Run Control ID/Inquiry Name

- This step is only necessary once.
- Use a logical name to make future searches easy.
- Inquiry Names cannot contain spaces. Use dashes or underlines in place of the space between words. Ten character limit.

1. Click **Add New Value**
2. Enter an **Inquiry Name**,
for example BUDOVER
3. Click **Add**



The screenshot shows a web interface titled "Budgets Overview". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted with a red border. Below these buttons is a form field labeled "*Inquiry Name" with an empty text input box. Underneath the input box is a blue "Add" button. At the bottom of the interface, there are two links: "Find an Existing Value" and "Add a New Value".

Find Existing Run Control ID/Inquiry Name

- You can use the search feature on the “Find an Existing Value” tab to locate Run Control ID’s previously created.

1. Click **Find an Existing Value**
2. Enter the **Inquiry Name**, or part of the name
3. Click **Search**

Note: If unsure what the Inquiry Name is, just hit **Search** with no criteria.

Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ **Search Criteria**

Inquiry Name begins with

Search **Clear** Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Budgets Overview - Search Tip

- Appropriated Funds
 - Enter **both** the **Fund** and **Dept** numbers when searching.
- All other funds (*auxiliary, athletics, local, alumni foundation, scholarship, loan, endowment, other restricted, and agency funds*):
 - **Only** enter the **Fund** number when searching
 - If a **Dept** number is entered the results may be missing information, e.g., some funds are shared by two departments or a unit may change department numbers during the year.

Budgets Overview – Appropriated - FNDDTL

Budget Inquiry Criteria
Budget Overview

Inquiry BUDOVER Description Budget Overview

Search Clear Reset

Budget Type

*Business Unit Ledger Group/Set Ledger Group Ledger Group

View Stat Code Budgets
 Display Chart

Fund Detail Ledger Group

TimeSpan

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FNDDTL	EA	<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Dept	<input type="text" value="3140"/>	<input type="text" value="3140"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Fund	<input type="text" value="31400"/>	<input type="text" value="31400"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>

Budget Status

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click **Search** after entering all criteria (red boxes)

Enter Description of Inquiry

Choose **Detail Budget Period** for YTD data or **Detail Accounting Period** for a specific time period.

Enter the **Dept and Fund** number for Appropriated funds

Budgets Overview – Appropriated - FNDDTL

Inquiry Results

Business Unit UNDO1
 Ledger Group FNDDTL Fund Detail Budget
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

[Return to Criteria](#) Max Rows [Display Options](#)

Ledger Totals (7 Rows)

Budget	341,124.00	Net Transfers	0.00
Expense	112,297.42		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	228,826.58		
Associate Revenue	0.00		
Available Budget	228,826.58		

Budget Overview Results Personalize | Find | View All | | First 1-7 of 7 Last

	Ledger Group	Account▲	Fund	Dept▼	Budget Period	Budget▼	Expense	Available Budget*	Percent Available	Encumbrance
1	FNDDTL	511000	31400	3140	2017	285,424.00	83,248.75	202,175.25	70.83	0.00
2	FNDDTL	512000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00
3	FNDDTL	513000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00
4	FNDDTL	516000	31400	3140	2017	55,700.00	29,048.67	26,651.33	47.85	0.00
5	FNDDTL	521000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00
6	FNDDTL	542000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00
7	FNDDTL	602000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00

Click to change Criteria

Change to increase number of visible rows

Summary of year-to-date activity

FNDDTL ledger returns account details

Budgets Overview – Appropriated - FNDDTL

Click to see details, such as when a Budget Journal was processed

Budget Overview Results												Personalize	Find	View All	First	1-7 of 7	Last
		Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Available Budget*	Percent Available	Encumbrance						
1		FNDDTL	511000	31400	3140	2017	285,424.00	83,248.75	202,175.25	70.83	0.00						
2		FNDDTL	512000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00						
3		FNDDTL	513000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00						
4		FNDDTL	516000	31400	3140	2017	55,700.00	29,048.67	26,651.33	47.85	0.00						
5		FNDDTL	521000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00						
6		FNDDTL	542000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00						
7		FNDDTL	602000	31400	3140	2017	0.00	0.00	0.00	0.00	0.00						

Activity Log

Ledger FNDDTL_BUD

Activity Log																		Personalize	Find	View All	First	1 of 1	Last
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Budget Period	Year	Period	Monetary Amount	Base Currency	Budget Entry Type	Auto Generated Parent Ln	Tran ID	Tran Date	Foreign Amount	Foreign Currency					
	153	Journal ID:	0001464254	N	516000	31400	3140	2017	2017	4	55,700.00	USD	Adjustment	N	0008734384	10/17/2016	55,700.00	USD					

Budget Journal reference number

Budget Journal Transaction Date

If you need to find the Budget Journal eForm for a specific budget adjustment, please reference the Budget Journal eForm instructions on the [Resource Planning & Allocation website](#).

Budgets Overview – Appropriated - FNDDTL

Budget Overview Results

Personalize | Find | View All | [Print] | [Refresh] | First 1-7 of 7 Last

		Ledger Group	Account▲	Fund	Dept▼	Budget Period	Budget▼	Expense	Available Budget*	Percent Available	Encumbrance
1	[Icons]	FNDDTL	511000	31400	3140	2017	285,424.00	83,248.75	202,175.25	70.83 [Icon]	0.00
2	[Icons]	FNDDTL	512000	31400	3140	2017	0.00	0.00	0.00	0.00 [Icon]	0.00
3	[Icons]	FNDDTL	513000	31400	3140	2017	0.00	0.00	0.00	0.00 [Icon]	0.00
4	[Icons]	FNDDTL	516000	31400	3140	2017	55,700.00	29,048.67	26,651.33	47.85 [Icon]	0.00
5	[Icons]	FNDDTL	514000	31400	3140	2017	0.00	0.00	0.00	0.00 [Icon]	0.00
6	[Icons]	FNDDTL	542000	31400	3140	2017	0.00	0.00	0.00	0.00 [Icon]	0.00
7	[Icons]	FNDDTL	602000	31400	3140	2017	0.00	0.00	0.00	0.00 [Icon]	0.00

Click to see expense details

Activity Log

Ledger FNDDTL_EXP

Activity Log

Personalize | Find | View All | [Print] | [Refresh] | First 1-64 of 64 Last

	Tran Line	Document Label	Document ID▲	Ref Bdgt?	Account	Fund	Dept	Budget Period	Year	Period▲	Monetary Amount	Base Currency
[Icon]	1324	Journal ID: RPAYHEALTH	RPAYHEALTH	N	516000	31400	3140	2017	2017	1	2,157.28 USD	
[Icon]	12132	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	1,443.16 USD	
[Icon]	7925	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	1,340.69 USD	
[Icon]	10748	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	749.26 USD	
[Icon]	9697	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	175.24 USD	
[Icon]	11386	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	97.02 USD	
[Icon]	6343	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	38.42 USD	
[Icon]	13125	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	14.27 USD	
[Icon]	7112	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	1.83 USD	
[Icon]	8707	Journal ID: PAY1450448	PAY1450448	N	516000	31400	3140	2017	2017	1	0.63 USD	
[Icon]	12197	Journal ID: PAY1453147	PAY1453147	N	516000	31400	3140	2017	2017	2	1,443.16 USD	

Monthly fringe expenses

Budgets Overview – Appropriated - FUND

The **FUND** ledger is helpful when you need a quick summary of where dollars are budgeted for an appropriated fund.
Do I have enough operating to make a purchase?

Click **Search** after entering all criteria (red boxes)

Summarizes accounts by category (salary, operating and equipment)

Choose **Detail Budget Period** for YTD data or **Detail Accounting Period** for a specific time period.

Enter the **Dept and Fund** number for Appropriated funds

Budget Inquiry Criteria
Budget Overview

Inquiry FUND Description FUND Summary

Amount Criteria Search Clear Reset

Budget Type

*Business Unit Ledger Group/Set Ledger Group Ledger Group

View Stat Code Budgets
 Display Chart

TimeSpan

*Type of Calendar

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FUND	EA	<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Dept	<input type="text" value="2085"/>	<input type="text" value="2085"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="30291"/>	<input type="text" value="30291"/>		<input type="text"/>	Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Budgets Overview – Appropriated - FUND

Inquiry Results

Business Unit: UND01
 Ledger Group: FUND Fund Control Budget
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (4 Rows)

Budget	495,093.00	Net Transfers	0.00
Expense	119,093.85		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	375,999.15		
Associate Revenue	0.00		
Available Budget	375,999.15		

Budget Overview Results

		Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Available Budget*	Percent Available	Encumbrance
1		FUND	510000	30291	2085	2017	326,961.00	99,441.64	227,519.36	69.59	0.00
2		FUND	520000	30291	2085	2017	153,132.00	19,652.21	133,479.79	87.17	0.00
3		FUND	680000	30291	2085	2017	15,000.00	0.00	15,000.00	100.00	0.00
4		FUND	722000	30291	2085	2017	0.00	0.00	0.00	0.00	0.00

Account numbers are totaled by Salaries, Operating, Equipment and Transfers Out.

Summary of year-to-date activity

Salaries
 Operating
 Equipment
 Transfers Out

Budgets Overview – Local Fund - FNDDTL

Click **Search** after entering all criteria (red boxes)

Choose **Detail Budget Period** for YTD data or **Detail Accounting Period** for a specific time period.

Only enter the **Fund** number for local funds

Budget Inquiry Criteria
Budget Overview

Inquiry BUDOVER Description Budget Overview

Search Clear Reset

Budget Type

Business Unit UNDD01 Ledger Group/Set Ledger Group Ledger Group FNDDTL

View Stat Code Budgets Display Chart

TimeSpan

*Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FNDDTL	EA	2017	2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	22622	22622	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Budgets Overview – Local Fund - FNDDTL

Inquiry Results

Business Unit: UND01
 Ledger Group: FNDDTL Fund Detail Budget
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: 1000 Display Options Search

Ledger Totals (7 Rows)

Budget	108,000.00	Net Transfers	0.00
Expense	29,066.43		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	78,933.57		
Associate Revenue	0.00		
Available Budget	78,933.57		

Budget Overview Results Personalize | Find | View 100 | [Grid Icon] First 1-7 of 7 Last

	Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Available Budget*	Percent Available	Encumbrance
1	FNDDTL	535000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00
2	FNDDTL	552000	22622	3180	2017	10,000.00	0.00	10,000.00	100.00	0.00
3	FNDDTL	561000	22622	3180	2017	5,000.00	1,455.53	3,544.47	70.89	0.00
4	FNDDTL	591000	22622	3180	2017	15,000.00	0.00	15,000.00	100.00	0.00
5	FNDDTL	621000	22622	3180	2017	3,000.00	2,610.90	389.10	12.97	0.00
6	FNDDTL	623000	22622	3180	2017	0.00	25,000.00	-25,000.00	0.00	0.00
7	FNDDTL	722000	22622	3180	2017	75,000.00	0.00	75,000.00	100.00	0.00

Summary of year-to-date activity

Click to see details, such as when a Budget Journal was processed

Click to see expense details

Budgets Overview – Local Fund - REVENUE

Use the **REVENUE** ledger to view the revenue budget for a local fund

Click **Search** after entering all criteria (red boxes)

Choose **Detail Budget Period** for YTD data or **Detail Accounting Period** for a specific time period.

Only need to enter the **Fund** number for local funds

The screenshot shows the 'Budget Inquiry Criteria Budget Overview' interface. At the top, there is a search bar with 'Inquiry REVENUE' and 'Description Revenue'. Below this are 'Search', 'Clear', and 'Reset' buttons. The 'Budget Type' section includes '*Business Unit' (UND01), 'Ledger Group/Set' (Ledger Group), and 'Ledger Group' (REVENUE). The 'Time Span' section has '*Type of Calendar' (Detail Budget Period). The 'Budget Criteria' table has columns for 'Select', 'Ledger Group', 'Calendar ID', 'From Budget Period', 'To Budget Period', 'Include Adjustment Period(s)', and 'Include Closing Adjustments'. The 'ChartField Criteria' table has columns for 'ChartField', 'ChartField From Value', 'ChartField To', 'Info', 'ChartField Value Set', and 'Update/Add'. The 'Budget Status' section has checkboxes for 'Open', 'Closed', and 'Hold'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	REVENUE	EA	2017	2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Dept	%	%			Update/Add
Fund	22622	22622			Update/Add

Budget Status

- Open
- Closed
- Hold

Budgets Overview – Local Fund - REVENUE

Inquiry Results

Business Unit UNDO1
 Ledger Group REVENUE Fund Revenue Budget
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

Return to Criteria Max Rows 100 Display Options Search

Ledger Totals (18 Rows)

Revenue Estimate	140,500.00	0.00
Recognized Revenue	35,324.13	
Available Budget	105,175.87	
Collected Revenue	0.00	
Uncollected Revenue (Rec-Coll)	35,324.13	

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Budget Period	Revenue Estimate	Recognized Revenue	Uncollected Revenue (Rec-Coll)	Percent Available	Collected Revenue	Available Bud
1	REVENUE	440000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
2	REVENUE	441000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
3	REVENUE	442000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
4	REVENUE	450000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
5	REVENUE	451000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
6	REVENUE	452000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
7	REVENUE	460000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
8	REVENUE	462000	22622	3180	2017	3,500.00	187.07	187.07	94.66	0.00	
9	REVENUE	470000	22622	3180	2017	65,000.00	17,048.61	17,048.61	73.77	0.00	4
10	REVENUE	471000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
11	REVENUE	472000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
12	REVENUE	478000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
13	REVENUE	479000	22622	3180	2017	72,000.00	18,088.45	18,088.45	74.88	0.00	5
14	REVENUE	480000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
15	REVENUE	481000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	
16	REVENUE	483000	22622	3180	2017	0.00	0.00	0.00	0.00	0.00	

Summary of year-to-date activity

Recognized Revenue is the actual revenue received during the fiscal year.

Click links to see details, such as when a Budget Journal was processed or actual revenue

Budgets Overview – All Ledger Groups

- Will return *all ledger groups* for the chartfield criteria entered
 - Do not need to know which ledger to check or run a separate Budgets Overview for revenue and expenses.

Budgets Overview – All Ledger Groups

Budget Inquiry Criteria
Budget Overview

Inquiry ALLBUDOVER Description All Ledgers Budgets Overview

Search Clear Reset

Budget Type

*Business Unit Ledger Group/Set Ledger Inquiry Set Ledger Inquiry Set

View Stat Code Budgets

Time Span

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CASHR	EA	<input type="text" value="2019"/>	<input type="text" value="2019"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CSHDTL	EA	<input type="text" value="2019"/>	<input type="text" value="2019"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	FNDDTL	EA	<input type="text" value="2019"/>	<input type="text" value="2019"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PRJDTL	EA	<input type="text" value="2019"/>	<input type="text" value="2019"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PROJREV	EA	<input type="text" value="2019"/>	<input type="text" value="2019"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	REVENUE	EA	<input type="text" value="2019"/>	<input type="text" value="2019"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	i	<input type="text"/>	Update/Add
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>	i	<input type="text"/>	Update/Add
Fund	<input type="text" value="22622"/>	<input type="text" value="22622"/>	i	<input type="text"/>	Update/Add
Project	<input type="text" value="%"/>	<input type="text" value="%"/>	i	<input type="text"/>	Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click **Search** after entering all criteria (red boxes)

Example shows only a Fund entered, but a Dept or Project could be entered instead

Budgets Overview – All Ledger Groups

Return to Criteria Max Rows 100 Display Options Search

Ledger Totals (25 Rows)

Budget	105,000.00	Revenue Estimate	95,000.00
Expense	14,629.27	Recognized Revenue	32,263.00
Encumbrance	0.00	Available Budget	62,737.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	90,370.73	Uncollected Revenue (Rec-Coll)	32,263.00
Associate Revenue	0.00		
Available Budget	90,370.73		

Budget Overview Results Personalize Find View All 20 First 1-25 of 25 Last

	Ledger Group	Account	Fund	Dept	Project	Budget Period	Budget	Expense	Available Budget	Revenue Estimate	Recognized Revenue	Av E
11	REVENUE	471000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
12	REVENUE	472000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
13	REVENUE	478000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
14	REVENUE	479000	22622	3180		2019	0.00	0.00	0.00	30,000.00	16,653.32	
15	REVENUE	480000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
16	REVENUE	481000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
17	REVENUE	483000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
18	REVENUE	484000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
19	REVENUE	490000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
20	FNDCTL	535000	22622	3180		2019	0.00	0.00	0.00	0.00	0.00	
21	FNDCTL	552000	22622	3180		2019	10,000.00	0.00	10,000.00	0.00	0.00	
22	FNDCTL	561000	22622	3180		2019	40,000.00	988.00	39,012.00	0.00	0.00	
23	FNDCTL	591000	22622	3180		2019	15,000.00	0.00	15,000.00	0.00	0.00	
24	FNDCTL	621000	22622	3180		2019	30,000.00	13,641.27	16,358.73	0.00	0.00	
25	FNDCTL	722000	22622	3180		2019	10,000.00	0.00	10,000.00	0.00	0.00	

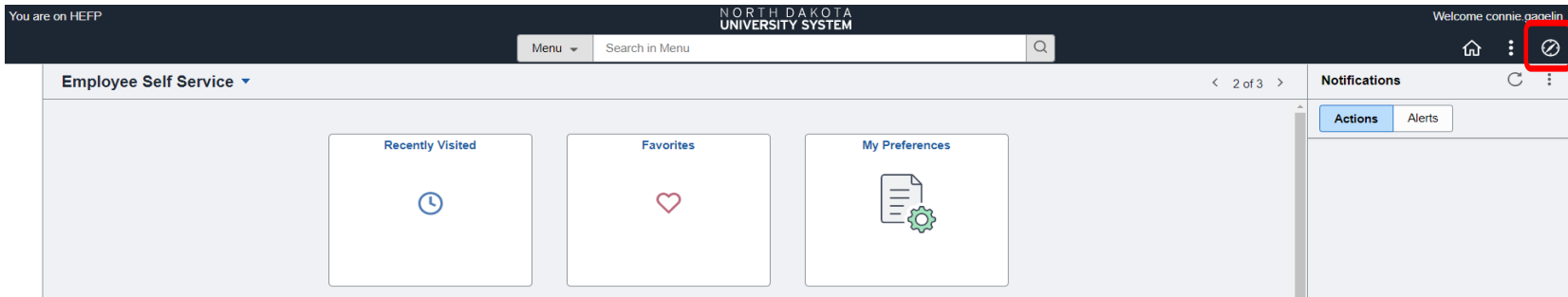
This is a partial screenshot of the results. There are both REVENUE and FNDCTL accounts.

How do I check my fund (cash) balance?

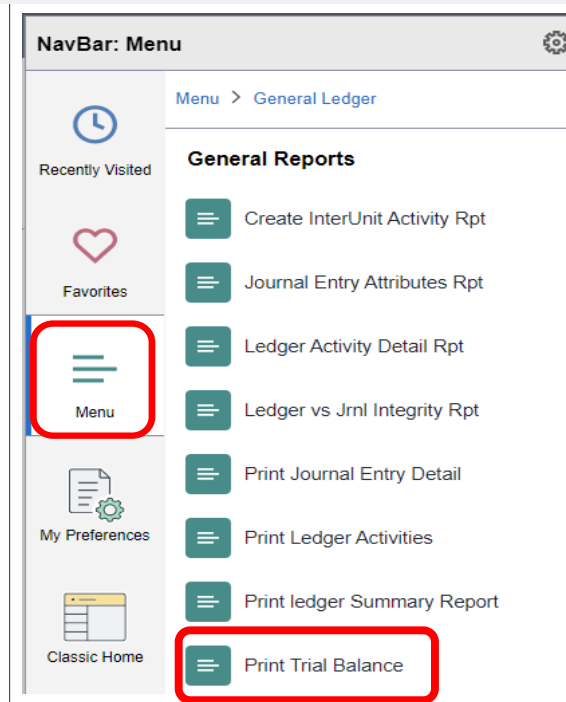
- The terms **Fund Balance** and **Cash Balance** are used interchangeably.
- This process can be used for all funds, except Appropriated (*includes auxiliary, athletics, local, alumni foundation, scholarship, loan, endowment, other restricted, and agency funds*).
- Run a **Trial Balance** ([page 33](#)) or the **Local Fund Summary** ([page 42](#)).
- Check the fund balance **before** making a purchase to ensure there is enough cash to cover the expense.
- If the local fund is new, or it was not budgeted it during annual budget, a zero dollar budget will need to be set up using a [Budget Journal eForm](#) in order to spend the cash/ allow purchases to post.

How to run a Trial Balance

- Click the **NavBar** icon in the top right hand corner
- **Menu:** General Ledger > General Reports > Print Trial Balance



Following the navigation path leads to either establishing or finding an existing Run Control ID ([pages 16-17](#)).



How to run a Trial Balance

Trial Balance Report

Run Control ID: TrialBalance
 Language: English
 Report Manager: Process Monitor
 Process Instance: 9748625

Report Request Parameters

Unit: UN01
 Fiscal Year: 2017
 Currency Option: Base
 *Ledger: ACTUALS
 Period: 12
 Include Adjustment Periods: 1
 Display Full Numeric Field
 Date Code: All

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22622	22622
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add

Click **Run** after entering all criteria (red boxes)

Enter the **Period** thru the month you would like to see data. July = Period 1, August = Period 2, etc. Entering 12 will return YTD information.

May need to click **Refresh** the first time you run a Trial Balance if the ChartField Selections do not appear.

Click **Save** to save these parameters for this Run Control ID for future use. It will also sort the chartfields by the sequence indicated

ChartField Selections:
 The report can be set up in many different ways. If you would like to see the information differently, just change any of the chartfield parameters. Example shown here is most often used by the Resource Planning & Allocation.

How to run a Trial Balance

Process Scheduler Request

User ID jennifer.moe Run Control ID TrialBalance

Server Name PSNT Run Date 11/01/2016
Recurrence Recurrence Run Time 9:59:26AM
Time Zone Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Email	CSV	Distribution

OK Cancel

Click **OK** after choosing **Type** and **Format** of report (red boxes). This will bring you back to the **Trial Balance Report**. Click **Process Monitor** (top right) if you chose **Web** or check your email if you chose **Email**.

Note: Choose **Email** to have the report sent to your email address and open the report from there or **Web** to view the report using the **Process Monitor**

- Email
- File
- Printer
- Web
- Window

- CSV
- HP
- HTM
- LP
- OTHER
- PDF
- PS
- SPF

Note: Choose **CSV** to format the report as a spreadsheet or **PDF** to format as a PDF report

How to run a Trial Balance

Follow the next steps if you chose **Web** on the previous page, otherwise check your email for the report

Process List window opens after clicking **Process Monitor** on the **Trial Balance Report**

Click **Refresh** until **Run Status = Success** and **Distribution Status = Posted**

Click **Details** to see **Process Detail** after **Success** and **Posted**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9751364		SQR Report	GLS7012	jennifer.moe	11/01/2016 10:34:35AM CDT	Queued	N/A	Details
<input type="checkbox"/>	9748625		SQR Report	GLS7012	jennifer.moe	10/31/2016 1:18:39PM CDT	Success	Posted	Details
<input type="checkbox"/>	9748614		SQR Report	GLS7012	jennifer.moe	10/31/2016 1:14:22PM CDT	Success	Posted	Details

How to run a Trial Balance

Process Detail

Process

Instance 9751478 Type SQR Report
Name GLS7012 Description Trial Balance Report
Run Status Success Distribution Status Posted

Run Update Process

Run Control ID TrialBalance Hold Request
Location Server Queue Request
Server PSNT Cancel Request
Recurrence Delete Request
 Re-send Content

Date/Time Actions

Request Created On 11/01/2016 10:56:06AM CDT Parameters Trans
Run Anytime After 11/01/2016 10:55:58AM CDT Message Log
Began Process At 11/01/2016 10:56:19AM CDT Batch Timings
Ended Process At 11/01/2016 10:56:34AM CDT View Log/Trace

OK Cancel

View Log/Trace

Report

Report ID 7398039 Process Instance 9751478 Message Log
Name GLS7012 Process Type SQR Report
Run Status Success

Trial Balance Report

Distribution Details

Distribution Node NDUSXCOPY Expiration Date 02/08/2017

File List

Name	File Size (bytes)	Datetime Created
GLS7012_9751478.csv	1,953	11/01/2016 10:56:34.420000AM CDT
GLS7012_9751478.out	105	11/01/2016 10:56:34.420000AM CDT
SQR_GLS7012_9751478.log	1,953	11/01/2016 10:56:34.420000AM CDT

Distribute To

Distribution ID Type *Distribution ID
User jennifer.moe

Return

Click **View Log/Trace** to retrieve report

Click the **.csv** name from the **File List** to view the report

File will pop up in the middle of the screen or bottom left hand corner (see below) depending on which internet browser is used.

Trial Balance Report

PeopleSoft GL		TRIAL BALANCE		Page No.	1
Report ID:	GLS7012	--	University of North Dakota	Run Date	11/1/2016
Bus. Unit:	UND01	--	Actuals Ledger	Run Time	10:56:19
Ledger:	ACTUALS	2017 and Period		12	
As of Year					
Base Currency:	USD	Date Code		0	
Fund	Account	Cur	Transaction Debit	Transaction Credit	
22622 Elec Distribution Fees	105251 Cash - in BND	USD	639,943.19	0	
	124001 Accounts Receivable - Current	USD	998.39	0	
	124003 AR-NonStudent Non G/C	USD	0	0	
	201001 Accounts/Vouchers Payable	USD	0	0	
	330001 Unrestricted	USD	0	634,738.61	
	462175 Utility Charges	USD	0	187.07	
	470185 Electricity	USD	0	15,761.03	
	470530 Water Charge	USD	0	1,287.58	
	479005 Interdepartmental Revenue1	USD	0	18,088.45	
	561030 Natural Gas	USD	222.68	0	
	561070 Water and Sewer	USD	1,287.58	0	
	621400 Recharge - Fees	USD	2,610.90	0	
	623155 Other Professional Fees	USD	25,000.00	0	
Total for Fund 22622			670,062.74	670,062.74	
Total for Ledger			670,062.74	670,062.74	

The Revenue and Expenses found on the Trial Balance will correspond to the Budgets Overview for REVENUE ([page 28](#)) and FNDDTL ([page 26](#)), if run within the same timeframe.

How to find the Fund (Cash) Balance

To calculate the fund balance:

1. Add the assets
(account #'s that start with a 1)
then
2. Subtract the liabilities
(account #'s that start with a 2).

PeopleSoft GL					
Report ID:	GLS7012	TRIAL BALANCE	Page No.	1	
Bus. Unit:	UND01	--	University of North Dakota	Run Date	11/1/2016
Ledger:	ACTUALS	--	Actuals Ledger	Run Time	10:56:19
As of Year		2017 and Period	12		
Base Currency:	USD	Date Code	0		
Fund	Account	Cur	Transaction Debit	Transaction Credit	
	Assets				
22622 Elec Distribution Fees	105251 Cash - in BND	USD	639,943.19	0	
	124001 Accounts Receivable - Current	USD	998.39	0	
	124003 AR-NonStudent Non G/C	USD	0	0	
	Liabilities				
	201001 Accounts/Vouchers Payable	USD	0	0	
	330001 Unrestricted	USD	0	634,738.61	
	462175 Utility Charges	USD	0	187.07	
	470185 Electricity	USD	0	15,761.03	
	470530 Water Charge	USD	0	1,287.58	
	479005 Interdepartmental Revenue1	USD	0	18,088.45	
	561030 Natural Gas	USD	222.68	0	
	561070 Water and Sewer	USD	1,287.58	0	
	621400 Recharge - Fees	USD	2,610.90	0	
	623155 Other Professional Fees	USD	25,000.00	0	
Total for Fund 22622			670,062.74	670,062.74	
Total for Ledger		USD	670,062.74	670,062.74	

How to find the Fund (Cash) Balance

PeopleSoft GL		Page No.		1			
Report ID:	GLS7012	TRIAL BALANCE	University of North Dakota	Run Date	11/1/2016		
Bus. Unit:	UND01	--	Actuals Ledger	Run Time	10:56:19		
Ledger:	ACTUALS	--					
As of Year		2017 and Period		12			
Base Currency:	USD	Date Code		0			
Fund	Account	Cur	Transaction Debit	Transaction Credit	Fund Balance		
22622 Elec Distribution Fees	105251 Cash - in BND	USD	639,943.19	0	639,943.19		
	124001 Accounts Receivable - Current	USD	998.39	0	998.39		
	124003 AR-NonStudent Non G/C	USD	0	0	0.00		
	201001 Accounts/Vouchers Payable	USD	0	0	0.00		
	330001 Unrestricted	USD	0	634,738.61	640,941.58		
	462175 Utility Charges	USD	0	187.07			
	470185 Electricity	USD	0	15,761.03			
	470530 Water Charge	USD	0	1,287.58			
	479005 Interdepartmental Revenue1	USD	0	18,088.45			
	561030 Natural Gas	USD	222.68	0			
	561070 Water and Sewer	USD	1,287.58	0			
	621400 Recharge - Fees	USD	2,610.90	0			
	623155 Other Professional Fees	USD	25,000.00	0			
Total for Fund 22622			670,062.74	670,062.74			
Total for Ledger			USD 670,062.74	670,062.74			

The Fund Balance is \$640,941.58.

How to find the Fund (Cash) Balance

Another Example

PeopleSoft GL		TRIAL BALANCE	Page No.	1		
Report ID:	GLS7012	--	University of North Dakota	Run Date	11/1/2016	
Bus. Unit:	UND01	--	Actuals Ledger	Run Time	14:57:23	
Ledger:	ACTUALS					
As of Year		2016 and Period		10		
Base Currency:	USD	Date Code		0		
Fund	Account	Cur	Transaction Debit	Transaction Credit	Fund Balance	
20296 Undergraduate Nursing Fee	105251 Cash - in BND	USD	95,515.74	0	95,515.75	
	124001 Accounts Receivable - Current	USD	1,445.00	0	1,445.00	
	124201 Accounts Receivable-Allowances	USD	0	434.28	(434.28)	
	201001 Accounts/Vouchers Payable	USD	0	0	0.00	
	223001 Accrued Salaries Payable	USD	0	0	0.00	
	223002 Faculty- 9mo Pd over 12 Liab	USD	0	681.7	(681.70)	
	223026 Payroll withholdings	USD	0	0	0.00	
	223051 Health Insurance Payable	USD	0	0	0.00	
	223076 Accrued Fringes Payable	USD	0	0	0.00	
					95,844.77	

The Fund Balance is \$95,844.77.

How to run the Local Fund Summary in Peoplesoft

- Click the **NavBar** icon in the top right hand corner
- **Menu:** ND HE Applications > GL > HE Local Fund Summary

The **Local Fund Summary** will return all funds for a department, except appropriated funds.

Note: You will need to set up a [RunControl ID](#) the first time you run this report.

The **Local Fund Summary** takes the account detail from the **Trial Balance** and totals the accounts by Revenue, Transfers In, Expenses, Transfers Out, Other FNA etc. It also includes a Beginning Net Position (beginning balance as of July 1 of the current year or end balance from the prior year) and Ending Net Position (ending balance as of the Fiscal Year and Period entered).

The screenshot displays the Peoplesoft Employee Self Service interface. At the top, it shows 'You are on HEFP' and 'NORTH DAKOTA UNIVERSITY SYSTEM'. The main navigation area includes 'Employee Self Service' and a search bar. On the right, the 'NavBar: Menu' is expanded, showing a path: 'Menu > ND HE Applications' (highlighted with a red box). Under the 'GL' section, 'HE Local Fund Summary' is highlighted with a red box. Other menu items include 'Budget to Actuals Report', 'HE Department', 'HE Project Transaction Details', 'HE Revenue and Expense Report', and 'HE Trial Balance by Attribute'. The 'Menu' icon in the NavBar is also highlighted with a red box. Below the main content area, there are three panels: 'Recently Visited', 'Favorites', and 'My Preferences'. The 'HE Local Fund Summary' icon is visible at the bottom of the NavBar.

How to run the Local Fund Summary

Run Control ID LocalFundReport

Report Manager Process Monitor Run

*Business Unit:

*Fiscal Year:

*To Period:

*Department(s): Nursing

*Summary Only? Yes No

*Group by? Dept Fund

*Include Projects? Yes No

Save Return to Search

Enter the **Fiscal Year and To Period** (period 12 will return YTD information).

Click the **Run** button.

Enter the **Department**. Use the Looking Glass to look up a department or higher level reporting. Level A – High/VP Level B – Mid/AVP/Dean Level C – Department

Recommend **Summary Only? Yes**

Group by? Choose **Dept** to total all funds by department or **Fund** to see each fund listed separately under the department.

Indicate if you want to **Include Projects** or not.

All funds for the department (except appropriated) will be included on the summary.

Click **OK** after choosing **Type** and **Format** of report. Check your email for the PDF report or click **Report Manager** to open the .pdf file.

Process Scheduler Request

User ID jennifer.moe Run Date 11/01/2016 LocalFundReport

Server Name Run Date 11/17/2016

Recurrence Run Time 10:09:52AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Local Fund Summary Report	NDU_GL_4971	BI Publisher	Email	PDF	Distribution

OK Cancel

Choose **Email** to have the report sent to your email address and open the report from there or **Web** to view the report using the **Report Manager**.

Choose **PDF** to format as a PDF report.

Note: This report can be run to **XLS** (Excel spreadsheet), **but** the data may need to be cleaned up. A fund may be listed more than once if more than one department was used during the year. Correct by subtotaling by fund.

How to run the Local Fund Summary

This is the **Report Manager** file list.

Click **Refresh** to update the Report list until the report is listed.

Navigation: [List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder: Instance: to: [Refresh](#)

Name: Created On: Last: 1 Days:

Reports						
Personalize Find View All						
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	
1	NDU_GL_4971 - Local_Fund_Summary_9752368.pdf	NDU_GL_4971 - LOCAL_FUND_SUMMARY_9752368.PDF	General	11/01/16 4:03PM	7398883	9752368
2	NDU_GL_4971 - Local_Fund_Summary_9752365.pdf	NDU_GL_4971 - LOCAL_FUND_SUMMARY_9752365.PDF	General	11/01/16 4:01PM	7398878	9752365
3	NDU_GL_4971 - Local_Fund_Summary_9752353.pdf	NDU_GL_4971 - LOCAL_FUND_SUMMARY_9752353.PDF	General	11/01/16 3:58PM	7398868	9752353
4	NDU_GL_4971 - Local_Fund_Summary_9752351.pdf	NDU_GL_4971 - LOCAL_FUND_SUMMARY_9752351.PDF	General	11/01/16 3:57PM	7398865	9752351
5	NDU_GL_4971 - Local_Fund_Summary_9752347.pdf	NDU_GL_4971 - LOCAL_FUND_SUMMARY_9752347.PDF	General	11/01/16 3:56PM	7398861	9752347
6	NDU_GL_4971 - Local_Fund_Summary_9752341.pdf	NDU_GL_4971 - LOCAL_FUND_SUMMARY_9752341.PDF	General	11/01/16 3:53PM	7398855	9752341
7	GLS7012	TRIAL BALANCE REPORT	General	11/01/16 12:23PM	7398273	9751721
8	GLS7012	TRIAL BALANCE REPORT	General	11/01/16 10:56AM	7398039	9751478

[Go back to HE Local Fund Summary](#)

Local Fund Summary

Beginning Fund Balance
(prior year ending fund balance)

Ending/Current Fund Balance
(depending on period of report)

Fiscal Year: 2016 / Periods: 0 - 10 Include Projects: N Run Date & Time: 11/1/2016 16:01 PM

Local Fund Summary
University of North Dakota
Summary Only: Y Department(s): 2805 Nursing

Fund	Beginning Net Position	Revenue	Transfers In	Expenses	Transfers Out	Other FNA etc.	Ending Net Position
Fund 20095 RAIN Local Fund Total	3,853.92	50.00	0.00	3,112.57	0.00	0.00	791.35
Fund 20098 RAIN Purchasing Card Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 20296 Undergraduate Nursing Fee Total	194,241.01	310,337.50	0.00	408,733.75	0.00	0.00	95,844.76
Fund 20422 Nursing Trust Fund Total	62,689.85	2,830.60	0.00	3,331.08	0.00	0.00	62,189.37
Fund 20426 Graduate Nursing Fee Total	115,370.75	242,005.85	0.00	244,478.27	33,000.00	0.00	79,898.33
Fund 20741 Nursing Course Fee Total	54,734.55	159,817.50	0.00	118,187.15	0.00	0.00	96,364.90
Fund 20760 New Faculty Start Up J Ralph Total	1,060.92	0.00	26.86	0.00	0.00	0.00	1,087.78
Fund 20761 Dawn Denny Startup Total	0.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00
Fund 20762 F & A Dist Pat Thompson Total	0.00	0.00	73.52	0.00	0.00	0.00	73.52
Fund 20796 F&A Distribution T Evanson Total	1,676.74	0.00	1,280.62	0.00	0.00	0.00	2,957.36
Fund 20797 F&A Distribution Karen Semmens Total	118.20	0.00	0.00	0.00	0.00	0.00	118.20
Fund 20858 F&A J Anderson Total	3,612.50	0.00	0.00	0.00	3,612.50	0.00	0.00
Fund 20859 F&A Dist Christine Harsell Total	0.00	0.00	310.60	0.00	0.00	0.00	310.60
Fund 20951 F&A - Glenda Lindseth Total	18,860.18	0.00	1,676.68	12,410.65	0.00	0.00	8,126.21
Fund 26132 Nursing Foundation Pass Thru Total	0.00	2,128.08	0.00	8,776.04	0.00	0.00	(6,647.96)
Fund 50212 Gertrude Skelly Scholarship Total	5,130.59	20,000.00	0.00	13,889.25	0.00	0.00	11,241.34
Fund 55043 Robert D. Campbell Nur Scholar Total	22,574.50	0.00	0.00	1,000.00	0.00	0.00	21,574.50
Fund 55071 Isabelle R Brathovde Scholar Total	2,677.04	616.90	0.00	500.00	0.00	0.00	2,793.94
Fund 55101 Haugen Doctoral Scholarship Total	3,189.50	1,400.29	0.00	0.00	0.00	0.00	4,589.79
Fund 82611 Sigma Theta Tau, Eta Upsilon Total	0.00	1,000.00	0.00	500.00	0.00	0.00	500.00
Report Total	489,790.25	740,186.72	10,368.28	814,918.76	36,612.50	0.00	388,813.99

The Fund Balance is \$95,844.76.
See [page 41](#) for Trial Balance comparison.

Local Fund Summary

Beginning Fund Balance
(prior year ending fund balance)

Ending/Current Fund Balance
(depending on period of report)

Fiscal Year: 2017 / Periods: 0 - 12

Local Fund Summary
University of North Dakota
Summary Only: Y

Department(s): 3180 Facilities Total

Page 1 of 1
Run Date & Time: 11/1/2016 15:58 PM

Fund	Beginning Net Position	Revenue	Transfers In	Expenses	Transfers Out	Other FNA etc.	Ending Net Position
Fund 00527 W 42nd Steam Line Expansion Total	0.00	0.00	0.00	2,138.10	0.00	0.00	(2,138.10)
Fund 22088 Student/Temp Help(05) Total	17,877.52	104,222.84	0.00	87,026.41	0.00	11,470.08	23,603.87
Fund 22164 Purchasing Surplus Auctions Total	49,687.86	9,059.85	0.00	8.24	0.00	0.00	58,739.47
Fund 22205 F&A Distrib Fac Mgmt Total	16,383.23	0.00	0.00	0.00	0.00	0.00	16,383.23
Fund 22300 FPC-Facilities Charges Total	(4,060.10)	45,152.00	0.00	21,132.47	0.00	0.00	19,959.43
Fund 22331 Bronson Townhome Grounds Mice Total	8,392.85	0.00	0.00	0.00	0.00	0.00	8,392.85
Fund 22402 Laundry Total	(24,977.99)	57,678.50	0.00	16,050.59	0.00	2,110.01	14,539.91
Fund 22410 Central Warehouse Supply Room Total	225,911.12	8,929,615.05	117.97	9,114,009.96	0.00	10,969.45	30,664.73
Fund 22462 Labor Group #1 Total	530,578.24	1,201,383.76	0.00	1,017,128.92	0.00	133,859.31	580,973.77
Fund 22464 Labor Group #2 Total	(93,743.73)	1,057,901.34	0.00	945,116.49	0.00	124,594.29	(105,553.17)
Fund 22466 Refuse Total	15,704.94	59,407.77	0.00	42,169.06	0.00	5,230.50	27,713.15
Fund 22494 MajorEquip-LaborGroups#1 & #2 Total	376,602.06	0.00	0.00	19,897.44	0.00	0.00	356,704.62
Fund 22504 MajorEquip-Laundry Total	18,507.43	0.00	0.00	0.00	0.00	0.00	18,507.43
Fund 22622 Elec Distribution Fees Total	634,738.61	35,324.13	0.00	29,121.16	0.00	0.00	640,941.58
Fund 22626 Unaccountable Keys Total	7,648.98	(360.00)	0.00	(113.10)	0.00	0.00	7,402.08
Fund 22632 Steam Prod Salary(Non-Univ) Total	5,216.20	73,170.28	0.00	138,280.89	0.00	0.00	(59,894.41)
Fund 22636 Refuse-Exempt(Non-Univ Cust) Total	(4,844.67)	747.34	0.00	250.80	0.00	0.00	(4,348.13)
Fund 22639 Facilities Metal/Other Total	63,904.41	3,354.64	0.00	5,965.25	0.00	0.00	61,293.80
Fund 22642 Custodial Services-Clearing Total	(302.85)	0.00	0.00	3,962.14	0.00	0.00	(4,264.99)
Fund 22645 Custodial Services Total	185,295.49	34,171.03	11,352.50	57,453.67	0.00	0.00	173,365.35
Fund 22853 UHF Maintenance Exp Total	75,693.16	19,984.00	0.00	8,235.34	0.00	0.00	87,441.82
Fund 22855 Hopper/Danley Spiritual Total	11,324.23	0.00	0.00	0.00	1,744.70	0.00	9,579.53
Fund 28401 Other Unexpended Plant Funds Total	8,837,891.25	1,581,029.90	257,052.04	3,319,984.57	82,341.57	0.00	7,273,647.05
Fund 83370 COSE Total	0.00	412.00	0.00	0.00	0.00	0.00	412.00
Report Total	10,953,428.23	13,212,254.43	268,522.51	14,827,818.40	84,086.27	288,233.64	9,234,066.86

The Fund Balance is \$640,941.58.

See [page 40](#) for Trial Balance comparison.

Budget Example – Appropriated Funds

- Appropriated funds are monitored by budget balance only.
- A budget must be set up for each expense category in which an expense will occur.

	July 1, 2017 Original Budget	Feb 1, 2018 Available Budget
Salary/Fringe	\$ 30,000	\$ 13,750
Operating	\$ 5,000	\$ 4,000
Equipment	\$ -	\$ -
	\$ 35,000	\$ 17,750

Between July 1 and January 31, \$16,250 is spent on salaries/fringe and \$1,000 in operating.

Want to make an equipment purchase for \$4,000. Before the dollars can be spent, a Budget Journal eForm will need to be submitted to move the dollars from Operating to Equipment.

	Feb 3, 2018 Available Budget
Salary/Fringe	\$ 13,750
Operating	\$ -
Equipment	\$ 4,000
	\$ 17,750

Now the purchase can be made, as there are dollars budgeted in the Equipment category.

Budget Example – Local Funds

- Local funds are monitored by a cash balance.
- If a budget is set up (even if it is \$0), expense transactions will be processed regardless of whether or not cash is available. This will cause a fund deficit.
- Department is responsible for all fund deficits.

	July 1, 2017 Original Budget	July 1, 2017 Cash Available	Feb 1, 2018 Available Budget	Feb 1, 2018 Cash Available
Salary/Fringe	\$ 30,000		\$ 13,750	
Operating	\$ 5,000	\$ 35,000	\$ 4,000	\$ 17,750
Equipment				
	\$ 35,000	\$ 35,000	\$ 17,750	\$ 17,750

Between July 1 and January 31, \$16,250 is spent on salaries/fringe and \$1,000 in operating.

Budget Example – Local Funds

- Unlike Appropriated funds, Local funds require that a budget be set up in only one of the three expense categories (salary, operating, or large equipment) prior to spending.

	Feb 1, 2018 Cash Available	
Salary/Fringe		
Operating		
Equipment		
	\$	17,750
	\$	17,750

Want to make an equipment purchase for \$4,000. There is \$17,750 cash available, so the purchase can be made. It doesn't matter that there is no equipment budget set up.

	Feb 3, 2018 Available Budget	
	\$	13,750
	\$	4,000
	\$	(4,000)
	\$	13,750

	Feb 3, 2018 Cash Available	
	\$	13,750
	\$	13,750

After the purchase, the cash available is \$13,750, but the available budget reflects the equipment expense. This is OK. No Budget Journal is necessary.

Budget Example – Local Funds

	June 1, 2018 Available Budget	June 1, 2018 Cash Available
Salary/Fringe	\$ 3,750	\$ 3,750
Operating	\$ 4,000	
Equipment	\$ (4,000)	
	\$ 3,750	

Between February 1 and May 31, an additional \$10,000 is spent on salaries/fringe.

Need to pay \$5,000 in salaries for June, but only \$3,750 cash available. If salaries are paid, fund will be in deficit and dept is responsible to correct. Other option is to use another funding source.

	June 30, 2018 Available Budget	June 30, 2018 Cash Available
	\$ -	\$ -
	\$ 4,000	
	\$ (4,000)	
	\$ -	

Choice is made to only pay \$3,750 for salaries from this local fund and to pay the remainder from another funding source. At year end, available budget shows \$0, and all cash is spent.

How to complete a Budget Journal

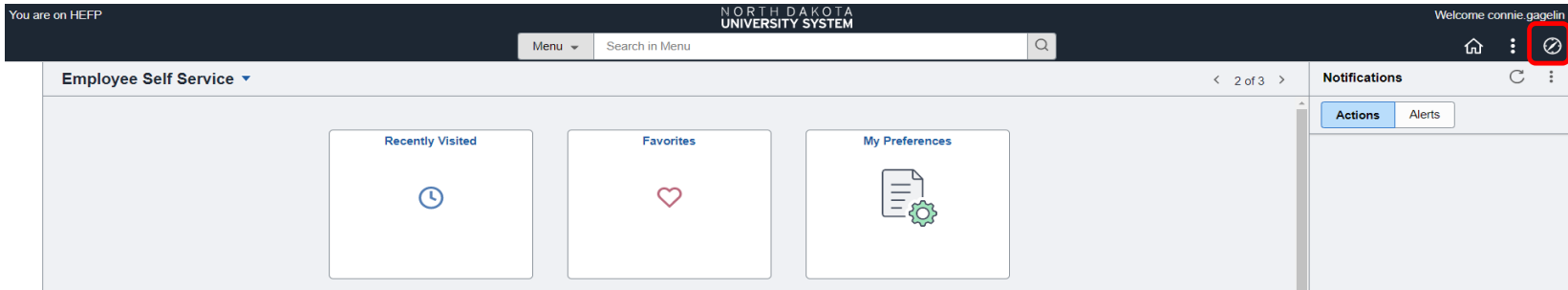
- To streamline the budget journal process, workflow has been created within the PeopleSoft Finance system.
- Effective June 1, 2023, all departments will need to utilize the new PeopleSoft workflow process and submissions will no longer be available in Perceptive Content.
- Detailed instructions are available on the [Resource Planning & Allocation website](#).

Tips when completing a Budget Journal

- Refer to [Budgets Overview](#) *before* completing the Budget Journal.
 - If a revenue or expense budget is already set up for a local fund, the Budget Journal is unnecessary.
- Run a [Trial Balance](#) or [Local Fund Summary](#) for the Fund to check the cash balance (does not apply to appropriated funds).
- A Budget Journal only increases and decreases fund *budgets*. It does not move cash.

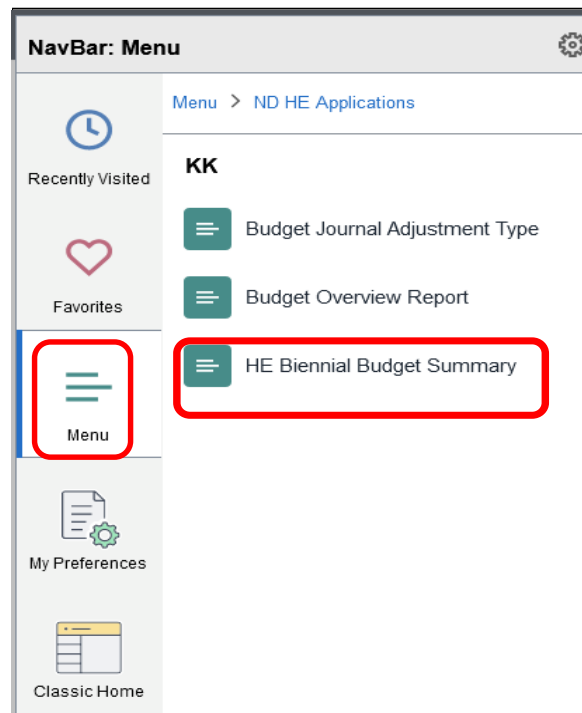
How to run the Biennial Budget Summary

- Click the **NavBar** icon in the top right hand corner
- **Menu:** ND HE Applications > KK > HE Biennial Budget Summary



Note: You will need to set up a [RunControl ID](#) the first time you run this report.

The **Biennial Budget Summary** is a snapshot of the previous and current fiscal years budget to actual data.



How to run the Biennial Budget Summary

The screenshot shows the 'Budget Report' interface. At the top, it displays 'Run Control ID BiennialBudgetSummary', 'Report Manager', and 'Process Monitor'. A yellow callout points to a 'Run' button with the text 'Click the Run button.' Below this, a red-bordered box highlights the 'Required Criteria' section, which includes:

- *Business Unit: with a magnifying glass icon.
- *Fiscal Year:
- *From Period:
- *To Period:
- *Division: with a magnifying glass icon.
- *Only Totals Rows:

 A red-bordered box on the right explains the magnifying glass icon: 'Use the Looking Glass to look up a department or higher level reporting. Level A – High/VP, Level B – Mid/AVP/Dean, Level C – Department'. Below the required criteria, a blue-bordered box highlights the 'Optional Criteria' section, which includes:

- From Fund Code: with a magnifying glass icon.
- To Fund Code: with a magnifying glass icon.
- Project (Y/N):

 In the center, a table is shown with the following structure:

Department	Description
1	

 A red-bordered callout on the left points to this table with the text: 'This table will populate with departments if an A or B level is chosen.' At the top right of the table, there are navigation controls: 'Personalize | Find | View All | First 1 of 1 Last'.

How to run the Biennial Budget Summary

Process Scheduler Request

User ID: jennifer.moe Run Control ID: BiennialBudgetSummary

Server Name: [dropdown] Run Date: 11/18/2016 [calendar icon]

Recurrence: [dropdown] Run Time: 1:37:45PM [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NDU_KK_4972	NDU_KK_4972	BI Publisher	Web	PDF	Distribution

OK Cancel

Choose **XLS** to format the report as an Excel spreadsheet or **PDF** to format as a PDF report.

Note: If you download a report to Excel, *the totals are values not formulas*. The totals will need to be updated if making changes to the detail.

Choose **Email** to have the report sent to your email address and open the report from there or **Web** to view the report using the **Report Manager**.

Click **OK**. This will take you back to the **Budget Report** screen where you click **Report Manager**.

Budget Report

Run Control ID: BiennialBudgetSummary [Report Manager](#) [Process Monitor](#) [Run](#)

*Business Unit: [UND01] [search icon]

*Fiscal Year: [2017] *From Period: [1] *To Period: [4]

*Division: [3140C] [search icon] *Only Totals Rows: [No] [dropdown]

Click **Report Manager** to view the Report list.

Click link to view the summary.

List Explorer Administration Archives

View Reports For

Folder: [dropdown] Instance: [] to [] [Refresh](#)

Name: [] Created On: [] [calendar icon] Last [] [dropdown] 1 [] Days [] [dropdown]

Reports Personalize | Find | View All | [] | [] First [] 1 of 1 [] Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
NDU_KK_4972 - BUDGET_SUMMARY_Report_9785168.pdf	NDU_KK_4972 - BUDGET_SUMMARY_REPORT_9785168.PDF	General	11/18/16 1:33PM	7419170	9785168

Biennial Budget Summary

- Example of report run for Dept 3140, Fund 31400. Corresponds to Budgets Overview example on [page 20](#).

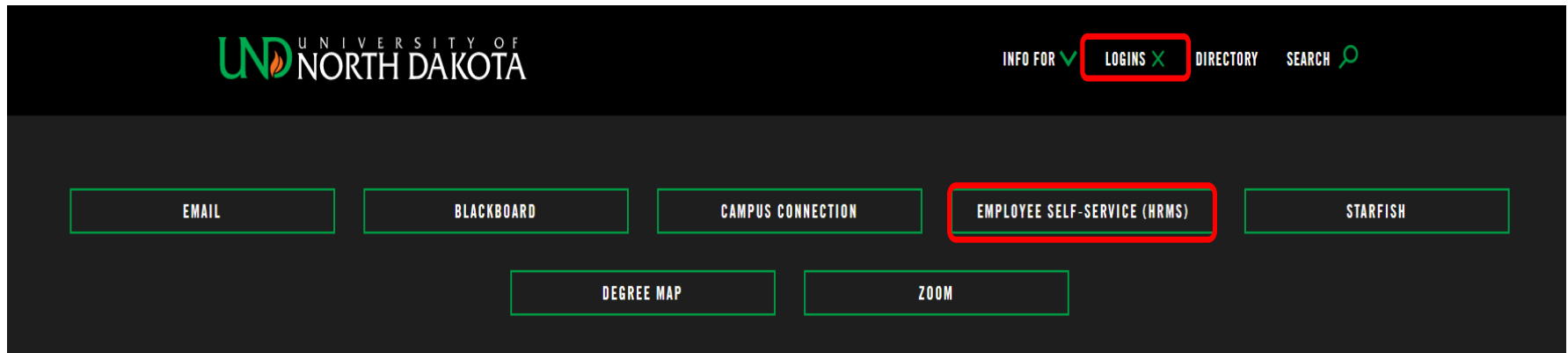
2016 - 2017 Budget to Actuals Summary							Page 1 of 1			
University of North Dakota							Run Date: 11-18-2016 Run Time: 12:57 PM			
Budget Year: 2017		Period: 1 to 4		Division: Budget Office			Fund Codes: 31400 - 31400			
Account	Account Description	Previous Year Budget	Previous Year Actuals	Beginning Budget	Budget Adjustments	Current Year Budget	Year To Date Actuals	Encumbrances	Available Budget	Percent Remaining
Department: 3140 Budget Office		Fund: 31400 Institutional Support			Project:		Division: 3140C Budget Office			
Salaries and Benefits										
511000	Salaries-Regular - Benefitted	\$434,317.00	\$432,549.85	\$285,424.00	\$0.00	\$285,424.00	\$83,248.75	\$0.00	\$202,175.25	70.83%
512000	Salaries - Other	\$1,738.11	\$3,505.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
513000	Temp-Salaries-NonBenefitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
516000	Fringe Benefits	\$139,085.46	\$139,085.46	\$0.00	\$55,700.00	\$55,700.00	\$29,048.67	\$0.00	\$26,651.33	47.85%
Salaries and Benefits Subtotal		\$575,140.57	\$575,140.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Operating Expenses										
521000	Travel	\$15,175.00	\$2,165.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
531000	Supplies - IT Software	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
536000	Office Supplies	\$0.00	\$109.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
541000	Postage	\$0.00	\$7.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
542000	Printing	\$909.00	\$676.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552000	Other Equipment under \$5,000	\$0.00	\$554.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602000	IT - Communications	\$1,000.00	\$92.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
611000	Professional Development	\$0.00	\$477.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
621000	Operating Fees and Services	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Operating Expenses Subtotal		\$17,084.00	\$17,084.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund Total - Institutional Support		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Department Total - Budget Office		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Division Total - Budget Office		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Report Total		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%

Blue columns are previous year budget and actual data.

White columns are current year budget and actual data.

How to access PeopleSoft HRMS

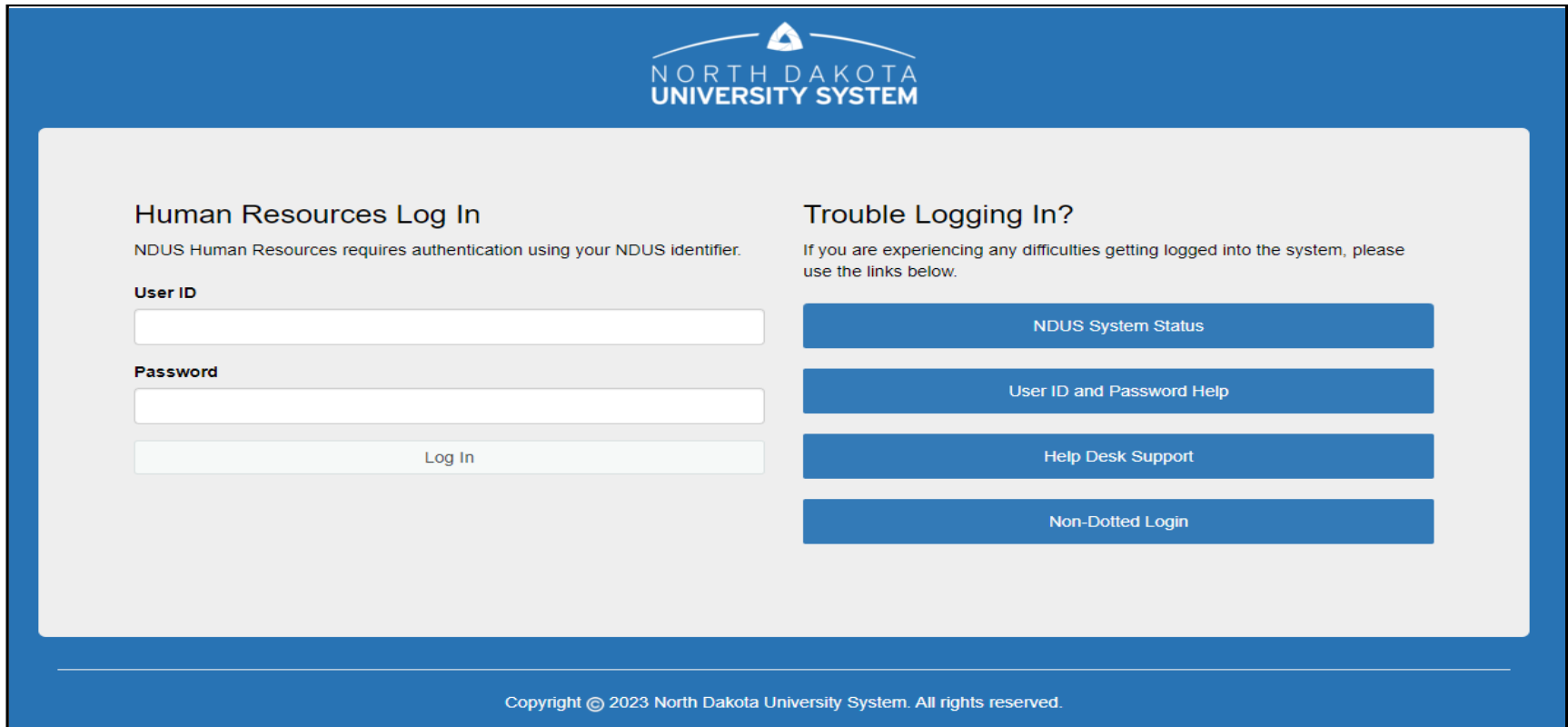
1. <https://adminsyst.ndus.edu/psp/hehp/?cmd=login>
2. www.UND.edu and follow the links below



Note: Recommend using Google Chrome or Mozilla Firefox internet browsers.

PeopleSoft HRMS

- Use your NDUS.Identifier/username and current password to sign in



The screenshot shows the login interface for the North Dakota University System HRMS. At the top center is the logo for the North Dakota University System, featuring a stylized 'N' and 'D' with a triangle above it. Below the logo, the page is divided into two main sections: 'Human Resources Log In' and 'Trouble Logging In?'. The 'Human Resources Log In' section contains a text prompt: 'NDUS Human Resources requires authentication using your NDUS identifier.' Below this are three input fields: 'User ID' (a text box), 'Password' (a text box with a password icon), and a 'Log In' button. The 'Trouble Logging In?' section contains a text prompt: 'If you are experiencing any difficulties getting logged into the system, please use the links below.' Below this are four blue buttons: 'NDUS System Status', 'User ID and Password Help', 'Help Desk Support', and 'Non-Dotted Login'. At the bottom of the page, there is a copyright notice: 'Copyright © 2023 North Dakota University System. All rights reserved.'

Department Budget Table

Remember to run your payroll reports each pay period! Errors are easier to correct if caught early!

- The Department Budget Table (DBT) is the default funding source(s) for earnings, deductions and taxes by position.
- Although the DBT contains salary amounts for positions, it does not control how much an employee is paid in payroll. An employee's salary is controlled in Job Data.
- The DBT is set up at Annual Budget for each active position.
- A Position Funding Form (PFF) is used to make changes to the DBT during the fiscal year.

How to look up a DBT

Navigation: Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

*Set ID =

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with

Empl ID begins with

Empl Record =

Include History

[Basic Search](#)

Enter a **Department** number to see a list of all positions.

The **Set ID** is always UND01.

Enter the **Fiscal Year**

Or

Enter a **Position** Number to see a specific position.

Click **Search**

How to look up a DBT

The example is a student POOL position.

Click the **Dept Budget Earnings** tab.

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID: UND01 | **Department: 3400** | Chester Fritz Auditorium | Fiscal Year: 2017

Budget Begin Date: 07/01/2016 | Offset Group: HIED1 | Budget Cap: Per Budget Level (selected) | Per Earn/Tax/Ded

Budget End Date: 06/30/2017

Default Funding Source: Actual

Option: Level

Department
 Position Pool
 Jobcode
 Position
 Appointment

Use in next FY Budget
 Do not use in next FY Budget

Comment

Position Number: 00017169 | Stagehand/Usher - Student

Effective Date: 07/01/2016 | Eff Seq: 0 | Status: Active | Date Entered: 06/09/2016

Budget Level Cap: 0.00 | Currency: USD

Earnings Distribution

Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Allow Overspend	Distribution %
1	1	U2166834000		18891.000	<input checked="" type="checkbox"/>	
2	1	U2167034000		6500.000	<input checked="" type="checkbox"/>	
3	1	U2249534000		6800.000	<input checked="" type="checkbox"/>	
4 H14	1	U3131610600				25.000
5 H14	1	U422005250UND00212060				75.000

Buttons: Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History

Effective Date of this record.

Click the arrows if more than one record.

A position will have a **Distribution %** if changes are made during the fiscal year, after the Annual Budget is set up.

Amount budgeted for the fiscal year for this position and combo code.

Workstudy positions are budgeted 25%/75%. Please ask Resource Planning & Allocation to set up.

There are five Combo Codes for this POOL position. The first three are local funds. The last two are Workstudy as indicated by Earnings Code H14.

How to complete a Position Funding Form

- Top of PFF is position information
- A PFF is necessary for all existing and new positions that have an employee assigned

UND University of North Dakota **HRMS**

POSITION FUNDING FORM

Unless otherwise specified, changes made via this form will change ALL existing funding sources for position number listed below. Please list ALL funding sources to total 100% of distribution (does not apply to Workstudy funding).

CHOOSE ONE: Faculty Staff Temp Staff Medical Resident Workstudy Student GTA/GRA/GSA Institutional Student

SINGLE OCCUPANT POSITION POOL POSITION (If pool position is salaried, any changes will affect all occupants)

EFFECTIVE DATE	POSITION NUMBER	DEPT NUMBER	LAST NAME if Single Occupant - POOL if Pool Position	FIRST NAME (Blank if Pool)	EMPL ID (Blank if Pool)

Mark the type of employee for which the form is being completed.

Mark Single Occupant or Pool Position.

Enter the **Effective Date** (pay periods begin on the 1st and 16th of the month).

Enter **Position Number** (please contact Human Resources if position # is unknown).

Enter **Department Number** to which position is assigned.

Enter **Last Name** and **First Name**. If it is a Pool position, you can enter "Pool" in the last name box.

Enter the **Empl ID**; leave blank if Pool position.

How to complete a Position Funding Form

- Middle of PFF is Funding Source information
- Up to five Funding Sources can be listed on one form, attach additional pages as needed.

Enter the 5 digit **Fund** number being used.

Enter the 4 digit **Department Number** to which funding source belongs.

Enter the **Department Name** to which funding source belongs.

If applicable, enter the **Project/Grant** number (begins with UND, 10 characters).

If applicable, enter the 4 digit **Program** number (5 characters, leading 0 is highlighted in gray). You cannot have both a project and program number.

All salary **Accounts** start with "51", which is highlighted in gray. Enter the last 4 digits, which will auto fill as a letter at the end of the **Combo Code**. See [page 66](#) for chart.

FUNDING SOURCE 1					
FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1
Combo Code					PERCENT OF DISTRIBUTION
U					

The **Combo Code** will auto-filled based on information entered in preceding row. All Combo Codes must start with a "U" and end with a letter. Please check for accuracy.

Enter the **Percent of Distribution** for each Funding Source. Percentages must equal 100%. The % can be up to three decimal places. Repeat for as many Funding Sources as needed.

How to complete a Position Funding Form

- Bottom of PFF

Check the box to indicate **Permanent Change** or **Temporary Change**. *Temporary* changes will not show up in the next FY Budget Module. *Permanent* changes will show up in the next FY Budget Module.

Check the box to indicate **Replace All Funding Sources** or **Add Funding Source**.

Totals the percentages of all Funding Sources entered above.

Choose One <input type="checkbox"/> Permanent Change (will be reflected in next FY Budget Module) <input type="checkbox"/> Temporary Change (will not be reflected in next FY Budget Module)		Choose One <input type="checkbox"/> Replace All Funding Sources <input type="checkbox"/> Add Funding Source		TOTAL % OF DISTRIBUTION Must equal 100% if replacing 0.000%	
Additional Information:					
Contact Name: _____ Phone #: _____ Box #: _____					
Authorized Signature _____		Date _____		Additional Signature _____	
Date _____		Additional Signature _____		Date _____	

Email completed form to und.sharedservicecenter@und.edu

Page _____ of _____

Be sure to enter the department **Contact Name, Phone Number** and **Box #**. This should be the person who filled out the form or who should be contacted with questions. At least two departmental signatures are required. Please note that VP/College/Department requirements may differ/require additional signatures.

If you are sending more than one sheet for one position #, please indicate the number of pages at the bottom. Ex: 1 of 1, 1 of 2, 2 of 2, etc.

Note any pertinent information in the **Additional Information** box. For example: If we are to delete some or all other funding sources, if you need to add work-study to a position, etc.

How to complete a Position Funding Form

- Salary Accounts

Character	Account	Account Description	Example Employees
R	511002	Salaries - Regular - Benefitted	Regular benefitted staff
S	511005	Staff Overload	Exempt staff working > 100% - Not for faculty overload
O	512005	Salary - Other	Students only
T	513005	Temporary - Salaries - Non-Benefitted	Temporary employees, non-students, employee awards, other staff pay
V	514005	Overtime	Non-exempt staff overtime
F	515005	Salaries - Faculty	FT/PT faculty - scientist/specialist, resident medical school stipends, post doctoral pay, department chair supplement, other faculty payments
P	515010	Faculty Overload	Faculty working/teaching > 100%
G	517005	Salaries - Graduate Assistants	GRA, GSA and GTA

- When a Funding Source is added to a POOL position, the Distribution % is divided equally between each Funding Source listed.
- The terms **Funding Source** and **Combo Code** are used interchangeably.

How to look up a Combo Code

- **Navigation:** Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table

Enter the **Department** and **Fund Code** (and **Project/Grant** if applicable) in the corresponding fields or enter the beginning of the combo code into the **GL Combination Code** field.

Click **Search** to see Search Results.

Combination Code Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID:	begins with ▼	UND01	🔍
GL Combination Code:	begins with ▼		
Description:	begins with ▼		
Search Additional Chartfields:	= ▼		▼
Account:	begins with ▼		
Department:	begins with ▼		
Project/Grant:	begins with ▼		
Product:	begins with ▼		
Fund Code:	begins with ▼		
Program Code:	begins with ▼		
Class Field:	begins with ▼		
Operating Unit:	begins with ▼		

Include History Correct History Case Sensitive

 [Basic Search](#) [Save Search Criteria](#)

Set ID is always UND01.

How to look up a Combo Code

- If your combo code appears in the Search Results and the **Status as of Effective Date** is *Active*, then the combo code is set up and ready to use.
- If the combo code is not listed in the Search Results or the **Status as of Effective Date** is *Inactive*, then the combo code will need to be set up with either Payment Services or Grants & Contracts (contact the G&C Officer for your unit).
- *Before a Combo Code can be set up, the **Fund-Dept** must have a budget.*

Combination Code Table Example 1

- Look up combo code U314003140R
- Enter the combo code using the **Department** and **Fund Code** fields.
- The Combo Code is listed and the Status is *Active*, therefore it is set up and ready to use.

Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID: begins with ▼ UND01

GL Combination Code: begins with ▼

Description: begins with ▼

Search Additional Chartfields: = ▼

Account: begins with ▼

Department: begins with ▼ 3140

Project/Grant: begins with ▼

Product: begins with ▼

Fund Code: begins with ▼ 31400

Program Code: begins with ▼

Class Field: begins with ▼

Operating Unit: begins with ▼

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Set ID	Process Group	GL Combination Code	Status as of Effective Date	Description	Account	Department
UND01	(blank)	U3140031400	Active	Budget Office	512005	3140
UND01	(blank)	U314003140R	Active	Budget Office	511002	3140
UND01	(blank)	U3140031401	Active	Budget Office	513005	3140

Combination Code Table Example 2

- Look up combo code
U437002245UND0020670G
- Enter the combo code using the **Department**, **Project/Grant** and **Fund Code** fields.
- *No matching values were found* for this combo code. It will need to be set up with Grants & Contracts or Payment Services if it does not have a grant number.

Combination Code Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID:	begins with	UND01	<input type="checkbox"/>
GL Combination Code:	begins with		<input type="checkbox"/>
Description:	begins with		<input type="checkbox"/>
Search Additional Chartfields:	=		<input type="checkbox"/>
Account:	begins with		<input type="checkbox"/>
Department:	begins with	2245	<input type="checkbox"/>
Project/Grant:	begins with	UND0020670	<input type="checkbox"/>
Product:	begins with		<input type="checkbox"/>
Fund Code:	begins with	43700	<input type="checkbox"/>
Program Code:	begins with		<input type="checkbox"/>
Class Field:	begins with		<input type="checkbox"/>
Operating Unit:	begins with		<input type="checkbox"/>

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

Combination Code Table Example 3

- Look up combo code U437002215UND0020832F
- Enter the combo code using the **GL Combination Code** field, except don't enter the letter F.
- A combo code is set up for this grant, but not with the correct account code (letter). This combo code only has a G and an O set up. The F will need to be set up with Grants & Contracts or Payment Services if it does not have a grant number.

Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID: begins with

GL Combination Code: begins with

Description: begins with

Search Additional Chartfields: =

Account: begins with

Department: begins with

Project/Grant: begins with

Product: begins with

Fund Code: begins with

Program Code: begins with

Class Field: begins with

Operating Unit: begins with

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All

Set ID	Process Group	GL Combination Code	Status as of Effective Date	Description	Account	Department
UND01 (blank)		U437002215UND0020832G	Active	Aviation	517005	2215
UND01 (blank)		U437002215UND0020832O	Active	Aviation	512005	2215

Combination Code Table Example 4

- Look up combo code U202928020T
- Enter the combo code using the **GL Combination Code** field, except don't enter the letter T.
- The Combo Code is listed, but the Status is *Inactive*. It will need to be set up with Payment Services or Grants & Contracts if it has a grant number.

Combination Code Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID: begins with

GL Combination Code: begins with

Description: begins with

Search Additional Chartfields: =

Account: begins with

Department: begins with

Project/Grant: begins with

Product: begins with

Fund Code: begins with

Program Code: begins with

Class Field: begins with

Operating Unit: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results
View All

Set ID	Process Group	GL Combination Code	Status as of Effective Date	Description	Account
UND01	(blank)	U202928020O	Inactive	PICKLO START UP (01)	512005
UND01	(blank)	U202928020R	Inactive	PharmPhysiologyTherapeutics	511002
UND01	(blank)	U202928020T	Inactive	PharmPhysiologyTherapeutics	513005

Prepare for Budgets Query

- Results include Job Data and DBT information by position, Permanent changes only!
- **Navigation:** Menu > Reporting Tools > Query > Query Viewer

The screenshot shows the 'HE Prepare for Budgets Report' interface. At the top, there is a title bar and a 'Run' button. Below this, the 'Run Control ID' is 'Prepare_for_Budgets_Rpt', and there are links for 'Report Manager' and 'Process Monitor'. The main form contains several input fields: 'Budget Unit' (230), '*Fiscal Year' (2024), 'Dept From' (0000), and 'Dept To' (9999). Red callout boxes provide additional information: one points to 'Budget Unit' stating 'UND is 230' and 'SMHS is 232'; another points to '*Fiscal Year' stating 'Use next fiscal year to get current fiscal year data. For example, enter 2024 to get FY2023 data.'; and a third points to the department fields stating 'Department number is optional. Enter one department or a range.' At the bottom, there is a row of navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Prepare for Budgets Query

- Below is a sample of several of the data columns

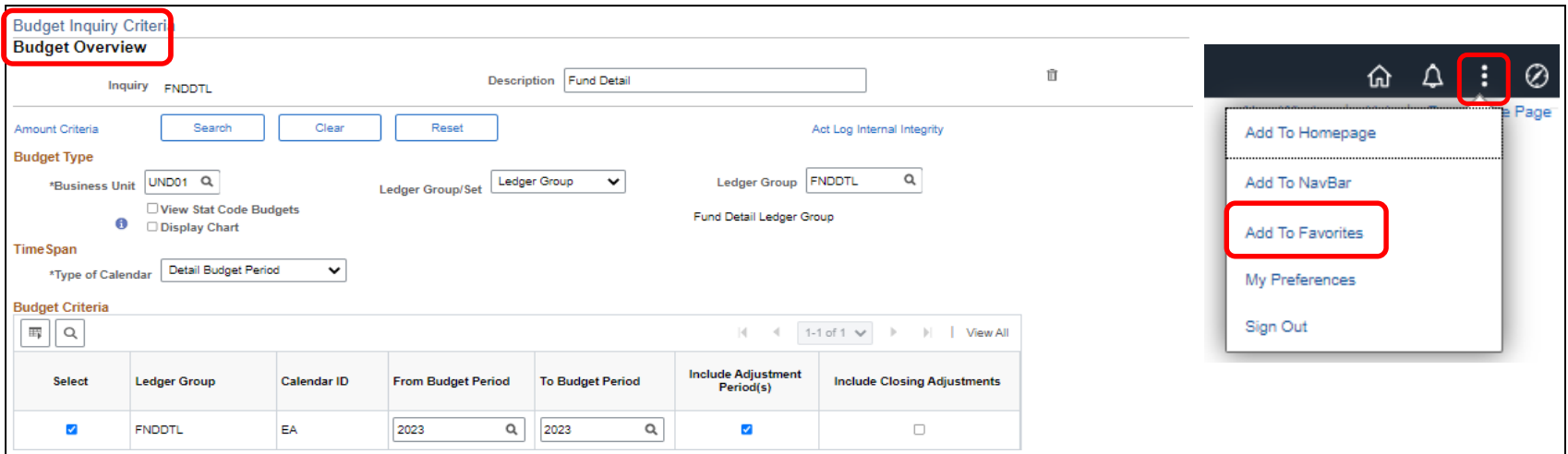
Position Nbr	Name	Starting Budgeting Salary	Budget FTE	Term	Rate Code	Earn Code	Combo Code	DBT Budget Amount	Total Budget	Distrb %
#####25	GRAD	0.00	0.00	0			U302057890G	150000.00	150000.00	0.00
#####34	GRAD	0.00	0.00	0			U437007890UND0022555G	0.00	0.00	100.000
#####60	Last Name, First Name	53594.00	0.75	9	NAANNL		U276547890F	50697.00	50697.00	0.000
#####60	Last Name, First Name	53594.00	0.75	9	NAANNL		U302057890F	2897.00	2897.00	0.000
#####42	Last Name, First Name	70000.00	1.00	10	NAANNL		U302057890F	70000.00	70000.00	0.000
#####12	POOL	0.00	0.00	0			U276547890T	0.00	0.00	100.000
#####78	POOL	0.00	0.00	0			U302057890O	0.00	0.00	100.000
#####78	POOL	0.00	0.00	0		H14	U303161060O	0.00	0.00	25.000
#####78	POOL	0.00	0.00	0		H14	U422005250UND0022925O	0.00	0.00	75.000
#####40	Last Name, First Name	88420.00	1.00	9	NAANNL		U302027890F	44011.00	44011.00	0.000
#####40	Last Name, First Name	88420.00	1.00	9	NAANNL		U302057890F	13462.00	13462.00	0.000
#####40	Last Name, First Name	88420.00	1.00	9	NAANNL		U306057890F	30947.00	30947.00	0.000
#####39	Last Name, First Name	31500.00	1.00	12	NAANNL		U276547890R	3937.00	3937.00	0.000
#####39	Last Name, First Name	31500.00	1.00	12	NAANNL		U302057890R	27563.00	27563.00	0.000
#####96	Last Name, First Name	45000.00	1.00	12	NAANNL		U276547890F	0.00	0.00	100.000
#####58	TEMP	0.00	0.00	0			U206377890T	0.00	0.00	100.000
#####55	VACANT	0.00	0.00	0			U302057890R	29742.00	29742.00	0.000
#####17	VACANT	0.00	0.00	0			U302057890F	45632.00	45632.00	0.000
#####17	VACANT	0.00	0.00	0			U306057890F	58078.00	58078.00	0.000
#####18	Last Name, First Name	38500.00	1.00	12	NAANNL		U437007890UND0022555G	38500.00	38500.00	0.000
#####15	Last Name, First Name	38000.00	1.00	12	NAANNL		U276547890F	0.00	0.00	100.000

Prepare for Budgets Query

- Recommend running this query periodically to check for errors, especially before Annual Budget!
 - Starting Budgeting Salary – This is the amount any salary increases will be calculated on. If incorrect, please contact HR to update salary.
 - Earn Code – Workstudy positions are indicated by having H14 in this column.
 - Combo Codes – Only Permanent changes are listed
 - DBT Budget Amount – This amount may differ from the Starting Budgeting Salary amount if there are multiple Combo Codes or a change was made during the year.
 - Distrib % - A percentage instead of a dollar amount may be listed if a Permanent change was made during the year.
- If any departments/positions/employees are missing from this report that you think should be listed please contact [Cynthia Fetsch](#) as soon as possible.

How to - Add to Favorites

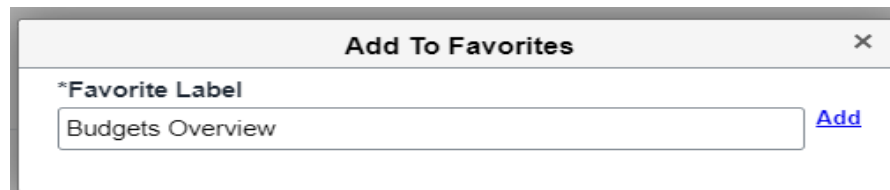
- Navigate to the process you want to Add to Favorites
- Click **Actions List**, then **Add to Favorites**



The screenshot shows the 'Budget Inquiry Criteria' page. The 'Budget Overview' tab is selected. The page includes search and filter options for Amount Criteria, Budget Type, Time Span, and Budget Criteria. A table lists budget criteria with columns for Select, Ledger Group, Calendar ID, From Budget Period, To Budget Period, Include Adjustment Period(s), and Include Closing Adjustments. The 'Actions List' menu is open, showing options: Add To Homepage, Add To NavBar, Add To Favorites (highlighted with a red box), My Preferences, and Sign Out.

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FNDDTL	EA	2023	2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Enter a unique **Description** for the new favorite and click **Add**.




The 'Add To Favorites' dialog box contains a text input field for the 'Favorite Label' with the value 'Budgets Overview' and an 'Add' button.

How to - Delete a Run Control ID

- Click on the **Inquiry Name** to open it and then look for the **Garbage Can** symbol (see red circle below).
- Click the **Garbage Can** and it will delete that **Run Control ID**.

Budget Inquiry Criteria
Budget Overview

Inquiry FNDDTL Description Fund Detail 

Amount Criteria [Act Log Internal Integrity](#)

Budget Type

*Business Unit Ledger Group/Set Ledger Group
 View Stat Code Budgets
 Display Chart Fund Detail Ledger Group

TimeSpan

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FNDDTL	EA	<input type="text" value="2023"/> <input type="button" value="Q"/>	<input type="text" value="2023"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

How to - Delete a Favorite Query

- In **Query Viewer**:
- Click the minus button under the **Remove** column (far right) of the query you do not want under **My Favorite Queries** (see red circle below).
- This will delete the query from **My Favorite Queries**, but it will still be available if you searched for it.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with


Search

Advanced Search

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
NDU_GL60_JRNLS_460001	Journal Entries by Account	Private	MIRA	HTML	Excel	XML	Schedule	Lookup References	-
NDU_GL60_JRNLS_FINAID	Journal Entries by Account	Private	MIRA	HTML	Excel	XML	Schedule	Lookup References	-
NDU_GL73_JOURNALS_460001	Journals including Proj Field	Private	MIRA	HTML	Excel	XML	Schedule	Lookup References	-

Helpful Tips

- To get a list of current funds/projects for your department, run the Finance query **NDU_GL48_BUD_FUND_DEPT_PROJ** (Budgets Fund/Dept/Proj Combos)
- If you download a report to Excel, ***the totals are values not formulas***. The totals will need to be updated if making changes to the detail.
- Use the magnifying glass symbol  at the right of most field boxes to lookup up allowable values for that field.

Helpful Tips

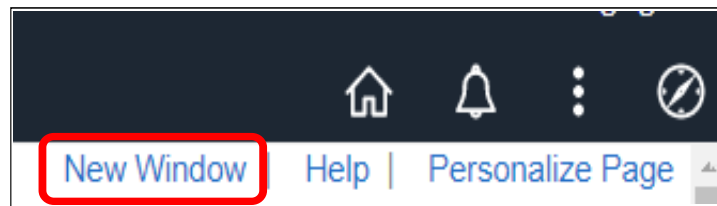
- At the top of search results, there often is a **Personalize** link...
 - Change Column Order
 - Change Sort Order
 - Hide unused Columns

The screenshot shows a web interface for 'Budget Overview Results'. At the top left, there are icons for a grid and a search function. To the right, there are navigation arrows, a dropdown menu showing '1-2 of 2', and a 'View All' link. Below these elements is a table with several columns. The first column is partially obscured by a dropdown menu that is open, showing three options: 'Personalize' (highlighted with a red box), 'Zoom Budget Overview Results', and 'Download Budget Overview Results Table to Excel'. The table columns are: 'Action', 'Ledger Group', 'Account▲', 'Fund▲', 'Dept▲', 'Budget Period', 'Budget', 'Expense', 'Encumbrance', 'Available Budget*', and 'Percent Ava'.

Action	Ledger Group	Account▲	Fund▲	Dept▲	Budget Period	Budget	Expense	Encumbrance	Available Budget*	Percent Ava
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Helpful Tips

- [Training in financial services areas](#) is available through guides, how-to walkthroughs, videos and in-person sessions.
- Recommend using Google Chrome or Mozilla Firefox internet browsers.
- Clicking **New Window** at the top right of the screen will open an additional window within Finance to allow working on multiple screens at one time. This applies in HRMS too.



Questions???

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