Budgets, Etc!
Resource Planning & Allocation
Table of Contents

Click any topic below to go directly to that page

Purpose of Training 3
Budget Set Up and Monitoring 4
Fund Types 7
Revenue Ledgers and Accounts 8
Expense Ledgers and Accounts 9
Budgets Overview 14
How to Check Fund (Cash) Balances 32
Trial Balance 33
Local Fund Summary Report 42
Budget Examples (Understanding Appropriated and Local Funds) 47
Budget Journals 51
Biennial Budget Summary Report 53
Department Budget Table 59
Position Funding Form 62
Combo Codes/Funding Source 66
Prepare for Budgets Query 72
How To... and Helpful Tips 75
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

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

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

Use with

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

### Child Ledger
- FNDDTL
- PRJDTL
- CSHDTL

### Use with

### Child Account | Account Description
--- | ---
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 Account | Account Description
--- | ---
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
70000 | Other Bond Pymnt, Depr, Etc.
70001 | 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://adminsys.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
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**
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 - 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

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

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

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

Enter Description of Inquiry

**Budget Inquiry Criteria**

**Budget Overview**

**Budget Type**

- Business Unit: UND01
- Ledger Group/Set: FNDDTL

**Time Span**

- Type of Calendar: Detail Budget Period

**Budget Criteria**

- Select: FNDDTL
- Ledger Group: EA
- Calendar ID: 2017
- From Budget Period: 2017
- To Budget Period: 2017
- Include Adjustment Period(s)
- Include Closing Adjustments

**Chart Field Criteria**

- Account: 3140
- Dept: 3140
- Fund: 3140

**Budget Status**

- Open
- Closed
- Hold
Budgets Overview – Appropriated - FNDDTL

Click to change Criteria

Change to increase number of visible rows

Summary of year-to-date activity

FNDDTL ledger returns account details
Click to see details, such as when a Budget Journal was processed.

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

Click to see expense details

Monthly fringe expenses
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?

Enter the Dept and Fund number for Appropriated funds

Click Search after entering all criteria (red boxes)

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

Summarizes accounts by category (salary, operating and equipment)
Budgets Overview – Appropriated - FUND

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

Summary of year-to-date activity
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.
Budgets Overview – Local Fund - FNDDTDL

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.
Budgets Overview – Local Fund - REVENUE

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

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

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

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.

**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.*

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

**Process Scheduler Request**

- **Server Name**: PSNT
- **Run Date**: 11/01/2016
- **Run Time**: 9:59:26AM
- **Process List**:
  - **Trial Balance Report**

**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**.

**Format**:
- **CSV**
- **PDF**
- **PS**
- **SPF**
- **OTHER**
- **LP**
- **HTM**
- **HP**

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 **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.


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

Click Details to see Process Detail after Success and Posted.
How to run a Trial Balance

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

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).
# How to find the Fund (Cash) Balance

The Fund Balance is $640,941.58.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Description</th>
<th>USD</th>
<th>Transaction Debit</th>
<th>Transaction Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>22622</td>
<td>22622 Elec Distribution Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>105251 Cash - in BND</td>
<td>639,943.19</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>124001 Accounts Receivable - Current</td>
<td>998.39</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>124003 AR-NonStudent Non G/C</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>201001 Accounts/Vouchers Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>330001 Unrestricted</td>
<td>0</td>
<td>634,738.61</td>
<td></td>
</tr>
<tr>
<td></td>
<td>462175 Utility Charges</td>
<td>0</td>
<td>187.07</td>
<td></td>
</tr>
<tr>
<td></td>
<td>470185 Electricity</td>
<td>0</td>
<td>15,761.03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>470530 Water Charge</td>
<td>0</td>
<td>1,287.58</td>
<td></td>
</tr>
<tr>
<td></td>
<td>479005 Interdepartmental Revenue1</td>
<td>0</td>
<td>18,088.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>561030 Natural Gas</td>
<td>222.68</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>561070 Water and Sewer</td>
<td>1,287.58</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>621400 Recharge - Fees</td>
<td>2,610.90</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>623155 Other Professional Fees</td>
<td>25,000.00</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Total for Fund 22622 670,062.74 670,062.74

Total for Ledger 670,062.74 670,062.74
# How to find the Fund (Cash) Balance

Another Example

<table>
<thead>
<tr>
<th>Report ID:</th>
<th>GLS7012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Unit:</td>
<td>UND01</td>
</tr>
<tr>
<td>Ledger:</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>As of Year</td>
<td>2016 and Period</td>
</tr>
<tr>
<td>Base Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Fund</td>
<td>0</td>
</tr>
</tbody>
</table>

## Assets

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Cur</th>
<th>Transaction Debit</th>
<th>Transaction Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>105251</td>
<td>Cash - in BND</td>
<td>USD</td>
<td>95,515.74</td>
<td>0</td>
</tr>
<tr>
<td>124001</td>
<td>Accounts Receivable - Current</td>
<td>USD</td>
<td>1,445.00</td>
<td>0</td>
</tr>
<tr>
<td>124201</td>
<td>Accounts Receivable-Allowances</td>
<td>USD</td>
<td>0</td>
<td>434.28</td>
</tr>
</tbody>
</table>

## Liabilities

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Cur</th>
<th>Transaction Debit</th>
<th>Transaction Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>201001</td>
<td>Accounts/Vouchers Payable</td>
<td>USD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>223001</td>
<td>Accrued Salaries Payable</td>
<td>USD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>223002</td>
<td>Faculty- 9mo Pd over 12 Liab</td>
<td>USD</td>
<td>0</td>
<td>681.7</td>
</tr>
<tr>
<td>223026</td>
<td>Payroll withholdings</td>
<td>USD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>223051</td>
<td>Health Insurance Payable</td>
<td>USD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>223076</td>
<td>Accrued Fringes Payable</td>
<td>USD</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**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** 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).

**Note:** You will need to set up a **RunControl ID** the first time you run this report.

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

Click the Run button.

Choose PDF to format as a PDF report.

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

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.

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.

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.
The Fund Balance is $95,844.76.
See page 41 for Trial Balance comparison.
Local Fund Summary

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.

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2017</th>
<th>Feb 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Fringe</td>
<td>$30,000</td>
<td>$13,750</td>
</tr>
<tr>
<td>Operating Equipment</td>
<td>$5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td>$35,000</td>
<td>$17,750</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Feb 3, 2018 Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Fringe</td>
<td>$13,750</td>
</tr>
<tr>
<td>Operating Equipment</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td>$17,750</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2017 Original Budget</th>
<th>July 1, 2017 Cash Available</th>
<th>Feb 1, 2018 Available Budget</th>
<th>Feb 1, 2018 Cash Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Fringe</td>
<td>$30,000</td>
<td>$35,000</td>
<td>$13,750</td>
<td>$17,750</td>
</tr>
<tr>
<td>Operating</td>
<td>$5,000</td>
<td></td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$25,000</td>
<td>$35,000</td>
<td>$17,750</td>
<td>$17,750</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Salary/Fringe</th>
<th>Operating</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 1, 2018</td>
<td>Cash Available</td>
<td>$17,750</td>
</tr>
<tr>
<td></td>
<td>$17,750</td>
<td></td>
</tr>
<tr>
<td>Feb 3, 2018</td>
<td>Available Budget</td>
<td>$13,750</td>
</tr>
<tr>
<td></td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$13,750</td>
<td></td>
</tr>
<tr>
<td>Feb 3, 2018</td>
<td>Cash Available</td>
<td>$13,750</td>
</tr>
</tbody>
</table>
| 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

<table>
<thead>
<tr>
<th>Salary/Fringe</th>
<th>June 1, 2018</th>
<th>June 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Available Budget</td>
<td>Cash Available</td>
</tr>
<tr>
<td></td>
<td>$3,750</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Operating</th>
<th>June 1, 2018</th>
<th>June 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,000</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>June 1, 2018</th>
<th>June 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,000</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 30, 2018</th>
<th>June 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Budget</td>
<td>Cash Available</td>
</tr>
<tr>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>$4,000</td>
<td>$3,750</td>
</tr>
<tr>
<td>$4,000</td>
<td>$-</td>
</tr>
</tbody>
</table>

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

Required Criteria

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

Optional Criteria

This table will populate with departments if an A or B level is chosen.

Click the Run button.
How to run the Biennial Budget Summary

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.

Click link to view the summary.

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.

Click Report Manager to view the Report list.
Biennial Budget Summary

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

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://adminssys.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
Department Budget Table

• 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.

Remember to run your payroll reports each pay period! Errors are easier to correct if caught early!
How to look up a DBT

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

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

**Or**

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

Click **Search**

The **Set ID** is always UND01.

Enter the **Fiscal Year**
How to look up a DBT

Click the Dept Budget Earnings tab.

Click the arrows if more than one record.

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

The example is a student POOL position.

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.

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

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

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.

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>POSITION NUMBER</th>
<th>DEPT NUMBER</th>
<th>LAST NAME if Single Occupant - POOL if Pool Position</th>
<th>FIRST NAME (Blank if Pool)</th>
<th>EMPL ID (Blank if Pool)</th>
</tr>
</thead>
</table>

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)
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.

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.

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.

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.

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.

Email completed form to und.sharedservicecenter@und.edu
How to complete a Position Funding Form

• Salary Accounts

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

• 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.

**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 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 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 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.
Prepare for Budgets Query

• Results include Job Data and DBT information by position, Permanent changes only!

• **Navigation:** Menu > Reporting Tools > Query > Query Viewer

Use next fiscal year to get current fiscal year data. For example, enter 2024 to get FY2023 data.

Department number is optional. Enter one department or a range.

UND is 230
SMHS is 232
Prepare for Budgets Query

- Below is a sample of several of the data columns

<table>
<thead>
<tr>
<th>Position Nbr</th>
<th>Name</th>
<th>Starting Budgeting Salary</th>
<th>Budget FTE</th>
<th>Term</th>
<th>Rate Code</th>
<th>Earn Code</th>
<th>Combo Code</th>
<th>DBT Budget Amount</th>
<th>Total Budget</th>
<th>Distrb %</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>GRAD</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U302057890G</td>
<td></td>
<td>150000.00</td>
<td>150000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>34</td>
<td>GRAD</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U437007890UND0022555G</td>
<td>0.00</td>
<td>0.00</td>
<td>100.0000</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Last Name, First Name</td>
<td>53594.00</td>
<td>0.75</td>
<td>9</td>
<td>NAANNL</td>
<td>U276547890F</td>
<td>50697.00</td>
<td>50697.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>60</td>
<td>Last Name, First Name</td>
<td>53594.00</td>
<td>0.75</td>
<td>9</td>
<td>NAANNL</td>
<td>U302057890F</td>
<td>2897.00</td>
<td>2897.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>42</td>
<td>Last Name, First Name</td>
<td>70000.00</td>
<td>1.00</td>
<td>10</td>
<td>NAANNL</td>
<td>U302057890F</td>
<td>70000.00</td>
<td>70000.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>12</td>
<td>POOL</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U276547890T</td>
<td>0.00</td>
<td>0.00</td>
<td>100.0000</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>POOL</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U302057890O</td>
<td>0.00</td>
<td>0.00</td>
<td>100.0000</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>POOL</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U422005250UND0022925O</td>
<td>0.00</td>
<td>0.00</td>
<td>25.0000</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>POOL</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>H14 U303161060O</td>
<td>0.00</td>
<td>0.00</td>
<td>25.0000</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>POOL</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>H14 U422005250UND0022925O</td>
<td>0.00</td>
<td>0.00</td>
<td>75.0000</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Last Name, First Name</td>
<td>88420.00</td>
<td>1.00</td>
<td>9</td>
<td>NAANNL</td>
<td>U302027890F</td>
<td>44011.00</td>
<td>44011.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>40</td>
<td>Last Name, First Name</td>
<td>88420.00</td>
<td>1.00</td>
<td>9</td>
<td>NAANNL</td>
<td>U306057890F</td>
<td>30947.00</td>
<td>30947.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>39</td>
<td>Last Name, First Name</td>
<td>31500.00</td>
<td>1.00</td>
<td>12</td>
<td>NAANNL</td>
<td>U276547890R</td>
<td>3937.00</td>
<td>3937.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>39</td>
<td>Last Name, First Name</td>
<td>31500.00</td>
<td>1.00</td>
<td>12</td>
<td>NAANNL</td>
<td>U302057890R</td>
<td>27563.00</td>
<td>27563.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>96</td>
<td>Last Name, First Name</td>
<td>45000.00</td>
<td>1.00</td>
<td>12</td>
<td>NAANNL</td>
<td>U276547890F</td>
<td>0.00</td>
<td>0.00</td>
<td>100.0000</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>TEMP</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U206377890T</td>
<td>0.00</td>
<td>0.00</td>
<td>100.0000</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>VACANT</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U302057890R</td>
<td>29742.00</td>
<td>29742.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>17</td>
<td>VACANT</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U302057890F</td>
<td>45632.00</td>
<td>45632.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>17</td>
<td>VACANT</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>U306057890F</td>
<td>58078.00</td>
<td>58078.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>18</td>
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<td>0.00</td>
<td>100.0000</td>
<td></td>
</tr>
</tbody>
</table>
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.
  - Distrb % - 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**

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

• Connie Gagelin
  connie.gagelin@UND.edu
  777-2165