

*Southeastern
Louisiana
University*

**Budget Unit
Financial Handbook**

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INTRODUCTION

Introduction

To manage a department, grant, or any other financial unit here at Southeastern Louisiana University, an understanding of the available tools and procedures is needed. This booklet is not all-inclusive, but it is designed to provide a starting point for working with the financial management tools that are available.

Disclaimer: In all cases this document is to be used as a guide to website resources where information is being maintained. Please be advised that the website is the official record and is subject to change as policy dictates.

BUDGET UNIT TERMINOLOGY

Budget Unit Terminology

Budget Unit Number

Your budget unit number is the 5-digit tracking number for the funds that your department/grant has been assigned. It is used to retrieve data when you review your budget in PeopleSoft Financials. It is also used to allocate the costs when you make a purchase. Some sample budget unit numbers are:

44611 – English Film Lab
44612 – English Lab Fee
44633 – Digital Apps in Literacy

The budget unit number represents a great deal of information in Southeastern's PeopleSoft financial system. For instance, when a requisition is entered and "charged" to Budget Unit 44633 (Digital Apps in Literacy), the system automatically assigns the entry to:

Fund = 30 (Restricted) Program = 10000 (Instruction) Class = GSTAT (Grant, State) Home Department = 44601 (English) Project = GR44633 (a Grant ID)
--

While you may occasionally see the Fund, Program, Class, Home Department, and Project information for your Budget Unit in the PeopleSoft Financials screens, *you will only need your budget unit number for monitoring your budgets, entering requisitions, etc.*

Category/Account Number

When using your Budget Unit's funds, you must indicate the type of expense that is to be incurred. In our PeopleSoft financial system, the type of expense is known as the category. The category automatically provides the system with the appropriate corresponding account number. In some of the financial transactions that are performed outside our PeopleSoft system, you may be asked to provide an account number. Some sample categories and their corresponding account numbers are:

Advertising	539001
Education Supplies	540230
Professional Svcs – Engineer	550300

WHERE TO FIND BUDGET UNITS

Where to Find Budget Units and Account Numbers

The current list of budget units and accounts can be found on the Controller's Office page on the Southeastern website:

Southeastern Home -> Administration -> Controller's Office -> Faculty & Staff Information ->

Budget Unit Numbers are listed in: **Budget Unit List**
Account Numbers are listed in: **GL Account List**

Budget Unit Setup and Changes

To create a new budget unit or make modifications (description, manager, project dates, etc.) complete the "Create/Update Budget Unit Form" found on the PeopleSoft Financials web page:

Southeastern Home -> LeoNet -> PeopleSoft Financials -> Forms

MONITORING AND ADJUSTING YOUR BUDGET

Monitoring and Adjusting Your Budget

Intro to Budgets

When funds are allocated to a budget unit, a budget is created in the PeopleSoft Financials system for the types of expenditures that are anticipated. For example, budgets would show funds that are available for "Office Supplies" or "Telephone-Long Distance".

When purchases are made through one of the purchasing mechanisms on campus (such as a PeopleSoft requisition or the procurement card), the category code/account number is required. The purchase and remaining budget is reflected on the PeopleSoft budget (aka commitment control) review screens and reports.










Note that purchases made on the procurement card will be posted against a budget only after being reconciled and approved in the PeopleSoft Financials System. Also, if a "Process Form for Payment" has been submitted, the transaction will reduce the budget when it is entered into PeopleSoft by the Controller's Office. These types of transactions must also be considered when determining if budget dollars are available for a purchase.

Monitoring a Budget

There are three tools available in PeopleSoft Financials for monitoring a budget: the Monthly Departmental Budget Report, the Detailed Budget Unit Transaction Report, and the Budget Overview on-line lookup. "How Do I?" documents are available for each of these tools on the PeopleSoft Financials web page:

Southeastern Home -> LeoNet -> PeopleSoft Financials -> How Do I?

A Budget Overview screen would appear in a format similar to the following:

	Account	Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
	522000	Travel	FY2009	1,900.00	0.00	0.00	0.00	1,900.00
	532000	Xerox Copying	FY2009	200.00	0.00	0.00	0.00	200.00
	533000	Printing	FY2009	50.00	0.00	0.00	0.00	50.00
	535000	Rentals	FY2009	960.00	0.00	0.00	0.00	960.00
	536000	Dues and Subscriptions	FY2009	100.00	0.00	0.00	0.00	100.00
	537000	Telephone	FY2009	5,924.00	0.00	0.00	0.00	5,924.00
	539000	Other Services	FY2009	3,051.00	0.00	0.00	0.00	3,051.00
	540000	Supplies	FY2009	8,700.00	0.00	0.00	0.00	8,700.00
	571000	Capital Outlay-Acq	FY2009	3,291.00	0.00	0.00	0.00	3,291.00

[Return to Criteria](#) [*Notes](#)

MONITORING AND ADJUSTING YOUR BUDGET (Cont'd)

The numeric columns contain the following information:

- Budget – the original budgeted amount for the account
- Expense – the amount that has been paid from the account
- Encumbrance – the amount that is currently on purchase order for the account
- Pre-Encumbrance – the amount that is currently on a purchase requisition for the account

Adjusting a Budget

In the screen shown in the above section, only \$50 is budgeted for printing during the year. If \$100 of the supplies budget needed to be reallocated to the printing budget, this would be a "Budget Adjustment". Many of these adjustments can be handled by the Budget Unit Head or authorized staff by creating and posting a budget transfer transaction in PeopleSoft Financials. (See the "How Do I?" document "Entering Budget Transfers" on the PeopleSoft Financials web page for step-by-step instructions and a list of valid transfer accounts.)

Adjustments for Budget Units that relate to grants or that involve accounts not listed in the "How Do I?" document are handled by submitting a "Budget Journal Request" form to the Budget Office. The form can be found on the Budget Office web page:

[Southeastern Home -> Administration -> Budget Office -> Budget Adjustment Information](#)

Note that adjustments for Budget Units that relate to grants must be reviewed by the Office of Sponsored Research and Programs.

TRAVEL AUTHORIZATIONS AND REIMBURSEMENTS

Travel Authorizations and Reimbursements

When traveling for the university, you will need to fully understand Louisiana and Southeastern travel regulations. These regulations are described on the "Travel Information" web page:

Southeastern Home -> Administration -> Controller's Office -> Faculty & Staff Information -> Travel Information

As described on the "Travel Information" web page, prior to most university travel, a Travel Authorization request must be entered and approved in the PeopleSoft Financials system.

For step-by-step instructions on Travel Authorization entry, approval, and review, visit the PeopleSoft Financials Training web page and select "Travel Authorization Training Topics":

Southeastern Home -> LeoNet -> PeopleSoft Financials -> Training and Assessment -> Travel Authorization Training Topics

"How Do I?" documents are also available at

Southeastern Home -> LeoNet -> PeopleSoft Financials->How Do I?

Travel expense reimbursement requires submission of the paper "Expense Account" form available from Southeastern's Travel Office.

GRANT PROPOSALS

Grant Proposals

When a grant proposal has been completed in the PeopleSoft Financials system by the Principal Investigator (PI) and reviewed by the Office of Sponsored Research and Programs (OSRP), it will be submitted for electronic approval to the Budget Unit Head of the Home Department that was designated on the proposal.

The following steps are required to review and approve the grant proposal:

➤ Log into PeopleSoft with your standard PS User ID and password on the **PeopleSoft Financials (FSPRD)** screen.

➤ Check your **Worklist**. When the proposal is ready for review/approval, you will receive a message in your Worklist with an active link to the **Proposal Component Approval/Submit** screen. Select this hyperlink.

➤ Link directly to the proposal information by clicking on the **V101** hyperlink on the **Proposal Component Approval/Submit** screen. The proposal must be reviewed prior to the **"Approval"/"Send Back"** action.

Use the navigation within the proposal to access all pages and links. DO NOT use the "back" button on the browser or you may encounter problems within the system.

➤ Open the **PROPOSAL** page and review the general information such as PI name, sponsor, dates of the project, etc

➤ Open the **BUDGETS** page. Select the **Period** (Year) hyperlink(s) to access each budget year, itemized as to items and dollars on the **Enter Budget Detail** page.

If match is required on the proposal, access to the match details (amounts/budgets responsible) will be included on the **Cost Share** page. This page is accessed through the **Cost Share** hyperlink on the individual line items shown on the **Enter Budget Detail** page. **Be sure to monitor this information carefully as your electronic signature confirms approval of match provided by your budget.** All budget unit heads providing match will be required to electronically approve the proposal.

If cost share is reviewed, you will receive an alert message that you have unsaved data when you select the **Return to Maintain Proposal** hyperlink. If you do

GRANT PROPOSALS (Cont'd)

receive this message, select the **Cancel** box from this screen in order to successfully return to the **BUDGETS** page.

Note: The Budget Justification should be found as a separate file on the **ATTACHMENTS** page.

➤ Open the **ATTACHMENTS** page and review documents such as the Narrative, Budget Justification, Abstract, and other items to be submitted to the funding agency.

➤ At this point the review of the required pages of the proposal is complete. Information completed by the PI/OSRP is also found on the **PROJECTS**, **RESOURCES**, and **KEY WORDS** pages. These are optional review pages.

➤ You are now ready to either "**Approve**" or "**Send Back**." Go to the **Menu** on the left-hand side and select **Grants**. Then select **Proposals**. Then select **Proposal Component Approval**. This hyperlink will open the **Proposal Proponent Approval/Submit** screen once again.

➤ Either "**Approve**" or "**Send Back**" the proposal by checking the appropriate box. The **Comment** hyperlink will open the **Proposal Component Comments** box. You may make a comment if you **Approve**, but you **MUST** include an explanation if you choose to **Send Back** the proposal.

➤ Select the **Save** button. If you did select the "**Send Back**" option, you will be asked for confirmation that you want to send the proposal back. Select the "Yes" button to continue.

➤ At this point, you have completed your level of the approval process.

PROPERTY CONTROL

Property Control

When Southeastern acquires moveable property that is computer hardware or over a set dollar amount, it is tagged by the Office of Property Control and becomes part of Southeastern's asset inventory. A Budget Unit Head is assigned responsibility for managing the asset. This responsibility includes monitoring the asset's location, "surplusing" the asset if it is no longer needed, and making requests for asset status changes, when appropriate (e.g., if the asset is stolen). To facilitate these tasks, a set of asset management self-service functions are available in the PeopleSoft Financials system. (Note that a Budget Unit Head can authorize another employee to modify location information or enter property control transactions by completing a Property Control Transaction Authorization Form. This form is available at the PeopleSoft Financials web page.)

Reviewing Asset Information

To see the list of tagged assets that are assigned to a Budget Unit or to look for asset information, log into PeopleSoft Financials:

**Southeastern Home -> LeoNet -> PeopleSoft Financials
-> PeopleSoft Login**

Then choose from the queries on the PeopleSoft Financials "Southeastern AM Links" menu by navigating to

Asset Management -> Southeastern AM Links

Managing Assets

During the life of an asset, its location, custodian, or status may change. For tagged assets, not only must information be updated in the PeopleSoft Financials System, but many changes require approval from offices at Southeastern or even the State of Louisiana before they can be implemented. The PeopleSoft "Property Control Transactions" screen allows Budget Unit Heads and/or their authorized representatives to enter these transactions for tagged assets. For step-by-step instructions on entering a tagged inventory asset transaction, see the "Entering a Property Control Inventory Transaction" document at

Southeastern Home -> LeoNet -> PeopleSoft Financials -> How Do I?

PROPERTY CONTROL (Cont'd)

For non-inventory (non-tagged) property, several types of transactions also require approval before they can be completed. These transactions include surplusing items, trading in items, dismantling for parts, and reporting the items as lost/stolen. (Location changes do not require approval for non-inventory items.) These transactions can be entered by using the PeopleSoft "Prop Cntrl Non-Inventory items" screen. For step-by-step instructions for these transactions, see the "Enter a Property Control Non-Inventory Transaction" document on the "How Do I?" menu.

Approving Transactions

When an asset transaction has been submitted and needs approval from one or more PeopleSoft Financials users, an email will be sent to the first approver, and it will appear in their PeopleSoft Financials Worklist. The Worklist icon appears at the top right corner of the PeopleSoft Financials home page:



(See the "How Do I" document "Approve a Property Control Transaction" for additional information on approving the transaction.)

The transaction will progress through the required approvals (unless approval is denied by one of the approvers). The final approval for all transactions (other than location changes) comes from the Office of Property Control.

PURCHASING and PROCUREMENT CARD

Purchasing at Southeastern

There are currently five purchasing methods used for budget units at Southeastern:

1. The Procurement Card (also known as the P-Card)
2. The Process Form for Payment
3. Computer Resales On-line Shopping
4. Internal Request Form
5. PeopleSoft Requisition (becomes a Purchase Order)

Procurement Card

This VISA credit card is the purchasing method of choice by Southeastern for most purchases up to \$1000. Employees are issued a P-Card by Bank of America, make purchases directly from vendors, then code transactions and attach scanned receipts in PeopleSoft Financials.

Transaction approvals are required from the Office of Sponsored Research & Programs and/or the Cardholder's Supervisor. Purchases that are coded to a computing account will also require approval by Client Services. Email notifications are sent to the approver(s) and the transaction can be accessed from their worklist. On-line training materials for reconciling and approving P-Card transactions can be found at:

[Southeastern Home -> LeoNet -> PeopleSoft Financials -> Training for P-Card Users](#)

"How Do I?" documents are also available on the PeopleSoft Financials web page under the "How Do I?" link.

There are guidelines and restrictions that apply to purchases. The procedures for obtaining and using a P-Card can be found on the Purchasing Department's web page:

[Southeastern Home -> Administration -> Purchasing -> Procurement Card Program -> Procurement Card Policies and Procedures](#)

PROCUREMENT CARD (Cont'd)

Below is the timeline for a P-Card transaction:

P-CARD QUICK REFERENCE TIMELINE			
	When	Who	Event
1)	Approximately 2 Days after Purchase	Cardholder	Email notice arrives for transaction reconciliation (coding & receipt attachment)
2)	Within 2 Days of Email Notice	Cardholder	Codes and signs off on the transaction, triggering approval notice to first approver (OSRP or Supervisor, depending on budget unit)
3)	Within 2 Days of Email Notice from PeopleSoft Financials	Approver	Completes approval

NOTE: *Transactions not signed off within two working days may result in card suspension. Multiple suspensions may result in loss of card privileges.*

PROCESS FORM FOR PAYMENT

Process Form for Payment

The Process Form for Payment is a mechanism for transmitting invoices for payment without going through a formal requisitioning process. The form lists the types of transactions that can be transmitted to the Accounts Payable or Purchasing Departments through this method, including subscriptions, utility payments, lease payments, etc.

The form is available on the Purchasing Department's web pages:

Southeastern Home -> Administration -> Purchasing -> Purchasing Forms -> Process Form for Payments

Computer Resales On-line Shopping

To purchase hardware, software, and computing supplies, Budget Units can now use the online "Computer Equipment Resales Shopping Cart" that is available at

Southeastern Home -> Administration -> Technology & Computing Services -> Client Services -> Computer Resales

Purchases entered in the resales shopping cart automatically become PeopleSoft Financials requisitions and require the same approvals within PeopleSoft Financials that are described later in this document under "PeopleSoft Requisition, Step 2".

Internal Request Form

When purchasing materials or equipment from other departments within the University, you may be required to file a form that authorizes the transfer of goods and costs to your budget unit. Each of these forms will be available from the department offering the goods and will vary in format, depending on the needed information. Visit the web page for the department to learn the purchasing procedure for these "internal requests".

PEOPLESOFT REQUISITION

PeopleSoft Requisition

If your purchase cannot be completed through any of the methods just listed (meaning it is over \$1000 or you could not use the P-Card due to a purchasing restriction), the procurement process is summarized below. A detailed description of each step follows.

The Requisition/Purchase Order Process

PeopleSoft User	Budget Unit Head (Requester)	Procurement Spec & Controller's Office
1 Create requisition in PeopleSoft with scanned supporting documents		
	2 <u>A</u> : Requisition appears in work list <u>B</u> : Approve or deny requisition (an approval sends request to OSRP and/or Client Services (if needed))	
		3 Overnight, the Approved Req is budget checked and becomes an Unapproved PO
		4 <u>A</u> : For <=\$5,000 - Procurement Specialist will review, approve, or contact Requester, & place order <u>B</u> : For >\$5,000 - As in 4A, plus Procurement Spec will obtain the bids
5 When goods or services are delivered, enter Receiving in PeopleSoft. (Note that receipts for tagged assets are entered by Property Control)		6 Controller's Office receives invoice and pays vendor

Step 1 (PeopleSoft User):

Create requisition in PeopleSoft with scanned supporting documents.

To log in to the PeopleSoft Financials system, navigate to the PeopleSoft Financials web page and choose the "PeopleSoft Login" link:

**Southeastern Home -> LeoNet -> PeopleSoft Financials
-> PeopleSoft Login**

PEOPLESOFT REQUISITION (Cont'd)

(See the "Getting Ready to Purchase" section of this guide for information on obtaining your user id and requisitioning access in PeopleSoft Financials.)

Enter the requisition and attach any related documents by following the steps provided in the on-line training for PeopleSoft Financials:

**Southeastern Home -> LeoNet -> PeopleSoft Financials
-> Training and Assessment -> Purchase Requisition
Topics**

Step-by-step instructions are also available on the PeopleSoft Financials web page:

**Southeastern Home -> LeoNet -> PeopleSoft Financials
-> How Do I?**

If your requisition is for a contract greater than \$2000, the Procurement Specialist must have the original contract, signed by the vendor, before the purchase order (and payment) will be processed!

THERE IS ONE EXCEPTION TO THIS STEP!

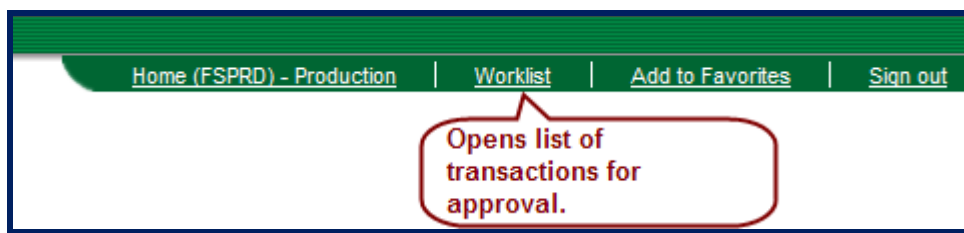
Purchase requisitions can only be entered for one budget unit head's approval, so for purchases involving multiple budget unit heads, use the Multi-Budget Unit Head Purchase Request Form:

**Southeastern Home -> Administration -> Purchasing ->
Purchasing Forms -> Multi-Budget Unit Head Purchase Request**

Step 2 (Approver):

A – Requisition appears in worklist

Every hour (on the half hour) a "workflow" process adds requisitions to the appropriate budget unit head's worklist for approval. To access the worklist, click on the "Worklist" link at the top of the screen as shown below:



PEOPLESOFT REQUISITION (Cont'd)

A worklist similar to the following appears:

MANANDA1	01/27/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL	<input type="text"/>	29.SLULA.000000023
MANANDA1	01/27/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL	<input type="text"/>	30.SLULA.000000024

To access a requisition that is waiting for approval, press the link on the right side of the listing. For instance, [29.SLULA.000000023](#) is a link to requisition number 23 that needs approval.

B -- Budget Unit Head approves or denies the requisition

Requisition Amount Approval

Unit: SLULA Req: 000000023 Requester: PeopleSoft Financials Manager

*Approval Action: Approval Status: In Process [View Printable Req](#)

Comment

Amount Details

Requisition Date: 03/03/2008

Total Amount: 5,328.000 Dollar

Total Base Amount: 5,328.000 Dollar

Line Details Customize Find First 1 of 1 Last

Line	Sched	Status	Amount	Currency	Base Amt	Base Currency	Req Qty	UOM	Revision
1	1	Active	5,328.00	USD	5328.00	USD	8.0000	EA	

To view the details of the requisition, the budget unit head can use the [View Printable Req](#) button. To approve the requisition, confirm that "Approve" is selected in the "Approval Action" drop-down listing and press the "Save" button at the bottom of the screen. To deny the requisition, simply change the "Approval Action" to "Deny" before saving.

If approved, the requisition then goes automatically to worklists for the Office of Sponsored Research and Programs (if needed) and/or Client Services (if needed) for additional approvals.

PEOPLESOFT REQUISITION (Cont'd)

For additional training on requisition approval, visit the following web page:

**Southeastern Home -> LeoNet -> PeopleSoft Financials
-> Training and Assessment -> Purchase Requisition Topics
-> Approving a Requisition**

A "How Do I" document for approving requisitions is also available on the PeopleSoft Financials web page.

Step 3 – (PeopleSoft System):

Overnight, the approved requisition is budget-checked and becomes an unapproved purchase order.

Step 4 - (Procurement Specialist):

For purchases up to \$5000, the Procurement Specialist will review the requisition, along with any quotes and other scanned documents, and will place the order.

For purchases over \$5000, the Procurement Specialist will review and also obtain bids for the purchase if needed before placing an order.

******Note: Orders are placed by the Procurement Specialist, not the Budget Unit******

Step 5 - (PeopleSoft User):

When goods or services are delivered, enter the receiving in PeopleSoft. Remember, a receipt entry must be in PeopleSoft for the vendor to be paid. Step-by-step instructions for entering a receipt are available in a "How Do I?" document on the PeopleSoft Financials web page.

Step 6 - (Controller's Office):

Invoices are sent to the Controller's Office (Accounts Payable – SLU 10720) and a PeopleSoft voucher will be created in the system. If the quantities and pricing on the voucher, receipt, and purchase order all agree, the vendor will be paid. If they do not agree, your procurement specialist will investigate the discrepancy and resolve the problem.

GETTING READY TO PURCHASE

Getting Ready to Purchase

1. Make sure you have a procurement card (P-Card) if needed for purchases **up to \$1,000**.

To obtain a P-Card, contact Scott Morrow, smorrow@selu.edu or 549-5323.

2. Submit an "Application for Faculty/Staff Account" to Southeastern Client Services for a login to the PeopleSoft Financials system. This form is available at:

Southeastern Home -> Administration -> Client Services -> Help Desk -> Available Documents

3. Visit the "Getting Started" link on the PeopleSoft Financials web page to determine the type of training and/or certification needed:

Southeastern Home -> LeoNet -> PeopleSoft Financials -> Getting Started

4. Make sure you have access to a scanner for scanning purchasing-related documents and/or P-Card receipts for submittal.

RESOURCES FOR ASSISTANCE

Resources for Assistance

- For purchasing guidelines and procedures:

Southeastern Home -> Administration -> Purchasing

or contact the Procurement Specialist assigned to your Budget Unit.

- For PeopleSoft Financials Assistance:

Email: PSFinancials@selu.edu

Or Call x5509

- For P-Card (Procurement Card) Assistance:

Email: smorrow@selu.edu

Or call x5323

- For Travel Authorization, state travel policies and procedures, and other travel assistance:

Southeastern Home -> Administration -> Controller's Office -> Faculty & Staff Information -> Travel Information

or call x2089

- For Grant Proposal Assistance, contact the Office of Sponsored Research and Programs (x3212).

- For Budget Assistance

Southeastern Home -> Administration -> Budget Office -> Budget Information

Or email hoberschmidt@selu.edu

Or call x2283

RESOURCES FOR ASSISTANCE (Cont'd)

- For Property Control Assistance

Southeastern Home -> Administration -> Property Control

Or email sandra.jenkins@selu.edu

Or call x2205

- For Computer & Scanning Technical Support

Southeastern Home -> Administration -> Client Services -> Help Desk

Or call x5555