

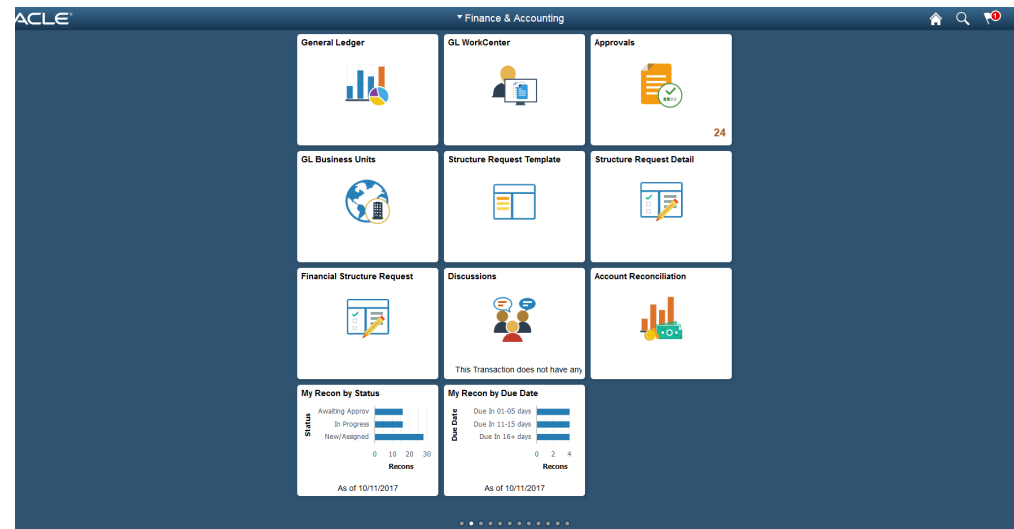


**WORKING WITH YOUR BUDGET & THE
GENERAL LEDGER WITHIN
PEOPLESOFT & SUMMIT**

***PRESENTERS:
LYNN MCKENNA, BUDGET OFFICE
JACK BROWN, BUDGET OFFICE
FRANK SOUSA, CONTROLLER
GLENN HARTMANN, ASSISTANT CONTROLLER
DAVID BENNETT, ASSISTANT CONTROLLER***

PeopleSoft Finance

- **ERP System**
- **Transactions**
 - Journal Entries
 - Budget Changes
- **Review/Monitor**
 - Budget Overview
 - GL Detail
 - Reports
 - Queries



Administration & Finance Information Technology

CAMPUS APPLICATION SUPPORT ▾ A&F USER SUPPORT SERVICES ▾ DEPARTMENTAL APPLICATIONS ▾

Log in to Applications

BuyWays UMass shopping	ECC (Effort Reporting) Research effort reporting and certification	Get Inclusive Learning and compliance training
HR Direct Human Resources and self-service	Kronos Workforce central	kuali Research eRA Research award administration
PageUp Talent management	PeopleSoft Finance Financials ERP	service now ServiceNow Ticketing workflow
Spire University portal	Summit Reporting Finance and HR reporting	TerraDotta Travel registry
UM Plan (Win) UM Plan (Mac) Department budget planning	UPST Self-Service Unified Procurement Services (UPST)	Xibo XIBO Digital Signage

All Applications

Alerts and Notices

Remote Support Report a Problem Review My Tickets

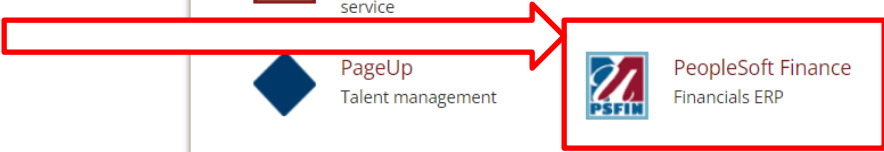
Application Security

search this site Go

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dooraccess@admin.umass.edu

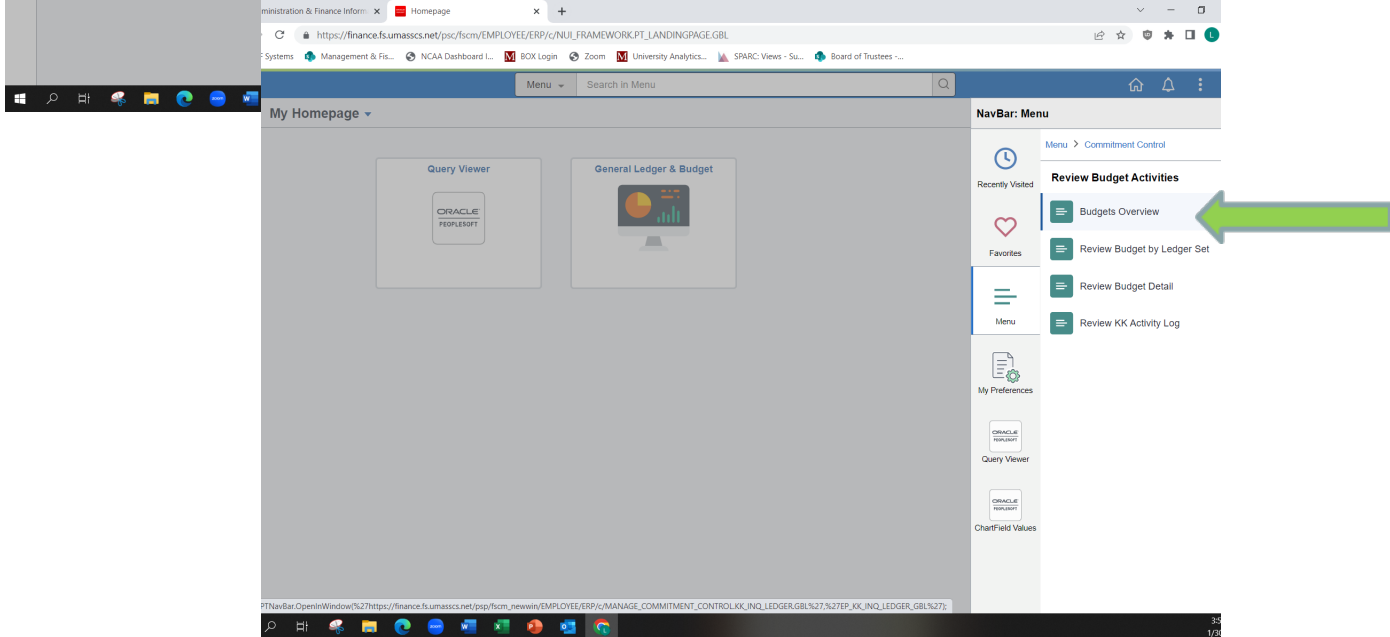
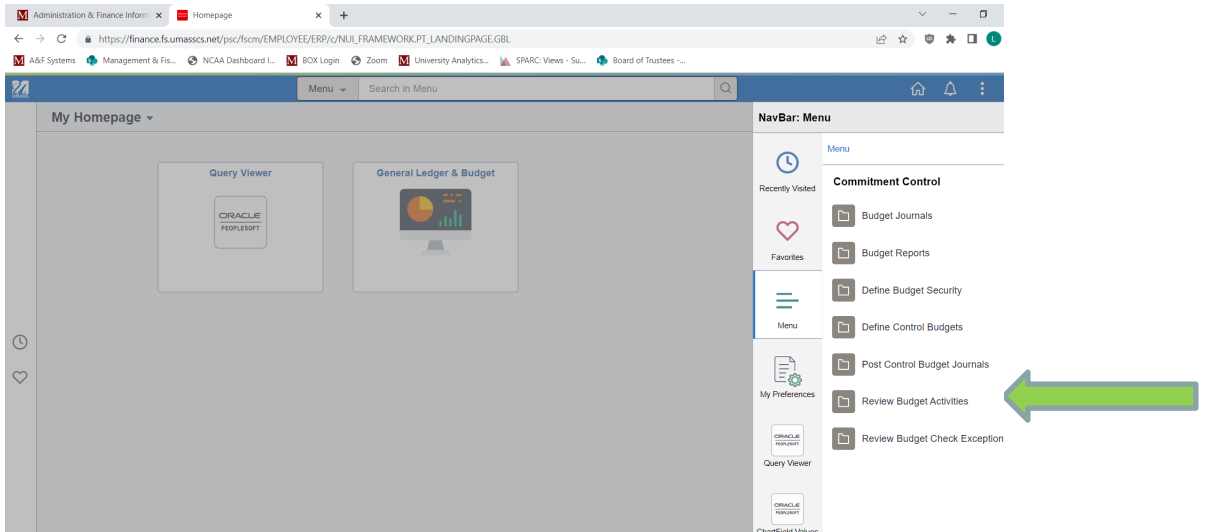
Technology Assistance Center
Ph: (413) 545-1956
afit@umass.edu



Budgets Overview

- Quick Look at Budget Status
- Shows Budget, Expenses, Encumbrances, Balance
- LEDGER GROUP looks at one Ledger Type ONLY (ORG, APPROP, etc.)
- LEDGER INQUIRY SET looks at two Ledger Types at a time (REVEST & APPROP)

The Path...



Budget Inquiry Criteria

Budget Overview

Inquiry: CLASS 3 Description:

Budget Type

*Business Unit: Ledger Group/Set: Ledger Group:

View Stat Code Budgets

Display Chart

Organizational Budget Ledger

Time Span

*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"/>	ORG	FY	<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="700872"/>	<input type="text" value="700872"/>		<input type="text"/>	Update/Add
Dept	<input type="text" value="a82450000"/>	<input type="text" value="a82450000"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="51342"/>	<input type="text" value="51342"/>		<input type="text"/>	Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Inquiry Results

Business Unit: UMAMH
Ledger Group: ORG Fiscal Year Budgets
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated:

[Return to Criteria](#)

Max Rows:


100



[Display Options](#)

Ledger Totals (1 Rows)

Budget:	227,437.19	Net Transfers:	0.00
Expense:	5,836.07		
Encumbrance:	52.80		
Pre-Encumbrance:	0.00		
Budget Balance:	221,548.32		
Associate Revenue:	0.00		
Available Budget:	221,548.32		

Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#) |  |  | [First](#) | 1 of 1 | [Last](#)

		Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1	 	ORG	700872	51342	A824500000	2017	227,437.190	5,836.070	52.800	0.000	221,548.320

[Return to Criteria](#)

*Notes

Hyperlink: Click for more Detail

Budget Inquiry Criteria

Budget Overview

Inquiry: CLASS 3

Description:

Search

Clear

Reset

Budget Type

*Business Unit:

Ledger Group/Set:

Ledger Inquiry Set:

View Stat Code Budgets

Time Span

*Type of Calendar:

Budget Criteria

Personalize | Find | View All | First 1-2 of 2 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	FY	<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	REVEST	FY	<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="A150100000"/>	<input type="text" value="A150100000"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="52132"/>	<input type="text" value="52132"/>		<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

Inquiry Results

Business Unit: UMAMH
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

[Return to Criteria](#)

Max Rows:

100

[Display Options](#)

Ledger Totals (2 Rows)

Budget:	Balance Carried Forward	→ 5,581.35	Revenue Estimate:	
Expense:		5,517.72	Recognized Revenue:	0.00
Encumbrance:		0.00	Available Budget:	-89.97
Pre-Encumbrance:		0.00	Collected Revenue:	89.97
Budget Balance:		63.63	Uncollected Revenue (Rec-Coll):	0.00
Associate Revenue:		89.97		
Available Budget:		153.60		

Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#) | | | [First](#) | [1-2 of 2](#) | [Last](#)

			Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1			APPROP	700899	52132	A150100000	2017	<u>5,581.350</u>	<u>5,517.720</u>	<u>0.000</u>	<u>0.000</u>	63.630
2			REVEST	600899	52132	A150100000	2017	0.000	0.000	0.000	0.000	0.000

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

PeopleSoft Queries

- Query Viewer
 - Allows user to run Public Queries
 - Allows user to run Queries Copied to Personal Library
 - List of Available Public Queries included in Reference section
- Query Manager
 - Allows you to Modify Queries
 - Allows you to Write Queries from Scratch
 - Allows you to Save into your own Library

Commonly Used Public Queries

Actual Ledger Activity

- **GL_AMH_ACCOUNT_INQUIRY**
 - Activity by Fund, Dept ID & Account
- **GL_AMH_JRNL_DETAIL**
 - Journal Detail by Fund, Dept ID & Account
- **GL_AMH_JRNL_DETAIL_JE**
 - Journal Detail for a Specific Journal ID
- **GL_AMH_CR_DETAIL**
 - Cash Receipts Detail by Fund, Dept ID & Account

Commonly Used Public Queries Actual Ledger Activity

- GL_AMH_EXT_ACTGLN
 - External Accounting Line Details
- GL_AMH_SF_DETAIL
 - Student Accounting Line Detail
- GL_AMH_HR_XXXXX
 - A series of Public Queries on the HR Accounting Line detail are available (both actuals and encumbrances)

Commonly Used Public Queries Budgets

- **GL_AMH_BUD_JRNLS**
 - Budget Journals for a Chartfield String by Ledger Type (ORG, APPROP, etc.)
- **GL_AMH_BUDGET_BY_PURPOSE**
 - Budget Journals for a Chartfield String by Purpose (BASE, BBA, etc.)
- **GL_AMH_ASSOC_REV_BUDGET**
 - Appropriation Budget for CFS; fiscal year revenue, encumbrances, expenditures and balance (*remaining spending authority*)

Commonly Used Public Queries

Fund Balances

- **GL_AMH_FUND_SUMMARY_DEPT**
 - Fund Balance Summary by Dept ID
 - Do NOT use for Gen Ops Funds
- **GL_AMH_FY_BUDGET_ACCT_**
 - Separate Queries for ORG and APPROP
 - FY Budget Balance by Acct & Dept ID w/Encumbrances
- **GL_AMH_FY_BUDGET_TOTAL**
 - Separate Queries for ORG and APPROP
 - FY Budget Balances by Dept ID w/Encumbrances

Review GL Information

Financials General Ledger

- Journal Processing
- Review Financial Information**
- Review Journals
- Review Ledger information**
- Ledger Set for Summary Ledger
- Budget Definitions
- Review Budget Activity
- Setup
- Allocations
- Reports
- Tree Manager
- nVision
- Process Monitor
- Report Manager
- Query Manager
- Query Viewer

Ledger

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

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

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

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: CLR_255001
 *Unit: UMAMH
 *Ledger: ACTUALS
 *Fiscal Year: 2023
 *From Period: 1
 *To Period: 12
 Currency: USD
 Stat Code:
 Date Code View:
 Show YTD Balance
 Show Transaction Details
 Include Closing Adjustments
 Only in Base Currency
 Max Ledger Rows: 100

Chartfield Criteria Personalize | Find | | First 1-10 of 10 Last

ChartField▲	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	255001		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Department	U000000000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	53000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	901
<input type="checkbox"/>	998

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

► **Ledger Criteria**

Go To [Inquiry Criteria](#)

Ledger Detail Drill-Down Chartfield Displ

Find | View All First 1 of 1 Last

Ledger Summary

Ledger Amount by Currency

Personalize | Find | First 1-8 of 8 Last

Period▼	Activity▼	Detail	Account▲	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Y Balance
7	Activity	Detail	255001	Unclassified Receipts - Grants	3,681,654.50	-862,552.21	USD	3,681,654.50	-8
6	Activity	Detail	255001	Unclassified Receipts - Grants	-3,727,802.19	-4,544,206.71	USD	-3,727,802.19	-4,5
5	Activity	Detail	255001	Unclassified Receipts - Grants	213,623.73	-816,404.52	USD	213,623.73	-8
4	Activity	Detail	255001	Unclassified Receipts - Grants	727,805.06	-1,030,028.25	USD	727,805.06	-1,0
3	Activity	Detail	255001	Unclassified Receipts - Grants	114,593.14	-1,757,833.31	USD	114,593.14	-1,7
2	Activity	Detail	255001	Unclassified Receipts - Grants	200,682.65	-1,872,426.45	USD	200,682.65	-1,8
1	Activity	Detail	255001	Unclassified Receipts - Grants	-310,895.02	-2,073,109.10	USD	-310,895.02	-2,0
0		Detail	255001	Unclassified Receipts - Grants	-1,762,214.08	-1,762,214.08	USD	-1,762,214.08	-1,7

Chartfield Detail Lookup

The screenshot displays the 'General Ledger' interface. On the left, a navigation menu is visible with the following items: Journal Processing, Review Financial Information, Budget Definitions, Review Budget Activity, Setup, **UMASS Speed Chart Maintenance**, Define ChartField Value, Define CF Attributes, Non Sponsored Projects, UMGL7102 -Speedchart Error Rpt, Run Control ID - Delete, Allocations, Reports, Tree Manager, nVision, and Process Monitor. The 'Setup' and 'UMASS Speed Chart Maintenance' items are highlighted with yellow arrows. The main content area is titled 'UMASS Speed Chart Maintenance' and includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar are buttons for 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains the following fields: SetID (begins with) UMAMH, SpeedChart Key (begins with), Business Unit (begins with) UMAMH, Fund Code (begins with), Department (begins with), Program Code (begins with), Class Field (begins with), and Project (begins with). There are also checkboxes for 'Include History' and 'Correct History'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A yellow arrow points to the 'General Ledger' header at the top right of the interface.


UMASS Speed Chart Maintenance

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

Find an Existing Value

Add a New Value

▼ Search Criteria

SetID begins with ▼ UMAMH 

SpeedChart Key begins with ▼

Business Unit begins with ▼ UMAMH 

Fund Code begins with ▼ 51342 

Department begins with ▼ A821100000 

Program Code begins with ▼ 

Class Field begins with ▼ 

Project begins with ▼ 

Include History Correct History

Search

Clear

Basic Search



Save Search Criteria

Um Speed Chart

SetID UMAMH SpeedChart Key 104997

Effective Date

Find | View All First 1 of 1 Last

*Effective Date	<input type="text" value="07/01/2008"/>	*Status	<input type="text" value="Active"/>	<input type="button" value="+"/>
Description	<input type="text" value="A104997"/>	<input type="button" value="ImageNow"/>		
*Business Unit	<input type="text" value="UMAMH"/>	UMass Amherst		
*Fund Code	<input type="text" value="51342"/>	General Operating Funds		
*Department	<input type="text" value="A821100000"/>	Controller - Office Operations		
Program Code	<input type="text" value="F10"/>	Institutional Supp-Gen & Admin		
Class Field	<input type="text"/>			
Project	<input type="text"/>			
PC Business Unit	<input type="text"/>	Hr Account Code Required:	<input checked="" type="checkbox"/>	
Activity	<input type="text"/>	Hr Account Code	A104997	

Decentral Budget Transfers (Formerly BCS)

- Allows budget changes to Gen Ops Funds and Revenue Operations
- Allows movement of budget balances
- EFO decides who has access
- Access through PeopleSoft PRODUCTION

**UMass Custom > General Ledger > Budgets >
Decentral Budget Transfers**

SUMMIT

- Dashboards provide decision makers with a quick summary of relevant data with drill-down capability
- SUMMIT shows real-time PeopleSoft data without running reports and queries
- Data displayed in tables, graphs and alerts – user can customize how they want to see their data
- Intended users are Budget Managers, PIs, Deans

Administration & Finance Information Technology

CAMPUS APPLICATION SUPPORT ▾
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DEPARTMENTAL APPLICATIONS ▾

Log in to Applications

BuyWays UMass shopping	ECC (Effort Reporting) Research effort reporting and certification	Get Inclusive Learning and compliance training
HR Direct Human Resources and self-service	Kronos Workforce central	kuali Research eRA Research award administration
PageUp Talent management	PeopleSoft Finance Financials ERP	service now ServiceNow Ticketing workflow
UM Plan (Win) UM Plan (Mac) Department budget planning	UPST Self-Service Unified Procurement Services (UPST)	Xibo XIBO Digital Signage

All Applications

Alerts and Notices

Planned Maintenance: January 8 – Shrewsbury Shared Services Production Data Center

Updated: Thursday, Jan 5, 2023 3:30 pm

NOTICE: Planned Maintenance on the infrastructure supporting our Shared Services production applications.

WHAT: To maintain system integrity, UITS will be performing maintenance on the production databases located in the Shrewsbury Production Data Center.

WHEN: Sunday, January 8, 2023, 4:00 a.m. to Noon

IMPACT: UMass Shared Services, including the HR Direct, Finance, Summit, Effort Certification and BuyWays, will be unavailable during this time.

Summit loading error due to browser security plugins

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AFIT Contacts

- [Desktop/User Support Staff](#)
- [A&F IT Staff Directory](#)

Quick Links

- [Chartfield Lookup](#)

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AMH: Financial Planning Dashboard

- Reports Budget Details & Status
 - Must Know if your fund is a Budgeted Fund (GenOps) or a Revenue Based Fund (RBB, Gift, RTF%)
 - No Drill-Down on these reports
 - Can Download into EXCEL for distribution

Budget & Expenditure Status

Fund Balance Summary Budget Based Funds

AMBU402000 - Finance and Budget
Through Fiscal Period 2017-04 (Oct, 2016)
Database as of Mon, Nov 07, 2016

AMBU402000 - Finance and Budget

Fund	BBA	Base Allocations	Other Allocations	Total Sources	Payroll & Fringe	Transfers	Other Expenses	Total Expenses	Payroll Encumbrance	Non Payroll Encumbrance	Total Encumbrances	Remaining Balance
51342 - General Operating Funds	317,277.31	651,652.24	5,968.00	974,897.55	40,958.11	0.00	51,772.17	92,730.28	24,766.08	315,724.17	340,490.25	641,677.02
51369 - General Operating Funds - 2	5,472.88	3,478,504.76	37,000.00	3,520,977.64	996,032.85	0.00	0.00	996,032.85	2,293,839.64	0.00	2,293,839.64	231,105.15
Grand Total	322,750.19	4,130,157.00	42,968.00	4,495,875.19	1,036,990.96	0.00	51,772.17	1,088,763.13	2,318,605.72	315,724.17	2,634,329.89	772,782.17

Budget Details

Budget Summary (4151)

AMBU402000 - Finance and Budget
Through Fiscal Period 2017-04 (Oct, 2016)
Database as of Mon, Nov 07, 2016

AMBU402000 - Finance and Budget

Fund	Account Group	Carryover	Operating Budget					Grand Total	
		BBA	Original Base	Additional Base	Total Base	Quasi Base	Non Base	Total Operating Budget	Total Budget
51342 - General Operating Funds	Payroll Expense	0.00	70,000.00	0.00	70,000.00	0.00	0.00	70,000.00	70,000.00
51342 - General Operating Funds	Non Payroll Expense	0.00	583,705.24	(2,053.00)	581,652.24	0.00	5,968.00	587,620.24	587,620.24
51342 - General Operating Funds	BBA & BBA Realign	317,277.31	0.00	0.00	0.00	0.00	0.00	0.00	317,277.31
51342 - General Operating Funds Total		317,277.31	653,705.24	(2,053.00)	651,652.24	0.00	5,968.00	657,620.24	974,897.55
51369 - General Operating Funds - 2	Payroll Expense	0.00	3,416,577.20	(15,272.86)	3,401,304.34	37,000.00	0.00	3,438,304.34	3,438,304.34
51369 - General Operating Funds - 2	Fringe Benefits	0.00	76,007.38	1,193.04	77,200.42	0.00	0.00	77,200.42	77,200.42
51369 - General Operating Funds - 2	BBA & BBA Realign	5,472.88	0.00	0.00	0.00	0.00	0.00	0.00	5,472.88
51369 - General Operating Funds - 2 Total		5,472.88	3,492,584.58	(14,079.82)	3,478,504.76	37,000.00	0.00	3,515,504.76	3,520,977.64
Grand Total		322,750.19	4,146,289.82	(16,132.82)	4,130,157.00	37,000.00	5,968.00	4,173,125.00	4,495,875.19

FDM: Dept Mgmt Dashboard

- Revenue, Budget & Expenditure Detail
- Payroll, Procurement, Voucher & Travel Detail
- Ability to drill down on data to get more information
- Must Know if your fund is a Budgeted Fund (GenOps) or a Fund Balance/Revenue Fund (RBB, Gift, RTF%)
- Can Download into EXCEL for distribution

Summary **Activity** Transaction Detail Chartfield Lookup Balance Sheet Fiscal Reporting

Budget Balance Activity Fund Balance Activity Non Sponsored Activity Sponsored Activity

Through Fiscal Period: 2023-07 (Jan, 2023) Dept Tree Level: Major Budget Unit Dept Level Nodes: AMBU503000 - Alumni Relations DeptID: --Select Value-- Fund: 51342 - General Operating Funds Class Code: --Select Value-- Apply Reset

Criteria

Through Fiscal Period	DeptID	Fund	Program	Class	Speedtype
2023-07 (Jan, 2023)	A817500000 - AlumRel-Administration	51342 - General Operating Funds	F99 - Institutional Sup-Excluded	N/A	105030
			N/A	N/A	
	A817501000 - AlumRel-ProcCard	51342 - General Operating Funds	F99 - Institutional Sup-Excluded	N/A	105042
	A817507000 - AlumRel-Alumni Rel SAA	51342 - General Operating Funds	D99 - Academic-Excluded	N/A	105054

[Export](#)

Manager Name: Goodhind,Deborah A Export

* Select Account View
 Default Account Tree UM-Plan Account Tree UM-Plan Future Year Account Tree

Detail Transaction Reports

- [Budget Balance Fiscal MTD Expenditures](#)
- [Budget Balance Fiscal Year to Date Expenditures](#)
- [Budget Balance YTD Open Encumbrance](#)

Detail Reports

- Select Reports
- Payroll Detail by Employee
 - Procurement Summary - Open PO Lines
 - Voucher Detail
 - ProcCard Detail
 - Travel & Expense Detail

Fiscal Year Budget Balance Expense Summary - Default Account Tree

Budget Balance Cost Transfer Documentation

Select View: Summary

Account Group	Fiscal Month to Date Expenditure	Fiscal Year Budget	Fiscal Year Expenditure	Encumbrance	Available Balance	% Remaining
AA Regular Employee Comp	2,765.41	0.00	5,660.72	0.00	(5,660.72)	
CC Special Employee Comp	918.00	323.00	4,665.80	0.00	(4,342.80)	(1,344.52%)
DD Pension and Insurance	56.41	0.00	120.08	0.00	(120.08)	
Payroll and Fringe Total	3,739.82	323.00	10,446.60	0.00	(10,123.60)	(3,134.24%)
Non Payroll Other	0.00	27,834.00	0.00	0.00	27,834.00	100.00%
Consultant Services	0.00	0.00	0.00	50,000.00	(50,000.00)	
Non Payroll Expense Total	0.00	27,834.00	0.00	50,000.00	(22,166.00)	(79.64%)
Direct Expenses Total	3,739.82	28,157.00	10,446.60	50,000.00	(32,289.60)	(114.68%)
BBA	0.00	3,600.93	0.00	0.00	3,600.93	100.00%

FDM: Transaction Detail

- Provides detailed ledger information on revenues and expenses
- Includes individual line items with description
- Can Download into EXCEL for distribution

The data is as of **January 29, 2023**

From Period: 2023-01 (Jul, 2022) To Period: 2023-07 (Jan, 2023) Dept Tree Level: Major Budget Unit Dept Level Nodes: AMBU503000 - Alumni Relations DeptID: --Select Value-- Project: --Select Value-- Fund: --Select Value--

Program: --Select Value-- Class: --Select Value-- Account: --Select Value-- Employee: --Select Value-- VendorID: --Select Value-- Account Group: --Select Value-- Requisition: --Select Value-- Purchase Order: --Select Value-- Voucher: --Select Value-- Journal ID: --Select Value-- Journal Source: --Select Value--

SF Item Type Descr: --Select Value-- SF Student ID - Name: --Select Value-- SF Term: --Select Value--

Apply Reset

Transaction Detail - Revenue and Expenditure - Table view

Expenses (HR Payroll)

Expenses (Accounts Payable, Procard)

Transaction Type	Account	Account Description	Fund Code	DeptID	Project ID	Project Description	Program Code	Class	Journal ID	Journal Date	Source - Actuals	Req ID	PO ID	Voucher ID	Voucher Invoice ID	Voucher Invoice Date	Voucher Line Descr	Vendor ID	Procard Holder Name	Procard Merchant	Procard Trans Number
Accounts Payable	734200	Office & Admin Supplies	53500	A817500000	N/A	N/A	F99		AP03572659	1/6/2023	AP	166486312	A001355658	X2301565	235323386	1/5/2023	Magnetic Style Name Badge Kit,	0000014885 - WB MASON CO INC			
Accounts Payable	734200	Office & Admin Supplies	53500	A817500000	N/A	N/A	F99		AP03572659	1/6/2023	AP	166486312	A001355658	X2301565	235323386	1/5/2023	Name Badge Insert Refills, 3"	0000014885 - WB MASON CO INC			
Accounts Payable	734200	Office & Admin Supplies	53500	A817500000	N/A	N/A	F99		AP03563210	11/10/2022	AP	164758178	A001334811	X2261599	234094436	11/9/2022	Adhesive Name Badges, 2 1/3"	0000014885 - WB MASON CO INC			
Accounts Payable	734200	Office & Admin Supplies	53500	A817500000	N/A	N/A	F99		AP03563210	11/10/2022	AP	164758178	A001334811	X2261599	234094436	11/9/2022	Exact Index Cardstock, 8.5" x	0000014885 - WB MASON CO INC			
Accounts Payable	734200	Office & Admin Supplies	53500	A817500000	N/A	N/A	F99		AP03563210	11/10/2022	AP	164758178	A001334811	X2261599	234094436	11/9/2022	Magnetic Name Badge Holder Kit	0000014885 - WB MASON CO INC			
Accounts	734200	Office &	53500	A817500000	N/A	N/A	F99		AP03563210	11/10/2022	AP	164758178	A001334811	X2261599	234094436	11/9/2022	Name Badge	0000014885 -			

Payroll Projection Dashboard (Formerly Salary Forecasting System)

- Payroll & Encumbrance information by Employee and CFS
- Ability to show report in summary, by fund and by dept ID
- Ability to download into EXCEL for further modeling

Payroll Projection Data is as of 1/30/2023
Includes payroll through pay period ending
1/14/2023 12:00:00 AM

Payroll Summary

Summary

Prompts

Through Fiscal Period

2023-06 (Dec, 2022)

Dept Tree Level

Major Budget Unit

Dept Level Nodes

AMBU402000 - Finance ar

DeptID

--Select Value--

Fund

51369 - General Operating

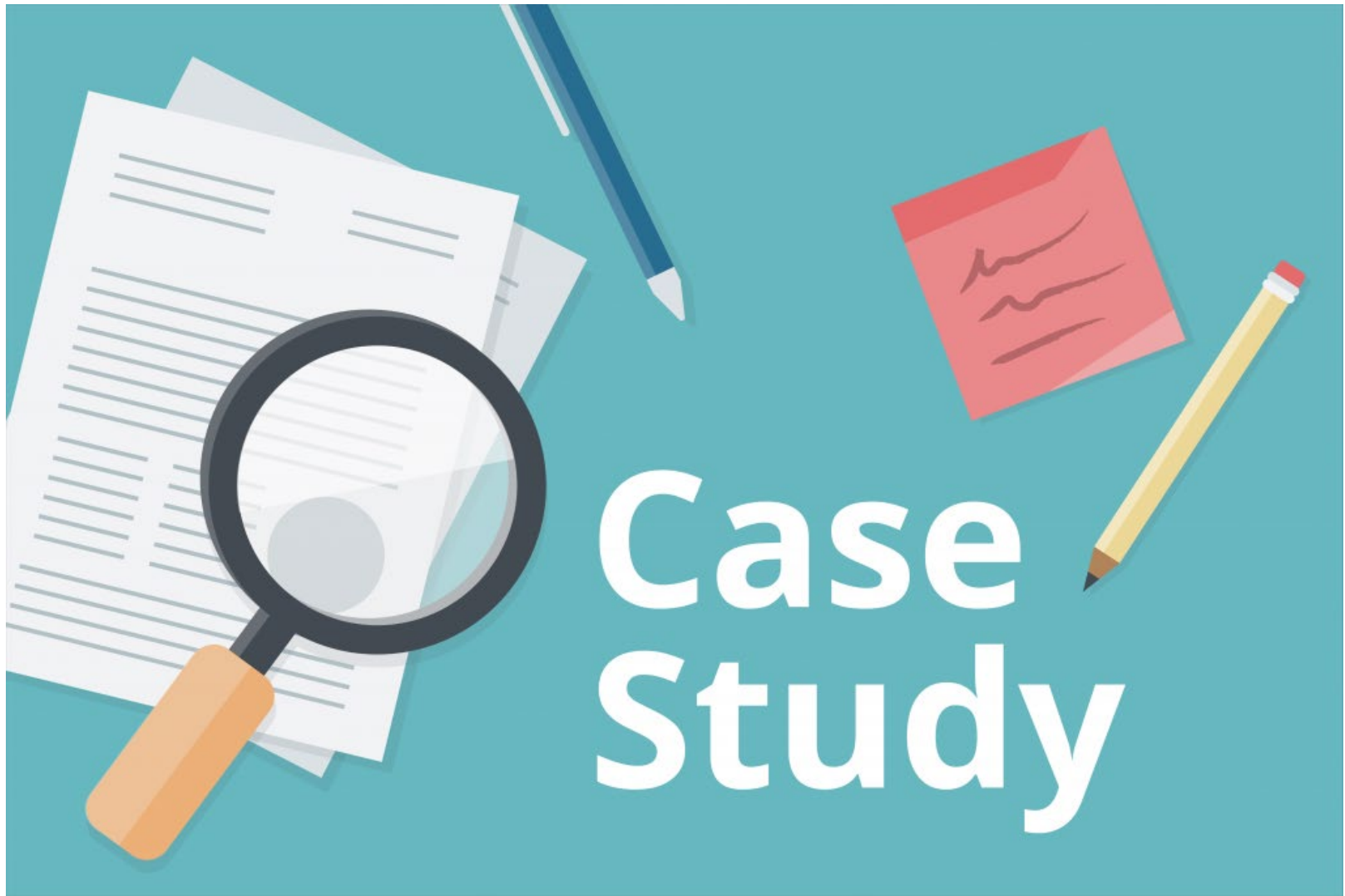
Apply Reset

Employee - Actual and Job Detail

Payroll Planning Reports

Payroll Account Group	Paid YTD	Encumbered	Total	Budget	Balance
Payroll Other	0.00	0.00	0.00	3,530,047.88	3,530,047.88
AA Regular Employee Comp	1,531,524.12	1,737,010.06	3,268,534.18	3,373,830.13	105,295.95
CC Special Employee Comp	1,739.00	0.00	1,739.00	0.00	(1,739.00)
Fringe Benefits Other	0.00	0.00	0.00	142,303.56	142,303.56
DD Pension and Insurance	31,278.66	35,434.99	66,713.65	0.00	(66,713.65)
Grand Total	1,564,541.78	1,772,445.05	3,336,986.83	7,046,181.57	3,709,194.74

Export



Case One

You are the Business Manager for the Exercise Science Department. A professor in your department has been asked to serve as the national chairman of an honor society for one year. UMass will be given \$50,000 in exchange for their services.

You have the following funds in your department:

GOF2

GOF

RBB

RTF

Gift

Grant

What should you do with the \$50,000 check?

Case Two

You are the Business Manager for the Chemistry Department. It is October and you are reviewing your budgets. You have the following funds available to you:

GOF	GOF2	RTF%
Gift	RBB	

The status of your GOF2 budget is as follows:

Regular Salaries	\$100,000
Overtime	\$ 5,000
Bonus Payment	<u>\$ 25,000</u>
Total Projected Exp	\$130,000
GOF2 Budget	<u>\$105,000</u>
Projected Deficit	\$ 25,000

You project a \$50,000 GOF balance at year-end and a \$100,000 balance in the department's RTF% that has been set aside for future Start-Up Expenses. You have gift funds that have been restricted to lab equipment purchases by the donor. Your RBB is not projected to have excess funds.

What are your options?

Case Three

Mail Services needs a speedtype for your department's priority mailing for a new program. While this program is funded with department GOF budget, your supervisor doesn't want the new program expenses in with other department expenses.

On Friday you request that the Controller's Office creates a new CFS. You are notified of the new speedtype and immediately give it to Mail Services.

On Monday the Mail Services recharge tries to post and fails. Controller's Office notifies Mail Services of the failure and they call you.

WHY DID THE JOURNAL FAIL?

Commonly Used Links

- <https://www.umass.edu/afsystems/>
- <https://www.umass.edu/afsystems/all-apps>
- <https://www.umass.edu/budget/>
- <https://www.umass.edu/controller/>
- <https://www.umass.edu/bursar/document/deposit-slip>
- <https://chartfield-lookup.umasscs.net/>
- <https://www.umassp.edu/upst>
- <https://www.umassp.edu/bot/policies>
- <https://www.eacubo.org>
- <https://www.nacubo.org>
- <https://malegislature.gov/Budget/FY2023/FinalBudget/>

QUESTIONS & ANSWERS



University of
Massachusetts
Amherst