FIRST STEPS FOR NEW CHAIR

- PS Financial Security Access
- PS HRA Security Access
- p-card holder &/or dept administrator /approver agreement
- signature authorization collection completed
- Update all chartfield string signature authorizations in PS financials
- Contact Diana MacDonald in Budget Office to be set up as department supervisor (for biweekly timecards & employee action forms)
- EAF process to appoint new dept chair to position with academic year supplement & new job title.
- Add email to foundation report distribution

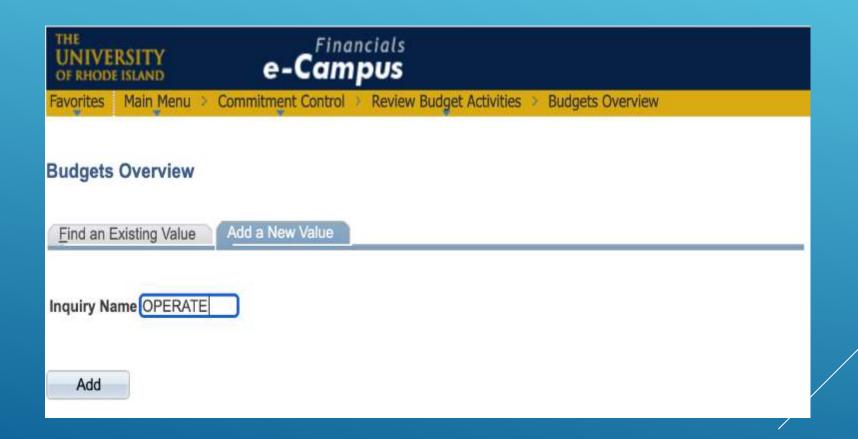
PS HUMAN RESOURCE ADMINISTRATION:

- all department employee action forms in worklist
 - Approval as supervisor &/or as signatory on chartfield string(s)
- biweekly all dept department faculty & staff biweekly time cards
- employee job information
 - Department employee list
 - Encumbrance report (only in-house payroll)
 - Internal & state pay distribution reports

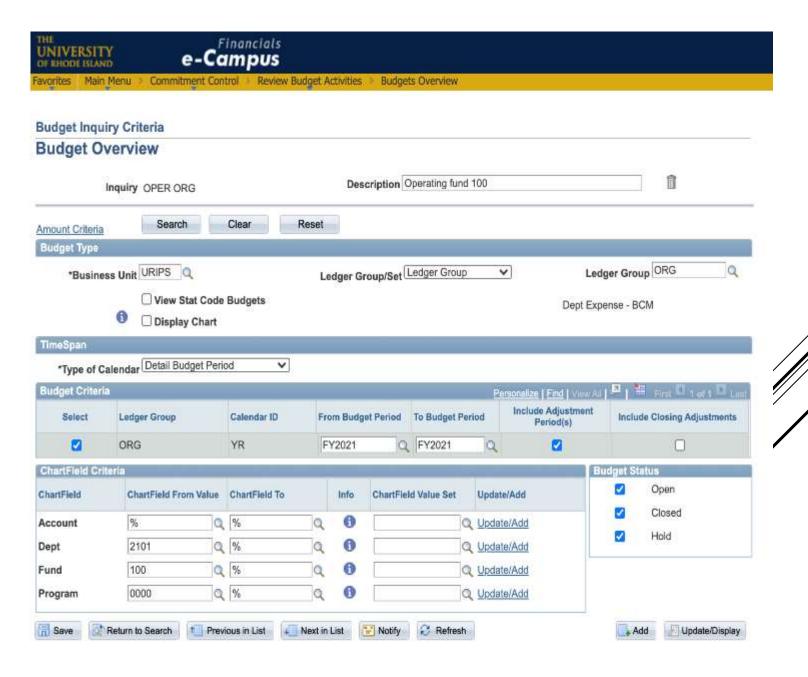
PS FINANCIALS:

- Signature collection & signature authorizations
- All department travel authorizations & expense reports in worklist
- All purchasing requisitions in worklist
- P-card reconciliation (as reconciler &/or approver)
- Grant portal
- Department statements in report manager
 - Year-to-date details
 - By chartfield string
- Budget overview
 - View chartfield strings by fiscal year(s)
 - ORG ledger group to view by alpha account / management category

NAVIGATION TO BUDGET OVERVIEW & ADD A NEW VALUE



SET LEDGER GROUP & ADD CHARTFIELD STRING DEPT, FUND, PROGRAM



DISCRETIONARY
OPERATING ACCOUNTS
INCLUDE:

ALLOTOP CNTRTSR SBSCRPT TRAVELS

Personnel expenses include:

FRINGES – fringe for all payroll

gradast – grad stipends

holding – vacancy salary

OTNDHDY - holiday & overtime

OTRNTPY - internal payroll

PRCOURS – part-time faculty

& faculty overload

SPCLSSD - classified payroll

SPNCLSD - non-classified payroll

STNTHLP - hourly student jobs

SUMRCNT –summer recontracting

Ledger Totals (15 Rows)	Options		
Budget Expense	794,584.36 238,793.73	Net Transfers	-1,638.00
Encumbrance	66,696.49		
Pre-Encumbrance Budget Balance	0.00 489,094.14		
Associate Revenue	0.00		
Available Budget	489,094.14		

	Ledger Group	Account	Account Description	Fund	Fund Code Description	<u>Dept</u>	<u>Department</u> <u>Description</u>	Program	Program Code Description	Budget Period	Budget	Expense	Encumbrance	Pre- Encumbrance	Available Budget*	Percent Available
1 🏗 🛱	ORG	ALLOTOP_MC	All Other Operating	100	Unrestricted Funds	2101	Art	0000	None	FY2021	5,559.00	2,374.48	755.64	0.00	2,428.88	43.69 万
2 🎥 🗟	ORG	CNTRTSR_MC	Contractual Svcs	100	Unrestricted Funds	2101	Art	0000	None	FY2021	1,100.00	0.00	0.00	0.00	1,100.00	100.0
3 🎥 🕰	ORG	FRINGES MC	Fringe	100	Unrestricted Funds	2101	Art	0000	None	FY2021	29,585.36	58,332.73	0.00	0.00	-28,747.37	-97.1
4 🎥 🖏	ORG	OTRNTPY_MC	All Other Int Payroll	100	Unrestricted Funds	2101	Art	0000	None	FY2021	0.00	0.00	0.00	0.00	0.00	0.00 /
5 🎥 🛱	ORG	POSTAGE MO	Postage	100	Unrestricted Funds	2101	Art	0000	None	FY2021	50.00	23.05	0.00	0.00	26.95	53.90
6 🖺 🗓	ORG	PRCOURS_MC	Per Course Lecturers	100	Unrestricted Funds	2101	Art	0000	None	FY2021	81,863.00	18,191.78	63,671.22	0.00	0.00	0.005
7 🎥 🗟	ORG	PRINTNG MC	Printing	100	Unrestricted Funds	2101	Art	0000	None	FY2021	232.00	0.00	0.00	0.00	232.00	100.0
8 🎥 🛱	ORG	REPAIRS_MC	Repairs	100	Unrestricted Funds	2101	Art	0000	None	FY2021	275.00	0.00	275.00	0.00	0.00	0.005
9 🎥 🕰	ORG	SBSCRPT_MC	Subscriptions and Memberships	100	Unrestricted Funds	2101	Art	0000	None	FY2021	400.00	0.00	0.00	0.00	400.00	100.0
10 鴅 🖏	ORG	SPCLSSD MC	State Payroll Classified	100	Unrestricted Funds	2101	Art	0000	None	FY2021	41,938.00	7,064.94	0.00	0.00	34,873.06	83.15
11 🎥 🛱	ORG	SPNCLSD MC	State Payroll Nonclassified	100	Unrestricted Funds	2101	Art	0000	None	FY2021	624,658.00	151,359.51	0.00	0.00	473,298.49	75.77
12 🎥 🖏	ORG	STNTHLP_MC	Student Help	100	Unrestricted Funds	2101	Art	0000	None	FY2021	3,186.00	220.50	1,994.63	0.00	970.87	30.47
13 🎥 🖏	ORG	SUMRCNT_MC	Summer Recontract/Research	100	Unrestricted Funds	2101	Art	0000	None	FY2021	0.00	0.00	0.00	0.00	0.00	0.00
14 🆺 🖺	ORG	TELPHNE_MC	Telephone	100	Unrestricted Funds	2101	Art	0000	None	FY2021	5,588.00	1,226.74	0.00	0.00	4,361.26	78.05
15 🎥 🕰	ORG	TRAVELS_MC	Travels	100	Unrestricted Funds	2101	Art	0000	None	FY2021	150.00	0.00	0.00	0.00	150.00	100.0

COMMON CHARTFIELD STRING STRUCTURES

- ▶ 100-DEPT-0000 = department operating
- ▶ 100-dept-1000 = department faculty development
- ▶ 100-dept-2000 = course fees
- ▶ 100-dept-2400 = internal research grant
- ▶ 100-dept-7269 = rn to bs
- ▶ 101-dept-prgm = cost center
- > 106-dept-prgm = uri online
- ▶ 110-dept-0000 = department overhead
- ▶ 110-dept-11xx = start-up
- ▶ 401-dept-prgm = foundation
- ➤ 500-dept-0000-project = grant