



# 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
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# 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
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# NAVIGATION TO BUDGET OVERVIEW & ADD A NEW VALUE

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus



Favorites Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

## Budgets Overview

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

Inquiry Name

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

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

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### Budget Inquiry Criteria

#### Budget Overview

Inquiry OPER ORG      Description

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[Amount Criteria](#)           

#### Budget Type

\*Business Unit       Ledger Group/Set       Ledger Group

View Stat Code Budgets      Dept Expense - BCM  
 Display Chart

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#### TimeSpan

\*Type of Calendar

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#### 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	YR	<input type="text" value="FY2021"/>	<input type="text" value="FY2021"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Dept	<input type="text" value="2101"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="100"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Program	<input type="text" value="0000"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>

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#### Budget Status

- Open
- Closed
- Hold

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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

Options

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

Budget Overview Results

	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	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%
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	100.00%
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	-97.17%
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_MC	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	0.00%
7	ORG	PRINTNG_MC	Printing	100	Unrestricted Funds	2101	Art	0000	None	FY2021	232.00	0.00	0.00	0.00	232.00	100.00%
8	ORG	REPAIRS_MC	Repairs	100	Unrestricted Funds	2101	Art	0000	None	FY2021	275.00	0.00	275.00	0.00	0.00	0.00%
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	100.00%
10	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	100.00%

# 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