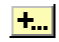
Steps for User Entering Transactions Directly Into PeopleSoft Financials

Fund Transfer – To move actual, incurred expenses to another account

- General Ledger/Journals/Journal Entry/Create Journal Entries - click Add
- Header Tab - Ledger Group – Enter ACTUALS, Source – Enter ONL
  click on the Lines Tab - Enter the account string to "Transfer To" including amount (positive), Enter the Journal Line Description, Click the  to add a new line, Enter the account string to "Transfer From" including amount (negative)
- Click Save
- Click Notify, send to BCO or
  send to thurley@grcc.edu (Fund 11, 14, 91)
  or patriciayoung@grcc.edu (Fund 15)
  or jholyfie@grcc.edu (Fund 51)

Budget Transfer – To move budget dollars to fund a future purchase

- Commitment Control/Maintain Budgets/Budget Journals/Enter Budget Journal - Click Add
- On the Budget Header Tab, Enter one of the following under Ledger Group:
  ORG – For Funds 11, 14, 15, 61, and 91
  PROJGRANT – For Funds 42 and 51
- Now click on the Budget Lines Tab and click the arrow icon next to base currency details to expand and then enter the following: Enter the account string to "Transfer To" including amount (positive). Note – Budget Period (Year) must also be entered. Enter the Journal Line Description, Click the "+" to add a new line Enter the account string to "Transfer From" including amount (negative).
- Click Save
- Click Notify, send to BCO or
  send to thurley@grcc.edu (Fund 11, 14, 91)
  or patriciayoung@grcc.edu (Fund 15)
  or jholyfie@grcc.edu (Fund 51)

Requisition

- Purchasing/Requisitions/Maintain Requisitions - Click Add
- Click on Header Defaults - Click on the Vendor Lookup, type in the first few letters of the vendor name to find the appropriate vendor and click Search. Check the Select Box and click OK.
- Click OK
- Enter Header information, Under Buyer, enter MDAVIS, enter Account Information under Distibutions, then click OK
- Enter the following information under the Form Tab – Description, Req Qty, UOM, Category, Price.
- Click on Header Comments only if you have an item that is being received. Here, you will enter the location for receiving to deliver your order. Then click OK.
- Click the Save button
- Click the Notify button, send to BCO or directly to **mdavis@grcc.edu**

Steps for BCO Approving Transaction

Fund Transfer

- Click on email link
- Click on Lines Tab
  Review account numbers, descriptions and amounts
- Click Notify
  Send to thurley@grcc.edu (Fund 11, 14, 91)
  or patriciayoung@grcc.edu (Fund 15)
  or jholyfie@grcc.edu (Fund 51)

Budget Transfer

- Click on email link
- Click on Lines Tab
  Review account numbers, descriptions and amounts
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Requisition

- Click on email link
- Review the transaction – Header Defaults (account #, order and price info) – click OK, then click Line Details (vendor detail), then click OK
- Click the Approve icon
- Click the Budget Check icon at the top right of the screen to budget check the transaction
- Click Notify
  Send to mdavis@grcc.edu

FREQUENTLY ASKED QUESTIONS

How do I find the entire account number?
- Commitment Control/Review Budget Activities/Budget Inquiry/Budget Details

How do I inquire on the status of a requisition?
- Purchasing/Requisition/Review Requisition Information/Requisitions – Enter the Requisition ID

How do I review purchase order activity?
- Purchasing/Purchase Order/Review PO Information/Activity Summary

How do I check on the detail for budget journal entries?
- **-** Commitment Control/Review Budget Activities/Budget Inquiry/Budget Details
  - Enter the appropriate account number, click OK
  - You can drill down to budget line detail by clicking on the icon next to Budget Amount Click Drill to Budget Journal

Where are budget reports located?
- Budget reports for each department are located in the appropriate BCO folder on the s drive at S:\Units\Financial Services\Reports\Organization

What queries do I run to get budget detail?
- See instructions for BCO Budget Report on Accounting and Budget Webpage
- Reporting Tools/Query/Query Manager – type in query name, click run
  JOURNAL – Transaction detail for all journal lines.
  APVOUCHER – Transaction detail for amounts paid or to be paid to vendors (includes vendor name, invoice #, etc.).
  ENCUMBRANCE – Transaction detail for Purchase Orders issued and paid against.