Helpful Hints for Making Chartfield and Asset Profile Corrections

Some of our account strips can be a little complex, and many of you have asked for assistance in making the correct chartfield selections for your PeopleSoft requisitions. Perhaps you have struggled when trying to select the proper account, asset profile, etc., and many of you have asked for some written guidance explaining what can be purchased from each account. In response to those requests, two new resources are now available to assist you, as outlined in Bulletin #P-13344-CAO/COO dated October 16, 2009, titled REQUISITION CODING REVIEW.

1. **A SUMMARY OF CHARTFIELDS AND ACCOUNTS** – this is an abbreviated version of the Chart of Accounts manual from TERMS Finance days, and it describes the types of items that can be purchased from each account. With many of the more commonly used accounts, there is also some discussion about how to select a function or fund number. For accounts in the capital outlay numbering series (account 56XXXX) it includes clarification about which asset profiles are normally used in combination with the account to assure that district assets are tagged and tracked for property control purposes.

2. **REQUISITIONS WILL BE REVIEWED IN ACCOUNTING FOR CODING ACCURACY** – this is something we also did in the TERMS Finance days, and effective Monday, October 19th, all requisitions will route to Accounting for review. After the Principal/Department Head and Budget Manager enters their approval of the requisition, it will automatically route to Accounting for an additional review. Requisitions requiring no correction will be submitted to Purchasing (to be sourced into a purchase order) and requisitions that need correction will be denied and returned to the originator along with a note explaining the correction. The goal is to ensure proper coding of expenditures on the District's financial reports in accordance with the Florida DOE Redbook and help PeopleSoft requesters make accurate chartfield selections.

Adding this additional level of review means orders may take an extra day to reach your location, so please plan your purchases with that in mind.

If your requisition is denied for coding, follow these steps to correct the requisition and transfer funds to the proper account strip if required:

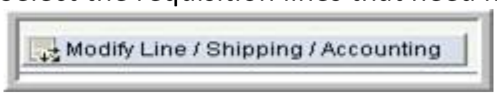
1. Edit the requisition by changing the chartfields in accordance with the guidance provided in the note from Accounting
2. Budget check the requisition – this will post a pre-encumbrance to the new account strip
3. If the budget check is VALID, save and submit the requisition for approval
4. If the budget check is ERROR, it probably means you need to make a budget transfer from the old account strip to the new account strip
5. Process the budget transfer to move funds into the proper account strip
6. Budget check the requisition, obtain a VALID budget check, and save and submit the requisition for approval

Denied Requisition That Needs a Change to the Funding Strip in PeopleSoft

Here are some helpful hints to make that process work smoothly so you can make the changes quickly and get your requisition routed back through the approval process.

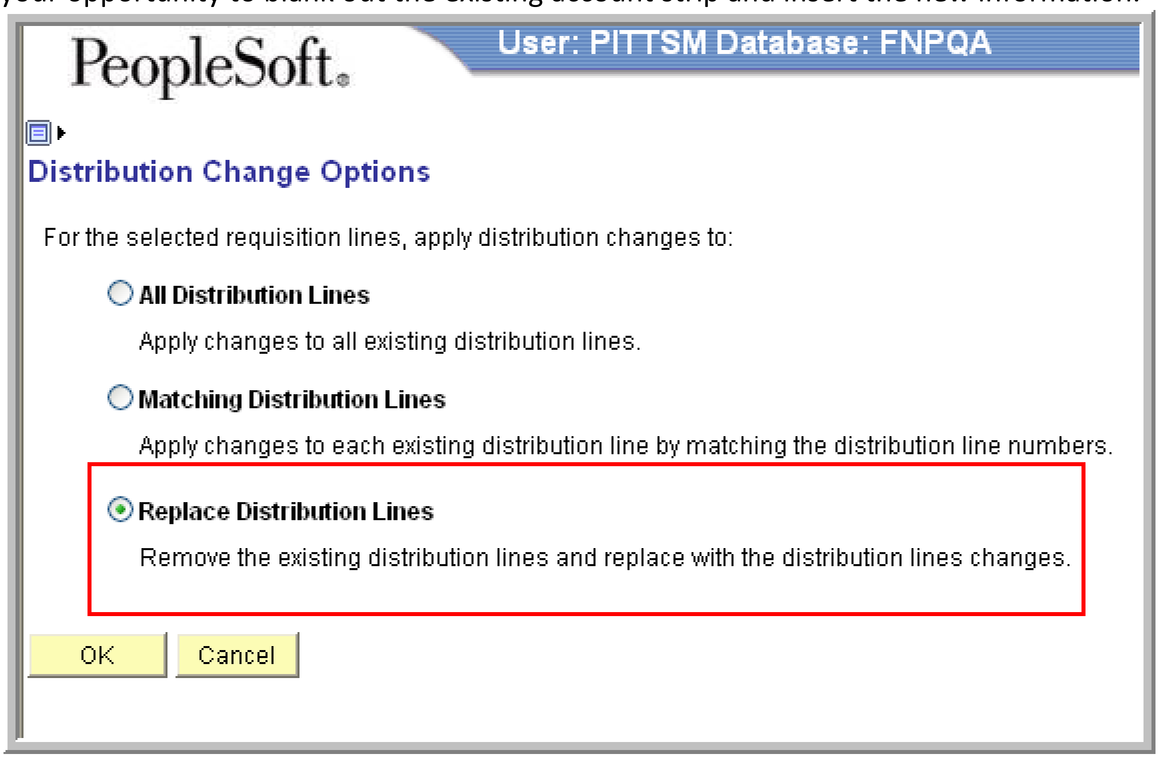
Manage Requisitions gives you the option to Edit the Requisition, and that is certainly the most direct approach if you don't need to make a budget transfer to get money into the new account and if you are not deleting any chartfields from the account strip. Select EDIT REQUISITION from the action box, make the changes, and budget check the requisition to move the encumbrance from the old account strip to the new account strip.

But what if you need to delete a chartfield from the account strip? Once a chartfield value is entered into an account strip, PeopleSoft tends to want to hold onto that value even if you try to delete it. Have you ever tried to delete the Award Year and made yourself nuts? If so, you've experienced that particular PeopleSoft stubborn streak up close and personal. What can you do when your changes are a little more complicated than usual? Modify Lines to the rescue!
Select the requisition lines that need modification and click the



button. Enter the new account strip and click the

button to insert the new funding. **Now here's the trick: When the Distribution Change Options box pops up, select the THIRD radio button**, which essentially instructs PeopleSoft to delete everything that was there before and insert the new information. This is your opportunity to blank out the existing account strip and insert the new information.



This works if money is not a factor, but what if you need to release the pre-encumbrance from the old account strip so you can transfer that money into the new account strip because money is tight? The best option is to cancel the requisition temporarily and then re-open it after the budget transfer is complete. To do this from the Manage Requisitions page, follow these steps:

- Select **CANCEL REQUISITION** from the action box
- Select **CHECK BUDGET** to release the pre-encumbrance
- Process and post the budget transfer in the Commitment Control module; if there is a district level budget manager on this account strip, you will have to wait for that person to approve and post the budget transfer before you can move to the next step
- Select **RE-OPEN REQUISITION** from the action box on the Manage Requisitions page
- Select **EDIT REQUISITION** and make the change to the account strip—we recommend that you use the <u>Modify Lines</u> feature with the <u>third</u> radio button option as outlined above when you get to this step
- **CHECK BUDGET** to create a pre-encumbrance in the new account strip
- Route the requisition back through the approval process by clicking the **SAVE AND SUBMIT** button as usual
- Remember, the requisition will route back to the Principal/Director and Budget Manager before it routes back to Accounting

Now you have a couple of recipes for success when making changes to requisition funding in PeopleSoft. It sounds more complicated than it really is, but that Cancel-Budget Check-Reopen-Make Changes-Budget Check-Save and Submit routine will always work, and using Modify Lines with the third radio button will always give you a fresh start when you are making changes to the account strip. If you want to use that process every time, it is perfectly okay—sometimes using one consistent approach turns out to be the best option!

Thanks to Melanie Pitts for her helpful hints.