Towson University

Working with Initiatives in PeopleSoft Financials

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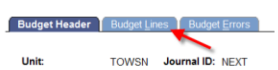
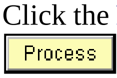
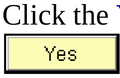
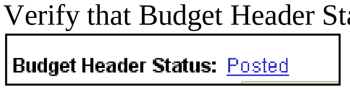
What is an Initiative? PeopleSoft Financials allows for the use of an additional chartfield further classifying activities into detailed categories; to track related expenses for a specific activity within a departmental budget and across departments. The Initiative chartfield acts as a shadow system within PeopleSoft. An Initiative has been defined the same as a Project, but cannot be used for things that must be capitalized. Departments will have the flexibility to determine what they want to track as an Initiative.

Establishing an Initiative Budget

How to enter an Initiative Budget

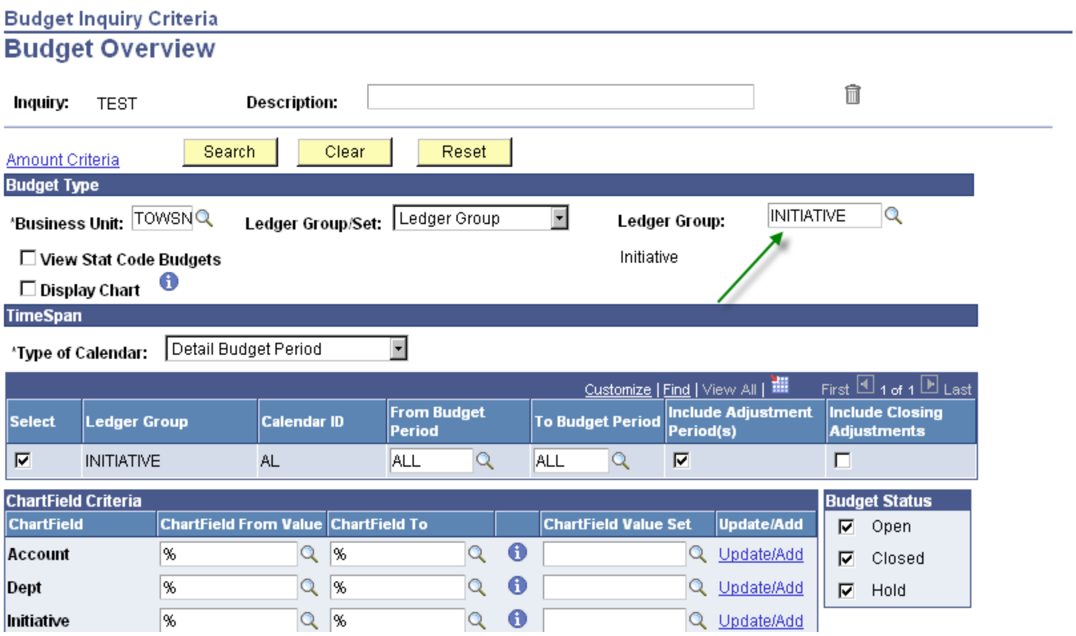
1.	Click the **Commitment Control** link. 
2.	Click the **Enter Budget Journals** link. 
3.	Click the **Add** button. 
4.	Click the **Look up Ledger Group (Alt+5)** button. 
5.	From the Ledger Group list, select Initiative. NOTE: ONLY select the Initiative Ledger Group when processing a Budget Journal. Selecting any other Ledger Group will result in a Security Error at the end and will NOT post. 
6.	Click on drop down box for Budget Entry Type and select either Original Budget Entry or Adjustment Entry.
7.	Enter the desired information into the **Long Description** field. You may want to include a description of the Initiative you are tracking.
8.	Click the **Budget Lines** Tab.  
9.	Enter ALL into the **Budget Period** field. Enter
10.	Enter the DEPARTMENT number into the **Dept** field.
11.	Enter the ACCOUNT number into the **Account** field.
12.	Enter the INITIATIVE CODE into the **Initiative** field.

13.	Enter the BUDGET AMOUNT into the **Amount** field. If taking budget away - use a minus sign to indicate a decrease.
14.	Click the **Show all columns** button. 
15.	Enter **REFERENCE** detail into the REF field.  Example could be last name of person entering journal. Then enter a Description in the JOURNAL LINE DESCRIPTION FIELD. This is a good place to help identify the transaction and its purpose.
16.	Click the **Journal Line Copy Down** link to add additional lines to your Journal. 
17.	Deselect (or select) the chartfields that you want to copy down to the Journal lines you are going to add. (Only the selected lines will copy down to the new journal line) 
18.	Click the **OK** button. 
19.	Indicate number of lines you want to add in the LINES TO ADD field. Click the **Insert Lines** button. 
20.	Journal lines will copy down as indicated. For values not copied down, fill in desired information into appropriate fields as done in steps 9 – 13 for all lines.
21.	Click the **Save** button. 
22.	Click the **Process** button. 
23.	Click the **Yes** button when asked are you sure you want to post this journal. 
24.	Verify that Budget Header Status equals Posted. 
25.	**End of Procedure.**

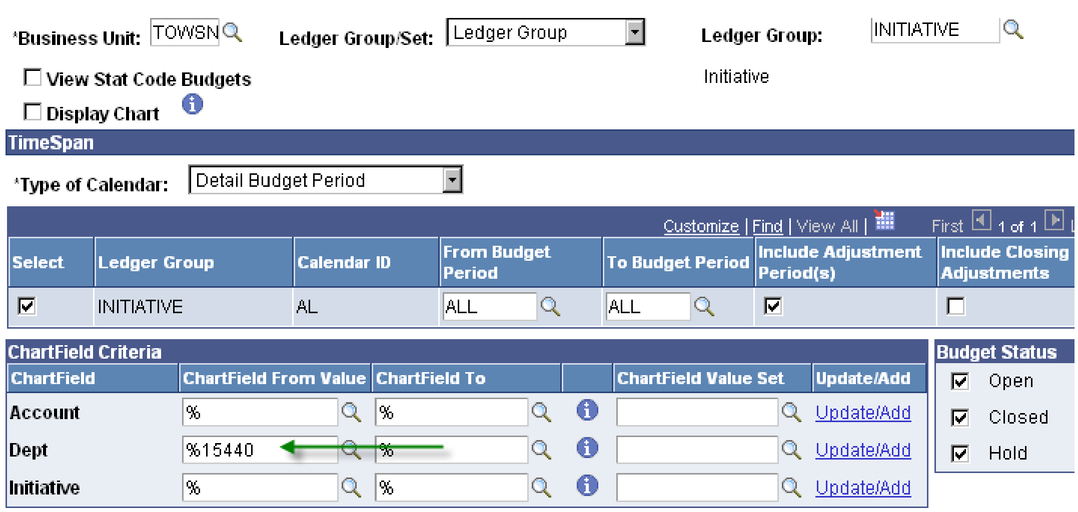
Users can review their Initiative just as they review their department in Budget Overview.

Steps on Using Budget Overview for Initiatives:

1. In Budget Overview – select the INITIATIVE LEDGER GROUP



2. Enter the department number you want to review initiative data on. If department is using more than one initiative, you will also want to enter the Initiative Number in this criteria step. Then click Search. NOTE: Users should always use the department they are reporting on and NOT just the Initiative number since these Initiatives are not restricted by department.



Data returned only shows that department/initiative combination:

Return to Criteria   Max Rows: 100   Display Options   Search

Ledger Totals (1 Rows)

Budget:	0.00	Net Transfers:	0.00
Expense:	1,380.50		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	-1,380.50		
Associate Revenue:	0.00		
Available Budget:	-1,380.50		

Budget Overview Results   Customize | Find | View All | First 1 of 1 Last

	Ledger Group	Dept	Account	Initiative	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	INITIATIVE	15440	608306	00001	ALL	0.00	1,380.50	0.00	0.00	-1,380.50	0.00

Return to Criteria   *Notes

Users can drill down on the expense (and budget if applicable to see the data related to only that initiative.

While there is no nVision report specific to Initiatives, the DAT report for departments does contain the necessary information and can be filtered on to see related expenses as well.   Budget for Initiatives can only be viewed in Budget Overview.

TU All Transaction Detail

Account	Descr	Proj/Grant	Initiative	Amount	Acctg Da	Period	Jrnl Src	Journal ID	Ln Descr
608157	Building Maint		00001	945.50	2009-12-02	6	ZAP	AP00017447	CHANGE ORDER # 2
608157	Building Maint		00001	1,100.00	2009-12-11	6	ZAP	AP00017845	CHANGE ORDER # 4
609003	Office Supply under 500 each		00001	449.11	2010-01-31	7	FMJ	0000019577	Douron - Nye
609003	Office Supply under 500 each		00001	385.00	2009-10-31	4	FMJ	0000016447	Gak Welding
609009	Building Household Supplies		00001	4,425.00	2009-09-30	3	FMJ	0000014896	Corridor-A. Luebben
611135	Mntc Bldg Equip New		00002	3,376.70	2009-07-21	1	ZAP	AP00012421	SQUARE D METERING
614210	Other Land Improvement		00001	3,433.23	2009-09-01	3	ZAP	AP00013783	PSYCHOLOGY BUILDI

NOTES:

- Steps are a little different than a 'regular' transfer.
- It is NOT required to enter a budget for an initiative, it is optional.
- In order to track the Initiative, the associated value must be present on the transaction.
- Budget checking is not done on the initiative; the budget checking is done just at departmental parent level just as regular expenses are checked.
- This process does NOT take budget out of the regular department/account combination; it is similar to a shadow system.
- Initiatives cannot be used with Revenue or Grants.
- Initiatives do not use a Fiscal Calendar; they use a Perpetual Calendar (ALL).
- Transactions must be coded with the initiative number in order to 'post against' that Initiative.
- For transactions that are posted that did not contain the Initiative, users can submit journal to reclass the expense; the entry would have the expense credited on one line, and the next line would have the same data as a debit, but would also include the Initiative.
- The expense will always show on the department's budget reports. The DAT report will show the expense, and will also show an initiative number if utilized.
- Initial set up will include a valid range of 00001 – 00050. Departments can use any valid number to track their self defined Initiative.
- Departments can also request to have an Initiative established using an Alpha characters by contacting Financial Services. An email can be sent to PSteam@towson.edu. The email should include the five (5) characters being requested to be established. Please include a brief description of the Initiative.
- Security is based on the department chartfield.