Chartfields
Contacts

Bernadine Duran  x 5-7570  Budget Transfers
Rich Young      x 5-7569  Budget Transfers
Caron Wedeking  x 2-8323  Corrections
Laurie Krauel   x 2-5272  Travel/Purchase Orders
Cheryl Einsele x 2-8489  Accounts Payable
Lannie Francisco x 2-6441  Paying PT Employees
Maureen Barganski x 2-5758  Paying Students
Geri Foskett    x 2-6209  Payroll

Have your chartfields ready when you call!!
NOTICE OF NEW ACCOUNT

Account Name: VEF Internal Grant Training Document

Peoplesoft Financial Coding

<table>
<thead>
<tr>
<th>FUND</th>
<th>520</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPTID</td>
<td>123632</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>00000</td>
</tr>
<tr>
<td>PROJ/GRNT</td>
<td>700999</td>
</tr>
<tr>
<td>CLASS</td>
<td>PS</td>
</tr>
</tbody>
</table>
What Do PeopleSoft ChartFields Represent?

A PeopleSoft Chartfield for grants is comprised of six fields of information: Account, Fund, DeptID, Program, Class and Project/Grant. You have to provide all of these fields for all transactions (salaries, billing, reimbursement, purchase orders, etc.). The critical fields to remember for processing paperwork are DeptID, Account, and Project/Grant.

**Account:**
The Account ChartField captures the nature of a transaction. PeopleSoft accounts correspond to FRS subcodes, the last four digits of the FRS account. A PeopleSoft account code is a 6-digit numeric field. This ChartField is used to identify the type of revenue, expense, asset or liability.

**Fund:**
Fund identifies the net asset class of a transaction for accounting purposes; for example, unrestricted, temporarily restricted, permanently restricted, grants and contracts, institutional cost share, or private grants. In addition, fund identifies the general type of business or function the transaction is recording. Examples of business functions include auxiliary programs, capital projects, and endowment principal. Fund types are assigned by the Controller’s Office and are used for accounting purposes and financial statement presentation. A PeopleSoft fund code is a 3-digit numeric field (i.e. 200 discretionary funds, 500-530 grants and contracts).

**DeptID:**
DeptID or department codes represent a breakdown of the university into operating units.

**Program:**
Assigning programs allows a department to identify and track certain functions and activities. A budget manager is able to see financial statements for a department (DeptID) including all of its programs; alternatively, the manager could look at just individual programs. The need for and uses of a program usually rest with the budget manager responsible for the department. One program may cross several departments. The PeopleSoft program code is 5 digits in length and is comprised of numeric and alphanumeric characters (i.e. 00000, IBHE2).

The following characteristics distinguish DeptID’s or department codes from Programs:

1. Security controls access to all programs at a department code level via the Web Authorization System.
2. Departments in PeopleSoft have the following defining characteristics: personnel charges/allocations and larger budgets than program.
3. Departments (DeptID) can have unlimited numbers of programs and project/grants under their control.

**Class:**
The class field identifies university transactions into the proper functional category. Functional categories include instructions, academic support, student service, institutional support, student aid, physical plant, athletics and housing. The PeopleSoft class field is 2 digits in length and is comprised of alpha characters.

**Project/Grant:**
The Project/Grant Chartfield captures and controls project or grant information. The project/grant field is a 6-digit numeric field. New project/grants will have the following number sequence assigned to them:

- 500000 – OSPR
- 600000 – Internal Academic Affairs
- 700000 – Vincentian
- 900000 – Development/Private

Following is an example of a Chartfield combination:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>554900</td>
<td>500</td>
<td>123546</td>
<td>00000</td>
<td>PS</td>
<td>555555</td>
</tr>
</tbody>
</table>
The steps below will set up your computer so it will open a new window for your financial reports rather than opening them in the Mobius work-window, emulating the actions of the Netscape browser. We affectionately call this "How to fake-out your Internet Explorer (IE) Browser"! The following will work for Windows XP platform PCs only.

1. From your desktop click on the "Start" button.
2. Next, click on “Control Panel” (Depending on the set up of your pc, you may have to click on “Settings,” then “Control Panel”).
3. A window similar to the following should open:

4. From this window, choose the Performance and Maintenance menu option.
4b. If screen differs, look for Folder Options, double click and skip to step 6.

5. From the Performance and Maintenance window, choose File Types from the upper left hand corner of the screen.

6. A window named Folder Options should appear. Click the File Types tab.
7. Scroll until you find **Microsoft Excel Worksheet**, with extension XLS.

8. Next, click the **Advanced** button

9. A window titled **Edit File Type** will open.

10. Uncheck the box next to **Browse in same window**.

11. Click **OK** to close the **Edit File Type** window, and **Close** to exit **Folder Options**. Then close the **Control Panel**.

**Success!**

Your next browser session in Campus Connection, Reports, Financials will open the EXCEL based financial reports in a new window rather than inside the tiny Mobius work-window!
Campus Connection Menu

WAS: Assigns access by deptid
Authorization (WAS)

Login User: Caron E Wedeking

You have been assigned to the roles as follows:

- **Lookup Person**
  View existing permission on the granted activities.
- **Normal Authorized User**
  View, add and change your permissions.
Authorization (WAS)

Authorization Management Application

How to View, Add and Change the Permission

- **Step 1: Select the Activities**
  - The first step is to determine the activity that you want to view or to grant the permission to or change the existing permission.

- **Step 2: Select the Department(s)**
  - The second step is to select the department(s) associated with selected activities.

- **Step 3: Select the User(s)**
  - The next step is to choose the user(s) granted to the activities and departments.

- **Step 4: Click View, New or Change**
  - The final step is to determine what functionality you want to implement.

- Use **Shift** key to select a group of activities or use **Ctrl** key to select multiple sets of individual activity.
- **Click Help** to show this page.
Authorization (WAS)

Authorization Management Application

Adding Permissions by Activity

User 1: Please Only Use People Finder
User 2: Please Only Use People Finder
User 3: Please Only Use People Finder

- Personal Action Forms
- Student Personnel Action Forms
- One Time Payment Request Forms
- Timesheet Approval
- 675102 Gift Holding

- Personnel Action Forms
  - Dollar Limit: Not applicable
  - Delegation: Allowed
  - 675102 Gift Holding
    - Budget Manager: Corie E. Wedding
    - Delegation:
- Student Personnel Action Forms
  - Dollar Limit: Not applicable
  - Delegation: Allowed
  - 675102 Gift Holding
    - Budget Manager: Corie E. Wedding
    - Delegation:
- One Time Payment Request Forms
  - Dollar Limit: Not applicable
  - Delegation: Allowed
  - 675102 Gift Holding
    - Budget Manager: Corie E. Wedding
    - Delegation:
- Timesheet Approval
  - Dollar Limit: Not applicable
  - Delegation: Allowed
  - 675102 Gift Holding
Authorization (WAS)

DePaul White-pages Lookup

First Name: bernadine
Last Name: duran

Search Tips

Searching for DePaul White-pages:
For your convenience we have cited a couple of helpful search examples. Let’s pretend we are searching for John Smith:

Suggested search formats
First Name: John
Last Name: Smith (caps are optional)
Authorization (WAS)

[Image of a computer window for DePaul White-Pages - Netscape, showing a form for searching white pages by first and last name, with the search results showing a contact named BERNADINE J DURAN as Assoc VP - Academic Affairs at Lincoln Park Campus]
Reporting
Navigate to Mobius through Campus Connection

- [https://campusconnect.depaul.edu/](https://campusconnect.depaul.edu/)
- Enter in as an EMPLOYEE role, click on it
- Locate the REPORTS menu item, click on it
- Locate the sub-menu, FINANCIALS, click on it

The Web Authorization System (WAS) will then go out and verify your permissions and then provide you with a Mobius directory of report folders, based on those permissions.

- Sample Mobius window with the various folders is presented above.
- Depending on user permissions from WAS, some folders may or may not be visible to all users.
- Directory (tree) structure can be expanded or collapsed by clicking on the blue + signs or the yellow canisters, once inside a specific dated report archive (see next page for example)
- FINACTVTY1 folder was expanded under the 8/15/01 run date by clicking on the yellow canister
- Reports are filed by DEPTID (one of the 6 primary PeopleSoft Chartfields)
- Users will only see DEPTIDs that they are associated with in WAS or that they are the responsible person for
- To open a report, click on the blue document next to the desired DEPTID (see next page for an example)
The FSTRAIN folder was selected for this example and there are only two reports in this folder, DEPTID 000000 and DEPTID 100000, both are "mock" reports used to illustrate Mobius functionality.

Clicking on the blue document symbol of DEPTID 000000, the IE (Internet Explorer browser) opens the report in the Mobius work window.

Because the report is based in EXCEL, all the Excel functionality of tabs, rows, columns, formulas, exist in this report.

Notice the button bar does not offer a PRINT option. To print, the report must be saved locally, if using IE. If you use the instructions for "Fooling IE" and set your PC settings so that a new windows open for browsed documents, IE will launch EXCEL when the report is selected to open rather than opening it in the Mobius work window. Opening the report in EXCEL allows the user to print, save and modify as any normal excel workbook or file.

Note on SAVING within IE - choosing the save icon from the above view will create a ZIP file of the report. A ZIP file is a condensed version of the original file. Once the ZIP file is created it will have to be unzipped prior to the report being printed or modified or saved under a new file name on the users local PC.

See the next page for an example of the same report opened in EXCEL, after "fooling" my IE browser.
- The file name shown above is merely a computer generated "Read Only" name.
- Users can opt to perform a "SAVE FILE AS" and rename the file on their local drives or a floppy diskette.
- Printing can be done from within EXCEL without saving the file by using the print icons etc.
- Your Mobius session remains open (see your task bar for open programs) so users can toggle back and forth selecting additional reports to view from Mobius or work strictly in EXCEL with the already selected report.
Only FINACTVTY1 and FINACTVTY2 folders contain reports that are excel based. All other Mobius folders contain text or SQR based reports. These reports, regardless of the browser used (Netscape or IE), will open in the Mobius work window (see below).

- The SCHOLRSHIP1 report folder was selected for this example by clicking on the blue document icon for DEPTID 100100.

- Notice the report opened in the Mobius work window BUT the button bar or icons available to this type of report are different than those when FINACTVTY1 or FINACTVTY2 (Excel Reports) were selected. Users now have the option to PRINT as well as save.
To find a particular DEPTID or report, you can use the "LOCATE" feature inside of Mobius (see below):

- Be sure to already be inside of the desired report folder and date archive above, as an example, the FINACTVTY1 folder was selected and the archive date of 08/21/01
- Next, select the LOCATE icon as highlighted above and the following dialog box will appear (see below)
• Enter in the DEPTID of the report you desire to locate in the SECTION ID text box
• Next, submit your query by clicking on the LOCATE icon within the dialog box
• Mobius will then cycle through the DEPTIDs you have available and highlight in RED the report you desired (see the next screen shot for that example)
• Mobius merely highlights the report found it does not open it automatically.
• To open, users will have to click on the blue document or the DEPTID itself.
• Depending on how users have configured their PCs (example assumes IE browser is used), Mobius will either open the report in the Mobius work-window or open the report in EXCEL. (refer to the instructions on "Fooling IE" to force your IE browser sessions to open EXCEL based reports in EXCEL rather than the Mobius work-window).
To print text based documents within Mobius select:
1. the desired report folder
2. the desired archive date
3. the desired DEPTID
4. open the document, it will open in the Mobius work-window regardless of the browser used (see below)
5. select the print icon from the Mobius buttons

A print dialog box will appear for you to set your criteria.
After selecting OK another dialog box will appear, see below, showing that the document has been sent to the printer. The dialog box also recaps:

1. the report folder you selected
2. the archive date selected
3. the DEPTID of the report selected
4. the pages you requested to print

In this example the recap is as follows:

1. HR_INCMBT1 = report folder within Mobius
2. 20010531000000 = the archive date, year 2001, month 05 [May], day 31st, 000000 [place holders]
3. 100100 = Deptid
4. pages request = 1 only of 2 total pages
### REVENUE

<table>
<thead>
<tr>
<th></th>
<th>FISCAL YEAR 2000 &amp; BEFORE</th>
<th>FISCAL YEAR 2001 &amp; AFTER</th>
<th>PROJECT-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL REVENUES</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>FISCAL YEAR 2000 &amp; BEFORE</th>
<th>FISCAL YEAR 2001 &amp; AFTER</th>
<th>PROJECT-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FULL-TIME SALARIES</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL PART-TIME WAGES</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL BENEFITS</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>GRAND TOTAL SALARIES, WAGES &amp; BENEFITS</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### DEPARTMENTAL EXPENSES

<table>
<thead>
<tr>
<th>DEPARTMENTAL EXPENSES</th>
<th>FISCAL YEAR 2000 &amp; BEFORE</th>
<th>FISCAL YEAR 2001 &amp; AFTER</th>
<th>PROJECT-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>533G Office Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Office Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>534G Professional Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Professional Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>525G Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL DEPARTMENTAL EXPENSES</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### NON-DEPARTMENTAL EXPENSES

<table>
<thead>
<tr>
<th>NON-DEPARTMENTAL EXPENSES</th>
<th>FISCAL YEAR 2000 &amp; BEFORE</th>
<th>FISCAL YEAR 2001 &amp; AFTER</th>
<th>PROJECT-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal Non-Departmentals</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### GRAND TOTAL EXPENSES

<table>
<thead>
<tr>
<th>GRAND TOTAL EXPENSES</th>
<th>FISCAL YEAR 2000 &amp; BEFORE</th>
<th>FISCAL YEAR 2001 &amp; AFTER</th>
<th>PROJECT-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND TOTAL EXPENSES</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### TRANSFERS

<table>
<thead>
<tr>
<th>TRANSFERS</th>
<th>FISCAL YEAR 2000 &amp; BEFORE</th>
<th>FISCAL YEAR 2001 &amp; AFTER</th>
<th>PROJECT-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer from UIC</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL TRANSFERS</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### Year-to-Date Cumulative Accounts Payable Journal Line Detail

**July 1, 2003 - January 04, 2004**

**Project/Grant ID:** 700000  
**Department Name:** Internal Grants Training Grant

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grt</th>
<th>Invoice Dt</th>
<th>Invoice #</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>Fiscal Yr</th>
<th>P.O.</th>
<th>Jrn Date</th>
<th>Journal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>520</td>
<td>466603</td>
<td>553400</td>
<td>Professional Services</td>
<td>00000</td>
<td>PS</td>
<td>700000</td>
<td>2003-11-20</td>
<td>123456</td>
<td>Florence Nightengale</td>
<td>250.00</td>
<td>2004</td>
<td>37543</td>
<td>2003-11-30</td>
<td>AP00216994</td>
</tr>
</tbody>
</table>

**Subtotal Department ID:** $250.00

Note: The total on of this detailed sheet plus the total on the detail of the "AP Jrnl Line Detail" sheet and the "GL Jrnl Line Detail" should equal the "Current Fiscal Year Actuals" column total on your "Summary" sheet.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Jrnl Line Detail Tab - Total</td>
<td>$250.00</td>
</tr>
<tr>
<td>GL Jrnl Line Detail Tab - Total</td>
<td>$(250.00)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>Summary Tab - Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>Variance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Year-to-Date Cumulative General Ledger Journal Line Detail  
July 1, 2003 - January 04, 2004

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grnt</th>
<th>Line Date</th>
<th>Line #</th>
<th>Line Description</th>
<th>Amount</th>
<th>Fiscal Yr</th>
<th>Jrnl Source</th>
<th>Jrnl Date</th>
<th>Journal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>520</td>
<td>466603</td>
<td>808205</td>
<td>Transfer from UF</td>
<td>00000</td>
<td>PS</td>
<td>700000</td>
<td>2003-12-05</td>
<td>1</td>
<td>Funding Vincentian Grant</td>
<td>(250.00)</td>
<td>2004</td>
<td>CEW</td>
<td>2003-12-05</td>
<td>0000217579</td>
</tr>
</tbody>
</table>

Subtotal Department ID: $ (250.00)

Note: The total on of this detailed sheet plus the total on the detail of the "AP Jrnl Line Detail" sheet and the "GL Jrnl Line Detail" should equal the "Current Fiscal Year Actuals" column total on your "Summary" sheet.

AP Jrnl Line Detail Tab - Total $ 250.00  
GL Jrnl Line Detail Tab - Total $ (250.00)  
Total $ -  
Summary Tab - Total $ -  
Variance $ -  

Run Date/Time: 2/18/2004 1:31 PM
File Name/Tab: Sample Mobius Report 1203_2/GL Jrnl Line Detail
# Year-to-Date Cumulative Revenue Ledger Journal Line Detail

**July 1, 2003 - January 04, 2004**

Project/Grant ID: 700000  
Department Name: Internal Grants Training Grant

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grt</th>
<th>Line Date</th>
<th>Line #</th>
<th>Line Description</th>
<th>Amount</th>
<th>Fiscal Yr</th>
<th>Jnl Source</th>
<th>Jnl Date</th>
<th>Journal ID</th>
</tr>
</thead>
</table>

**Subtotal Department ID:** $ -

Note: The total on of this detailed sheet plus the total on the detail of the "AP Jnl Line Detail" sheet and the "GL Jnl Line Detail" should equal the "Current Fiscal Year Actuals" column total on your "Summary" sheet.

| Rev Jnl Line Detail Tab - Total | $ -   |
| Total                          | $ -   |

| Summary Tab - Total            | $ -   |
| Variance                       | $ -   |

Run Date/Time: 2/18/2004 1:31 PM  
Page 5 of 9  
File Name/Tab: Sample Mobius Report 1203_2:Rev Jnl Detail
Year-to-Date Cumulative Final Budget Line Detail
July 1, 2003 - January 04, 2004

Project/Grant ID: 700000
Department Name: Internal Grants Training Grant

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Acct Descrip</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grt</th>
<th>Jrnl Date</th>
<th>Line Description</th>
<th>Amount</th>
<th>Fiscal Yr</th>
<th>Ledger</th>
<th>Jrnl ID</th>
<th>Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>520</td>
<td>466603</td>
<td>525G</td>
<td>Equipment</td>
<td>00000</td>
<td>PS</td>
<td>700050</td>
<td>2003-12-05</td>
<td>Grants Budget - EQUIP</td>
<td>(800.00)</td>
<td>2004</td>
<td>PROJGRANT</td>
<td>0000205842</td>
<td>FINAL</td>
</tr>
<tr>
<td>520</td>
<td>466603</td>
<td>533G</td>
<td>Office Expenses</td>
<td>00000</td>
<td>PS</td>
<td>700050</td>
<td>2003-12-05</td>
<td>Grants Budget - OFFICE</td>
<td>(4,100.00)</td>
<td>2004</td>
<td>PROJGRANT</td>
<td>0000205842</td>
<td>FINAL</td>
</tr>
<tr>
<td>520</td>
<td>466603</td>
<td>534G</td>
<td>Professional Services</td>
<td>00000</td>
<td>PS</td>
<td>700050</td>
<td>2003-12-05</td>
<td>Grants Budget - PROFSV</td>
<td>(600.00)</td>
<td>2004</td>
<td>PROJGRANT</td>
<td>0000205842</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

Total Department ID: (5,500.00)$

YTD Final Budget - Summary Tab (5,500.00)
Variance $ -

Note: The Final budget detail above pertains to the current year only and includes all budget changes, permanent and one-time.
Outstanding Encumbrance Line Detail
July 1, 2003 - January 04, 2004

Project/Grant ID: 700000
Department Name: Internal Grants Training Grant

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grt</th>
<th>P.O. #</th>
<th>P.O. Date</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>Fiscal Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal Department ID: $ -

Summary Tab - Total $ -
Variance $ -

Note: Additional details regarding the status of your encumbrances can be found through the Pro-Pay web application by entering your P.O.# into the P.O. History Screen.
# Outstanding Pre-Encumbrance Line Detail

**July 1, 2003 - January 04, 2004**

**Project/Grant ID:** 700000  
**Department Name:** Internal Grants Training Grant

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grt</th>
<th>Req Id#</th>
<th>Req Date</th>
<th>Amount</th>
<th>Fiscal Yr</th>
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</table>

Subtotal Department ID: $ - 

Summary Tab - Total $ -  
Variance $ - 

**Note:** Additional details regarding the status of your encumbrances can be found through the Pro-Pay web application by entering your P.O.# into the P.O. History Screen.
Budgeting
<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>BUDGET CATEGORY DESCR</th>
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<tr>
<td>604G</td>
<td>AUDIT FEES</td>
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</table>
Grant Budget Transfers

- For changing your BUDGET from one category to another
- Email Bernadine or Rich with request
- Include:
  1. To and From Budget Categories (not account codes)
  2. Amount to be transferred
  3. Reason for Transfer
- Transfers of $500 or more on Academic Affairs grants must be approved by council

WATCH YOUR BUDGET CAREFULLY
Correction of Non-Payroll Transactions

• For Accounts Payable and General Ledger Actual Transactions Only
• Goes through Financial Affairs Office Only
• Use detail from Mobius Report by highlighting the transaction(s) to be corrected
• Indicate where the transaction(s) should be moved to (provide all chartfields)
• Give an explanation why the correction(s) is needed
• When might you need to make a correction?
Grant Budget Transfers – Month End Closing

• University services for entire month posted at end of each month (Procard, printing, telephone, copier charges)
• Need response on pending transactions within 24 hours
• After second notice, departmental operating account will be charged
Travel
Two Kinds of Travel

**Domestic travel (555200) (552G)**
- Inside the USA borders
- Out-of-state and in-state overnight
- Includes meals, hotel, airfare, etc.
- Registration fees use 555190

**International travel (555220) (553G)**
- Outside of USA
- Includes meals, hotel, airfare, etc.
- Registration fees use 555190
Steps to Travel Payment

• Check the budget!

• Go to Pro-Pay system on Campus Connect and create a requisition/purchase order (if group travel, call Laurie Krauel)

• Purchase Order must include location traveling to and dates of travel – SEE HANDOUT

• Away you go! (But come back – we’ll miss you!)
Travel Reimbursement Policy

• Attach ORIGINAL Receipts
  – Anything $25 or more must have a receipt to be reimbursed
  – Any meal $25 or more for someone else must indicate who the meal was purchased for and the business purpose

• Submit a Travel Expense Form (with PO # written on) to Laurie Krauel
  Procurement and Payment
  19th Floor CNA Building
  Loop Campus

• Keep a copy of everything for yourself!
# Travel Reimbursements

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mechanism</th>
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</thead>
<tbody>
<tr>
<td>Employee Travel (out of town)</td>
<td>Travel Expense Form submitted to Laurie Krauel in Procurement &amp; Payment</td>
</tr>
<tr>
<td>Employee Reimbursement (including in-town travel) under $100</td>
<td>Employee Reimbursement Form submitted to Cashier's Office for cash payment</td>
</tr>
<tr>
<td>Employee Reimbursement (including in-town travel) $100 or more</td>
<td>Employee Reimbursement Form submitted to Procurement &amp; Payment for check payment</td>
</tr>
<tr>
<td>Purchasing Description</td>
<td>Purchasing Category</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Airfare, Domestic</td>
<td>TR100</td>
</tr>
<tr>
<td>Hotel, Domestic</td>
<td>TR110</td>
</tr>
<tr>
<td>Lodging, Non-employee</td>
<td>TR300</td>
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<tr>
<td>Meals, Domestic</td>
<td>TR120</td>
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<td>Rental Car, Domestic</td>
<td>TR130</td>
</tr>
<tr>
<td>Personal Vehicle Mileage</td>
<td>TR140</td>
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<tr>
<td>Miscellaneous Travel Expense, Domestic</td>
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<tr>
<td>Rental Car, Domestic</td>
<td>TR130</td>
</tr>
<tr>
<td>Airfare, International</td>
<td>TR200</td>
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<td>Hotel, International</td>
<td>TR210</td>
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<td>Meals, International</td>
<td>TR220</td>
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<td>Rental Car, International</td>
<td>TR230</td>
</tr>
<tr>
<td>Miscellaneous Travel Expense, International</td>
<td>TR250</td>
</tr>
</tbody>
</table>
How to Request Travel

1) Go to Campus Connect
2) Go to Procurement
Delivery Address

Step 1 of 4 – Provide Delivery Information for a New Tracer

Fields followed by * are required.

Deliver To Address: Schmitt Academic Center *
Required Delivery Date: May 15, 2001 *
Department Name: Sponsored Programs *
Attention/Room No.: 501 *
Contact Name/Phone No.: Adam Kashuba/x4507

Save  Next >
Vendor = You

Click “suggest a new vendor” for first time use (next time use “Find an Existing Vendor”)

Fill in with your legal name and mailing address

This information will appear on your reimbursement check

Vendor Name: Adam Kashuba
Address 1: My Home Address
Address 2: 
City: My Hometown
State: Illinois
Province: 
Postal Code: 60618
Country: USA
Phone No.: 773-555-1212
Fax No.: 773-555-1213
### Allocations

**Step 3 of 4 — Allocate Line Items to Chart Fields for Tracer No. 1819**

- **Allocate requisition by percentage**
- **Allocate requisition by line item**

#### Chart field information:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Year</th>
<th>Allocate</th>
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</table>

#### Line item information:

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
<th>Allocate</th>
</tr>
</thead>
</table>

- **If ONE GRANT will pay,** choose “Allocate by percentage.”
- **If MORE THAN ONE,** choose percentage or line item allocation (IE. Airfare on grant X, hotel on grant Y.)

- **Click ADD to begin to enter specific account.**
Choose Grant to Charge

• If you have multiple grants you will have multiple choices.
• If you have one grant, you have one choice!

HINT
• Make sure all fields are filled out correctly. We suggest you check Campus Connect main page for FRS Conversion first!
As mentioned, ONE grant to charge = 100%

Click on Add to add specific expenses.

Remember, you can click SAVE anytime if you want to come back to the req later.
Description and UOM

Type in a description about the reason for travel, not of the expense (see next slide)

UOM=Unit of Measure. Most common will be EA-EACH.
The category will describe what kind of expense, like airfare. That is why the description should be programmatic.

Total will calculate automatically based on Quantity and UOM.
There is a list of generic comments, but you probably won’t need them.

What you do need is a programmatic comment in the purchasing dept. field to explain your trip.

I will attend a conference in St. Petersburg on Vodka consumption in Russia
Submission Result

Your requisition has failed the budget checking process on PeopleSoft Financials. Tracer No. 1519 has failed the budget check due to reasons listed below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Period</th>
<th>Error</th>
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<tbody>
<tr>
<td>355220</td>
<td>100</td>
<td>206100</td>
<td>00000</td>
<td>IN</td>
<td>F2001</td>
<td>Budget not found</td>
</tr>
</tbody>
</table>

Please choose one of the following options and proceed:

- Choose Cancel if you do not want to work with the requisition any further. Requisition status for inquiry purpose is Cancelled.
- Modify Choose Modify if you would like to change chart fields or line items and submit the requisition again. Requisition status for inquiry purpose is Saved Complete.
- Leave As Is if you plan to increase funds available and resubmit the requisition at a later point. Requisition status for inquiry purpose is Rejected.

A budget failure does not make you or us bad people!

Choosing Leave As Is will save your request so that you can edit and correct it later.

Call Adam or John to discuss.
Submission Result

Tracer No. **1519** has been submitted successfully. It has also passed the budget check. The requisition number is **0000001067**.

You now have a successful request! BUT...
Getting the PO #

Check back the next business to see if your request has turned into a Purchase Order Number.
Time for Reimbursement

• Go to the Financial Affairs Web Site and fill out “Travel Expense Form”
• http://www.depaul.edu/~faffairs/procurement/forms/vmTravelReimbursement.html
• Make sure to fill in the PO/TR Number!!!
• Make Sure to Complete the entire chartfield!

DePaul University

TRAVEL EXPENSE FORM

<table>
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<tr>
<th>Department:</th>
<th>PO#/TR#:</th>
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<tbody>
<tr>
<td>Name:</td>
<td>SSN:</td>
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<tr>
<td>Street Address:</td>
<td>City: Zip:</td>
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PeopleSoft Chartfield:

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</tr>
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</table>
Travel Reimbursement – How To

- on Travel Reimbursement* to complete the Form used for travel reimbursement.
- Submit properly completed and signed Travel Reimbursement Forms to Laurie Krauel.
- Travel expenses are reimbursed through Accounts Payable; travel reimbursements are not paid through Payroll or Direct Deposit.

* Grant-funded travel expenses require Purchase Orders, regardless of the dollar amount.
Travel Reimbursement – How To
Travel Reimbursement – How To

<table>
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<th>Item</th>
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Grand Total: $1833.00
Vendor Payment Request

• ✏️ on Voucher Check Request* to complete the Form used for payment of all other expenses.

• The Voucher Check Request Form is used to pay vendors; an employee must use either a Travel Reimbursement or Employee Reimbursement Form.

* Voucher Check Request Forms do not need to be used in conjunction with invoices; submit invoices directly to Accounts Payable.
Voucher Check Request

SOCIAL SECURITY NUMBER: 888-88-8888 (FOR INDIVIDUALS)

ADDRESS: 1234 Cedar Street
   Anytown, Illinois 60000-0000

PURPOSE: Honorarium for speech given at the
   Employee Appreciation Day on
   November 1, 2002.

PeopleSoft Chartfield:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>531050</td>
<td>100</td>
<td>674100</td>
<td>000000</td>
<td>1S</td>
<td></td>
</tr>
</tbody>
</table>

*If splitting charge between two accounts please provide additional account number and percent distribution:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
</tr>
</thead>
</table>

%e
Non-Employee Payments
Consultant vs. Employee

• DPU Employee
  – Does work on a DPU campus
  – Supervised by DPU employee(s)
  – Uses DPU resources (computers, copiers, etc)

• Consultant
  – Not DPU Employee (does not receive benefits)
  – Works without supervision--presents a finished product
  – Uses own resources
Stipends

- A non-DePaul employee receives a payment from DePaul for giving a lecture, attending a workshop, special services performed, etc.
- THIS IS A STIPEND (from 534G)
  - Now classified as Professional Services
- These are NOT payroll-related expenses

- A DePaul employee receives a payment from DePaul for giving a lecture, attending a workshop, special services performed, etc.
- THIS IS A STIPEND ALSO (but from Payroll)
## Paying a Speaker

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mechanism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Payments under $500 (this includes stipends for persons not employed by DePaul)</td>
<td>Voucher Check Request form submitted to Procurement &amp; Payment for check payment. Will need vendor's SSN</td>
</tr>
<tr>
<td>Vendor Payments $500 or more (this includes stipends for persons not employed by DePaul)</td>
<td>Purchase order required. Voucher Check Request form submitted to Procurement &amp; Payment for check payment. Will need vendor's SSN</td>
</tr>
</tbody>
</table>
### Computers & Computer Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Development</td>
<td>PF400</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Computer Hardware Consultant</td>
<td>PF430</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Computer Software Consultant</td>
<td>PF440</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Internet Development / Consulting</td>
<td>PF450</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
</tbody>
</table>

### Computer Software

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Consultant</td>
<td>PF440</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Internet Development / Consulting</td>
<td>PF450</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
</tbody>
</table>

### Consulting Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Not Specified</td>
<td>PF200</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Facilitator Services</td>
<td>PF300</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Trainer Services</td>
<td>PF310</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Educational Services</td>
<td>PF320</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Software Development</td>
<td>PF400</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Project Management</td>
<td>PF410</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>PF420</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Computer Hardware Consultant</td>
<td>PF430</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Computer Software Consultant</td>
<td>PF440</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Real Estate Agents/Appraisers</td>
<td>PF500</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Auditor Services</td>
<td>PF800</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Legal Services</td>
<td>PF850</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Recruiting Services – HR</td>
<td>PF860</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
<tr>
<td>Internet Development &amp; Consulting</td>
<td>PF450</td>
<td>553400</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
</tbody>
</table>

### Student Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Recruiting</td>
<td>MC400</td>
<td>553650</td>
<td>Professional Svcs</td>
<td>534G</td>
<td>Professional Svcs</td>
</tr>
</tbody>
</table>
Procurement (Purchase Orders) (aka Pro-Pay)

- Propay
  - Accessed through Campus Connect.
  - Authorization is delegated through WAS.
Web Services - Propay

- Click on a Panel Button to navigate through the web site.
  - Create a New Requisition.
  - Requisition History.
  - Purchase Order Status.
  - Department Payment Status.
  - Invoices Awaiting Action.
Web Services - Propay
Web Services – Propay
Create a New Requisition

• Create a New Requisition.
  – **Step 1** – Order Contact Information.
  – **Step 2** – Vendor Information.
    • Enter the first word of the vendor’s name only; enter last name only for people; Procurement & Payment verifies all suggested vendors.
  – **Step 3** – Chart Field & Item Information.
    • Allocate by Percentage.
    • Allocate by Line Item.
    • Provide full, detailed descriptions and classify according to expense type.
  – **Step 4** – Comments.
    • Choose Standard Comments or enter Vendor/Purchasing Comments.
    • Submit the tracer.
Web Services – Propay
Create a New Requisition

• Errors.
  – **Budget Not Found**: Choose **Leave-As-Is**, contact the Controller’s Office to activate the selected Account Number and corresponding Category Code, and then resubmit, **OR** choose **Modify** and choose another Category Code, and then resubmit.
  – **Configuration Error**: Procurement & Payment is automatically notified by the site and will resolve the error.
  – **Insufficient Budget**: Choose **Leave-As-Is**, contact the Controller’s Office to transfer funds, and then resubmit, **OR** choose **Modify** and choose another budget, and then resubmit.
Web Services – Propay
Create a New Requisition Step 1

Step 1 of 4 — Provide Delivery Information for a New Tracer

Fields followed by * are required.

- Deliver To Address: CNA Building
- Required Delivery Date: November 10, 2002
- Department Name: Procurement Services
- Attention/Room No.: John Smith/CNA - 19th Floor
- Contact Name/Phone No.: John Smith/312-362-8453

Save  Next →
Web Services – Propay
Create a New Requisition Step 2

Step 2 of 4 — Provide Vendor Information for Tracer No. 91307

- Find an existing vendor
- Suggest a new vendor
- Leave blank

Vendor Name: [CDW Government Inc]
Address 1: [230 North Milwaukee Avenue]
Address 2: [Attn: Rusty Singer]
City: [Vernon Hills]
State: [Illinois]
Web Services – Propay
Create a New Requisition Step 2
Web Services – Propay
Create a New Requisition Step 2

Step 2 of 4 — Provide Vendor Information for Tracer No. 31307

- Find an existing vendor
- Suggest a new vendor
- Leave blank

Vendor Name: CDW
Address 1: 230 North Milwaukee Avenue
Address 2: Attn: Rusty Singer
City: Vernon Hills
State: Illinois
Province:
Web Services – Propay
Create a New Requisition Step 3

Step 3 of 4 — Allocate Line Items to Chart Fields for Tracer No. 81307

- Allocate requisition by percentage
- Allocate requisition by line item

Chart field information:
- Fund
- Department
- Program
- Class
- Proj/Grant
- Year
- Allocate

Line item information:
- Description
- UOM
- Category
- Price
- Quantity
- Total
- Allocate

< Previous | Save | Next >
Web Services – Propay
Create a New Requisition Step 3a
Web Services – Propay
Create a New Requisition Step 3b
Web Services – Propay
Create a New Requisition Step 3
Web Services – Propay
Create a New Requisition Step 3

A warning message in the screenshot reads: “At least one of your line items is an asset, which cannot be allocated by percentage.”
Web Services – Propay
Create a New Requisition Step 3

Step 3 of 4 — Allocate Line Items to Chart Fields for Tracer No. 31307

- Allocate requisition by percentage
- Allocate requisition by line item

Chart field information:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Year</th>
<th>Allocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>674100</td>
<td>ADDEDU</td>
<td>AG</td>
<td>2003</td>
<td>1 %</td>
</tr>
</tbody>
</table>

Line item information:

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
<th>Allocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 HP LaserJet 4100N Printer, Item 99999D</td>
<td>EA</td>
<td>CP300</td>
<td>$1199.99</td>
<td>1</td>
<td>$1199.99</td>
<td>No</td>
</tr>
</tbody>
</table>

Add | Edit | Delete

Previous Save Next
Web Services – Propay
Create a New Requisition Step 4

Step 4 of 4 — Provide Comment Information for Tracer No. 31307

Standard text comments (printed on the purchase order):

- VENDOR NOTE: Deliveries must be made and invoices received no later than June 28, 2002 or order is subject to cancellation.
- Notice of objection is hereby given to vendors additional or different terms and conditions.
- Shipment of this order must contain the most current Material Safety Data Sheets. Failure to issue MSDS reports will delay payment of invoices.
- VENDOR NOTE: Please send invoice to ‘Bill To’ address above. Do not send invoice to ‘Ship To’ address.
- Deposit Enclosed
- VENDOR NOTE: Please bill the university directly for these charges. Do not charge the credit card on file.
- All goods displaying a DePaul registered trademark must display this notation © or be subject to return.
- VENDOR NOTE: DePaul policy requires a purchase order for all purchases over $500. Failure to obtain a purchase order number prior to filling an order will result in payment delay.
Web Services – Propay
Create a New Requisition Step 4

before, during and after any repair or abatement projects at DPU. Send documentation to Mr. Robert Jars, VP for Facilities Operations, DPU. The Contractor shall schedule all work with the respective Loop or LPC Manager INDEMNITY and HOLD HARMLESS AGREEMENT: By acceptance of this purchase order the vendor/contractor agrees to indemnity and hold harmless, DPU from and against any and all claims, damages, losses, and expenses, arising out of or resulting from, the performance of this work, whether personal injury, bodily injury, illness, disability, death to any person or damage to any property, resulting from the negligent or intentional acts of his employees or agents. Further, the vendor/contractor agrees to provide Certificate of Insurance in limits acceptable to DPU, naming DPU as an additional insured.

Comments for the vendor (printed on the purchase order):

Quote number H56498.

Comments for the Purchasing department (NOT printed on the purchase order):

Faxed quote to John Smith on 11/01/02.
Web Services – Propay
Create a New Requisition Results

Your requisition has failed the budget checking process on PeopleSoft Financials. Tracer No. 31307 has failed the budget check due to reasons listed below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Period</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>552502</td>
<td>100</td>
<td>674100</td>
<td>ADEPU</td>
<td>AG</td>
<td>F200</td>
<td></td>
<td>Budget not found</td>
</tr>
</tbody>
</table>

Please choose one of the following options and proceed:
- **Cancel**: Choose Cancel if you do not want to work with the requisition any further. Requisition status for inquiry purpose is Cancelled.
- **Modify**: Choose Modify if you would like to change chart fields or line items and submit the requisition again. Requisition status for inquiry purpose is Saved Complete.
- **Leave As Is**: Choose Leave As Is if you plan to increase funds available and resubmit the requisition at a later point. Requisition status for inquiry purpose is Rejected.

Proceed
Web Services – Propay Requisition History

- Requisition History.
  - Enter **Search Criteria**.
    - Edit/Resubmit a tracer if the status is **Saved Complete, Saved Incomplete** or **Rejected**.
    - Create a copy of a tracer if the status is **Cancelled**.
  - Status is **Accepted**: Implies that the tracer has passed Budget Checking and has sourced to a requisition; the requisition is routed to Procurement & Payment for review and approval.
  - Status is **Budget Not Checked**: Usually occurs when a Configuration Error is encountered; the tracer can be edited/resubmitted.
Web Services – Propay
Requisition History
Web Services – Propay
Purchase Order Status

• Purchase Order Status.
  – Enter **Search Criteria**.
    • The Purchase Order Number is displayed next to the Requisition Number the following business day after the Requisition has been approved.
  – PO Status is **Pending**: The Requisition has not been approved.
  – PO Status is **Denied**: The Requisition has been denied.
  – PO Status is **PO Issued**: The Requisition has been dispatched (printed) and provided to the vendor; Accounts Payable cannot process payment until the Purchase Order has been dispatched.
  – PO Status is **Complete**: Payment has been remitted.
Web Services – Propay
Purchase Order Status
Web Services – Propay
Department Payment Status

- Department Payment Status.
  - Enter **Search Criteria**.
    - All payments issued through Accounts Payable will appear in the search results.
  - Payment Status is **Paid**: A check has been issued and the check number and check date will appear.
  - Payment Status is **Scheduled**: Payment has been queued into the appropriate check run.
Web Services – Propay
Department Payment Status
# Web Services – Propay Department Payment Status

[Image: Screen capture of a web page showing payment information for AFSA Data Corporation and AFSA Data Corporation.

- **Vendor Name**: AFSA Data Corporation
- **Invoice No.**: 604060
- **Invoice Date**: 03/31/2001
- **Invoice Amt.**: $340
- **PO No.**: Paid
- **Payment Due Date**: 04/30/2001
- **Payment Hold Status**: 
- **Check No.:** 000086
- **Check Date:** 06/01/2001
- **Check Amt.**: $340

- **Vendor Name**: AFSA Data Corporation
- **Invoice No.**: 628751
- **Invoice Date**: 11/30/2001
- **Invoice Amt.**: $120
- **PO No.**: Paid
- **Payment Due Date**: 11/30/2001
- **Payment Hold Status**: 
- **Check No.:** 025578
- **Check Date:** 01/16/2002
- **Check Amt.**: $120]
Web Services – Propay
Invoices Awaiting Action

• Invoices Awaiting Action.
  – Enter **Search Criteria**.
    • Select an invoice to **View/Process**.
    • Choose an **Action to Take**.
  – Accounts Payable is automatically notified of instances in which an invoice is not approved; provide comments that will help Accounts Payable resolve errors/disputes with the vendor.
  – Accounts Payable will periodically notify departments of invoices that are Awaiting Action.
Web Services – Propay

Invoices Awaiting Action

![Image of a computer screen showing the Propay system with invoices awaiting action]

- **Department:** 376303 - Direct Marketing Fun
- **Search Results:**
  - **Invoice No.:** GS35382
  - **Vendor Name:** CDW Government Inc
  - **Date:** 09/10/2002
  - **Amount:** $1,981.76
  - **Invoice Status:** Pending

DePaul Financial Affairs
Web Services – Propay

Invoices Awaiting Action

Process Invoice No. GS35382

Header Information
- Purchase Order No.: 0000008622
- Vendor Name: CDW Government Inc
- Invoice Date: 09/10/2002
- Gross Amount: $1,901.76
- Freight Amount: $33.76
- Invoice Status: Pending

Line Information
Web Services – Propay

Invoices Awaiting Action

[Image of computer screen showing a web page with invoice details and options to approve or not approve the invoice]
Frequently Asked Questions (FAQs)

• When do I need to request a Purchase Order?
  – Order exceeds $500.00; grant-related travel; and/or the vendor requests a purchase order.

• Why do I still see a Pre-encumbrance on Mobius?
  – The Requisition has not sourced to a Purchase Order. Contact Procurement Services to investigate.

• How do I modify or cancel a Requisition or Purchase Order?
  – Requisitions and Purchase Orders can only be modified or cancelled by Procurement Services; contact Procurement Services to request a Change Order.
Vendor Payment Request

• ✏️ on **Voucher Check Request*** to complete the Form used for payment of all other expenses.
  • The Voucher Check Request Form is used to pay vendors; an employee must use either a Travel Reimbursement or Employee Reimbursement Form.

* **Voucher Check Request Forms do not need to be used in conjunction with invoices; submit invoices directly to Accounts Payable.**
Voucher Check Request

DePaul University

DEPARTMENT NAME: Procurement Services
Check Attachments: ☐ Yes ☑ No

Indicate Wire Transfer: ☐ Yes

PAY TO: Jane Doe
($) AMOUNT: $350.00

SOCIAL SECURITY NUMBER: 888-88-8888
ADDRESS: 1234 Cedar Street

[Web form interface for voucher check request]
Voucher Check Request

Social Security Number: 888-88-8888 (for individuals)

Address:
1234 Cedar Street
Anytown, Illinois 60000-0000

Purpose:
Honorary for speech given at the Employee Appreciation Day on November 1, 2002.

PeopleSoft Chartfield:

Account 531050 Fund 100 DeptID 674100 Program 00000 Class IS Project/Grant

If splitting charge between two accounts please provide additional account number and percent distribution:

Account  Fund  DeptID  Program  Class  Project/Grant

%
Purchasing Goods
Steps for Payment

- Do you have budget in the necessary categories?
- Is a purchase order required? (See chart) If yes, go to ProPay on Campus Connect and create a requisition
- Do you have an invoice from your vendor/individual? Submit to Procurement & Payment Dept
- Do you have an employee to reimburse? Submit to Procurement & Payment Dept or take to Cashier’s Office (see chart)
- Watch Mobius report to see that expense posts to account correctly (contact Caron if correction is needed)
# Purchasing Goods

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mechanism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases under $500 (by invoice)</td>
<td>Write chartfields on invoice, sign and date. Send invoice to Procurement &amp; Payment.</td>
</tr>
<tr>
<td>Purchases over $500 (by invoice)</td>
<td>Purchase order required. Write chartfields on invoice, sign and date. Send invoice to Procurement &amp; Payment.</td>
</tr>
</tbody>
</table>
## DePaul University
Peoplesoft Purchasing Budget Categories - Purchasing Goods

### Consulting Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium / Stipend</td>
<td>PF100</td>
<td>553400</td>
<td>Honorarium</td>
<td>520G</td>
<td>Professional Svcs</td>
</tr>
</tbody>
</table>

### Educational Materials

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual Equipment</td>
<td>EM100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Educational Materials</td>
<td>EM200</td>
<td>554910</td>
<td>Educ Materials</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Lab Supplies</td>
<td>EM210</td>
<td>554910</td>
<td>Educ Materials</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Professional Development</td>
<td>EM400</td>
<td>555190</td>
<td>Seminar Exp</td>
<td>551G</td>
<td>Conferences</td>
</tr>
<tr>
<td>Musical Instruments</td>
<td>MU100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Musical Instrument, Repair</td>
<td>MU200</td>
<td>552400</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Musical Supplies</td>
<td>MU300</td>
<td>552270</td>
<td>Educ Materials</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Training Materials</td>
<td>EM300</td>
<td>554910</td>
<td>Educ Materials</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Thesis/Bookbinding</td>
<td>EM210</td>
<td>552810</td>
<td>Educ Materials</td>
<td>549G</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

### Furniture & Furnishings

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Furniture</td>
<td>FN100</td>
<td>552501</td>
<td>Furniture/Fixture</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Residence Hall Furniture</td>
<td>FN200</td>
<td>552501</td>
<td>Furniture/Fixture</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Classroom Furniture</td>
<td>FN300</td>
<td>552501</td>
<td>Furniture/Fixture</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Other Furniture</td>
<td>FN400</td>
<td>552501</td>
<td>Furniture/Fixture</td>
<td>525G</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Maintenance & Repair

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair Scientific Equipment</td>
<td>LB100</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Appliance Repair</td>
<td>AP300</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Communication Equipment Repair</td>
<td>CM450</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Repair Musical Instruments</td>
<td>MU200</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Office Machine Repairs</td>
<td>OF100</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Other Equipment Repair</td>
<td>OE600</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Other Equipment Contracted Maintenance</td>
<td>OE400</td>
<td>552270</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>SF500</td>
<td>553100</td>
<td>Comp Software</td>
<td>549G</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

### Miscellaneous Expenses

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Expenses</td>
<td>MS300</td>
<td>554600</td>
<td>Other Expenses</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Freight</td>
<td>MS400</td>
<td>554600</td>
<td>Other Expenses</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Local Delivery</td>
<td>MS410</td>
<td>554600</td>
<td>Other Expenses</td>
<td>546G</td>
<td>Misc</td>
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<tr>
<td>Installation</td>
<td>MS420</td>
<td>554600</td>
<td>Other Expenses</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
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</tr>
</tbody>
</table>

### Office Equipment, Services & Supplies

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Machine Repair</td>
<td>OF100</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>OF500</td>
<td>554900</td>
<td>Supplies-Depts</td>
<td>549G</td>
<td>Supplies</td>
</tr>
</tbody>
</table>
### Mailing Equipment
- **Description**: OE100, 552500, Equipment, 525G, Equipment
- **Description**: OE200, 552500, Equipment, 525G, Equipment
- **Description**: OE400, 552270, Equipment, 525G, Equipment
- **Description**: OE500, 552500, Equipment, 525G, Equipment
- **Description**: OE300, 552500, Equipment, 525G, Equipment

### Microform Equipment
- **Description**: OE200, 552500, Equipment, 525G, Equipment
- **Description**: OE400, 552270, Equipment, 525G, Equipment
- **Description**: OE500, 552500, Equipment, 525G, Equipment
- **Description**: OE300, 552500, Equipment, 525G, Equipment

### Other Equipment Contracted Maintenance
- **Description**: OE400, 552270, Equipment, 525G, Equipment

### Photography Equipment
- **Description**: OE500, 552500, Equipment, 525G, Equipment

### Other Equipment
- **Description**: OE300, 552500, Equipment, 525G, Equipment

### Printing & Mailing Services
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Material, Non-Stationery</td>
<td>PR100</td>
<td>554930</td>
<td>Printing-Special</td>
<td>533G</td>
<td>Office</td>
</tr>
<tr>
<td>Printed Forms</td>
<td>PR200</td>
<td>554930</td>
<td>Printing-Special</td>
<td>533G</td>
<td>Office</td>
</tr>
<tr>
<td>Brochures</td>
<td>PR400</td>
<td>554930</td>
<td>Printing-Special</td>
<td>533G</td>
<td>Office</td>
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<tr>
<td>Postage Chargeback</td>
<td>PR500</td>
<td>553170</td>
<td>Postage</td>
<td>533G</td>
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### Recreation & Sports
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
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<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Equipment</td>
<td>RS100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Recreational Equipment</td>
<td>RS200</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Athletic &amp; Recreational Supplies</td>
<td>RS300</td>
<td>554900</td>
<td>Supplies-Depts</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
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</table>

### Reprographic Equipment
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy Equipment</td>
<td>RP100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
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<tr>
<td>Reprographic Equipment</td>
<td>RP200</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
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</table>

### Security & Public Safety Equipment
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Equipment</td>
<td>SC100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
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</table>

### Software
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Software</td>
<td>SF100</td>
<td>552890</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Mainframe Software</td>
<td>SF200</td>
<td>553100</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Server Software</td>
<td>SF300</td>
<td>553100</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>PC &amp; Mac Software</td>
<td>SF400</td>
<td>553100</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>SF500</td>
<td>553100</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Software Licensing</td>
<td>SF600</td>
<td>553100</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Telecommunications Software</td>
<td>SF700</td>
<td>553100</td>
<td>Comp Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

### Theatre Expenses
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Vehicles
<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Purchase</td>
<td>VE100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Vehicle Repairs</td>
<td>VE200</td>
<td>554680</td>
<td>Vehicle Exp</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Vehicle Service Contract</td>
<td>VE300</td>
<td>554680</td>
<td>Vehicle Exp</td>
<td>546G</td>
<td>Misc</td>
</tr>
</tbody>
</table>
Procurement (Purchase Orders) (aka Pro-Pay)

• Propay
  – Accessed through Campus Connect.
  – Authorization is delegated through WAS.
Web Services - Propay

- Click on a **Panel Button** to navigate through the web site.
  - Create a New Requisition.
  - Requisition History.
  - Purchase Order Status.
  - Department Payment Status.
  - Invoices Awaiting Action.
Web Services - Propay

DEPAUL Procurement and Payment Access Center

- Create a New Requisition
- Requisition History
- Purchase Order Status
- Department Payment Status
- Invoices Awaiting Action
Web Services – Propay
Create a New Requisition

• Create a New Requisition.
  – **Step 1** – Order Contact Information.
  – **Step 2** – Vendor Information.
    • Enter the first word of the vendor’s name only; enter last name only for people; Procurement & Payment verifies all suggested vendors.
  – **Step 3** – Chart Field & Item Information.
    • Allocate by Percentage.
    • Allocate by Line Item.
    • Provide full, detailed descriptions and classify according to expense type.
  – **Step 4** – Comments.
    • Choose Standard Comments or enter Vendor/Purchasing Comments.
    • Submit the tracer.
Web Services – Propay
Create a New Requisition

• Errors.
  – **Budget Not Found**: Choose *Leave-As-Is*, contact the Controller’s Office to activate the selected Account Number and corresponding Category Code, and then resubmit, **OR** choose *Modify* and choose another Category Code, and then resubmit.
  – **Configuration Error**: Procurement & Payment is automatically notified by the site and will resolve the error.
  – **Insufficient Budget**: Choose *Leave-As-Is*, contact the Controller’s Office to transfer funds, and then resubmit, **OR** choose *Modify* and choose another budget, and then resubmit.
Web Services – Propay
Create a New Requisition Step 1

Step 1 of 4 — Provide Delivery Information for a New Tracer

Fields followed by * are required.

- Deliver To Address:
- Required Delivery Date:
- Department Name:
- Attention/Room No.:
- Contact Name/Phone No.:  

![Image of Propay interface](http://propay.depaul.edu/delivery.asp)
Web Services – Propay
Create a New Requisition Step 2

Step 2 of 4 — Provide Vendor Information for Tracer No. 91307

- Find an existing vendor
- Suggest a new vendor
- Leave blank

Vendor Name: CDW Government Inc
Address 1: 230 North Milwaukee Avenue
Address 2: Attn: Rusty Singer
City: Vernon Hills
State: Illinois
Province:
Web Services – Propay
Create a New Requisition Step 2
Web Services – Propay
Create a New Requisition Step 2

Step 2 of 4 — Provide Vendor Information for Tracer No. 31307

- Find an existing vendor
- Suggest a new vendor
- Leave blank

Vendor Name: CDW
Address 1: 230 North Milwaukee Avenue
Address 2: Attn: Rusty Singer
City: Vernon Hills
State: Illinois
Province:
Web Services – Propay
Create a New Requisition Step 3

Create a New Requisition

Step 3 of 4 — Allocate Line Items to Chart Fields for Trace No. 81307

Allocate requisition by percentage  Allocate requisition by line item

Chart field information:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Year</th>
<th>Allocate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Line item information:

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
<th>Allocate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

< Previous  Save  Next >
Web Services – Propay
Create a New Requisition Step 3a
Web Services – Propay
Create a New Requisition Step 3b
Web Services – Propay
Create a New Requisition Step 3
Web Services – Propay
Create a New Requisition Step 3
Web Services – Propay
Create a New Requisition Step 3

Step 3 of 4 — Allocate Line Items to Chart Fields for Tracer No. 31307

- Allocate requisition by percentage
- Allocate requisition by line item

Chart field information:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Year</th>
<th>Allocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>ADEDU</td>
<td>AG</td>
<td></td>
<td>2003</td>
<td></td>
</tr>
</tbody>
</table>

Line item information:

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
<th>Allocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP LaserJet 4100N Printer, Item 99999D</td>
<td>EA</td>
<td>CP300</td>
<td>$1199.99</td>
<td>1</td>
<td>$1199.99</td>
<td></td>
</tr>
</tbody>
</table>

[Add | Edit | Delete]
Web Services – Propay
Create a New Requisition Step 4

Step 4 of 4 — Provide Comment Information for Tracer No. 31307

Standard text comments (printed on the purchase order):

- VENDOR NOTE: Deliveries must be made and invoices received no later than June 28, 2002 or order is subject to cancellation.
- Notice of objection is hereby given to vendors additional or different terms and conditions.
- Shipment of this order must contain the most current Material Safety Data Sheets. Failure to issue MSDS reports will delay payment of invoices.
- VENDOR NOTE: Please send invoice to 'Bill To' address above. Do not send invoice to 'Ship To' address.
- Deposit Enclosed
- VENDOR NOTE: Please bill the university directly for these charges. Do not charge the credit card on file.
- All goods displaying a DePaul registered trademark must display this notation @ or be subject to return.
- VENDOR NOTE: DePaul policy requires a purchase order for all purchases over $500. Failure to obtain a purchase order number prior to filling an order will result in payment delay.
Web Services – Propay
Create a New Requisition Step 4

Comments for the vendor (printed on the purchase order):
Quote number H56498.

Comments for the Purchasing department (NOT printed on the purchase order):
Faxed quote to John Smith on 11/01/02.
Web Services – Propay
Create a New Requisition Results

Your requisition has failed the budget checking process on PeopleSoft Financials. Tracer No. 31307 has failed the budget check due to reasons listed below:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Period</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>552502</td>
<td>100</td>
<td>674100</td>
<td>ADEDU</td>
<td>AG</td>
<td>F2000</td>
<td></td>
<td>Budget not found</td>
</tr>
</tbody>
</table>

Please choose one of the following options and proceed:
- **Cancel** Choose Cancel if you do not want to work with the requisition any further. Requisition status for inquiry purpose is Cancelled.
- **Modify** Choose Modify if you would like to change chart fields or line items and submit the requisition again. Requisition status for inquiry purpose is Saved Complete.
- **Leave As Is** Choose Leave As Is if you plan to increase funds available and resubmit the requisition at a later point. Requisition status for inquiry purpose is Rejected.

[Proceed]
Web Services – Propay
Requisition History

- Requisition History.
  - Enter **Search Criteria**.
    - Edit/Resubmit a tracer if the status is **Saved Complete**, **Saved Incomplete** or **Rejected**.
    - Create a copy of a tracer if the status is **Cancelled**.
  - Status is **Accepted**: Implies that the tracer has passed Budget Checking and has sourced to a requisition; the requisition is routed to Procurement & Payment for review and approval.
  - Status is **Budget Not Checked**: Usually occurs when a Configuration Error is encountered; the tracer can be edited/resubmitted.
Web Services – Propay
Requisition History
Web Services – Propay

Purchase Order Status

- Purchase Order Status.
  - Enter **Search Criteria**.
    - The Purchase Order Number is displayed next to the Requisition Number the following business day after the Requisition has been approved.
  - PO Status is **Pending**: The Requisition has not been approved.
  - PO Status is **Denied**: The Requisition has been denied.
  - PO Status is **PO Issued**: The Requisition has been dispatched (printed) and provided to the vendor; Accounts Payable cannot process payment until the Purchase Order has been dispatched.
  - PO Status is **Complete**: Payment has been remitted.
Web Services – Propay
Purchase Order Status

[Image of a computer screen showing a web page for Procurement and Payment, with search fields for Department, Requisition No., Purchase Order No., Vendor Name, Order Date From, and Order Date To, and search results for matching records.]
Web Services – Propay
Department Payment Status

• Department Payment Status.
  – Enter **Search Criteria**.
    • All payments issued through Accounts Payable will appear in the search results.
  – Payment Status is **Paid**: A check has been issued and the check number and check date will appear.
  – Payment Status is **Scheduled**: Payment has been queued into the appropriate check run.
Web Services – Propay
Department Payment Status
Web Services – Propay
Department Payment Status
Web Services – Propay

Invoices Awaiting Action

- Invoices Awaiting Action.
  - Enter **Search Criteria**.
    - Select an invoice to **View/Process**.
    - Choose an **Action to Take**.
  - Accounts Payable is automatically notified of instances in which an invoice is not approved; provide comments that will help Accounts Payable resolve errors/disputes with the vendor.
  - Accounts Payable will periodically notify departments of invoices that are Awaiting Action.
Web Services – Propay

Invoices Awaiting Action
Web Services – Propay
Invoices Awaiting Action

Process Invoice No. GS35382

Header Information

- Purchase Order No.: 0000008622
- Vendor Name: CDW Government Inc
- Invoice Date: 09/10/2002
- Gross Amount: $1,981.76
- Freight Amount: $33.76
- Invoice Status: Pending

Line Information

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Web Services – Propay
Invoices Awaiting Action

![Image of Propay interface]

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req. 512mb micron millenia ts xp sit-smt-mixp/512</td>
<td>Each</td>
<td>$185.00</td>
<td>2.00</td>
<td>$370.00</td>
</tr>
<tr>
<td>P.O. simple 512mb micron millenia ts xp sit-smt-mixp/512</td>
<td>Each</td>
<td>$185.00</td>
<td>2</td>
<td>$370.00</td>
</tr>
<tr>
<td>Inv. simple 512mb micron millenia</td>
<td>Each</td>
<td>$185.00</td>
<td>2</td>
<td>$370.00</td>
</tr>
</tbody>
</table>

Action to Take

- [ ] I approve this invoice in full
- [ ] I do not approve this invoice
Frequently Asked Questions (FAQs)

• When do I need to request a Purchase Order?
  – Order exceeds $500.00; grant-related travel; and/or the vendor requests a purchase order.

• Why do I still see a Pre-encumbrance on Mobius?
  – The Requisition has not sourced to a Purchase Order. Contact Procurement Services to investigate.

• How do I modify or cancel a Requisition or Purchase Order?
  – Requisitions and Purchase Orders can only be modified or cancelled by Procurement Services; contact Procurement Services to request a Change Order.
Employee Reimbursement – How To

- On Employee Reimbursement* to complete the Form used for non-travel reimbursement.
- Expenses less than $100.00 can be reimbursed through the Cashier’s Office; expenses greater than $100.00 must be reimbursed through Accounts Payable. Employees are limited to one reimbursement transaction per day at the Cashier’s Office for expenses less than $100.00.

* Never use personal funds for expenditures that would otherwise require Purchase Orders.
Employee Reimbursement – How To
Employee Reimbursement – How To

[Image of a form with fields for entering reimbursement data and a total amount of $345.00]
Payroll
Section 7
So, You Have to Pay Someone?

Payroll Information for the Internal Grant Manager

Payroll: Geri Foskett  x2-6209
Position Mgt (regular): Lannie Francisco  x2-6441
Position Mgt (students): Maureen Barganski  x2-5758
Steps for Paying an Employee (This includes students, too!)

- Do you have budget in the necessary category? If not, contact Bernadine/Rich
- What form is needed to get this person paid (see chart)
- If multiple payments, are you responsible for approving hours (thru Campus Connect)?
- Watch Mobius report to see that expense posts to account correctly (submit Position Management Change Form for corrections)
### What Forms to Use for Payroll

<table>
<thead>
<tr>
<th>Action</th>
<th>Part-time Employees</th>
<th>Student Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire or Termination</td>
<td>PAF (Personnel Action Form)</td>
<td>SEAF (Student Employee Action Form)</td>
</tr>
<tr>
<td>New position, Position change or Salary Change</td>
<td>PAF (Personnel Action Form)</td>
<td>SEAF (Student Employee Action Form)</td>
</tr>
<tr>
<td>One-time payment</td>
<td>One-time Payment Form</td>
<td>Contact the Career Center</td>
</tr>
</tbody>
</table>
Payroll Policy

• **ALWAYS** goes through payroll

• Employer’s FICA will be charged to your grant (7.65% of gross) – do you have this budgeted?

• For Payroll purposes a STIPEND and an HONORARIUM are taxed at time of payment (use regular payroll account code, NOT 553400)
### Advertising & Promotional Items

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>MC100</td>
<td>553110</td>
<td>Advertising</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Media Advertising</td>
<td>MC200</td>
<td>553110</td>
<td>Advertising</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Advertising (Position Available)</td>
<td>MC300</td>
<td>603110</td>
<td>Advertising</td>
<td>549G</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

### Appliances

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen Appliances</td>
<td>AP100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Laundry Appliances</td>
<td>AP200</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Repair Appliances</td>
<td>AP300</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Art and Art Related Goods & Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paintings</td>
<td>AR100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Sculptures</td>
<td>AR200</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Other Works of Art</td>
<td>AR300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Communication Equipment & Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio Equipment</td>
<td>CM100</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Telecomm Equipment</td>
<td>CM200</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Middleware Devices</td>
<td>CM300</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Other Communication Equipment</td>
<td>CM400</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Communication Equipment Repair</td>
<td>CM450</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Computers & Computer Services

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainframe Computer</td>
<td>CP100</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Personal Computer(s)</td>
<td>CP200</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Server Equipment</td>
<td>CP210</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Printer</td>
<td>CP300</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Peripheral Computer Equipment</td>
<td>CP500</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Server(s)</td>
<td>CP600</td>
<td>552502</td>
<td>Computer Equip</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Server Equipment Repair</td>
<td>CP610</td>
<td>552240</td>
<td>Repairs</td>
<td>546G</td>
<td>Misc</td>
</tr>
<tr>
<td>Test Equipment &amp; Tools</td>
<td>CP400</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
<tr>
<td>Supplies for Computers</td>
<td>CP800</td>
<td>554900</td>
<td>Supplies-Depts</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Supplies for Printers</td>
<td>CP810</td>
<td>554900</td>
<td>Supplies-Depts</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>OE300</td>
<td>552500</td>
<td>Equipment</td>
<td>525G</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Computer Software

<table>
<thead>
<tr>
<th>Purchasing Description</th>
<th>Purchasing Category</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
<th>Budget Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainframe Software</td>
<td>SF200</td>
<td>553100</td>
<td>Comp Software</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Server Software</td>
<td>SF300</td>
<td>553100</td>
<td>Comp Software</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>PC Software</td>
<td>SF400</td>
<td>553100</td>
<td>Comp Software</td>
<td>549G</td>
<td>Supplies</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>SF500</td>
<td>553100</td>
<td>Comp Software</td>
<td>549G</td>
<td>Supplies</td>
</tr>
</tbody>
</table>
**DEPAUL UNIVERSITY**  **ONE TIME PAYMENT REQUEST**

**Employee** ____________________________  **Empl ID** ____________  **Dept** ____________  **SSN** ____________

**Reason for payment:** Please include below, or attach, a detailed explanation of what type of work was performed, when the work was done, and where the work was performed (REQUIRED):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Requestor** ____________________________  **Phone** ________________

**COMPLETE ONLY ONE OF THESE SECTIONS:**

**ADDITIONAL PAY RELATED TO CURRENT POSITION**

<table>
<thead>
<tr>
<th>ACCOUNT CODE*</th>
<th>POSITION #</th>
<th>AMOUNT</th>
<th>PAY DATE</th>
</tr>
</thead>
</table>

* DEPTID/ACCOUNT/PROJECT/GRA nT OR PROGRAM

**AUTHORIZATION**

- **OSPR/CONTROLLER**
  - **DATE** ________________

OSPR AUTHORIZATION REQUIRED FOR GRANT ACCOUNTS. CONTROLLER’S AUTHORIZATION REQUIRED FOR RESTRICTED & AGENCY.

**EXTRA SERVICES NOT RELATED TO CURRENT POSITION**

**ACCOUNT CODE & ONE-TIME POSITION # TO CHARGE ONE TIME EXPENSE:**

<table>
<thead>
<tr>
<th>ACCOUNT CODE*</th>
<th>POSITION #</th>
<th>AMOUNT</th>
<th>PAY DATE</th>
</tr>
</thead>
</table>

* DEPTID/ACCOUNT/PROJECT/GRA nT OR PROGRAM

**CHECK ONE**

- **SINGLE PAYMENT FOR EVENT**
- **HONORARIUM: SYMBOLIC PAID RECOGNITION FOR CONTRIBUTED SERVICE**
- **OTHER: (DESCRIBE)** ____________________________

**AUTHORIZATION**

- **OSPR/CONTROLLER**
  - **DATE** ________________

OSPR AUTHORIZATION REQUIRED FOR GRANT ACCOUNTS. CONTROLLER’S AUTHORIZATION REQUIRED FOR RESTRICTED & AGENCY.

<table>
<thead>
<tr>
<th>HR AUTHORIZATION</th>
<th>DATE</th>
<th>WHITE COPY–HUMAN RESOURCES</th>
<th>CANARY COPY–PAYROLL</th>
<th>PINK COPY–DEPARTMENT</th>
</tr>
</thead>
</table>
**Student Employment Action Form**

**NOTE:** If the student has not worked for the university within the last 12 months, the student employee should deliver this form in person to the Career Center to properly complete all new hire paperwork.

<table>
<thead>
<tr>
<th>DePaul ID / Empl ID (REQUIRED)</th>
<th>Assignment Start Date (REQUIRED)</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Last Name (REQUIRED)</td>
<td>First Name (REQUIRED)</td>
<td>M.I. SSN (REQUIRED)</td>
</tr>
<tr>
<td>Position Title (REQUIRED)</td>
<td></td>
<td>Job Code (REQUIRED)</td>
</tr>
<tr>
<td>Requestor/Supervisor Name (REQUIRED)</td>
<td>Supervisor Log-In (REQUIRED)</td>
<td>Supervisor Phone</td>
</tr>
<tr>
<td>Department Name (REQUIRED)</td>
<td>Room/Building/Campus</td>
<td></td>
</tr>
<tr>
<td>Employee's Primary Office Location (Room/Building/Campus)</td>
<td>Employee's Extension</td>
<td></td>
</tr>
<tr>
<td>Direct Deposit Check Stub Location - (Room/Building/Campus) - if different from above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Request (Please check one):**
- New Hire
- Re-Classification
- Re-Hire
- Salary Change
- Promotion
- Additional Assignment
- Termination

**Comments for Termination or Other Changes:**

**Pay Information (Must indicate an hourly wage, unless paid by Stipend):**

<table>
<thead>
<tr>
<th>Hourly Wage</th>
<th>Only for Graduate or Undergraduate Assistantship paid by Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________</td>
<td>Quarterly/Semester Salary Check the appropriate box(es).</td>
</tr>
<tr>
<td></td>
<td>Payment will be distributed through the pay periods in the term indicated.</td>
</tr>
<tr>
<td></td>
<td>Fall ☐ $_______ Winter ☐ $_______ Spring ☐ $_______</td>
</tr>
<tr>
<td></td>
<td>Summer I ☐ $_________ Summer II ☐ $_________</td>
</tr>
</tbody>
</table>

**Academic Year Salary**
- Fall $_________
- Winter $________
- Spring $________
- Summer I $_________

**Fiscal Year Salary**
- $_________

**Account Code (Dept ID/Account & Project/Grant or Program):**

<table>
<thead>
<tr>
<th>Position #</th>
<th>Account Code *</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For Career Center Use Only**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Date Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorizations**

- Department / Supervisor Signature
- OSPR/Controller's Signature
- Career Center Signature
# POSITION MANAGEMENT CHANGE FORM

**DePAUL UNIVERSITY**
**CONTROLLER’S OFFICE**

## Initiator’s Information

- **Department Name:** __________________________
- **Date:** __________________________
- **Initiator’s Name:** __________________________
- **Title:** __________________________
- **Ext.:** _______________

## Type of Transaction

- [ ] Temporary Change
- [ ] Budget Change
- [ ] Permanent Change
- [ ] Reallocation – J.E

## BUDGET CHANGE  *Account Code = Dept. ID/Account & Project/Grant or Program*

### FUNDING REQUIRED TO:

<table>
<thead>
<tr>
<th>Position No.</th>
<th><em>Account Code</em></th>
<th>Total Budget Amount: $</th>
<th>Benefits Incremental Change:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amount of Increase: $ __________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Amount: $ __________</td>
</tr>
</tbody>
</table>

### FUNDING TO BE PROVIDED FROM: (Existing Positions)

<table>
<thead>
<tr>
<th>Position No.</th>
<th><em>Account Code</em></th>
<th>Amount: $ __________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Department Expense:

- **Fund**
- **Dept.**
- **Class**
- **Program**
- **Account**
  - Amount: $ __________
  - Amount: $ __________

## DISTRIBUTION CHANGE

<table>
<thead>
<tr>
<th>Position No.</th>
<th><em>New Account Code</em></th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Budget Transfer Needed</th>
<th><em>New Account Code</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocation Needed</td>
<td></td>
</tr>
</tbody>
</table>

## REALLOCATIONS (ACTUAL CHARGES)

- **Employee Name:** __________________________
- **Employee ID:** __________________________
- **Effective Date:** __________________________

### From

| Position No. | Account Code: | Qtr.: | $ ______
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### To

| Position No. | Account Code: | Qtr.: | $ ______
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## AUTHORIZATION

- **Budget Manager:** __________________________
- **Date:** __________________________
- **Relinquishing Dept. Dean:** __________________________
- **Date:** __________________________
- **Dean/Administrative Director:** __________________________
- **Date:** __________________________
- **Vice President:** __________________________
- **Date:** __________________________
- **Vice President of Finance:** __________________________
- **Date:** __________________________
- **Executive Vice President:** __________________________
- **Date:** __________________________

## Comments:

- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________

**Office Use Only**

- **Date Received:** __________________________
- **Date Completed:** __________________________
- **Trans ID:** __________________________
Closing
30 Days ‘Til Closing!!

- Clear all pre-encumbrances and encumbrances (check Mobius report) – contact Laurie Krauel
- Submit Budget Transfer Form to fund any deficit in grant – send to Caron
- Contact DePaul depts who charged expenses:
  - PC Leasing  Natalie Max
  - Printing    Steve Vining
  - Copy card   Dave Andrade
  - Telephone   Kim Klawitter
  - Postage     Sue Arenz
  - Payroll     Lannie Catapat; Maureen Barganski
- Submit Final report to Academic Affairs or Vincentian Office
Clear all pre-encumbrances and encumbrances - contact Purchasing Department

Provide Controller's Office with a Budget Transfer Form to cover any expenses that will put the grant overbudget (in total)

Contacts for ending or changing chartfields:
- Copy Card - contact Dave Andrade and Matt Sherman
- Telephone - contact Kim Klawitter
- PC Leasing - contact Natalie Max
- Postage - contact Susan Arenz
- Printing - contact Lon Batelli
- Payroll - contact Lannie Catapat; Maureen Barganski
- Chartwells/Catering - contact Joseph Mroczkowski

Notify Position Management about any positions/persons that will be a) leaving the University or b) paid from a different account/deptid/grant

Notify Academic Affairs or Vincentian Office that grant has been closed by submitting final report