PeopleSoft Account #'s Workshop

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Agenda

- What is a PeopleSoft Account Number?
- PeopleSoft Account Number Ranges
- PeopleSoft Account General Ledger Descriptions
- PeopleSoft Account Number Listing
What is a PeopleSoft Account Number?

A PeopleSoft account number is used to classify transactions (Expenses, Revenue, Assets, Liabilities, etc).
## PeopleSoft Account Numbers

<table>
<thead>
<tr>
<th>Account #s</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000-199999</td>
<td>Assets</td>
</tr>
<tr>
<td>200000-299999</td>
<td>Liabilities</td>
</tr>
<tr>
<td>300000-399999</td>
<td>Net Assets</td>
</tr>
<tr>
<td>400000-499999</td>
<td>Revenues</td>
</tr>
<tr>
<td>500000-699999</td>
<td>Expenses</td>
</tr>
<tr>
<td>700000-799999</td>
<td>Transfers, Indirect Costs &amp; Other</td>
</tr>
</tbody>
</table>
PeopleSoft General Account Descriptions

- ADD #'s for next time on steps
- Located at: Account Services webpage under Resources selecting useful links and NDUS.

Once on the NDUS page, select Employees selecting Accounting Manual and Forms
General Ledger Account
Descriptions Office Section

- **OFFICE**

- Office Supplies- (Acct 536000)- Used for budgeting purposes only, not actual accounting transactions.

- Used for purchase of supplies used in an office setting.

- **Indepartmental-Paper- (Acct 536010)-** used only for charges from other departments.

- Office Supplies- (Acct 536015)- used for the purchase of supplies that are used in the operation of an office. If used in a classroom or teaching environment, use account 532050.

- Paper Products- (Acct 536020)- Used for purchase of paper, letterhead, envelopes, etc. used in the operation of an office.

- **Recharge - Paper- (Acct 536025)-** used by recharge centers only.

- **Recharge - Office Supplies- (Acct 536030)-** Used by recharge centers only.
PeopleSoft Account Number Listing

Account Number Listing is located at:
http://und.edu/finance-operations/accounting-services/index.cfm

Reminders:

- **Budget Account Numbers** are highlighted and indicated **Budget Journal only** under form restrictions (generally the number ends in 3 zero’s).

- **Cash Account Number (105251)** is **not** used on any Procurement or Payment Services documents.

- **Recharge Account Numbers** are used only by Recharge Centers (Ex. Telecommunications, Duplicating, Facilities, etc) and are used on journal entries or journal imports.
Coding of Purchases

- When making a purchase, the first step is to classify the expense.
- The dollar amount determines if the purchase requires a Purchase Requisition, Perceptive Content e-Form, or the Purchasing Card.
- Purchases of commodities with a value of $10,000 or greater must be purchased on a bid or RFP process and services greater than $50,000 work with Procurement and Payment Services.
Coding of Purchases

- Printing is handled similar to commodities and ONLY NORTH DAKOTA VENDORS CAN BE AWARDED PRINTING PURCHASES. Printing purchases can be put on department p-cards.

- Software threshold for review by the Office of the CIO is $5,000 or more.
Quiz

Let’s see what we learned.

Time for a quiz and prizes!!!!
Questions?

Thanks for coming!