

# Accounting Tags

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## Overview

Accounting tags are user-defined keys representing a chartstring or set of chartstrings. The concept builds off of SpeedTypes and SpeedCharts and is intended as a means to reduce manual data entry of the entire chartstring. In applicable modules throughout PeopleSoft Financials the Accounting Tag can be selected to automatically populate that chartstring.

There are two types of Accounting Tags; single line and multiple line.

- Single Line tags are used in General Ledger Journal Entry, PurCard journals, and in Commitment Control for budget journals and budget transfers. Single Line tags replace SpeedTypes.
- Multiple Line tags are used for Requisitions. **Accounting Tags are not available for use in requisitions as of 4/5/19.** Multiple Line tags do not require more than a single line. Multiple Line tags replace SpeedCharts.

## Conversion of SpeedTypes/SpeedCharts into Accounting Tags

Prior to the PeopleSoft Financials upgrade in March 2019, PeopleSoft used SpeedTypes and SpeedCharts as a quick way to populate commonly used chartstrings. As part of the March upgrade, SpeedTypes/SpeedCharts were converted into Accounting Tags so users did not have to recreate them. Unlike SpeedTypes/SpeedCharts, there cannot be an Accounting Tag with the same key under two users. This means that Accounting Tags require a unique name system-wide, regardless of who created them. In cases where a SpeedType/SpeedChart name was repeated, a hyphen and sequential number was added to the end of the name as part of the conversion. See example below.

User	Speed Type/Chart Name	Accounting Tag name
gwashing	MRPRES	MRPRES -1
alincoln	MRPRES	MRPRES -2
bobama	MRPRES	MRPRES -3

## Creating Accounting Tags

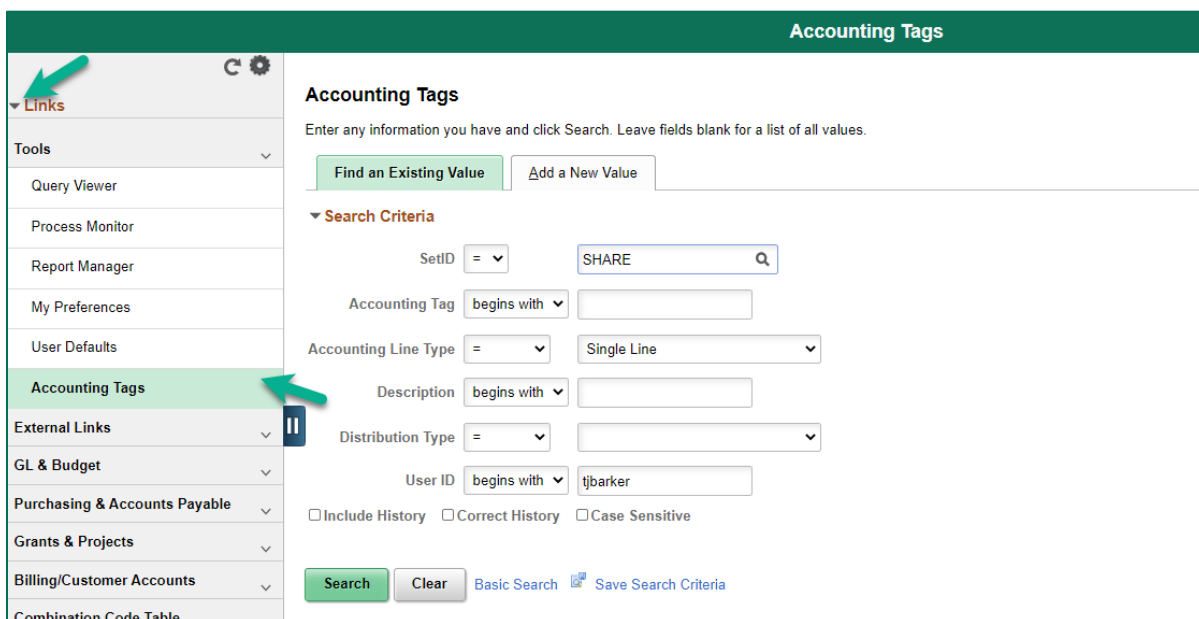
To Create an Accounting Tag:

1. Log in to [PeopleSoft Financials](#)

- On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.

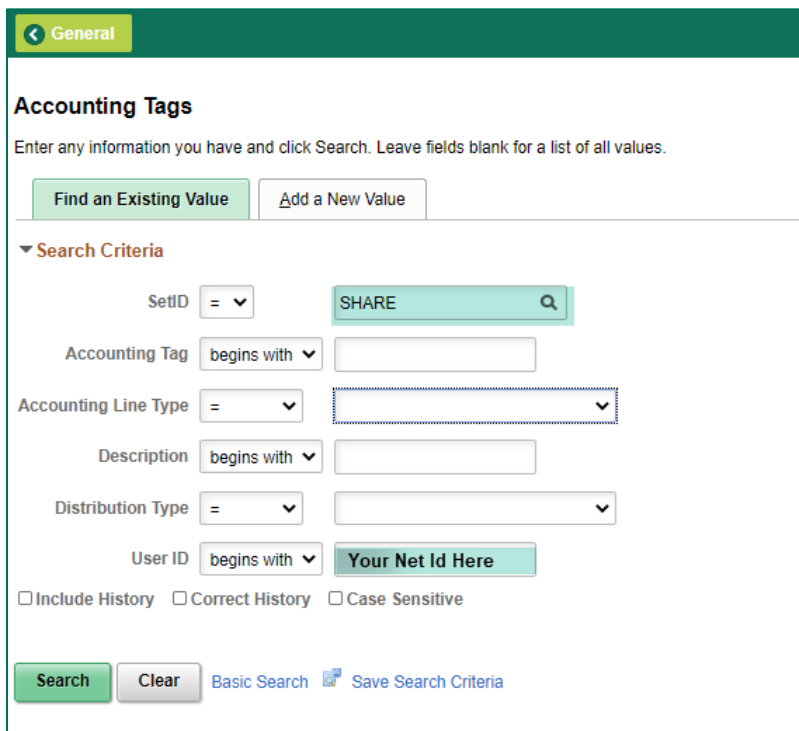


- Click the **Arrow**  icon next to **Links** and **Tools** to expand the menus, showing a list of frequently used items. Select **Accounting Tags**.



The image shows the "Accounting Tags" search interface. On the left is a sidebar menu with a green header "Accounting Tags". The menu items are: Links, Tools, Query Viewer, Process Monitor, Report Manager, My Preferences, User Defaults, Accounting Tags (highlighted with a green bar and a blue arrow), External Links, GL & Budget, Purchasing & Accounts Payable, Grants & Projects, Billing/Customer Accounts, and Combination Code Table. The main area has a green header "Accounting Tags" and a search form. The form includes a "Find an Existing Value" button, an "Add a New Value" button, and a "Search Criteria" section. The search criteria section has fields for SetID (dropdown), Accounting Tag (dropdown), Accounting Line Type (dropdown), Description (dropdown), Distribution Type (dropdown), and User ID (dropdown). The SetID field is set to "SHARE". The Accounting Tag field is set to "begins with". The Accounting Line Type field is set to "Single Line". The Description field is set to "begins with". The Distribution Type field is set to "=". The User ID field is set to "tjbarker". There are checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

- The SetID must = **SHARE**. If the SetID is changed, it will not be able to retrieve the Accounting Tags. Accounting Tags can only be seen and edited by the user that set them up unless you choose to share the tags with other users.



**Accounting Tags**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search Criteria**

SetID =

Accounting Tag begins with

Accounting Line Type =

Description begins with

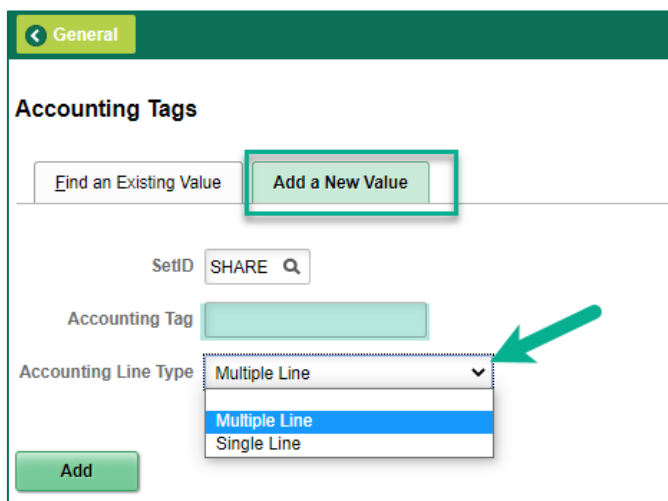
Distribution Type =

User ID begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

5. Click the **Add a New Value** tab. (Click **Search** to edit an existing Accounting Tag.)



**Accounting Tags**

**Find an Existing Value** **Add a New Value**

SetID

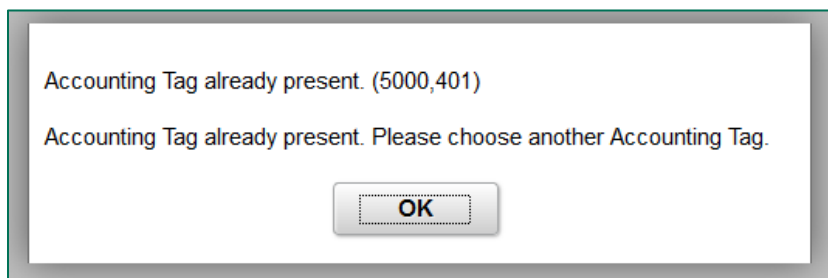
Accounting Tag

Accounting Line Type

**Add**

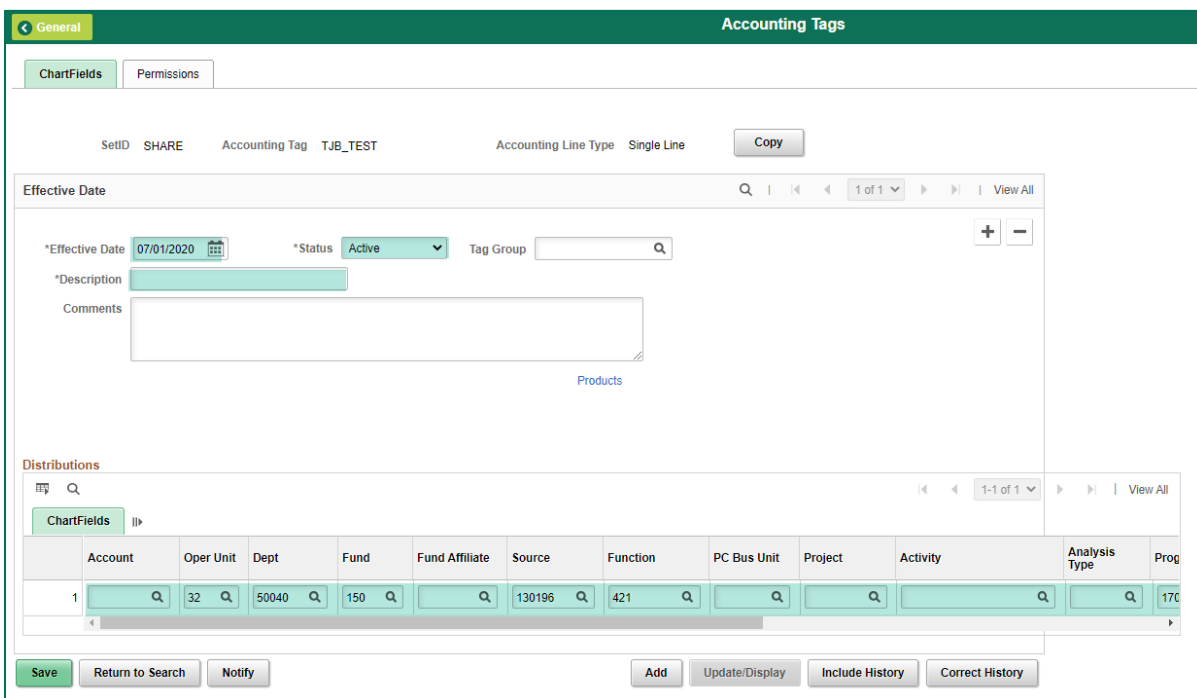
6. Enter a name for your Accounting Tag in the **Accounting Tag** field. Accounting Tag names:
  - a. Can be 20 characters long
  - b. Can contain spaces, numbers, and letters

- c. Must be unique across the system. You will receive the below error if you proposed name is already in use.



If you receive the above message, rename the Accounting Tag. To keep the tag short, you could use your initials as a means to distinguish it.

7. For **Accounting Line Type**, select **Single Line** (to create a tag for use in journal entries, PurCard journals, or budget transfers/journals). **Multiple Line** tags are not available for use in requisitions as of 4/5/19.
8. Click **Add**. This saves the tag name and opens the screen for entering chartstring data.



**Accounting Tags**

General | Permissions

SetID: SHARE | Accounting Tag: TJB\_TEST | Accounting Line Type: Single Line | Copy

Effective Date: 07/01/2020 | \*Status: Active | Tag Group: [Search] | + -



\*Description: [Text Field] | Comments: [Text Area] | Products: [Link]

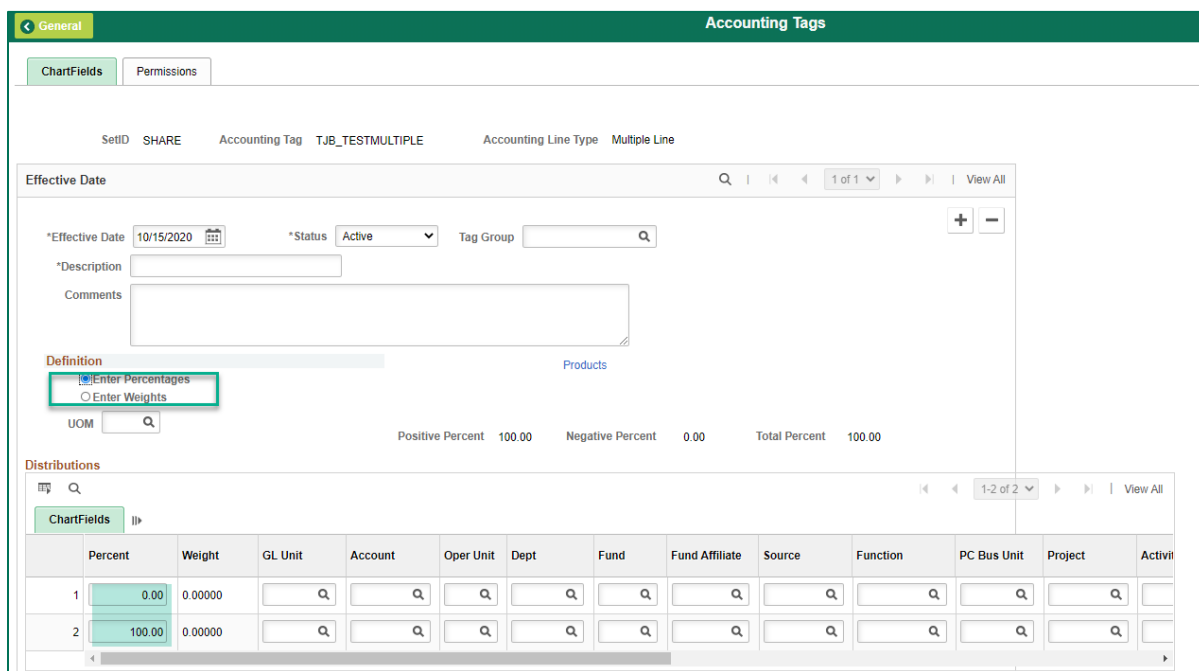
**Distributions**

	Account	Oper Unit	Dept	Fund	Fund Affiliate	Source	Function	PC Bus Unit	Project	Activity	Analysis Type	Prog
1	[Search]	32 [Search]	50040 [Search]	150 [Search]	[Search]	130196 [Search]	421 [Search]	[Search]	[Search]	[Search]	[Search]	170

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

9. In the **Effective Date** field, enter the first day of the month you plan to use the tag. This is important because tags cannot be used for transactions that are dated prior to the tag's effective date.

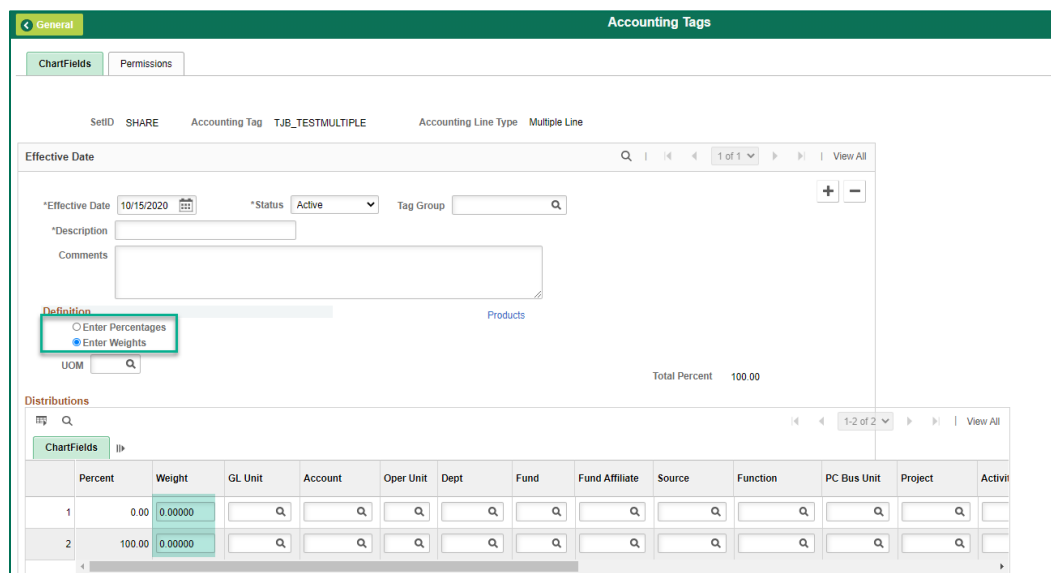
10. **Status** should be set to *Active*. (This can later be changed to *Inactive* for tags that should no longer be used.)
11. A **Description** is required to help identify tags when searching.
12. **Tag Group** should be left blank.
13. **Comments** can be added but are not required.
14. Fill in the **Chartfields** that you want the tag to populate by default. There is no need to enter all of them. Chartfields that aren't filled in can be manually entered when working in the journal, or transfer. This is a fast way to fill in some or most of the chartfields for chartstrings that are commonly used. If the Accounting Tag includes **Project** information, all four project fields (PC Bus Unit, Project, Activity, and Analysis Type) are required.
15. When creating a Multiple Line tag you have the option to add additional lines using the **Add**  icon and **Delete**  icon (scroll all the way to the right of the Distributions pane) and to assign either percentages or weights to those lines.
  - a. If using percentages, they must total to 100% and you should enter values for all lines added. In the example screenshot below, a Multiple Line tag has 75% allocated to the first line and 25% to the second line.



The screenshot displays the 'Accounting Tags' form in PeopleSoft. The 'General' tab is active, showing fields for SetID (SHARE), Accounting Tag (TJB\_TESTMULTIPLE), Accounting Line Type (Multiple Line), Effective Date (10/15/2020), Status (Active), and Tag Group. The 'Definition' section has 'Enter Percentages' selected, with a 'UOM' field. Below this, the 'Distributions' section shows a table with two lines. Line 1 has a Percent of 0.00 and a Weight of 0.00000. Line 2 has a Percent of 100.00 and a Weight of 0.00000. The 'ChartFields' section is visible at the bottom, showing a grid of fields for GL Unit, Account, Oper Unit, Dept, Fund, Fund Affiliate, Source, Function, PC Bus Unit, Project, and Activity.

	Percent	Weight	GL Unit	Account	Oper Unit	Dept	Fund	Fund Affiliate	Source	Function	PC Bus Unit	Project	Activity
1	0.00	0.00000											
2	100.00	0.00000											

- b. If using weights (i.e., ratios), you can enter numbers that will be calculated as percentages by the system. In the example screenshot below, a ratio of 2:1 was entered in the weights field, which calculated to 66.67% and 33.33% when the Save button was clicked.



**Accounting Tags**

SetID: SHARE    Accounting Tag: TJB\_TESTMULTIPLE    Accounting Line Type: Multiple Line

Effective Date: 10/15/2020    \*Status: Active    Tag Group: [Search]

\*Description: [Text Area]  
Comments: [Text Area]

**Definition**

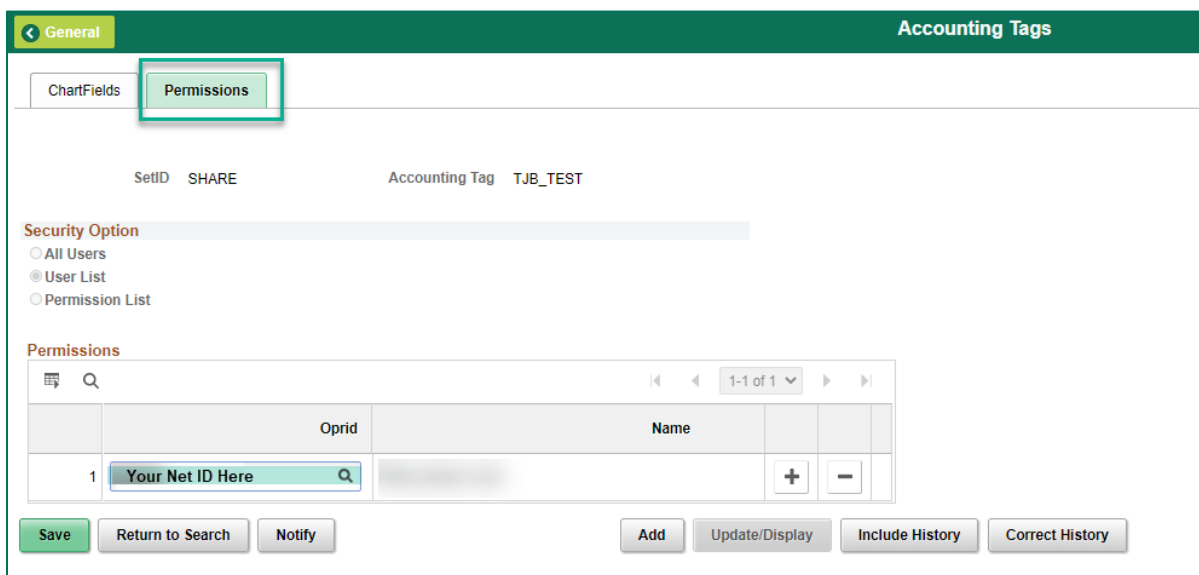
☐ Enter Percentages  
☒ Enter Weights

UOM: [Search]    Total Percent: 100.00

**Distributions**

	Percent	Weight	GL Unit	Account	Oper Unit	Dept	Fund	Fund Affiliate	Source	Function	PC Bus Unit	Project	Activi
1	0.00	0.00000	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]
2	100.00	0.00000	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]

16. On the Permissions tab, if desired, you can add the netIDs of other users so they can also use the Accounting Tag in their transactions. By default, only your netID will be populated, so no edits are required on this tab.



**Accounting Tags**

SetID: SHARE    Accounting Tag: TJB\_TEST

**Security Option**

☐ All Users  
☒ User List  
☐ Permission List

**Permissions**

	Opid	Name
1	Your Net ID Here [Search]	[Search]


Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

17. After entering all desired detail, click **Save**. The Accounting Tag is then available for use.

## Using Accounting Tags

### Journal Entries

Using an Accounting Tag on a journal entry will populate chartfield values that were established when the Accounting Tag was created. This will save data entry during journal creation. **Only Single Line Accounting Tags may be used for journal entries.**

1. On the Journal **Lines** tab, in the **Accounting Tag** column of each Line, type in the Single Line Accounting Tag you wish to use, or select it using the **Lookup**  icon.

UVM Business Manager

Header Lines Totals Errors Approval

Unit UVM01 Journal ID NEXT Date 10/15/2020  
[Template List](#) [Change Values](#)

Inter/IntraUnit \*Process Edit Journal Process

▼ Lines

Select	Line	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function
<input type="checkbox"/>	1	UVM01	ACTUALS							

Lines to add 1 + -

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	1	0.00	0.00	N	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Look Up Accounting Tag

SetID SHARE

Accounting Tag begins with

Search Clear Cancel Basic Lookup

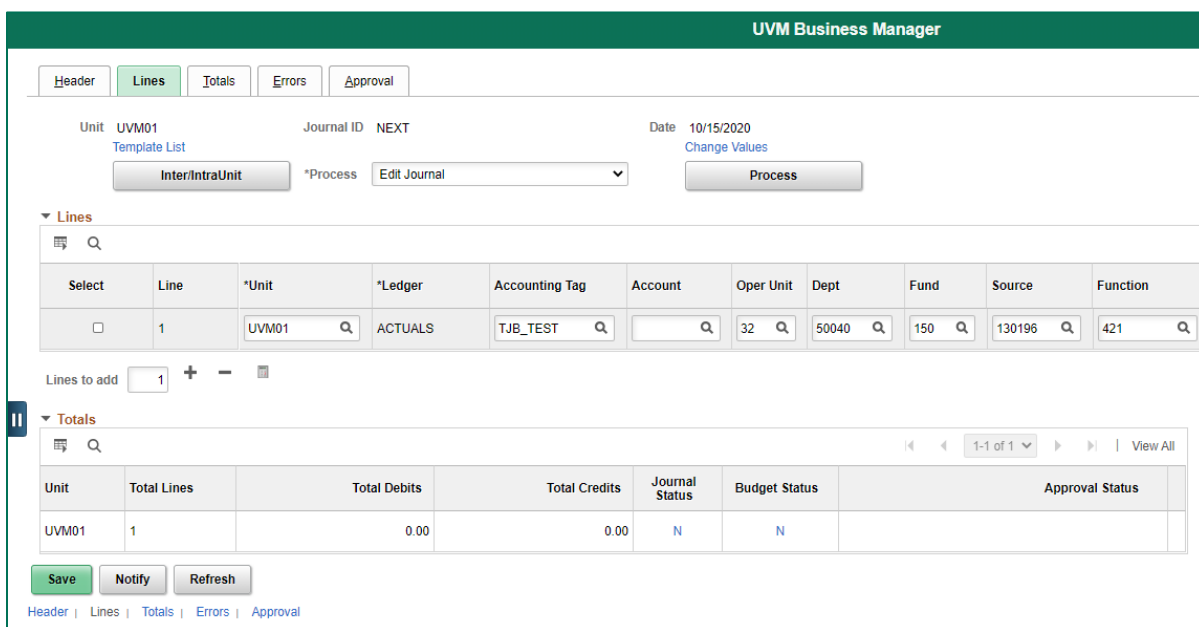
Search Results

View 100 1-1 of 1

Accounting Tag	Description
TJB_TEST	Test Accounting Tag



- After the Tag is selected, the chartfields associated with that tag will be auto-populated. You may need to enter additional chartfields if the tag did not include the full chartstring.



**UVM Business Manager**

Header | **Lines** | Totals | Errors | Approval

Unit: UVM01      Journal ID: NEXT      Date: 10/15/2020  
[Template List](#)      [Change Values](#)

Inter/IntraUnit      \*Process      Edit Journal      Process

**Lines**

Select	Line	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function
<input type="checkbox"/>	1	UVM01	ACTUALS	TJB_TEST		32	50040	150	130196	421

Lines to add: 1 + -

**Totals**


Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	1	0.00	0.00	N	N	

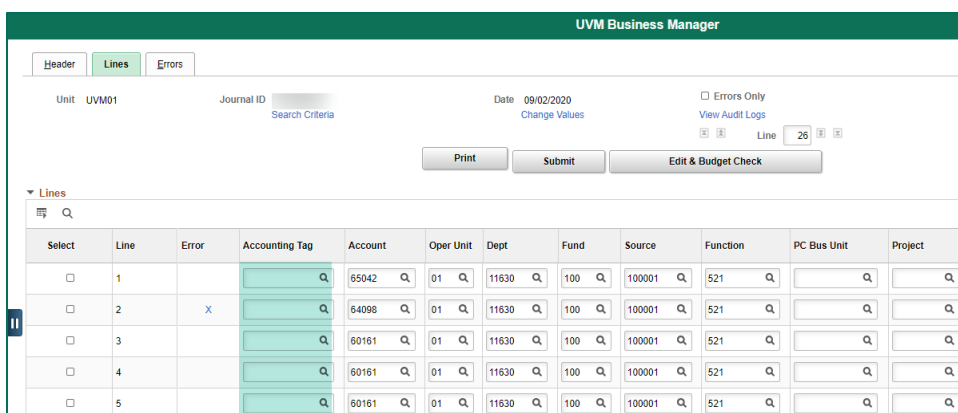
Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

## PurCard Reallocation Journals

Using an Accounting Tag on a Purcard reallocation journal will populate chartfield values that were established when the Accounting Tag was created. This will save data entry during the reallocation process. **Only Single Line Accounting Tags may be used for Purcard journals. The Accounting Tag will not overwrite the account, which may be delivered during the journal creation process.**

- On the Journal **Lines** tab, in the **Accounting Tag** column of each Line, type in the Single Line accounting Tag you wish to use, or select it using the **Lookup**  icon.



**UVM Business Manager**

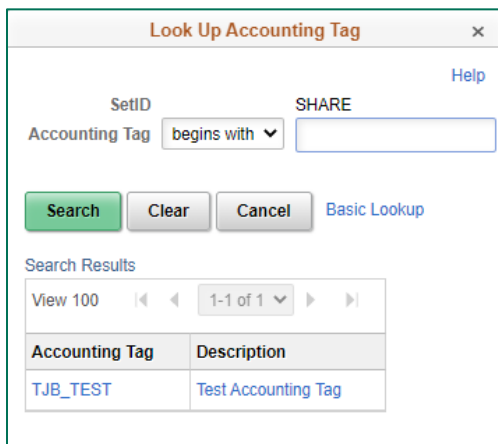
Header | **Lines** | Errors

Unit: UVM01      Journal ID:      Date: 09/02/2020  
[Search Criteria](#)      [Change Values](#)      ☐ Errors Only  
[View Audit Logs](#)

Print      Submit      Edit & Budget Check

**Lines**

Select	Line	Error	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit	Project
<input type="checkbox"/>	1			65042	01	11630	100	100001	521		
<input type="checkbox"/>	2	X		64098	01	11630	100	100001	521		
<input type="checkbox"/>	3			60161	01	11630	100	100001	521		
<input type="checkbox"/>	4			60161	01	11630	100	100001	521		
<input type="checkbox"/>	5			60161	01	11630	100	100001	521		



**Look Up Accounting Tag** [X]

SetID: \_\_\_\_\_ SHARE: \_\_\_\_\_

Accounting Tag: begins with [v] [text box]

[Search] [Clear] [Cancel] [Basic Lookup]

Search Results

View 100 [1-1 of 1] [v] [Next] [Previous]

Accounting Tag	Description
TJB_TEST	Test Accounting Tag

## Requisitions


**Accounting Tags are not available for use in requisitions as of 4/15/19.** This guide will be updated if and when requisition use is enabled.

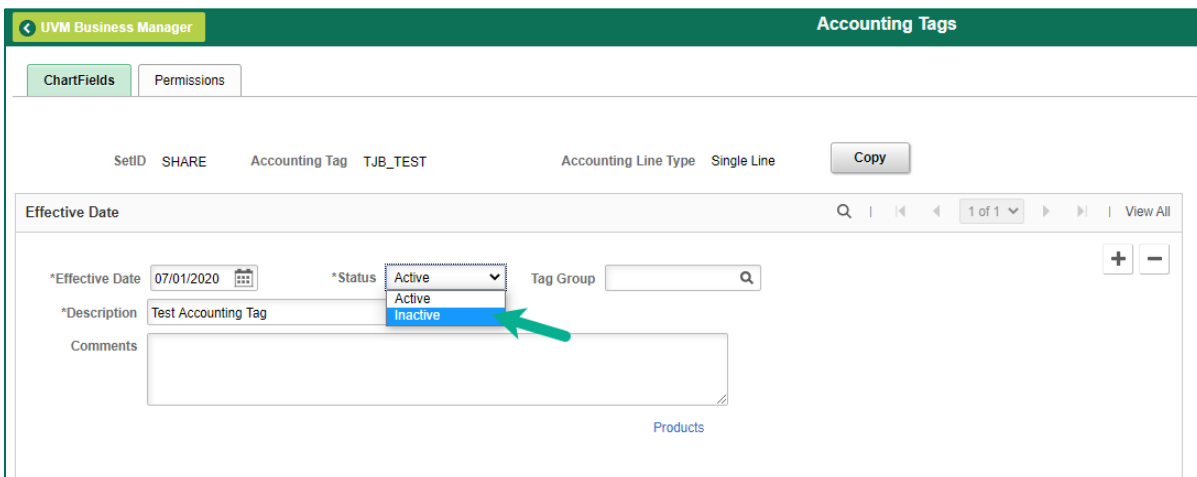
## Inactivating Accounting Tags

Accounting Tags can be inactivated, but not deleted. To inactivate an Accounting Tag:

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon next to **Links** and **Tools** to expand the menus, showing a list of frequently used items. Select **Accounting Tags**.
4. Click the **Find an Existing Value** tab and search for the Tag you want to inactivate.
5. On the Chartfields tab, use the dropdown menu to change the **Status** to "Inactive."



6. Click **Save**.

## Frequently Asked Questions

### Am I able to delete my accounting tag?

No, accounting tags can only be inactivated, not deleted.

### Am I able to use accounting tags in the spreadsheet journal upload tool?

At this time, no.

## Resources/Help

### Help/Footprints

Log a [PeopleSoft Helpdesk Footprint](#) for assistance creating, inactivating, or working with Accounting Tags.

### Relevant UVM Departments

- [University Financial Services](#)

### Suggestions? Updates?

Send an email to [PS9-1Upgrade@uvm.edu](mailto:PS9-1Upgrade@uvm.edu).