

THE
UNIVERSITY
OF RHODE ISLAND



PeopleSoft Financials User Training Guide

PeopleSoft Financials
e-Campus

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1. Introduction

a. History

University of Rhode Island has used the Oracle software marketed as PeopleSoft (PS) since 7/01/03. PeopleSoft provides an integrated software solution for URI's three e-Campus systems: Student Administration, Financials, and Human Resources/Payroll.

At URI we are currently using version 9.2 of this software. Modules in use here at the University are: Accounts Payable, Purchasing, Commitment Control, Project Costing, Travel and Expense, Grants Management, Grants Portal, Accounts Receivable, Billing, and General Ledger.

b. Terminology

- i. **Setid:** PeopleSoft allows us to maintain more than one Business Unit for the general ledger. At URI we have only one set of books (general ledger) and we identify it as **URIPS** (University of Rhode Island PeopleSoft). Therefore, any **Setid** field will always equal **URIPS** when it is a required in a PeopleSoft screen.
- ii. **ChartFields:** Accounting fields that are used in each entry in the Financials system to identify how the transaction flows and where it belongs. ChartFields are combined to form ChartField strings
- iii. **ChartField Strings:** Concatenated values of the ChartFields which control transaction flows and workflow routings to Authorized Signatories. ChartField strings have the format of 4-5 sets of numbers: **ACCT-DEPT-FUND-PROGRAM-PROJECT**.
- iv. **Account:** Accounts are *asset, liability, and fund balance (equity)* items that appear on the balance sheet. Accounts are also *revenue* and *expense* items that appear on the statement of revenues and expenditures (profit and loss). This is a **four-digit field** and **is not required in all chart field strings searches**. The account number is **required on all expense documentation** requesting payment.
- v. **Fund:** A fund is an accounting entity established for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, or restrictions. For reporting purposes, funds of similar characteristics are combined into fund groups, such as *restricted funds, auxiliary enterprise fund, sponsored research, unrestricted funds*, etc. This is the only level where you can maintain cash balances. In PeopleSoft this is a **required three-digit field**.
- vi. **Department:** A department is an organizational unit established for the purpose of carrying out specific activities or attaining certain objectives with its own organizational structure. For example, academic departments include Civil Engineering, Journalism, etc., while administrative departments include Purchasing, Facility and Operations, etc. In PeopleSoft this is a required four-digit field.
- vii. **Program:** Programs are groups of related activities directed toward the accomplishment of a set of objectives that are budgeted for separately. Programs might include start-up funds, research incentive funds, faculty recruitment, and so on. These activities may occur within a single department or across multiple departments. In PeopleSoft this is a required four-digit field.

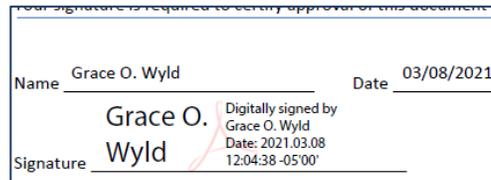
- viii. **Project:** Projects can represent capital or research/grant funding. Projects accumulate financial information related to a specific project or group of activities from all financial resources. Projects are separately budgeted and have a defined life cycle. Projects could be capital projects such as the Convocation Center or groups of activities such as the Higher Education Technology Initiative. Grants are contributions or gifts of cash or other assets from another government or entity to be used or expended for a specified purpose, activity, or facility. Project number is a seven-digit field that is not required in all chart field strings.
- ix. **W-9:** This is a form required by the federal government (payer's request for taxpayer identification number and certification). We are required to obtain a taxpayer identification number for individuals (a social security number SSN) and registered businesses (a Federal Employee Identification Number FEIN) for all payments made by the University. We need to supply this information to the government at the end of every calendar year.
- x. **Wildcard % symbol:** This symbol "%" is a "wildcard". When you enter the wildcard symbol you will receive all the data elements being specified. For example, entering % in the Account field when pulling a report will show all accounts related to a specific fund or department.

2. Accessing PeopleSoft Financials

a. First-time users – Registration:

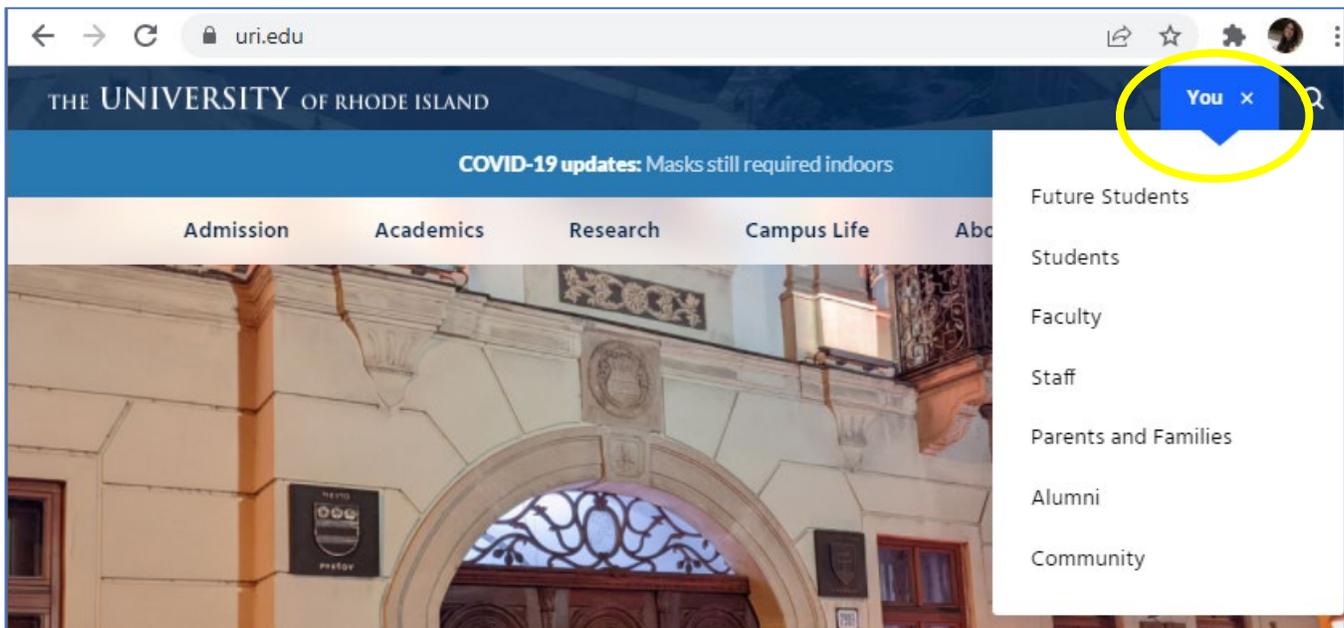
- i. Download the PS Financials Access Form on the [Controller’s Office website](#)
- ii. Enter the user information
- iii. Select the necessary roles. (Note: if you’re unsure what roles you need, check with your supervisor or business manager)
- iv. Obtain the proper signatures and email the completed form to financials_e-campus@etal.uri.edu
- v. You will receive an email notifying you that your access has been approved and you’re ready to log into PeopleSoft Financials.

NOTE: Signatures must be handwritten, or a certificate-based digital ID in Adobe Acrobat (below). If you do not yet have a digital ID certificate set up in Adobe, [follow the instructions on the Controller’s website](#).

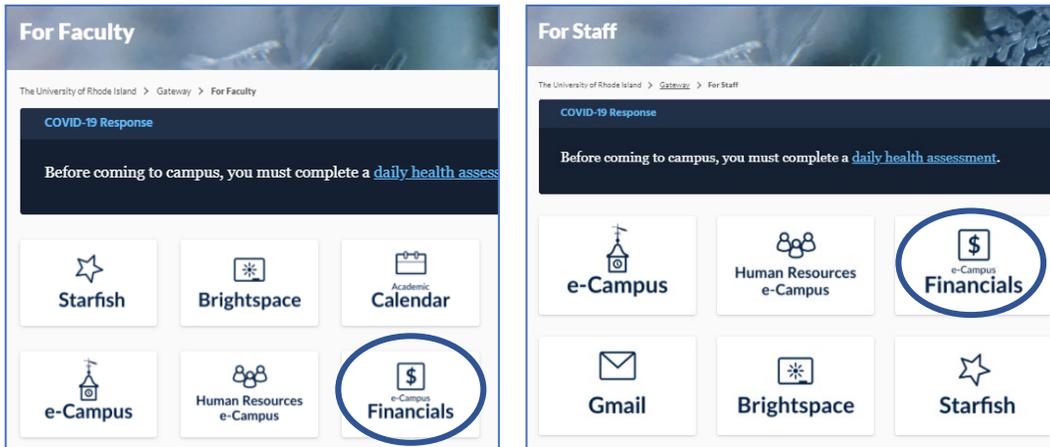


b. Logging into PeopleSoft Financials:

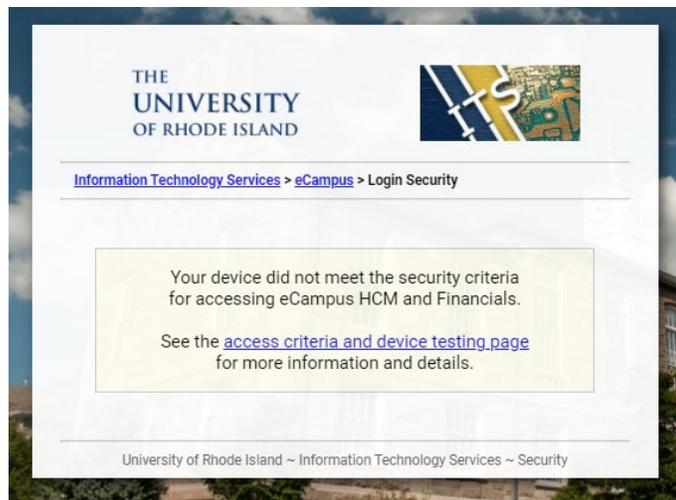
- i. Navigate to the URI homepage: www.uri.edu
- ii. Click the “You” dropdown menu on the top right, then click Faculty or Staff



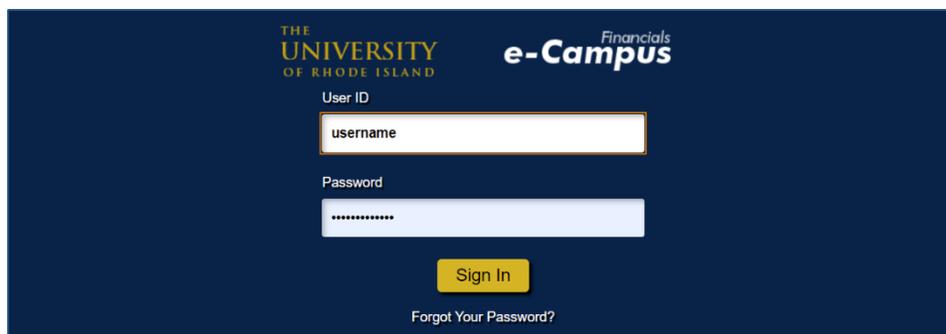
- iii. Once on the Faculty or Staff gateway, bookmark the page for quick access in the future. Then click the Financials logo:



****If clicking on the Financials link brings you to this screen, you need to connect to the URI domain through the Virtual Private Network (VPN). Users must request access to the VPN. VPN access is managed by URI IT Service, and instructions can be found [on their website](#)****



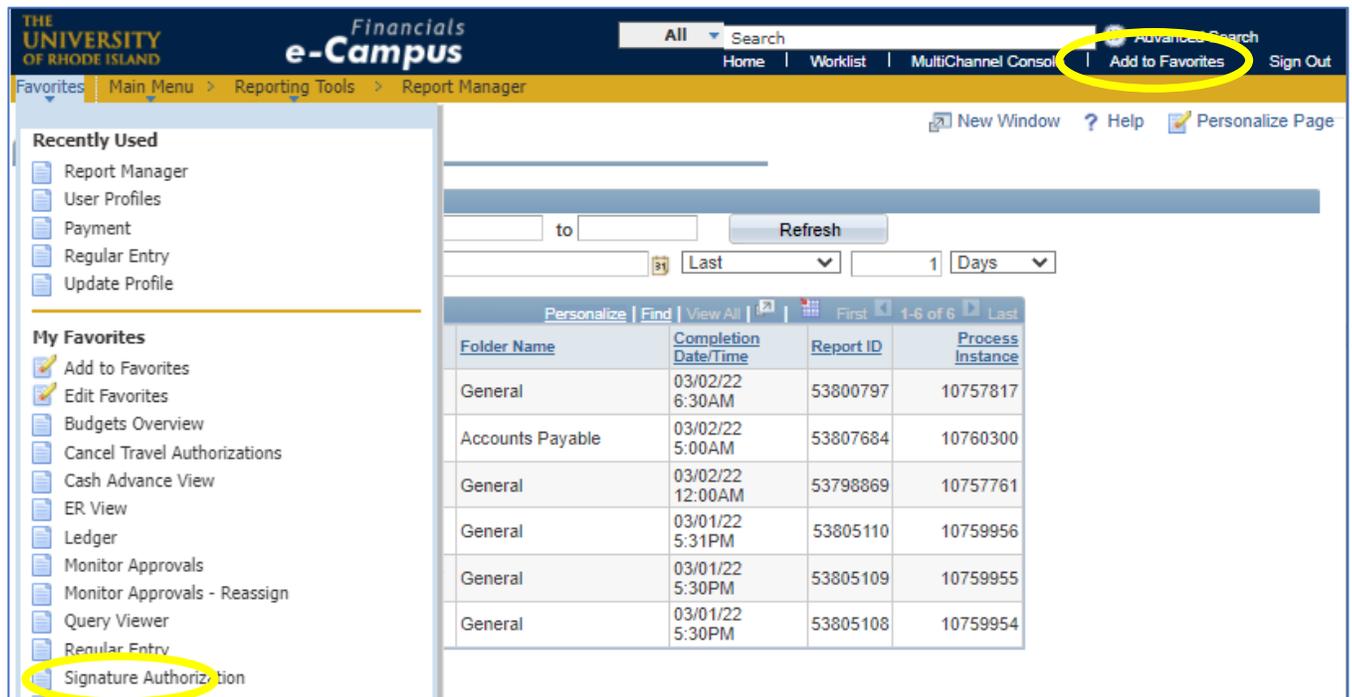
- iv. **Logging In:** Enter your User ID and password you use in Student e-Campus. Passwords created in Student sync to Human Resources and Financials. Do not use the “Forgot Your Password” link on the Financials log-in. Password changes must be made in the Student module.



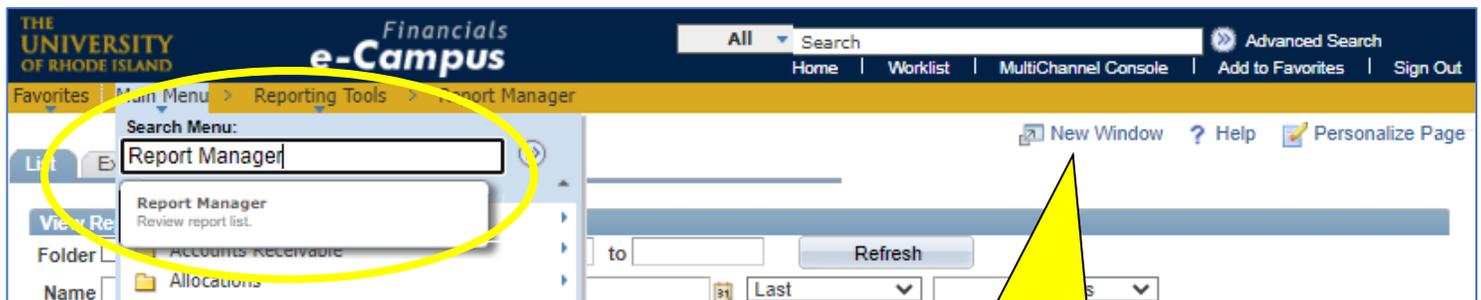
3. Basic Functions in PeopleSoft Financials:

- a. **Utilizing the Favorites functionality:** use the Favorites functionality to set up quick access to pages you use frequently from the Favorites dropdown menu.

Example: You'd like to add the Report Manager to your Favorites list. Navigate to the Reports Manager page from the Main Menu. There are two ways to add a page to your Favorites list: 1, click the Favorites dropdown list and select "Add to Favorites," or 2, click the Add to Favorites button at the top right.



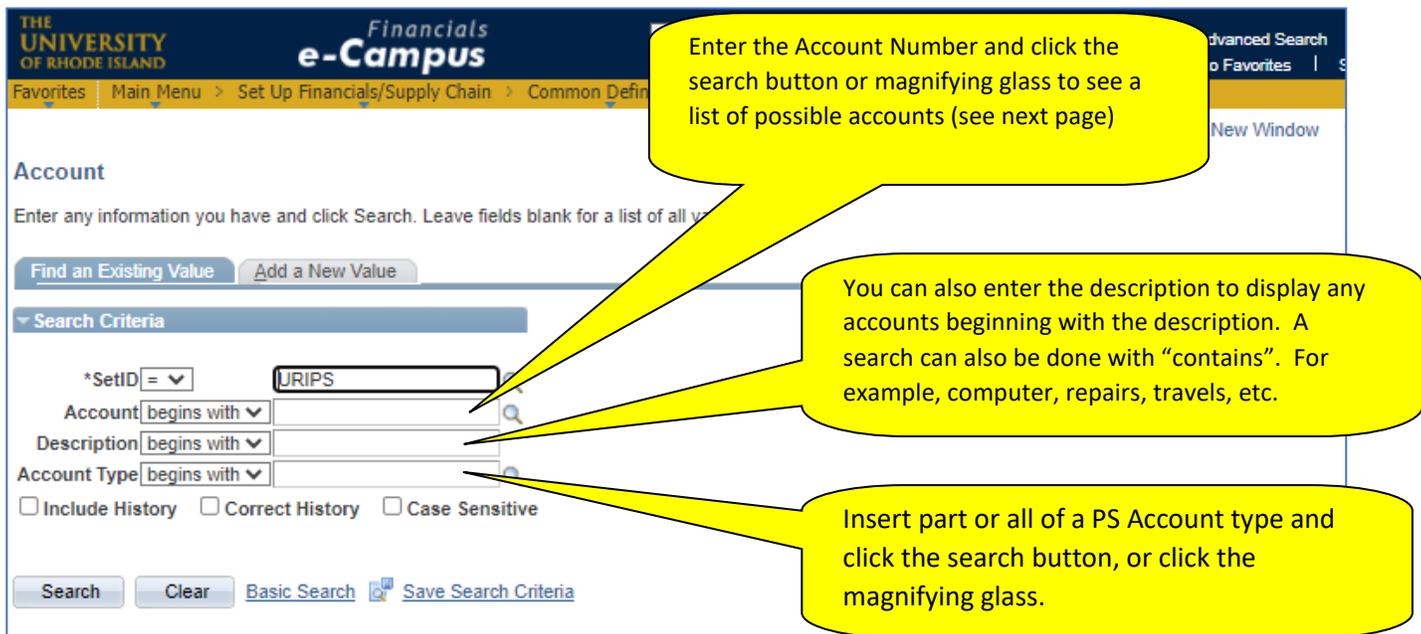
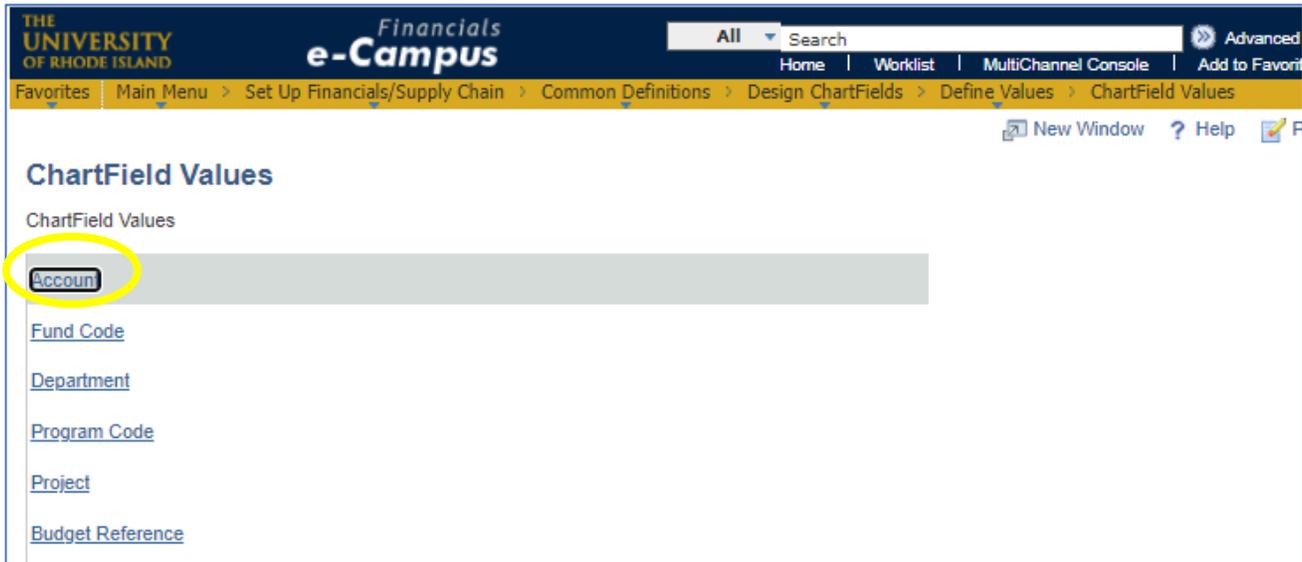
- b. **Utilizing the Elastic Search functionality:** Type the page or function you need into the Search Menu field under the Main Menu dropdown, and a list of results will populate.



Another helpful feature – clicking “New Window” opens a new PeopleSoft tab in your browser

c. Searching for ChartField Values Navigation:

- i. Follow the path: Main Menu→Set Up Financials/Supply Chain→ Common Definitions→ Design ChartFields→ Define Values → ChartField values
- ii. Use the ChartField Values page to look up values and descriptions for any of the ChartFields used at URI. As an example, we'll look up an account for information on assets.



You do not have to fill in every value to search. If you asked for an account that started with 53 (see next page) and clicked on Search, a listing of accounts that start with 53 will be displayed. You would then select the appropriate account to use for processing requisitions, vouchers, etc.

Account

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 =

Account begins with

Description begins with

Account Type begins with

Include History Correct History

Search Clear Basic

Description	Account Description	Account Type	Control Flag	Book Code
5300	Deficit Transfers	E	N	
5303	Cell Phone Stipend	E	N	
5305	Compensated Absences	E	N	
5310	Foreign Cash Advances	E	N	
5311	Foreign Cash Advances	E	N	
5320	Telephone-Cellular And Mobile	E	N	
5321	Postage	E	N	
5322	Telephone	E	N	
5323	Office Expense	E	N	
5324	Dues & Subscriptions	E	N	
5325	Freight/Cartage/Express	E	N	
5326	Insurance	E	N	
5327	Telephone-Long Distance Calls	E	N	
5328	Bank Service Charges	E	N	
5329	Internet Services	E	N	

Find an Existing Value | Add a New Value

You can also search by clicking on the magnifying glass and it will give you a listing of items in that category

Account

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 =

Account begins with

Description begins with

Account Type begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Look Up Account

*SetID

Account begins with

Description begins with

Account Type begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

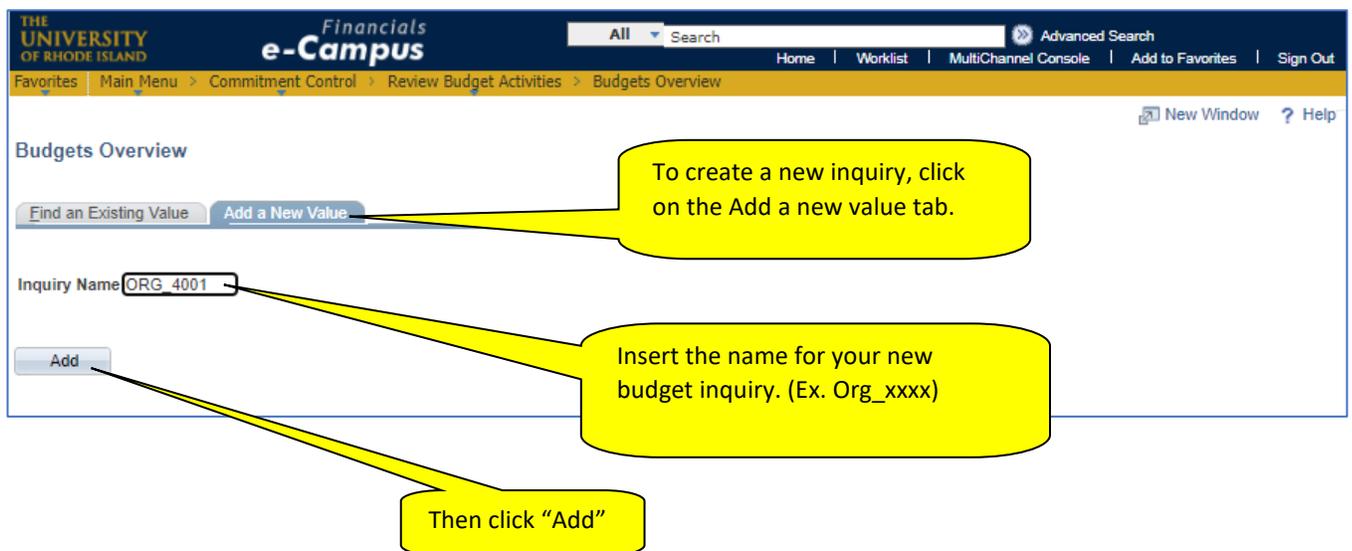
Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
0000	None	E	N	(blank)	BS
1003	Cash-Fleet-General Disbursemen	A	N	(blank)	BS
1004	Cash-Fleet-Federal Direct Loan	A	N	(blank)	BS
1005	Cash-Fleet-Research	A	N	(blank)	BS
1006	Fit Bank - Payroll Account	A	N	(blank)	(blank)
1007	Cash-Firstar-Afsa	A	N	(blank)	BS
1008	Wash Trust - Checking	A	N	(blank)	(blank)
1010	Cash At State - Unrestricted	A	N	(blank)	(blank)
1014	Cash-Fleet-A/P	A	N	(blank)	BS
1018	Cash-Fleet-Federal Perkins Ln	A	N	(blank)	BS
1020	Cash-Fleet-General Depository	A	N	(blank)	BS
1025	Northern Capital	A	N	(blank)	(blank)
1030	Petty Cash	A	N	(blank)	BS
1040	Savings Account - Philippines	A	N	(blank)	BS

4. Commitment Control

- a. **Definition:** Commitment Control is a tool to enforce budgetary control over Expense Accounts and budgetary tracking over Revenue Accounts. It's used to view funds available and perform budget checking from other modules
- b. **Budget Checking:** Budget checking is processed through the Commitment Control module. Budgets must exist for each ChartField string. Transactions are processed when there is sufficient budget balance available. Transactions will not be processed when they fail budget checking for the following reasons:
 1. *No budget exists for the ChartField string referenced*
 2. *Insufficient budget balance available for the ChartField string referenced*

When a budget checking error occurs, there are different methods of notification. Requisitioners will receive an email from the system letting them know that the requisition is in budget error. If there is a problem with a Purchase Order, the buyer will let the department's business manager know. If the PCard voucher fails budget checking, the PCard administrator will inform the department's business manager. Expense Reports in budget error cannot be approved, and an "Error" message is displayed on the report header.

- c. **Budget Inquiry:** You can check information about balances, encumbrances, and spending by creating a budget inquiry. This section will demonstrate how to create an inquiry about your budget based on the security levels assigned to you.
 - i. Navigate to Main Menu → Commitment Control → Review Budget Activities → Budgets Overview



- ii. The system then opens the Budget Overview Inquiry Criteria page
- iii. Add a description and select "Ledger Group" from the Ledger Group/Set drop-down menu
- iv. Select a Ledger Group

Ledger Groups:

- ORG Summary categories for Budget Checking purposes
- ORG_DTL Detail Expenses budgets for reporting purposes
- ORG_RV Detail Revenue budgets for reporting purposes
- GRT Summary for Grant Budget Checking Purposes
- GRT_DTL Detail Grant Expenses Budgets for Reporting Purposes
- PRJ Summary for Capital Projects Budget Checking Purposes
- PRJ_DTL Detail Capital Project Expenses Budgets for Reporting Purposes

Selecting the Ledger Group (right bubble) will expand the ChartField Criteria section.

v. Ledger Totals:

- Net Budget
- Expenses – YTD actual expenses
- Pre-Encumbrance – Requisitions
- Encumbrance – Purchase Order or Travel Authorizations
- Available Budget – Balance Available

vi. Budget Overview Results:

Management Category (MC) Accounts: Budget checking is done on a summary account Management Category (MC) level. The “balance available” is determined by summarizing the balances for all the accounts attached to a summary (MC) account. For example, the MC account “Printing” includes accounts 5330-5331. **The complete list of account codes is attached at the end of this document.**

Transaction details: You can drill down into the account/transaction details by clicking the blue links. The detailed information can include voucher, purchase order, supplier, ChartField string, etc.

Click “Return to Criteria” to edit the Budget Overview search

The screenshot shows the 'Budget Overview Results' page in PeopleSoft. At the top, there are navigation tabs: Favorites, Main Menu, Commitment Control, Review Budget Activities, and Budgets Overview. Below this is the 'Inquiry Results' section with search criteria: Business Unit (URIPS), Ledger Group (ORG), Type of Calendar (Detail Budget Period), Amounts in Base Currency (USD), and Revenue Associated (unchecked). There are buttons for 'Return to Criteria', 'Max Rows' (set to 100), 'Display Options', and 'Search'. Below the search criteria is a 'Ledger Totals (27 Rows)' section with a summary table:

Budget	1,502,897.39	Net Transfers	-8,820.00
Expense	957,667.53		
Encumbrance	28,418.55		
Pre-Encumbrance	6,858.00		
Budget Balance	509,953.31		
Associate Revenue	0.00		
Available Budget	509,953.31		

A yellow callout box points to the 'Summary Budget Information' text in the table. Below the summary table is a 'Budget Overview Results' table with columns: Account, Account Description, Fund, Dept, Program, Budget, Expense, Encumbrance, Pre-Encumbrance, Available Budget, and Budget Period. The table lists several accounts including REPAIRS_MC, SBSCRPT_MC, and PRINTNG_MC.

	Account	Account Description	Fund	Dept	Program	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Budget Period
1	REPAIRS_MC	Repairs	100	4001	3010	1,000.00	106.35	0.00	0.00	893.65	FY2022
2	REPAIRS_MC	Repairs	100	4001	0000	3,500.00	290.95	2,354.05	0.00	855.00	FY2022
3	SBSCRPT_MC	Subscriptions and Memberships	100	4001	3045	800.00	0.00	0.00	0.00	800.00	FY2022
4	SBSCRPT_MC	Subscriptions and Memberships	100	4001	0000	1,200.00	0.00	0.00	0.00	1,200.00	FY2022
5	PRINTNG_MC	Printing	100	4001	0000	250.00	0.00	0.00	0.00	250.00	FY2022
6	POSTAGE_MC	Postage	100	4001	3010	1,447.00	121.45	0.00	0.00	1,325.55	FY2022

- d. **ChartField Value Sets:** the ORG Ledger Group provides an overall budget vs. actual comparison. More detail can be attained using the “ORG_DTL” Ledger Group and adding an MC label in the ChartField Criteria under “ChartField Value Set”.

Budget Inquiry Criteria
Budget Overview

Inquiry 1324 Description

Amount Criteria [Ledger/Activity Log Integrity](#) [Act Log Internal Integrity](#)

Budget Type

*Business Unit Ledger Group/Set **Ledger Group**

View Stat Code Budgets Display Chart Dept Expense Detail

Time Span

*Type of Calendar

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG_DTL	YR	<input type="text" value="FY2022"/>	<input type="text" value="FY2022"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	ALLOTOP_MC	<input type="button" value="Update/Add"/>
Dept	<input type="text" value="4001"/>	<input type="text" value="4001"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Fund	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Program	<input type="text" value="3045"/>	<input type="text" value="3045"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>

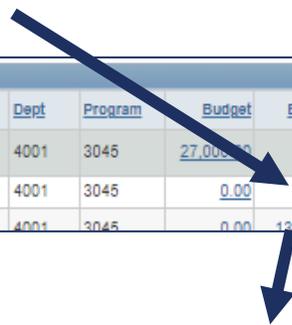
Budget Status

Open
 Closed
 Hold

vii. Search Results

- **Blue Hyperlinks:** These amounts are drillable when you click to see more detail. Details will open the Activity Log, which shows transaction information such as document label (Voucher, PO, ER #, etc.), ChartField string, etc.

	Ledger Group	Account	Account Description	Management Summary Category	Fund	Dept	Program	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	ORG_DTL	ALLOTOP	All Other Operating	All Other Operating	100	4001	3045	27,000.00	0.00	0.00	0.00	27,000.00	100.00
2	ORG_DTL	5323	Office Expense	All Other Operating	100	4001	3045	0.00	111.97	0.00	0.00	-111.97	0.00
3	ORG_DTL	5442	Computer	All Other Operating	100	4001	3045	0.00	13,559.90	0.00	0.00	-13,559.90	0.00



Tran Line	Document Label	Document ID	Account	Fund	Dept	Program	Year	Period	Monetary Amount	Tran ID	Tran Date
1	Voucher ID:	00968530	5442	100	4001	3045	2022	8	8,099.90	0004480851	02/24/2022

- **Download to Excel:** the  icon on the upper right of the grid allows the content to be downloaded as a spreadsheet

5. Accounts Payable

a. Supplier Lookup Navigation:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the Supplier Information Page to determine if a Supplier is on file with the University. If the Supplier is on file with the University, use the Supplier number for processing all of your invoices and purchase orders for that Supplier.

- i. Insert a portion of the Supplier name in the “Supplier Name:” box, change the operator to “contains” and click the search button. Suppliers that match the criteria will be listed below. In the example below, a search is performed to determine if Apple Computer is included in the URI Supplier File.

Supplier Information
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 =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name contains

Name 2 begins with

Supplier Status =

Include History Correct History Case Sensitive

 [Basic Search](#)

Search Results

View All First 1-20 of 20 Last

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	Name 2	Supplier Status
URIPS	0000000442	Permanent	APPLECOMP-001	(blank)	Apple Computer Inc	(blank)	Approved
URIPS	0000000443	Regular	APPLERUB-001	(blank)	Apple Rubber Products Inc	(blank)	Inactive

6. Reports

a. Report Manager Main Menu > Reporting Tools > Report Manager

There are many reports available to users via the Report Manager. Reports are delivered to your Report Manager on schedules from daily to monthly. The two main reports for a formatted, organized layout of a department's data are the Department Statements and the YTD Details.

- ii. Your report manager should only be viewed using the **Administration tab**; the other tabs are not reliable. You can choose to view different folders depending on the report you are looking to reference or change the number of days to look for a report generated within the last week, month, or other time span. Always hit refresh when you change criteria.

The screenshot shows the 'Administration' tab of the Report Manager. The 'View Reports For' section includes fields for 'User ID' (dcole), 'Type' (Last), and 'Days' (1). The 'Folder' is set to 'Dept Stmts 2013'. A 'Refresh' button is present. Below is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. Two reports are listed, both in 'Posted' status.

b. PROJECT REPORTS

Log into the PS financials system using the **login ID = reporting** and the **password = 123456**. This is a **general login that everyone in the university has access to**. Thousands of reports are generated for projects, use the "Find" option to locate your specific project number.

User ID is "reporting"

This screenshot shows the 'Administration' tab with 'reporting' entered in the 'User ID' field. The 'Find' button in the 'Report List' header is highlighted with a callout.

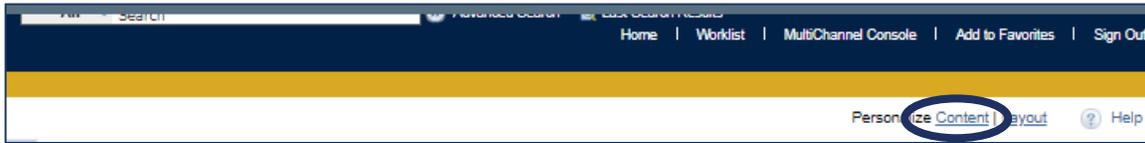
The search dialog box contains the text 'appfsprod.ecampus.uri.edu says' and a text input field labeled 'Enter search string:'. There are 'OK' and 'Cancel' buttons at the bottom.

Find search box: enter your 7 digit project number here

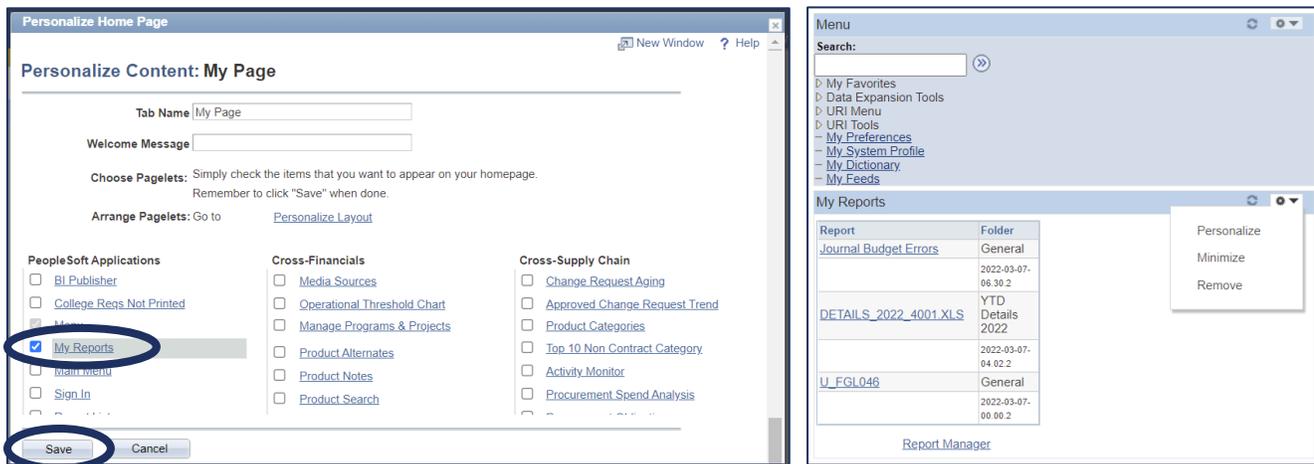
c. **Personalization: You can personalize your PeopleSoft settings to view Reports your home page when you log into PeopleSoft Financials.**

iii. **Add your Reports to your home page:**

- On your homepage, click "Content" on the upper right under the gold bar to open the "Personal Content: My Page" window

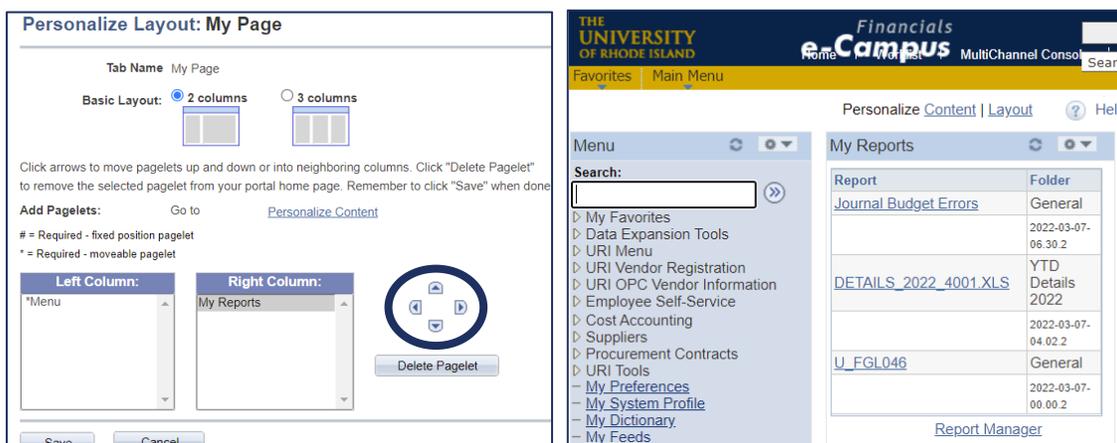


iv. Check off "My Reports" under PeopleSoft Applications, then click "Save". Your report list will appear under your home page Menu



v. You can customize the layout of your home page into columns to easily view multiple sections at log in.

- Click "Layout" at the top right under the gold bar
- Select the number of columns to display and use the Display arrows to move sections between columns and click "Save"
- Your sections will now be viewable across your home page



7. Reviewing Signature Authorization for a ChartField String:

a. Navigate to **Main Menu > URI Menu > Signature Authorization > Signature Authorization**

b. Entering Search Criteria:

i. View a single ChartField string:

- Enter the Fund, Department, and Program or Project numbers, then click Search

- The resulting page automatically displays the Responsible Person and the first user under Authorized Signatories. To view the complete list of signatories, click "View All"

ii. **View list of available ChartField strings for a given Search Criteria entry:**

- Entering information into only one or two Search Criteria fields will generate a list of all ChartField strings containing those field entries. E.g., to view ChartField strings associated with a certain department, enter the department number and click Search

Signature Authorization

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

*Business Unit =

Fund Code begins with

Department begins with

Program Code begins with

Project begins with

SpeedType Key begins with

Status as of Effective Date =

Include History Correct History

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

Search Results

View All
First 1-17 of 17 Last

Business Unit	Fund Code	Department	Program Code	Project	SpeedType Key	Status as of Effective Date
URIPS	100	4001	0000	(blank)	(blank)	Active
URIPS	100	4001	0000	(blank)	(blank)	Inactive
URIPS	100	4001	3010	(blank)	240924	Active
URIPS	100	4001	3010	(blank)	240924	Inactive
URIPS	100	4001	3045	(blank)	240932	Active
URIPS	100	4001	3045	(blank)	240932	Inactive
URIPS	110	4001	0000	(blank)	(blank)	Inactive
URIPS	111	4001	3045	(blank)	(blank)	Active
URIPS	111	4001	3045	(blank)	(blank)	Inactive
URIPS	111	4001	7377	(blank)	(blank)	Active
URIPS	111	4001	7377	(blank)	(blank)	Inactive
URIPS	115	4001	1212	(blank)	760065	Active
URIPS	115	4001	1212	(blank)	760065	Inactive
URIPS	115	4001	3045	(blank)	(blank)	Active
URIPS	115	4001	3045	(blank)	(blank)	Inactive
URIPS	400	4001	0000	(blank)	(blank)	Active
URIPS	400	4001	0000	(blank)	(blank)	Inactive

- c. **To update Signature Authorization:** Instructions for updating signature authorization can be found on the Controller’s PeopleSoft Financials page: <https://web.uri.edu/controller/peoplesoft-financials/>

8. Approvals Workflow:

- a. **Requisitions:** After a Requestor submits a requisition, it triggers the workflow approval process

APPROVAL LEVELS

Level 1 - Signature Authorization – Box 1: When a requisition is submitted, an email is sent to every authorized signatory who has Box 1 checked off in SigAuth. If there are multiple signatories, the requisition will be added to a Level 1 pool. Any of the Level 1 approvers can select the requisition and approve it. When an approver selects the requisition, it no longer appears in any of the other Level 1 approvers' worklists

*Empl ID: 000000000

Title: Final Review

1 College Requisition 4 Travel Expense Voucher

2 Invoice Voucher 5 Purchase Order Receiving Rpt

3 Travel Authorization Request 6 Biweekly Payroll Attendance

Level 2 (optional) - Signature Authorization – Final Review: If any authorized signatories have the Final Review box checked off on SigAuth, the requisition will require a Level 2 approval. Level 2 approvers can take action on both Level 1 and Level 2 approval requests; therefore, if a Level 2 approver wants another signatory to review the requisition prior to Level 2 approval, they should wait to receive the Level 2 approval email before reviewing the requisition. ChartField strings without any final review signatories will auto-approve and flow to Level 3.

*Empl ID: 000000000

Title: Final Review

1 College Requisition 4 Travel Expense Voucher

2 Invoice Voucher 5 Purchase Order Receiving Rpt

3 Travel Authorization Request 6 Biweekly Payroll Attendance

Level 3 (optional) - Administrative Approvals - Funds: A requisition will only flow to a Level 3 approval if any of the following funds are included in the ChartField string(s):

- Foundation Office when using Foundation funds (e.g., Fund 401)
- Sponsored and Cost Accounting when using Research funds (e.g., Fund 500)
- Business Services when using Bond funds

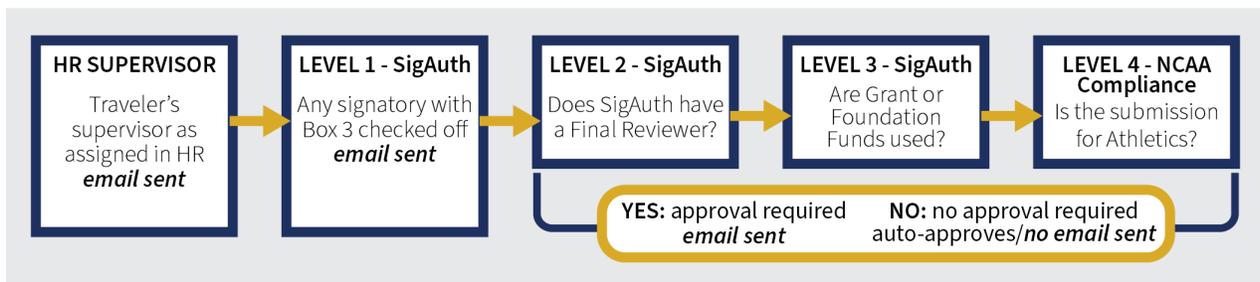
Level 4 (optional) - Administrative Approvals – Category/Account: A requisition will only flow to a Level 4 approver or approval pool if any of the following categories/accounts are included in the ChartField string(s):

- Controller's Office for Prepaid Costs, Revolving Loan Costs, and Service Charges
- Capital Projects for Construction-related expenses
- Public Safety for Radioactive Materials and Safety Supplies
- Property Department for Capital Equipment on Fund 500

b. Travel and Expense Module

- i. **Full Approval Workflow:** The full travel and expense approval workflow has five approval levels, depending on ChartField string SigAuth requirements. When a Travel Authorization or Expense Report is submitted or approved at a certain level, an email is sent to the next level approvers notifying them that the document is available for approval. If multiple signatories have authorization on a given level, the document is added to a worklist pool. Once an approver selects a document from a worklist pool, it's no longer available to the other approvers at that level.

Travel and Expense Module Full Workflow Train



APPROVAL LEVELS

HR Supervisor Level: The traveler’s supervisor in Financials is determined by information synced from the Human Resources system

Level 1 - Signature Authorization: All signatories with Boxes 3 and 4 checked in SigAuth are authorized to approve at Level 1

Level 2 - Signature Authorization – Final Review: If SigAuth has any signatories with a checkmark in the Final Review box, the TA or ER will require Level 2 approval. If SigAuth does not have any Final Review signatories, it will auto-approve and flow to Level 3.

Level 3 - Grants or URI Foundation: If a ChartField string on a TA or ER uses Grant or Foundation funds, approval by an authorized Grant or Foundation signatory will be required. If neither fund is included, it will auto-approve and move to Level 4.

Level 4 - NCAA Compliance – Athletics: This level is only related to Athletics travel. Any non-Athletics travel documents will auto-approve at this level

- ii. **Travel Authorizations:** A TA will always go through the full workflow approval process
- iii. **Expense Reports:** Expense reports automatically go through a three-level approval workflow, starting with the traveler's HR Supervisor.

ER APPROVAL LEVELS

HR Supervisor: the HR Supervisor approves the ER

Pre-Pay Auditor: when the traveler's HR Supervisor approves an ER, it enters the Pre-Pay Auditor worklist pool in the Accounting Office. The pre-pay auditor reviews the ER and takes one of two actions:

- *Sends the ER back for resubmission:* If the ER requires more approvals (e.g., there's no associated TA in place), they will send the ER back for the traveler to resubmit. Resubmitting an ER triggers the Full Workflow process, requiring approvals at all levels before returning to the Pre-Pay Auditor pool.
- *Approves the ER:* the auditor approves the ER, and the ER goes to the AP Manager

AP Manager: When the AP Manager approves the ER, the ER is staged for payment and the process is complete.

9. Other Helpful Information:

- a. The PeopleSoft Financials Lab has a team email address and team phone number:

Email: financials_e-campus@uri.edu

Phone: 401-874-4078

The team email and phone are monitored continuously throughout the workday. If you need help, calling or emailing the team will result in a faster response than emailing individual staff members

- b. The [PeopleSoft Financials Management page](#) on the Controller's Website offers more information on various processes and procedures, as well as a link to access the Financials system.
- c. The [Controller's Office website](#) also offers information on a variety of topics relating to financial transactions across the University. Topics include Accounts Payable, Payroll, Travel, Student Loans, and more. There's also information on various policies, as well as a repository of forms.

[FORMS](#)

[POLICIES](#)

- d. The Controller's Office [Travel page](#) offers information for getting started with travel as well as a [Training page](#) with step-by-step PDF guides to working in the Financials Travel & Expense module
- e. The Controller's Office [Accounts Payable](#) page provides information on vendor/supplier activities in Financials, as well as submitting Non-Travel Expense Report reimbursement requests in the Financials Travel & Expense module.
- f. The [Purchasing website](#) offers additional resources related to activities performed in PeopleSoft (e.g., POs, requisitions), such as Category, Account, and Commodity codes.