THE UNIVERSITY OF RHODE ISLAND

# PeopleSoft Financials User Training Guide

PeopleSoft Financials

*e-Campus*

financials_e-campus@etal.uri.edu ● web.uri.edu/controller/peoplesoft-financials ● 401-874-7048

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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

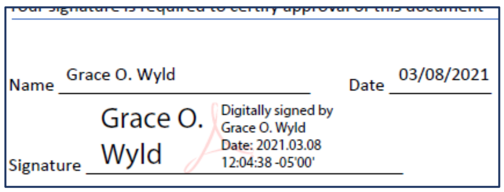
ii. Enter the user information

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.

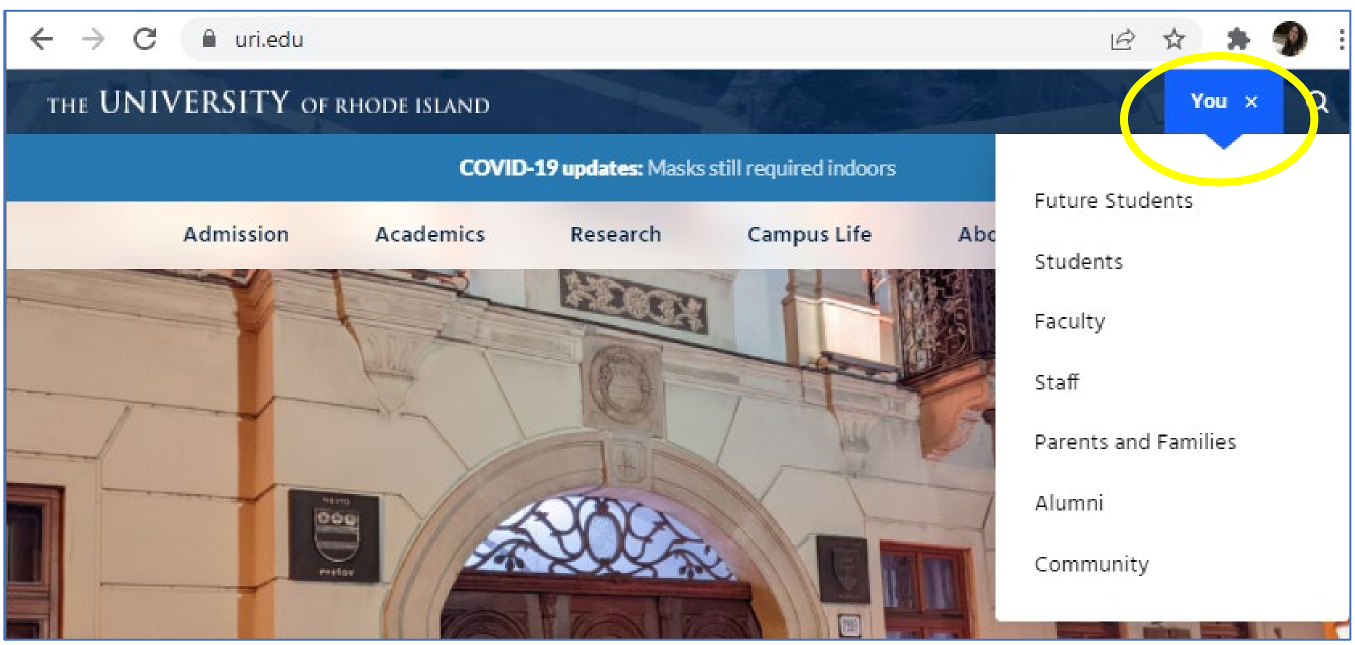
NOTE: Signatures must be handwritten, or a certificate-based digital ID in Adobe Acrobat (below). If you do not yet have a digital ID certificate set up in Adobe, follow the instructions on the Controller's website.


Name Grace O. Wyld Date 03/08/2021
Signature Grace O. Wyld Digitally signed by Grace O. Wyld Date: 2021.03.08 12:04:38 -05'00'

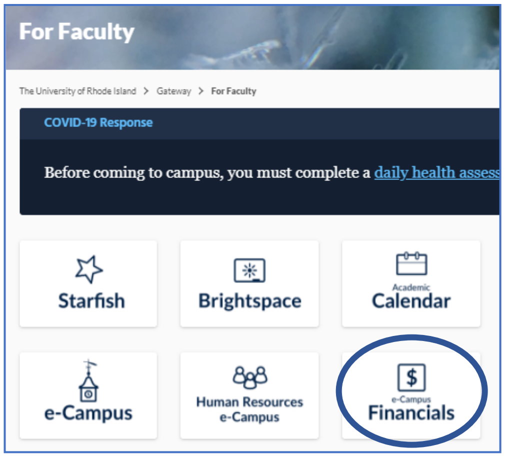
**b. Logging into PeopleSoft Financials:**

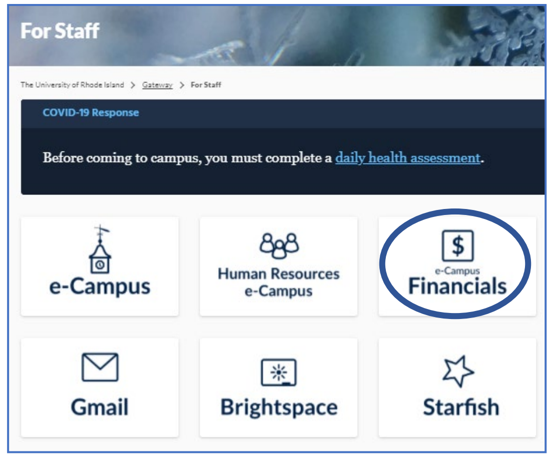
i. Navigate to the URI homepage: www.uri.edu

ii. Click the "You" dropdown menu on the top right, then click Faculty or Staff

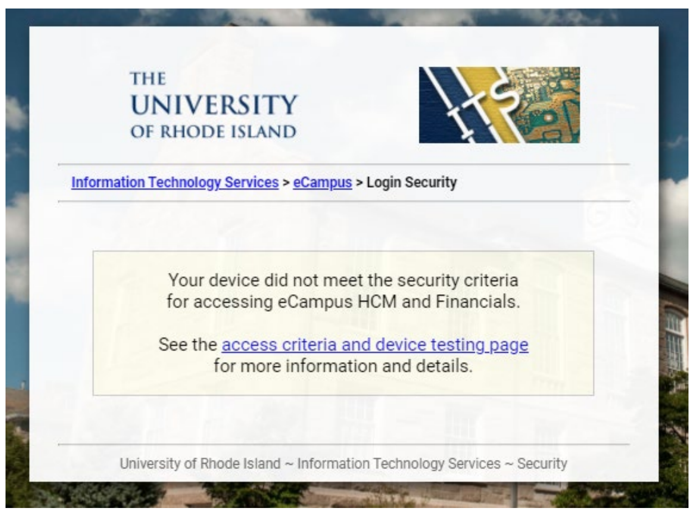


**iii.** Once on the Faculty or Staff gateway, bookmark the page for quick access in the future. Then click the Financials logo:

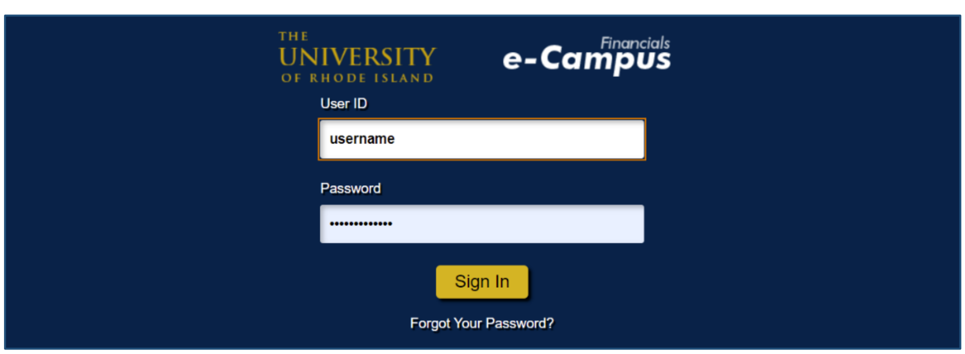



****If clicking on the Financials link brings you to this screen, you need to connect to the URI domain through the Virtual Private Network (VPN). Users must request access to the VPN. VPN access is managed by URI IT Service, and instructions can be found [on their website]()****



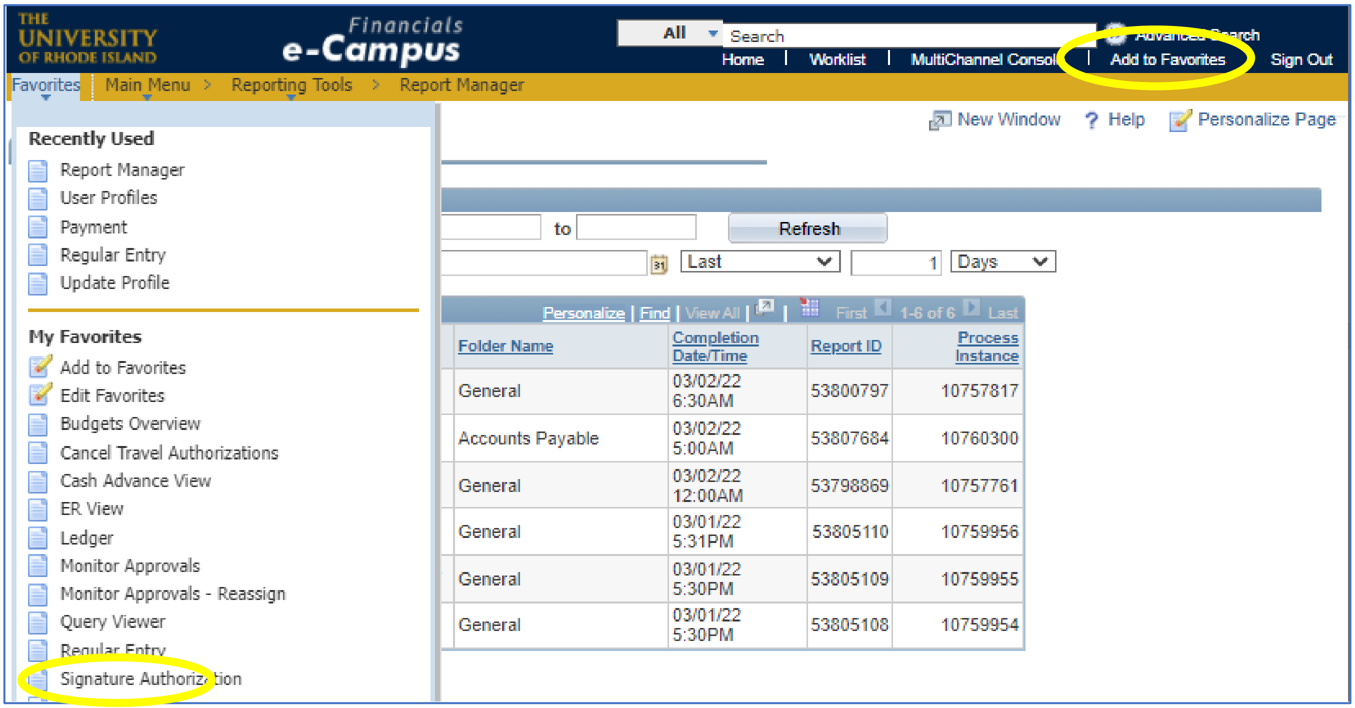

**iv.** **Logging In:** Enter your User ID and password you use in Student e-Campus. Passwords created in Student sync to Human Resources and Financials. Do not use the "Forgot Your Password" link on the Financials log-in. Password changes must be made in the Student module.



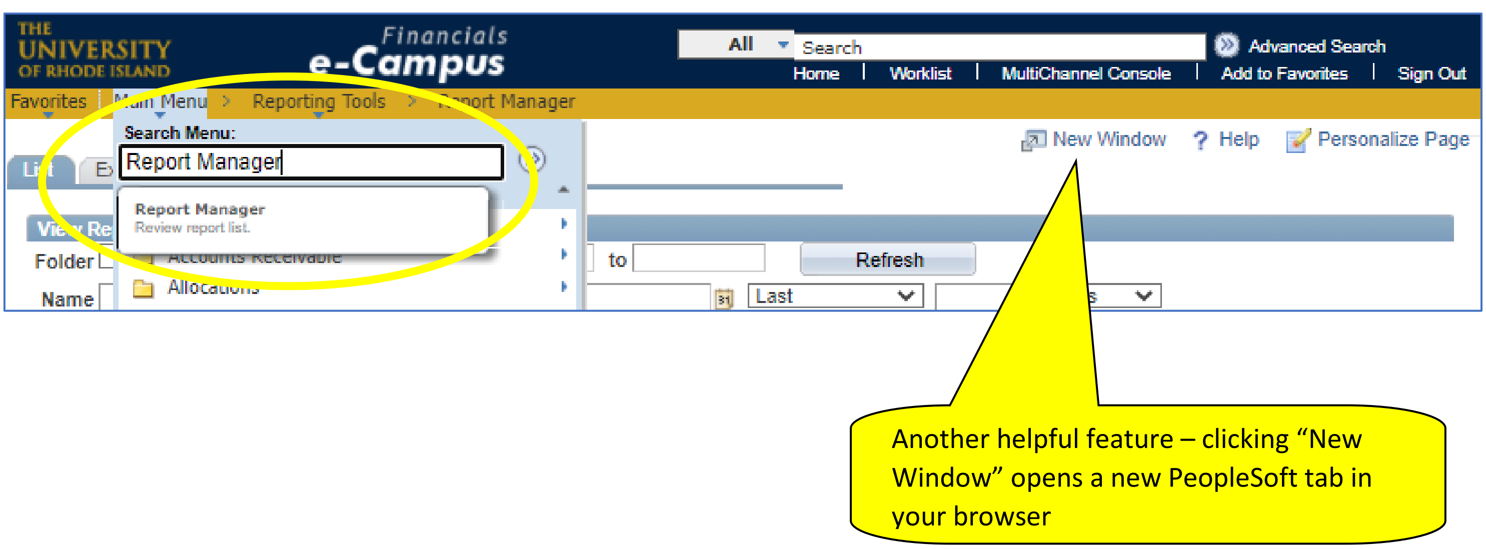
## 3. Basic Functions in PeopleSoft Financials:

**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.



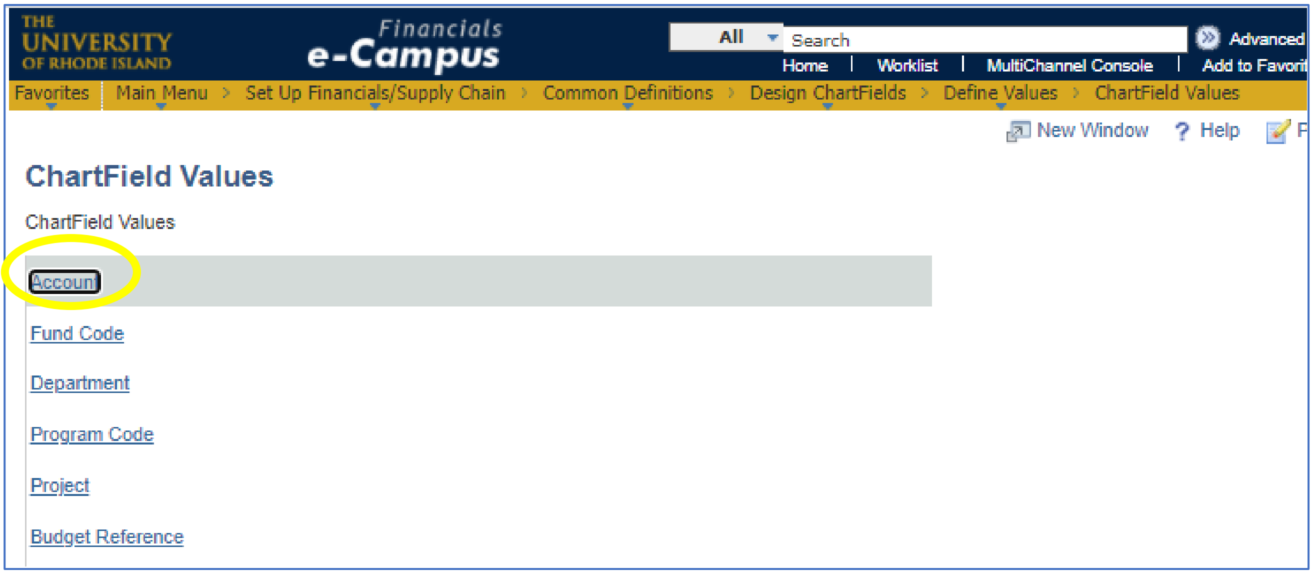

**b. Utilizing the Elastic Search functionality:** Type the page or function you need into the Search Menu field under the Main Menu dropdown, and a list of results will populate**.**

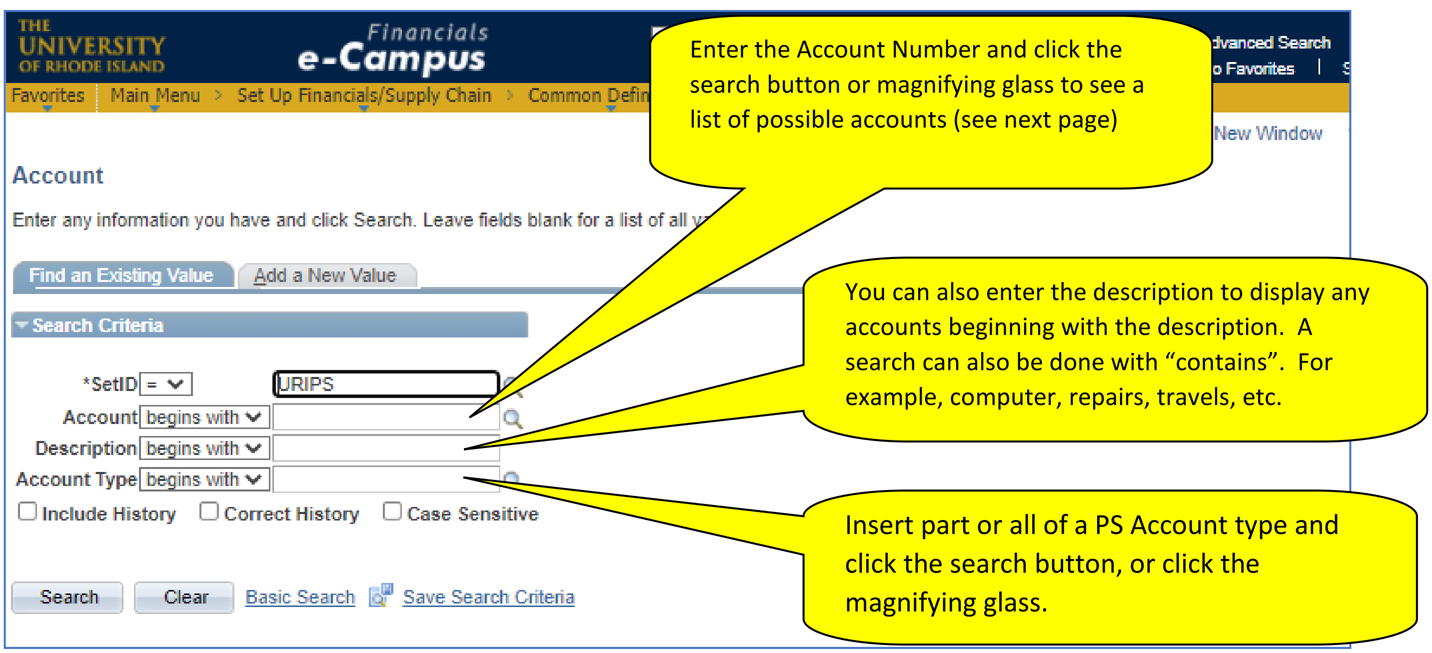


c. **Searching for ChartField Values Navigation:**

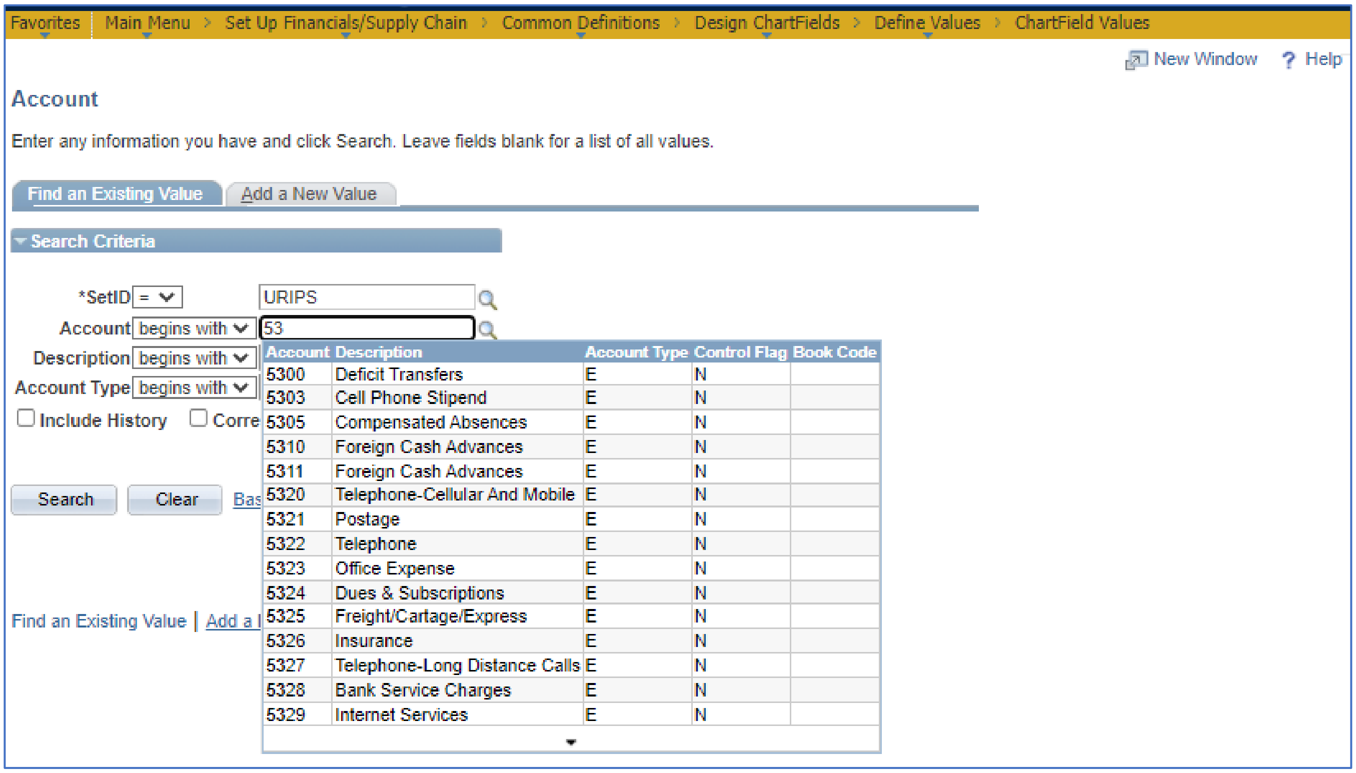
i. Follow the path: Main Menu→Set Up Financials/Supply Chain→ Common Definitions→ Design ChartFields→ Define Values → ChartField values

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.

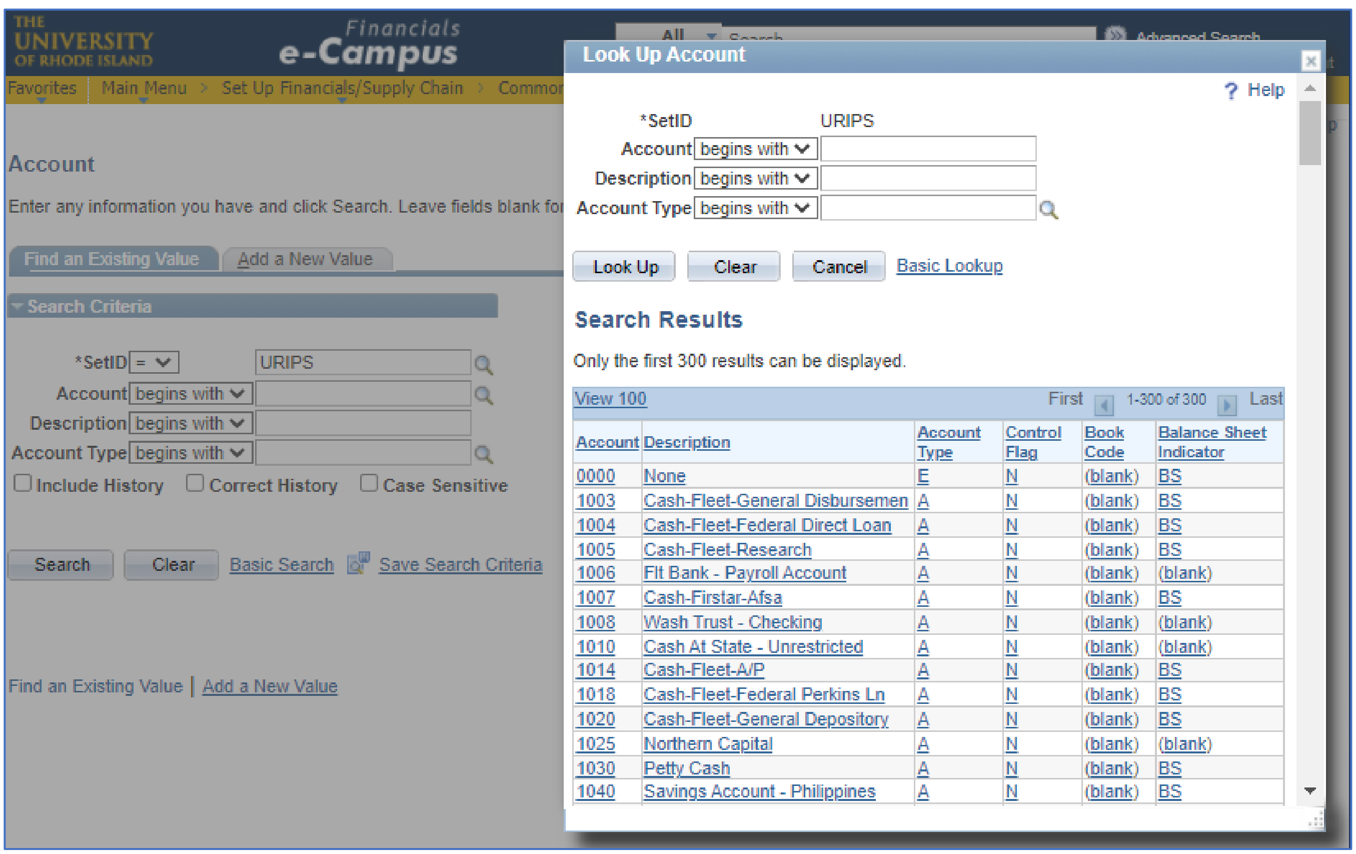



*You do not have to fill in every value to search. If you asked for an account that started with 53 (see next page) and clicked on Search, a listing of accounts that start with 53 will be displayed. You would then select the appropriate account to use for processing requisitions, vouchers, etc.*




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



## 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

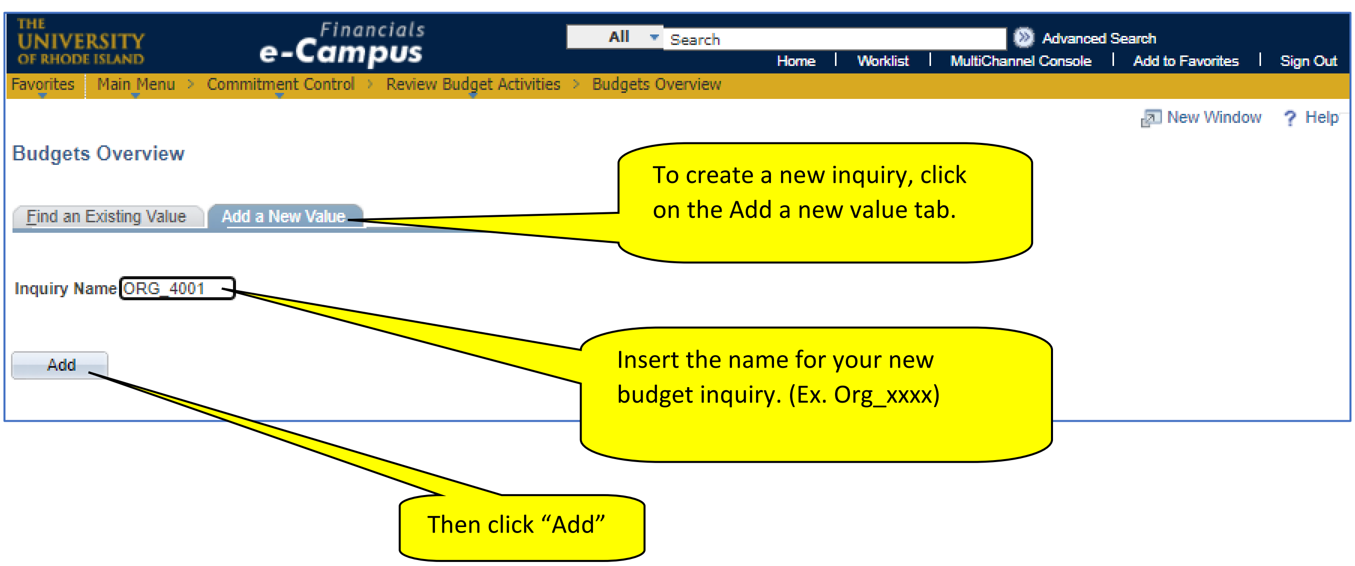
b. **Budget Checking**: Budget checking is processed through the Commitment Control module. Budgets must exist for each ChartField string. Transactions are processed when there is sufficient budget balance available. Transactions will not be processed when they fail budget checking for the following 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



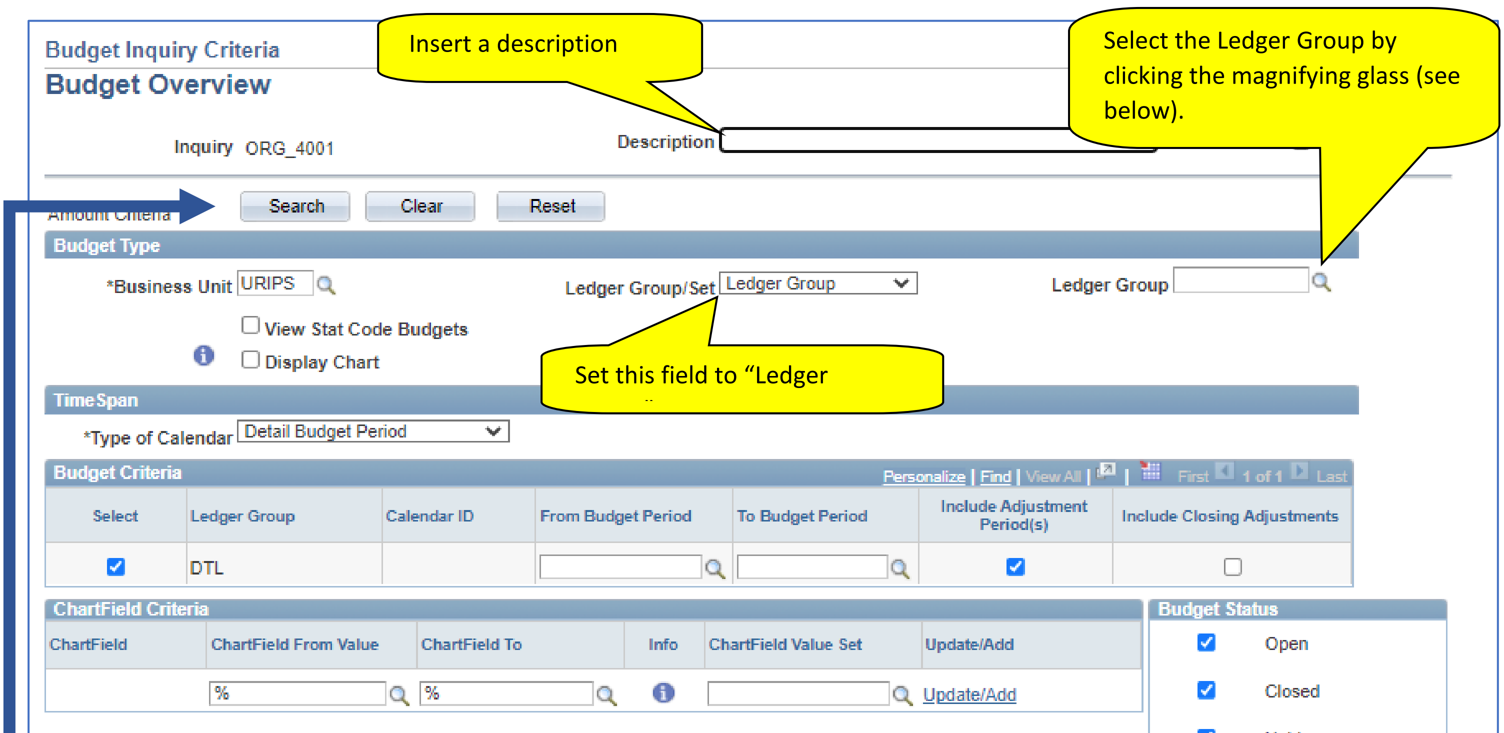
ii. The system then opens the Budget Overview Inquiry Criteria page

iii. Add a description and select "Ledger Group" from the Ledger Group/Set drop-down menu

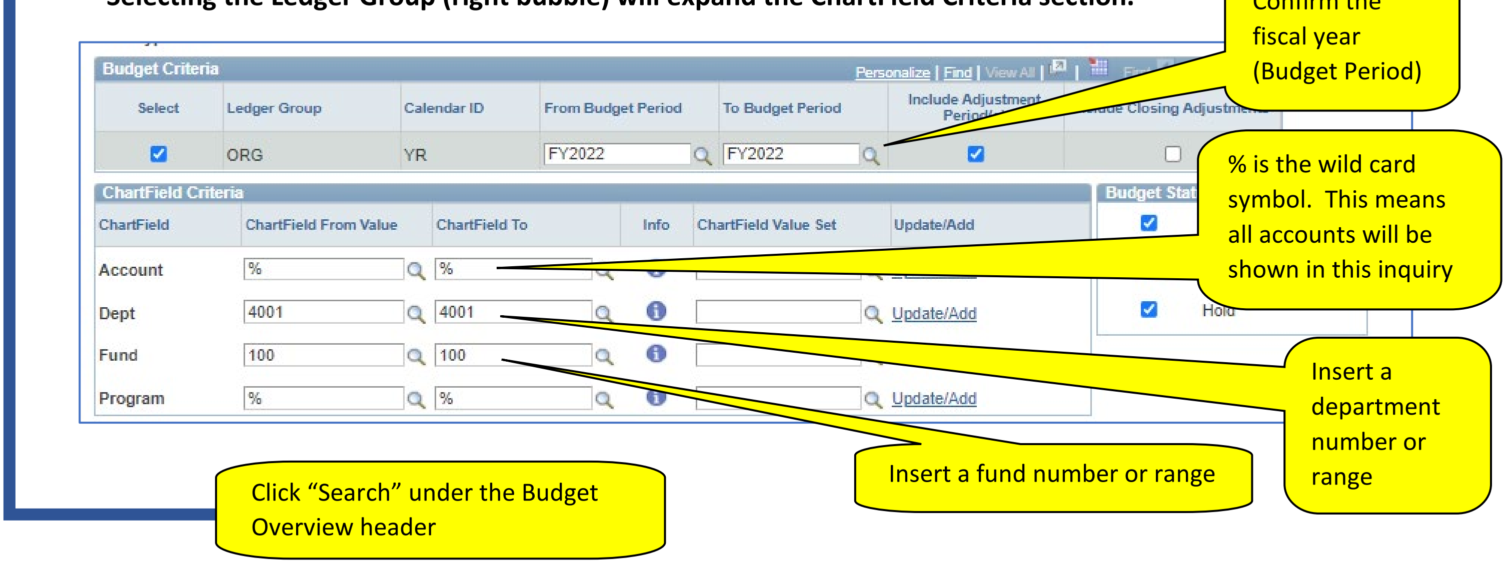
iv. Select a Ledger Group

**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.**



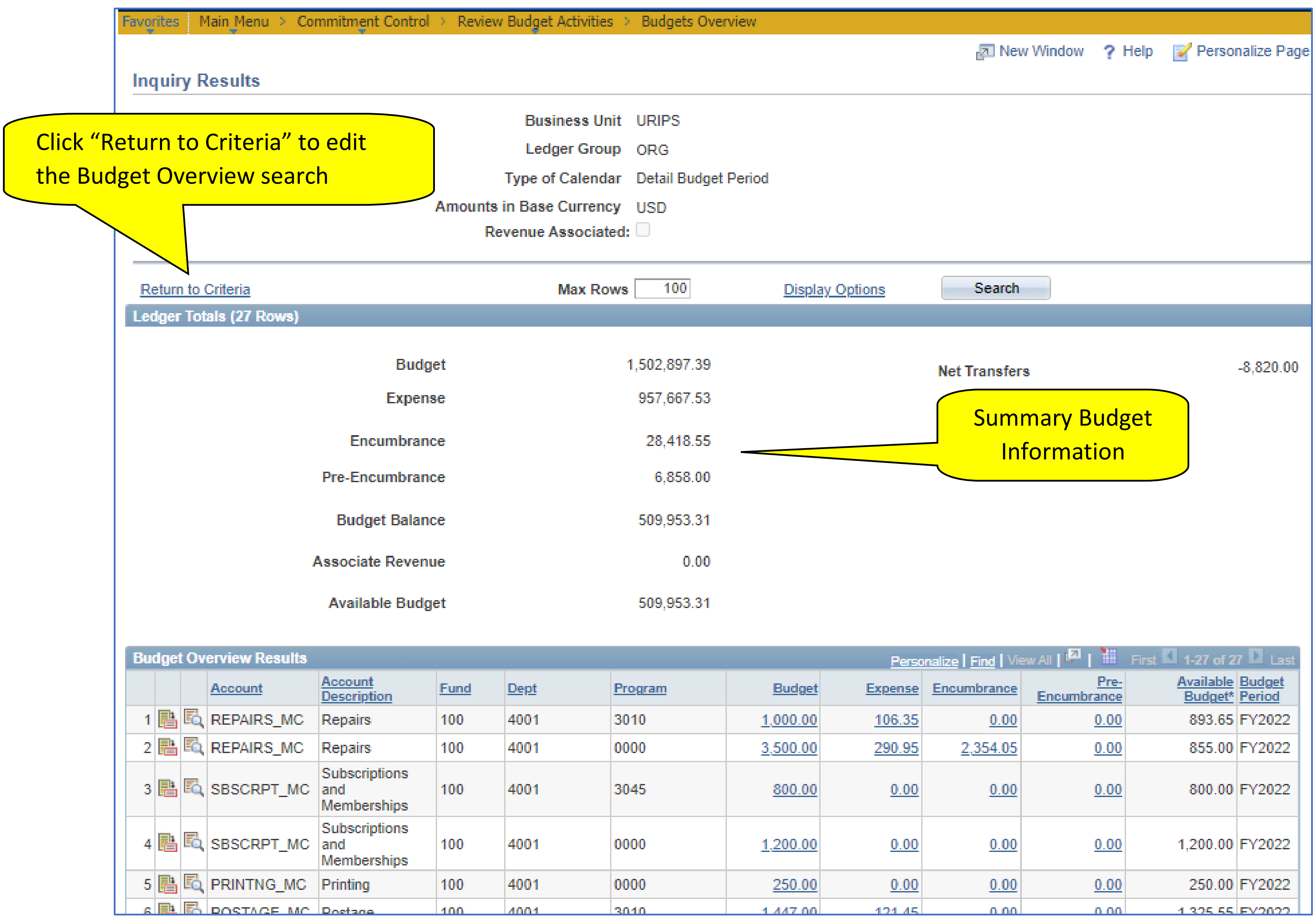
**v. Ledger Totals**:

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

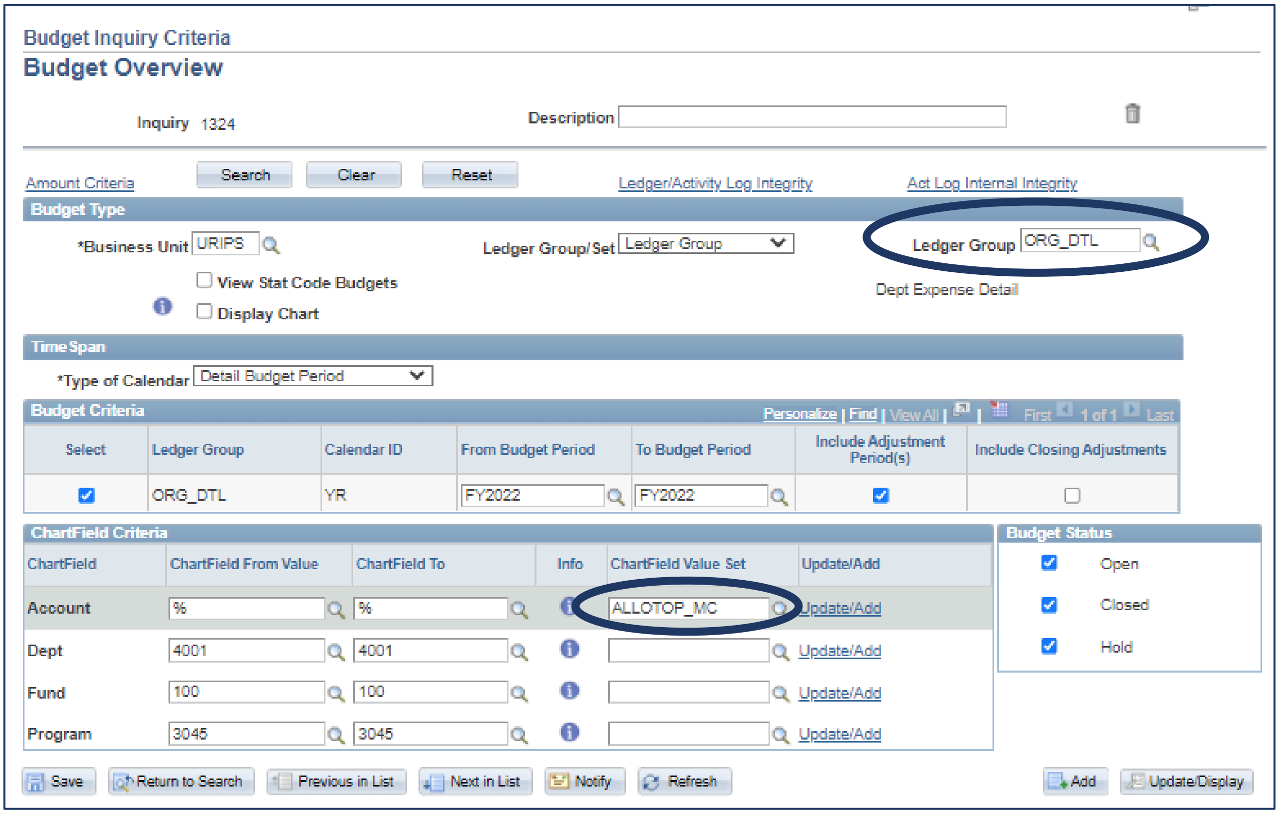
**vi. Budget Overview Results:**

***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.

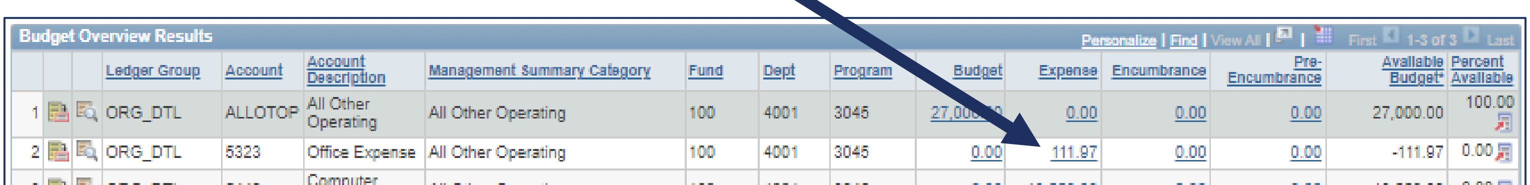


**d. ChartField Value Sets**: the ORG Ledger Group provides an overall budget vs. actual comparison. More detail can be attained using the “ORG_DTL” Ledger Group and adding an MC label in the ChartField Criteria under “ChartField Value Set”.




**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.





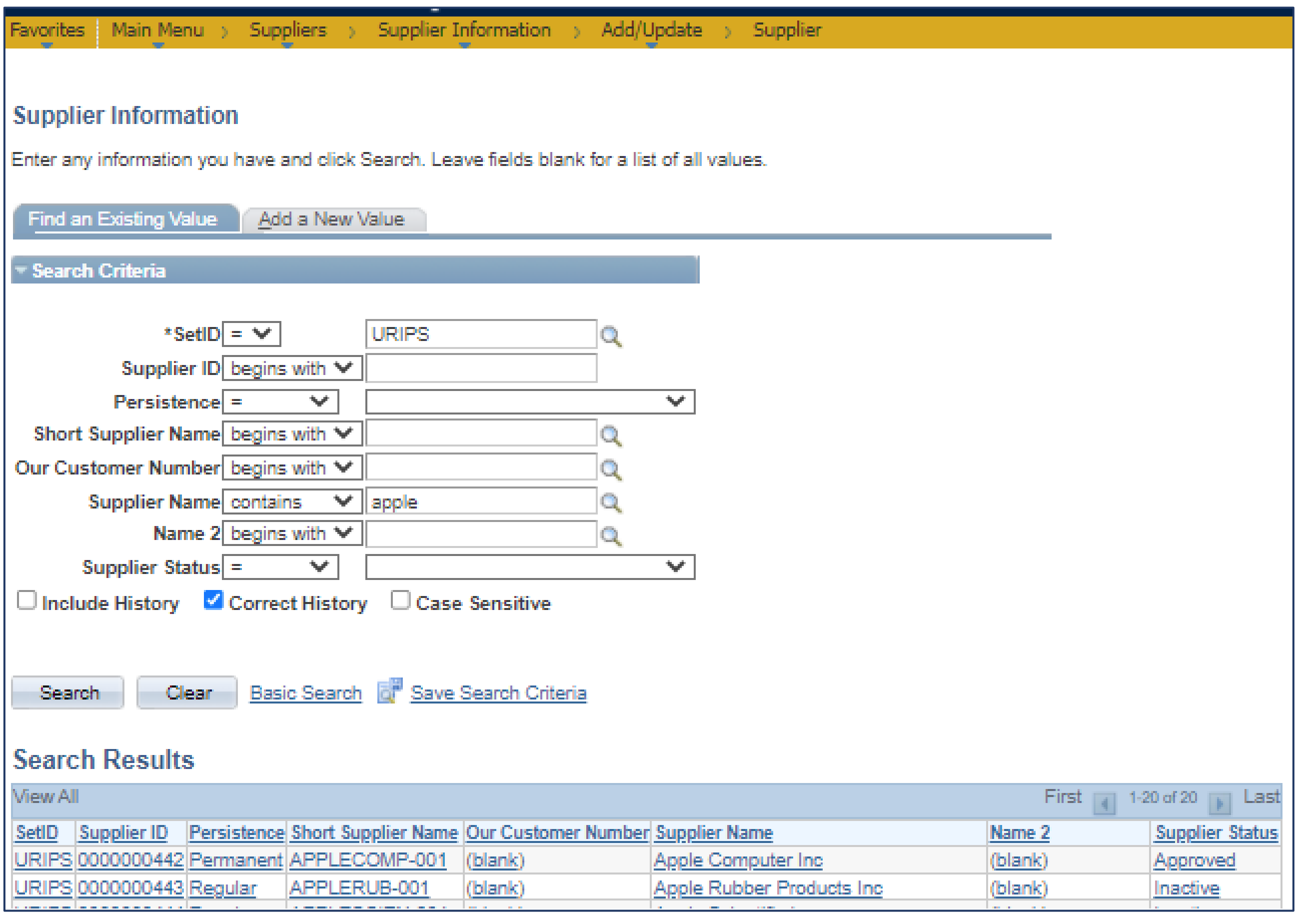
- **Download to Excel:** the icon on the upper right of the grid allows the content to be downloaded as a spreadsheet

## 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.



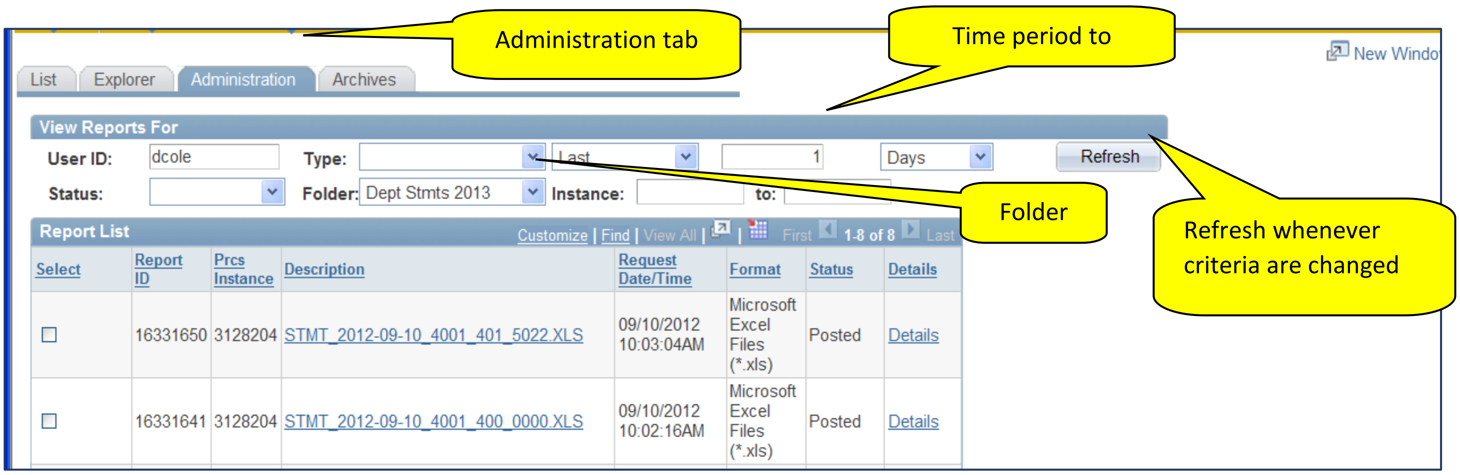
## 6. Reports

### a. Report Manager

Main Menu > Reporting Tools > Report Manager

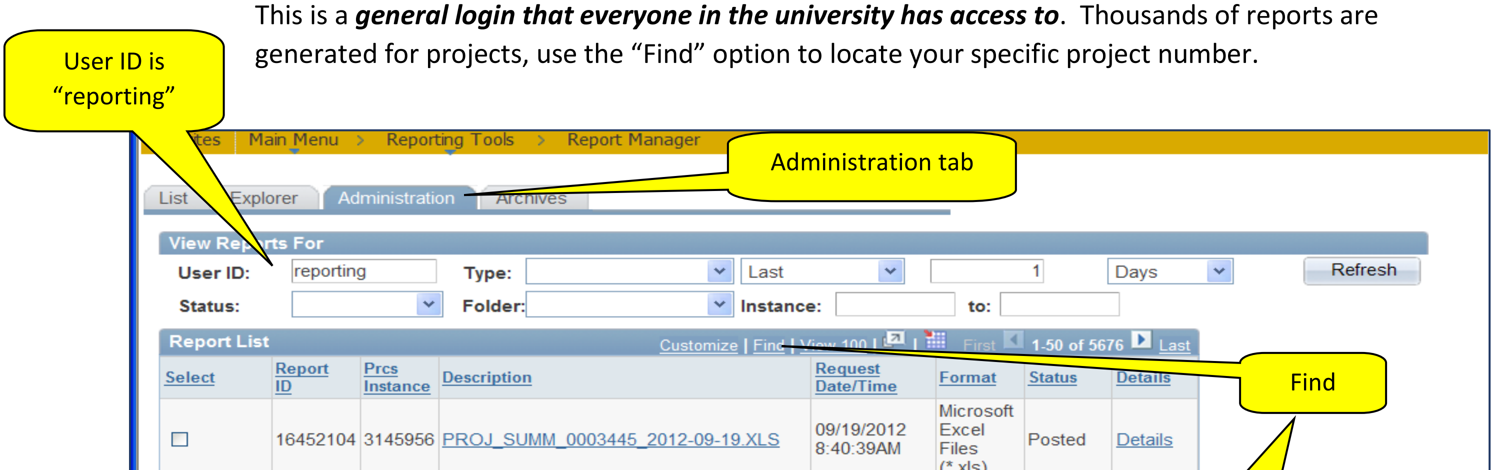
There are many reports available to users via the Report Manager. Reports are delivered to your Report Manager on schedules from daily to monthly. The two main reports for a formatted, organized layout of a department's data are the Department Statements and the YTD Details.

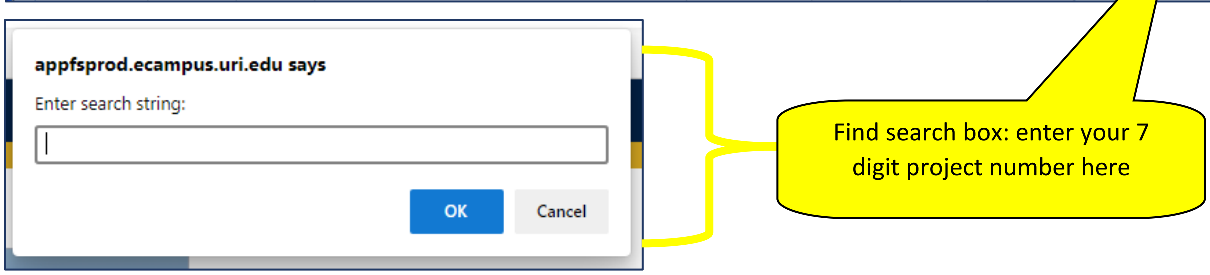
**ii.** Your report manager should only be viewed using the **Administration tab**; the other tabs are not reliable. You can choose to view different folders depending on the report you are looking to reference or change the number of days to look for a report generated within the last week, month, or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




### 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.

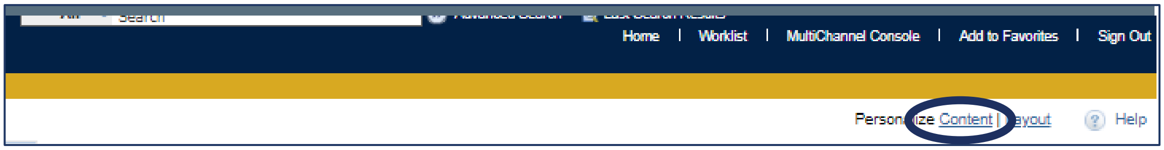


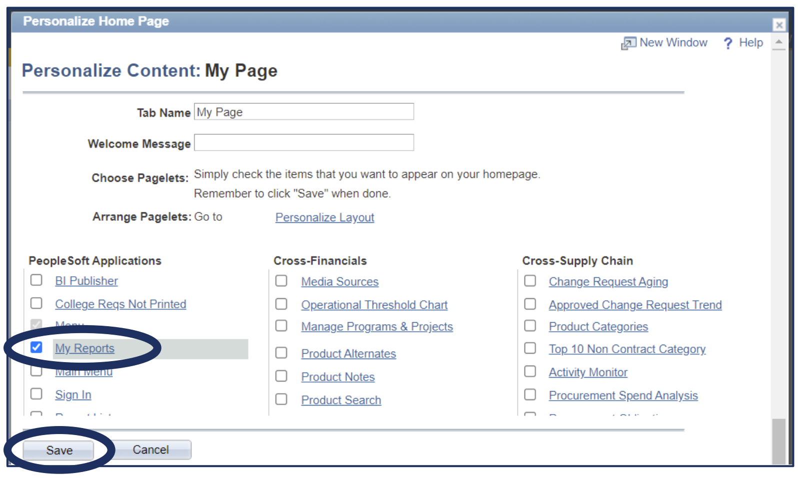
c. **Personalization: You can personalize your PeopleSoft settings to view Reports your home page when you log into PeopleSoft Financials.**

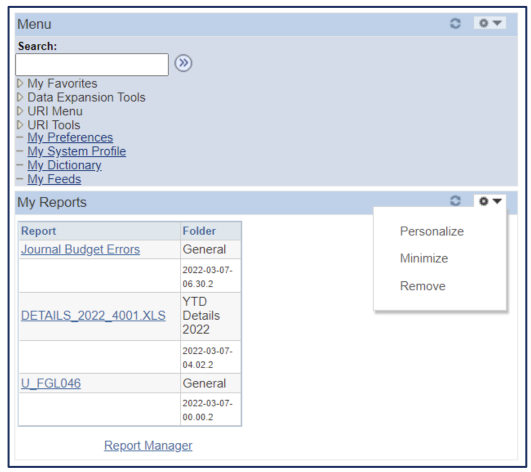
iii. **Add your Reports to your home page:**

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



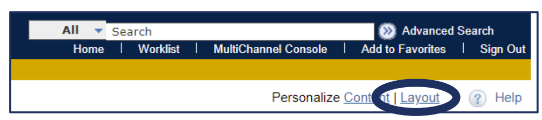

iv. Check off "My Reports" under PeopleSoft Applications, then click "Save". Your report list will appear under your home page Menu

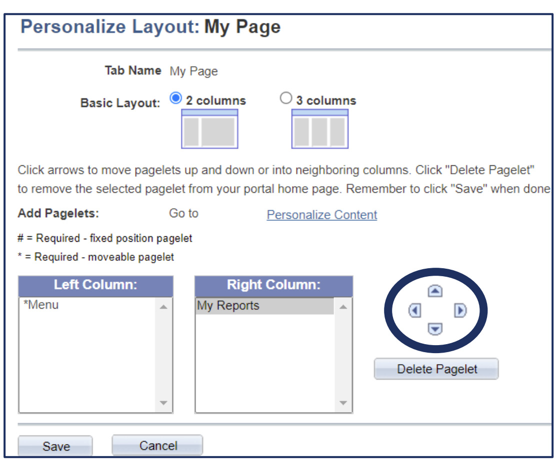


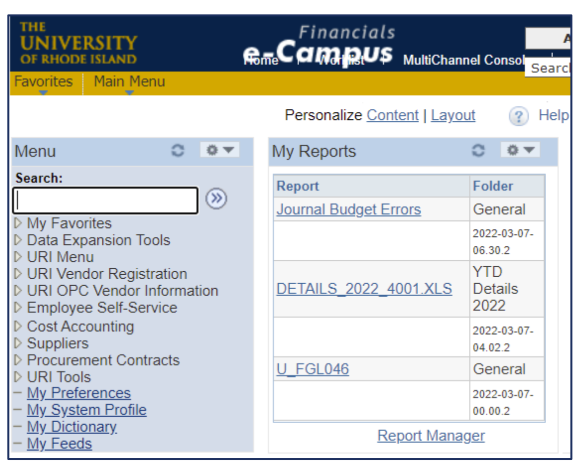




v. You can customize the layout of your home page into columns to easily view multiple sections at log in.

- 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



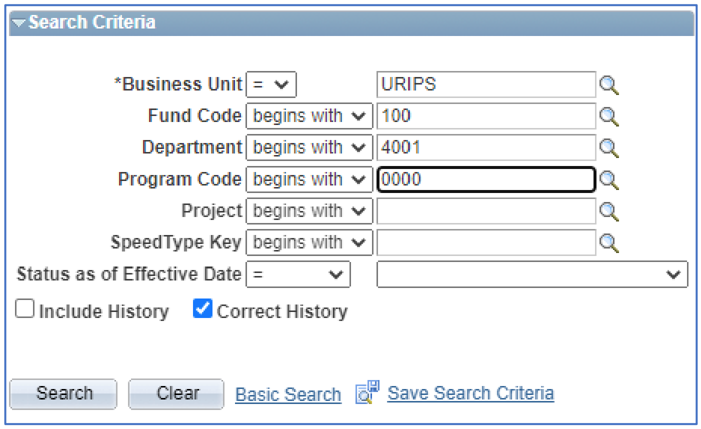
## 7. Reviewing Signature Authorization for a ChartField String:

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

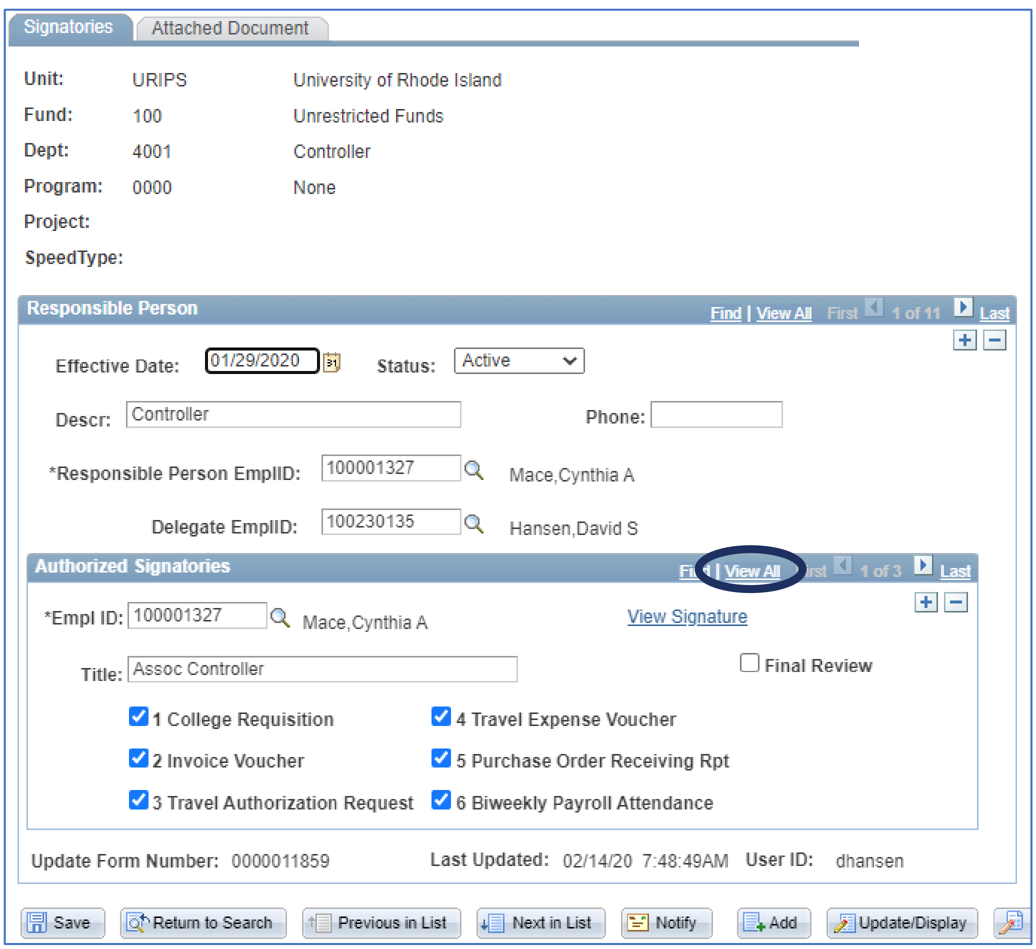
**b. Entering Search Criteria:**

**i. View a single ChartField string:**

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

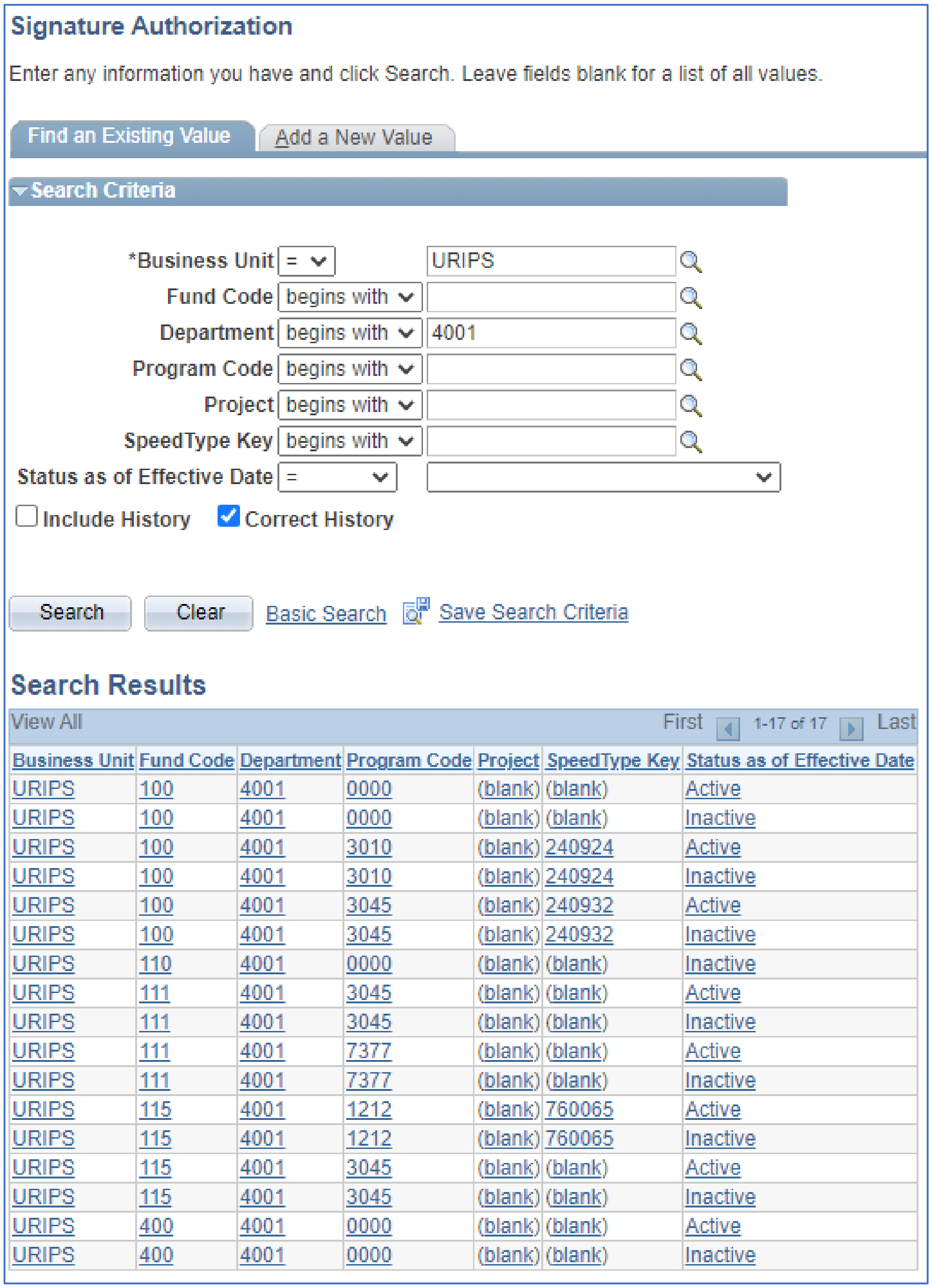



- The resulting page automatically displays the Responsible Person and the first user under Authorized Signatories. To view the complete list of signatories, click "View All"



**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 = URIPS
Fund Code begins with
Department begins with 4001
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 |

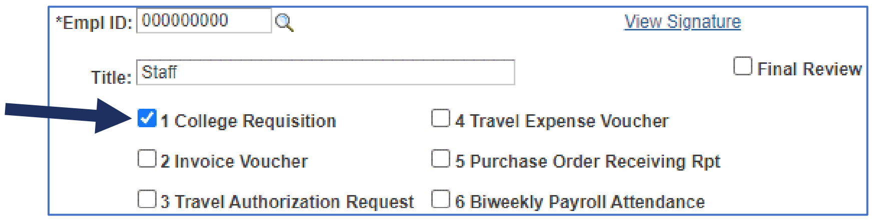
**c. To update Signature Authorization:** Instructions for updating signature authorization can be found on the Controller's PeopleSoft Financials page: https://web.uri.edu/controller/peoplesoft-financials/

## 8. Approvals Workflow:

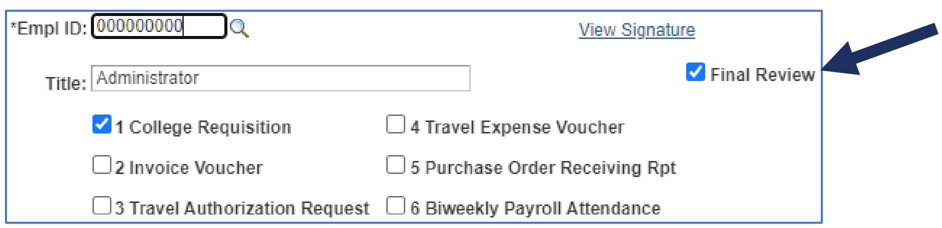
a. **Requisitions:** After a Requestor submits a requisition, it triggers the workflow approval process

**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




**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.




**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

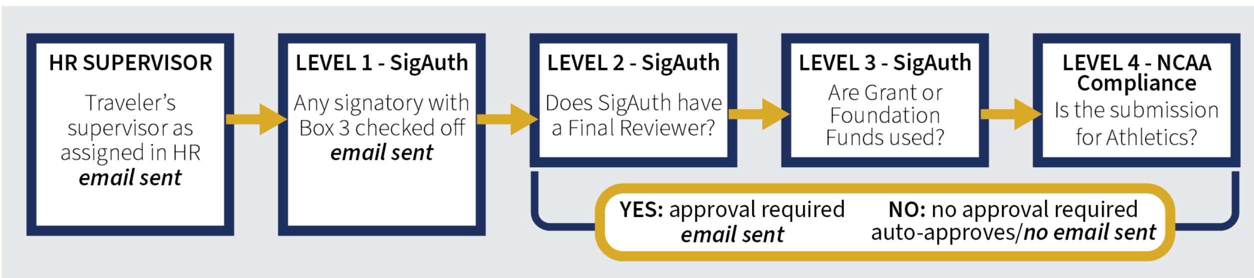
**Level 4 (optional) - Administrative Approvals – Category/Account:** *A requisition will only flow to a Level 4 approver or approval pool if any of the following categories/accounts are included in the ChartField string(s):*

- 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.

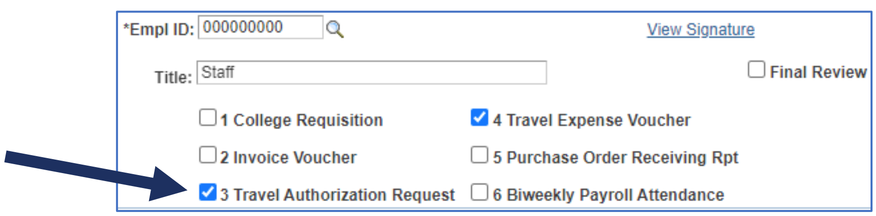
<u>**Travel and Expense Module Full Workflow Train**</u>



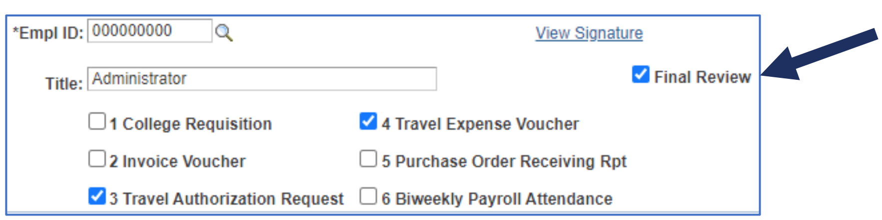

**APPROVAL LEVELS**

**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.