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 <u>financials_e-campus@etal.uri.edu</u>
 - 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, <u>follow the instructions on the Controller's website</u>.

Tour signat	are is required	to certify approve		b document
Name Gra	ice O. Wyld		Date	03/08/2021
	Grace O.	Digitally signed by Grace O. Wyld Date: 2021.03.08		
Signature _	Wyld	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 <u>on their website</u>



 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.

the UN of r	IVERSITY e-Campus
	Username
	Sign In Forgot Your Password?

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.

THE UNIVERSITY OF RHODE ISLAND e-Campu	als JS	All V Search Home	Worklist	MultiChannel Cons	sol	anced Search Favorites Sign Out
Favorites Main Menu > Reporting Tools > Repo	ort Manager					
Recently Used Report Manager User Profiles				园 New Windo	ow ? Help	🧹 Personalize Page
Payment	to	B	efresh			
Regular Entry Update Profile		B Last	v	1 Days 🔨	/	
	Personalize	Find View All 🗖	📜 First 🗹	1-6 of 6 🕨 Last		
My Favorites	Folder Name	Completion Date/Time	Report ID	Process		
Add to Favorites Edit Favorites	General	03/02/22 6:30AM	53800797	10757817		
Budgets Overview Cancel Travel Authorizations	Accounts Payable	03/02/22 5:00AM	53807684	10760300		
Cash Advance View	General	03/02/22 12:00AM	53798869	10757761		
Ek view	General	03/01/22 5:31PM	53805110	10759956		
Monitor Approvals	General	03/01/22 5:30PM	53805109	10759955		
Query Viewer	General	03/01/22 5:30PM	53805108	10759954		
Signature Authorizztion						

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.

THE Financials OF RHODE ISLAND e-Campus	All Search Home Worklist MultiChanne	Advanced Search el Console Add to Favorites Sign Out
Favorites Main Menu > Reporting Tools >ort Manager		
Search Menu: Report Manager Vie Y Re Folder Accounts Receivable Name Allocations	to Refresh	Window ? Help 📝 Personalize Page
	Another helpful f Window" opens your browser	eature – clicking "New a new PeopleSoft tab in

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.

THE UNIVERSITY OF RHODE ISLAND	e-Campus	A	<mark>.ll ▼</mark> Search Home Worki	ist MultiChannel Cons	Advanced sole Advanced
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ChartField Values					
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Fund Code					
Department					
Program Code					
Project					
Budget Reference					

THE Financials OF RHODE ISLAND e-Campus Favorites Main Menu > Set Up Financials/Supply Chain > Common Defin	Enter the Account Number and click the search button or magnifying glass to see a list of possible accounts (see next page)
Account	
Enter any information you have and click Search. Leave fields blank for a list of a	
Find an Existing Value Add a New Value Search Criteria *SetID = V VRIPS VRIPS Account begins with V V	You can also enter the description to display any accounts beginning with the description. A search can also be done with "contains". For example, computer, repairs, travels, etc.
Account Type begins with V	
Include History Correct History Case Sensitive Search Clear Basic Search Save Search Criteria	Insert part or all of a PS Account type and click the search button, or click the magnifying glass.

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.

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		5322	Telephone	E	N				
		5323	Office Expense	E	N				
		5324	Dues & Subscriptions	E	N				
Find an Ex	isting Value	id a 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		_		
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You can also search by clicking on the magnifying glass and it will give you a listing of items in that category

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Description begins with V			<u>×</u>					
Account Type begins with	0	Account	Description	Type	Flag	Code	Indicator	
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		<u>1004</u>	Cash-Fleet-Federal Direct Loan	<u>A</u>	N	(blank)	<u>BS</u>	
Search Clear Basic	Search 💭 Save Search Criteria	1005	Cash-Fleet-Research	<u>A</u>	N	(blank)	BS	
Glear Dasic		1006	Flt Bank - Payroll Account	<u>A</u>	N	(blank)	(blank)	
		<u>1007</u>	Cash-Firstar-Afsa	<u>A</u>	N	(blank)	BS	
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		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	•
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		-						

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

Budget Inqu	iry Cr	iteria	Ir	nsert a des	cription					Sele	ct the Leo	dger Group	by
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Select	Ledg	er Group	Cale	ndar ID	From Budg	get Period		To Budget Period	Include Adjustment Period(s)	Inc	lude Closing /	Adjustments	
	DTL						Q	٩					
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	%)	Q	%	Q	0		Q	Update/Add			Closed	
1	-												



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.

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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 Inqu Budget O	iry Criteria verview								6
	Inquiry 1324		0	escription					î
Amount Criteria	Search	Clear	Reset		Ledger/Activity Log	Integri	ity Act Log	Internal Integrity	
Budget Type *Busine	ess Unit URIPS Q		Ledger	Group/Set	Ledger Group	~	Ledger	Group ORG_DT	LQ
	 View Stat Co Display Cha 	ode Budgets rt					Dept Expens	e Detail	
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*Type of C Budget Criter	alendar (Detail Budget P	enod 🔻				Porto	estro I Fied I Manu All I 🗖		and D Last
Select	Ledger Group	Calendar ID	From Budg	et Period	To Budget Period	reso	Include Adjustment Period(s)	Include Closing /	Adjustments
	ORG_DTL	YR	FY2022	C	FY2022	Q	Z		
ChartField Cri	iteria							Budget Sta	tus
ChartField	ChartField From Value	e ChartField To		Info C	ChartField Value Set		Update/Add		Open
Account	96	Q %	Q	6	ALLOTOP_MC	10	Update/Add		Closed
Dept	4001	Q 4001	Q	0		Q	Update/Add		Hold
Fund	100	م 100	Q	6		Q	Update/Add		
Program	3045	Q 3045	Q	0		Q	Update/Add		
🖥 Save 🛛 🔯	Return to Search	revious in List	Next in List	😢 Notify	2 Refresh			📑 Ad	d 🖉 Update/Di

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.

Budget	Overv	view Results									Per	sonalize Find V	/iew All [🗖 📘 🎽	📕 First 🚺 1-3 (of S 🖪 Las
	Le	edger Group	Account	Account Description	Management Sumn	nary Category	Fund	<u>Dept</u>	Program	<u>Budget</u>	Expense	Encumbrance	Pre- Encumbrance	Availab Budge	e Percent Availabi
1 📑	i , o	RG_DTL	ALLOTOP	All Other Operating	All Other Operatin	9	100	4001	3045	27,000.11	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	27,000.0	0 100.0
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3 🔜	5 O	RG DTI	5442	Computer	All Other Oneratio	0	100	4001	3045	0.00	12 550 00	0.00	0.00	-13 550 0	0.00 5
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- **Download to Excel:** the **i**con 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.

 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.

Favorites Main Menu > Suppliers > Supplier Information > Add/Update > Supplier	
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 = 🗸 URIPS	
Supplier ID begins with 🗸	
Persistence = V	
Short Supplier Name begins with 💙 🛛 🔍	
Our Customer Number begins with 💙 🛛 🔍	
Supplier Name contains 💙 apple	
Name 2 begins with 💙 📃 🔍	
Supplier Status = V	
🗆 Include History 🗹 Correct History 🕓 Case Sensitive	
Search Clear Basic Search 📅 Save Search Criteria	
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.

List Expl	lorer Adn	ninistratio	n Archives	Administra	ition tab				Fime period to	New Windo
View Repo User ID: Status:	rts For dcole	*	Type: Folder: Dept Stmts 2013	V Last	• e:	to:	1	Days	Refresh Folder	
Report Lis	t Report <u>F</u> ID <u>I</u>	Prcs Instance	Description	<u>Customize F</u>	ind View All Request Date/Time	Pire Fire	st 🚺 1-8 o <u>Status</u>	f 8 Details		Refresh whenever criteria are changed
	16331650 3	3128204	STMT_2012-09-10_4001_40	1_5022.XLS	09/10/2012 10:03:04AM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>		
	16331641 3	3128204	STMT_2012-09-10_4001_40	0_0000.XLS	09/10/2012 10:02:16AM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>		

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.

List Exp	lorer Adminis	tration		dministratio	n tab			
View Rep User ID:	rts For reporting	Туре:	Last	~		1	Days 💌	Refrest
Status:		Folder:	✓ Instar	ice:	to:			
Select	Report Prcs ID Insta	nce Description	<u>Customize</u> <u>Finc</u>	<u>Request</u> Date/Time	Eormat	_ 1-50 of 56	76 Last	Find
	16452104 3145	956 PROJ_SUMM_	0003445_2012-09-19.XLS	09/19/2012 8:40:39AM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>	$\overline{\Lambda}$
appfsprod.	ecampus.uri.edu	ı says						
	<u>-</u>				Find s	earch bo	ox: enter you	ur 7

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

Ann Search	W Forence course	Home I Work	, klist I MultiCha	innel Console I	Add to Favorites	I Sign Out
				Person lize <u>Ci</u>	ontent ayout	(?) Help

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

Personalize Home Page			×	Menu		0 0 -
Personalize Content: My Pa	age	🔁 New Window	? Help 🔺	Search:	۲	
Tab Name My Page Welcome Message Choose Pagelets: Simply che	ck the items that you want to appear on your h	omepage.		Data Expansion Tools URI Menu URI Tools <u>My Preferences</u> <u>My System Profile</u> <u>My Dictionary</u> My Feeds		
Remember	to click "Save" when done.			My Reports		0 0 -
Arrange Pagelets: Go to	Personalize Layout			Report	Folder	Personalize
PeopleSoft Applications	Cross-Financials	Cross-Supply Chain		<u>soumar budget Enois</u>	2022-03-07-	Minimize
BI Publisher	Media Sources	Change Request Aging			06.30.2	Remove
College Reqs Not Printed	Operational Threshold Chart Manage Programs & Projects	<u>Approved Change Request Tren</u> <u>Product Categories</u>	<u>id</u>	DETAILS_2022_4001.XLS	YTD Details 2022	
My Reports	Product Alternates	Dep 10 Non Contract Category			2022-03-07-	
	Product Notes	Activity_Monitor		LL EGL046	04.02.2 General	
Sign In	Product Search	Procurement Spend Analysis	- 1		2022-03-07- 00.00.2	
Save Cancel				Report Mana	ager	

- 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

Personalize Layout: My Page	THE UNIVERSITY OF RHODE ISLAND	Financials
Tab Name My Page	Favorites Main Menu	Searc
Basic Layout: © 2 columns 3 columns		Personalize Content Layout (?) Help
	Menu C 💿	My Reports O 🗸
Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done	Search:	Report Folder
Add Pagelets: Go to Personalize Content	D My Equorites	Journal Budget Errors General
# = Required - fixed position pagelet	Data Expansion Tools	2022-03-07- 06:30.2
Left Column: Right Column: 'Menu My Reports	 ▷ URI Vendor Registration ▷ URI OPC Vendor Information ▷ Employee Self-Service 	DETAILS_2022_4001.XLS 2022
	 Cost Accounting Suppliers 	2022-03-07- 04.02.2
Delete Pagelet	Procurement Contracts D LIBL Tools	U_FGL046 General
• •	- <u>My Preferences</u> - <u>My System Profile</u>	2022-03-07- 00.00.2
Save Cancel	 <u>My Dictionary</u> <u>My Feeds</u> 	Report Manager

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

▼Search Criteria		
*Business Unit = 🗸 URIPS	Q	
Fund Code begins with 🗸 100	Q	
Department begins with V 4001	Q	
Program Code begins with 🗸 0000	\Box	
Project begins with 🗸	Q	
SpeedType Key begins with 🗸	Q	
Status as of Effective Date = 🗸		~
□ Include History		
Search Clear Basic Search Criteria	!	

- 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"

Signatories	Attached Docur	nent
Unit:	URIPS	University of Rhode Island
Fund:	100	Unrestricted Funds
Dept:	4001	Controller
Program:	0000	None
Project:		
SpeedType	:	
Responsib	le Person	Find View All First 🚺 1 of 11 Ď Last
Effectiv	ve Date: 01/29/20	D20 🗊 Status: Active 🗸
Descr:	Controller	Phone:
*Respor	nsible Person Emp	ID: 100001327 Q Mace,Cynthia A
	Delegate Empl	ID: 100230135 Q Hansen,David S
Authorize	d Signatories	Fit 🖞 View All Dirst 🚺 1 of 3 🚺 Last
*Empl ID	: 100001327	A Mace, Cynthia A View Signature
Title	Assoc Controller	Final Review
	🗹 1 College Req	uisition 🗹 4 Travel Expense Voucher
	Z Invoice Vouc	her S Purchase Order Receiving Rpt
	🗹 3 Travel Autho	rization Request 🗹 6 Biweekly Payroll Attendance
Update Fo	rm Number: 0000	D11859 Last Updated: 02/14/20 7:48:49AM User ID: dhansen
Save	Return to Search	1 Previous in List Notify Add Update/Display

- 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 E>	Find an Existing Value Add a New Value								
Search C	riteria								
	*Busines	s Unit 😑 🗸	·] [URIPS	1	Q			
	Fund	Code begi	ns with 🗸		1	Q			
	Depar	tment begi	ns with 🗸	4001		0			
	Drogram	Code begi	ns with 🗸			0			
	Filogram	coue begi							
	P	roject begi	ns with 🗸			Q			
	SpeedTyp	e Key begi	ns with 🗸			Q			
Status as o	of Effective	e Date =	~			~			
□ Include	History	Correct	History						
	-		-						
Search	Clea	r Basic	Search 📴	Save Searc	h Criteria				
Search E) o o ulto								
Search	esuits								
VIEW AII					FI	rst 💽 1-17 of 17 🕞 Last			
Business Un	it Fund Coo	de Departme	nt Program (Code Project	SpeedType Key	Status as of Effective Date			
URIPS	100	<u>4001</u>	0000	(<u>blank</u>)	(blank)	Active			
URIPS	100	4001	0000	(<u>blank</u>)	(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	(<u>blank</u>)	(blank)	Inactive			
URIPS	111	4001	3045	(<u>blank</u>)	(blank)	Active			
URIPS	111	4001	3045	(blank)	(<u>blank</u>)	Inactive Active			
URIPS	111	4001	7077	(black)	(blank)	Acuve			
URIPS	111	4001	13/1	(blank)	(DIANK)	Inactive Active			
URIPS	115	4001	1212	(<u>black</u>)	700005	Acuve			
URIPS	115	4001	1212	(blank)	/00065 (blank)	Inactive Active			
URIPS	115	4001	3045	(<u>black</u>)	(DIANK)	Acuve			
URIPS	115	4001	3045	(blank)	(DIANK)	Active			
URIPS	400	4001	0000	(black)	(DIATIK)	Active			
URIPS	400	4001	0000	(<u>Diank</u>)	(<u>blank</u>)	macuve			

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:	00000000	<u>View Signature</u>				
Title:	Staff	Final Review				
\rightarrow	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: 00000000	View Signature	
Title: Administrator	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

*Empl ID:	D: 00000000 Q		View Signature		
Title:	Title: Staff			Final Review	
	□ 1 College Requisition	🗹 4 Trave	I Expense Voucher		
	2 Invoice Voucher	□ 5 Purchase Order Receiving Rpt			
	✓ 3 Travel Authorization Request	6 Biwee	ekly Payroll Attendance		

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.

*Empl ID:	00000000		View Signatur		
Title:	Administrator		I		
	□ 1 College Requisition	🗹 4 Travel I	Expense Voucher		
	2 Invoice Voucher	□ 5 Purchase Order Receiving Rpt			
	✓ 3 Travel Authorization Request	6 Biweek	ly Payroll Attendance		

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: <u>financials_e-campus@uri.edu</u>
 Phone: 401-874-4078
 The team email and phone are monitored continuously throughout the workday. If you needed

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 <u>PeopleSoft Financials Management page</u> 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 <u>Controller's Office website</u> 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 <u>Travel page</u> offers information for getting started with travel as well as a <u>Training page</u> with step-by-step PDF guides to working in the Financials Travel & Expense module
- e. The Controller's Office <u>Accounts Payable</u> 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 <u>Purchasing website</u> offers additional resources related to activities performed in PeopleSoft (e.g., POs, requisitions), such as Category, Account, and Commodity codes.