How to Navigate in PeopleSoft Financials at the University of Akron

Step 1: Login to PeopleSoft Financials

(<u>https://fs.uakron.edu/psp/fsprod/?cmd=login&languageCd=ENG&</u>) and use your PeopleSoft login credentials. Your user name will either be 7 or 8 characters long. If you do not have your PeopleSoft login information, please contact CPSPE Finance and we will work with you on re-setting your password.

Login screen:

The	Financials	
LIniversity	User ID:	
of Akron	Password:	
		Sign In

Upon login, you will see this screen:

Favorites - Main Menu -	
ORACLE	
Ton Menu Features Description	0.07
Our menu nas ch	anged!
The menu is now located across the Main Menu to get started.	top of the page. Click on
Highlights	
Recently Used pages now appear under the Favorites menu, located at the top left.	CRACLE Terreta Tere
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.	
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.	CRACLE

Click on the "Main Menu" dropdown at the top and navigate to "Project-to-Date Budget" as highlighted below:

Favorites -	Mair	Menu 🗸									
	Sea	rch Menu:							Home	Worklist Add to Favorites 5	ign out
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		Process Financial Inforn	C							Personalize Content Layout	Help
Top Menu Featu		Manager Self-Service	UA De	partmen	tinquiries	Use		•			
		Supplier Contracts		- P		Inquire					
The menu is no		Suppliers				Report		UA Department Budget			
Main Menu to		Purchasing		•			🗋	Project-to-Date Budget			
		eProcurement		- •			_				
Highlights		Services Procurement									
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Breadcrumbs		Set Up Financials/Supply	y Chain	- F							
display your na		Enterprise Components									
and give you a		Worklist									
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The next screen looks like this:

Favorites - N	lain Menu 🚽 🚿	Process Financial Infor	mation - > UA Department Inquiries - > Inquire - > Project-to-Date	e Budget			
				Hom	ne Worklist	Add to Favorites	Sign out
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						New V	Vindow L Hel
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Project-to-Date	Budget						
Enter any informatio	n you have and c	lick Search. Leave fields bl	ank for a list of all values.				
Find an Existing	Value						
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Dept Unit:	begins with 👻						
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Award ID:	begins with 👻						
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Case Sensitive							
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You can either type in a specific speedtype project number (6 digits) in the "Speedtype" field and hit search or you can just hit search without a speedtype project number identified to pull up the list of all 5-account project speedtypes that are assigned to you. Please be sure to list "AKRON" as the "Business Unit" prior to searching. (AKRON should default in.)

To open to this search box immediately upon entering the system, drag this page's URL to your Links or Favorites page. Then after signing into the system, you will open right to this page.

This is what the screen will look like when you perform a generic search of all speedtypes assigned to you. A listing will appear and you can simply click anywhere on the individual line to pull up specific detail on that particular speedtype's budget:

Favorite	s= 1	Aain Menu -	Process Finan	cial Informa	tion = > UA (Department Inc	quiries + > Inquire + > P	Project-to-Date Budget				
-	-	2							Home	Worklist	Add to Favorites	Sign os
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only the f	first 300 re	suits can be d	isplayed.				First	(2) 5-rop artico (2) Last				
SpeedTyp	e Fund Co	de Departmen	Dept Unit Program	Code Class Fi	eld Project Act	vity PC Business	Unit SpeedType Name	Award ID				
32002	32001	003704	A3704000 2000	NSF	532002 1	AKRON		R7123				
32006	32001	003704	A3704000 2000	NSF	532006 1	AKRON		R7186				
32008	32001	003704	A3704000 2000	NSF	532008 1	AKRON		R7482				
32011	32001	003704	A3704000 2000	NSF	532011 1	AKRON	Inactive	R5109				
32014	32001	003706	A3706000 2000	NSF	532014 1	AKRON	Inactive	R5125				
32016	32001	003706	A3706000 2000	NSF	5320151	AKRON	Inactive	R5223				
32019	32001	003704	A3704000 2000	NSF	5320191	AKRON	Inactive	R\$365				
32021	32001	003706	A3706000 2000	NSF	5320211	AKRON	Inactive	R5366				
32024	32001	003704	A3704000 2000	NSF	532024 1	AKRON	inactive	R5358				
32028	32001	003704	A3704000 2000	NSF	532028 1	AKRON		R5568				
32035	32001	003704	A3704000 2000	NSF	532035 1	AKRON	Inactive	R5476				
32040	32001	003704	A3704000 8000	NSF	532040 1	AKRON		R5449				

The screen below shows what an individual project detail screen looks like. You can click on the "view all" section to expand the line items, click the magnifying glass icon under "Budg Trn" to view any budget transfers and under "Jrnl Trn" to view any expenditure detail (see yellow highlights below). In the example below, the total budgeted amount is \$265,000 for this project. The "Year-to-Date Amount" sums any expenditure for the current fiscal year (July-June). The "Project-to-Date Amount" sums any expenditure for the entire project period from start date. "Pre Encum" and "Encum" show any pending direct requisitions and purchase orders entered through PeopleSoft. *This does not show encumbrances for salary charges and recent (within past ~1.5 months) P-card transaction activity.*

avorites 👻	Main Menu 🗸	> Proce	ess Fin	ancial Information 👻	> UA Department Inc	quiries 🔹 > Inquire	 > Project-to- 	Date Budget			
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peedType:	532011	Inactive			Award: R5109						
und:	32001	Grants-Fe	ederal F	unding Source	Project: 532011						
ept Unit:	A3704000	Polymer	Science	Dept-Res	PI/Project Mgr:		I				
rogram:	2000	Separatel	ly Budge	ted Research	Grant Accountant:	Shepherd, Mariss	ε				
Class:	NSF	National S	Science	Foundation	Dept Manager:						
						Persona	lize Find <mark>Viev</mark>	/ All 🖉 🛄	First 🕚 1-5 of 11 🕑 Last		
Account	Description		Budg Trn	Budgeted Amount Trn	Year-to-Date Amount	Project-to-Date Amount	Pre Encum	Encum	Remaining Pool Balance		
1 5040	Summer Fac	culty	Q	15,014.94 🔍	0.00	15,014.94	0.00	0.00	0.00		
2 5200	Full Time St	aff	Q	66,023.01 🔍	0.00	66,023.01	0.00	0.00	0.00		
3 5220	Part Time St	taff	Q	4,430.25 🔍	0.00	4,430.25	0.00	0.00	0.00		
4 5300	Graduate As	ssistants	Q	23,519.36 🔍	0.00	23,519.36	0.00	0.00	0.00		
5 5400	Student Ass	sistants	Q	9,075.98 🔍	0.00	9,075.98	0.00	0.00	0.00		
		TOTALS:		265,000.00	0.00	265,000.00	0.00	0.00	0.00		

🔚 Save 🔯 Return to Search	Previous in List	↓ Next in List	C Refresh
Detail Budget Summary			

Here's what the detail screen looks like (once you click on the magnifying glass after each item description) for "Budg Trn" (budget transfers):

aronicoo inicia	avorites + Main Menu + > Process Financial Information + > UA Department Inquiries + > Inquire + > Project-to-Date Budget											
						Home	Worklist	t Ad	d to Favorite	s s	ign out	
DRACLE												
							N	lew Wind	dow Help	Persona	lize Page	
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Account: 50	040 Summer Faculty											
			Personalize Find View All	First (1.12 of 12)								
Journal ID	Journal Line Journal Date	Post Date	Monetary Amount Ref	Line Descr								
1 0000096626	2 07/01/2001	07/09/2001	9,872.00 SYSINIT	Set Up New Year 2001-2002								
2 0000105696	2 06/15/2001	08/23/2001	0.00 SYSINIT	Set Up New Year 2001-2002								
3 0000133651	2 07/01/2001	08/27/2001	0.00 SYSINIT	Set Up New Year 2001-2002								
3 0000132031												
4 0000193292	2 04/30/2002	05/01/2002	5,159.00 BJB0501	budget yr3 faculty summer sala								
4 0000193292 5 0000200178	2 04/30/2002 2 07/01/2002	05/01/2002 06/30/2002	5,159.00 BJB0501 0.00 FISCINIT	budget yr3 faculty summer sala Set Up New Year 2002-2003								
4 0000132031 4 0000193292 5 0000200178 6 0000243629	2 04/30/2002 2 07/01/2002 2 07/01/2001	05/01/2002 06/30/2002 11/05/2002	5,159.00 BJB0501 0.00 FISCINIT -9,872.00 REVPTD	budget yr3 faculty summer sala Set Up New Year 2002-2003 Reverse Set Up 2001-2002								
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4 0000193292 5 0000200178 6 0000243629 7 0000247764 8 0000292682	2 04/30/2002 2 07/01/2002 2 07/01/2001 2 06/01/2001 2 07/01/2003	05/01/2002 06/30/2002 11/05/2002 11/05/2002 06/27/2003	5,159.00 BJB0501 0.00 FISCINIT -9,872.00 REVPTD 9,872.00 SYSINIT 0.00 FISCINIT	budget yr3 faculty summer sala Set Up New Year 2002-2003 Reverse Set Up 2001-2002 Set Up 2000-2001 Set Up New Year 2003-2004								
4 0000192031 5 000020178 6 0000243629 7 000024764 8 0000292682 9 0000320262	2 04/30/2002 2 07/01/2002 2 07/01/2001 2 06/01/2001 2 07/01/2003 2 11/20/2003	05/01/2002 06/30/2002 11/05/2002 11/05/2002 06/27/2003 11/20/2003	5,159.00 BJB0501 0.00 FISCINIT -9,872.00 REVPTD 9,872.00 SYSINIT 0.00 FISCINIT 0.00 JLL112003	budget yr3 faculty summer sala Set Up New Year 2002-2003 Reverse Set Up 2001-2002 Set Up 2000-2001 Set Up New Year 2003-2004 budg adj freeze sum faculty								
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3 0000132631 4 0000193292 5 0000200178 6 0000243629 7 0000247764 8 0000292682 9 0000320262 10 0000340928 11 0000348164	2 04/30/2002 2 07/01/2002 2 07/01/2001 2 06/01/2001 2 07/01/2003 2 11/20/2003 2 07/01/2004 2 07/01/2004	05/01/2002 06/30/2002 11/05/2002 11/05/2002 06/27/2003 11/20/2003 06/27/2004 07/07/2004	5,159.00 EJJB0501 0.00 FISCINIT -9,872.00 REVPTD 9,872.00 SYSINIT 0.00 FISCINIT 0.00 FISCINIT 0.00 FISCINIT 0.00 FISCINIT	budget yr3 faculty summer sala Set Up New Year 2002-2003 Reverse Set Up 2001-2002 Set Up 2000-2001 Set Up New Year 2003-2004 budg adj freeze sum faculty Set Up New Year 2004-2005 Freeze Budget								

Here's what the screen looks like once you click on the magnifying glass next to each item for "Jrnl detail" (transaction detail):

Either of these detail transaction grids can be sorted by clicking on a column heading.

Click "View All" in the grid header row to View up to 100 transactions at a time. Use the arrows to move to successive sections of transactions.

Favori	tes – 🛛 🛛 🛛	lain Menu -	> Process	Financial	Information	🔹 > UA De	partment I	nquiries 🔹 Inquire 🔹 Proje	ect-to-Dat	e Budget					
⊃R	ACLE										Home	e Worklist	Add to Favor	ites	Sign out
_												New	v Window Help	Pers	onalize Page
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	Account:	5040	Summer Fac	ulty											
									Persona	lize Find Vi	ew All 🖾 🛄	First 🕚 1-	-6 of 6 🛞 Last		
	Journal ID	Journal Date	Post Date	Req ID	PO No.	Voucher	Account	Journal Line Description		Pre Encumb	Encumbr	Expended	Collected		
1	PY0000300	06/14/2002	07/02/2002				50/11	Payroll Transaction				2 666 10			

1 F10000300	00/14/2002	01102/2002	5041	Payroli Transaction	2,000.10	
2 PY00000339	07/19/2002	07/26/2002	5041	Payroll Transaction	2,666.10	
3 PY00000376	08/23/2002	08/27/2002	5041	Payroll Transaction	2,666.10	
4 PY00000727	06/13/2003	06/26/2003	5041	Payroll Transaction	2,338.88	
5 PY00000791	07/18/2003	07/22/2003	5041	Payroll Transaction	2,338.88	
6 PY00000868	08/22/2003	08/29/2003	5041	Payroll Transaction	2,338.88	



You can also export all the data in any of these screens to Excel by clicking on the link highlighted below:

Favorites -	Main Menu -	 Proces 	ss Fina	incial Information 🔹	UA Department Inqu	iries 🔹 Inquire 🔹	Project-to-Date	Budget		
									Home Worklist	Add to Favorites Sign out
	E									
									New V	Mindow Help Personalize Pag
Detail Bud	dget Summary	1							TYON Y	
	- <u>3</u> ,									
SpeedType:	532011	Inactive			Award: R5109					
Fund:	32001	Grants-Fe	ederal F	unding Source	Project: 532011					
Dept Unit:	A3704000	Polymer	Science	Dept-Res	PI/Project Mgr:					
Program:	2000	Separatel	y Budge	eted Research	Grant Accountant:	Shepherd,Mariss	a E			
Class:	NSF	National S	Science	Foundation	Dept Manager:	August 1				
						Persona	alize Find View	w Ali 🖾 🛄	First 🕚 1-5 of 11 🕑 Last	
Account	Description		Budg Trn	Budgeted Amount Tr	nl Year-to-Date n Amount	Project-to-Date Amount	Pre Encum	Encum	Remaining Pool Balance	
1 5040	Summer Fa	culty	Q	15,014.94 🔾	0.00	15,014.94	0.00	0.00	0.00	
2 5200	Full Time St	taff	Q	66,023.01 🔾	0.00	66,023.01	0.00	0.00	0.00	
3 5220	Part Time S	Staff	Q	4,430.25 🔾	0.00	4,430.25	0.00	0.00	0.00	
4 5300	Graduate A	ssistants	Q	23,519.36	0.00	23,519.36	0.00	0.00	0.00	
5 5400	Student As:	sistants	Q	9,075.98 🔾	0.00	9,075.98	0.00	0.00	0.00	
		TOTALS:		265,000.00	0.00	265,000.00	0.00	0.00	0.00	



To view any non-5-speedtypes assigned to you (non-sponsored project speedtypes including 2xxxxx IDC, Cost Share and Start Ups speedtypes, 3xxxxx testing speedtypes, 6xxxxx or 9xxxxx restricted speedtypes), please navigate to the following screen titled "UA Department Budget":



The look and feel to this screen is similar to the project budget screen shown previously. However, please note that "remaining balance" is shown in a different location (see highlight below). Also, please note that all carryover from 2xxxxx speedtypes from the previous fiscal year is in a separate line item account ("8900 carryover account") and is shown separately. The below screen is the -"Detail" tab and shows the *current year* budget versus revenues and expenditures.

Favorites -	Main Menu 🗸	> Process Financ	ial Information 👻	> UA Department	Inquiries 🖘 Ir	nquin	e 🔹 > UA Departn	nent Budget			
									Home	Worklist	Add to Favorites Sign out
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		D · H								New	/ Window Help Personalize Page
Budget Sumr	mary Fund Sum	mary Detail									
SpeedType:				Budget Period							
Fund:	10000	Unallocated Fund E	Bal - Akron	Project:							
Dept Unit:	A4268001	Dely Cai of The	anio Off	PI/Project Mgr	:						
Program:	4000	Academic Support		Manager Nam	e: A ria						
Class:		Pogular Operating	Account	Accountant:							
Expenditur	re accounts				F	Perso	nalize Find Viev	w Ali 🖾 🛅	First 🕚 1-5 of	14 🕑 Last	
Acct	Description	Budg Trn	Budgeted Amt	YTD Amount	Remaining Balance	Jrni Trn	Pre Encumb	Encumb	Expended	Revenue Collected	
1 5000	Full Time Fac	ulty Q	745,334.00	158,795.45	586,538.55	Q	0.00	0.00	158,795.45	0.00	
2 5040	Summer Facu	ilty 🔍	0.00	11,126.22	-11,126.22	Q	0.00	0.00	11,126.22	0.00	
3 5100	Administration		656,633.00	133,193.91	523,439.09	Q	0.00	0.00	133,193.91	0.00	
4 5200	Full Time Stat	f Q	450,657.52	104,070.71	346,586.81	Q	0.00	0.00	104,070.71	0.00	
5 5220	Part Time Sta	ff Q	17,770.46	3,168.10	14,602.36	Q	0.00	0.00	3,168.10	0.00	
			2,268,038.76	650,838.28	1,617,200.48			23,263.13	627,575.15		
Carryover a	account	Personalize	Find View All 🗖] 🔝 👘 👘 First 🕚	1 of 1 🕑 Last						
Acct	Description	Budg Trn	Budgeted Amt	YTD Amount	Remaining Balance						
1 8900	Dept'l Carryove	er Q	-20,050.96	0.00	-20,050.96						
Rave C	Return to Searcl	n t Previous	in List 📕 Ne>	t in List							
Budget Summa	ary Fund Summary	/ Detail									

For testing speedtypes (3xxxx) or restricted speedtypes (6xxxx or 9xxxx), previous year remaining fund balances will be listed in the "Fund summary tab"; highlighted below. In the example below, current year revenues (\$4000) versus expenditures (25,163.57) have resulted in a current year deficit of -21,163.57. However, a carryover balance from last year is in the "Beginning Balance" line. As a result, actual overall balance on this fund (including all previous years) is -16,788.88.

Favorites - Main Menu	 Process Financial 	Information -> UA Department	Inquiries -> Inquire -:	> UA Department	Budget				
ORACLE [®]						Home	Worklist	Add to Favorites	Sign out
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Budget Summary	Summary Detail						New	window neip re	rsonalize Haye
SpeedType:		Budget Period:							
Fund: 100.00		Project:							
Dept Unit:		PI/Project Mgr:							
Program: 2000	Separately Budgeted F	Research Manager Name							
Class: SALES	Departmental Sales ar	nd Service Accountant:	Cindy Boll						
YTD Actuals		Fund Summary							
Total Revenue:	4,000.00	Beginning Balance:	4,374.69						
Total Expenditures:	25,163.57	Revenue - Expenditures:	-21,163.57						
Revenue - Expenditures:	-21,163.57	Current Balance:	-16,788.88						
Budget Summary Fund Summ	arch 11 Previous in L	ist Vext in List							

If you have searched for all of your speedtypes and had them returned in the search box, then you can enter the first speedtype and simply use the "Previous in list" and "Next in List" buttons to quickly move from one speedtype to another.