

Look up attributes for

Speedtypes, programs, projects, and orgs (including fiscal roles)

Attributes for speedtypes, programs, projects, and orgs (including expense purpose codes and fiscal roles) can be looked up in [PSLite](#) or use the Finance System ([PeopleSoft](#)).

1. PSLite

- a. Open PSLite and select “Look-ups”:

The screenshot displays the PSLite application interface. At the top, there is a navigation bar with tabs for Views, Clipboard, Font, Rich Text, Records, and Sort & Filter. Below this, the PSLite logo is visible, along with several menu options: ORG TREE, LOOK-UPS, BUILD-A-QUERY, GROUPS, FRS, and CUSTOM. The LOOK-UPS menu is highlighted with a callout box that says "Select 'Look-ups'".

The main interface is divided into several sections. On the left is a vertical "Navigation Pane". The central area is titled "REPORTS" and contains a table with columns for "Enter Number", "Select Report from drop-down", "Select Report from drop-down", and "Select Report from drop-down". The table includes rows for PROJECT, AWARD, PROGRAM, SPDTYPE, and ORG, each with a corresponding dropdown menu. Above the table, there are fields for Fiscal Year (2011), Acct Period (4), Begin Period (0), and End Period (5). To the right of the table is a "Journal Detail" section with fields for Journal ID, Date, and Journal Source, along with a "FIND JOURNAL" button.

Enter Number	Select Report from drop-down	Select Report from drop-down	Select Report from drop-down
PROJECT: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AWARD: <input type="text"/>	<input type="text"/>	MONTHLY-REPORT	<input type="text"/>
PROGRAM: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPDTYPE: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ORG: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- a. In the “Look-ups” screen, you can run an attribute report by program, project, or speedtype (the report by speedtype contains the most information). You can also run a fiscal role report by employee last name, employee ID and position number.

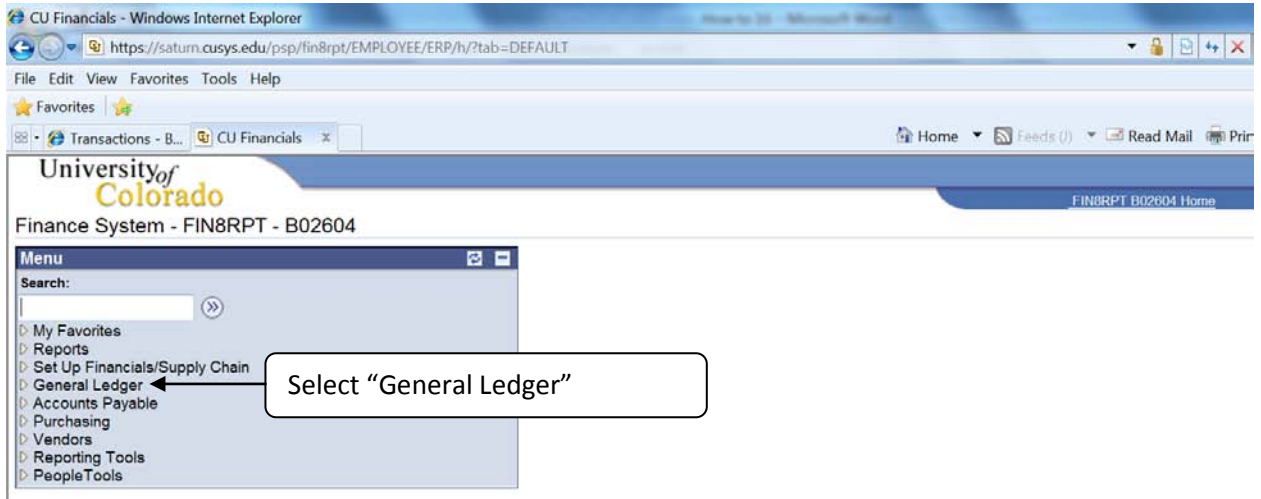
The screenshot shows the PSLite interface with a navigation bar at the top containing buttons for HOME, ORG TREE, BUILD-A-QUERY, GROUPS, FRS, and CUSTOM. Below this is the 'LOOK-UPS' section, subtitled '(Just a bunch of handy references)'. It is organized into five columns: ACCOUNTS, ORGS, PROGRAMS, PROJECTS, and MISC. Each column contains several buttons for different report types. For example, the PROGRAMS column includes buttons for 'Keyword', 'Code', 'Principal', 'Org or Speed', 'Attributes', and 'By Campus'. The PROJECTS column includes 'Keyword', 'Sponsor Name by Sponsor ID', 'Project Attributes', 'Attribute History', 'List by Sponsor ID', 'Cost Sharing', 'LOC Pool Cash', 'Org or Speed by Project', 'Principal Investigator', 'Award (or partial award)', 'Retired Projects Not Zero', and 'Projects by Campus'. The MISC column includes 'Speedtype Attributes', 'Operator ID', 'Journal Source', 'Funds', 'BRS Subcode', and 'Subcode Keyword'. Below the main grid, there are two callout boxes. The first callout, pointing to the 'Attributes' button in the PROGRAMS column, states: 'Attribute reports are available by program, project and speedtype.' The second callout, pointing to the 'FIND FISCAL ROLES' form, states: 'Fiscal role reports can be run by employee last name, employee ID and position number.' The 'FIND FISCAL ROLES' form includes fields for 'ENTER LAST NAME:', 'EMPL ID:', and 'POS NUM:', each with a dropdown arrow. Below these are additional 'EMPL ID:' and 'POSITION:' text labels with corresponding input boxes, and buttons for 'Report' and 'Clear Fields'.

2. PeopleSoft:

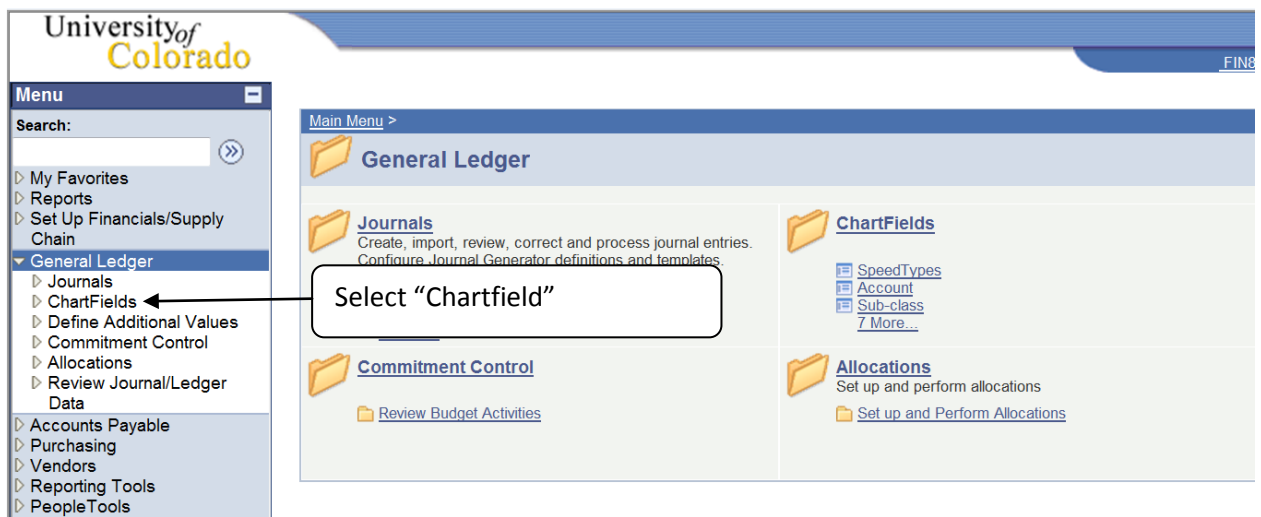
a. Go to the PeopleSoft login page and log in:

<https://saturn.cusys.edu/psp/fin8rpt/?cmd=login&languageCd=ENG&>

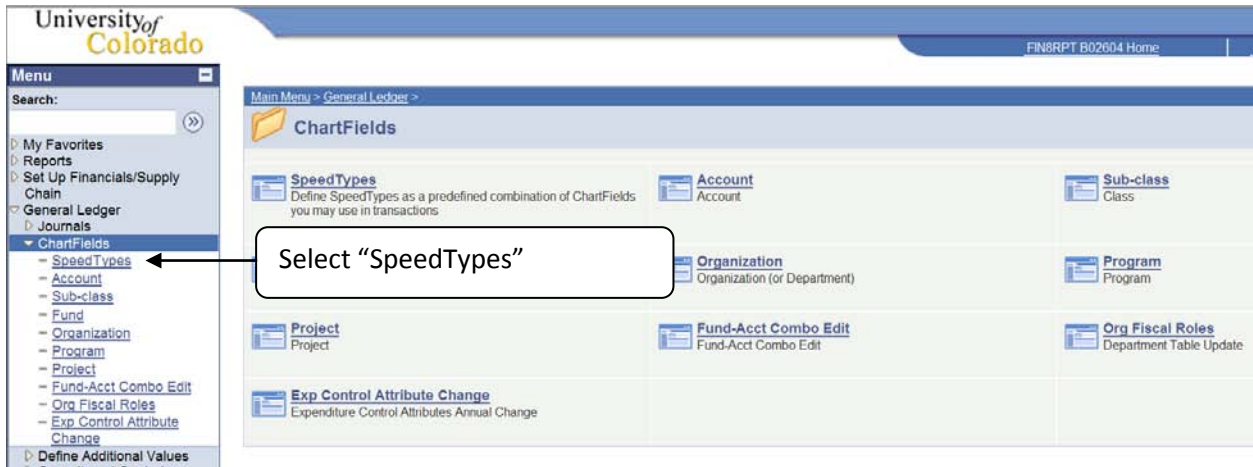
b. Select General Ledger from the main menu:



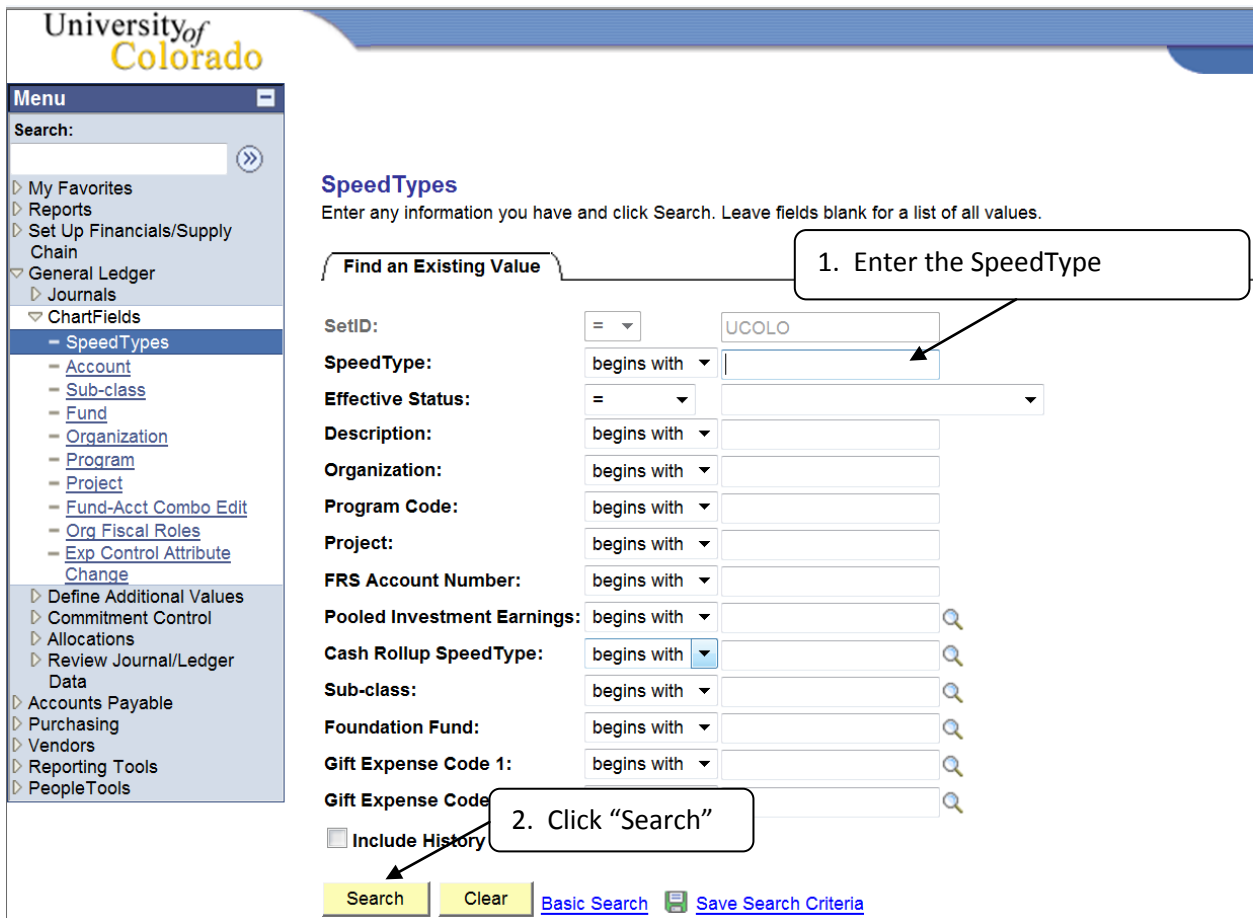
c. Select "Chartfield":



d. Select "SpeedTypes":



e. Enter the speedtype and click the "Search" button:



f. Click the “Org/Program/Project Attributes” button:

University of Colorado FIN8RPT BC

Menu

Search:

- ▷ My Favorites
- ▷ Reports
- ▷ Set Up Financials/Supply Chain
- ▽ General Ledger
 - ▷ Journals
 - ▽ ChartFields
 - SpeedTypes
 - Account
 - Sub-class
 - Fund
 - Organization
 - Program
 - Project
 - Fund-Acct Combo Edit
 - Org Fiscal Roles
 - Exp Control Attribute Change
- ▷ Define Additional Values
- ▷ Commitment Control
- ▷ Allocations
- ▷ Review Journal/Ledger Data
- ▷ Accounts Payable
- ▷ Purchasing
- ▷ Vendors
- ▷ Reporting Tools
- ▷ PeopleTools

SpeedTypes **Add'l SpeedType Attributes** **Org/Program/Project Attributes** Fiscal Staff

SetID: UCOLO

SpeedType: 17185413

Description: Community Dining & Student Ctr

Effective Date: 08/10/2011 **Status:** Active

Fund Code: 71 Unexpend Plant (Capital Const)

Organization: 10593 Fac Man Constr-Constr,Gc

Program Code: COMMUNITY DINING & STUDENT CTR

Project: 1771888

Sub-class: Community Dining & Student Ctr

Campus PIE Attribute: 17185413 Community Dining & Student Ctr

Cash Rollup: Auxiliary Facilities X

Bond Fund: X Restricted Expendable

Restricted/Unrestricted: RE

Unrestricted Net Asset Designation:

FRS Account Number: **FRS GL Account:**

Click the “Org/Program /Project Attributes” button

SpeedTypes **Add'l SpeedType Attributes** **Org/Program/Project Attributes** Fiscal Staff

SetID: UCOLO Find | View All | Fir

SpeedType: 17185413

Effective Date: 08/10/2011 **Status:** Active

Organization Officer/Principal/Manager

Officer Position/Name:	00150001	Lipton, Jeffrey S
Principal Position/Name:	00151417	Leef, Paul M
Manager Position/Name:	00107240	Ward, William N

Program/Project Attributes

Auxiliary Type:	Expense Purpose Code: 1700	Revenue Purpose Code:
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Program/Project Principal

EmplID/Name:	102070	Ward,William N
Telephone/Email:	303/492-5459	william.n.ward@colorado.edu
Campus Box:	453 U	

Program/Project Manager

Position/Name:	00107215	Deborski, Richard
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