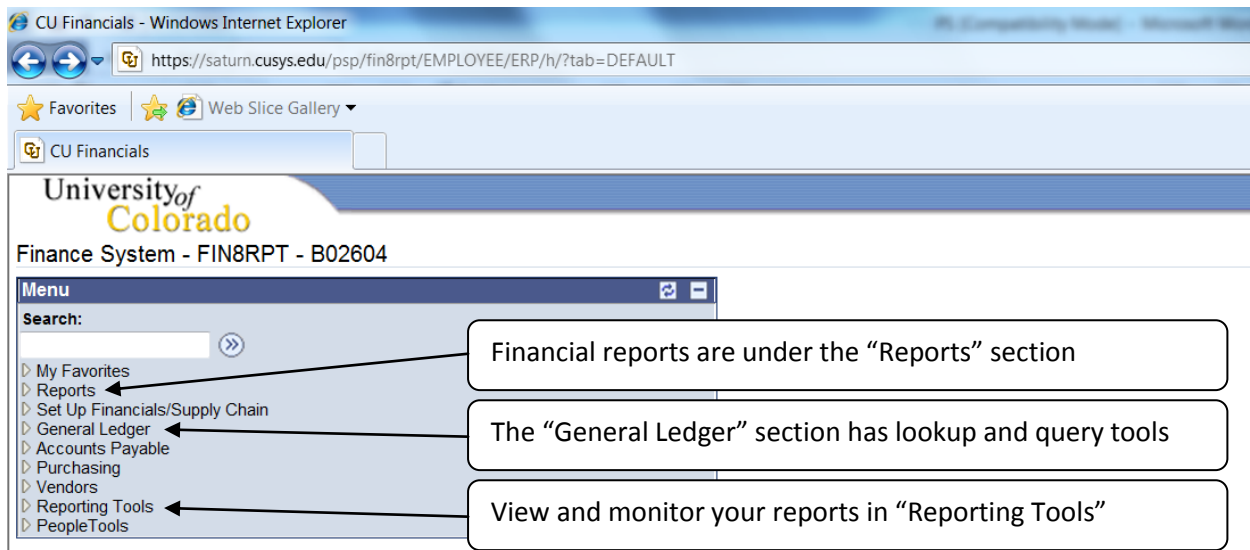


Finance System (PeopleSoft) Tutorial

Introduction:

The Finance System (PeopleSoft) offers a wide range of reports and queries. To access the PeopleSoft reporting system, you will need your [CIW login ID](#) and password. Please note that your login ID for PeopleSoft excludes the “CIW” part of the login ID. Here is the link to the Login page: <https://saturn.cusys.edu/psp/fin8rpt/?cmd=login&languageCd=ENG&>

Once you log in, the following menu will appear:



Most financial reports (balance sheet, summary of transactions, etc.) will be under the “Reports” section. The “General Ledger” section provides lookup and query tools. The “Reporting Tool” section is where your reports will be posted. The following 4 sections provide step by step procedures to run [balance sheet](#) report, [summary of transactions](#) report, [detail of transactions](#) report, and [journal entry query](#).

1. Balance Sheet:

PeopleSoft can run balance sheet reports by project, program, speedtype and org.

Base Navigation Page - Windows Internet Explorer
https://saturn.cusys.edu/psp/fin8rpt/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=REPORTS_CU&FolderPath=PORTAL

University of Colorado

Menu

Search:

- My Favorites
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- Finance Reports
- GL A-M
- GL N-Z
- Sponsored Projects
- Set Up Financials/Supply Chain
- General Ledger
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- Vendors
- Reporting Tools
- PeopleTools

Main Menu >

Reports

1. Click on the "Reports" menu to expand it.

2. Then select "Finance Reports"

GL A-M

- Budget Years

GL N-Z

- Resource Inquiry
- OpenItem Listing
- Payroll Suspense Report
- 3 More...

tal PR to PO Report
tal PO List by Date
tal PO Aging Report

Base Navigation Page - Windows Internet Explorer
https://saturn.cusys.edu/psp/fin8rpt/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=FINREPORTS&FolderPath=PORTAL_RO

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- Summary of Budget Pools
- Summary by Subtotals
- Summary Fund Balance
- Summary of Financial Trans
- Detail of Financial Tran
- Detail of Salaries Benefits
- Journal Print

Main Menu > Reports >

Finance Reports

Select "Balance Sheet"

Report of Cash Balances

Balance Sheet (SNA)

Summary of Budget Pools

Summary Fund Balance

Summary of Financial Trans

Detail of Salaries Benefits

Journal Print

Balance Sheet (SNA) - Windows Internet Explorer
 https://saturn.cusys.edu/psp/fin8rpt/EMPLOYEE/ERP/c/REPORTS_CU.RUN_GL0435CU.GBL?FolderPath=PORTAL_ROOT_OBJECT.REPORTS_CU.FINREPOF

Balance Sheet (SNA)

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 - Journal Print

Balance Sheet (SNA)

Find an Existing Value | Add a New Value

Run Control ID: It []

Add

Find an Existing Value | Add a New Value

1. Select the "Add a New Value" tab

2. Enter a run control ID of your choice and click the "Add" button

Balance Sheet (SNA)

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Run GI0435cu

Run Control ID: It

Report Manager | Process Monitor | Run

Report Request Parameters

Please Note: SpeedType: []

Fiscal Year: 2011

Period: 10

Fund Code: []

ORG Tree Node: []

Org: []

Program Code: []

Project: []

Report Version: 2011

If this is set to 'Y' you will NOT receive viewable output ----->

Page Break By: []

Export to Excel: N

Save

Add | Update/Display

4. Click on the "Run" button

1. Enter Fiscal Year and period

2. Enter Org, program, project, or speetype

3. Enter the page break code. Click on the magnifying glass icon to guide you as needed

University of Colorado

Balance Sheet (SNA)

Process Scheduler Request

User ID: B02604 Run Control ID: It

Server Name: [Dropdown] Run Date: 04/06/2011 [Calendar]

Recurrence: [Dropdown] Run Time: 4:37:51PM [Reset to Current Date/Time](#)

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Balance Sheet (SNA)	GL0435CU	SQR Report	Web	PDF	Distribution

1. Click the "OK" button

2. Then click on the "Reporting Tool" menu to expand it

OK Cancel

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Base Navigation Page

Main Menu >

Reporting Tools
Run, create, and manage queries and nVision reports.

[Report Manager](#)
Review report list.

[Process Monitor](#)
Review process and

Select "Report Manager"

Report Manager

University of Colorado

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Administration Archives

View Reports For

Refresh Last: 1 Days User ID: B02604 Type: Instance: to: Status: Folder:

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1377417	4354311	Balance Sheet (SNA)	04/06/2011 4:39:20PM	Acrobat (*.pdf)	Posted	Details

1. Your report will be added to the report list below, but it usually is not available right away. Refresh this page as needed to get an update on the status of your report.

2. When your report becomes available, a hyperlink (in blue underlined font) will appear. Click on it to view your report.

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

2. Summary of Financial Transaction:

Base Navigation Page

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Main Menu > Reports >

Finance Reports

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Journal Entry Detail
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Journal Print

From the "Financial Reports" menu, select "Summary of Financial Trans"

[★ Favorites](#) | [★ Web Slice Gallery](#) ▾
[Summary of Financial Trans](#)

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 - Detail of Financial Tran
 - Detail of Salaries Benefits
 - Journal Print

Summary of Financial Trans

[Find an Existing Value](#) | **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

1. Select the "Add a New Value" tab

2. Enter a run control ID of your choice and click the "Add" button

[★ Favorites](#) | [★ Web Slice Gallery](#) ▾
[Summary of Financial Trans](#)

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Summary

Run Control ID: [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Fiscal Year: **Speed Type:**

Period:

Fund Code:

ORG Tree Node:

Org:

Program:

Project: **Page Break By:**

Sub-class: **Export to Excel:**

[Save](#) [Add](#) [Update/Display](#)

4. Click on the "Run" button

1. Enter Fiscal Year and period

2. Enter Org, program, project, or speetype

3. Enter the page break code. Click on the magnifying glass icon to guide you as needed

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Process Scheduler Request

User ID: B02604 Run Control ID: tl

Server Name: PSUNX Run Date: 04/07/2011

Recurrence: Run Time: 10:19:40AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Summary of Trans	GL0100CU	SQR Report	Web	PDF	Distribution

OK Cancel

1. Click the "OK" button

2. Then click on the "Reporting Tool" menu to expand it

University of Colorado

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Reporting Tools

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Review report list.

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Select "Report Manager"

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1. Your report will be added to the report list below, but it usually is not available right away. Refresh this page as needed to get an update on the status of your report.

Administration Archives

View Reports For

Refresh Last: 1 Days User ID: B02604 Type:

Instance: to: Status: Folder:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1377574	4355197	Summary of Trans	04/07/2011 8:56:50AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1377417	4354311	Balance Sheet (SNA)	04/06/2011 4:39:20PM	Acrobat (*.pdf)	Posted	Details

2. When your report becomes available, a hyperlink (in blue underlined font) will appear. Click on it to view your report.

Delete Click the delete button to delete the selected report(s)

Save

Administration | Archives

3. Detail of Financial Transactions:

★ Favorites ★ Web Slice Gallery

Base Navigation Page

University of Colorado

Main Menu > Reports >

Finance Reports

- Report of Cash Balances
- Balance Sheet (SNA)
- Journal Entry Detail
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- Detail of Financial Trans
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From the "Financial Reports" menu, select "Detail of Financial Transactions." Follow the same steps as detailed in the "Summary of Transactions" above to complete this report.

4. Journal Entry Query:

The screenshot shows the University of Colorado web interface. The browser address bar displays "Base Navigation Page". The "University of Colorado" logo is at the top left. A "Menu" sidebar on the left contains a search box and a tree view of navigation options. The "Reports" section is expanded, and "Finance Reports" is selected. Within "Finance Reports", "Journal Entry Detail" is highlighted. A callout box with an arrow pointing to "Journal Entry Detail" contains the text: "From the 'Financial Reports' menu, select 'Journal Entry Detail'". The main content area shows a breadcrumb trail "Main Menu > Reports >" and a "Finance Reports" header. Below this, several report options are listed in a grid, including "Report of Cash Balances", "Balance Sheet (SNA)", "Journal Entry Detail", "Summary of Budget Pools", "Summary of Financial Trans", and "Journal Print".

The screenshot shows the "Journal Entry Detail" page. The browser address bar displays "Journal Entry Detail". The "University of Colorado" logo is at the top left. The "Menu" sidebar on the left is the same as in the previous screenshot, but "Journal Entry Detail" is now selected. The main content area has a "Journal Print" header. Below the header are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs is a text input field labeled "Run Control ID:". Below the input field is a yellow "Add" button. A callout box with an arrow pointing to the "Add" button contains the text: "2. Enter a run control ID of your choice and click the 'Add' button". Another callout box with an arrow pointing to the "Add a New Value" tab contains the text: "1. Select the 'Add a New Value' tab".

Journal Entry Detail

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 - Detail of Salaries Benefits
 - Journal Print

Journal Print

Run Control ID: | [Report Manager](#) [Process Monitor](#) **Run**

*Business Unit: UCOLO [magnifying glass]

*Journal ID: FMJ139 [magnifying glass]

*Journal Date: 11/30/10 [magnifying glass]

Save Add Update/Display

3. Click the "Run" button

1. Enter journal ID

2. Enter journal date. The magnifying glass icon can be used to find the date, given the journal ID.

Journal Entry Detail

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Search: []

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Process Scheduler Request

User ID: B02604 Run Control ID: |

Server Name: [] Run Date: 04/07/2011 []

Recurrence: [] Run Time: 11:23:30AM [] [Reset to Current Date/Time](#)

Time Zone: []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Print	JRNLPRCU	SQR Report	Web	PDF	Distribution

OK Cancel

1. Click the "OK" button

2. Then click on the "Reporting Tools" menu to expand it

University of Colorado

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Reporting Tools

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Review report list.

Process Monitor
Review process and

Select "Report Manager"

Report Manager

University of Colorado

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1. Your report will be added to the report list below, but it usually is not available right away. Refresh this page as needed to get an update on the status of your report.

Administration Archives

View Reports For

Refresh Last: 1 Days User ID: B02604 Type: Instance: to: Status: Folder:

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1377885	4355508	Journal Print	04/07/2011 11:26:57AM	Acrobat (*.pdf)	Posted	Details

2. When your report becomes available, a hyperlink (in blue underlined font) will appear. Click on it to view your report.

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

Administration | Archives