

PSLite Tutorial

Introduction:

Basic information about PSLite is available on the [ABS website](#). This link will also show you where you can download PSLite if you do not already have it. ABS also provides [training classes for PSLite](#). The following tutorial shows how to run basic reports in PSLite: [balance sheet](#), [summary of transactions](#), [transaction details](#), [transaction summary by org node](#), and [journal entry query](#).

1. Balance Sheet:

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

The screenshot shows the PSLite application window titled "PSLite07_06_09 : Database (Access 2002 - 2003 file format) - Microsoft Access". The interface includes a ribbon with tabs like "Home", "Create", "External Data", "Database Tools", and "Acrobat". Below the ribbon are various toolbars for "Views", "Clipboard", "Font", "Rich Text", "Records", and "Sort & Filter".

The main workspace is divided into several sections:

- Navigation Pane:** Located on the left, it shows the current database structure with tabs for "LITE2", "PI REPORT_FA_Enc", and "BALANCE SHEET PROJECT".
- PSLite Header:** Contains navigation buttons: "ORG TREE", "LOOK-UPS", "BUILD-A-QUERY", "GROUPS", "FRS", and "CUSTOM".
- HOME:** Provides instructions: "Enter a Project, Award, PI last name, Program Mgr last name, Program, Speedtype, OR Org Number (YOU ONLY NEED 1 CHART FIELD) in the blue column. Next, select a report associated with that number (in the same horizontal row) from the drop-down box in one of the 3 'REPORTS' columns." Below this are input fields for "PROJECT: 1771870", "AWARD:", "Princ. Last Name", "P.I. Last Name", "PROGRAM:", "SPDTYPE:", and "ORG:". A "Help" button is also present.
- REPORTS:** Divided into three columns:
 - Cumulative Summaries thru a Specific Acct Period:** Includes "Fiscal Year: 2011" and "Acct Period: 9".
 - Detail for Acct Period (or Range of Acct Periods):** Includes "Fiscal year: 2011" and "or ALL detail (no dates)".
 - Detail Within a Range of Dates (can cross Fiscal Years):** Includes "or ALL detail (no dates)".
- Journal Detail:** Includes "Journal ID:", "Date: (optional)", "SELECT", "FIND JOURNAL (by Journal Source)", "Fiscal Year: 2011", "Begin Period:", and "End Period:".

Annotations with arrows point to specific fields:

- Annotation 1: "1. Enter fiscal year and accounting period" points to the "Fiscal Year: 2011" and "Acct Period: 9" fields.
- Annotation 2: "2. Enter project number and select the 'Balance Sheet' report." points to the "PROJECT: 1771870" field and the "BALANCE SHEET" report selection.
- A larger annotation: "For reports by program, speedtype and org, enter the appropriate unit information and select the report in the corresponding row." points to the "PROGRAM:", "SPDTYPE:", and "ORG:" fields.

2. Summary of Transactions:

The screenshot shows the PSLite application running in Microsoft Access. The interface includes a navigation pane on the left, a top menu bar with options like Home, Create, External Data, Database Tools, and Acrobat. The main workspace is divided into several sections:

- Navigation Pane:** Contains buttons for ORG TREE, LOOK-UPS, BUILD-A-QUERY, GROUPS, FRS, and CUSTOM.
- HOME:** Contains instructions: "Enter a Project, Award, PI last name, Program Mgr last name, Program, Speedtype, OR Org Number (YOU ONLY NEED 1 CHART FIELD) in the blue column. Next, select a report associated with that number (in the same horizontal row) from the drop-down box in one of the 3 'REPORTS' columns." Below this are input fields for PROJECT (1771870), AWARD, Princ. Last Name, P.I. Last Name, PROGRAM, SPDTYPE, and ORG.
- REPORTS:** Divided into three columns:
 - Cumulative Summaries thru a Specific Acct Period:** Includes Fiscal Year (2011) and Acct Period (9) dropdowns.
 - Detail for Acct Period (or Range of Acct Periods):** Includes a Fiscal year dropdown (2011).
 - Detail Within a Range of Dates (can cross Fiscal Years):** Includes a dropdown for "or ALL detail (no dates)".
- Journal Detail:** Includes fields for Journal ID, Date (optional), and a SELECT dropdown. Below is a "FIND JOURNAL (by Journal Source)" section with Fiscal Year (2011), Begin Period, and End Period dropdowns.

Three callout boxes provide instructions:

1. Enter fiscal year and accounting period (pointing to Fiscal Year and Acct Period).
2. Enter project number and select the "Summary" report. (pointing to PROJECT and the SUMMARY dropdown).
- For reports by program, speedtype and org, enter the appropriate unit information and select the report in the corresponding row. (pointing to PROGRAM, SPDTYPE, and ORG fields).

3. Transaction Details:

The screenshot displays the PS Lite software interface. At the top, there are navigation buttons: ORG TREE, LOOK-UPS, BUILD-A-QUERY, GROUPS, FRS, and CUSTOM. Below these is the 'HOME' section with instructions: 'Enter a Project, Award, PI last name, Program Mgr last name, Program, Speedtype, OR Org Number (YOU ONLY NEED 1 CHART FIELD) in the blue column. Next, select a report associated with that number (in the same horizontal row) from the drop-down box in one of the 3 "REPORTS" columns.'

The main area is divided into three columns under the 'REPORTS' header:

- Cumulative Summaries thru a Specific Acct Period:** Includes fields for Fiscal Year (2011) and Acct Period.
- Detail for Acct Period (or Range of Acct Periods):** Includes Fiscal year (2011), Begin Period (0), and End Period (9).
- Detail Within a Range of Dates (can cross Fiscal Years) or ALL detail (no dates):** Includes Journal ID and Date fields.

Below the report columns are input fields for PROJECT (1771870), AWARD, Princ. Last Name, P.I. Last Name, PROGRAM, SPDTYPE, and ORG. A 'Navigation Pane' is visible on the left side.

Three callout boxes provide instructions:

1. Enter Fiscal year, beginning period and ending period
2. Select the "Detail by Range" or other desired report
- For reports by program, speedtype and org, enter the appropriate unit information and select the desired report

4. Transaction Summary Reports by Org Node:

The screenshot shows the PS Lite software interface. At the top, there are navigation buttons: HOME, LOOK-UPS, BUILD-A-QUERY, GROUPS, FRS, and CUSTOM. The 'ORG TREE' button is highlighted with a blue border. A callout box with a white background and black border points to the 'ORG TREE' button, containing the text: "1. From the main screen, select 'Org Tree'". Below the navigation buttons, there is a 'HOME' section with instructions: "Enter a Project, Award, PI last name, Program Mgr last name, Program, Speedtype, OR Org Number (YOU ONLY NEED 1 CHART FIELD) in the blue column. Next, select a report associated with that number (in the same horizontal row) from the drop-down box in one of the 3 'REPORTS' columns." To the right of the 'HOME' section is a 'REPORTS' section with three columns: 'Cumulative Summaries thru a Specific Acct Period', 'Detail for Acct Period (or Range of Acct Periods)', and 'Detail Within a Range of Dates (can cross Fiscal Years)'. Below these columns are input fields for 'Fiscal year' (set to 2011) and 'Acct Period'. To the right of the 'REPORTS' section is a 'Journal Detail' section with fields for 'Journal ID', 'Date', and 'Journal Source'. On the left side of the interface, there is a vertical 'Navigation Pane'.

The screenshot shows the PS Lite software interface for 'SUMMARIES BY ORG OR ORG TREE LEVEL'. At the top, there are navigation buttons: HOME, LOOK-UPS, BUILD-A-QUERY, GROUPS, FRS REPORTS, and CUSTOM. The 'FRS REPORTS' button is highlighted with a blue border. Below the navigation buttons, there is a 'SUMMARIES BY ORG OR ORG TREE LEVEL' section with instructions: "These reports use 'nodes' on the Org Tree to produce summaries (by Program/Project or by Org). Options now include: 1. SELECT AN ACCOUNTING PERIOD! 2. Filter through the tree by clicking on the top down arrow first (org tree level 2), then level 3, then level 4, etc. until you find the department or node that you want. 3. Enter your node into the 'Enter Node' box, press the 'Update' button. 4. If you want to run reports at the Org level, ignore all the other levels, enter your org number into the bottom 'Org' box." Below the instructions is a table with columns: 'Node:', 'ORG TREE', and 'REPORTS'. The 'Node:' column has a text input field containing 'B0115' and an 'Update' button. The 'ORG TREE' column has a 'Fiscal Year' dropdown set to '2011' and an 'Accounting Period' dropdown set to '998'. The 'REPORTS' column has several dropdown menus. Callout boxes provide instructions: "1. Enter Fiscal year and accounting period" points to the 'Fiscal Year' and 'Accounting Period' dropdowns, and "2. Enter org node and click the 'Update' button" points to the 'Node:' input field and the 'Update' button. On the left side of the interface, there is a vertical 'Navigation Pane'.

PSLite

HOME LOOK-UPS BUILD-A-QUERY GROUPS FRS REPORTS CUSTOM

SUMMARIES BY ORG OR ORG TREE LEVEL

These reports use "nodes" on the Org Tree to produce summaries (by Program/Project or by Org). Options now include:

1. SELECT AN ACCOUNTING PERIOD!
2. Filter through the tree by clicking on the top down arrow first (org tree level 2), then level 3, then level 4, etc. until you find the department or node that you want.
3. Enter your node into the "Enter Node" box, press the "Update" button.
4. If you want to run reports at the Org level, ignore all the other levels, enter your org number into the bottom "Org" box.

Then choose a report from one of the drop down boxes in the SAME HORIZONTAL ROW as the node you are requesting. Reports vary depending on the fund group you choose, i.e. general fund reports include continuing and temporary budget, auxiliary fund reports include beginning and ending fund balance. Reports take longer to run the further up the tree you run them. The fastest reports run at the "org" level.

Node:	ORG TREE	REPORTS			
B0115	Fiscal Year: 2011 Accounting Period: 9	Select Reports for	Select Reports for	Select Reports for	Select Reports for
Update		General	Project	Program	All Funds
LEVEL 2					
LEVEL 3					
LEVEL 4					
LEVEL 5	B0115 - B-FACILITIES MANAGE				
LEVEL 6					
LEVEL 7					
LEVEL 8					
ORG					

3. Select the desired report from the row/level where the org node belongs

BY PROGRAM
ROSTER-REPORT
ROSTER-EXPORT
BY BUDGET POOL
FISCAL ROLES

5. Journal Entry Query:

PSLite

ORG TREE LOOK-UPS BUILD-A-QUERY GROUPS FRS CUSTOM

HOME

Enter a Project, Award, PI last name, Program Mgr last name, Program, Speedtype, OR Org Number (YOU ONLY NEED 1 CHART FIELD) in the blue column. Next, select a report associated with that number (in the same horizontal row) from the drop-down box in one of the 3 "REPORTS" columns.

Enter Number		REPORTS		
PROJECT:	AWARD:	Cumulative Summaries thru a Specific Acct Period	Detail for Acct Period (or Range of Acct Periods)	Detail Within a Range of Dates (can cross Fiscal Years)
		Fiscal Year: 2011	Fiscal year: 2011	or ALL detail (no dates)
Princ. Last Name	P.I. Last Name	Select Report from drop-down	from drop-down	from drop-down
PROGRAM:				
SPDTYPE:				
ORG:				

Enter journal ID and select the desired report

Journal ID: 001JOUR
Date: (optional)
SELECT
WITHOUT DATE-REPORT
WITHOUT DATE-EXPORT
WITH DATE-REPORT
WITH DATE-EXPORT
Fiscal Year: 2011
Begin Period:
End Period:
Journal Source: