

# Running GM Reports in PeopleSoft

Training Document

Sponsored Programs & Research Services

Last Updated: August 2020

# Access to PeopleSoft Finance

- In order to run the GM reports in PeopleSoft Finance, you need to have approval from the Controller's Office & IS&T Security.
  
- **Instructions for Obtaining Access to PeopleSoft Finance:**
  - Log in to the CSU Help Desk: <http://easy.csuohio.edu/>
    - Click the "Order Something/Request Access" button on the left.
    - Expand the menu on the left, and click "Security and Access."
    - Click "Access to PeopleSoft."
    - Fill out the form, requesting access to "Financial Reporting."
    - Click the "Order Now" button on the right when you are finished.
  - Please allow up to 1-2 weeks for your security clearance to be processed.
    - When access is granted, you will be contacted by Janet Bassi in IS&T. She will provide you with a temporary password to log in.
    - If you have not heard back from IS&T in 1-2 weeks, give Janet Bassi a call at x9607 and ask her for an update on the status of your security request.

# Two Types of Reports

- There are two reports that can be run for Grants:
  - Grant Expense Summary
    - Shows General Ledger data for the life of the grant up to the date that you enter. This includes summary budget, expense, and available balance information for each budget category within the grant. (similar to Gift & Grant Report)
  - Grant Expense Detail
    - Shows detailed information on transactions within each budget category (line-by-line breakdown) up to the date entered for the that fiscal year only. (similar to Transaction Register)
- You will need to know the Award ID or the Project ID associated with your grant, as noted on the Notice of Award from SPRS, from your College Fiscal Officer, or from the assigned Grant Accountant.
- The reports specified above will only work on grants that have a project ID beginning with a “2” (i.e. 200000145).
- Grants that have a project ID beginning with a “1” or that are alphanumeric are older-style grants, and are not covered in this presentation.

# Opening PeopleSoft Finance

- Go to <https://mycsu.csuohio.edu/>
- In the “Administrative Systems” section, click on “Financial Reports.”



The screenshot shows the myCSU website interface. At the top left is the myCSU logo. To its right is a search bar with a 'Go' button. Further right are two orange buttons: 'CSU Home' and 'Log Out'. Below the search bar is a large photo of five smiling students. To the right of the photo is a 'For Students' menu with categories like Academic Resources, Campus Services, and Graduation. To the right of that is a 'For Faculty & Staff' menu with categories like Administrative Systems, Campus Services, and Computing Resources. In the 'Administrative Systems' list, 'Financial Reports' is circled in red. At the bottom left, there are two small boxes for 'Campus Events' and 'CampusNet' with links to view the calendar and log in.

# Logging In

- Enter your username and password.
  - Username begins with the letter “C” followed by your 7-digit CSU ID number. i.e. if your CSU ID is 1234567, your username is C1234567
  - Enter your PeopleSoft Finance password. If you do not remember it, contact Janet Bassi at x9607 to have it reset.



**ORACLE**  
PEOPLESOFT ENTERPRISE

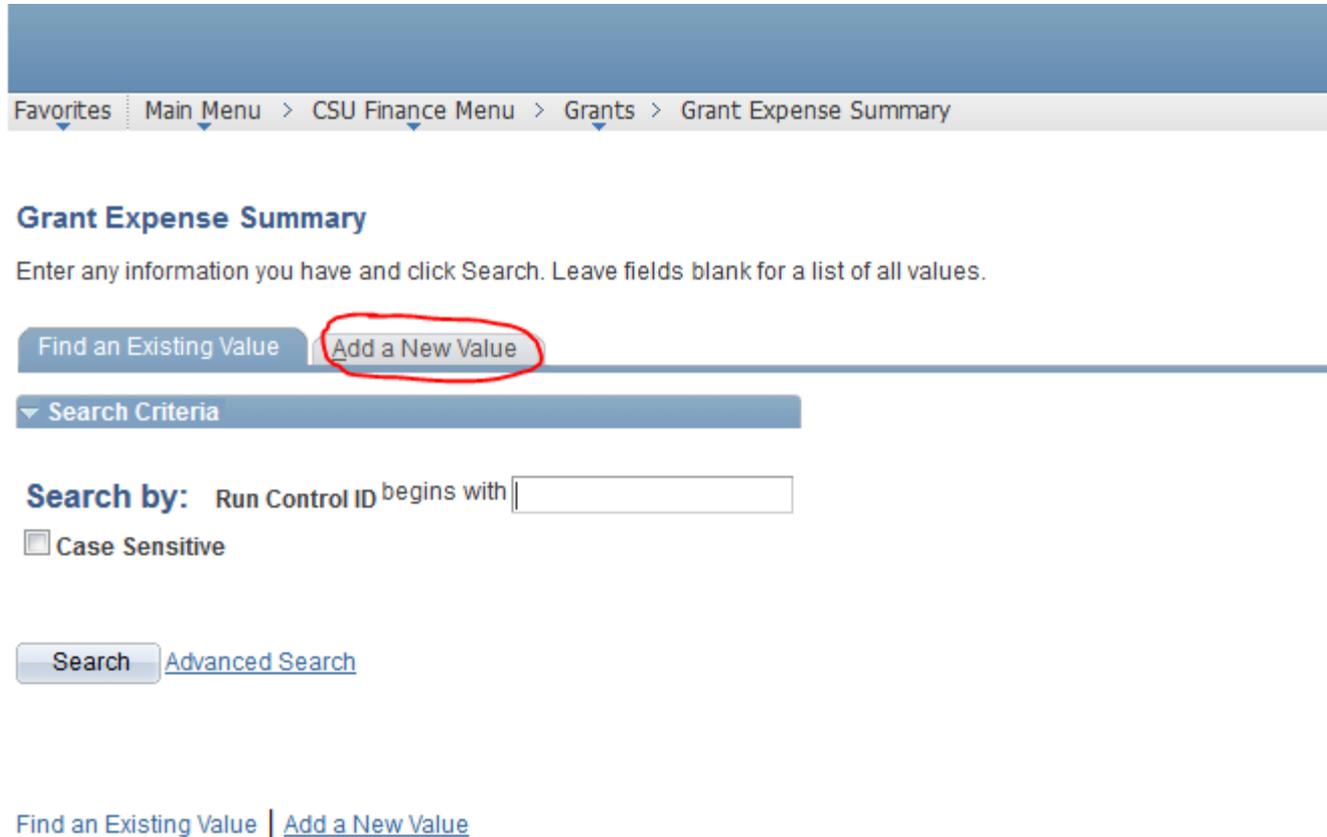
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
<a href="#">English</a>	<a href="#">Español</a>																								
<a href="#">Dansk</a>	<a href="#">Deutsch</a>																								
<a href="#">Français</a>	<a href="#">Français du Canada</a>																								
<a href="#">Italiano</a>	<a href="#">Magyar</a>																								
<a href="#">Nederlands</a>	<a href="#">Norsk</a>																								
<a href="#">Polski</a>	<a href="#">Português</a>																								
<a href="#">Suomi</a>	<a href="#">Svenska</a>																								
<a href="#">Čeština</a>	<a href="#">日本語</a>																								
<a href="#">한국어</a>	<a href="#">Русский</a>																								
<a href="#">ไทย</a>	<a href="#">简体中文</a>																								
<a href="#">繁體中文</a>	<a href="#">العربية</a>																								
<a href="#">UK English</a>																									

Report Instructions:

# GRANT EXPENSE SUMMARY

# Grant Expense Summary (1)

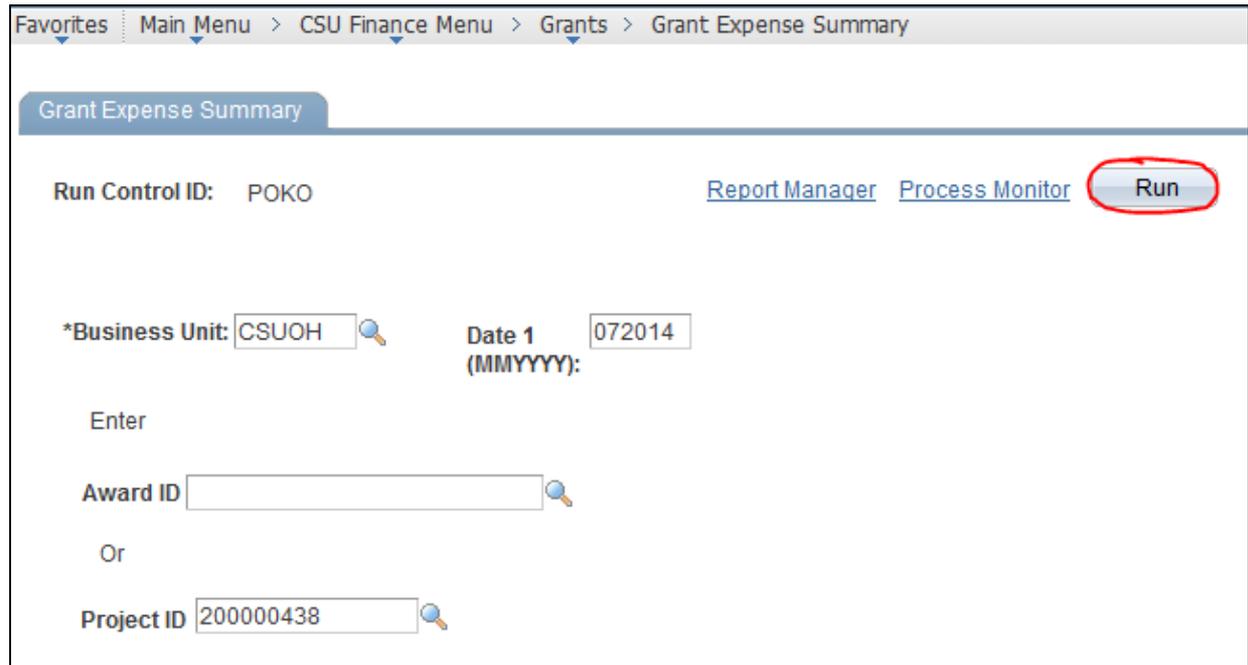
- Go to Main Menu > CSU Finance Menu > Grants > Grant Expense Summary
- If you have never created a Run Control ID, click “Add a New Value.”
  - Once you create one, you can search for the Run Control ID in the future and use that.
  - You may call the Run Control ID whatever you would like. Only you will see it – so you can name it anything from “daily” to “report” to the actual grant ID.



The screenshot shows the navigation path: Favorites > Main Menu > CSU Finance Menu > Grants > Grant Expense Summary. Below the navigation is the title "Grant Expense Summary" and a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value", with the latter circled in red. Below these is a "Search Criteria" section with a dropdown arrow. The "Search by:" field is set to "Run Control ID begins with" and has an empty text input box. There is a checkbox for "Case Sensitive" which is unchecked. At the bottom of the search section are "Search" and "Advanced Search" buttons. At the very bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

# Grant Expense Summary (2)

- Business Unit = CSUOH.
- The date should be the month and year that you want to see data up to. If you want to see data as of July 2014, enter 072014.
- Enter either the Award ID or the Project ID for your grant.
- Click “Run.”



The screenshot shows a web application interface for the Grant Expense Summary. The breadcrumb navigation at the top reads: Favorites > Main Menu > CSU Finance Menu > Grants > Grant Expense Summary. Below the navigation is a tab labeled "Grant Expense Summary". The interface includes a "Run Control ID" field with the value "POKO". To the right are links for "Report Manager", "Process Monitor", and a "Run" button, which is circled in red. Below these are input fields for "\*Business Unit" (containing "CSUOH"), "Date 1 (MMYYYY)" (containing "072014"), "Award ID", and "Project ID" (containing "200000438"). Each input field has a magnifying glass icon for search.

# Grant Expense Summary (3)

- Make sure the box is checked, and click “OK.”

Favorites | Main Menu > CSU Finance Menu > Grants > Grant Expense Summary

## Process Scheduler Request

User ID:

Run Control ID: POKO

Server Name: PSUNX

Run Date: 07/28/2014

Recurrence:

Run Time: 3:52:11PM

Reset to Current Date/Time

Time Zone:

### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grant Expense Summary	ZXCGMS04	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK

Cancel

# Grant Expense Summary (4)

- You will be brought back to the original screen.
- Click on “Process Monitor.”

Favorites | Main Menu > CSU Finance Menu > Grants > Grant Expense Summary

Grant Expense Summary

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

\*Business Unit:       Date 1   
(MMYYYY):

Enter

Award ID

Or

Project ID

# Grant Expense Summary (5)

- Your User ID (i.e. C1234567) should be in the spot circled below.
- The Process Name for “Grant Expense Summary” is ZXCGMS04.
- Hit the refresh button every so often until the following two conditions are both met:
  - Run Status = Success
  - Distribution Status = Posted
- Click on the “Details” link.

Favorites Main Menu > CSU Finance Menu > Grants > Grant Expense Summary

Process List **Server List**

Actions

User ID   Type  Last  Days

Server  Name ZXCGMS04  Instance  to

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All |  |  First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	752238		SQR Report	ZXCGMS04		07/29/2014 9:00:26AM EDT	Success	Posted	<input type="button" value="Details"/>

# Grant Expense Summary (6)

- Click on “View Log/Trace.”

[Favorites](#) | [Main Menu](#) > [CSU Finance Menu](#) > [Grants](#) > Grant Expense Summary

## Process Detail

Process	
Instance	752238
Name	ZXCGMS04
Run Status	Success
Type	SQR Report
Description	Grant Expense Summary
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request
Location	<input type="radio"/> Queue Request
Server	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	<a href="#">Parameters</a> Transfer
Run Anytime After	<a href="#">Message Log</a>
Began Process At	Batch Timings
Ended Process At	<a href="#">View Log/Trace</a>

# Grant Expense Summary (7)

- Click on the PDF file to open your Grant Expense Summary Report.
- If you do not see a PDF:
  - Go back and verify that you entered the correct Award ID or Project ID.
  - Data might not exist for the given time period yet.

[Favorites](#) | [Main Menu](#) > [CSU Finance Menu](#) > [Grants](#) > Grant Expense Summary

### View Log/Trace

Report

**Report ID:** 603322      **Process Instance:** 752238      [Message Log](#)  
**Name:** ZXCGMS04      **Process Type:** SQR Report  
**Run Status:** Success

Grant Expense Summary

Distribution Details

**Distribution Node:** finprd      **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR ZXCGMS04 752238.log</a>	1,699	07/29/2014 9:01:41.962994AM EDT
<a href="#">zxcqms04 752238.PDF</a>	4,745	07/29/2014 9:01:41.962994AM EDT
<a href="#">zxcqms04 752238.out</a>	1,830	07/29/2014 9:01:41.962994AM EDT

# Grant Expense Summary (8) – Sample Report



**Cleveland State University  
Grant Expense Summary Report  
As of Month/Year: 07/2014**

Award: SPC1003924940    PI: \_\_\_\_\_  
 Fund: 0262    Dept: 1920    Program: 20    Class: \_\_\_\_\_    Project: 200000438  
 Funded Project Amt: \$176,000.00    Project Start Date: 02/01/2014    Project End Date: 03/30/2015  
 Accounting Period: OPEN

<u>Acct</u>	<u>Description</u>	<u>Project Budget</u>	<u>Encumbered</u>	<u>Cumulative Actual</u>	<u>Available Balance</u>
<b>Expenses Grant</b>					
<b>FT Staff Salary Grant</b>					
0110	Ft Admin Sal 12 Mo	0.00	0.00	9,629.84	
011G	FT Staff Salary Grant	42,929.00	0.00	0.00	
<b>Sub Tot:</b>	FT Staff Salary Grant	42,929.00	0.00	9,629.84	33,299.16
<b>PT Staff Salary Grant</b>					
0115	PT Admin Sal	0.00	0.00	2,412.98	
014G	PT Staff Salary Grant	37,272.00	0.00	0.00	
<b>Sub Tot:</b>	PT Staff Salary Grant	37,272.00	0.00	2,412.98	34,859.02
<b>Student Salary Grant</b>					
015G	Student Salary Grant	3,780.00	0.00	0.00	
<b>Sub Tot:</b>	Student Salary Grant	3,780.00	0.00	0.00	3,780.00
<b>Consult Grant</b>					
018G	Consult Grant	12,000.00	0.00	0.00	
<b>Sub Tot:</b>	Consult Grant	12,000.00	0.00	0.00	12,000.00
<b>Fringe Grant</b>					
0210	Full Time Staff Benefits	0.00	0.00	3,370.44	
0211	Part Time Staff Benefits	0.00	0.00	494.66	
021G	Fringe Grant	22,845.00	0.00	0.00	
<b>Sub Tot:</b>	Fringe Grant	22,845.00	0.00	3,865.10	18,979.90
<b>Supplies Grant</b>					
031G	Supplies Grant	2,841.00	0.00	0.00	
<b>Sub Tot:</b>	Supplies Grant	2,841.00	0.00	0.00	2,841.00
<b>Travel Grant</b>					
0410	Travel Expense	0.00	0.00	61.98	
041G	Travel Grant	25,000.00	0.00	0.00	
<b>Sub Tot:</b>	Travel Grant	25,000.00	0.00	61.98	24,938.02
<b>Indirect Costs</b>					
0996	Indirect Costs	29,333.00	0.00	3,193.99	
<b>Sub Tot:</b>	Indirect Costs	29,333.00	0.00	3,193.99	26,139.01
<b>Totals:</b>	Expenses Grant	176,000.00	0.00	19,163.89	156,836.11

Report Instructions:

# GRANT EXPENSE DETAIL

# Grant Expense Detail (1)

- Go to Main Menu > CSU Finance Menu > Grants > Grant Expense Detail
- If you have never created a Run Control ID, click “Add a New Value.”
  - Once you create one, you can search for the Run Control ID in the future and use that.
  - You may call the Run Control ID whatever you would like. Only you will see it – so you can name it anything from “daily” to “report” to the actual grant ID.

Favorites | Main Menu > CSU Finance Menu > Grants > Grant Expense Detail

## Grant Expense Detail

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

**Search by:** Run Control ID begins with

Case Sensitive

Search

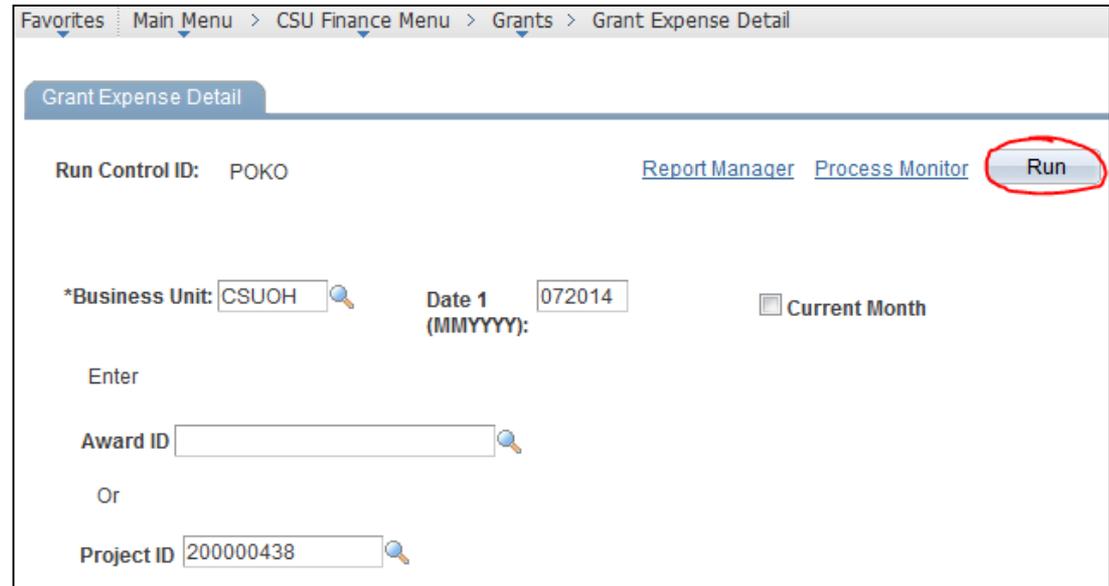
[Advanced Search](#)

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

# Grant Expense Detail (2)

- Business Unit = CSUOH.
- The date should be the month and year that you want to see data up to. If you want to see data as of July 2014, enter 072014.
  - Select “Current Month” to pull data from that month only.

- Enter either the Award ID or the Project ID for your grant.



The screenshot shows a web browser window with the following elements:

- Navigation path: Favorites | Main Menu > CSU Finance Menu > Grants > Grant Expense Detail
- Page title: Grant Expense Detail
- Run Control ID: POKO
- Buttons: [Report Manager](#), [Process Monitor](#), and a **Run** button (circled in red).
- Form fields:
  - \*Business Unit: CSUOH
  - Date 1 (MMYYYY): 072014
  - Current Month
  - Enter
  - Award ID [ ]
  - Or
  - Project ID 200000438

- Click “Run.”

# Grant Expense Detail (3)

- Make sure the box is checked, and click “OK.”

Favorites Main Menu > CSU Finance Menu > Grants > Grant Expense Detail

## Process Scheduler Request

User ID:

Run Control ID: POKO

Server Name: PSUNX

Run Date: 02/27/2015

Recurrence:

Run Time: 10:41:20AM

Reset to Current Date/Time

Time Zone:

### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grant Expense Detail	ZXCGMS05	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK

Cancel

# Grant Expense Detail (4)

- You will be brought back to the original screen.
- Click on “Process Monitor.”

Favorites Main Menu > CSU Finance Menu > Grants > Grant Expense Detail

Grant Expense Detail

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

\*Business Unit: CSUOH  Date 1 (MMYYYY): 072014  Current Month

Enter

Award ID  

Or

Project ID 200000438 

# Grant Expense Detail (5)

- Your User ID (i.e. C1234567) should be in the spot circled below.
- The Process Name for “Grant Expense Detail” is ZXCGMS05.
- Hit the refresh button every so often until the following two conditions are both met:
  - Run Status = Success
  - Distribution Status = Posted
- Click on the “Details” link.

Favorites Main Menu > CSU Finance Menu > Grants > Grant Expense Detail

Process List Server List

Actions

User ID   Type  Last  Days

Server  Name ZXCGMS05  Instance  to

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	807624		SQR Report	ZXCGMS05		02/27/2015 10:41:20AM EST	Success	Posted	<a href="#">Details</a>

# Grant Expense Detail (6)

- Click on “View Log/Trace.”

Favorites Main Menu > CSU Finance Menu > Grants > Grant Expense Detail

## Process Detail

### Process

Instance 807624

Type SQR Report

Name ZXCMS05

Description Grant Expense Detail

Run Status Success

Distribution Status Posted

### Run

Run Control ID POKO

Location Server

Server PSNT

Recurrence

### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

### Date/Time

Request Created On 02/27/2015 10:43:33AM EST

Run Anytime After 02/27/2015 10:41:20AM EST

Began Process At 02/27/2015 10:43:50AM EST

Ended Process At 02/27/2015 10:44:19AM EST

### Actions

[Parameters](#)

Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

# Grant Expense Detail (7)

- Click on the PDF file to open your Grant Expense Detail Report.
- If you do not see a PDF:
  - Go back and verify that you entered the correct Award ID or Project ID.
  - Data might not exist for the given time period yet.

Favorites Main Menu > CSU Finance Menu > Grants > Grant Expense Detail

## View Log/Trace

### Report

Report ID: 658113      Process Instance: 807624      [Message Log](#)  
 Name: ZXCGMS05      Process Type: SQR Report  
 Run Status: Success

Grant Expense Detail

### Distribution Details

Distribution Node: finprd      Expiration Date:

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR ZXCGMS05 807624.log</a>	1,737	02/27/2015 10:44:19.583984AM EST
<a href="#">ZXCGMS05 807624.PDF</a>	4,110	02/27/2015 10:44:19.583984AM EST
<a href="#">ZXCGMS05 807624.out</a>	1,831	02/27/2015 10:44:19.583984AM EST

# Grant Expense Detail (8) – Sample Report



**Cleveland State University  
Grant Expense Detail Report  
As of Month/Year: 07/2014**

Award: SPC1003924940    PI:     
 Fund: 0262    Dept: 1920    Program: 20    Class:    Project: 200000438  
 Funded Project Amt: \$176,000.00    Project Start Date: 02/01/2014    Project End Date: 06/30/2015  
 Accounting Period: CLOSED

Acct	Description	SRC	Source ID	Ref No	Jml Dt	Perm Budget	Temp Budget	Encumbered	Actual
0115	PT Admin Sal								
	<b>Beginning Balance</b>					0.00	0.00	0.00	0.00
	07/14 PAYROLL ENCUMBRANC	PAY	1407319991			0.00	0.00	21,320.84	0.00
	PPE 07/12 BW	PAY	PAY0195299		07/25/2014	0.00	0.00	0.00	1,617.26
	"THOMAS	PGR	P140731902		07/31/2014	0.00	0.00	0.00	12,205.10
	PPE 07/26 BW	PAY	PAY0195560		07/31/2014	0.00	0.00	0.00	1,886.80
	<b>Ending Balance</b>					0.00	0.00	21,320.84	15,709.16
0180	Contract Services								
	<b>Beginning Balance</b>					0.00	0.00	0.00	0.00
	JEFFREY	PUR	0000056328			0.00	0.00	7,000.00	0.00
	THOMAS	PUR	0000056338			0.00	0.00	5,000.00	0.00
	<b>Ending Balance</b>					0.00	0.00	12,000.00	0.00
0211	Part Time Staff Benefits								
	<b>Beginning Balance</b>					0.00	0.00	0.00	0.00
	Encumber Fringe Benefits	CNT	0000195576			0.00	0.00	4,370.77	0.00
		CNT	0000195566		07/31/2014	0.00	0.00	0.00	3,220.38
	<b>Ending Balance</b>					0.00	0.00	4,370.77	3,220.38
0996	Indirect Costs								
	<b>Beginning Balance</b>					0.00	0.00	0.00	0.00
	F&A Calculation	GM	GMFA195657		07/31/2014	0.00	0.00	0.00	3,803.71
	<b>Ending Balance</b>					0.00	0.00	0.00	3,803.71