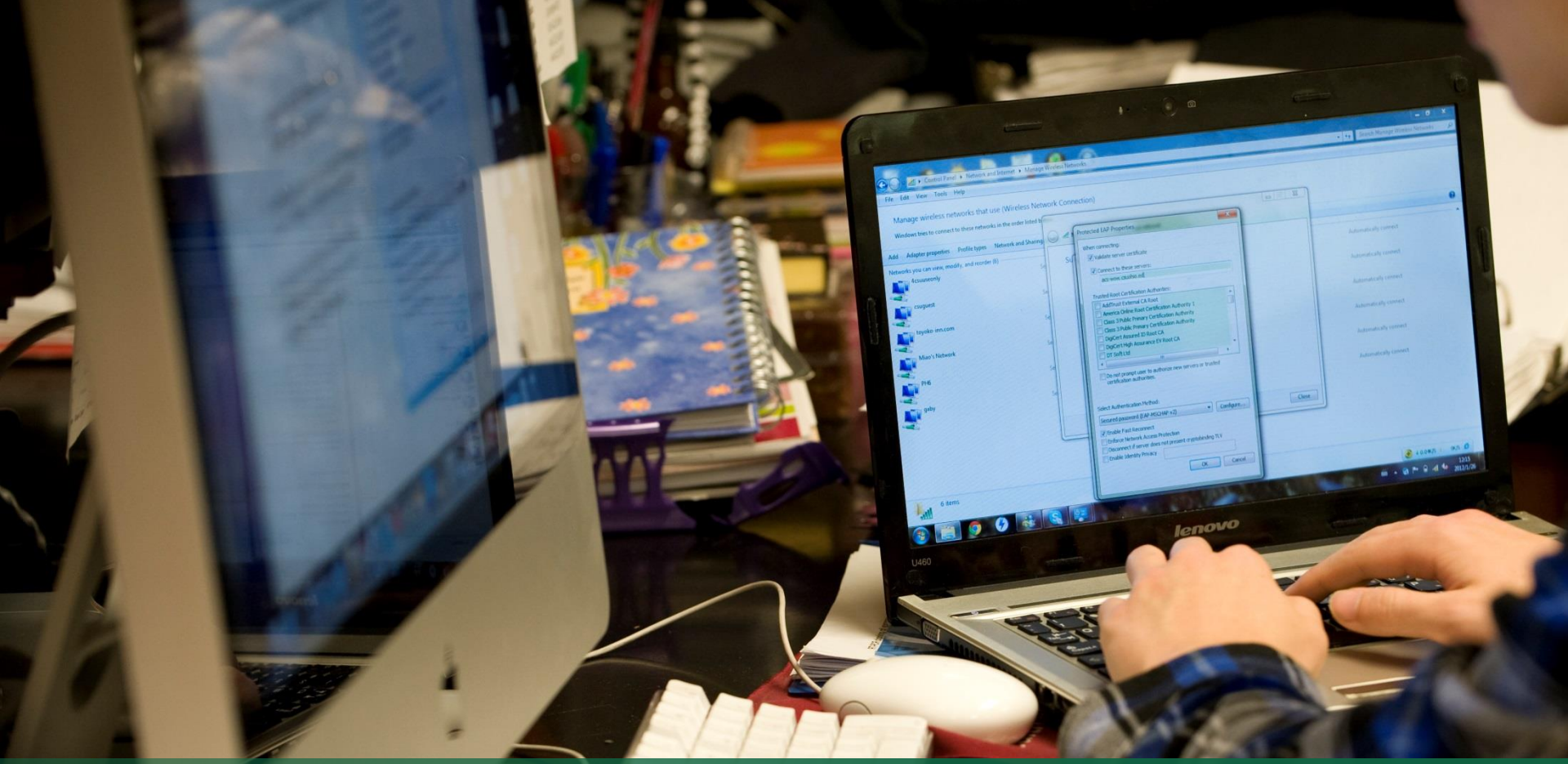


Running GM Reports in PeopleSoft

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)

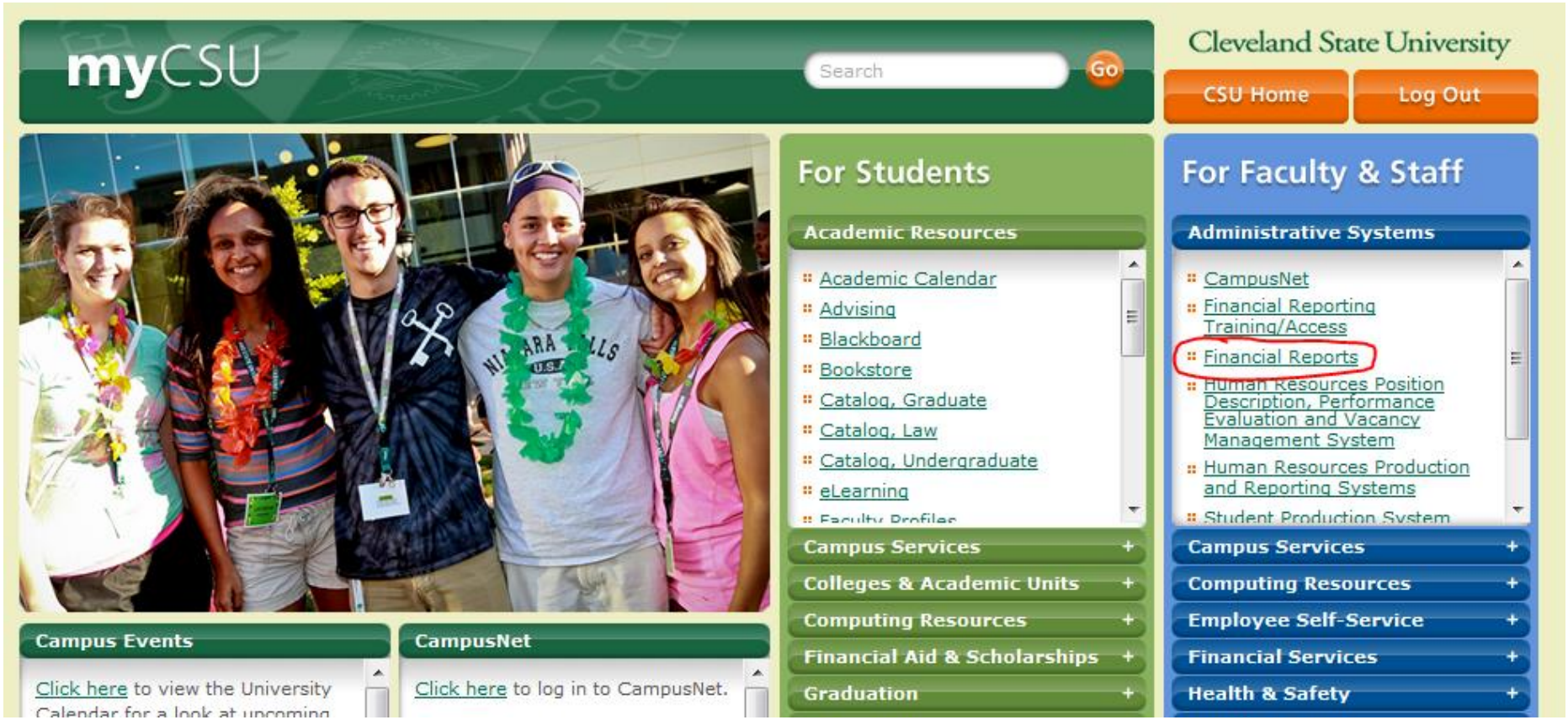
- You will need to know the Award ID or the Project ID associated with your grant, as noted on the Notice of Award from SPRS, from your College Fiscal Officer, or from the assigned Grant Accountant.

- 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.”



Logging In

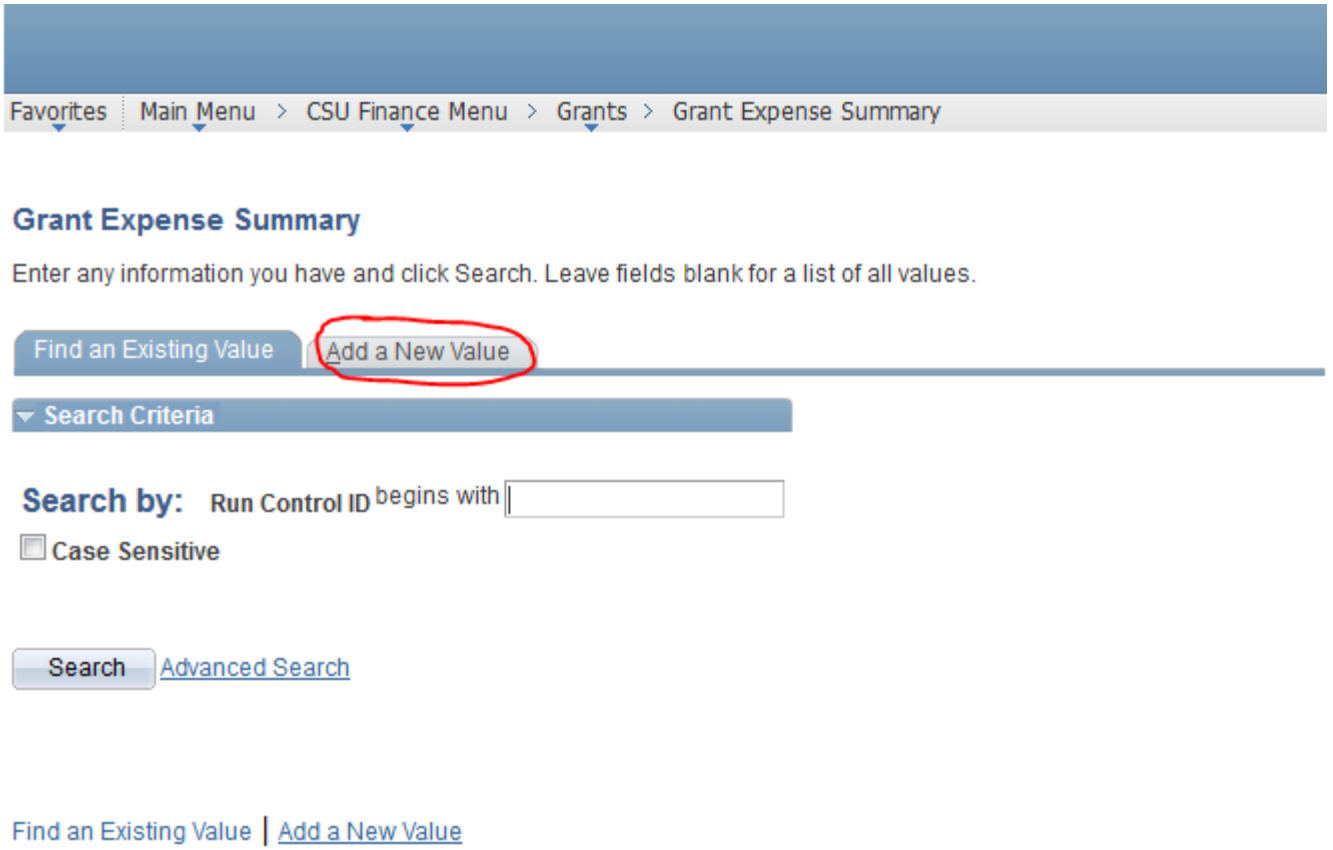
- Enter your username and password.
  - Username begins with the letter “C” followed by your 7-digit CSU ID number. i.e. if your CSU ID is 1234567, your username is C1234567
  - Enter your PeopleSoft Finance password. If you do not remember it, contact Janet Bassi at x9607 to have it reset.

Report Instructions:

GRANT EXPENSE SUMMARY

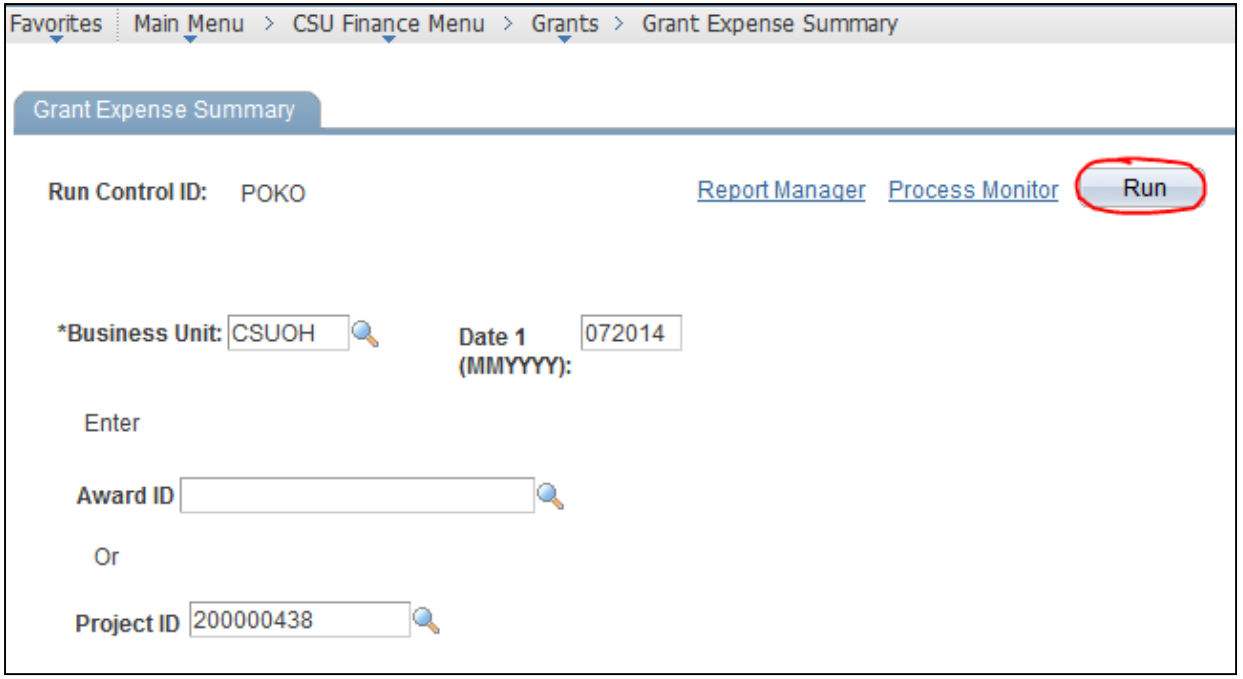
Grant Expense Summary (1)

- 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.



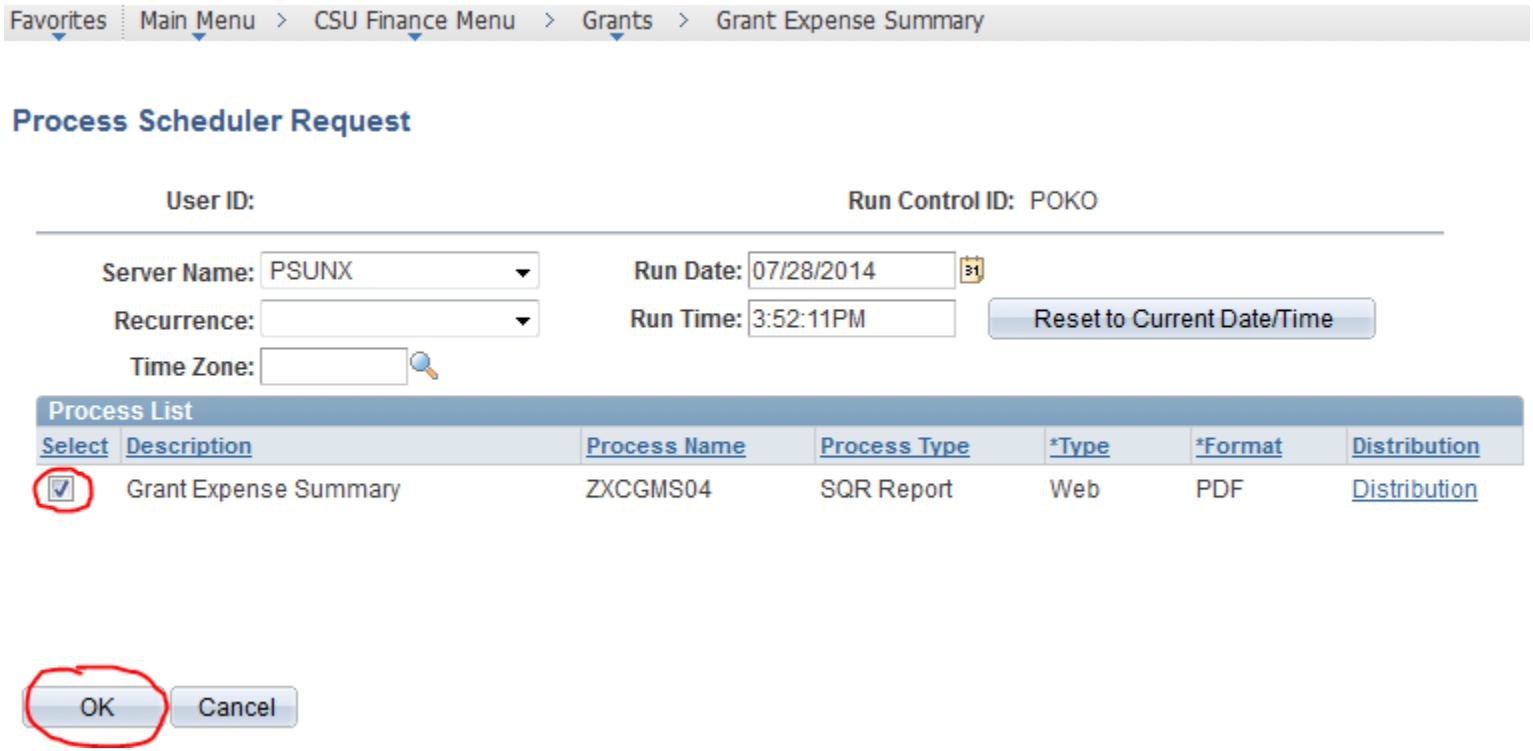
Grant Expense Summary (2)

- 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.”



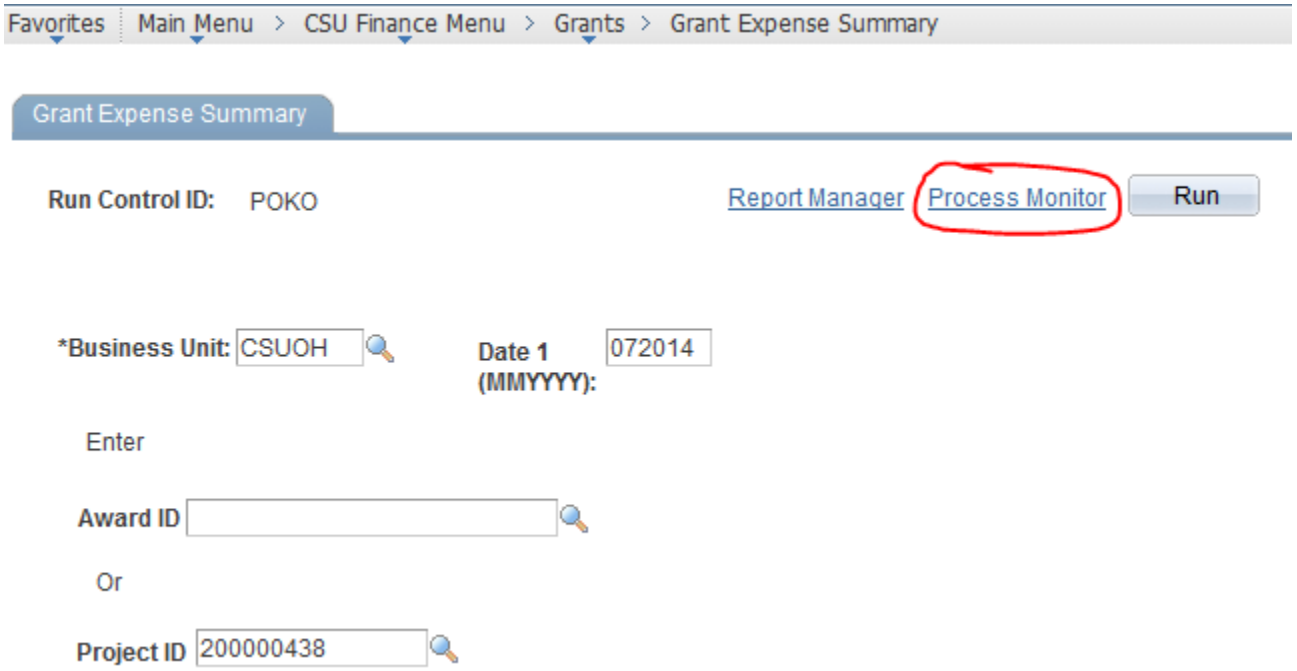
Grant Expense Summary (3)

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



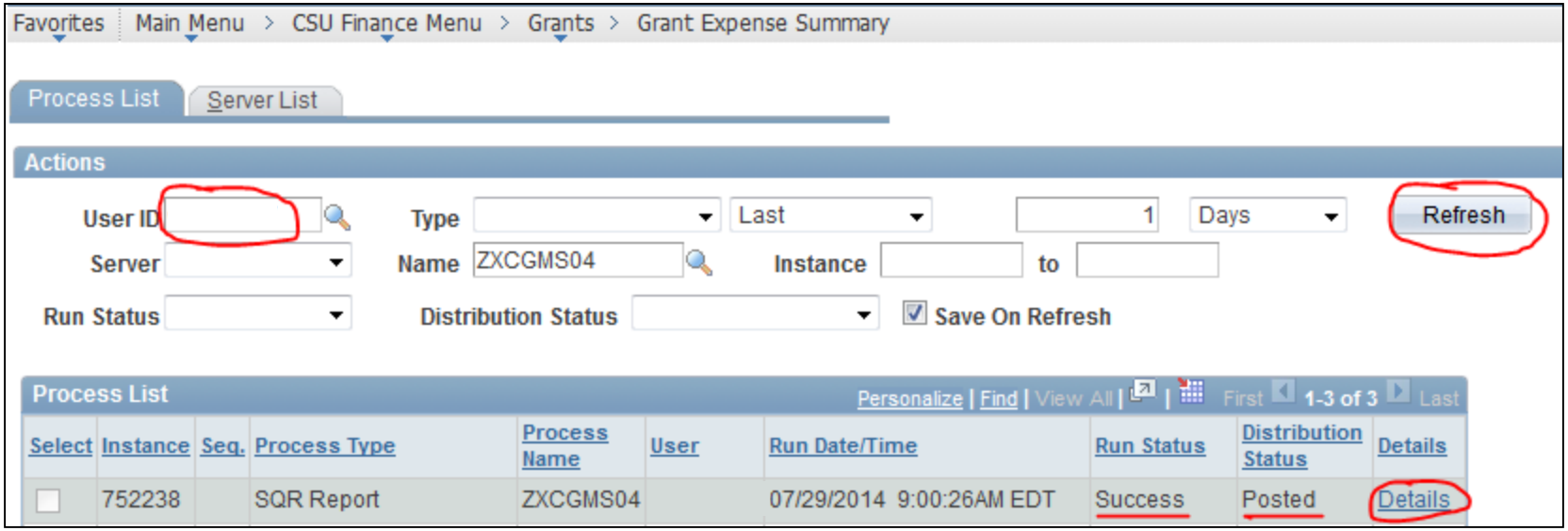
Grant Expense Summary (4)

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



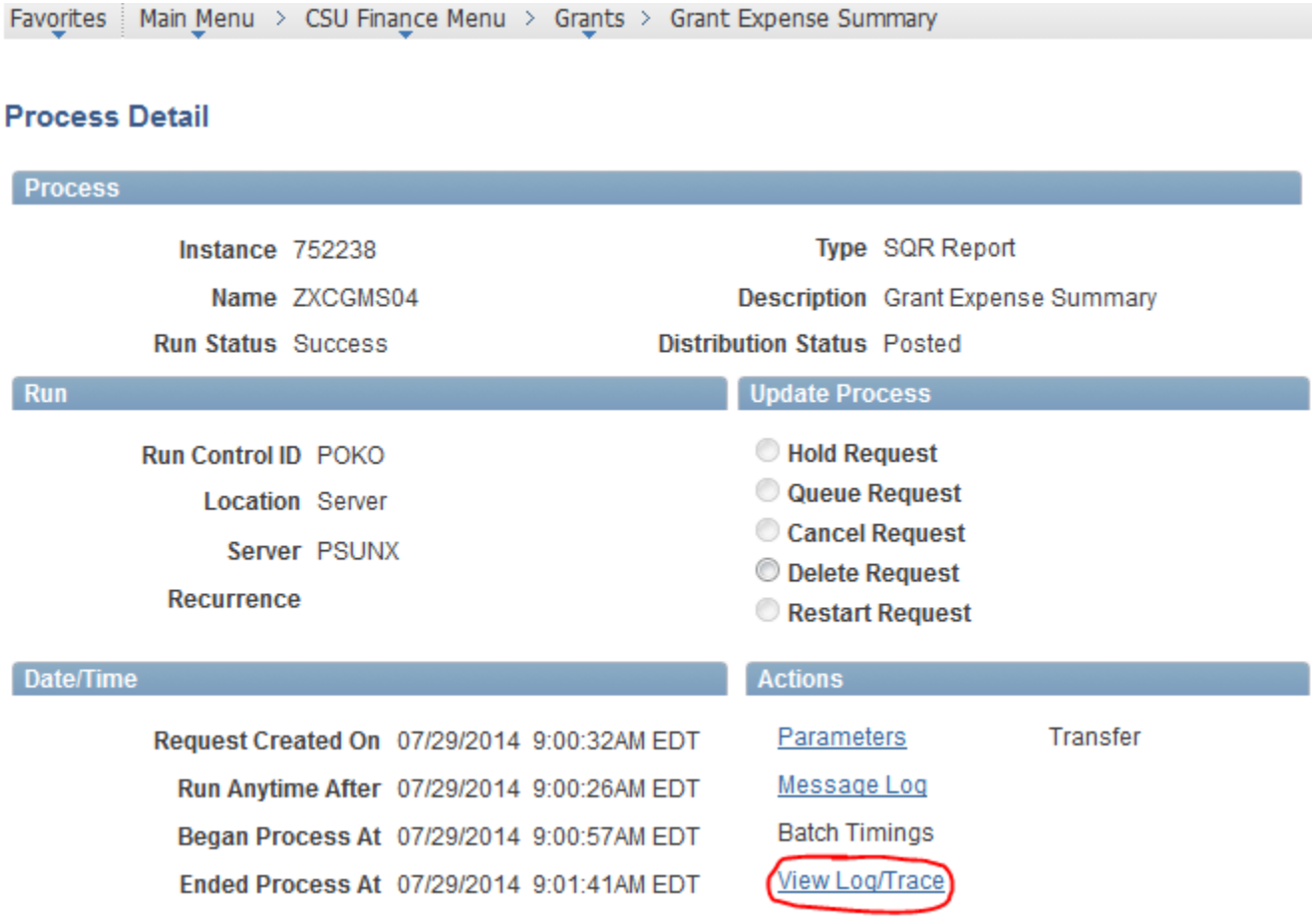
Grant Expense Summary (5)

- 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.



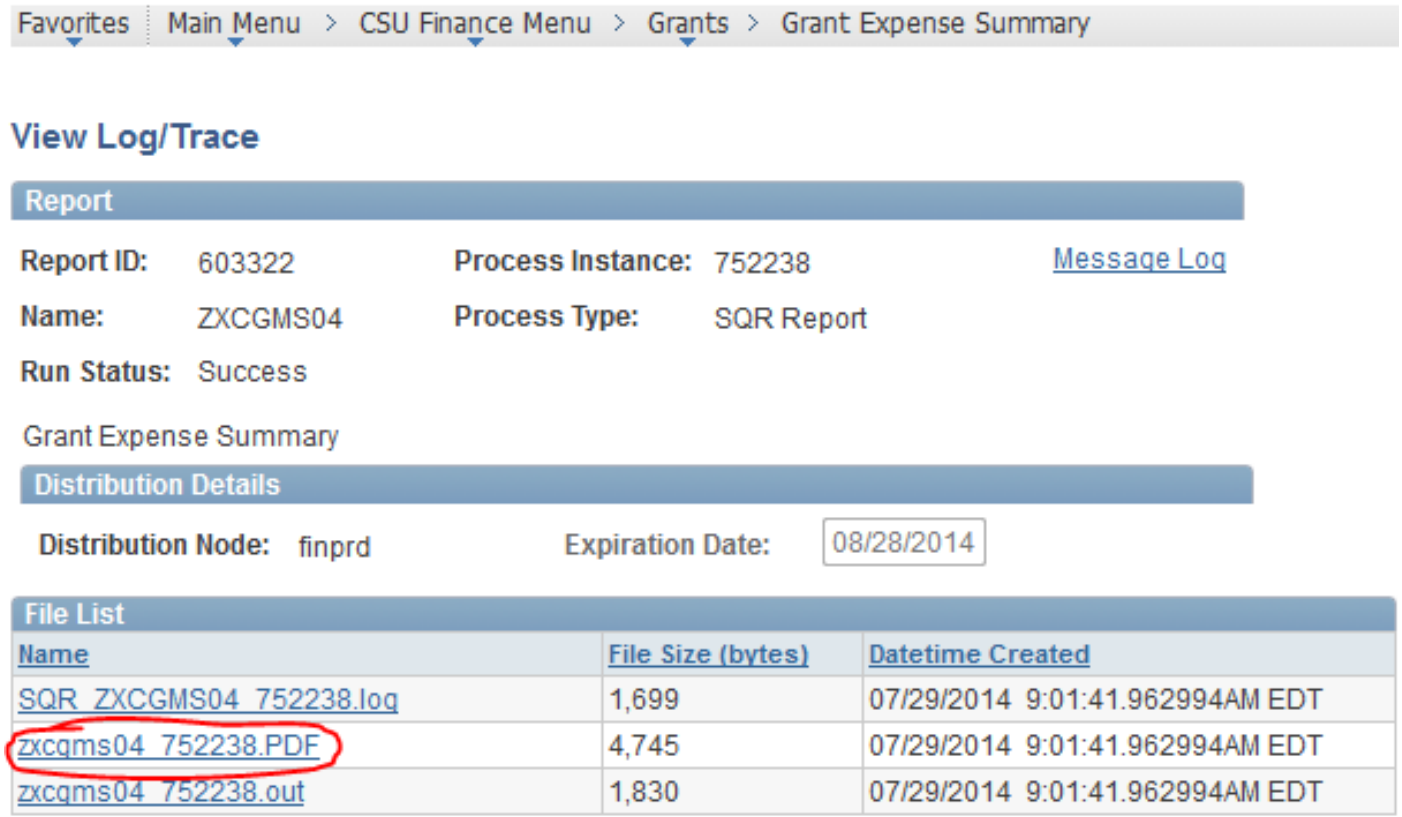
Grant Expense Summary (6)

- Click on “View Log/Trace.”



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.



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 Projct Amt: $176,000.00 Project Start Date: 02/01/2014 Project End Date: 03/30/2015
Accounting Period: OPEN

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

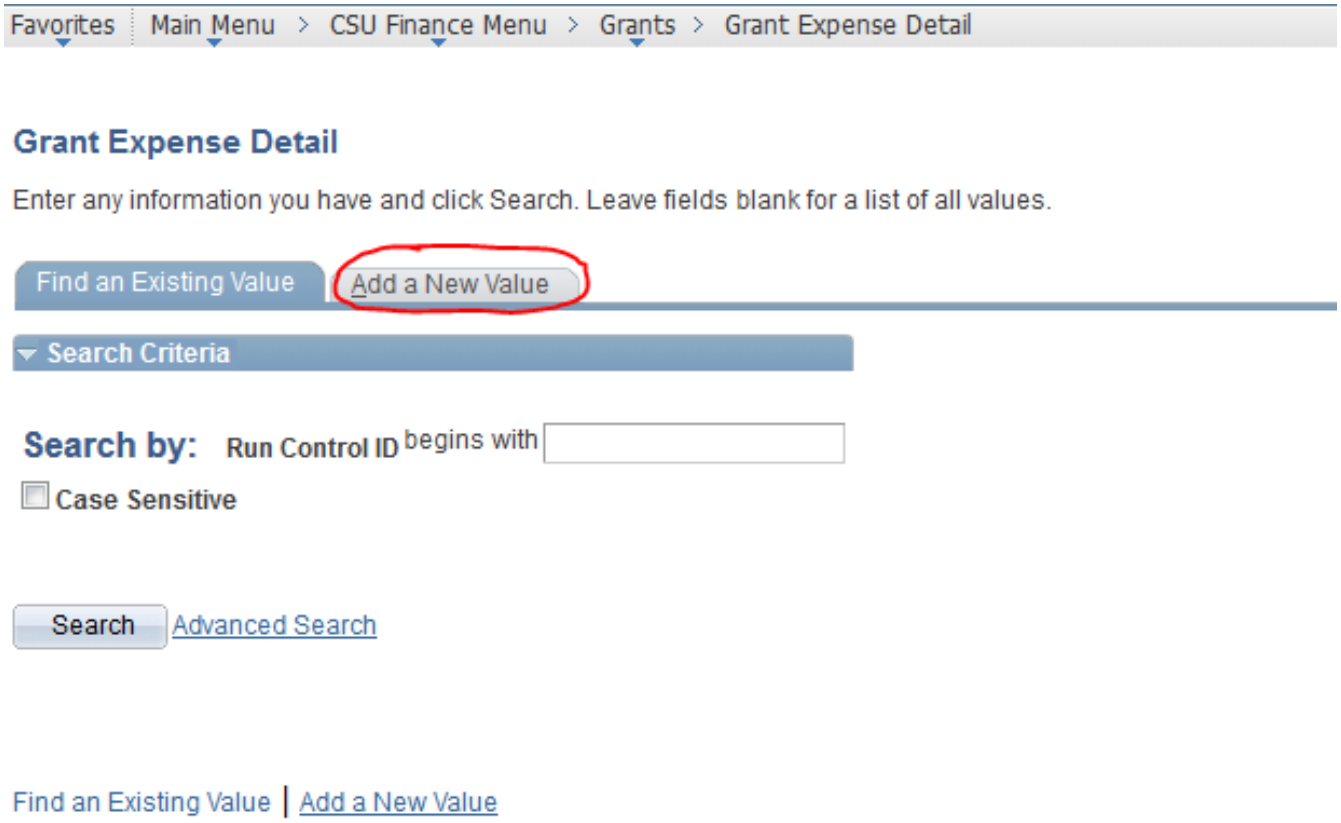
End of Report

Report Instructions:

GRANT EXPENSE DETAIL

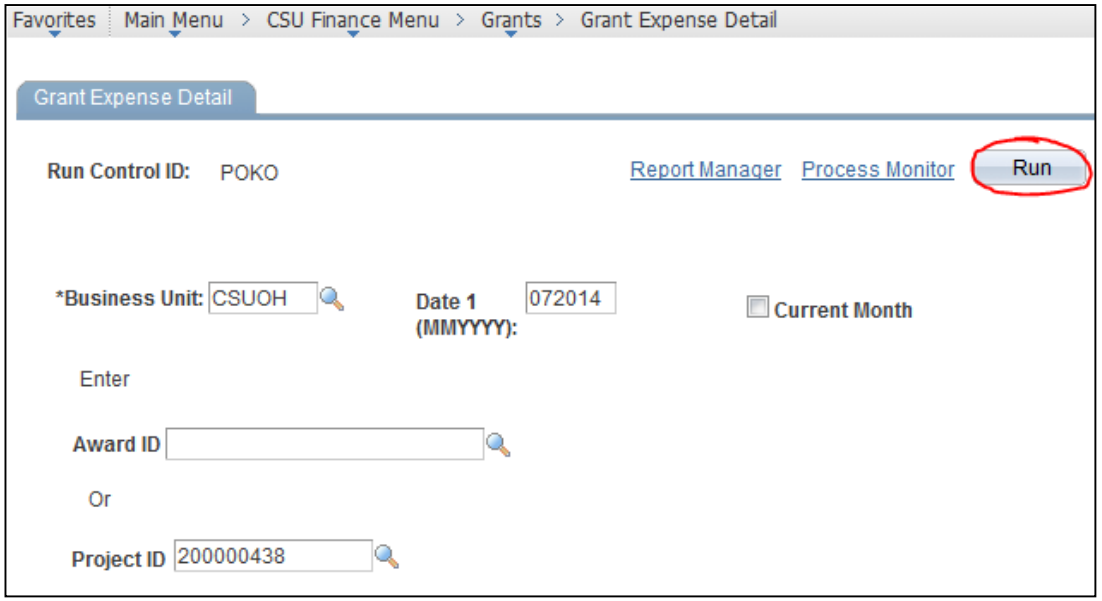
Grant Expense Detail (1)

- 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.



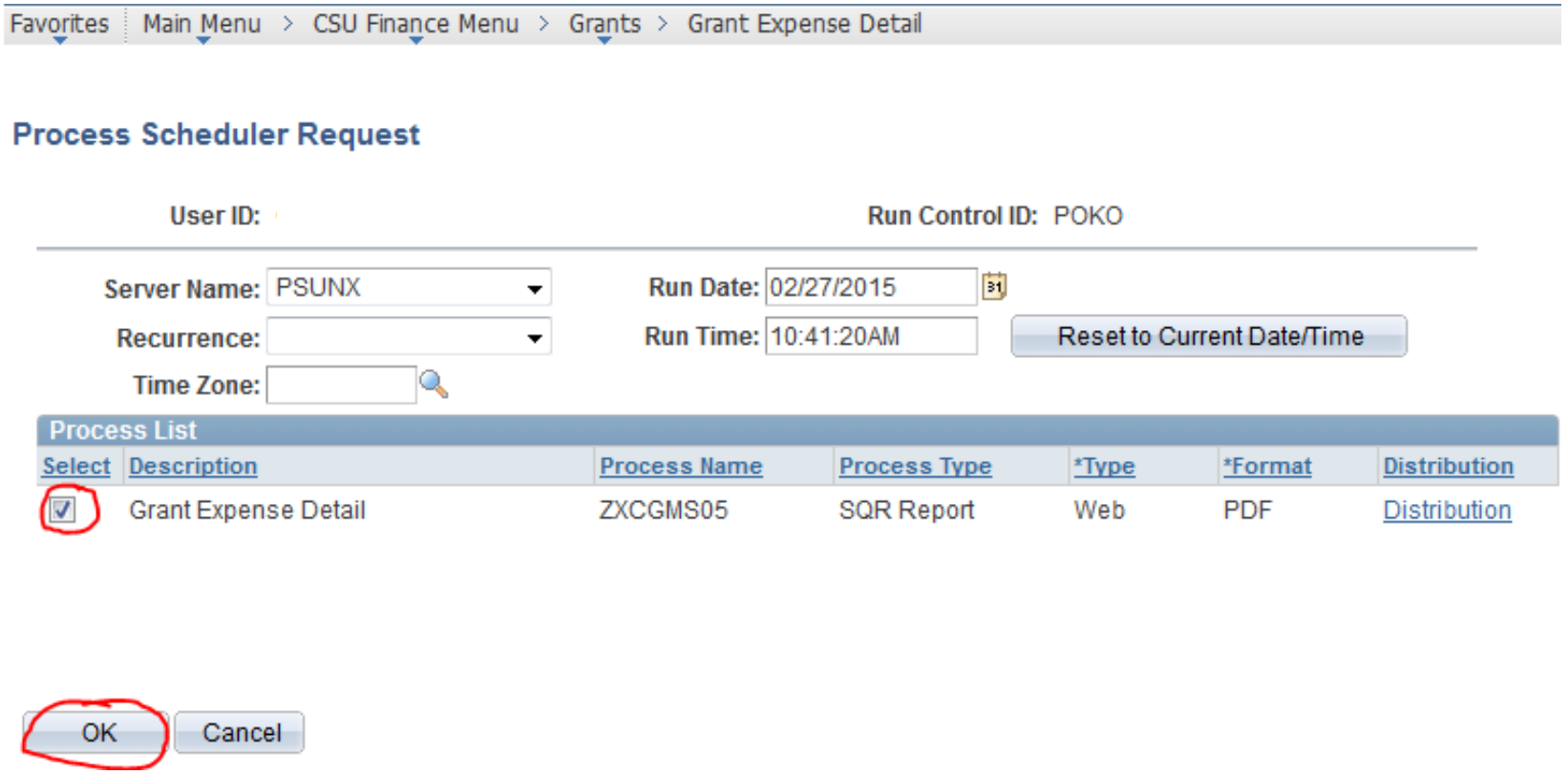
Grant Expense Detail (2)

- 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.
- Click “Run.”



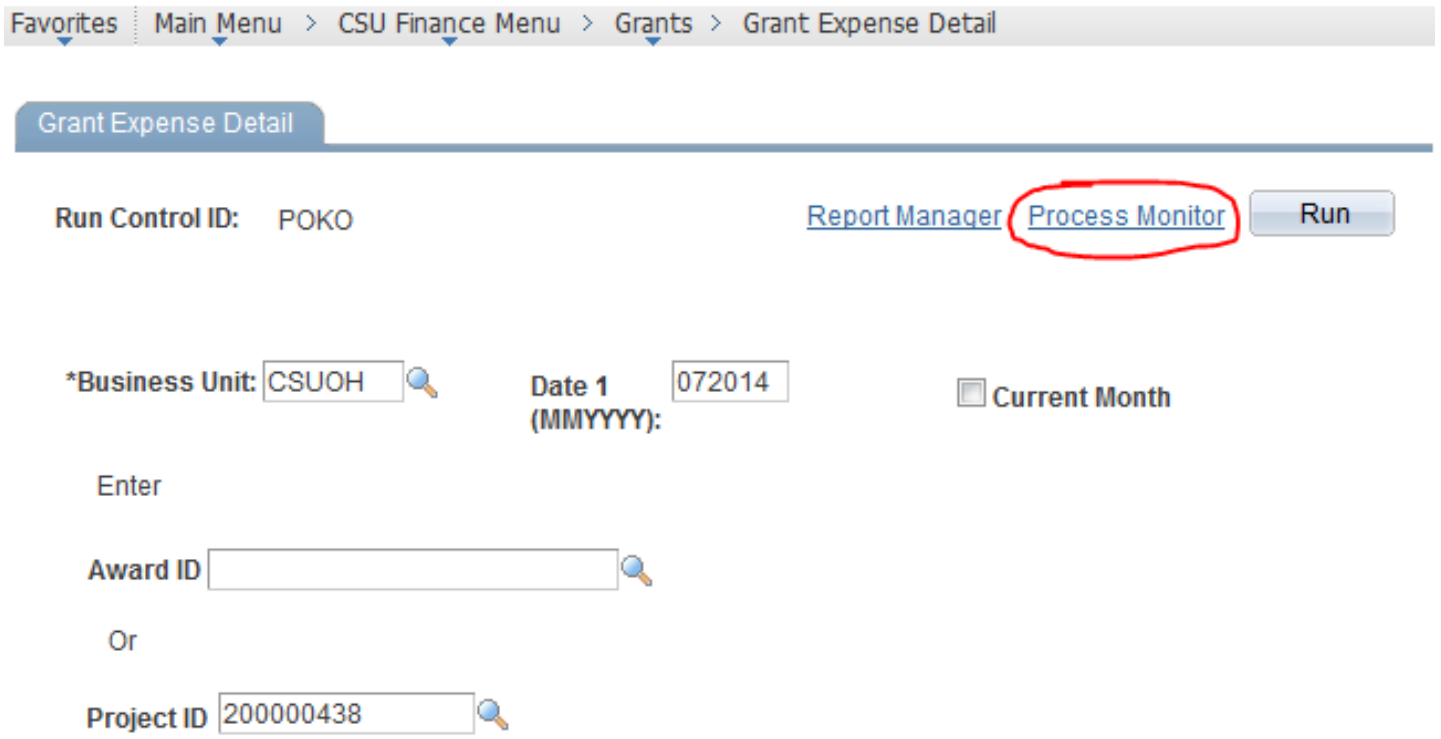
Grant Expense Detail (3)

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



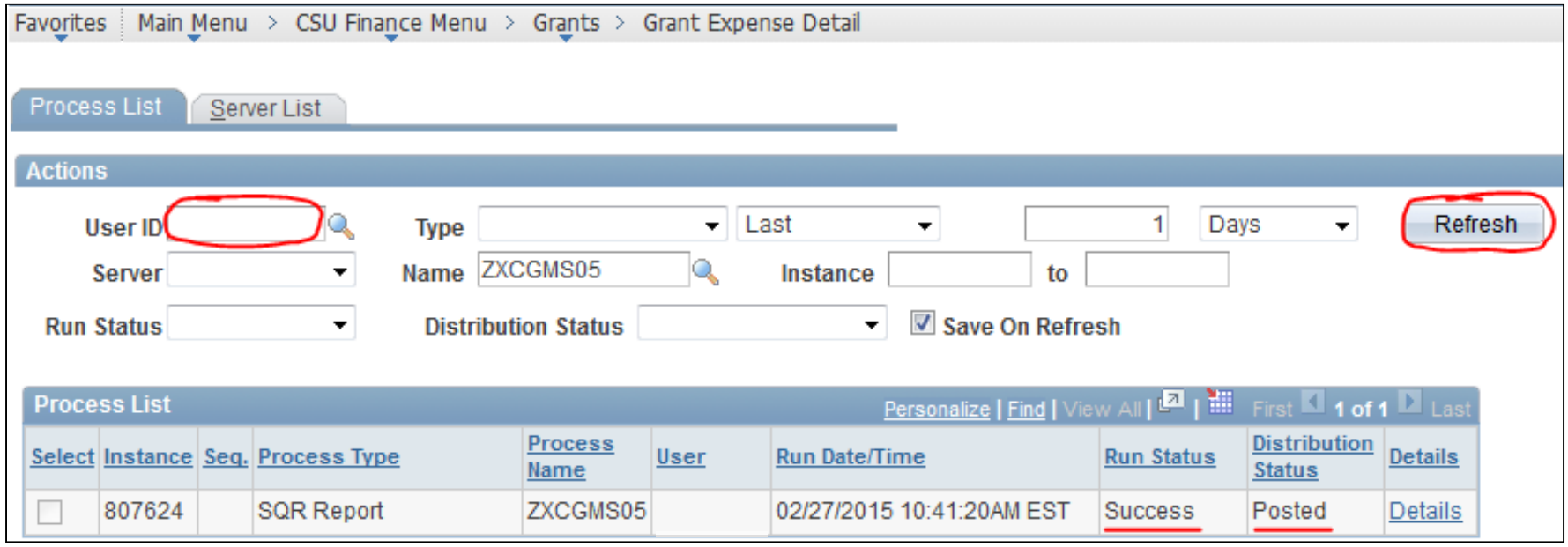
Grant Expense Detail (4)

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



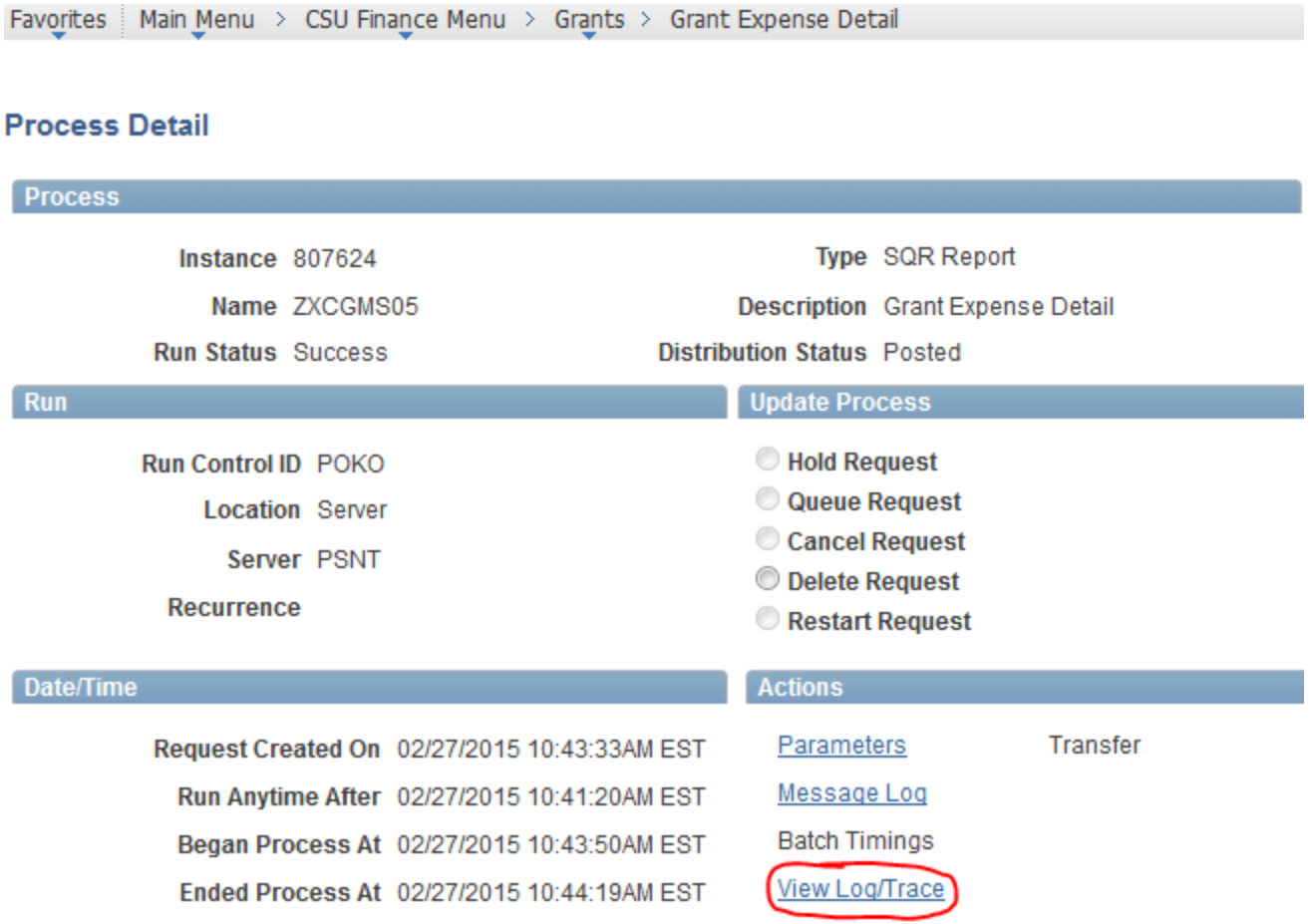
Grant Expense Detail (5)

- 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.



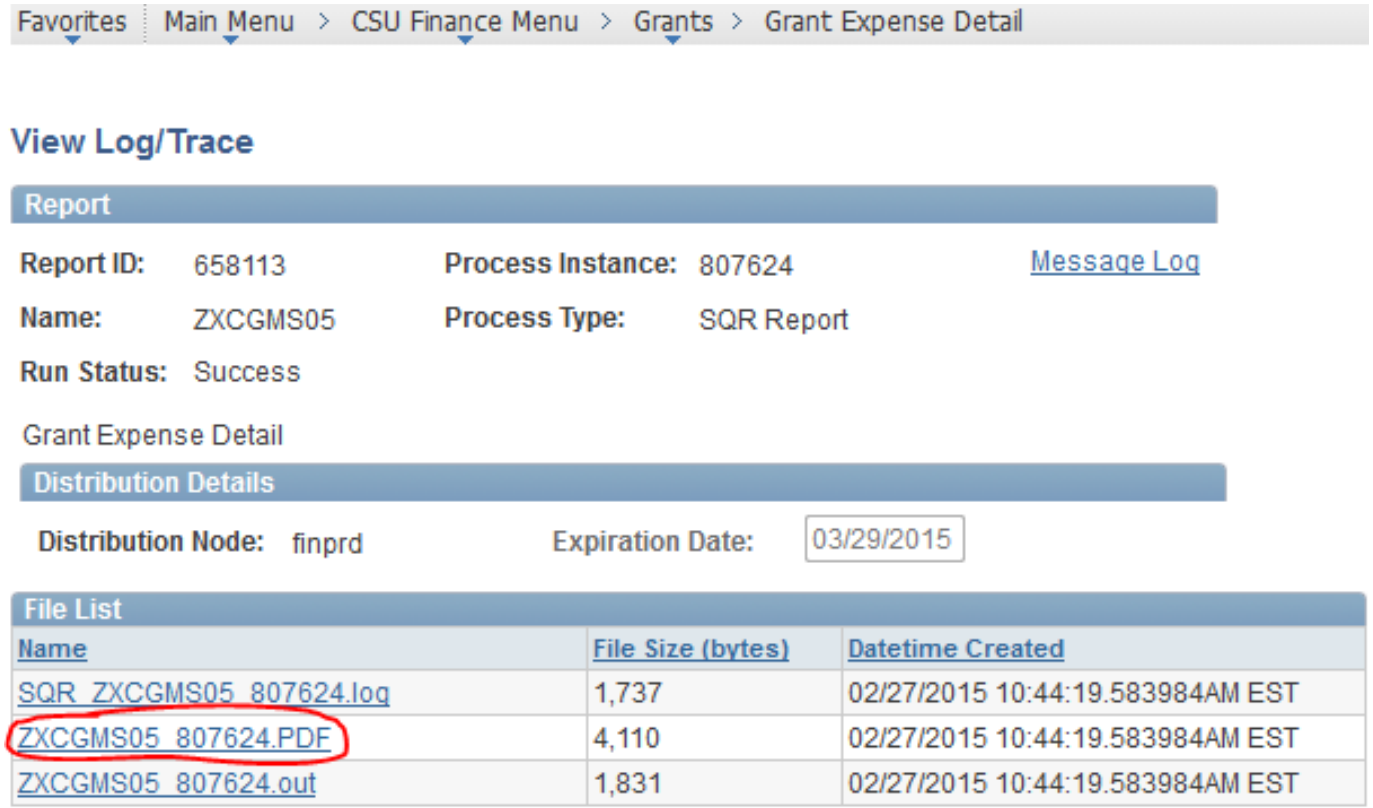
Grant Expense Detail (6)

- Click on “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.



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 Projct 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	Jnl Dt	Perm Budget	Temp Budget	Encumbered	Actual
0115	PT Admin Sal								
	Beginning Balance					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
	Ending Balance					0.00	0.00	21,320.84	15,709.16
0180	Contract Services								
	Beginning Balance					0.00	0.00	0.00	0.00
	JEFFREY	PUR	0000056328			0.00	0.00	7,000.00	0.00
	THOMAS	PUR	0000056336			0.00	0.00	5,000.00	0.00
	Ending Balance					0.00	0.00	12,000.00	0.00
0211	Part Time Staff Benefits								
	Beginning Balance					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
	Ending Balance					0.00	0.00	4,370.77	3,220.38
0996	Indirect Costs								
	Beginning Balance					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
	Ending Balance					0.00	0.00	0.00	3,803.71