

Running GM Reports in PeopleSoft

Training Document

Sponsored Programs & Research Services

Last Updated: March 2018

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.

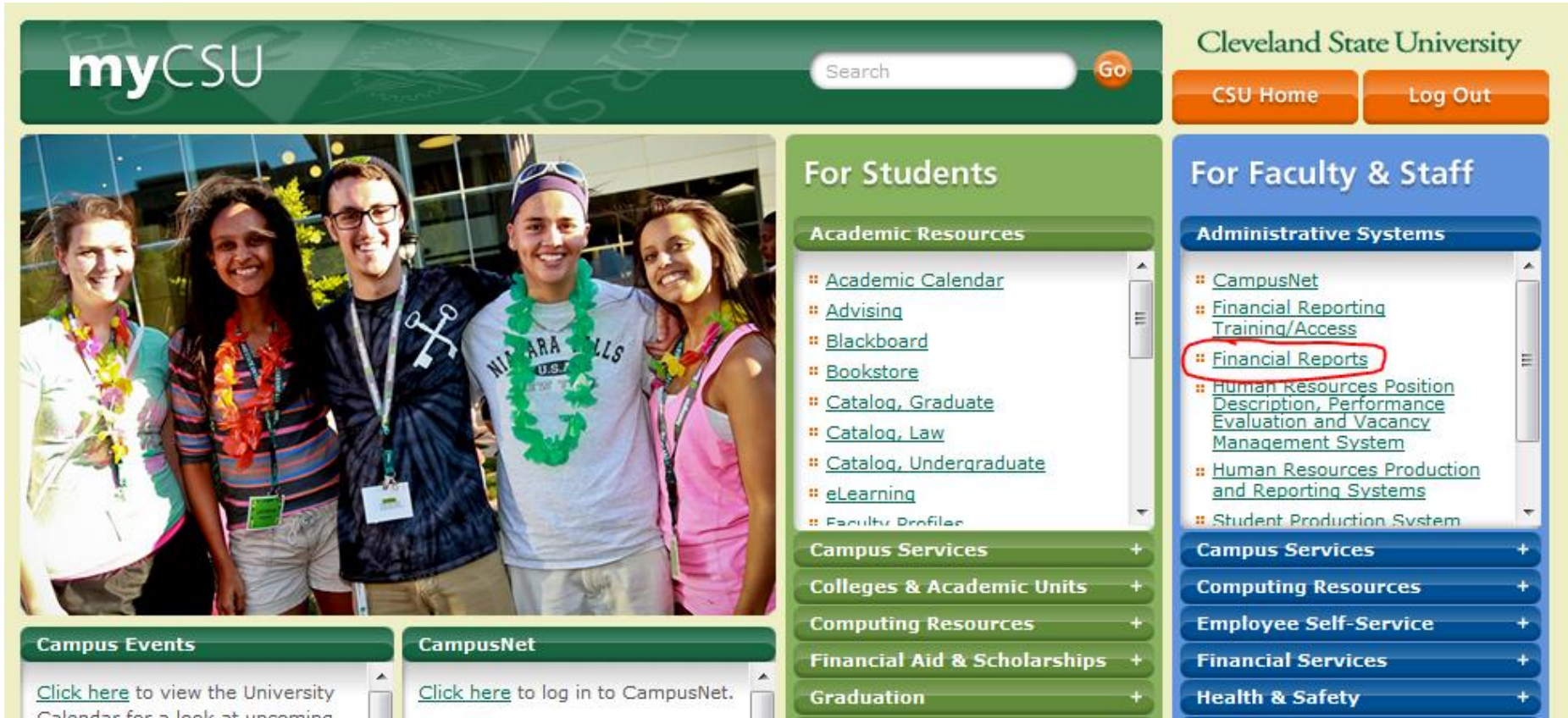
- **Instructions for Obtaining Access to PeopleSoft Finance:**
 - Print out the form below and have it signed.
 - <http://mycsu.csuohio.edu/offices/ist/security/pdfs/PeopleSoftRequest.pdf>
 - Check the box that says "Financial Reporting."
 - Send the form to Anita Hanks (Controller's Office).
 - Please 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 students smiling. 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

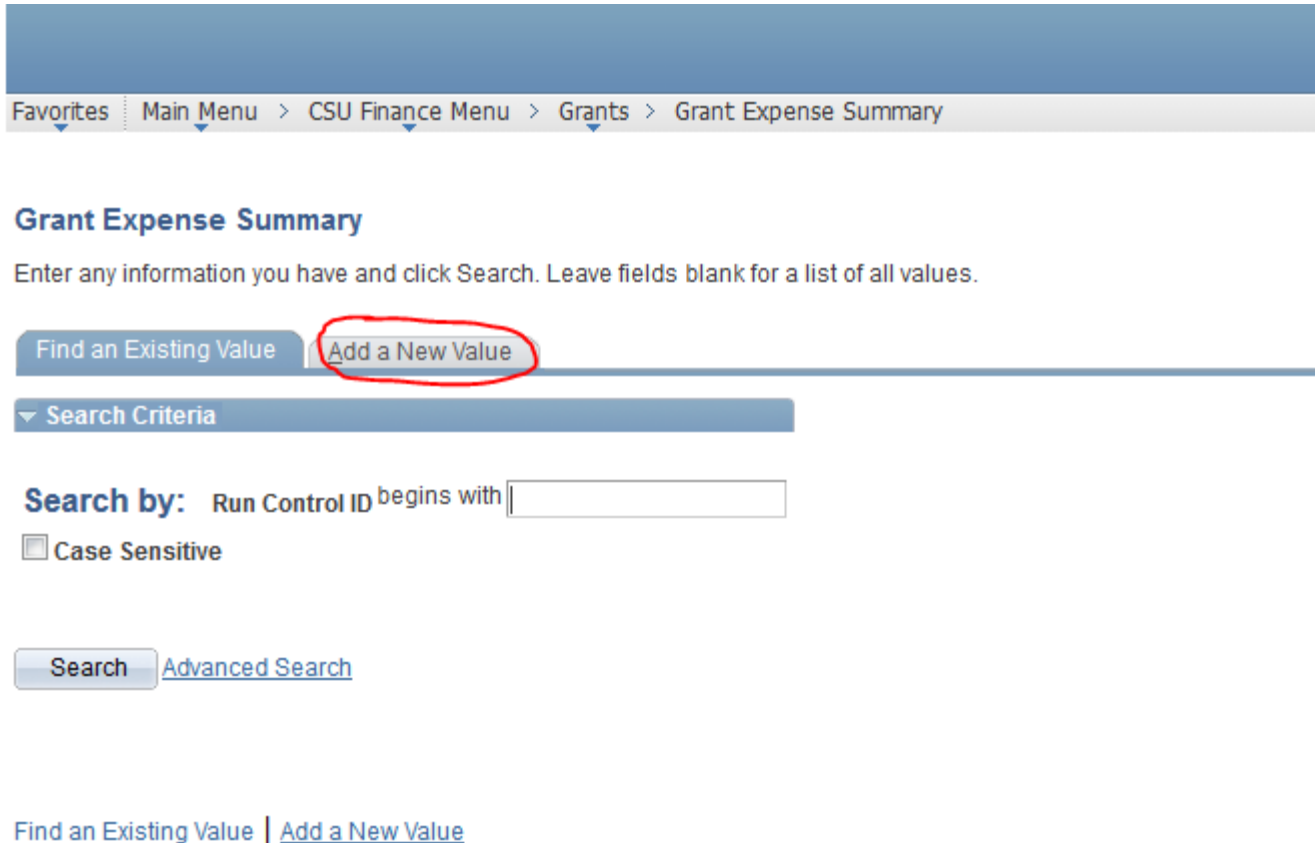
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr>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

GRANT EXPENSE SUMMARY

Grant Expense Summary (1)

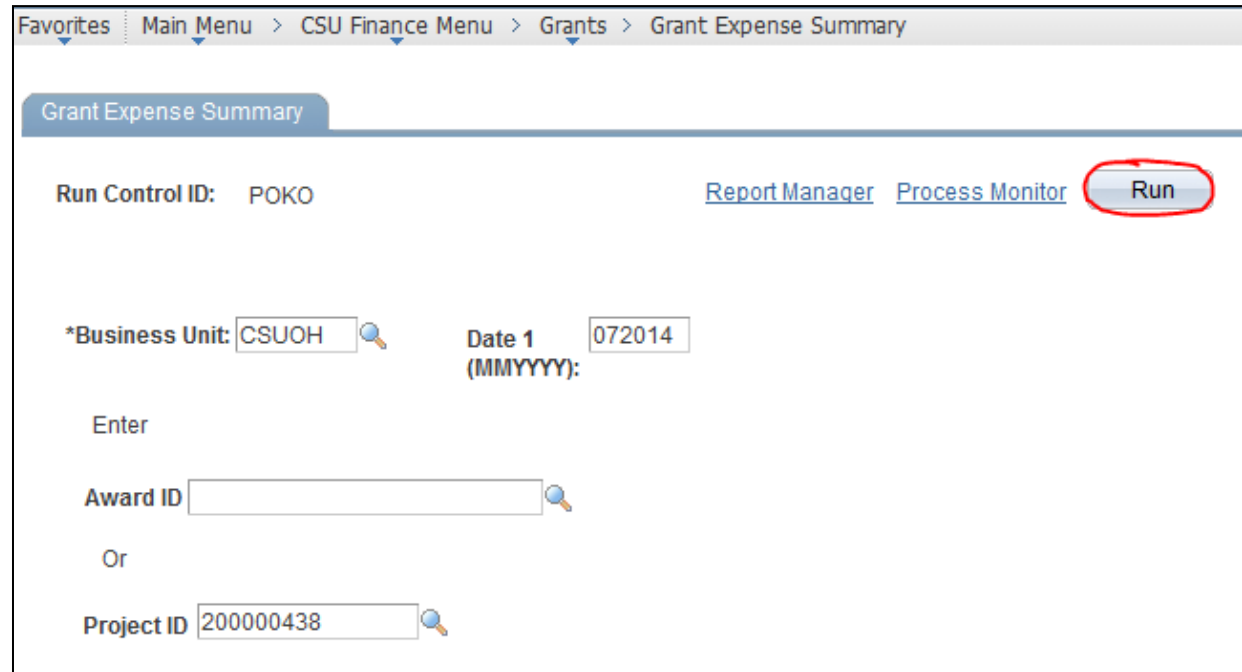
- Go to Main Menu > CSU Finance Menu > Grants > Grant Expense Summary
- If you have never created a Run Control ID, click “Add a New Value.”
 - Once you create one, you can search for the Run Control ID in the future and use that.
 - You may call the Run Control ID whatever you would like. Only you will 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. The page title is "Grant Expense Summary". Below the title, there is a search instruction: "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 buttons 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 currently unchecked. At the bottom of the search section, there are "Search" and "Advanced Search" buttons. At the very bottom of the page, there is a footer with the text "Find an Existing Value | [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 trail at the top reads: Favorites > Main Menu > CSU Finance Menu > Grants > Grant Expense Summary. Below this, there is a tab labeled "Grant Expense Summary". The interface includes a "Run Control ID" field with the value "POKO". To the right of this field are three links: "Report Manager", "Process Monitor", and "Run". The "Run" link is circled in red. Below the "Run Control ID" field, there are two input fields: "*Business Unit" with the value "CSUOH" and a magnifying glass icon, and "Date 1 (MMYYYY)" with the value "072014". Below these fields is an "Enter" button. Further down, there are two more input fields: "Award ID" and "Project ID" with the value "200000438", both with magnifying glass icons. The "Or" text is positioned between the "Award ID" and "Project ID" fields.

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	Distribution

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

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

Date/Time	Actions
Request Created On 07/29/2014 9:00:32AM EDT	Parameters Transfer
Run Anytime After 07/29/2014 9:00:26AM EDT	Message Log
Began Process At 07/29/2014 9:00:57AM EDT	Batch Timings
Ended Process At 07/29/2014 9:01:41AM EDT	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.

[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: 08/28/2014

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

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

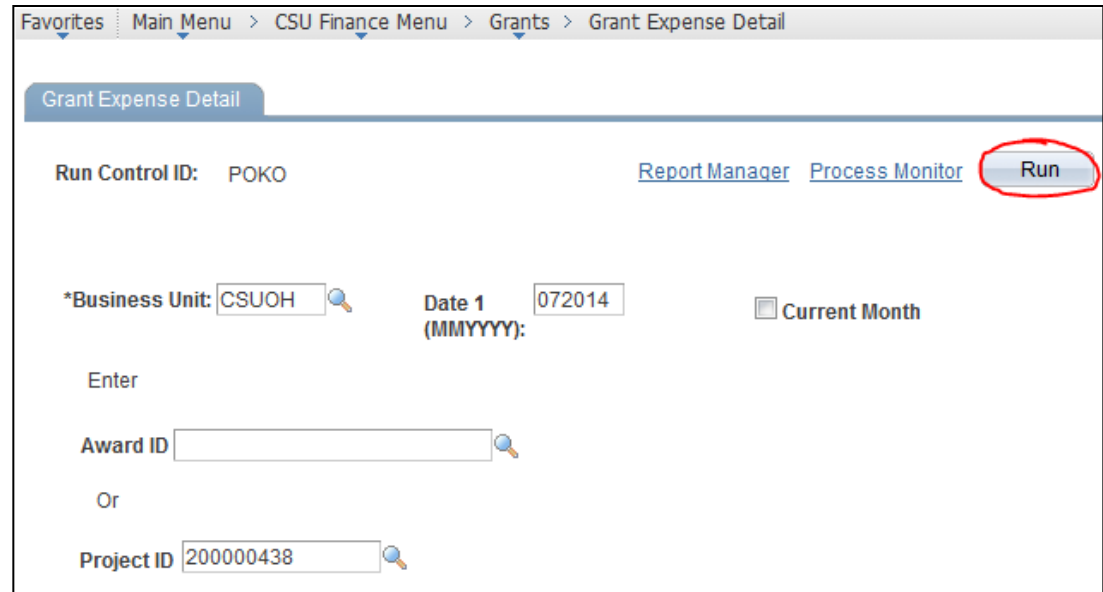
Search

[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.
- Click “Run.”



The screenshot shows the 'Grant Expense Detail' web application interface. The breadcrumb navigation at the top reads: Favorites | Main Menu > CSU Finance Menu > Grants > Grant Expense Detail. Below the navigation is a blue header bar with the text 'Grant Expense Detail'. The main content area includes a 'Run Control ID' field with the value 'POKO'. To the right of this field are two links: 'Report Manager' and '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'), and a 'Current Month' checkbox. There are also input fields for 'Award ID' and 'Project ID' (containing '200000438').

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	Distribution

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 072014 Current Month
(MMYYYY):

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 Days

Server Name 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	Details

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

Date/Time	Actions
Request Created On 02/27/2015 10:43:33AM EST	Parameters Transfer
Run Anytime After 02/27/2015 10:41:20AM EST	Message Log
Began Process At 02/27/2015 10:43:50AM EST	Batch Timings
Ended Process At 02/27/2015 10:44:19AM EST	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

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
SQR ZXCGMS05_807624.log	1,737	02/27/2015 10:44:19.583984AM EST
ZXCGMS05_807624.PDF	4,110	02/27/2015 10:44:19.583984AM EST
ZXCGMS05_807624.out	1,831	02/27/2015 10:44:19.583984AM EST

