

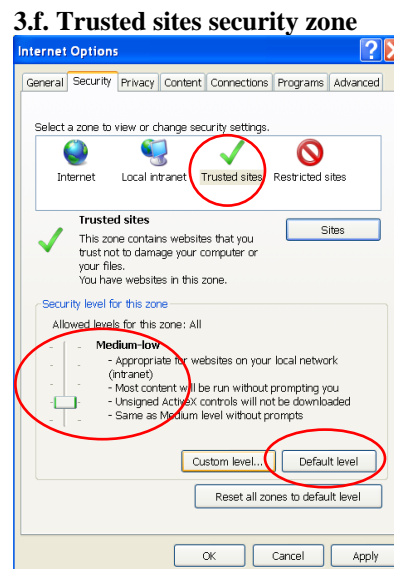
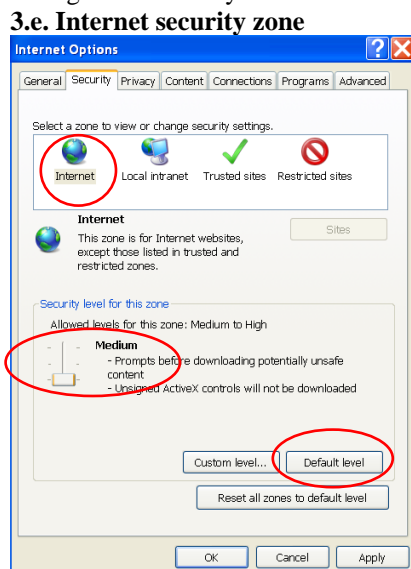
Anderson University
Business Office

PeopleSoft Budget Lookup Instructions

Overview: Budget Lookup gives you the ability to monitor your budget out of the University’s accounting system, known as PeopleSoft Finance. To access PeopleSoft Finance, you will require an internet connection via the University network.

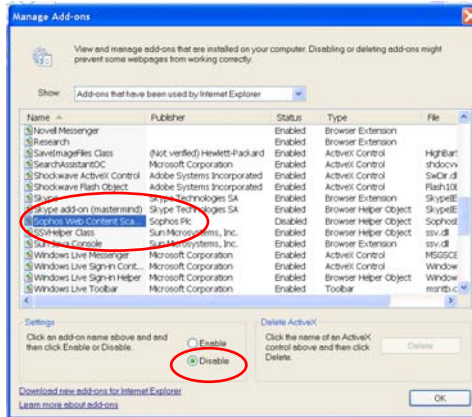
Before you begin using Budget Lookup, adjust your Internet Explorer settings and install Excel Add-In

1. Turn off Internet Explorer ‘Pop-Up Blockers’
 - a. Open your Internet Explorer browser
 - b. On your menu bar, select ‘Tools’
 - c. Select ‘Pop-Up Blockers’
 - d. Select ‘Turn off Pop-Up Blockers’
2. Add ‘Trusted sites’ to Internet Explorer
 - a. Open your Internet Explorer browser
 - b. On your menu bar, select ‘Tools’
 - c. Select ‘Internet Options’
 - d. Click on the ‘Security’ tab
 - e. Select ‘Trusted sites’ green checkmark icon
 - f. Click on ‘Sites’ button
 - g. Uncheck the box that reads, “Require server verification (https:) for all sites in this zone”
 - h. Click on the box that reads, “Add this website to the zone:”
 - i. Enter: https://psfin.anderson.edu
 - j. Select the ‘Add’ button
 - k. Enter: https://vanburen.anderson.edu
 - l. Select the ‘Add’ button
 - m. Select the ‘Close’ button and then the ‘OK’ button to close Internet Options
3. Change your Security Settings
 - a. Open your Internet Explorer browser
 - b. On your menu bar, select ‘Tools’
 - c. Select ‘Internet Options’
 - d. Click on the ‘Security’ tab
 - e. Select the “Internet” icon in the “Select zone to view or change security settings” box
 - i. Click on the ‘Default level’ button
 - ii. Change the “Security level for this zone” to “Medium”
 - f. Select the ‘Trusted sites’ green checkmark icon in the “Select zone to view or change security settings” box
 - i. Click on the “Default level” button
 - ii. Change the “Security level for this zone to” “Medium-low”

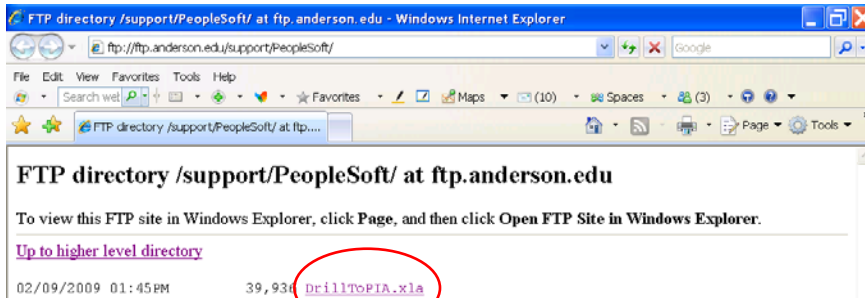


- g. Click the “Apply” button
 - h. Select the ‘OK’ button to exit the ‘Tools’ menu
4. Disable your Sophos Web Content Scanner

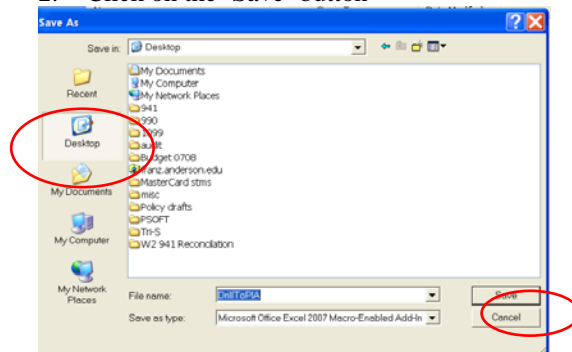
- a. Open your Internet Explorer browser
- b. On your menu bar, select 'Tools'
- c. Select 'Internet Options'
- d. Click on the 'Programs' tab
- e. Select the 'Manage add-ons'
- f. Find 'Sophos Web Content Scanner' in the list of add-ons
 - i. Highlight this add-on by clicking on it
 - ii. At the bottom of the add-ons screen, select the 'Disable' radio button
 - iii. Select the 'OK' button twice to exit the 'Tools' menu




5. Delete Internet Explorer temporary files
 - a. Open your Internet Explorer browser
 - b. On your menu bar, select 'Tools'
 - c. Select 'Internet Options'
 - d. Click on the 'General' tab
 - e. Select the 'Delete' button under 'Browsing history'
 - f. Select the 'Delete files' button next to 'Temporary Internet Files'
 - g. After the temporary files have been deleted, click on the 'Close' button, then 'OK' to exit the 'Tools' menu
 - h. Close Internet Explorer
6. Install Excel Add-In
 - a. Open your Internet Explorer browser
 - b. In the address bar, enter: ftp://ftp.anderson.edu/support/PeopleSoft/
 - c. Save DrillToPIA.xla file to your Desktop
 - i. Right click on the DrillToPIA.xla link



- ii. Click 'Save Target As...'
- iii. A 'Save As' box will open,
 1. Click on the 'Desktop' icon on the left
 2. Click on the 'Save' button



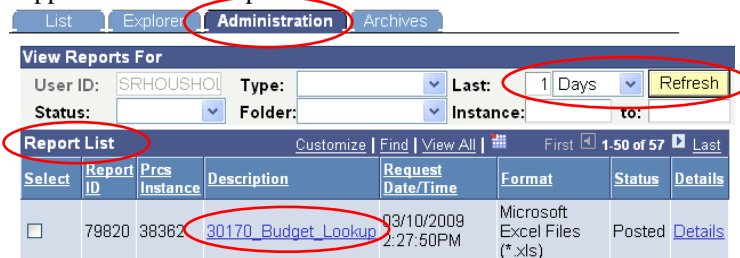
d. Open Excel

- i. Click on the Microsoft Office icon at the upper left corner  for the Excel menu
- ii. Then click on 'Excel Options' on the bottom right of the menu
- iii. Click on 'Add-Ins'
 1. On the bottom of the page, click on the 'Go...' button next to 'Manage: Excel Add-Ins'
 2. Click on the browse button, navigate to your Desktop and double-click on the DrillToPIA.xla file you saved earlier
 3. Click the 'OK' button twice

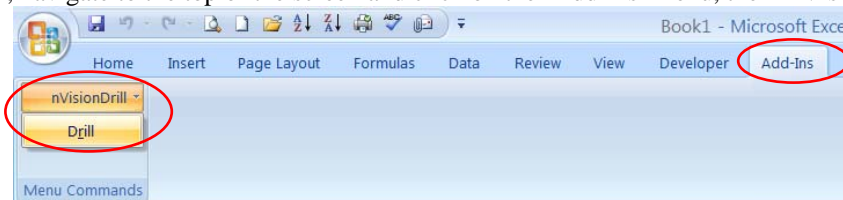
Note: You will only need to perform the above steps the first time you access PeopleSoft Finance on your computer. Keep in mind that if you are assigned a new computer or use another University computer, you may need to perform these steps once again.

Access your budgets via PeopleSoft Finance

1. Open your Internet Explorer browser
2. On the address bar, enter: finance.anderson.edu
 - a. You may add this address to your internet favorites.
3. Enter your PeopleSoft username and password
 - a. Username will be your Novell username, which usually consists of your first and second initial and last name
 - b. Password will be the same as your Novell password
4. Click on 'Reporting Tools'
5. Click on 'Report Manager'
6. Click on the 'Administration' tab
7. Your reports will appear under the 'Report List'



- a. Only budgets you have access to will appear in this list
 - i. The 'Request Date/Time' column will show you the date and time the report was generated. All Budget Lookup reports are generated the night before at approximately midnight.
 - ii. To view Budget Lookup or drill reports you would have generated up to 5 days previously, change 'Last' number of days to 5 and then click the 'Refresh' button.
 - iii. To view historical information for prior years or prior months in the current fiscal year, please contact the Business Office.
 - b. To view a Budget Lookup report, click on the link in the 'Description' column the department you wish to view named 12345_BUDGET_LOOKUP, where 12345 represents the department number.
 - c. A new web screen will open and your report will appear in Excel
8. To view transaction details, navigate to the Budget Lookup report in Excel. Select the cell you wish to view details for.
- a. In Excel, navigate to the top of the screen and click on the 'Add-ins' menu, then 'nVisionDrill', then 'Drill'

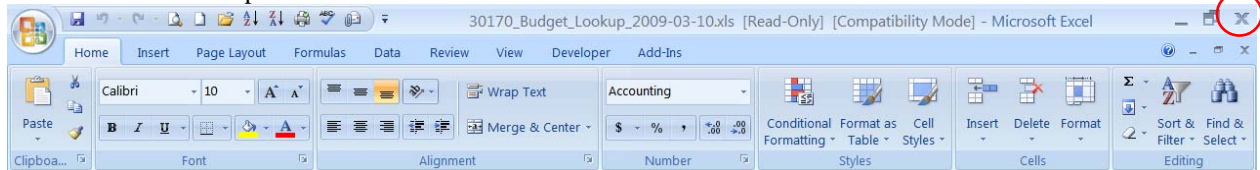


- b. Clicking on 'Drill' will take you back to PeopleSoft Finance. Here, click on the 'Run Drilldown' button next to the type of report you wish to view.
 - i. **ACCOUNTS PAYABLE DETAIL** to view transaction and invoice details for items paid via Accounts Payable.
 1. This drill can be used for both the MTD and YTD Actuals columns.
 2. Use this report in conjunction with the TRANSACTION DETAILS drill.
 - ii. **TRANSACTION DETAILS** to view all transaction details for the account drilled on.
 1. This drill can be used for both the MTD and YTD Actuals columns.

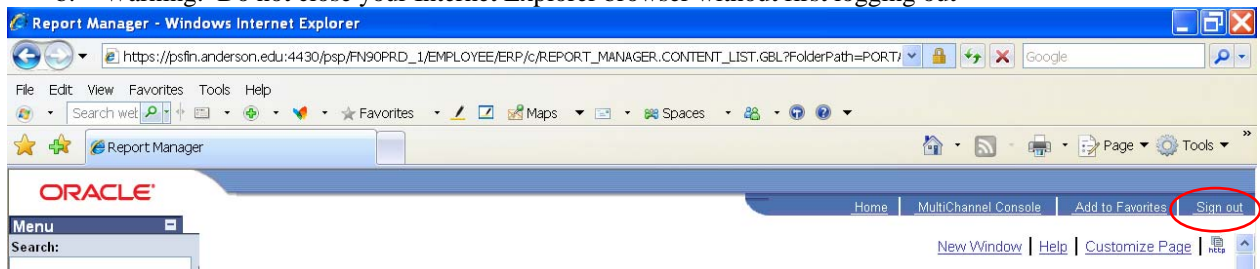
2. For further details on transactions processed through Accounts Payable, use the ACCOUNTS PAYABLE DETAIL drill. To identify transactions processed through Accounts Payable in the TRANSACTION DETAILS drill, look for journal numbers that begin with AP in the column labeled 'Journal No.'
 3. Deposits made at the cashier's window will only show the receipt number. Please keep accurate copies of your deposits to aid in reconciliation. To identify deposits, look for journal numbers that begin with CC in the column labeled 'Journal No.'
 4. Other typical transactions you might expect to see, include, but are not limited to, internal recoveries for copying, CET, postage, printing, PPD, transfers and corrections. These transactions will be identified by their description in the "Journal Line Description" column.
- iii. **PO TRANSACTION DETAILS** to view purchase order transactions.
1. This drill can be used only on the Encumbrance column.
 2. Currently, details for vendor name and PO number are not available.
 3. Report unusual or negative balances in your Encumbrance column to the Business Office.
- c. A new web screen will open and your report will appear in Excel
- i. After you click the 'Run Drilldown' button, it will take approximately 30-60 seconds before the report will appear
 - ii. If the drilldown report is void of any transaction detail, the cell you drilled on did not have any activity to display
 - iii. All drills processed during the day will be saved in your PeopleSoft Finance Report Manager, Administration, Report List. As an example, the drill report will be titled similarly to:
DR_39000_39001_12345_BUDGET_LOOKUP.XLS
 1. To view Budget Lookup or drill reports you would have generated up to 5 days previously, on the 'Administration' tab, change 'Last' number of days to 5 and then click the 'Refresh' button.
 - iv. Unlike the Budget Lookup report, drill reports will provide up-to-the-minute detail on the account you are drilling on. Please keep this in mind if you find discrepancies between the Budget Lookup report and the drill report.

Navigating around PeopleSoft Finance

1. Opening reports will open many Excel report screens on your desktop.
 - a. To exit from these reports, simply click on the large X icon located on the upper right hand corner of the report screen.
 - b. If Excel prompts you to save changes when you attempt to close a report, click 'No' or 'Cancel' if you do not wish to save the report.



2. Change your password
 - a. Change your Novell network password
 - b. Your PeopleSoft Finance username and password will always be the same as your Novell username and password
3. Log out of PeopleSoft Finance
 - a. On the main menu, select the 'Sign out' link at the upper right corner of your screen
 - b. Warning: Do not close your Internet Explorer browser without first logging out



Should you have questions or experience problems with your access to PeopleSoft Finance, please contact:

Shelly Weston
(765) 641-4001
sdweston@anderson.edu

Suahil Housholder
(765) 765-4115
srhousholder@anderson.edu