R H O D E I S L A N D C O L L E G E

RHODE ISLAND COLLEGE

PEOPLESOFT FINANCIALS 9.2

SHORTCUT

Budget Office



Click on: MyRIC





The MyRIC portal is the single access point to all Rhode Island College online services.

The use of this system is restricted to authorized Rhode Island College users. Unauthorized use of this system is prohibited and violators will be prosecuted.

New Degree Students

Returning Students

MyRIC ID

Password

Forgot password?

MyRIC Account and Paying Deposit

Newly accepted students who have not yet paid their enrollment deposit will need to set up their MyRIC Account password first before paying the deposit.

Step 1: Setup Password: Instructions to
 Students

• Step 2: Log into MyRIC to pay deposit (From the "RIC Student Homepage", click on the "New to RIC" tile. Click on "Make a Payment" in the new window.) If it has been three semesters or more since you have been enrolled, you need to call the <u>Records</u> <u>Office</u> at 401-456-8213 so that we can either enter your information into the system or update your record.

Non-Degree or Visiting Students

If you have never taken courses at the College before you can create an account online.

Class Search

LOGIN

- Search for classes
- Browse the course catalog
- View the academic calendar



Click on RIC Announcement

EHOS ISLEN Colifo	MyRIC Online			ۍ ۲
	RIC Announcements 🗸			< 1 of
©	RIC Student Homepage RIC Faculty Homepage RIC Employee Homepage RIC Manager Homepage	Login Details 4611 Last logged in May 01, 2023 03:30 PM	Fall 2023 Registration FALL REGISTRATION IS NOW OPEN	
0	RIC Administrative Systems		REGISTER L TO GET THE CLASSES ON TIME I YOU NEED AND WANT	
E f	The ITS Team p system 5/1 (Mon) Campu (Mon) All maintenance specified), and will 365, Blad As always, you helm	ITS Systems Maintenance erforms system maintenance tasks on RIC's administrative s on a regular basis. Here is the latest schedule: s Solutions; 5/2 (Tue) Financials; 5/3 (Wed) Database; 5/8 Human Resources; 5/10 (Wed) MyRIC Portal jobs will be performed from 4:30-8:30pm (unless otherwise have minimum interruptions to users. All other systems (Office skboard, CollegeNet, EMS, etc.) are not affected.	Summer 2023 Registration DIVE INTO SUMMER® REVEALS Affordable Tuition CLASSES STAFF MAY 15 Affordable Tuition	

Select: RIC Administrative Systems

COLLE	MyRIC Online				ណ៍ :
	RIC Administrative Systems 👻				< 6 of 6 >
20	Campus Solutions (On Campus)	Financial Systems (On Campus)	HR Systems (On Campus)	Campus Solutions (Off Campus)	

Select: Financial Systems (On Campus)



1. Budget Overview

Click Favorites

Click Budget Overview

Budget Inquiry (Criteria									
Budget Over	view									
Inc	quiry 11241		D	escription	Budget				Î	
Amount Criteria	Search	Clear	Reset							
Budget Type										
*Business	Unit RICOL		Ledger	Group/Set	Ledger Group 🗸 🗸	Ledger	Group	ORG	Q	
	 View Stat Code Display Chart 	Budgets				Dept Budget I	Ledger	Group		
TimeSpan										
*Type of Cale	ndar Detail Budget Peri	od 🗸								
Budget Criteria	1				Personalize	Find View All 🔄 📗	First	: 🕢 1 of 1 🥡	Last	
Select	Ledger Group	Calendar ID	From Budg	et Period	To Budget Period	Include Adjustment Period(s)	Include	Closing Adjust	tments	
 ✓ 	ORG	PE	2023	C	2023 Q	✓				
ChartField Crite	eria							Budget Sta	itus	
ChartField	ChartField From Value	ChartField To		Info	ChartField Value Set	Update/Add			Open	
Account	%	Q %	٩	6	Q	Update/Add			Closed	
Dept	16260	Q 16260	Q	0	Q	Update/Add			Hold	
Fund	%	Q %	Q	0	Q	Update/Add				

2. Budget Details

Click Favorites

Click Budget Details

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
▼Search Criteria
Business Unit = V RICOL Q Ledger Group = V ORG Q
Search Clear Basic Search

t Ind	quiry Criteria												
Sel	ect Budget	Detail											
Busi	ness Unit	Ledger Group	Account	Fund Code	Department	Budget Reference	PC Business Unit	Project	Activity		CF Emplid	Budget Peri	od
RICO	DL .	ORG	Q	Q	16260	2 Q	Q	Q		Q	Q	2023	Q
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Bu	dget Detail	S			Personalize	Find View A	💷 🔜 🛛 Fir	st 🕢 1-15 of 30	🕑 Last				
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Bu 1	dget Detail: Business Uni RICOL	s it Ledger Group ORG	Account 60240	Fund Code 100	Personalize Department 16260	Find View Al Budget Reference	Budget Period	st ④ 1-15 of 30 View Details View Details					
Bu 1 2	dget Details Business Uni RICOL RICOL	s Ledger Group ORG ORG	Account 60240 60250	Fund Code 100 100	Personalize	Find View Al Budget Reference 00 00	I Image: Contract of the second	st (1-15 of 30) View Details View Details	() Last				

3. RIC Budget Status Report

Click Favorites

Click RIC Budget Status Report

Severiles Main Mary BIC Outers Andiestics BIC Commitment Central Mary Budget Basade BIC Dudget Cabus Basade
Favorites Main Menu > RIC Custom Applications > RIC Commitment Control Menu > Budget Reports > RIC Budget Status Report
Budget Status Report
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
Search Advanced Search
RIC Budget Status Report
RIC Commitment Control Budget Status Report
Run Control ID Dept11171 Report Manager Process Monitor
Language English 🗸
Report Request Parameters
*Business Unit: RICOL Rhode Island College
Ledger Group: ORG Q Dept Budget Ledger Group
Department Optional Search Criteria:
Fund Code
Budget Period 2023 Q Budget Reference Account Q
🔚 Save 🛛 🔯 Return to Search 🕴 Previous in List 📮 Next in List 🔛 Notify 🔄 Add 🖉 Update/Display

KII NCH

Select Department

Click on Run

Process Scheduler Request

		OUNELE_4011	Run Control ID Dept11171						
	Server Name	•	× R	un Date 05/01/2023	31				
	Recurrence		~ R	un Time 4:01:59PM		Reset to Cu	rrent Date/Time		
	Time Zone								
Proc	ess List								
elect	Description		Process Name	Process Type	*Туре	*Format	Distribution		
	RIC Budget S	tatus Report	ZRBD103	SQR Report	Web	✓ PDF	✓ Distribution		
k o	n Ok udget Status I	Report							
СС	Commitm	ent Control Bu	dget Status F	Report					
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Click on Process Monitor

Proc	ess List	<u>S</u> erver L	ist							
Vie	w Proces	s Requ	est For							
ı	Jser ID OC	OKELE_4	611 🔍 Type 🗌		✓ Last	~	1 Days	~	Re	efresh
	Server		✓ Name		Q Instanc	ce From Insta	nce To		C	lear
R	un Status		➤ Distribut	ion Status		Save On Refresh	Report	Manager	R	eset
Ŧ	Process L	.ist				Personalize Find	View All 🔄	First	🕢 1-39 o	of 39 🕑 Last
Selec	t Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	1210340		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:21:17PM EDT	Queued	N/A	Details	
										 Actions
	1210323		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:59PM EDT	Success	Posted	Details	 Actions Actions
	1210323 1210321		SQR Report	ZRBD103 ZRBD103	OOKELE_4611 OOKELE_4611	05/01/2023 4:01:59PM EDT 05/01/2023 4:01:55PM EDT	Success Success	Posted Posted	Details Details	Actions Actions Actions

Click on Refresh until Queued and N/A becomes Success Posted.

There are two ways to retrieve your report:

First way:

Click on Details

Process Detail

Instance 954789	Type SQR Report	
Name ZRBD103	Description RIC Budget S	Status Report
Run Status Success Distril	bution Status Posted	
Run	Update Process	
Run Control ID dept15006 Location Server Server PSNT Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content 	Restart Request
Date/Time	Actions	
Request Created On 10/10/2018 9:55:06AM EDT Run Anytime After 10/10/2018 9:55:05AM EDT Began Process At 10/10/2018 9:55:23AM EDT Ended Process At 10/10/2018 9:55:37AM EDT	Parameters <u>Message Log</u> Batch Timings <mark>View Log/Trace</mark>	Transfer

OK Cancel

Click on View Log/ Trace

View Log/T	race						
Report							
Report ID	2706189	Process	Instance	954789		Message Log	
Name	ZRBD103	Proc	ess Type	SQR Rep	port		
Run Status	Success						
RIC Budget S	tatus Report						
Distribution	Details						
Distribution	Node ZRI	C_XCOPY I	Expiration	Date	11/09/2018		
File List							
Name			File Size (I	ovtes)	Datetime Cre	eated	
SQR ZRBD1	03 954789.lo	g	1,686		10/10/2018	9:55:37.890000AN	I EDT
ZRBD103 95	4789.PDF		8,312		10/10/2018	9:55:37.890000AM	I EDT
ZRBD103 95	i4789.out		8,719		10/10/2018	9:55:37.890000AM	I EDT
Distribute To	0						
Distribution ID) Type	* <u>D</u>	istribution	ID			
User		00	OKELE_46	11			
Return							

Second way:

Click on Actions:

Proces	ss List	<u>S</u> erver	List							
Viev	v Proces	s Requ	lest For							
U	ser ID OC	KELE_4	4611 🔍 Type		✓ Last	~	1 Days	~	R	efresh
s	erver		✓ Name		Instand	ce From Insta	nce To		(Clear
Ru	n Status		✓ Distributio	n Status		Save On Refresh	Report	Manager	F	Reset
T PI	rocess L	ist				Personalize Find	View All 🛛 🛃	First	1-38 d	of 38 💿 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	1210323		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:59PM EDT	Success	Posted	Details	- Actions
	1210321		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:55PM EDT	Success	Posted	Details	Update Process
	1210262		SQR Report	ZRBD100	OOKELE_4611	05/01/2023 1:14:22PM EDT	Success	Posted	Details	Details
	1210261		SQR Report	ZGMBD100	OOKELE_4611	05/01/2023 1:14:22PM EDT	Success	Posted	Details	Parameters
	1210259		Application Engine	FS_BP	OOKELE_4611	05/01/2023 1:12:37PM EDT	Success	Posted	Details	Message Log
	1210225		Application Engine	FS_BP	OOKELE_4611	05/01/2023 11:26:25AM EDT	Success	Posted	Details	View Log/Trace
	1210206		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 11:04:28AM EDT	Success	Posted	Details	- Actions

Click on View Log/ Trace

View Log/Trace

Report				
Report ID	3714576	Process Instance	1210323	Message Log
Name	ZRBD103	Process Type	SQR Report	
Run Status	Success			
RIC Budget Sta	atus Report			
Distributio	on Details			
Distributio	n Node ZRIC_HTTP_NT11	Expiration	Date 08/29/2023	
File List				
Name		File Size (bytes	Datetime Cre	eated
SQR_ZRBD10	3_1210323.log	2,021	05/01/2023	4:03:30.040000PM
ZRBD103_121	0323.PDF	6,269	05/01/2023	4:03:30.040000PM
ZRBD103_121	0323.out	5,839	05/01/2023	4:03:30.040000PM
Distribute T	ö			
Distribution ID	Туре	*Distribution ID		
User		OOKELE_4611		

4. RIC Budget Status Details

Click Favorites

RIC Budget Status Details

 Budget Details

 (Budget details)

 Requisitions: Pre-encumbrance Details

 (Pre-encumbrance details: Requisitions)

 Purchase Orders: Encumbrance Details

 (Encumbrance details: Purchase Orders)

 Vouchers: Expense Details

 (Expense details: Vouchers)

 GL Journals: Expense Details

 (Expense details: GL Jounals)

Click RIC Budget Status Details

ZRBD_LGRDTLS_EXP2 - Vouchers: Expense details

