



RHODE ISLAND COLLEGE

PEOPLESOFT FINANCIALS 9.2

SHORTCUT

Budget Office



Admissions Fall Open House

Saturday, Nov. 3, 2018
1–4:30 p.m.
Murray Center



Welcome to
MyRIC.

The MyRIC portal is a single access point to all Rhode Island College online services. MyRIC offers Rhode Island College students, faculty and staff secure, personalized and convenient access to PeopleSoft (formerly RICConnect), Webmail, Blackboard, EMS and more. Please take the time to become familiar with the portal and all of the features it has to offer, and look for enhancements in the future.

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. Your account will be locked after 5 unsuccessful tries.

Login

User ID

Password



[Forgot password?](#) [Student Help](#) / [Faculty/Staff Help](#)

Help Topics

- [Sign-in guide](#)
- [MyRIC printing guide](#)
- [Downloading Class Roster](#)
- [Sign up for RICAlert for emergency notifications](#)
- [View paycheck online \(faculty/staff\)](#)
- [Information for department chairs](#)
- [Print College Requisitions](#)
- [Clearing your browser cache](#)

Announcements

Rhode Island College announces the addition of Frequently Asked Questions (FAQs) to MyRIC! MyRIC offers students, faculty, and staff an easy and convenient way to access Rhode Island College computing resources including Webmail, Blackboard, Peoplesoft, and all of the features formerly available in the RICConnect system. The FAQs, available in tabs labelled "Student FAQs" or "Fac/Staff FAQs," offer answers to RIC's most frequently asked technology questions. If you have questions or need assistance, please contact the HelpDesk at 456-8803 (helpdesk@ric.edu).

Guest Access

- [Search for classes](#)
- [Browse the course catalog](#)
- [View the academic calendar](#)

For New Non-Degree, Visiting, or Returning Students

If you have never taken courses at the College before you can [create an account online](#). If it has been three semesters or more since you have been enrolled, you need to call the [records office](#) at 456-8213 so that we can either enter your information into the system or update your record.

The screenshot shows the MyRIC portal interface. At the top, there are navigation tabs for 'Student', 'Staff Admin', 'Student FAQs', and 'Fac/Staff FAQs'. Below the tabs, there are several sections: 'HR Payroll' with links for Absence Request, View My Timesheets, View Paycheck, RIC Tuition Waiver, and Mobile Number for RICAlert; 'Manager Selfservice' with links for Approve Absence Request, Approve Timesheet, View My Employees Timesheet, Maintain Student TimeCards, Student Payroll Inquiry, and Financial Requisition Approval; 'Passwords' with information about password resets and a link to detailed instructions; and 'Faculty/Staff Links' with a list of various system links like Parking Permit Info, Vision2015 Implementation Plans, Vision2020 Implementation Plans, Institutional Research Reports, Camous Solutions (Off Campus), Blackboard, RIC Rooms (EMS), Faculty/Staff Office 365 Email, Faculty Toolbox, Adams Library, RICalendar, CollegeNet/Authorized Users, Daytab RI (State Bank Pay), Fall Course Bulletin, Spring Course Bulletin, Smart Catalog(AuthorizedUsers), PeopleAdmin, and Administrative Systems (Camous Solutions (On Camous), Financial Systems (On Camous), HR Systems (On Camous)).

1. Budget Overview

Click Favorites

Click Budget Overview

Budget Inquiry Criteria
Budget Overview

Inquiry 11241 Description Budget

Amount Criteria **Search** Clear Reset

Budget Type

*Business Unit Ledger Group/Set Ledger Group

View Stat Code Budgets Dept Budget Ledger Group

Display Chart

Time Span

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	PE	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	15015	15015	i		Update/Add
Fund	%	%	i		Update/Add
Bud Ref	%	%	i		Update/Add
CF Emplid	%	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	%	%	i		Update/Add
Activity	%	%	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Previous In List Next In List Notify Refresh Add Update/Display

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 =

Ledger Group =

Search Clear Basic Search Save Search Criteria

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail										
Business Unit	Ledger Group	Account	Fund Code	Department	Budget Reference	PC Business Unit	Project	Activity	CF Emplid	Budget Period
RICOL	ORG			15015						2019

Search

Budget Details							
Business Unit	Ledger Group	Account	Fund Code	Department	Budget Reference	Budget Period	View Details
1 RICOL	ORG	60210	100	15015	00	2019	View Details
2 RICOL	ORG	60215	100	15015	00	2019	View Details
3 RICOL	ORG	60218	100	15015	00	2019	View Details

3. RIC Budget Status Report

Click Favorites

Click RIC Budget Status Report

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

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

RIC Budget Status Report

RIC Commitment Control Budget Status Report

Run Control ID dept15006

[Report Manager](#) [Process Monitor](#)

Language English

Report Request Parameters

*Business Unit: Rhode Island College
 Ledger Group: Dept Budget Ledger Group
 Department: School of Business Program Fee
 Budget Period: Budget Reference:

Optional Search Criteria:

Fund Code
 Account

Select Department

Click on Run

Process Scheduler Request

User ID OOKLEE_4611 Run Control ID dept15006

Server Name Run Date 10/10/2018

Recurrence Run Time 9:49:31AM

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	RIC Budget Status Report	ZRBD103	SQR Report	Web	PDF	Distribution

Click on Ok

RIC Budget Status Report

RIC Commitment Control Budget Status Report

Run Control ID dept15006 Report Manager

Language English Process Instance:954786

Report Request Parameters

*Business Unit: RICOL Rhode Island College

Ledger Group: ORG Dept Budget Ledger Group

Department 15015 Athletics Dept

Budget Period 2019 Budget Reference

Optional Search Criteria:

Fund Code

Account

Click on Process Monitor

Process List

View Process Request For

User ID OOKLEE_4611 Type Last 1 Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	954786		SQR Report	ZRBD103	OOKLEE_4611	10/10/2018 9:49:31AM EDT	Success	Posted	Details

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

Click on Details

Process Detail

Process			
Instance	954789	Type	SQR Report
Name	ZRBD103	Description	RIC Budget Status Report
Run Status	Success	Distribution Status	Posted

Run	Update Process	
Run Control ID	dept15006	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSNT	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time	Actions		
Request Created On	10/10/2018 9:55:06AM EDT	Parameters	Transfer
Run Anytime After	10/10/2018 9:55:05AM EDT	Message Log	
Began Process At	10/10/2018 9:55:23AM EDT	Batch Timings	
Ended Process At	10/10/2018 9:55:37AM EDT	View Log/Trace	

Click on View Log/ Trace

View Log/Trace

Report				
Report ID	2706189	Process Instance	954789	Message Log
Name	ZRBD103	Process Type	SQR Report	
Run Status	Success			

RIC Budget Status Report

Distribution Details			
Distribution Node	ZRIC_XCOPY	Expiration Date	11/09/2018

File List		
Name	File Size (bytes)	Datetime Created
SQR_ZRBD103_954789.log	1,686	10/10/2018 9:55:37.890000AM EDT
ZRBD103_954789.PDF	8,312	10/10/2018 9:55:37.890000AM EDT
ZRBD103_954789.out	8,719	10/10/2018 9:55:37.890000AM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	OOKELE_4611

4. RIC Budget Status Details

Click Favorites

Click RIC Budget Status Details

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 Journals)

ZRBD_LGRDTLS_EXP2 - Vouchers: Expense details

Business Unit

Ledger Group

Dept

Select Project or enter %

Account

Budget Period

Select Budget Ref or enter %

[View Results](#)

Unit	Voucher	Vendor Name	Tran Date	Dept	Account	Fund
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