

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

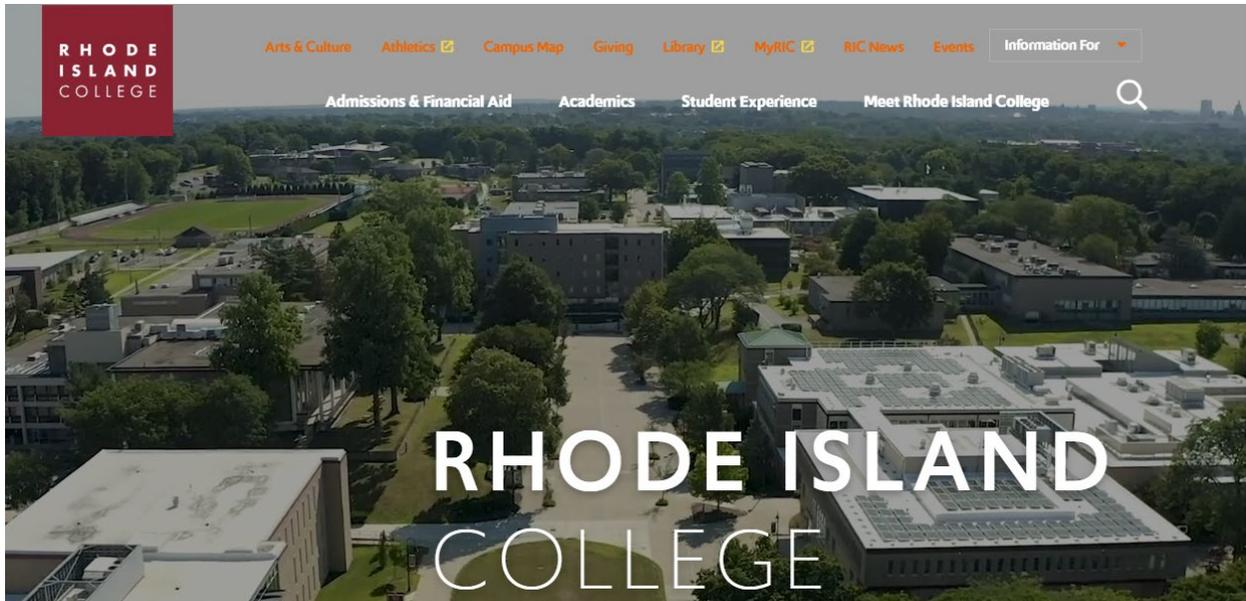
RHODE  
ISLAND  
COLLEGE

PEOPLESFT FINANCIALS 9.2

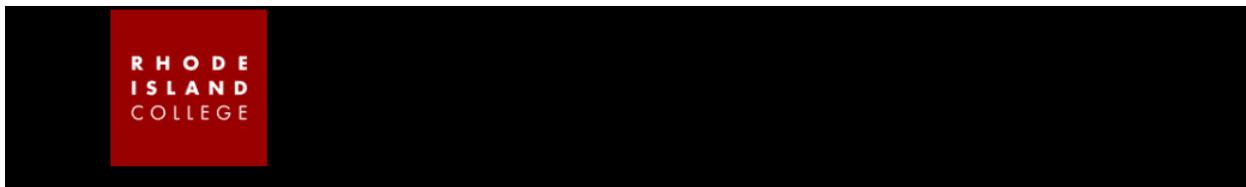
SHORTCUT

Budget Office

---



Click on: MyRIC



Welcome to

## 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.*

**MyRIC ID**

**Password**

 **LOGIN**

[Forgot password?](#)

### New Degree Students

#### 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.)

### Returning Students

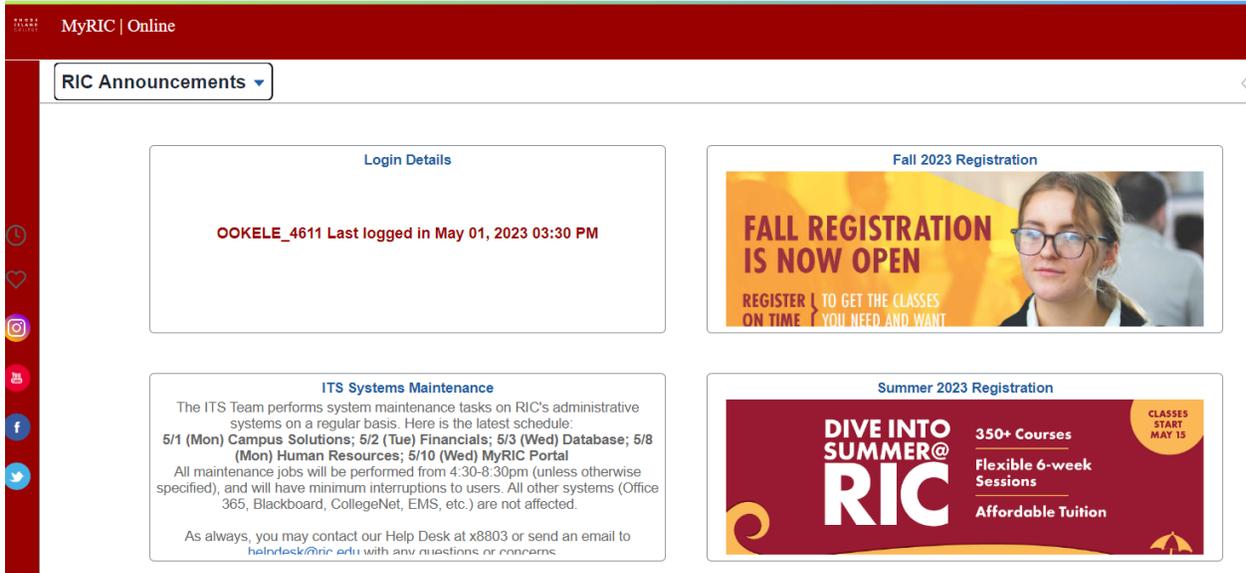
If it has been three semesters or more since you have been enrolled, you need to call the [Records Office](#) at 401-456-8213 so that we can either enter your information into the system or update your record.

#### Non-Degree or Visiting Students

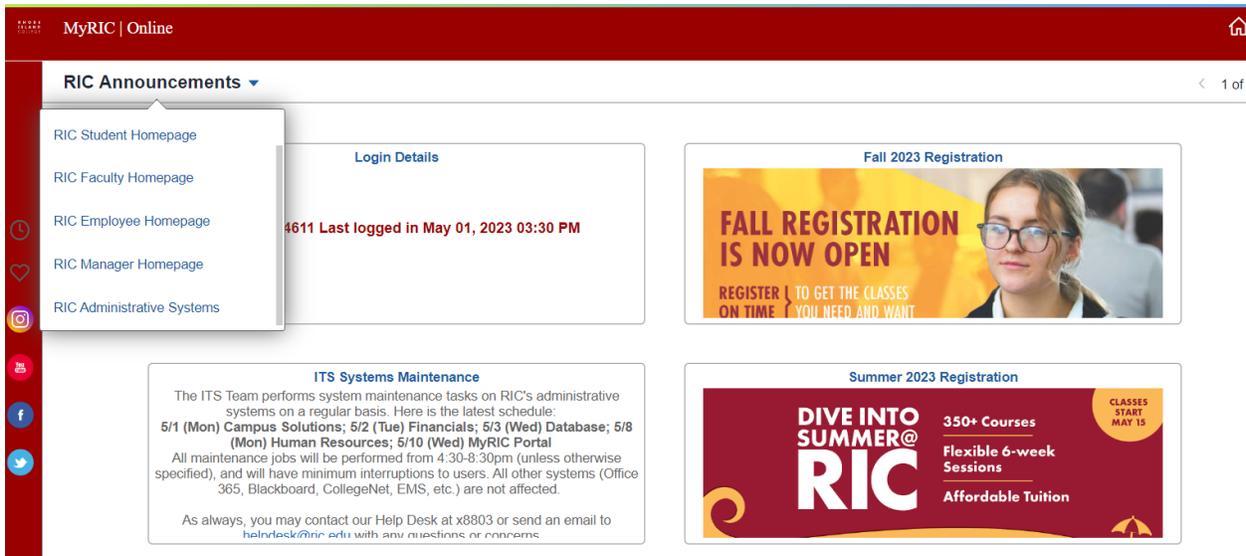
If you have never taken courses at the College before you can [create an account online](#).

### Class Search

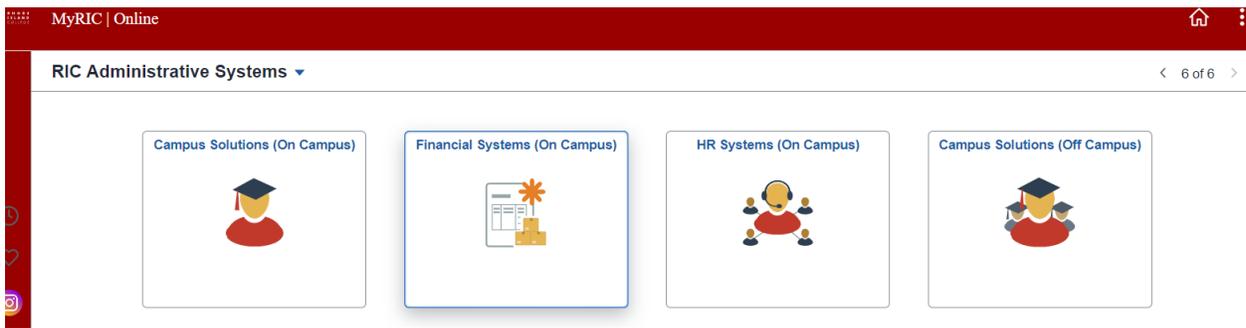
- [Search for classes](#)
- [Browse the course catalog](#)
- [View the academic calendar](#)



### Click on RIC Announcement



### Select: RIC Administrative Systems



### Select: Financial Systems (On Campus)

# 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  
 Display Chart

Dept Budget Ledger Group

TimeSpan

\*Type of Calendar

Budget Criteria Personalize | Find | View All |  First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	PE	<input type="text" value="2023"/>	<input type="text" value="2023"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	<a href="#">Update/Add</a>
Dept	<input type="text" value="16260"/>	<input type="text" value="16260"/>		<input type="text"/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	<a href="#">Update/Add</a>

Budget Status

- Open
- Closed
- Hold

# 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

guy view

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	<input type="text"/>	<input type="text"/>	16260	<input type="text"/>	2023				

Budget Details Personalize | Find | View All | First | 1-15 of 30 | Last

Business Unit	Ledger Group	Account	Fund Code	Department	Budget Reference	Budget Period	View Details
1 RICOL	ORG	60240	100	16260	00	2023	<a href="#">View Details</a>
2 RICOL	ORG	60250	100	16260	00	2023	<a href="#">View Details</a>
3 RICOL	ORG	60251	100	16260	00	2023	<a href="#">View Details</a>

### 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.

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 Dept11171 Report Manager Process Monitor

Language

**Report Request Parameters**

\*Business Unit:  Rhode Island College

Ledger Group:  Dept Budget Ledger Group

Department:  Nursing Undergraduate

Budget Period:  Budget Reference:

Optional Search Criteria:

Fund Code

Account

## Select Department

## Click on Run

### Process Scheduler Request

User ID OOKLE\_4611 Run Control ID Dept11171

Server Name  Run Date 05/01/2023

Recurrence  Run Time 4:01:59PM

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 <input type="text"/>	PDF <input type="text"/>	Distribution

## Click on Ok

RIC Budget Status Report

## RIC Commitment Control Budget Status Report

Run Control ID Dept11171 Report Manager

Language English  Process Instance:1210323

Report Request Parameters	
*Business Unit: <input type="text"/> RICOL <input type="button" value="Q"/>	Rhode Island College
Ledger Group: <input type="text"/> ORG <input type="button" value="Q"/>	Dept Budget Ledger Group
Department: <input type="text"/> 16260 <input type="button" value="Q"/>	Vp Administration & Finance
Budget Period: <input type="text"/> 2023 <input type="button" value="Q"/>	Budget Reference: <input type="text"/>
Optional Search Criteria:	
Fund Code: <input type="text"/> <input type="button" value="Q"/>	
Account: <input type="text"/> <input type="button" value="Q"/>	

**Click on Process Monitor**

Process List | Server List

---

**View Process Request For**

User ID:  Type:  Last  1 Days

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh [Report Manager](#)

▼ **Process List** [Personalize](#) | [Find](#) | [View All](#) |  |  First 1-39 of 39 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1210340		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:21:17PM EDT	Queued	N/A	<a href="#">Details</a>	▼ Actions
<input type="checkbox"/>	1210323		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:59PM EDT	Success	Posted	<a href="#">Details</a>	▼ Actions
<input type="checkbox"/>	1210321		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:55PM EDT	Success	Posted	<a href="#">Details</a>	▼ Actions
<input type="checkbox"/>	1210262		SQR Report	ZRBD100	OOKELE_4611	05/01/2023 1:14:22PM EDT	Success	Posted	<a href="#">Details</a>	▼ 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**

---

**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       Hold Request  
 Location Server       Queue Request  
 Server PSNT       Cancel Request  
 Recurrence       Delete Request  
     Re-send Content       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

[Return](#)

Second way:

Click on Actions:

Process List    Server List

**View Process Request For**

User ID     Type     Last     1 Days     [Refresh](#)  
 Server     Name     Instance From     Instance To     [Clear](#)  
 Run Status     Distribution Status      Save On Refresh    Report Manager    [Reset](#)

**Process List**      Personalize | Find | View All | | First 1-38 of 38 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1210323		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:59PM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	1210321		SQR Report	ZRBD103	OOKELE_4611	05/01/2023 4:01:55PM EDT	Success	Posted	Details	<ul style="list-style-type: none"> <li>Update Process</li> <li>Details</li> <li>Parameters</li> <li>Message Log</li> <li>View Log/Trace</li> </ul>
<input type="checkbox"/>	1210262		SQR Report	ZRBD100	OOKELE_4611	05/01/2023 1:14:22PM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	1210261		SQR Report	ZGMBD100	OOKELE_4611	05/01/2023 1:14:22PM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	1210259		Application Engine	FS_BP	OOKELE_4611	05/01/2023 1:12:37PM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	1210225		Application Engine	FS_BP	OOKELE_4611	05/01/2023 11:26:25AM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	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 Status Report

**Distribution Details**

Distribution Node ZRIC\_HTTP\_NT11      Expiration Date 08/29/2023

**File List**

Name	File Size (bytes)	Datetime Created
SQR_ZRBD103_1210323.log	2,021	05/01/2023 4:03:30.040000PM EDT
ZRBD103_1210323.PDF	6,269	05/01/2023 4:03:30.040000PM EDT
ZRBD103_1210323.out	5,839	05/01/2023 4:03:30.040000PM EDT

**Distribute To**

Distribution ID Type	*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 Journals)

### Click RIC Budget Status Details

#### 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](#)

Row	Unit	Voucher	Vendor Name	Tran Date	Dept	Account	Fund	Project	Bud Ref	Budget Period	Period	Year	Amount
-----	------	---------	-------------	-----------	------	---------	------	---------	---------	---------------	--------	------	--------