|  |  |  |  |
| --- | --- | --- | --- |
| ***System/Application*** | ***Description*** | ***Documentation/Training Guides & Contact Info*** | ***How to obtain Access?*** |
| *PS Accounts Receivable/Billing* | *Bill or invoice customers outside the University for goods/services* | *Accounts Receivable/Billing (ARBI)* [*Navigation*](https://www.umsystem.edu/ums/fa/finance-support-center/accounts_receivable_billing) *and Quick Reference Guide. Training is required before access is granted. Contact* [*D*uane](mailto:sbabo@mst.edu)Barton *in Budget & Accounting.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check Account Receivable/Billing (ARBI) on the form.* |
| *PS Non-PO Vouchers/Payment Request* | *Create vouchers to pay non-purchase orders such as utilities, subscriptions, shipping. For more info on University payment methods refer to* [*Payment Reference Guide.*](https://www.umsystem.edu/media/sharedservices/ap/3A13B10_PAYMENT_QUICK_REFERENCE_GUIDE.pdf) | *Written documentation used in training that is useful as a reference and online tutorial available* [*UM Accounts Payable Shared Services (APSS)*](https://www.umsystem.edu/oei/sharedservices/apss/helpful_links#NONPO) *Training is required before access is granted. Contact* [*Budget & Accounting*](mailto:accounting@mst.edu) *with specific training needs.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check PS Accounts Receivable on the form.* |
| *PS CRR (Cash Received Report)* | *Create a document required to deposit cash/checks at the Cashier’s Office.* | *Peoplesoft Cash Receipts* [*Quick Reference Guide*](https://accounting.mst.edu/media/administrative/accounting/documents/Rolla%20CRR%20Quick%20Reference%20Guide.pdf) *Contact* [*Budget & Accounting*](mailto:accounting@mst.edu) *with specific training needs.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check FIN CRR/ARR-Cash Received Report on the form.* |
| *PS Financial Reports, Web Application* | *Ability to retrieve budget variance reports, income statements, and balance sheets for individual chartfield strings or combinations of chartfield strings, and produce reports for grant activity.* | *Web PS Financial Report* [*Access Link*](https://shib-idp.umsystem.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=ABAB2D73766CCA973B9F84FB1F7AC13C?execution=e1s1) *and General Ledger* [*training guide.*](https://www.umsystem.edu/ums/fa/finance-support-center/general_ledger) *Contact* [*Budget & Accounting*](mailto:accounting@mst.edu) *with specific training needs.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check FIN Financial Reports on the form.* |
| *PS Financial Journal Entries* | *Ability to create journal entries, correcting entries, transfers, and payroll correcting entries. Add link to Journal Entry Reference Guide Sandy created.* | *Web PS Financial Report* [*Access Link*](https://shib-idp.umsystem.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=ABAB2D73766CCA973B9F84FB1F7AC13C?execution=e1s1) *and General Ledger* [*training guide.*](https://www.umsystem.edu/ums/fa/finance-support-center/general_ledger) *Contact* [*Budget & Accounting*](mailto:accounting@mst.edu) *with specific training needs.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check appropriate box for FIN Journal Entry (JE) on the form.* |
| *PS MoCode Create Web Appplication* | *Ability to create new MoCode when a class value is added to an existing chartfield string.* | *More information regarding* [*Chartfields*](https://www.umsystem.edu/ums/fa/controller/peoplesoft)*, and a reference guide for* [*MoCodes*](https://accounting.mst.edu/media/administrative/accounting/documents/MoCode%20Guide%202015.pdf)*. Contact* [*Budget & Accounting*](mailto:accounting@mst.edu) *with specific training needs.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check FIN MoCode Maintenance on the form.* |
| *PS Search Options Web Application* | *Ability to search for details on accounting transaction data in a variety of ways.* | [*Web PS Search Options Link*](https://shib-idp.umsystem.edu/idp/profile/SAML2/Redirect/SSO?execution=e2s1)*. Contact* [*Budget & Accounting*](mailto:accounting@mst.edu) *with specific training needs.* | *Must be a campus employee.* [*Finance Access Request*](https://accounting.mst.edu/media/administrative/accounting/documents/Finance%20Access%20Request%202018-01.pdf)*. Once training has been provided access will be requested from UM Admin IT Services. Make sure to check FIN Search Options on the form.* |
|  |  |  |  |

Currently found at <https://accounting.mst.edu/accounting/guidepsoftfinance/index.html>