

PeopleSoft Financials – Look Up Project/Grant Manager Signature Authority

Used to: Search for signature authority for a project/grant.

Access the Financial Production database: <https://my.uh.edu/fs>

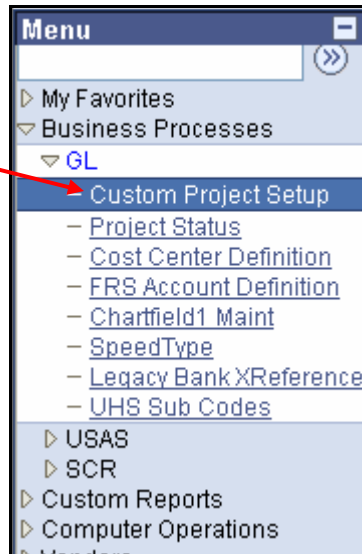
Or, See the [SignOn Financial Production job aid](#).

Remember to use
ALL CAPS

NAVIGATION / PATH

Under **Menu** click on:

- ▶ **Business Processes**
- ▶ **GL**
- ▶ **Custom Project Setup**



INSTRUCTIONS

STEP 1: In the **Custom Project Setup** Panel:

- **SetID:** Enter 00765.
- Enter **Project/Grant #.**
- Click on **Search**.

The screenshot shows the 'Custom Project Setup' panel. It contains a search form with the following fields and values:

- SetID:** begins with [dropdown] 00765
- Project:** begins with [dropdown] G00017

At the bottom of the form, there is a 'Search' button circled in red, a 'Clear' button, and two links: 'Basic Search' and 'Save Search Criteria'.

NOTE: If more than one match to the criteria entered, a list will appear in Search Results, go to Step 2.

If only one match, the project panels will appear, go to Step. 3.

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STEP 2: In the Search Results, if any:
If none, go to Step 3.

At the bottom, a listing is given for the Project/Grant Codes (or description) that matches the given criteria.

➤ Click anywhere on the desired project link to display the panels.

Custom Project Setup

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

Find an Existing Value

SetID:
Project:

[Basic Search](#)

Search Results

View All First 1-10 of 10 Last

SetID	Project	Description
00765	G000170	TRULL 2004
00765	G000171	SLEAP '05
00765	G000172	RAYMOND DICKSON GRANT
00765	G000173	MINORITY PART HRD-402623
00765	G000174	PELL GRANT '06

STEP 3: Click on **Project Reporting** tab.

Project manager will be listed in the middle of the **Project Reporting** panel.

Setup KK For Project | **Project Reporting** | Project Funding | Project IDC Rates | Fed Assist Pass Thru To

SetID: 00765 Project: G000170 TRULL 2004

Scroll Area Find | View All First 1 of 1 Last

Effective Date: 09/27/2004 Status: Active

Long Description: TRULL FOUNDATION 2004

Project Manager: RICE, MARGARET

Start Date: 09/01/2004 End Date: 08/31/2005

Coord Board CD: X0 NOT REPORTABLE FOR COORD BOARD

Research Purpose:

[Setup KK For Project](#) | [Project Reporting](#) | [Project Funding](#) | [Project IDC Rates](#) | [Fed Assist Pass Thru To](#)

If this is not the correct Project/Grant

➤ Click on the and you will be returned to the *Custom Project Setup* panel where you can either:

- select another project/grant,
- or, enter other search criteria.

Research Purpose:

[Setup KK For Project](#) | [Project Reporting](#) | [Project Funding](#) | [Project IDC Rates](#) | [Fed Assist Pass Thru To](#)

NOTE: If a list appeared in Search Results:

Click on or to scroll back and forth thru list.

Research Purpose:

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