

## 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>

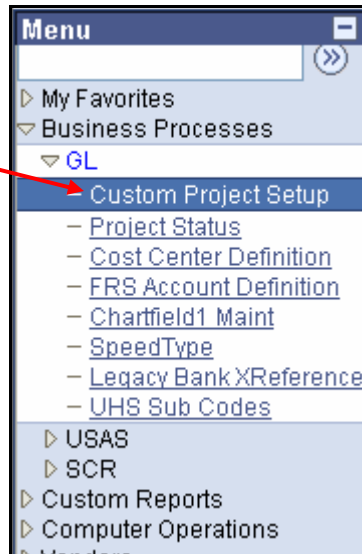
Or, See the [SignOn Financial Production job aid](#).

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' search panel. It includes a 'Find an Existing Value' section with two input fields: 'SetID' (beginning with '00765') and 'Project' (beginning with 'G00017'). A red arrow points from the 'Project/Grant #' instruction to the 'Project' field. Below the fields are 'Search' and 'Clear' buttons, with the 'Search' button circled in red. There are also links for '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
<a href="#">00765</a>	<a href="#">G000170</a>	<a href="#">TRULL 2004</a>
<a href="#">00765</a>	<a href="#">G000171</a>	<a href="#">SLEAP '05</a>
<a href="#">00765</a>	<a href="#">G000172</a>	<a href="#">RAYMOND DICKSON GRANT</a>
<a href="#">00765</a>	<a href="#">G000173</a>	<a href="#">MINORITY PART HRD-402623</a>
<a href="#">00765</a>	<a href="#">G000174</a>	<a href="#">PELL GRANT '06</a>

### 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:

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