

My Investigator

My Investigator is a tool for staff to see all project information including budgets, balances, commitments, expenses, and summary of project. This tool has information on externally funded projects, overhead, residuals, and royalties. This can be accessed through **PeopleSoft > Main Menu > myinvestiGator**.

Individual search - place project number into search bar. To look at all of your projects/subprojects past and present can enter PI Name.

Welcome Tamara Siegel | Logout

Search Reference Award No. Project ID Project PI Name Dept. ID Search Advanced Search

My List(s) ?

To create a list, use the Search feature to locate projects.
Then select the project(s) you want to add and click the Add to List button.

Add to My List(s)

Create List for your current projects

Place PI Name in search bar, hit search. Scroll along bottom to right.

Search Result

Showing 11 Projects

Add to My List(s)

Project PI Name	Project Department	Reference Award Number	Budget End Date	Total Budget	Sponsor Name
Notling, Joseph	AG-CREC-LAKE ALFRED	018008	01/31/2014	28,100.00	FL DEPT OF AG AND CONSUM
Notling, Joseph	AG-CREC-LAKE ALFRED	58-6618-1-040	02/28/2013	16,700.00	US DEPT OF AG AG RES SVC

Once list comes up select (checkmark) only those that are active using the budget end dates in list. Select Add to my List(s).

Search Result

Showing 11 Projects

Add to My List(s)

Project ID	Project Description	Project PI Name	Project Department	Reference Award Number	Bud	
<input checked="" type="checkbox"/>	00098930	Temik replacement for optimize	Notling, Joseph	AG-CREC-LAKE ALFRED	018008	01/
<input checked="" type="checkbox"/>	00096667	Field evaluation of a broad sp	Notling, Joseph	AG-CREC-LAKE ALFRED	58-6618-1-040	02/
<input checked="" type="checkbox"/>	00103783	Large scale strawberry grower	Notling, Joseph	AG-CREC-LAKE ALFRED	-	06/
<input checked="" type="checkbox"/>	00103786	Evaluation of methyl bromide 6	Notling, Joseph	AG-CREC-LAKE ALFRED	-	06/
<input type="checkbox"/>	00104360	Extension - Large Scale Strawb	Notling, Joseph	AG-CREC-LAKE ALFRED	-	06/

Select Create New & name your list. Each time you open myinvestiGator you will hit My List(s) which will bring up the items you specified. If a new award is released you will need to add this to your list.

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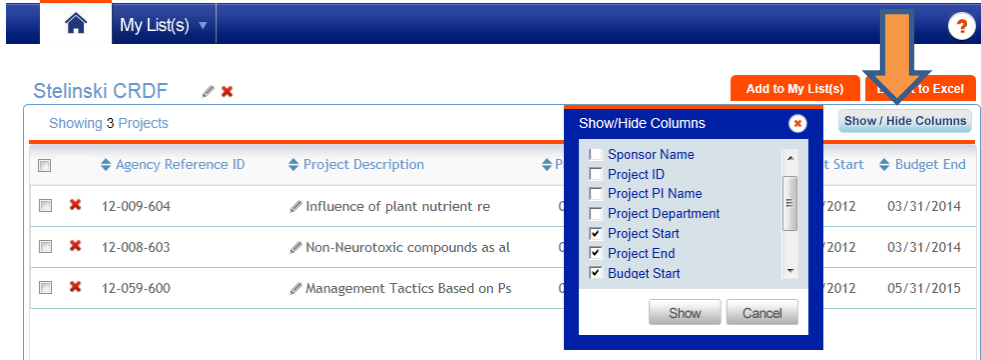
Search Reference Award No. Project ID Project PI Name Dept. ID Search Advanced Search

My List(s) ?

To create a list, use the Search feature to locate projects.

Customizing Summary View

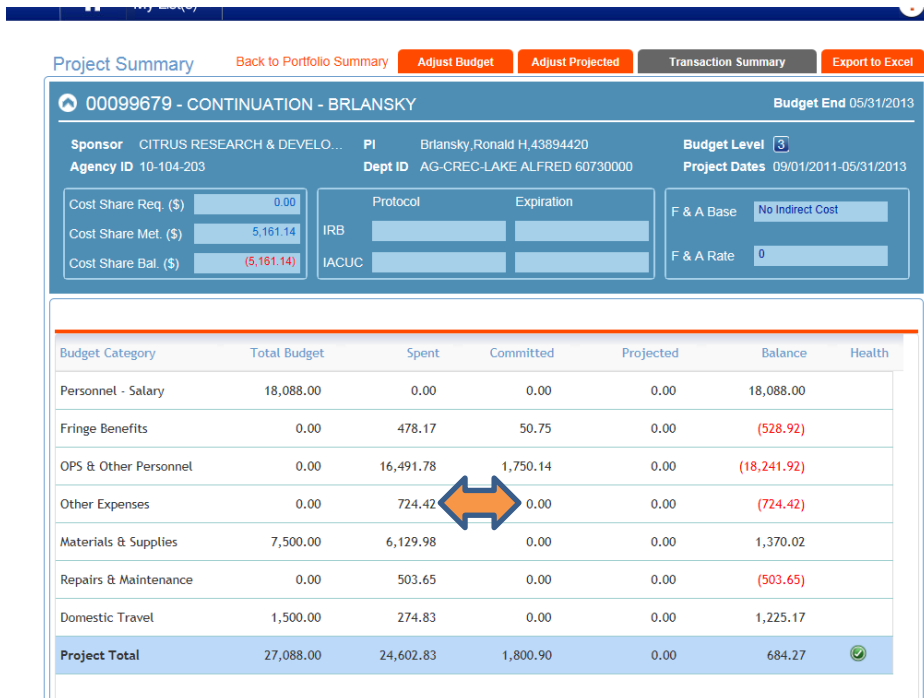
Select Show/Hide Columns and then check what you would like to see, this will become your default view.



Showing Details of Each Project

Select on the individual project from summary page above. Gives all the detail, including health of project. Hoover over to get symbol meaning.

To drill down further to see details you can select on a number to see the PS entries that make up this amount. If selecting from committed project this will show you name of employee, percentage and amount.



Details shown that can be exported to excel. Have the option to show/hide columns.

Budget Category	Employee	Vendor	Description	Posting Date
Other Expenses	Govindarajulu, Anantha	PRAXAIR DIST SE # 10	cylinder rental	04/18/2013
Other Expenses		Citrus Research & Educ	Expense Distribution	04/11/2013
Other Expenses		Citrus Research & Educ	Expense Distribution	04/11/2013
Other Expenses	Govindarajulu, Anantha	PRAXAIR DIST SE # 10	gas cylinder rental (monthly)	02/18/2013
Other Expenses		Citrus Research & Educ	charge backs	01/14/2013
Other Expenses		Citrus Research & Educ	charge backs	01/14/2013
Other Expenses	Govindarajulu, Anantha	PRAXAIR DIST SE # 0	gas cylinder rental	12/10/2012
Other Expenses	Govindarajulu, Anantha	PRAXAIR DIST SE # 10	gas cylinder rental (specialt	08/02/2012
				Total

Projections

Any projections or budget adjustments changed in myinvestiGator does not feed into PeopleSoft. This is only for projection type scenarios. These entries will show with a flag beside them so that you will know this was an adjustment. At any time you can select the restore source which will take it back to what PS shows.

OPS & Other Personnel	0.00	10,471.70	1,730.14	0.00	(10,471.74)
Other Expenses	500.00	724.42	0.00	0.00	(224.42)

Payroll Projections – Will allow you to search by the person’s name, put dates and effort. Fringe and salary will calculate for you. This will now show up as a projection and deduct from balance on screen.

Add Payroll Projection

Employee: Siegel, Tamara Lynn ADMINISTRATIVE AST ADMINISTRATIVE AST

Salary Group: Non-Exempt TEAMS/USPS Fringe %: 41.40

Date From: 05/22/2013 Date To: 06/30/2013 Effort%: 50.00

Projected Payroll (\$): [] Projected Fringe (\$): [] Projected F & A (\$): 0.00 Total (\$): []

Annualized Amount*: \$ []

Buttons: Save, Save & Add Another, Cancel