



## What is SUMMIT?

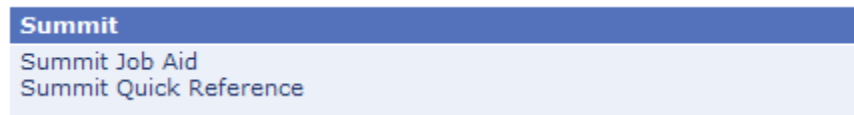
Summit is a web-based tool that delivers PeopleSoft financial data both quickly and easily through customized graphs and tables. As a Summit user you have access to financial data for all of your accounts at both summary and detail levels.

The screenshot shows the SUMMIT application interface with the following elements:

- Navigation tabs: Summary (selected), Sponsored Activity, Fund Balance Activity, Budget Balance Activity, Non-Sponsored Project Activity, Transaction Detail.
- Filters:
  - Through Fiscal Period: 2009-06
  - Dept Tree Level: Department
  - Dept Level Nodes: ADPT070100 - Computer Science
  - DeptID: A070100000 - Computer Science Department
  - Fund: 51342 - General Operating Funds
  - Status: (All Choices)
  - Award PI: (All Choices)
  - Project PI: (All Choices)
  - Grant Accountant: (All Choices)
- Go button

## Where do I access SUMMIT reference documents?

You can view a quick reference guide and a job aid directly from the A&F Systems webpage. Navigate to <http://www.umass.edu/af/systems/jobaids.htm> and scroll down to the Summit job aids to download or print.



## How do I gain access to SUMMIT and log in?

In order to gain access to Summit you must first have a PeopleSoft logon. If you do, simply have your supervisor email Brenda Clemons at [bclemons@admin.umass.edu](mailto:bclemons@admin.umass.edu) requesting access for you. Once you have access to Summit, log in by following these simple steps:

1. Navigate to <https://appsprdsommit-inside.umassadmin.net/analytics/saw.dll?Dashboard>
2. Enter your PeopleSoft User ID and Password.
3. Click the Log In button.

The screenshot shows the SUMMIT login page with the following elements:

- Header: SUMMIT
- Text: Please enter your User ID and Password below, and then press the Log In button.
- User ID field: AJDOE
- Password field: [masked]
- Log In button

## How do I sign up for SUMMIT training?

We hold frequent Summit training sessions on an as needed basis. If you are interested in attending training, call Joseph Hession at 545-4470 to register for the next available session. A training session lasts approximately 1 ½ hours.