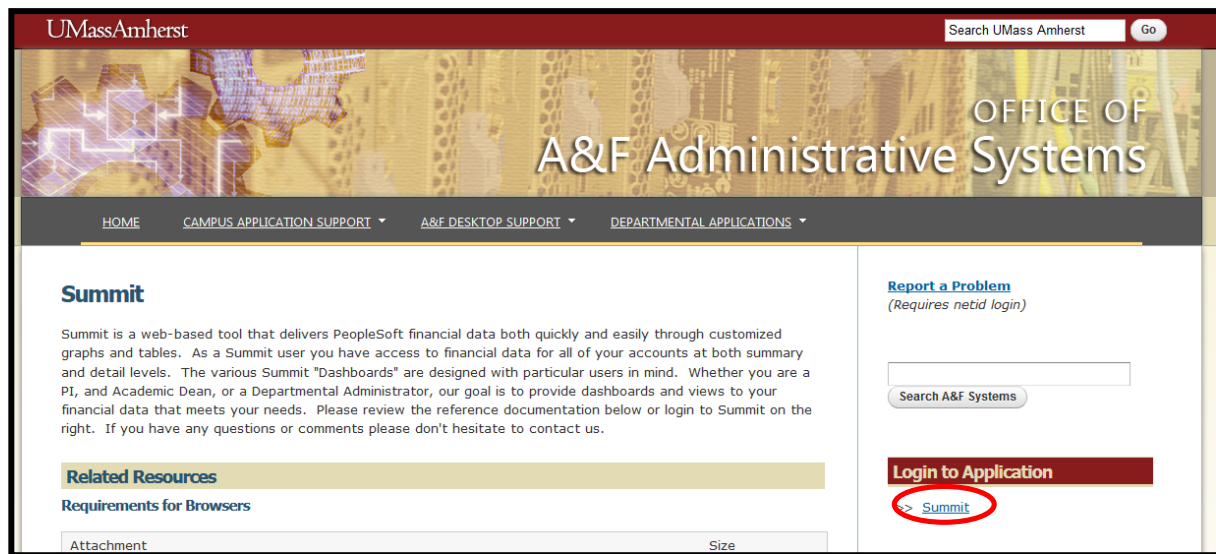


Summit – Getting Started

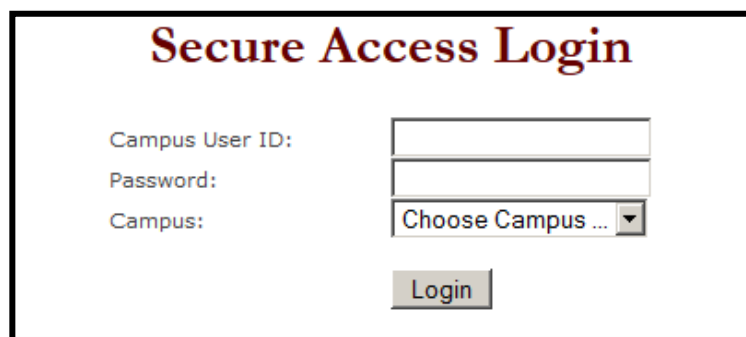
Summit is the university's financial database system. All financial transactions are recorded and organized here.

Logging On:

Go to <https://www.umass.edu/afsystems/summit>, and follow the application link



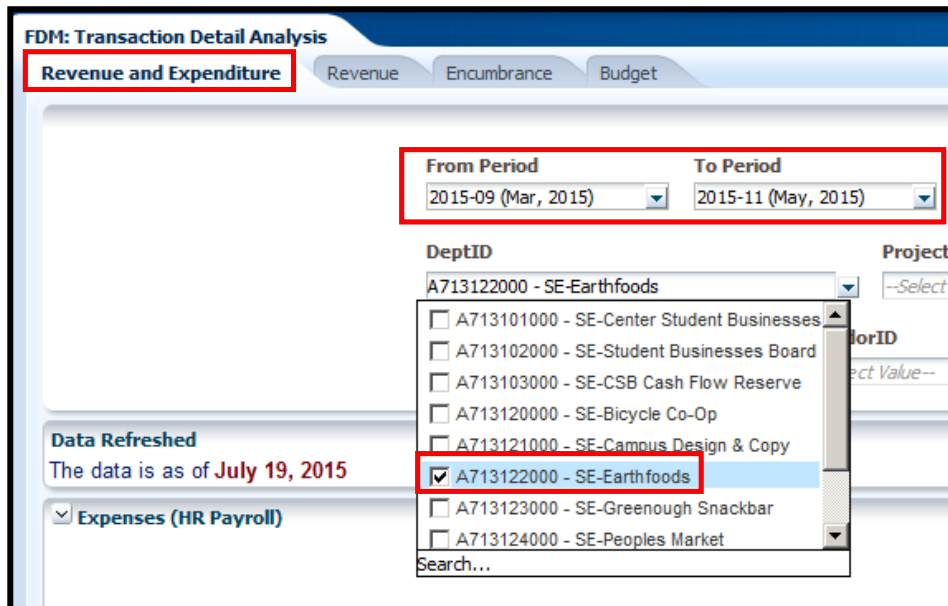
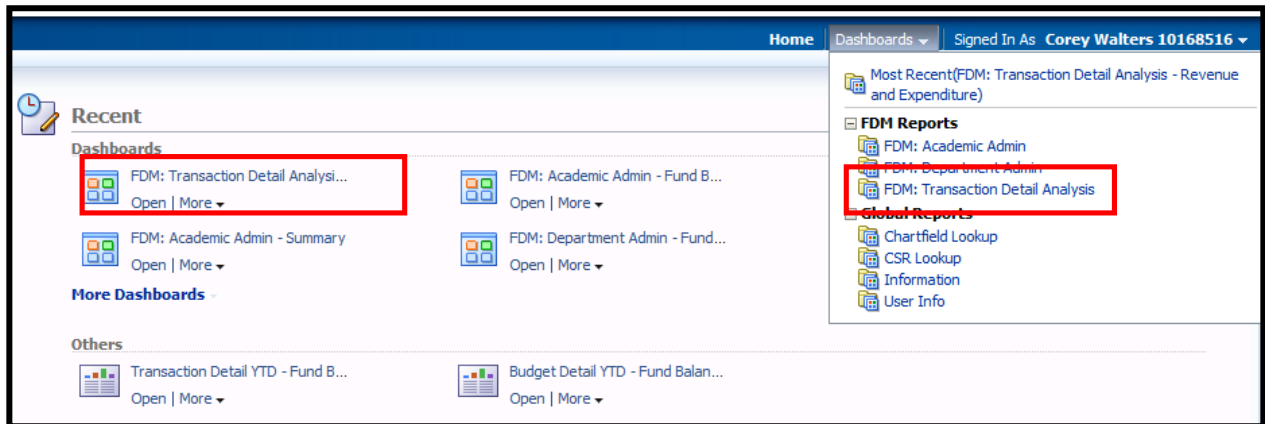
You will get to a login screen where you should enter your SPIRE ID and Password. Remember to specify the Amherst Campus.



If you can't login or Summit shows no information, contact the Administrative Coordinator or Director so the appropriate permission forms can be completed.

Basic Use:

Summit is organized into functions called Dashboards, each with different display options. For almost all use, you will use the Transaction Detail Analysis dashboard, Revenue and Expenditure view. You will select a date range and grad assistants will select a business in DeptID (Consultants will be limited to their own business).



Hit and all of the categories should populate.