Eagle Vision and Eagle Vision Query

Getting Started in PeopleSoft

The PeopleSoft sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. **<Click on> Sign In** after entering the data into the specified fields.

**User ID:** Enter your emplid.

**Password:** Enter your SOAR password.

Budget String Lookup with Eagle Vision and Eagle Vision Query

There are two options for looking up budget strings and/or signature authorities, etc.: Eagle Vision and Eagle Vision Query. Eagle Vision is a simple page form where you can view one budget at a time. Eagle Vision Query can be used to pull up all budgets under a department or signature authority and view all results at once or move to a spreadsheet if needed.
**Eagle Vision**

Main Menu → USM Procedures → Eagle Vision

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Department Number:</td>
<td>Enter HR Department Number.</td>
</tr>
<tr>
<td>HR Department Name:</td>
<td>Enter the name of the budget (i.e. Procurement and Contract Serv).</td>
</tr>
<tr>
<td>Fund Code:</td>
<td>Enter the fund.</td>
</tr>
<tr>
<td>Deptid:</td>
<td>Enter the department id.</td>
</tr>
<tr>
<td>Program Code:</td>
<td>Enter the program code.</td>
</tr>
<tr>
<td>Project/Grant:</td>
<td>Enter Grant or Project number (i.e. GR##### or DE#####).</td>
</tr>
<tr>
<td>Emplid:*</td>
<td>Enter the emplid of the signature authority (do NOT include the preceding W).</td>
</tr>
<tr>
<td>Signature Authority Name:*</td>
<td>Enter the last name of the signature authority.</td>
</tr>
</tbody>
</table>

Maximum number of rows to return (up to 300): 300

- Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]
*When searching with either the Emplid or Signature Authority Name fields you must change the drop down box to “contains” instead of “begins with.” If you do not do this step, you will not receive the full results for the signature authority entered.

<Click on> the Search button.

Search results will be displayed below the criteria. Locate the desired budget and <click on> any of the fields for that budget.
The detail for the budget will be displayed.
**Eagle Vision Query**

Main Menu → USM Procedures → Eagle Vision Query

![Image of Eagle Vision Query form]

Enter one or more search criteria.

**HR Department Number:** Enter HR Department Number.

**HR Department Name:** Enter the name of the budget (i.e. Procurement and Contract Serv).

**Fund Code:** Enter the fund.

**Deptid:** Enter the department id.

**Program Code:** Enter the program code.

**Project/Grant:** Enter Grant or Project number (i.e. GR##### or DE#####).

**Emplid:** Enter the emplid of the signature authority (do NOT include the preceding W).

**Signature Authority Name:** Enter the last name of the signature authority.

*Click on* the *View Results* button.
Results will be displayed for viewing.

<Click on> the Excel Spreadsheet link to import the results into an Excel spreadsheet.