

cedar



# PeopleSoft 8.4 Financial Overview

*Training Participant Guide  
for*



PeopleSoft Financials  
Version 8.4  
June 2004

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### **PeopleSoft Assistance**

To obtain additional help with your PeopleSoft functionality, contact **368-HELP** or **help@case.edu**.

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# Before you begin...

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You will use this guide during class to follow the topics as your instructor presents them. The instructor may also provide you with additional materials to support the training outlined in this guide.

After class, use this guide as a reference document for completing tasks within the PeopleSoft system.

## Intended Audience

This guide is intended for personnel who are responsible for entering and processing data in the PeopleSoft system.

We assume that you are familiar with Microsoft Windows. If you are new to the Windows environment, you should complete a Windows Tutorial prior to working in the PeopleSoft environment.

## How This Guide Is Organized

This guide is organized into modules and lessons to correspond with the topics your instructor will cover in class. Each module contains practice exercises that your instructor will walk you through, and individual exercises for you to complete on your own. There are review questions at the end of each module to recap the major points of the module.

# Symbols and Conventions

The following conventions are used in this guide to help you distinguish between various types of information:

Element	How It Is Used
<b>bold text</b>	Command and toolbar buttons that you click. Text you type. Menus, text and radio buttons that you select. Check boxes you turn on or off.
< <b>bold text</b> >	Function keys on your keyboard that you press.
	Procedural information.
	Warnings and cautions that require careful attention.
	Term definition—appears in the page margin.
	Noteworthy comments or important additional information—generally about the item immediately preceding the note. Appears in the main body of the document.
	Noteworthy comments or important additional information—generally additional information about a series of steps or the topic being discussed. Appears in the page margin.

# Chapter 1

## PeopleSoft Navigation

---

The purpose of this class is to provide you with the skills you need to sign on to, and navigate through the PeopleSoft Financial Management System (also referred to as PeopleSoft or PS).

### Chapter Objectives

This chapter explains:

- The agenda and objectives for this course.
- Your PeopleSoft Sign On.
- PeopleSoft navigation.

### Chapter Contents

This chapter contains the following lessons:

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# Lesson 1: Course Overview

The *PeopleSoft 8.4 Financials Overview* Training Participants Guide includes three chapters and two appendices:

- Chapter 1, “PeopleSoft Navigation,” explains how to sign on to PeopleSoft and gives tips to navigate through the PeopleSoft 8.4 Financials system.
- Chapter 2, “Introducing PeopleSoft Financials,” provides an overview of the PeopleSoft 8.4 Financials Management System and addresses specific setup information common to all applications. This chapter gives basic information on commitment accounting and the design process for the chartfields used at Case.
- Chapter 3, “Online Inquiry” introduces the eProcurement “Circle of Life” that lets you monitor the progress of your requisitions in the PeopleSoft system as well as introducing the ability to inquire on purchase orders and vouchers.
- Appendix A, “Review Questions and Answers,” provides the answers to the review questions at the end of each chapter.
- Appendix B, “Case PeopleSoft Glossary,” provides the bridge between the terminology of the legacy system and the new PeopleSoft system.
- Appendix C, “PeopleSoft Common Terminology,” provides a reference for the common system terminology and icons you will see.

## Agenda

Following is the agenda for the *PeopleSoft 8.4 Financials Overview* course:

Chapter 1 – PeopleSoft Navigation
Chapter 2 – Introducing PeopleSoft Financials
Break
Chapter 3 – Online Inquiry
Questions & Answers, Evaluations, Wrap-up

## Course Objectives

This course teaches you how to:

- Navigate through the PeopleSoft system.
- Understand the basic process flows for each application.
- Understand the basic structure and integration of the PeopleSoft applications.
- Use online inquiry functionality.
- Access and run standard reports.

## Chapter Structure



You are encouraged to ask your instructor questions throughout the entire course.

Most chapters are structured the same way and generally consist of the following:

- **Objectives.** The objectives are found at the beginning of the chapter and define what you will learn in the chapter.
- **Lessons.** Each chapter has several lessons that explain the various concepts. Some lessons contain practices and exercises.
  - **Practices** are step-by-step instructions for completing a procedure that the instructor and class participants walk-through together.
- **Review Questions.** You will find review questions at the end of the chapter that recap material covered in the chapter. The answers to the questions will be discussed among class participants and the instructor.

## Lesson 2: PeopleSoft 8.4 System Overview

PeopleSoft 8.4 Financials is an internet/intranet browser-based system that allows you to perform the tasks needed to record your financial information. This browser-based system provides the following features:

- Easy access – just enter a URL (Uniform Resource Locator) or select a hyperlink. Uses standard Internet technologies and protocols (HTML, XML, JavaScript, Java Servlets, HTTP, and SSL).
- Reduced hardware/software problems – does not require a Windows workstation for maintenance and deployment of the PeopleSoft program. All business rule validation and batch processing executes on a server not on your desktop.
- Look and feel – PeopleSoft applications look and feel like familiar, popular web sites. Pages are displayed to the user through the browser. The user clicks on hyperlinks, enters data on forms, clicks on buttons, etc., just like with the other web sites.

## Lesson 3: PeopleSoft Sign On

PeopleSoft requires a User ID and password for sign on. Each user will be assigned a unique User ID. The security access attached to your user ID will be based on the tasks you perform and will limit your access to the pages and information needed for those tasks.

### Requesting Access

After you have completed the requirements of the PeopleSoft classes, you need to complete a security access form. Submit this form to the Security Administrator. The Security Administrator will review the form, set up your access and notify you when it is complete.

### Features

The PeopleSoft 8.4 Financials system features:

- User access via the web.
- PeopleSoft Sign-in page that can be added to web browser favorites.
- Access and navigation using standard Internet protocols.
- Menu items and pages based on the security access tied to your unique user ID.
- The ability to have multiple pages open simultaneously.
- The ability to add commonly used pages to the 'My Favorites' list.

## Sign-in Page



Once you have identified the URL for the Sign-in Page, add it to your web browser Favorites or Bookmarks menu for easy access.

The URL for PeopleSoft 8.4 in production is:

***<https://erp.case.edu:8600/psp/fsprd/?cmd=login>***

This is the PeopleSoft sign on page that you will see when you access PeopleSoft.

A screenshot of the PeopleSoft 8.4 Financials Signon page. At the top, there is a header with the Case Western Reserve University logo and the text "CASE CASE WESTERN RESERVE UNIVERSITY". Below the header, the page title is "ERP/Financials Signon". There are two input fields: "User ID:" and "Password:". Below the "Password:" field is a yellow "Sign In" button.

## Practice – Signing On to PeopleSoft

Use the following steps to sign on to the PeopleSoft 8.4.



### To Sign on to PeopleSoft:

1. Click the **Internet Explorer** icon on your desktop or taskbar.
2. Access PeopleSoft using the URL for production.  
*The PeopleSoft 8 Sign-in page appears.*
3. Enter your **User ID**.
4. Press **<Tab>** to move to the next field.
5. Enter your **Password**.



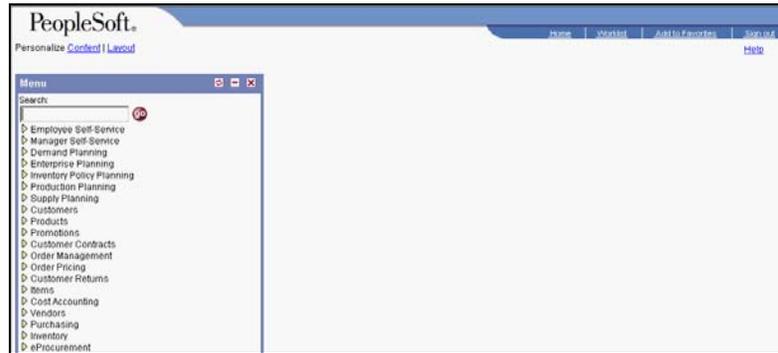
User IDs and passwords are case sensitive.



The menu items that appear on the left-side are those that you can access based on your security profile.

6. Click the **Sign in** button.

*The PeopleSoft Home page appears.*



## Time-Out

Your connection will expire if it is left idle for 20 minutes. If you are entering data and have not saved when the system times out, you will lose the data that you have entered.

## Sign Out

You can sign out of PeopleSoft by clicking the [Sign out](#) link on the top right navigation bar on any PeopleSoft page.



This is the best way to sign out of the PeopleSoft system and should be used instead of using the Windows close option. Make sure that all PeopleSoft windows on your task bar are closed to complete the sign out process.

# Lesson 4: PeopleSoft Navigation

PeopleSoft navigation across applications and pages is done via the menu items that appear on the Home page.



For additional navigation help, see Appendix C, PeopleSoft Helpful Hints and Common Terminology.

## Navigation Features

PeopleSoft's web-based navigation includes some of the following features:

- All the menus are listed together by application.
- Menus are visible based on your security access.
- Several menu levels allow you to drill from the menu group (application) level to the components where the information is stored.
- Any menu selection which has menus or components within it will have a ( ▸ ) to its left.
- The actual pages or page groups (called components) will be underlined as a hyperlink.
- The Menu window is always visible, but can be minimized by clicking the minimize (▢) button at the top right of the Menu section of the home-page.
- Press <F11> to expand the PeopleSoft window to full screen mode and hides the task bar at the bottom. Press <F11> again to reduce the window and access the task bar.
- Do not use the Internet Explorer back and forward buttons as the results may not always be what you expect.

## Practice – Navigating in the PeopleSoft Menu

Follow these steps to navigate through the menu.



**To navigate to a PeopleSoft page:**

1. Sign on to PeopleSoft.  
*The PeopleSoft Home page appears.*
2. Click **eProcurement** (menu group) to expand the menu.  
*The next menu level appears.*
3. Click **Manage Requisitions** to open the menu.

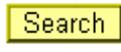
4. Click the **Home** link at the top of any PeopleSoft page.

*All expanded menus collapse and open pages are closed to take you back to the high-level menu items and the blank Home page. You can now begin a new search.*

## Searching for Information

You can enter information into the different fields on any search dialog page to help find the record that you want to review.

After you have narrowed down the criteria to retrieve a record, click

 **Search** to find the record you want to view.

## Practice – Searching for an Existing Record from the Search Dialog Page

Use the following steps to search for a journal from the search dialog page for the Journal Entry component.



**To search for a new record:**

1. Open the **Accounts Payable** menu group.
2. Open the **Review** menu.
3. Open the **Vendor** menu item.
4. Click the [Scheduled Payments on Hold](#) component.

*The Scheduled Payments on Hold search dialog page appears.*



The lookup buttons, drop-down lists and calendars that appear on the search dialog pages help you to look up the information that you need.

**Scheduled Payments on Hold**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>SetID:</b>	=	<input type="text" value="CASE1"/>	🔍
<b>Vendor ID:</b>	begins with	<input type="text"/>	🔍
<b>Short Vendor Name:</b>	begins with	<input type="text"/>	🔍
<b>Our Customer Number:</b>	begins with	<input type="text"/>	🔍
<b>D+B Number:</b>	=	<input type="text"/>	
<b>Name 1:</b>	begins with	<input type="text"/>	🔍

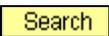
Case Sensitive

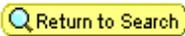
[Basic Search](#)

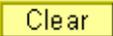
[Save Search Criteria](#)

*For each of your criteria selections, you can use different operators to help your search. These operators include:*

begins with	Finds all matches that begin with the value you enter.
Contains	Finds all matches that contain the information that you enter.
=	Finds an exact match for the value that you enter.
not =	Finds all values that do not match the information you enter.
<	Finds all values that are less than the value you enter.
<=	Finds all values that are less than or equal to the value you enter.
>	Finds all values that are greater than the value you enter.
>=	Finds all values that are greater than or equal to the value you enter.
Between	Finds all matches between the two values you enter. Separate the values with a comma.
In	Finds all values in a list that you create. Separate all values with commas.

5. Enter **CASE1** as the SetID.
6. Enter all or part of a **Vendor name** in the Name1 field.
7. Click .

*The Scheduled Payments on Hold page appears. If more than one match exists, a list of results will appear and you can select the correct one.*
8. Click .

*The search dialog page reappears.*
9. Click  to remove the previous selection criteria.

*All fields are cleared.*
10. Click  next to the SetID field.

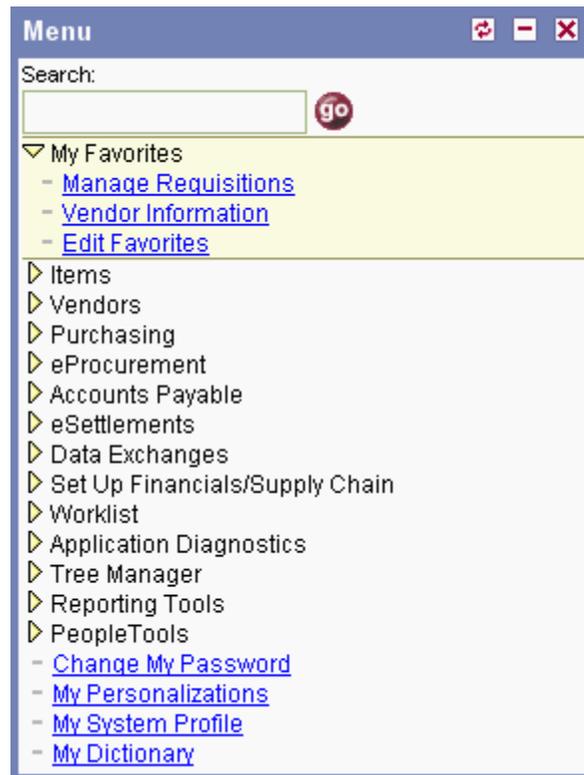
*The Look Up SetID page appears with the available values. On the Look Up pages, you may have additional options to search for the value.*
11. Click **CASE1**.

*The search dialog page reappears with your selected value.*
12. Select **contains** next to the Name1 field.

13. Type **on** in the search field for Name1.
14. Click **Search**.  
*The Search Results display all vendor names that have the letters 'on' in their name.*
15. Click the first item in the search results list.  
*The Scheduled Payments on Hold page appears for you to review.*

## Using My Favorites

PeopleSoft has added My Favorites as the first item on their menu. Adding a page to My Favorites helps with your navigation for day-to-day tasks. After you have added your most frequently used pages, you can access from this menu.



## Practice – Managing your PeopleSoft “My Favorites”

Use these steps to add a page to the My Favorites menu.



### To add a page to the My Favorites menu:

1. From the left-hand navigation, open the **eProcurement** menu group.
2. Click the [Manage Requisitions](#) component.  
*The Manage Requisitions page appears.*
3. Click Add to Favorites from the home page navigation.



*The Add to Favorites Page appears with the name of the selected page.*

### Add to Favorites

Please Enter a Unique Description for this Favorite

\*Description:

Add to Favorites
Cancel

4. Accept or change the displayed **Description**.
5. Click Add to Favorites.  
*The item is added to the My Favorites menu and the Search page reappears.*
6. Click the [Home](#) link at the top of the PeopleSoft page.  
*All menus close and the PeopleSoft Home page appears.*
7. Open the **My Favorites** menu group.
8. Click on the **Manage Requisitions** entry that you just added.  
*The search page for that component appears.*
9. Click the [Home](#) link at the top of the PeopleSoft page.  
*All menus close and the PeopleSoft Home page appears.*

If you need to change or delete a menu entry, you use the Edit Favorites link.



### To delete or change a My Favorites entry:

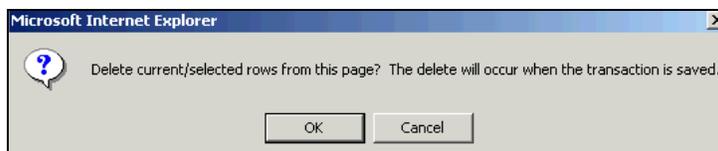
1. Open the **My Favorites** menu group.
2. Click [Edit Favorites](#).  
*The Edit Favorites page appears.*

Edit Favorites			
▼ Favorites <span style="float: right;">Customize   Find   First 1-6 of 6 Last</span>			
Favorite	Sequence number		
ChartField Values	0		Delete
Locations	0		Delete
Manage Requisitions	0		Delete
Process Monitor	0		Delete
Procurement Application Admin	0		Delete
System Process Requests	0		Delete

You can change the following:

- The name by changing the value under Favorite.
  - The order in which items appear by typing a number in the Sequence Number field.
  - Delete the entry by clicking the Delete button.
3. Click  next to the Manage Requisitions entry you just created.

A confirmation message appears.



4. Click **OK**.
- The entry is deleted from the list.*
5. Click .
- The entry is deleted from the My Favorites menu group. The next time you open the menu, the entry will be gone.*
6. Click the Home link at the top of the PeopleSoft page.
- All menus close and the PeopleSoft Home page appears.*

## Opening Multiple Windows



There is no limit to the number of PeopleSoft windows that you can have open at a time. However, with each new window that is open, you are using additional system resources

PeopleSoft gives you the ability to open multiple windows simultaneously. While working with one page, you can click the [New Window](#) hyperlink at the top right of the page to open a new PeopleSoft page. A duplicate page will open up, and you can navigate through the menu to find the new page you wish to view. The original page will remain open. If you go back to the first open page, the new page will minimize but remain open.

## Practice – Opening Multiple Windows

Use the following steps to open a window and then open a second window.



### To open multiple windows:

1. From the left-hand navigation, open the **eProcurement** menu group.
2. Click the [Manage Requisitions](#) component.  
*The Manage Requisitions page appears.*
3. From the open window, click the [New Window](#) hyperlink at the top right of the PeopleSoft page.  
*A new window opens with the page you are currently viewing. The component is highlighted on the menu.*
4. From the left-hand navigation in the new window, open the **Accounts Payable** menu group.
5. Open the **Review** menu.
6. Open the **Vendor** menu item.
7. Select [Vendor Schedule Payment](#).

*The search dialog for the new page appears.*

Both of the pages remain open, you may work on one and minimize the other. When you are finished, close the page.



Remember, you cannot completely close the PeopleSoft application unless all active windows are closed.

## Review Questions

1. What is the primary tool for Navigation within PeopleSoft?
2. How is the My Favorites menu item used?
3. What happens to an unsaved transaction when your idle PeopleSoft connection times out?

# Chapter 2

## Introducing PeopleSoft Financials

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In order to work in PeopleSoft, you need to have a basic understanding of how the PeopleSoft Financial Management system is set up. This chapter explains the foundations created for your Financial Management System.

### Chapter Objectives

This chapter explains:

- The PeopleSoft Financial Management system.
- New PeopleSoft terminology.
- New ChartField Design.
- Commitment Control Accounting.

### Chapter Contents

This chapter contains the following lessons:

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Lesson 2: New PeopleSoft Terminology .....	2-10
Lesson 3: Case ChartField Structure .....	2-15
Lesson 4: Overview of Commitment Control.....	2-19
Review Questions .....	2-21

# Lesson 1:

## Case ERP Project Overview

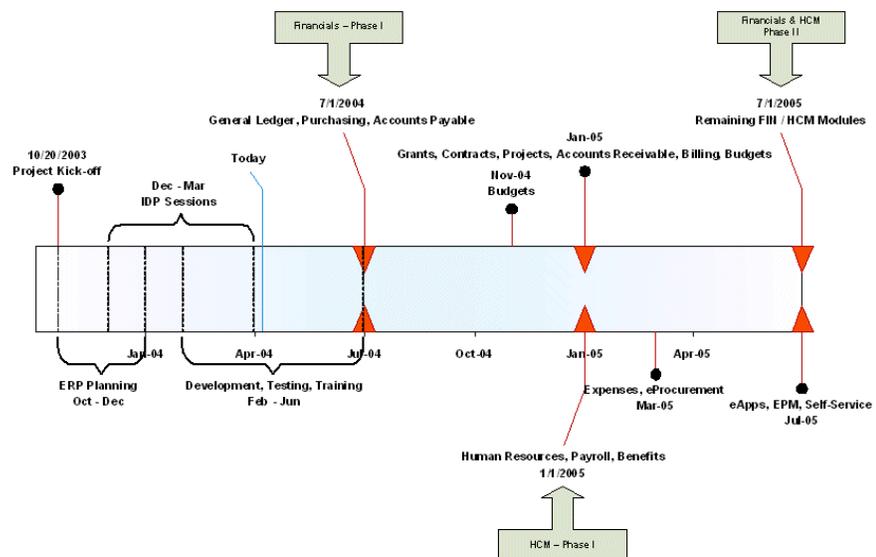
The PeopleSoft Implementation of Financials and Human Resources is one of eight strategic initiatives in the Five Year Strategic Framework for ITS. The ERP (Enterprise Resource Planning) project will provide an integrated University-wide administrative systems upgrade that will:

- Enhance customer service and support of efficient administrative practices;
- Provide students with access to information and technology to enable and enhance their educational experience;
- Provide faculty with better access to research and grants management tools and student-advisory communication tools; and
- Provide staff real-time access to key reporting needs associated with the administration of the Schools and the University administration.

The Case ERP Project is designed to replace Case's outdated core administrative processes including payroll, finance, purchasing, and accounts payable. It will also provide the first human resources system for the university. After the financial and human resources systems are in place, PeopleSoft Student Administration will also be implemented.

## ERP Timeline

The project will be completed in phases. The timeline below shows the planned rollout for each of the components.



This training coincides with Phase One of the Project.

## ERP Project Phases

There are four major phases to the ERP implementation:

- Phase 1 – Financials (Part 1) includes:
  - Upgraded General Ledger
  - Accounts Payable
  - Purchasing
- Phase 2 – HR (Part 1) includes:
  - Human Resources
  - Payroll
  - Base Benefits
- Phase 3 – Financials (Part 2) that includes eApplications and remaining financial functionality.
- Phase 4 – HR (Part 2) that includes eApplications and remaining HR functionality.

## Phase I – Financials

The Financials phase is live on July 1, 2004. It provides:

- An electronic, workflow-enabled system that improves processing of purchase requisitions and other documents. You will have enhanced capability to track the status of your requisitions as they move through the purchasing system.
- Enhanced Purchasing and Accounts Payable tools with easily accessible information. Everything from these applications will flow directly into the General Ledger.
- Improved reporting capabilities so that Purchasing can analyze purchasing transactions for improved contract negotiation. This will provide better pricing and improved service levels.
- Improved controlled payments to vendors through Accounts Payable.
  - Payment functions can be streamlined and automated resulting in reduced processing time and increased efficiency.
  - Contractual payments and special payment requirements can be tailored to specific vendors. Electronic payment processing will also be streamlined. This will result in better vendor relationships.

## Benefits of the ERP System

The implementation of the ERP system allows the university to realize many benefits including:

- The University will be able to connect its business processes directly to suppliers, faculty, staff, and students to improve administrative efficiency and services.
- All system users will have personalized web-based access to a centralized system of campus-wide transactions, records and information from anywhere.
- The integrated system positions Case competitively with other institutions by providing an information model that meets the needs of faculty, staff and students.
- The system will provide enhanced reporting and data analysis capabilities for faculty and staff.

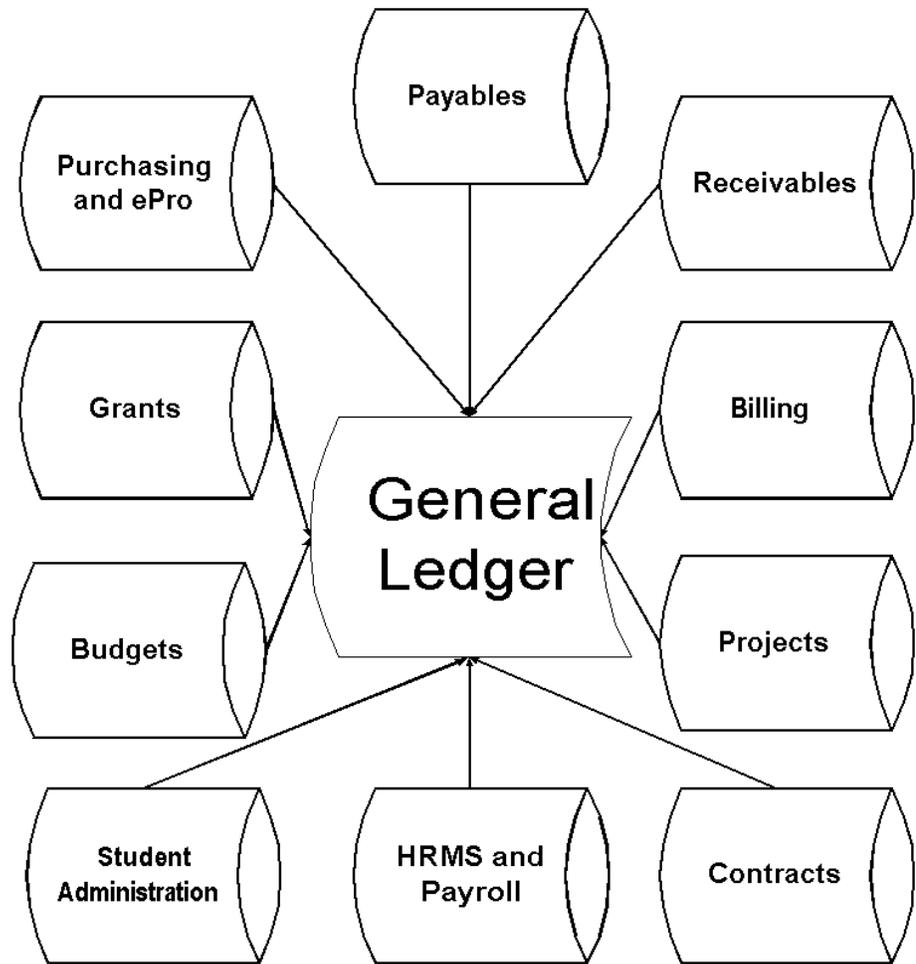
## Financial Application Integration

Four PeopleSoft Financials applications are being implemented with Phase 1:

- General Ledger – being upgraded from PeopleSoft version 7.5 to PeopleSoft version 8.4. New functionality is being added.
- Accounts Payable (AP)
- Purchasing (PO)
- eProcurement (ePro)

Plans are in place to implement the additional financial applications in Phase 3.

- Accounts Receivable (AR)
- Grants (GR)
- Billing (BI)
- Budgets
- Contracts
- Projects



## General Ledger

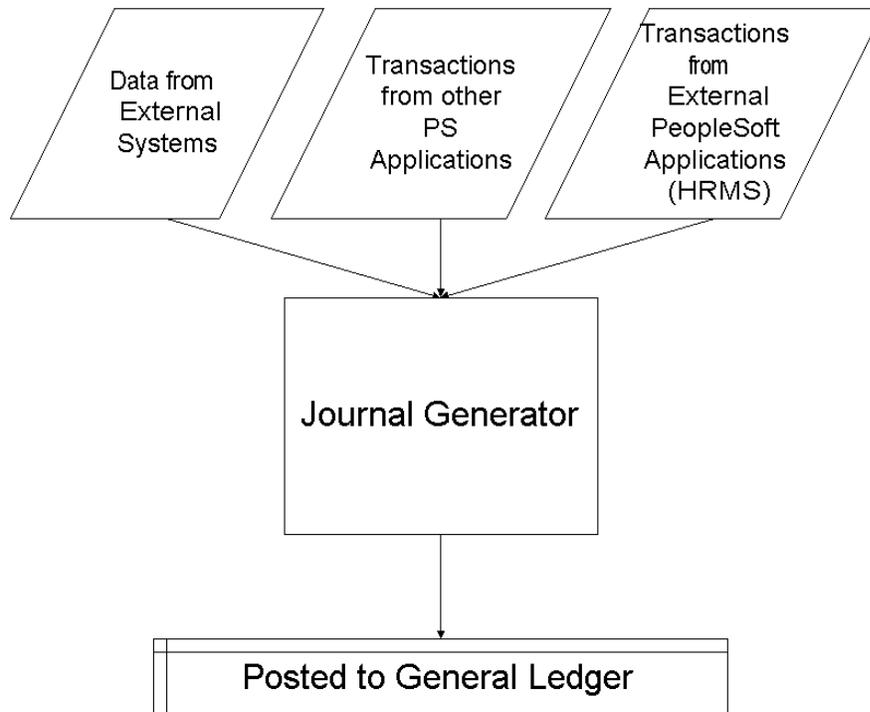
The budgets, budget checking rules, ledgers, and chart of accounts are setup in General Ledger.

The major General Ledger processes are:

- Manage/maintain budgets.
- Maintain chart of accounts.
- Journal entries.
- Maintain ledgers.
- Close ledgers.
- Run allocations.
- Receive accounting entries from all other modules.
- Reporting.

## General Ledger Integration

Information processed in other applications is posted to the general ledger in addition to entries made to general ledger journals. This is illustrated in the diagram below.



Data from External systems come in from spreadsheets and other non-PeopleSoft journals. Other PS applications are those such as AR and AP.

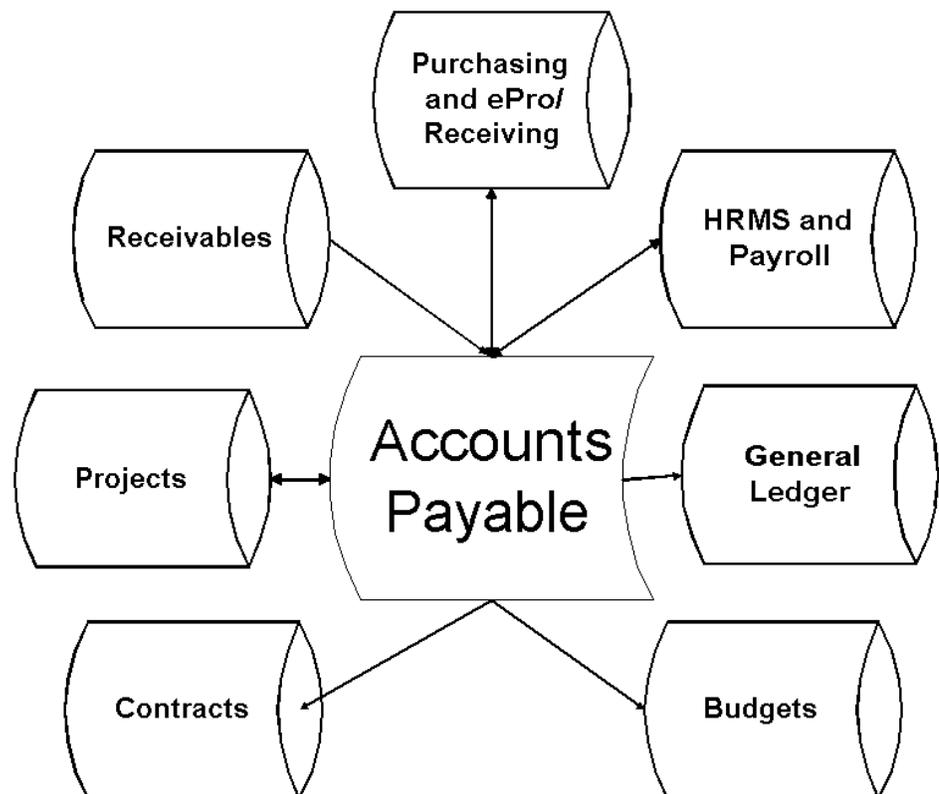
## Accounts Payable

The Accounts Payable application is used to enter vouchers (online or batch) and make payments to vendors. Major Accounts Payable business processes are:

- Vendor Maintenance (shared with Purchasing).
- Non PO Vouchers
- PO Vouchers
- Matching with PO and Receiver
- Payments
- Vendor Contracts
- Accounting Entries to General Ledger
- Asset transactions to Asset Management

## Accounts Payable Integration

The following diagram illustrates how Accounts Payable interacts with the other applications.



## Purchasing and eProcurement

Case is using eProcurement to create requisitions, which will then be processed using PeopleSoft Purchasing.

The major eProcurement business activities are:

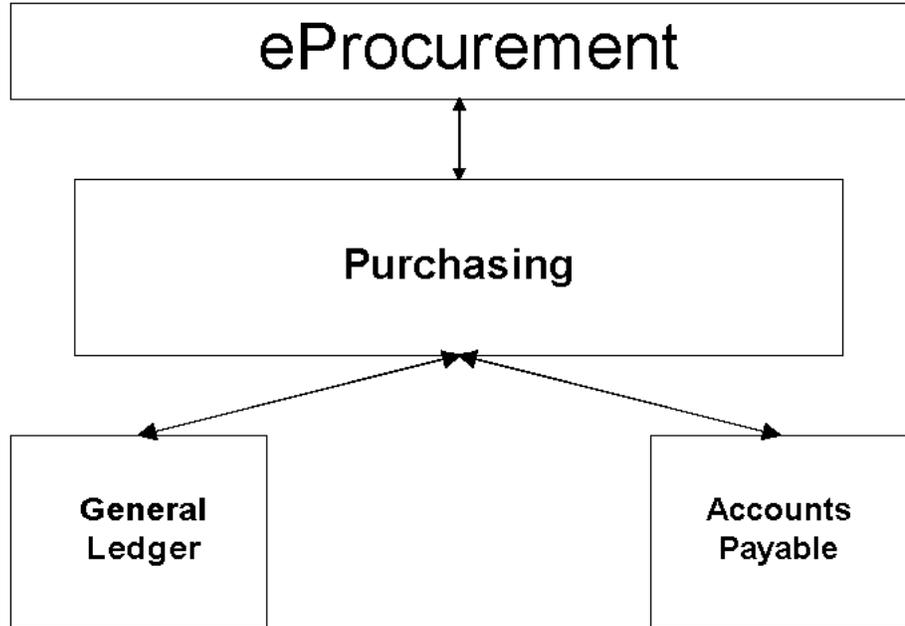
- Creating requisitions.
- Receiving.
- Returning items to vendors.

The processes handled by Central Purchasing are handled through Purchasing and include:

- Vendor Maintenance (shared with Accounts Payable).
- Request for quotes.
- Purchase orders.
- Change requests/orders.
- Purchase order dispatch.
- Procurement contracts.
- Procurement analysis.

## eProcurement/Procurement Integration

The following diagram illustrates how eProcurement interacts with the other PeopleSoft Financial applications.



## Lesson 2: New PeopleSoft Terminology

PeopleSoft Financial Management System is made up of tables comprised of sets of related fields.

When you enter a transaction in the PeopleSoft system, some of these values will default for you and you will not need to enter them for each transaction. The implementation team established these defaults for each user based on the tasks the user performs.

Some of the basic PeopleSoft terms are defined below.

### Business Units

Business units are established to identify each individual company or business entity. The business unit is a 5-character alphanumeric field that identifies the owner of the business transactions.

The only business unit used for financial transactions is **CASE1**.

### SetID

SetIDs are set up to group sets (TableSets) of values for specific applications. The PeopleSoft SetID allows you to group together values such as vendors, ChartFields, customers, etc. A SetID may be attached to a single business unit or multiple business units may share the values assigned to a SetID.

The only SetID currently in use is **CASE1**.

### PeopleSoft Dates

There are two types of dates that you will use in financial processing.

#### Effective Dates

Effective Dates are used primarily for setup and organizational information. This information is governed by a date that indicates when all of the options on that page are to take effect. As changes are made, new rows of information with a new effective date are entered.

Effective dates allow you to keep historical records (past, present and future) information in a table. The system separates effective-dated information into three types.

Effective Date Type	Description
Current	The <b><i>one</i></b> row with an effective date less than or equal to the current system date (today's date).
History	All rows with effective dates prior to the date on the current row.
Future	All rows with effective dates after the date on the current row.

When you enter an effective date, it usually defaults to your system's current date. This should be changed to the date in which the information takes effect.

When you access effective-dated information, the system looks at the current date and then supplies values based on the information in effect on that date. A value marked as inactive or with a future date will not be available for selection.

A department is an example of effective dated information. If you make a change to a department which will become active a month from today, you would enter the future date as the effective date. The department change will not be available for transactions or reports until the date entered as the effective date.

## Transaction Dates

Most of the entries that you make in the course of your daily tasks will have dates. These are transaction dates and indicate the date that the information was entered into the system.

## Budget Period

Your financial transactions will also be posted to a specific budget period. This allows you to track and report on fiscal activity for any time period at the university.

Case will use a Budget Period that dates from July 1 – June 30. The Budget Period value will be derived from the date on which the Fiscal Year ends. For example, the fiscal year that ends on June 30, 2005 will be posted to a Budget Period of **2005**.

## Accounting Periods

Each transaction you record in PeopleSoft will be posted to a specific Accounting Period. These are the consecutive months within a Fiscal Year.

You will frequently need to specify an accounting period when running inquiries or reports. The Accounting Periods at Case are:

Period	Description
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June
998	Closing period for year-end adjustments
0	Prior Year Balance Forward information (recorded automatically after year-end-close)



When requesting year-end information, you will want to include period 998 in your report or inquiry requests.



Most of the time the currency code will default based on your security setup.

## Currency

Your financial transactions deal with money. PeopleSoft is a global system that allows for multiple currency types and you may be prompted for a currency code when you enter a transaction.

At Case the currency will always be **USD (US Dollars)**.

## Ledger/Ledger Group

A Ledger is a set of posted balances that represents a set of balanced books for a Business Unit. Ledgers store posted net balances for each combination of ChartFields by accounting period and fiscal year. The PeopleSoft General Ledger Application allows you to define Ledgers to record actuals (periodic financial data), budgets, forecasts, statistics, or any other type of data at any level. The number of Ledgers you add will depend on the type of data you want to maintain. The Application supports detailed and summary Ledgers.

Multiple detail Ledgers can be linked together in a Ledger group. When you post a Journal entry, you have the option of posting the Journal to a single Ledger or to all Ledgers in a Ledger group.

When you make a journal entry in the system, the Ledger group will automatically be populated for you. This Ledger Group has Ledgers attached to it. When your journal entry is posted, the Ledger attached to the entry defines the set of books that get updated.

Your expense and revenue journal entries will be posted to the actuals ledger group called **ACTUALS**.

Your revenue and expense budgets are posted to the following Commitment Control Ledgers in the specified Ledger Groups:

Ledger Group	Ledger	Description
CC_DEP	CC_DEP_BUD	Department commitment control budget
CC_DEP	CC_DEP_ENC	Department commitment control encumbrances
CC_DEP	CC_DEP_EXP	Department commitment control expenditures
CC_DEP	CC_DEP_PRE	Department commitment control pre-encumbrances
CC_PG1	CC_PG_BUD	Project/grant commitment control budget
CC_PG1	CC_PG_ENC	Project/grant commitment control encumbrances
CC_PG1	CC_PG_EXP	Project/grant commitment control expenditures
CC_PG1	CC_PG_PRE	Project/grant commitment control pre-encumbrances
CC_REV	CC_REV_BUD	Commitment control revenue budgets
CC_REV	CC_REV_COL	Commitment control collected revenue
CC_REV	CC_REV_REC	Commitment control recognized revenue

## ChartFields

In the PeopleSoft General Ledger application, the fields that make up your chart of accounts and provide it with an overall structure are called ChartFields. Each transaction is posted to one or more of these ChartFields that allow you flexibility to report on your financial information by any of these designated data groups.

Case is using the following delivered ChartFields.

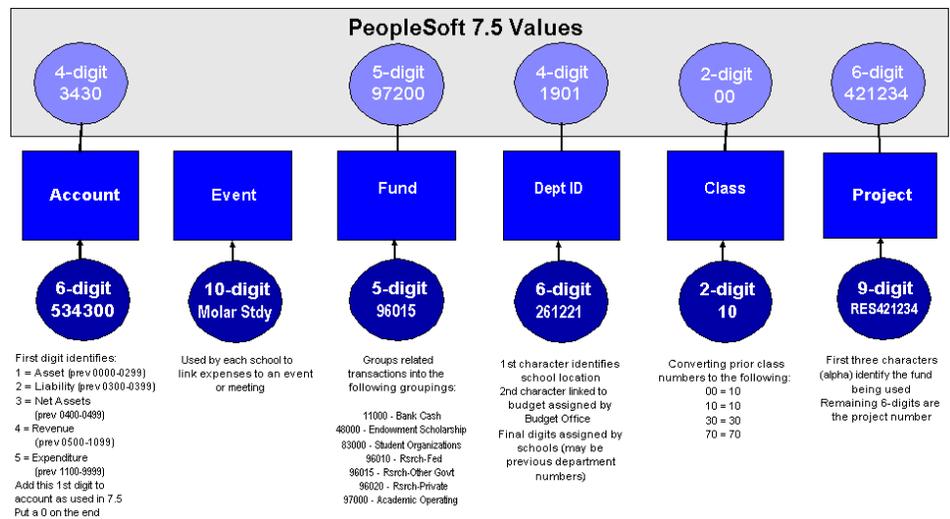
<b>ChartField</b>	<b>Field Size</b>	<b>Definition/Example</b>
Account	6 digit	Identifies activities as Revenue, Expense, Asset, or Liability.
Event	10 digit	Links expenses to an event.
Fund	5 digit	Groups related transactions such as sponsored research and endowment activity.
Department Code	6 digit	Identifies the operating and academic units within the University.
Class Field	2 digit	Identifies limitations on funds held by the University.
Project	9 digit	Identifies specific projects. This may designate a funded project or a classification within a fund.

# Lesson 3: Case ChartField Structure

All of the information in PeopleSoft Financials is stored and accessed based on the Business Unit and the ChartFields. You may understand ChartFields more easily by comparing with the old structure. The chart below gives a “crosswalk” comparison of the new PeopleSoft naming convention and structure with the previous accounting structure.



## PeopleSoft Chartfields for Business Unit CASE1



## SpeedTypes

Case has chosen to use SpeedTypes to enter account information for your transactions. SpeedTypes are shortcuts to entering all information. When you select a SpeedType the Department, Fund, Class and Project will be populated. You will only need to enter the appropriate account and the event, if applicable.



In some cases, the account may be part of the SpeedType. If an account is populated when you enter the SpeedType, do not change the account code.

In most cases the SpeedType is identical to the project ChartField identifier. There are, however, three exceptions:

- OPR (Operating)

- INS (Instructional)
- CSR (Cost Share)

For Operating and Instructional SpeedTypes you will use the 3-character designators (OPR or INS) with the Department ID. For Cost Share where the Speed Type is not equal to the project number, you will use the Project Class number with CSR as the first three characters. See this example of SpeedType values and the ChartField information each carries:

SpeedType	Account	Fund	Dept ID	Project	Cls
AGY810470	203290	83000		AGY810470	70
END102800	405590	48000		END102800	70
CSR451998		96010		TRN451998	10
CSR481007		96010		OSA481007	10
RES420505		96010		RES420505	10
TRN451011	410010	96010		TRN451011	10
INS101000		97000	101000		10
OPR101000		97000	101000		10

## Entering ChartField Data

After you enter the SpeedType on an accounting line you will only need to supply two additional ChartField values. These are Account and, where applicable, Event.

### Account



To support the upgrade from GL 7.5 to 8.4, the 1<sup>st</sup> digit will be appended to the front and a zero (0) will be added to the end of the current account number.

The Account ChartField is a 6-digit field used to describe expenses, revenue, liability, asset, and fund equity accounts. The 1<sup>st</sup> digit of each account number designates the account type. 1<sup>st</sup> digit account type designations are:

- 1 – Assets (previous accounts 0100-0299)
- 2 – Liability (previous accounts 0300-0399)
- 3 – Net Assets (previous accounts 0400-0499)
- 4 – Revenue (previous accounts 0500-1099)
- 5 – Expense (previous accounts 1100-9999)



Individuals in your department who work with accounts will be responsible for setting up the Event ChartFields. This will be covered in the *Journal Entry and Inquiry* course.

## Event

The Event is a 10-character field to be used by the schools to describe a specific event, such as a conference or meeting. This event can be designated when entering accounting lines to link a particular expense to that event. The field is alphanumeric and can be any combination of letters and numbers to describe the event.

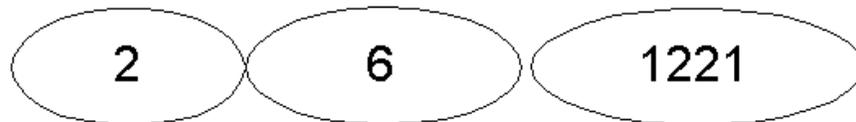
## Interpreting ChartField Data

The remaining ChartFields will be entered as you entered the SpeedType or Speed Chart. While you will not enter this information, it will help you to know what the values represent so you can interpret this data when you review your accounting information.

## Department

The Department is a 6-digit field used to represent the school location and budgeting information for that location.

The Department number is made of:



1st Character  
School Location

- 1 = A&S
- 2 = UGN
- 3 = CSE
- 4 = SAS
- 5 = LAW
- 6 = SOM
- 7 = MGT
- 8 = DEN
- 9 = NUR

2nd Character  
Budget Designation

- 0 = Deans
- 1 = Dev & Mktg
- 2 = Student Activities
- 3 = Technology/ITS
- 4 = Libraries
- 5 = Auxiliary Services
- 6 = General Admin
- 7 = Physical Plant
- 8 = Research Support
- 9 = Academic & Clinical

Last 4 characters  
assigned by the  
**school**  
May convert current  
numbers or designate  
new ones

## Fund

This is a 5-digit, high-level ChartField that broadly groups related types of transactions. These are relatively few in number, made up of the following values.

- 11000 - Bank Cash
- 48000 - Endowment Scholarship

- 83000 - Student Organizations
- 96010 - Research - Federal
- 96015 - Research - Other Govt
- 96020 - Research - Private
- 97000 - Academic Operating

## Class

The Class ChartField is a 2-digit field used to further identify expenditures for reporting purposes. This field has been used in previous versions and is being converted as follows:

Previous Class	New Class	Description
00	10	Unrestricted
10	10	Unrestricted
30	30	Temporary Restricted
70	70	Permanently Restricted

## Project



Projects represent both funded and other activity.

The Project ChartField is an alphanumeric field with the first three or four alphanumeric characters representing the type of project. The remaining digits represent the assigned project number.

The fund type designators are as follows:

- AGY – Agency
- ANN – Annuity
- CIP – Construction in Progress
- END – Endowments
- FHB – Funds Held By Others
- PLT – Plant
- RES – Research
- TRN – Training
- SPC – Special Projects
- OSA – Other Sponsored Activity

## Lesson 5: Overview of Commitment Control

PeopleSoft Commitment Control is used to create, adjust and transfer control budgets, check actual expenditures and revenues. It also determines pre-encumbrances and encumbrances against the control budgets according to the university's budget setup and budget checking rules. Commitment control confirms adherence to budgetary limits. The budgetary controls ensure that transactions do not exceed total budgets.

High-level tasks involved in setting up and processing commitment controls are listed below.



The direct interaction for end-users is shown in bold-faced type. Other transactions are handled by specialized processing groups.

- Control budgets are setup according to statutory or business rules and regulations.
- Transactions and budget checking rules are setup.
- **Users enter transactions including requisitions, vouchers, journal entries, purchase orders, etc.**
- Budget checking process is run either online or in scheduled batches.
- **Users review budget checking errors.**
- **Transactions are corrected or budget adjustments made and posted to the control budgets.**
- Budget checking process is run again.
- **Users can inquire the transaction status and the budget status and the transactions posted against the budgets can be reviewed.**
- Transactions not passing budget check are not processed further until corrected. Budgets may be overridden or budget adjustments may be made and the budget check process must be rerun.

### Types of Budget Control Transactions

There are three types of budget control transactions. These are defined in the paragraphs that follow.

#### Actuals and Recognized

Actual and Recognized transactions are journal entries, and payables vouchers. These transactions are posted against the control budgets and the Actuals ledger. These transactions are reported as expenditures or revenue based on the ChartFields used in the transaction line.

## Encumbrance

An encumbrance is an amount that you can legally spend based on a contract or purchase order. An encumbrance transaction does not update the Actuals ledger, it does however, update the Commitment Control Budget Detail ledger based on the ChartFields used.

## Pre-encumbrance

A pre-encumbrance is the amount that you intend to spend when you create a requisition. It does not update the Actuals ledger. It does however; update the Commitment Control Budget Detail ledger based on the ChartFields used.

## Commitment Control Example

The following table follows a requisition through your system and shows the points where the amount of the requisition moves through the different levels of budget control.

Activity	Effect on Commitment Control
Enter requisition	
Budget Check the Requisition	Funds are Pre-encumbered
Requisition transformed into PO that is budget checked	Funds are Encumbered
Items are received	
Invoice is paid	
Amounts from AP posted to General Ledger	Funds are committed to the ACTUALS ledger.

## Review Questions

1. What is a business unit?
2. What does a tree represent in PeopleSoft?
3. What are the ChartFields being used at Case?



## Notes

# Chapter 3

## Online Inquiry

---

PeopleSoft provides a number of inquiry screens to review the information that has been entered. This chapter explains how inquiries work within the PeopleSoft application.

### Chapter Objectives

This chapter explains what an Inquiry is and how to perform:

- PO Inquiries
- Requisition Inquiries
- Voucher Inquiries

### Chapter Contents

This chapter contains the following lessons:

Lesson 1: What is an Inquiry?.....	3-2
Lesson 2: Requisition Inquiry.....	3-4
Lesson 3: Purchase Order Inquiry .....	3-11
Lesson 4: Voucher Inquiry .....	3-17
Review Questions .....	3-24

# Lesson 1: What is an Inquiry?

## Retrieving Data in PeopleSoft

PeopleSoft provides three tools to retrieve data that you have entered. These are:

- Online Inquiry
- Standardized Report
- Ad-hoc Report

## Online Inquiries

Online inquiries allow you to:

- Customize criteria to review your data.
- Save your criteria entries.
- Retrieve small amounts of data quickly, such as:
  - One or two records.
  - One or more fields within a record.
- Export information to Excel.

## Standard Reports

Standard reports are those included with your PeopleSoft application. You will access these using the Reports menus. They may be pre-defined Queries, Crystals, nVisions, or SQR reports. Features of standard reports include:

- The ability to specify parameters to retrieve specific data.
- The ability to save your customized parameters.
- The ability to retrieve large amounts of data and include rows from several records for comparison.
- The ability to export to Excel.

## Ad-hoc Reports

These are the reports you design yourself. They include queries which may be formatted as Crystal reports or nVision reports which work with Excel to provide information. Features of ad-hoc reports allow you to:

- Add criteria to your data to limit the information you retrieve.

- Save and reuse your reports.
- Run a report to retrieve a large number of data rows.
- Export your information to Excel.

## Online Inquiry Functionality

When you use an online inquiry you retrieve up-to-date information that has been saved or posted in your PeopleSoft database. In addition to the ability to quickly retrieve and view specific data, online inquiry allows you to:

- Use drilldown to see the details behind the summarized data.
- Validate information quickly
- View information across applications.
- Call up and view data in a view only format without the ability to enter or change the information.
- Save inquiry parameters for future use or revision.

## Lesson 2: Requisition Inquiry

A requisition (also referred to as Req) is one way to originate a new PO. These requisitions are online requests that are used by the Purchasing department when ordering. After approval, a Requisition is incorporated into a Purchase Order. A Requisition is identified by a system-generated number.

You can review the requisitions that you have created using the eProcurement application.

The Requisition Inquiry pages can be located by following this path:

<b>Menu Group</b>	eProcurement
<b>Component</b>	Manage Requisitions

## Manage Requisitions

The Manage Requisitions page displays the requisitions that you have entered. Information is limited by the Search and Sort Requisitions section at the top of the page.

This is the Manage Requisitions page:

**Manage Requisitions for: Judith Williams**

**Search and Sort Requisitions**

Requisition Name:  Show Status: All Requirer: JEW  
 Date From: 05/02/2004 Through Date: 06/01/2004 PO:  Go

**Legend**

Cycle Edit Workflow Submit Cancel Re-Open Change Receive Return sPro

Req. Name	Bus. Unit	Date	Status	Total	Requester	Entered By
<a href="#">0000000006</a>	CASE1	05/05/2004	PO(s) Created	144.00	Judith Williams	Judith Williams
<a href="#">0000000005</a>	CASE1	05/05/2004	PO(s) Created	1.00	Judith Williams	Judith Williams
<a href="#">0000000004</a>	CASE1	05/05/2004	Approved	2.00	Judith Williams	Judith Williams

Use this page to review the status of your Requisitions, Edit/Cancel Requisitions, make a Change Request, Receive a PO, or Return an Item to the Vendor. To see the details of a specific Requisition just click on the Requisition Name link. If a PO has been created for a Requisition you can view the PO information on the details page.

[eProcurement Home](#) [Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

## Search and Sort Requisitions

Use the Search and Sort Requisitions group box at the top of the Manage Requisitions page to narrow down your search. If you enter requisitions on behalf of others, you can specify the name in the Requirer field to view and manage requisitions for that person. You may also want to enter the Requisition Name (title) to narrow your search even further.



When you know the PO number, you can enter it in the PO field in the Manage Requisitions Search and Sort Requisitions group box.

After you enter your search criteria and click , a list that matches the entered criteria appears.

This is the Search and Sort Requisitions section.

Search and Sort Requisitions			
Requisition Name	<input type="text"/>	Show Status	PO(s) Created <input type="text"/> Requester <input type="text"/> 
Date From	04/10/2004 	Through Date	05/10/2004  PO <input type="text"/> 

These are the fields, icons and hyperlinks on the Manage Requisitions Search and Sort Requisitions section.

Fields/Icons/Hyperlinks	Description
Requisition Name	Enter all or a portion of the requisition title that you entered.
Show Status	Select a status from the drop-down list to find the requisition you want.  Available status values are: All, Approved, Canceled, Complete, Denied, Open, PO(s) Created, PO(s) dispatched, Pending, Received, and Searched.
Requestor	Enter the Requestor of the requisition you want to find.  Use  to lookup the requestor, if needed.
Date From	Enter a beginning date for the range in which to search for your requisition.
Through Date	Enter an ending date for the range in which to search for your requisition.
PO	Enter the PO number, if known.
	After you have entered the search criteria in the <b>Search and Sort Requisitions</b> group box, click this button to display matches for the selected criteria.

After you press , the results that match your search criteria are displayed in a list below.

## Manage Requisitions Summary

The results that match the Search and Sort Requisitions criteria are displayed at the bottom of the page.

Legend							
		Customize   Find   View All			First	1-3 of 3	Last
Req. Name	Bus. Unit	Date	Status	Total		Requester	Entered By
<a href="#">0000000006</a>	CASE1	05/05/2004	PO(s) Created	144.00		Judith Williams	Judith Williams
<a href="#">0000000005</a>	CASE1	05/05/2004	PO(s) Created	1.00		Judith Williams	Judith Williams
<a href="#">0000000004</a>	CASE1	05/05/2004	Approved	2.00		Judith Williams	Judith Williams

These are the fields, icons and hyperlinks you will find on the Manage Requisitions Summary page:

Fields/Icons/ Hyperlinks	Description
Req. Name	Displays the short descriptive title that was entered for the requisition or the requisition number if no title was entered.  You can click on this hyperlink to see the requisition details that were entered.
Business Unit	Displays the Business Unit for which the requisition was entered. Case will use <b>CASE1</b> as the only business unit.
Date	Displays the date the requisition was entered.
Status	Displays the current status of the requisition.
Total	Displays the total dollar amount of the requisition.
Budget	Displays the status of the Budget Check process.
Cycle	Click to review the “Circle of Life” or Requisition Cycle page for this requisition. Depending on the stage the requisition is in, different icons on the circle will be active.
Edit	Click to access the Requisition Summary page for editing the requisition. <b>Requisitions may be edited until they are approved.</b>
Workflow	Click to access the Requisition Approval Status page. This will graphically show where the requisition is within the approval workflow structure.



The Legend for the different icons you will see is located between the search criteria and the returned matches.

Fields/Icons/ Hyperlinks	Description
 Submit	Click to submit the requisition into workflow for approval.
 Cancel	Click to cancel the requisition
 Re-Open	Click to re-open a cancelled requisition
 Change	Click to create a change request.
 Receive	Click to create a receipt on a PO
 Return	Click to create a return to vendor transaction.
	Click to initiate a Budget Check on an approved requisition.
<a href="#">eProcurement Home</a>	Hyperlink to the eProcurement Home Page.
<a href="#">Create New Requisition</a>	Hyperlink to the New Requisition page.
<a href="#">Inquire Change Request</a>	Hyperlink to view any change request that have been made.
<a href="#">Inquire Receipts</a>	Hyperlink to view receipts created by the user.
<a href="#">Requisition Report</a>	Hyperlink to run the PO to Requisition XREF report.

## Procedure – Inquiring on a Requisition

Use the following steps to inquire on a requisition.



**To inquire on a requisition:**

1. From the left-hand navigation menu, click **eProcurement**.
2. Click [Manage Requisitions](#).

*The Manage Requisition page appears.*



Default information will be defaulted into the Search and Sort Requisitions section entering your User ID as the requestor.

**Manage Requisitions for: Judith Williams**

**Search and Sort Requisitions**

Requisition Name:  Show Status: All  Requester: JEW

Date From: 05/02/2004  Through Date: 06/01/2004  PO:

**Legend**

Req. Name	Bus. Unit	Date	Status	Total	Requester	Entered By
<a href="#">0000000006</a>	CASE1	05/05/2004	PO(s) Created	144.00	Judith Williams	Judith Williams
<a href="#">0000000005</a>	CASE1	05/05/2004	PO(s) Created	1.00	Judith Williams	Judith Williams
<a href="#">0000000004</a>	CASE1	05/05/2004	Approved	2.00	Judith Williams	Judith Williams

Use this page to review the status of your Requisitions, Edit/Cancel Requisitions, make a Change Request, Receive a PO, or Return an Item to the Vendor. To see the details of a specific Requisition just click on the Requisition Name link. If a PO has been created for a Requisition you can view the PO information on the details page.

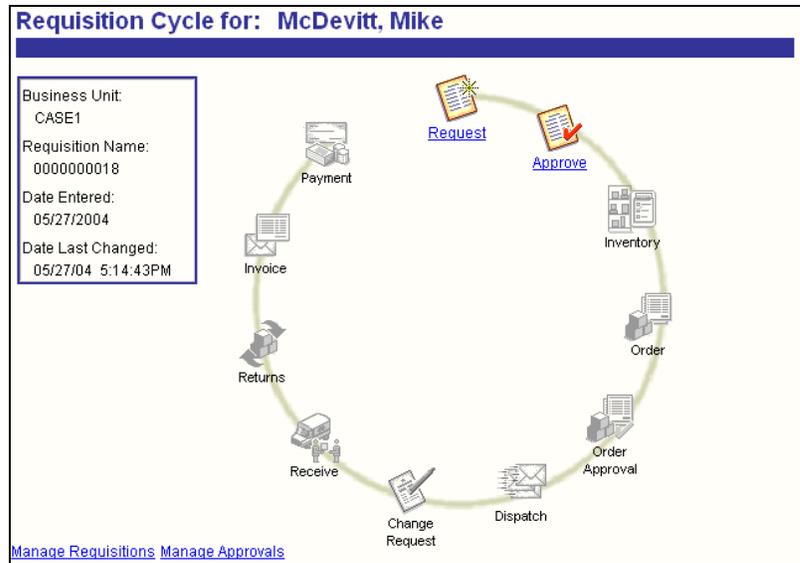
[eProcurement Home](#)
[Create New Requisition](#)
[Inquire Change Request](#)
[Inquire Receipts](#)
[Requisition Report](#)

3. Enter any known **identifying information** in the Selection fields.
  4. Click .
- The result portion of the page changes to include any matching requisitions.*
5. From this page use the following value to review the requisition:

Link	Description
<a href="#">Requisition name</a>	Click the hyperlink to review requisition details.
Cycle	Click to review the requisition's position within the procurement life cycle.
Edit	Click to edit the requisition.
	Click to review the requisition's approval status.
	Click to submit the requisition for approval.
	Click to cancel the requisition.
	Click to re-open the requisition.

Link	Description
	Click to create a change request.
	Click to create a receipt for the requisition.
	Click to return an item to the vendor.

- When you click  on a requisition, the Circle of Life or Requisition Cycle page appears. The highlighted icons show the completed stages in the circle.



- Click  to see the Requisition details. *The Requisition Details page appears.*

**Requisition Details for: McDevitt, Mike**

Requisition Name	Requisition ID	Unit	Date	Status	Total
0000000018	0000000018	CASE1	05/27/04	Approved	100,000.00

Legend: Edit Inventory Item View Receipt Change Request

First 1 - 2 of 2 Last

Line	Item Description	Source Status	Req Qty	Price	Total
1	dfa	Available	1.0000 Each	100,000.00 USD	100,000.00

[Return to Requisition Cycle](#) [Requisition Schedule and Distribution](#)

*If a PO has been created for the requisition, you can open the PO Information section to find the PO number and other details.*

- Click [Requisition Schedule and Distribution](#) to see the shipping information and accounts to which each line of the requisition was charged. *The Requisition Detailed Summary page appears.*

Requisition Detailed Summary						
Requisition Name	Requisition ID	Bus. Unit	Date	Status	Requester	
0000000018	0000000018	CASE1	05/27/2004	Approved	msm26	
				First	1 - 2 of 2	Last
Line	Item Descr			Qty	Price	
1	dfa			1	100,000.00USD EA	
Sched Num	Ship To	Attention	Due	Req Qty	Amount	
1	ART_STUDIO	McDevitt, Mike	05/27/2004	1	100,000USD	
Line	Location	Req Qty	Amount	Pct	GL Unit	
1	GRA2	1	100000USD	100	CASE1	
<b>Total Amount:</b>					<b>100000.00 USD</b>	

[Return to Previous Page](#)   [Return to Requisition Manager](#)

9. Click [Return to Previous Page](#) to return to the Requisition Details page.
10. Click [Return to Requisition Cycle](#) to go back to the “Circle of Life”.

*The “Circle of Life” page appears.*



11. Click [Approve](#) to see the approval status.

*The Requisition Approval Status page appears.*

Requisition Approval Status		Requisition Name:	0000000018
Requester:			
<b>Amount Approval</b>			
Approver:		Adams, Kenneth	
Role:		CW_PO_Approver4	
Status:		Approved	
Date:		2004-05-27 17:15	
Date Entered:	05/27/2004	Amount:	100,000.00 USD Business Unit: CASE1
<a href="#">eProcurement Home</a>		<a href="#">Return to Requisition Cycle</a>	
<input type="button" value="Notify"/>			

12. Click the **Back** button on your browser to return to the “Circle of Life” page.
13. Click [Manage Requisitions](#) to return to the Manage Requisitions Summary page.

# Lesson 3: Purchase Order Inquiry

You can also use the “Circle of Life” to review Purchase Order information.

## Purchase Order Inquiry

The Purchase Order Inquiry page is a display-only page that shows details for the purchase orders created from each requisition line.

The Purchase Order Inquiry page can be located by following this path:

<b>Menu Group</b>	eProcurement
<b>Menu</b>	Manage Requisitions
<b>Icon</b>	 accesses “Circle of Life”
<b>Icon</b>	 <a href="#">Order</a> to access Purchase Order Inquiry

## Purchase Order Inquiry

This is the Purchase Order Inquiry page .

**Purchase Order Inquiry**

**Business Unit:** CASE1

---

**Requisition information** Find | View All | First ◀ 1 of 1 ▶ Last

**Requisition ID:** 0000000006 **Line Number:** 1

---

**PO information** Find | View All | First ◀ 1 of 1 ▶ Last

**Purchase Order:** 0000000003 **Buyer:** potest **Change Order:**

**PO Date:** 05/27/2004 **Vendor ID:** 0000002747 **Terms:** 03N30

---

[Customize](#) | [Find](#) | [View All](#) |  First ◀ 1 of 1 ▶ Last

Line	Item ID	Description	Amount	UOM	PO Qty	Status
1		ICE TEA	\$144.000	EA	12.0000	Active 

These are the fields on the Purchase Order Inquiry page:

Field(s)	Description
<b>Requisition Information (Note: The navigation bar displays all lines of the requisition.)</b>	
Requisition ID	Displays the identification number assigned to the requisition for which this PO was created.

Field(s)	Description
Line Number	Displays the line number from the requisition for which this PO was created.
<b>PO Information</b>	
Purchase Order	Displays the identification number assigned to the PO.
Buyer	Displays the User ID for the buyer who originated the PO.
Change Order	Displays a number if this purchase order has been modified.
PO Date	Displays the date the purchase order was created.
Vendor ID	Displays the identification number assigned to the vendor to whom the purchase order was sent.
Terms	Displays the code for the vendor's payment terms.
Line	Displays the line number assigned to this information on the purchase order. Use the navigation bar to view other lines.
Item ID	Displays the identification number for the item ordered on this purchase order line.
Description	Displays the description for the item.
Amount	Displays the price for this item.
UOM	Displays the standard unit of measure applied to this item.
PO Qty	Displays the quantity ordered of this item.
Status	Displays the status of the PO line.
 Line Details	Click to display the Line Details page.

## Line Detail

Click  to access the details for the line item.

This is the Line Detail page.

**Line Detail**

<b>Item ID:</b>	ICE TEA		
<b>Amount:</b>	144.000	USD	<b>PO Qty:</b> 12.0000 <b>Status:</b> Active
<b>Buy Agree ID:</b>			<b>Buying Agreement Line Nbr:</b>
<b>RFQ ID:</b>		<b>RFQ Line:</b>	<input type="checkbox"/> <b>Receiving Required</b>
<b>Category:</b>	00039		<input type="checkbox"/> <b>Inspection Required</b>
<b>Vndr Catlg:</b>			<input type="checkbox"/> <b>Withholding Applicable</b>
<b>Vnd Itm ID:</b>			
<b>Manufacturer ID:</b>			
<b>Price Date:</b>	Due	<b>Price Qty:</b>	Schedule
<b>Config Code:</b>			
<b>Template:</b>			

The fields on this page are view only and include:

Field(s)	Description
Item ID	Displays the item identifier and description.
Amount	Displays the per unit amount for the item with the associated currency code.
PO Qty	Displays the quantity of the item ordered on this purchase order line.
Status	Displays the status for this purchase order line.
Buy Agree ID	Displays the identifier for the buying agreement that applies to this purchase. Appears if the purchase order was generated from a buy agreement.
Buying Agreement Line Nbr.	Displays the line on the agreement that applies to this purchase.
RFQ ID	Displays the number of the RFQ that applies to the purchase of this item. Appears if the PO was generated from an RFQ
RFQ Line	Displays the line number on the specified RFQ that applies to the purchase of this item.
Receiving Required	Activated if this line requires receiving to process the purchase order.

Field(s)	Description
Inspection Required	Activated if this line requires inspection to process the purchase order.
Withholding Applicable	Activated if the voucher created from this PO might be subject to withholding.
Category	Displays the category to which this item belongs.
Vndr Catlg	Displays the vendor catalog from which the item was ordered.
Vnd Itm ID	Displays the vendor's identifier for this item.
Manufacturer ID	Displays the manufacturer's identifier for this item.
Price Date	Displays the date used to calculate the price such as the purchase order date or the schedule due date.
Price Qty	Displays a value to indicate the price quantity is determined by the line level or shipment schedule.
Config Code	Displays a code generated by the PeopleSoft Product Configurator (if used) to show modifications needed if the item is modified.
Template	Displays the name of the template used to identify the configuration code.

## Procedure – Inquiring on a Purchase Order

Use the following steps to inquire on a purchase order.



### To inquire on a purchase order:

1. From the left-hand navigation menu, click **eProcurement**.
2. Click [Manage Requisitions](#).

*The Manage Requisition page appears.*

3. Enter any known **identifying information** in the Selection fields.

4. Click .

*The result portion of the page changes to include any matching requisitions.*



Default information will be defaulted into the Search and Sort Requisitions section entering your User ID as the requestor.

**Manage Requisitions for: Judith Williams**

Search and Sort Requisitions

Requisition Name:  Show Status: PO(s) Created Requirer:

Date From: 05/02/2004 Through Date: 06/01/2004 PO:  Go

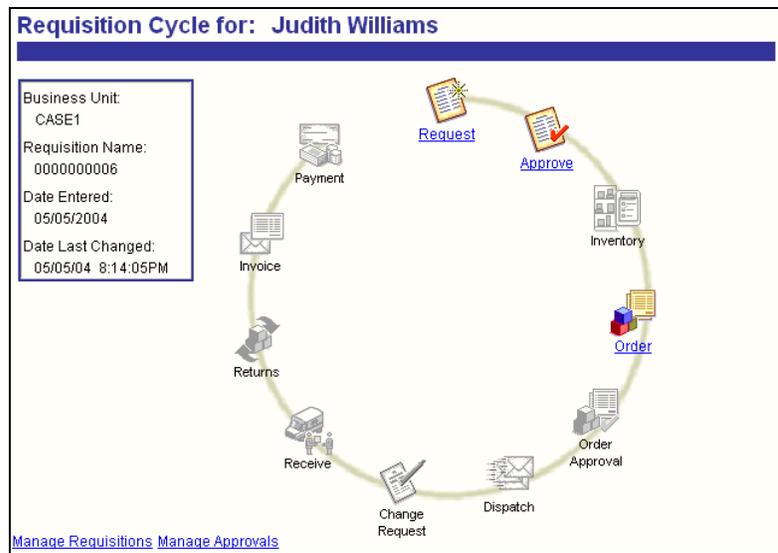
Legend: Cycle Edit Workflow Submit Cancel Re-Open Change Receive Return sPro

Req. Name	Bus. Unit	Date	Status	Total	Requester	Entered By
<a href="#">0000000006</a>	CASE1	05/05/2004	PO(s) Created	144.00	Judith Williams	Judith Williams
<a href="#">0000000005</a>	CASE1	05/05/2004	PO(s) Created	1.00	Judith Williams	Judith Williams

Use this page to review the status of your Requisitions, Edit/Cancel Requisitions, make a Change Request, Receive a PO, or Return an Item to the Vendor. To see the details of a specific Requisition just click on the Requisition Name link. If a PO has been created for a Requisition you can view the PO information on the details page.

[eProcurement Home](#) [Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

- When you click  on a requisition, the Circle of Life or Requisition Cycle page appears. The highlighted icons show the completed stages in the circle.



- Click  to see the Purchase Order Inquiry page. *The Purchase Order Inquiry page appears.*

**Purchase Order Inquiry**

Business Unit: CASE1

Requisition information: [Find](#) | [View All](#) First 1 of 1 Last

Requisition ID: 0000000006 Line Number: 1

PO information: [Find](#) | [View All](#) First 1 of 1 Last

Purchase Order: 0000000003 Buyer: potest Change Order:  
 PO Date: 05/27/2004 Vendor ID: 0000002747 Terms: 03N30

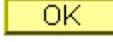
Line	Item ID	Description	Amount	UOM	PO Qty	Status
1		ICE TEA	\$144,000	EA	12.0000	Active

- Review the information.

8. Click  to see the purchase order line detail information.

*The Line Detail page appears.*

Line Detail			
Item ID:	ICE TEA		
Amount:	144.000	USD	PO Qty: 12.0000      Status: Active
Buy Agree ID:			Buying Agreement Line Nbr:
RFQ ID:		RFQ Line:	<input type="checkbox"/> Receiving Required
Category:	00039		<input type="checkbox"/> Inspection Required
Vndr Catlg:			<input type="checkbox"/> Withholding Applicable
Vnd Itm ID:			
Manufacturer ID:			
Price Date:	Due	Price Qty:	Schedule
Config Code:			
Template:			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

9. Click  to return to the Requisition Details page.
10. Click [Return to Requisition Cycle](#) to go back to the “Circle of Life”.

*The “Circle of Life” page appears.*



*If **Order Approval** is highlighted, the purchase order has been approved.*



*If **Dispatch** is highlighted, the purchase order has been dispatched.*

11. Click [Manage Requisitions](#) to return to the Manage Requisitions Summary page.

# Lesson 4: Voucher Inquiry

You can also find information about your PeopleSoft entries outside of the eProcurement application.

For example, you can check the status of a voucher and any payments made on the Voucher Inquiry page.

This page can be located by following this path.

<b>Menu Group</b>	Accounts Payable
<b>Menu</b>	Review
<b>Menu Item</b>	Vouchers
<b>Component</b>	Voucher Inquiry

## Voucher Inquiry

This is a display-only page that allows you to view information about a Voucher. By selecting the hyperlinks on the page, you can access the Voucher detail lines, payment information Inquiry pages for the Voucher.

This is the Voucher Inquiry page:

The screenshot shows the 'Voucher Inquiry' page interface. It features a 'Search Criteria' section with various input fields and dropdown menus for filtering vouchers. Below this is a 'Sort Criteria' section for ordering the results. The interface includes buttons for 'Search' and 'Reset Criteria'.

**Search Criteria**

From Business Unit: [ ] To Business Unit: [ ] From Voucher ID: [ ] To Voucher ID: [ ] \*Voucher Style: [All Vouchers]

From Invoice: [ ] To Invoice: [ ] Post Status: [ ] Approval Status: [ ] Voucher Balance: [ ]

SetID: [ ] From Vendor Short Name: [ ] To Vendor Short Name: [ ] Voucher Date Type: [ ]

From Vendor ID: [ ] To Vendor ID: [ ] Vendor Location: [ ] From Date: [05/25/2004] To Date: [05/25/2004]

\*Amount Rule: [Any] Voucher Gross Amount: [ ] Transaction Currency: [ ] Max Rows: [300]

[Search] [Reset Criteria]

**Sort Criteria**

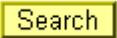
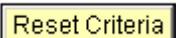
\*Sort By: [Voucher ID] \*Sort Asc.Desc: [Ascending] [Sort]

Display Currency Criteria

Using this page, you can specify Search Criteria and then determine the Sort Criteria so that your data is returned in an order you wish to see.

These are the fields on the Voucher Inquiry page:

Field	Description
<b>Search Criteria</b>	
From Business Unit	Defaults to the <b>AP Business Unit</b> associated with user's Overall Preferences set up. Defines the first business unit in a range. This will be <b>CASE1</b> .
To Business Unit	Specifies the default AP business unit associated with user's Overall Preferences set up. Defines the last business unit in a range. This will be <b>CASE1</b> .
From Voucher ID	Specifies the first Voucher ID in a range. You can select a Voucher by clicking on the  .
To Voucher ID	Specifies the last Voucher ID in a range. You can select a Voucher by clicking on the  .
Voucher Style	Specifies the style of Voucher for which to search. You can select a Voucher Style by clicking  .
From Invoice	Specifies the first invoice ID in a range. You can select an Invoice by clicking on the  .
To Invoice	Specifies the last invoice ID in a range. You can select an Invoice by clicking on the  .
Post Status	Specifies whether to search for posted, unposted or unapplied Vouchers. You can select a status by clicking on the  .
Approval Status	Specifies whether to search for approved, unapproved or denied Vouchers. You can select a status by clicking on the  .
Voucher Balance	Specifies whether to search for Vouchers with or without remaining balances You can select a balance option clicking on the  .
SetID	Specifies the SetID of the vendor. Defaults to the SetID associated with the user's Overall Preferences. Click on the  to select from a list of vendor SetID's.
From Vendor Short Name	Specifies the first vendor short name in a range You can select a Vendor Short Name by clicking on the  .
To Vendor Short Name	Specifies the last vendor short name in a range. You can select a Vendor Short Name by clicking on the  .

Field	Description
From Vendor ID	Specifies the first vendor ID in a range. You can select a Vendor ID by clicking on the  .
To Vendor ID	Specifies the first vendor ID in a range. You can select a Vendor ID by clicking on the  .
Vendor Location	Specifies the vendor location to retrieve. Cannot be used when searching for a range of vendors. You can select a Vendor Location by clicking on the  .
Voucher Date Type	Specifies whether to search by accounting dates, due date, entered date or invoice date. You can select a date option clicking on the  .
From Date	Specifies the first date in a range. Click on the calendar icon  to select date from calendar.
To Date	Specifies the last date in a range. Click on the calendar icon  to select date from calendar.
Amount Rule	Specifies the operand for search by Voucher Gross Amount. Choices are equal to, greater than and less than. Select an option by clicking on the  .
Voucher Gross Amount	Specifies the gross Voucher amount to which the amount rule applies. Key in the gross amount.
Transaction Currency	Specifies the currency to search for. You can select one currency by clicking on the  .
	Click on the Search Icon when you have keyed or selected all of your search criteria. This will result in a list of matching transactions to be displayed in the Voucher Inquiry Results group box.
	Click on the Reset Criteria Icon to clear out all values that you keyed or selected so that you can start over.
<b>Sort Criteria</b>	
Sort By:	List of fields to sort the data by is available. Examples are dates and vendor options. Click on  to make a selection.
Sort Asc/Desc:	Choose to sort your results in ascending or descending order. Click on  to make a selection.
	Click on the Sort Icon to sort the search results in a different sort order.



Case will only use one currency, USD. So you will not need to use the options in the Display Currency Criteria section.

After you search, a list of results that match appears in the Voucher Inquiry Results section. There are two tabs – Voucher Details and More Details. This is the left half of the Voucher Details tab.

Voucher Inquiry Results												
Voucher Details <span>More Details</span>												
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Lines	Scheduled Payments	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance
CASE1	00000001	test01mcdevitt	04/14/2004	11111111111 AAA-001		1	Regular			USD	55,000.00	55,000.00
CASE1	00000002	test01mcdevittmike	03/01/2004	11111111111 AAA-001		1	Regular			USD	55,000.00	55,000.00
CASE1	00000003	2test	03/03/2004	11111111111 AAA-001		1	Regular			USD	55,000.00	55,000.00
CASE1	00000004	12mike	03/11/2004	11111111111 AAA-001		1	Regular			USD	55,000.00	55,000.00

This is the right side of the Voucher Details tab.

Customize   Find   View All    First 1-4 of 4 Last						
Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
55,000.00	55,000.00					
55,000.00	55,000.00					
55,000.00	55,000.00					
55,000.00	55,000.00					

These are the fields that you will find on the Voucher Details tab.

<b>Voucher Inquiry Results group box</b>	
<b>Voucher Details tab:</b>	
Business Unit	Displays the AP business unit associated with the Voucher.
Voucher ID	Displays the Voucher identifier.
Invoice Number	Displays the invoice identifier.
Invoice Date	Displays the date of the vendor's invoice.
Vendor ID	Displays the vendor number and name.
Short Vendor Name	Displays the vendor short name.
Vendor Loc	Displays the vendor location.
Voucher Style	Displays the Voucher style used.
Detail Lines	Clicking this icon opens a new window with Voucher detail lines displayed.
Payment Information	Click this icon to open a new window with the information on what has been paid for this voucher.
Scheduled Payments	Click this button to takes you to the Scheduled Payment Inquiry search page. The selection criteria are carried forward from your current page to the Scheduled Payment Inquiry page.
Transaction Currency	Displays the currency code of the transaction.

<b>Voucher Inquiry Results group box</b>	
<b>Voucher Details tab:</b>	
Gross Invoice Amount	Displays the Gross invoice amount on the Voucher.
Voucher Unpaid Balance	Displays the Voucher unpaid balance.
Unapplied Prepayments	Displays unapplied prepayment amount.
Total Non-Merch	Displays the miscellaneous charges amount of the Voucher.
Entered VAT	Displays the Value Added Tax computed on this invoice.
Gross Amount Paid	Displays the Gross Payment Amount.
Net Amount Paid	Displays the net payment amount.

This is the More Details tab.

Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
CASE1	00000001	Unposted	Approved	No Match	Open	05/14/2004	03/19/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000002	Unposted	Approved	No Match	Open	03/31/2004	03/13/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000003	Unposted	Approved	No Match	Open	04/02/2004	03/12/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000004	Unposted	Approved	No Match	Open	04/10/2004	03/12/2004	05/19/2004	Not Chk'd	Valid

Fields on the More Details tab include:

<b>Voucher Inquiry Results group box</b>	
<b>More Details tab:</b>	
Business Unit	Displays the business unit associated with the Voucher.
Voucher ID	Displays the Voucher number.
Post Status	Displays the post status of the Voucher.
Appr Stat	Displays the Voucher approval status.
Match Status	Displays the Voucher match status.
Close Status	Displays the close status of the Voucher.
Due Date	Displays the due date for payment.
Acctg Date	Displays the Voucher accounting date.
Entered on	Displays the date the Voucher was entered.
Bdgt Hdr Status	Displays the Voucher budget header status.

<b>Voucher Inquiry Results group box</b>	
<b>More Details tab:</b>	
Bdgt Misc Status	Displays Voucher budget miscellaneous status.

## Procedure – Performing Voucher Inquiries

Use these steps to perform Voucher inquiries.



**To perform a Voucher Inquiry:**

1. From the left-hand navigation, select the **Accounts Payable** menu.
2. Select **Review**.
3. Select **Vouchers**.
4. Select **Voucher Inquiry**.

The **Voucher Inquiry** page appears.

5. Enter, or verify, the **From and To Business Unit**.
6. Enter other parameters to access the voucher you want to view.
7. Select **Sort By: Vendor Short Name, Ascending**.

8. Click .

9. Click .

The **Voucher Inquiry** search results appear.

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Scheduled Lines Payments	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance
CASE1	00000001	tes01mcdev2	04/14/2004	1111111111 AAA-001		1	Regular		USD	55,000.00	55,000.00
CASE1	00000002	tes01mcdev@make	03/01/2004	1111111111 AAA-001		1	Regular		USD	55,000.00	55,000.00
CASE1	00000003	2test	03/03/2004	1111111111 AAA-001		1	Regular		USD	55,000.00	55,000.00
CASE1	00000004	12mike	03/11/2004	1111111111 AAA-001		1	Regular		USD	55,000.00	55,000.00

10. Review the information on the page.

11. Review the sorted information.
12. Click the **More Details** folder tab.  
*The More Details tab will display.*

Voucher Inquiry Results										
Voucher Details		More Details			Customize   Find   View All   First 1-4 of 4 Last					
Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
CASE1	00000001	Unposted	Approved	No Match	Open	05/14/2004	03/19/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000002	Unposted	Approved	No Match	Open	03/31/2004	03/13/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000003	Unposted	Approved	No Match	Open	04/02/2004	03/12/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000004	Unposted	Approved	No Match	Open	04/10/2004	03/12/2004	05/19/2004	Not Chk'd	Valid

13. Review the information on the page.

## Review Questions

- 1 What are the three ways you can review application information in PeopleSoft?
- 2 What component will allow you to view requisition information and the purchase order and voucher/payments that relate to that requisition.
- 3 What are the search parameters you can use to find requisitions on the Manage Requisitions page?

# Appendix A

## Review Questions and Answers

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The following are the review questions and answers for each chapter.

# Chapter 1: PeopleSoft Navigation

1. What is the primary tool for Navigation within PeopleSoft?

*The Menu*

2. How is the My Favorites menu item used?

*You can add frequently used pages to find them quickly without navigating through the larger menu.*

3. What happens to an unsaved transaction when your idle PeopleSoft connection times out?

*It will not be saved and all information will need to be re-entered.*

## Chapter 2: Introducing PeopleSoft Financials

1. What is a business unit?  
*A business unit is a division of the organization used for reporting.*
2. What does a tree represent in PeopleSoft?  
*Trees represent a graphic look at the hierarchy of the data structure to use for reporting purposes*
3. What are the ChartFields being used at Case?  
*Department, Fund, Project, Account, Class, Event.*

## Chapter 3: Online Inquiry

- 1 What are the three ways you can review application information in PeopleSoft?  
*Standard reports, ad-hoc reports and online inquiry.*
  
- 2 What component will allow you to view requisition information and the purchase order and voucher/payments that relate to that requisition.  
*Maintain Requisitions (eProcurement menu)*
  
- 3 What are the search parameters you can use to find requisitions on the Manage Requisitions page?  
*Requisition Title, Requisition Status, Requestor ID, From-To Date, PO Number*

# Appendix B

## Case PeopleSoft Glossary

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This appendix contains information on terminology and shortcuts to aid in PeopleSoft navigation.

Term	Definition
Account	The Account ChartField is the detailed breakdown for a Balance Sheet and Income Statement. The function of this ChartField is to classify Assets, Liabilities, Fund Equities, Revenues, and Expenses. This ChartField captures the nature of the financial transaction that is entered into the system.
Account Type	Name associated with the different kinds of accounts used in a PeopleSoft General Ledger, such as Asset, Liability, Equity, Revenue, and Expense.
Accounting Date	The date a transaction is recognized as opposed to the date the transaction actually occurred-transaction date (although the two dates can be the same). Accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting.
Accounting Entry Template	A user-defined table that controls the use of system-generated accounting lines in the posting processes.
Accounts Payable Module	This PeopleSoft module provides support and automation of voucher processing in order to pay vendors in a timely manner for goods or services purchased.
Accruals	Any hours that employees accumulate for use at another time in the form of earned vacation, personal time, or sick leave, for example.
Accumulator	This allows users to combine several elements. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling users to accumulate amounts. It allows total flexibility for time periods and values accumulated. This is primarily used in payroll, but is also useful in reporting.

<b>Term</b>	<b>Definition</b>
Actuals Ledger	This ledger contains all actual revenues, expenditures, assets, liabilities, fund balances as well as encumbrances and pre-encumbrances. It is the current source for financial and lien reports.
Adjusting Entry	This is a journal entry consisting of year-end adjustments. Adjusting entries are segregated from the regular accounting period so as not to distort period-to-period results and are recorded in period 998. Only General Accounting makes adjusting entries.
Allocation	Allocation is a process of spreading a common cost or investment income over several funds, projects, programs, or organizations.
Allotment Budget	Represents a portion (or the full amount) of an appropriation and makes it available for encumbrance or disbursement over a specific period of time.
Application	An Application is a complete, self-contained program that performs a specific function directly for the user.
Appropriation Budget	Establishes a budget authorized for expenditures for a specific purpose during a specific period of time, usually at a higher level.
As-Is Process Mapping	This is the process of capturing in graphics what a current process looks like.
Audit Tracking	Data-entry audit tracking creates a record of all changes made to data after the first entry, dating and tracking these changes for auditing purposes.
Backfill	Backfill is the process of filling the positions vacated by staff when they go to work on the PeopleSoft Implementation.
Batch	Grouping information together in an orderly fashion to facilitate data entry.
Batch File Processing	Automatically executing a set of instructions to post transactions from batched jobs.
Batch Processes	Batch processes may be COBOL or SQR programs scheduled to run on a regular basis usually during non-business hour.
Benchmarking	Benchmarking is a process of identifying, learning, and adapting outstanding practices and processes from any organization, anywhere in the world, to help an organization improve its performance. Benchmarks are numbers, ratios and performance indicators that help answer the question, "What needs improvement?"

Term	Definition
Budget Check	Budget checking is the process of ensuring that an imminent expenditure is covered by budgeted funds. If the amount left unspent in a budget is less than the amount needed for an expense, the expenditure will fail “budget checking” and will not be allowed. A successful budget check results in the decrease in available funds.
Budget Control	This option enforces budgetary control at a specified level by restricting activity to the budgeted amount.
Budget Key Translations	Indicate the level at which budget checking will be performed. This allows for the “roll-up” of budget checking.
Budget Period	Indicates which budgets the system checks and updates during the transaction processing.
Budget Track	Budget Tracking tracks transactions against the budget for levels, regardless of the budgeted amounts. Tracks commitments and expenditures for each level, and the total for a level can exceed the budgeted amount for that level, as long as at least zero budget rows exist.
Budget Year	The ChartField used to define valid budget years when establishing budgets.
Budgetary Control Module (BCM)	Allows users to ensure that commitments and expenses do not exceed total budgets, that revenues match estimates, and that appropriations correctly reflect dedicated revenues.
Business Unit	This is the highest-level key structure and must be on every transaction. This ChartField defines a corporation or an organizational entity that maintains its own business activity. PeopleSoft General Ledger business units typically comprise of individual entities for accounting purposes. PeopleSoft Payables business units are either Vouching (have payables accrued to them) or Charge to (have voucher expense distributions charged to them), and pass journals to general ledger units. PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables units in the same SetID.
Capture (data)	We capture data when we enter information into our system. Once data is captured it can be used for tracking, reporting, etc.

Term	Definition
Category	Category information helps reduce redundant data entry during both item setup and requisition and purchase order processing. The purchasing attributes of an item category are assigned as defaults to any item in that category.
Change Control	The process of planning, documenting, communicating, and executing changes to infrastructure, services, or processes, provided by or managed by the Shared Services Organization. A change is defined as any change in the IT environment that has the potential to impact more than one user.
Change Management (CM)	Change Management is the process of maximizing performance throughout the PeopleSoft implementation by minimizing disruption and accelerating the acceptance of change.
Chart of Accounts (COA)	COA is the foundation for the PeopleSoft accounting system. The Chart of Accounts provides each business unit, fund, department, program, project/grant, sub-class, and account with a unique identification number and a common language for identifying financial transactions.
ChartFields	The individual components, or fields, that when combined make up the ChartField String.
ChartField Combination Edit	Also called Combo Edit. The process of editing journal lines for valid ChartField combinations based on user-defined rules.
Child	A node on a tree linked to another, higher-level node (referred to as the parent). A node can be a child and a parent at the same time depending on its location within the tree.
Citrix	This is a remote access software that enables end users to access the PeopleSoft application from their workstations.
Class Code	The ChartField that provides additional detail level of categorization when used in combination with other ChartField values.
Control Group	A mechanism to group vouchers together for the purpose of controlling voucher input into PeopleSoft Payables. Generally used for assigning vouchers to data entry personnel and for reviewing input.
Control Hierarchy	The relationship between business units, origins, vendors, and control groups in PeopleSoft Payables that defines which processing data will be automatically entered on each voucher.

Term	Definition
Conversion	In a PeopleSoft implementation, conversion refers to the process of loading data from the existing system to PeopleSoft. The conversion process involves identifying the data that must be brought to the new system, mapping the data to PeopleSoft fields, translating old codes into PeopleSoft codes and finally loading the clean / compatible data into PeopleSoft.
Convoy	This is a standard query-reporting (SQR) generator with a GUI front end specifically designed as a migration tool to a PeopleSoft target application that supports the entire suite of PeopleSoft products. It stores metadata in a centrally accessible repository and is a useful tool for moving data between two databases or flat file formats. It can provide significant savings in coding time through greater accuracy.
Cross Train	To cross train is to train employees to perform more than one job.
Crosswalk	This refers to the translation of a legacy value to a PeopleSoft value. The Conversion/Tech Team developed a tool within PeopleSoft that stores the legacy to PeopleSoft translations and gets referenced during conversion programs to execute such translations before inserting data into PeopleSoft.
Crystal	One of the reporting tools used by the PeopleSoft system. Crystal is shorthand for "Crystal Reports".
Customization	<p>Modifications to delivered "vanilla" software is referred to as a customization. Customization can be expensive and makes updating the software more difficult.</p> <p>For that reason the CASE PeopleSoft Financials Implementation will limit customization as much as possible. Where possible, a business practice may be modified to fit the software rather than changing the software to fit existing practices.</p>
Cut-Over	Cutover is the step-by-step process of handing over existing CASE financial systems procedures to the new PeopleSoft System. The cutover steps will be clearly defined so that users know when to stop using each old procedure and start using its People Soft replacement.
Data Configuration and Conversion	This is a process by which (legacy) data from current CASE systems is transferred to databases in the new PeopleSoft system.

Term	Definition
Data Integrity	A system is only as valuable as the data it uses. For PeopleSoft reports to be valuable, their information must be accurate and up to date. As the new system is implemented, we will use Legacy systems alongside the new PeopleSoft system. Data will be passed between the systems. The usefulness of the PeopleSoft system depends on the integrity of that data, that is, on it's being accurate and consistent.
Data Warehouse	A Data Warehouse is a collection of current and historical data that can be used by a variety of staff for reports and analysis. Warehouse data is constantly updated through systems like PeopleSoft. Special software allows users to develop very flexible reports without having sophisticated knowledge of transaction systems or technology.
Database	A collection of similar information stored in a single place. The CASE Financials Implementation Project uses Oracle as its database management system.
Department	The Department ChartField represents the detailed breakdown of campus organization structures. Combined with other ChartField values, they form the basis for department budgets that track expenditures and revenues.
Design Phase	This is the early phase of a project in which the team creates a vision, determines specific objectives and requirements, develops new processes, and decides how technology will be used to support the objectives.
Detail Tree	A tree that employs ranges of detail values under each node; you must specify the detail values.
Dispatch	The act of sending purchase orders to the vendor. This can be done via phone, fax, or hard copy.
Drilldown	The act of moving from the general to the specific. By drilling down you can examine the data underlying any summarized form of information in your PeopleSoft system. You can also drill down from one PeopleSoft system to other systems from which information was received.
Dynamic Tree	A tree that takes its detail values-Dynamic Details-directly from a table in the database, rather than from a range of values.
E.D.I.	E.D.I. stands for Electronic Data Interchange, a standard for electronic business-data exchange.

Term	Definition
Edit Table	A table on the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
Effective Date	Effective Dates allow for dating information in the system. Users can predate information to add historical data to the system, or postdate information in order to enter it before it actually goes into effect. The Effective Date usually defaults to the system's current date.
Encumbrance or Pre-Encumbrance	A University accounting method that reserves funds from a department's budget for an anticipated expenditure. Funds are pre-encumbered when a requisition is created and encumbered when a purchase order is issued.
End User	Individuals who will directly depend on and use information contained in the new system. End-users will use PeopleSoft for data entry, viewing sets of information, running reports, managing business processes, etc.
End User Training	The training of individuals who directly depend on and use information contained in the new system. Such training information includes data entry, running reports, etc.
Extract	The files extracted from the source systems and used by load programs to convert data into the PeopleSoft database.
FAQs	A document that lists the most frequently asked questions and answers about specific topics.
File Transfer Protocol (FTP)	A set of communication rules governing transmitting and receiving data.
Fit/Gap	Fit/gap analysis compares existing business processes with PeopleSoft functionality to see where we need to change our processes and where we need to customize the software.
Functional Team	This team works on redesigning processes and applying new technology in a business area (function). The four functional areas that the CASE Financials Implementation Project focuses on are General Ledger, Accounts Payable, Purchasing and Asset Management.

Term	Definition
Fund	This ChartField value is the lowest level at which PeopleSoft can generate a Trial Balance. A Fund organizes transactions by like-kind activities. It defines fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities and fund balance. The Fund ChartField and its corresponding attributes provide the necessary information for system wide reporting.
General Ledger Module	The General Ledger provides the structures departments use for recording income and expenses. The basic building block of the General Ledger is the chart of accounts-the data the system needs to capture on any given transaction.
GL Account	The ChartField used to classify the nature of the balance sheet, revenue, expenditure, transfer, or budget financial transaction.
Go-Live	The day Departments across CASE will begin using the new PeopleSoft system.
Graphical User Interface (GUI)	A GUI (usually pronounced GOO-ee) is a graphical (rather than purely textual) user interface to a computer. Elements of a GUI include such things as: windows, pull-down menus, buttons, scroll bars, iconic images, and the mouse. A system's graphical user interface (GUI) along with its input devices is sometimes referred to as its "look-and-feel."
Implementation	The activities and steps involved in the roll out of the PeopleSoft Financial Modules.
Implementation Partner	The consultants (Cedar) hired by CASE to help successfully implement PeopleSoft on time, within scope, and on budget at CASE.
Inquiry	A PeopleSoft capability that allows an end-user to view certain information that resides in the system based on a defined set of criteria.
Interface	Interfaces link non-PeopleSoft applications to PeopleSoft applications and vice-versa. They are methods by which data is electronically transmitted from one computer system to another.
Internet	An interconnected system of networks that connects computers around the world via the TCP/IP protocol.
Intranet	The portion of the internet hosted by CASE. This commonly refers to all workstations and servers contained within the CASE network.
Item	A code used to represent an inventory item.

Term	Definition
Journal	A batch of accounting entries entered online or input from a feeder system (payables, receivables, asset management, and so on) to the general ledger. Consists of multiple journal lines and one Journal Header, identified by the Journal ID. Information about the journal as a whole is stored in the Journal Header table.
Journal Generator Template	A table containing defaults to be used in journal generation.
Journal Line	A record storing a double-sided, balanced entry for a given journal. The sum of the monetary amounts for the journal lines in one journal totals zero (debits = credits).
Journal Template	A list of characteristics of the general ledger journal entries that will be created.
Knowledge Transfer	A training method in which users of the PeopleSoft application will acquire knowledge about application tasks. This training method is intended for only a small audience and will be executed through user participation in project related activities.
LAN	A system that links together electronic office equipment, such as computers (mainframe and PCs) and printers, and forms a network typically within an office or a building.
LAN Line	A cable/cord that links computers, terminals, and workstations with each other or with central servers to share data, printers, information, programs, disks, etc.
Ledger	A set of posted balances that represent a set of books for a business unit. PeopleSoft General Ledger supports detail, multiple, and summary ledgers.
Ledger Groups	In PeopleSoft General Ledger, a group of ledgers consisting of one primary ledger and any number of secondary ledgers.
Ledger Template	A table containing records and fields common to all ledgers that ensures that all ledgers specified in a ledger group share the same physical layout.
Legacy System	Represent Financials (FRS) systems that will be replaced by the new PeopleSoft system.

Term	Definition
Location	The location on campus where Campus Distribution Services, or in some cases a departmental person, will deliver the goods. Used on purchase orders. Locations enable you to indicate the different types of addresses a company has-for example, one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number.
Level	A section of a tree that organizes groups of nodes.
Matching	The process of applying system match control rules against vouchers, purchase orders, and receiver documents, ensuring that an invoice being entered reflects the amount ordered and received before it is approved for payment.
Matching – three way	The process of matching vouchers, purchase orders, and receipts.
Matching – two way	The process of matching vouchers and purchase orders.
Matching – four way	The process of matching vouchers, purchase orders, receipts and inspection documents.
Milestone	A significant accomplishment.
Modifications	Changes to the vanilla version of the PeopleSoft software. Each time a modification is made, it adds to the complexity, time and cost of upgrading the software.
Modules	Groupings of software programs that collectively support a specific business function. Within the Financials system, four modules: General Ledger, Accounts Payable, Asset Management and Purchasing.
Node	An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels.
NPlosion	A PS/ nVision feature that enables you to expand rows and columns in your spreadsheet to underlying details, as in drilldown.
nVision	A reporting tool that supports interactive focused reporting with a querying approach to accessing the database.
Online Journal Entry	The act of entering journal entries on the computer. Files are updated as soon as journal entries are entered at terminals or received over communications lines.

<b>Term</b>	<b>Definition</b>
Operator Security	PeopleSoft security structure that limits users' access rights to relevant functionality within the PeopleSoft application.
Organization	The ChartField that identifies the financial management organizational entity associated with a particular financial transaction.
Organization Budget	Tracks or controls spending of a budget at a lower level of detail than an appropriation.
Origin	An entry point for transactions into a PeopleSoft system. Origins can designate both online and background interfaces and can be defined to have their own editing and default options.
Page	A PeopleSoft term for a "screen" or "window" where data is entered or viewed by the end-user.
Parent	A tree node linked to lower-level nodes or details that roll up into it.
Payment Terms	The customer attribute that determines due dates, discount dates and amounts, and due and discount grace periods.
Payment Terms Timing	A definition of the time increments used in figuring payment terms.
PeopleSoft	An integrated software system that provides a wide variety of applications to assist in the day-to-day execution and operation of business processes. General Ledger, Accounts Payable, Asset management and Purchasing modules interact with each other to offer an effective and efficient means of maintaining and reporting on-campus information.
Phase/ Development	The process of rolling out PeopleSoft to CASE involves several phases. In order to meet the needs of CASE, PeopleSoft must be modified and business processes must be analyzed. The method for this involves such phases as the planning phase, design phase, development or construction phase, and the testing phase.
Posting	The process by which accounting entries are created or updated based on user transaction input and accounting entry templates.
Process	It is a set of linked activities that create a result.
Process Instance	The number the system assigns each job that runs in background processing.

<b>Term</b>	<b>Definition</b>
Process Scheduler	Process Scheduler is used to schedule and kick-off tasks behind the scenes of your application. It can run several kinds of processes-COBOL, crystal-on a regular schedule or at your request, at your workstation or on a server.
Production Database	The area where all business transaction occur in a real time fashion.
Program	The ChartField used to capture financial transactions for groups of related activities directed towards the accomplishment of a set of objectives.
Project	This ChartField is used to identify a discrete set of activities that occur within a finite time period. Activities associated with this ChartField may span multiple Departments, Funds and/ or Accounts.
Project/Grant Budget	Can be established at different levels. Using project levels, users can establish a structure that records and reports direct and indirect costs for each level. Users can enforce budgetary control at these levels or track activity without budgetary control.
Prototyping	Prototyping is the iterative process of designing process solutions using the application software. The design improves with each iteration of the prototype. With this technique, a working model is continuously developed, until the final prototype, which will be used to create the production system.
Purchasing Module	Provides support and automation of the business processes involved in the purchasing of raw materials, goods, or services.
Purchasing Order Reference	A freeform field on the header limited to 30 characters. If requisitions were being used, the system would populate this field with the requisition number.
Query	A powerful PeopleSoft capability that allows end-users to extract data from the system and database repositories based on the specific parameters the user enters.
Readiness	The degree to which CASE is prepared to convert to the PeopleSoft system. This includes user knowledge and skill readiness, technical readiness, and business-oriented readiness.
Receiver	The individual receiving merchandise on behalf of the university. The auto-numbered receipt created in PeopleSoft.
Record Definition	A logical grouping of data elements.

Term	Definition
Re-engineering	This is a process of redesigning business processes, policies, procedures, and organizations to provide excellent service more efficiently. Reengineering includes harnessing technology to our best advantage in changing the way we do business.
Reporting Database	This database, used strictly for reporting purposes, is a nightly copy of the "Production Database" to ensure its information is accurate and timely.
Requisition	This form is used by the requesting department when ordering products and services from external vendors. This document generates a Purchase Order.
Requisition Number	A 10-digit number identifying a Requisition. Requisition numbers can be created manually or system assigned.
Revenue Estimate Budget	Tracks revenues recognized and cash collected against estimated revenues.
Report Scope	A feature that creates multiple instances of an nVision report using a single report request. Each instance contains data specific to an individual ChartField, such as a business unit or department, or for a group of ChartFields, such as all sales departments. Using Scope, each report instance can share the same layout while containing data unique to these particular ChartFields.
RFP	Request for Proposal. A formal, written instrument used for awarding contracts to vendors based on factors in addition to price, including, but not limited to, assessment of the vendor's capabilities, performance, support, service, maintenance, etc. The University uses a statistical assessment method based on these factors as the standard for awarding a contract.
RFQ	Request for Quotation. The process by which the University solicits bids or offerings from vendors for goods and services as specified in the RFQ document. This document details the items needed and the conditions of the purchase.
Roll-out	A process of training users on the new system and ensuring they have access to the system from their local workstations.
Roll up	The act of totaling sums based on information tree hierarchies. You can roll up data for any group of details that you have defined as dependent with the Tree Manager.

Term	Definition
Run Control	ID Process run controls enable you to predefine parameters that are later used to a given process request.
SAR	In the context of the Cedar – CASE PeopleSoft Financials 8.4 implementation, SAR, a Cedar term, stands for System Analysis Request. Any and all customizations will reference the SAR number in the comments section.
Schedule	The schedule line on the purchase order identifies an item and scheduled ship quantity that may be different from the requested quantity due to item availability or shipping needs.
Scope Creep	The scope of the project defines those things that are intentionally included in the project. As the project goes forward there is a tendency for this to be broadened. This is <i>scope creep</i> . It can be expensive, and can undermine the goals of the project.
SetID	SetID is the highest-level key for “rule type information”. Business Units may share “rule type information” by pointing to the same “SET ID”. The accounting structure, descriptive information, and processing rules for many PeopleSoft applications are defined in control tables. Control tables contain static or definitional information and are keyed by SetIDs.
Ship To	The shipping location in purchase orders which indicates where the vendor brings the goods. The Ship To's are set up in a table and not in free form text.
Sibling	A tree node at the same level as another node, where both roll up into the same parent.
Speedtype	A shorthand code that can group together ChartField combinations. Speedtypes must be set up ahead of time.
SQL	SQL is a standard interactive and programming language for getting information from and updating a database. Queries take the form of a command language that lets you select, insert, update, find out the location of data, and so forth.
SQR	One of the key reporting tools used with the PeopleSoft system. A type of printed or displayed report generated from data extracted from PeopleSoft. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.

Term	Definition
Statistics Code	The ChartField used to identify non-monetary units of measure associated with a financial transaction.
Sub-Class	The ChartField available for end-users which, when combined with other ChartFields, will provide users with additional information unique to them.
Summary Tree	A tree used to roll up accounts for each type of report in summary ledgers. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the basis tree).
Table	A uniquely identified collection of records or rows stored as an individual entity with a database. Tables are the basic unit of data storage in an Oracle database. Data is stored in rows and columns logically comparable to a spreadsheet.
TableSet	A group of rows across control tables identified by the same SetID.
Task Group	An identifier that provides the relationship between the employee, general task profiles, and classification defaults. The members of a Task Group have the same labor distribution requirements; that is, the data required and/or the process to task report their time is the same. For example, employees whose task reporting is via the same set of study data may be assigned to the same task group, and/or employees whose minimum set of task reporting data is the same may be assigned to the same task group.
Task Profile	A way of viewing or establishing where to allocate employee task information for a day and time.
TimeSpans	Relative periods, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a "rolling" time frame, rather than a specific date, is required.
Training Workshops	Provides participants with hands-on instruction of functional skills and business processes. Each participant will use a computer to learn the functions of PeopleSoft involved in performing job-related tasks. In addition, the workshop will introduce potentially new responsibilities, forms, and people involved in the execution of daily transactions. This approach to training will be used for subject matter that affects a small user population.
Transaction Date	The date a transaction actually occurred as opposed to the date the transaction is recognized-the accounting date (although the two dates can be the same).

Term	Definition
Translate Table	A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own.
Tree	The graphical hierarchy in PeopleSoft that displays the relationship between all accounting units (e.g. corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
Unit of Measure (UOM)	A type of unit used for quantifying in PeopleSoft systems. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include feet, each, dozen, pounds, work hours, and standard cost dollars.
Upgrade	As technology and business needs change, PeopleSoft Inc. releases newer versions of its applications that offer additional capabilities and refined functionality. An upgrade refers to the process of bringing the existing PeopleSoft system up to date with the latest/most current version.
Vanilla	PeopleSoft is a standard integrated software package built for the public sector. "Vanilla" is a slang term that describes the base software package. Customizations, also known as system modifications, can be made to the vanilla package to meet unique processing requirements of CASE.
Vendor	Name of a company or individual supplying goods or services.
Vendor Address	Any address belonging to a vendor, regardless of whether it is an "order form", "remit to", etc. They are tied together via vendor location.
Vendor Location	A way to link default pricing, order, remit and return addresses together with a description.
Voucher	A document that acknowledges a liability or provides authorization to pay a debt.
Workflow	Automation of moving documents and data between people in a process. It is a process by which a series of tasks are executed in a specific sequence. In relationship to the Purchasing Module, this term describes system specific approvals and the sequence in which these approvals must be executed in order to prepare a purchase order for dispatch.

# Appendix C

## PeopleSoft Common Terminology

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This appendix contains information on terminology and shortcuts to aid in PeopleSoft navigation.

### Appendix Contents

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# PeopleSoft Common Terminology

Standard terminology and navigation information are covered in the tables and diagrams that follow.

## System Navigation

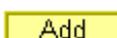
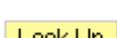
PeopleSoft uses the terminology in the table shown below to refer to various page elements:

Term	Refers to
Sign-On Page	1 <sup>st</sup> PeopleSoft 8.4 page. Enter User ID and password to log into the system.
Home Page	The page that opens after logon. This contains the menu items available to the user as determined by the security setup associated to their User ID.
Menu Group	The 1 <sup>st</sup> level of a menu.
Menu	The 2 <sup>nd</sup> level of a menu.
Menu Item	The 3 <sup>rd</sup> level of a menu. A list of items to access.
Components	The 4 <sup>th</sup> level on the menu. A group of related pages that are displayed by clicking tabs on the top of each page. Think of a component as something that contains all the pages needed to perform a task.
Collapsed Menu	Menus can be collapsed or hidden to display more room on a page. Collapsed Menus can be expanded when needed by clicking on the expand menu button (  )
Expand Menu	The button (  ) that displays the hidden/collapsed, Menu.
Pages	The actual data entry page. There may be several within a component.
Search Dialog Page	The Page to select valid values to retrieve data to display a Page or valid value for a field.
Search Key Fields	The fields found on the Search dialog page.
Search Key Values	The data found in the search key fields.
Search Topic Name	The name that appears at the top of the page to identify the field or page for which you are making a selection.
Partial Search	Allows you to enter part of a value for lookup.
Search Results	List that appears when you click Search. (truncated to 300 records)

Term	Refers to
Basic Search	Limited Search on single search or alternate search keys.
Advanced Search	Provides additional search keys for combinations to refine data retrieved.
Prompt Tables	Accessed when using  or  to select valid values.
Hotspots, Push Buttons, or Hyperlinks	Buttons or underlined text that you can click on to take you to another page, an action, a command or process.

## Access Keys

The shortcut keys used to access actions and pages are listed below.

Access Key	Button	Activity
<ALT> + 0		Refreshes the Current page
<ALT> + 1 or <Enter>	    	Activates one of the following actions applicable to the <i>page</i> : Save (transaction page) Search (search or lookup page) Add (search or lookup page) Lookup (lookup page) OK (secondary page)
<ALT> + 2 or <F5>		Moves you to the Return to Search or the Find an Existing Value page for the current transaction.
<ALT> + 3		Calls up the previous item in a search list.
<ALT> + 4		Calls up the next item in a search list.
<ALT> + 5	  	Activates one of the following applicable to the <i>field</i> : Search Lookup (magnifying glass) Calendar
<ALT> + 6		Opens the pop-up window, if available.
<ALT> + 7		Inserts a new row.
<ALT> + 8		Deletes the selected row.
<ALT> + 9		Activates PeopleSoft Help.
<Esc>		Activates the Cancel button, if available.
<Shift>+<End>		Highlight a field when cursor is at beginning or end of the line.

Access Key	Button	Activity
<Tab>		Move to next field in tab order.
<Shift>+<Tab>		Move to previous field in tab order.
F4		Displays address bar history
F11	.	Toggles – full screen / regular views in Browser

## Other Helpful Shortcuts

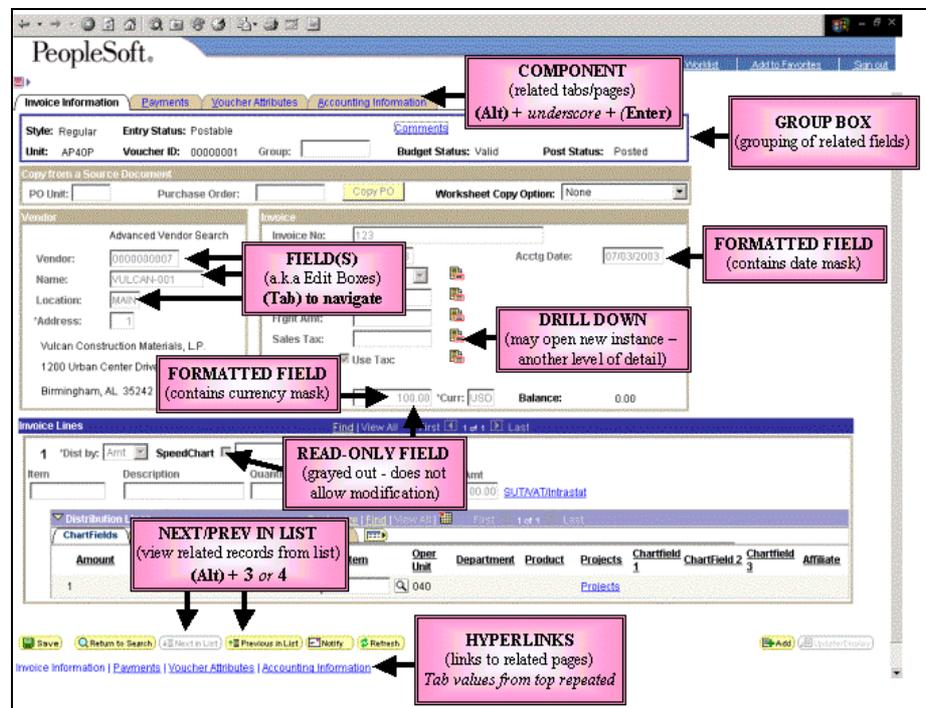
There are additional shortcut keys and text to help with PeopleSoft navigation.

Shortcut	Activity
% or _	Wildcard for fields in Search Pages
T	Shortcut to enter today's date in Date field
<Alt>+ "X"	Using alt with the underlined letter on the tab takes you to the hyperlink for that page at the bottom of the current page. Press <Enter> to move to that page
<Alt> + Tab	Toggle between open windows on your PC
<Alt> + Left Arrow	Moves backward through previously viewed page
<Alt> + Right Arrow	Moves forward through previously viewed pages
<Alt> + Down Arrow	Moves selected item down in your Browser Favorites list (once you're within the Organize Favorites dialog box)
<Alt> + Up Arrow	Moves selected item up in your Browser Favorites list (once you're within the Organize Favorites dialog box)
<Alt> + D	Select the text or URL in the address bar of the browser
<Alt> + E	Opens the Edit Menu Drop Down from your Toolbar
<Alt> + F	Opens File Menu Drop Down from your Toolbar
<Alt> + H	Opens the Help Menu Drop Down from your Toolbar
<Alt> + T	Opens the Tools Menu Drop Down from your Toolbar
<Alt> + V	Opens the View Menu Drop Down from your Toolbar
<Ctrl> + B	Opens the Organize Favorites dialog box for your Browser
<Ctrl> + C	Copies highlighted text
<Ctrl> + D	Adds the current Core-CT page to your Browser Favorites
<Ctrl> + F	Opens the "Find on this Page" Search
<Ctrl> + J	Opens or Closes a PeopleTools Info Window
<Ctrl> + L	Opens or Closes your list of Browser Favorites
<Ctrl> + N	Opens a New Window - identical to current Search page (tiled)

Shortcut	Activity
<Ctrl> + P	Prints the current page
<Ctrl> + V	Pastes highlighted text where cursor has been placed in field
<Ctrl> + W	Closes the current active Window (same as windows " X ")
<Ctrl> + Y	Toggles the Menu Open and Closed (Expanded and Contracted)

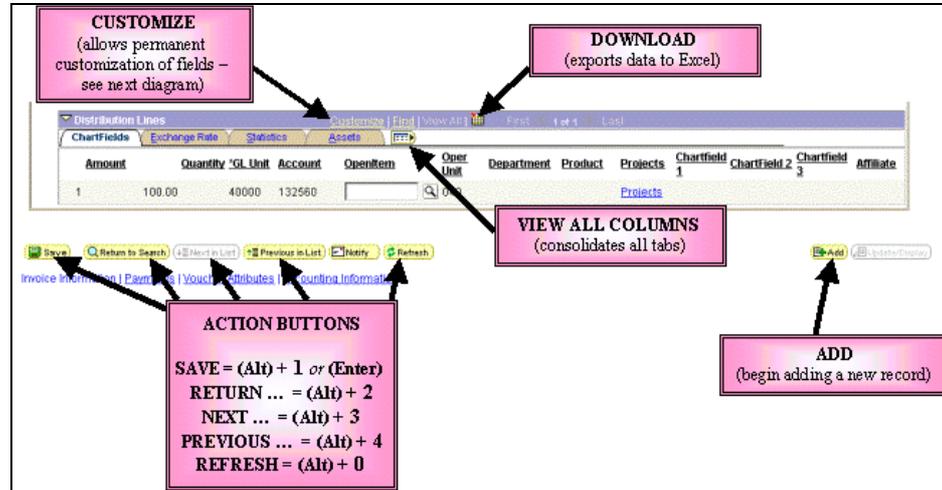
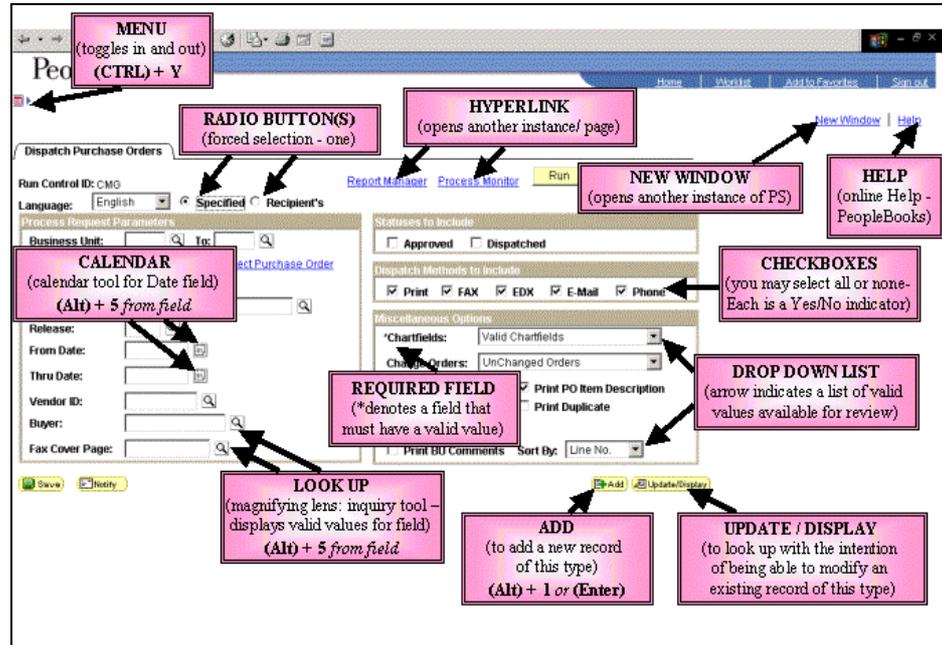
## Page Object Elements

The following diagrams illustrate the elements found on the PeopleSoft pages. Where applicable, shortcut key combinations are also shown.



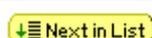
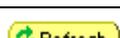
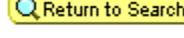
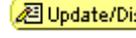
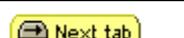
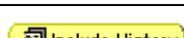
## More Elements of a Page

Additional elements are shown on the two graphics below.



## Other Page Elements

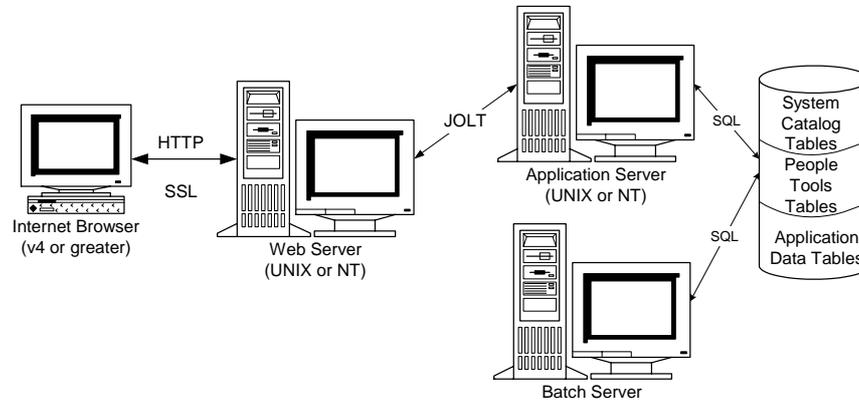
Element	Description
	Add A Row / Delete A Row
	Drop Down / Translate Field
	Add Multiple Rows
	Calendar

Element	Description
<input type="checkbox"/>	Checkboxes
*	Indicates A Required Field (Next To Field Name)
	Next Record / Previous Record
	Lookup
	Previous Record In List
	Next Record In List
	Refreshes Page (Calculates Formulas / Values)
	Drill Down To Detail (May Result In A New Window)
<a href="#">New Window</a>	Hyperlink
	Save Record
	Return You To Your Previous Search Page
	Update / Display Allows For Recall Of Existing Record For Revision Or Review
	Jumps to Next Tab in Component
	Includes History
	Correct History
	Sends Email Notification

# How the PIA works

It may help you to be somewhat familiar with what happens when you enter information into the PeopleSoft system.

The following is a diagram of the way the components of the PeopleSoft Internet Architecture are used.



There are 5 major PIA components:

- **Web Browser** – on your desktop to access PeopleSoft
- **Web Server** – translates messages between your browser and the servers
- **Application Server** – the heart of the system that contains all PeopleSoft services and processes to handle transaction requests
- **Database Server** – contains all data managed by PeopleSoft including database objects and application data
- **Batch Server** – location for running batch programs and scheduled reports

Each of these components is used for specific purposes when you log into the system.

## PeopleSoft PIA – Behind the Scenes

**Scenario:** You opened your browser, selected the PeopleSoft 8 login page from your Favorites and logged into PeopleSoft. You need to update Personal Data for an employee, so you click on the Administer Workforce link to navigate to the Personal Data Pages.

The table below shows the events that happen.

Component	Action
Web Browser	Interprets the link and sees that it is a URL address.
Web Browser	Uses HTTP protocol to transmit a request to the web server.
Web Server	Decrypts the request and passes to the PeopleSoft Page Servlet.

<b>Component</b>	<b>Action</b>
Web Server	Determines the objects needed to build the page for the submitted request and sends a request to the Application Server.
Application Server	Receives and interprets the web server request and routes it to the appropriate server process.
Application Server	Converts the request into SQL statements and sends request to the database server.
Database Server	Processes the SQL request, assembles the data and sends the response back to the Application Server.
Application Server	Constructs the SQL data into an HTML page.
Application Server	Forwards the HTML page to the Web Server Page Servlet.
Web Server	Converts message to pure HTML and sends the response to the Web Browser.
Web Browser	Receives and displays the resulting HTML page.



## Notes