The UNIVERSITY of OKLAHOMA

Introduction to PeopleSoft

COMPASS

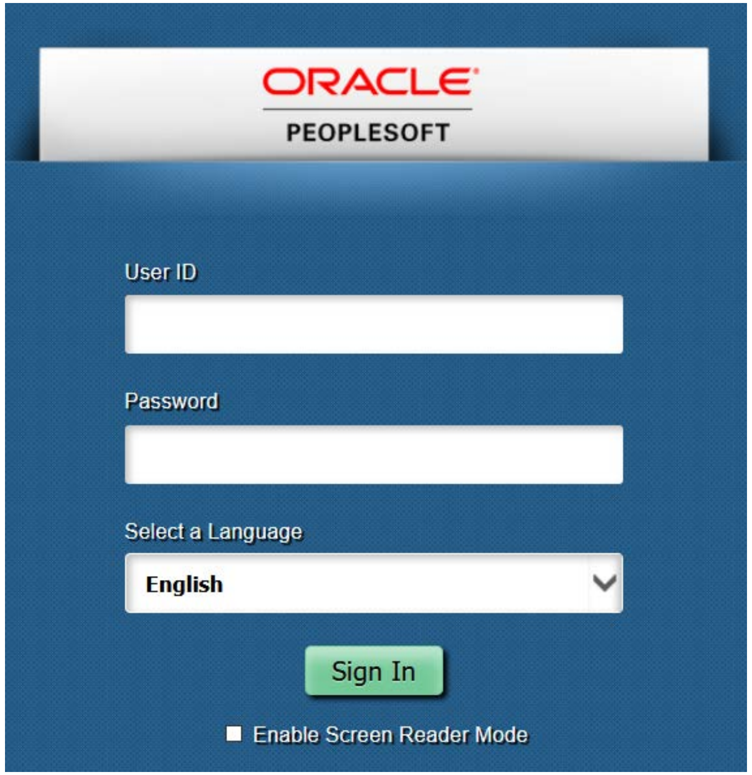
Core Mission Enterprise System Strategy

Topics

- Accessing PeopleSoft Financials 9.2
- Security View Access
- PeopleSoft Classes
- My Favorites
- Lookup Feature
- Search Options
- Chartfield Spread
- Commitment Control/Budget
- Inquiries
- Run Control and Report Manager
- Queries
- Websites

Accessing PeopleSoft Financials

- Jump-off page – https://compass.ou.edu/
- OUHSC Campus - Network ID and Password
- Norman Campus - 4x4 and Password



PeopleSoft Security

- PeopleSoft Security is determined by two factors.

  1. Roles – Inquiry, Entry, or Approver

  2. Organizations – which orgs are you responsible for?

- Users can only enter, approve, review data and run queries or reports for organizations that they have access to. Users cannot be an enterer and an approver at the same time.

- Once training is complete, your supervisor or an authorizing agent will need to fill out the PeopleSoft Financial security form in order for access to be granted. The online security form can be found on the Financial Services website.

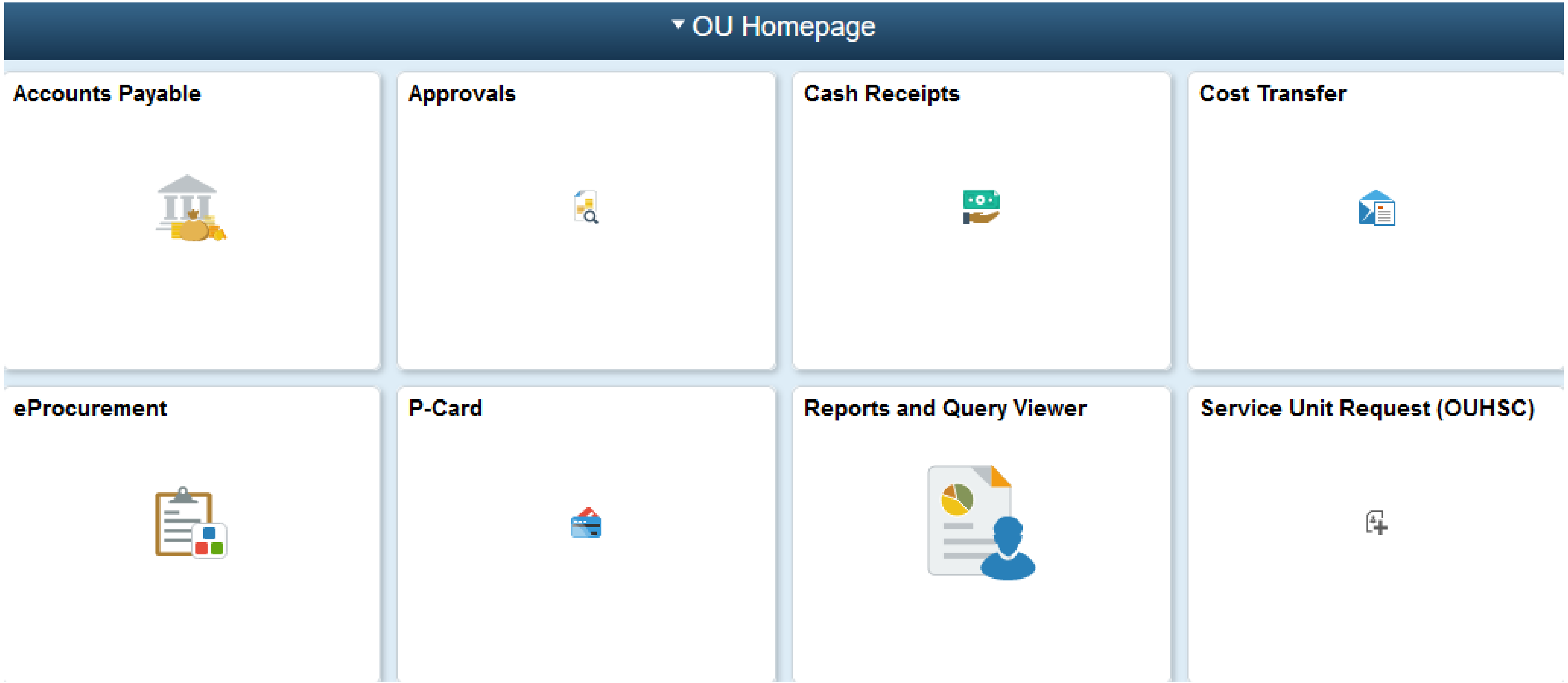
PeopleSoft Classes

Class	Class Description	Roles and Abilities
Introduction to PeopleSoft	This training class is designed to present PeopleSoft Financials to the new user on campus. This class will help educate the participant about PeopleSoft and introduce the concepts and basic navigation. General information about Financials including budgetary control, chartfield spread information, queries, and how to find information on the Financial Services website will also be included.	Run Queries, Review Budget Details
Cost Transfer	Pre-Requisite: Introduction to PeopleSoft Financials This training class is designed to present information on how to enter a cost transfer for non-payroll transactions and payroll transactions as well as request budget revisions.	Run Queries, Review Budget Details, Enter Cost Transfers, Request Budget Revisions
Approver	The training classes for approval will be broken up by module. The training classes will go over the approval of Payments, Requisitions, Cost transfers, and Service Unit Requests.	Run Queries, Review Budget Details, Approve Payment, Requisitions, Cost Transfers, and Service Unit Requests

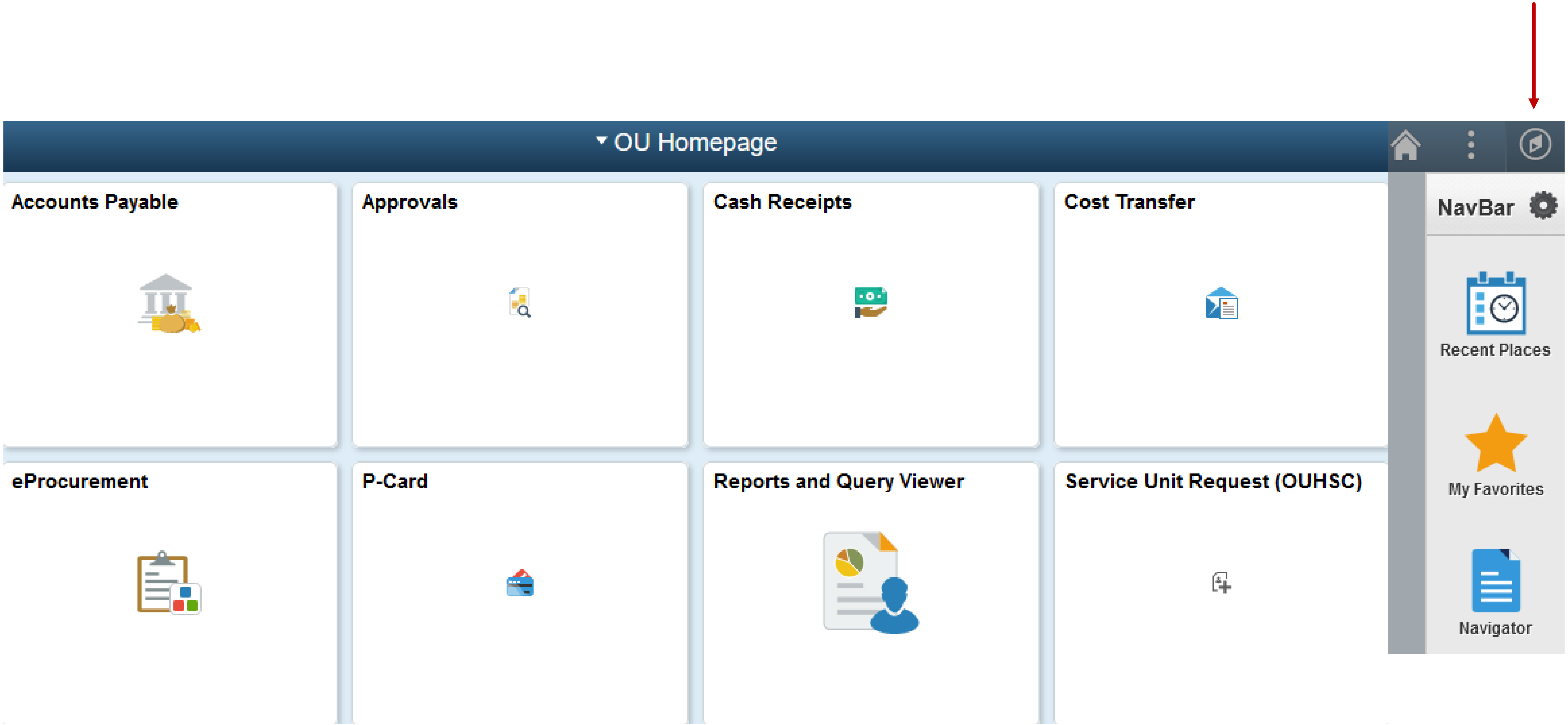
PeopleSoft Classes

Class	Class Description	Roles and Abilities
Procure to Pay	Pre-Requisite: Introduction to PeopleSoft Financials Procure to Pay training will review all the different methods in which goods and services are bought and paid for at OU. During this training users will become familiar with the ordering through OU Marketplace, the process for creating Requisitions, the process for Receiving on Purchase Orders, the process for creating OnDemands for refund payments, how to add or lookup a Supplier as well as the process for Regular Voucher or invoice payments. Users who successfully complete the training will be eligible for security access for Departmental AP Entry and Departmental Purchasing Entry.	Run Queries, Review Budget Details, Review Suppliers, Enter Payments, Enter Requisitions, Receiving
Cash Receipts	The Cash Receipts training class consists of a single panel that must be completed to provide the information required by the Bursar to post a receipt to the PeopleSoft Financial System. Participants will learn how to complete the panel, make corresponding deposits, and verify the deposit has been posted to the system. Tulsa employees will need to obtain permission from the Bursar Manager in order to gain access and/or attend training.	Run Queries, Enter Cash Receipts, Run Cash Receipt Deposit Report

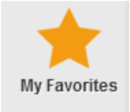
PeopleSoft Home Screen



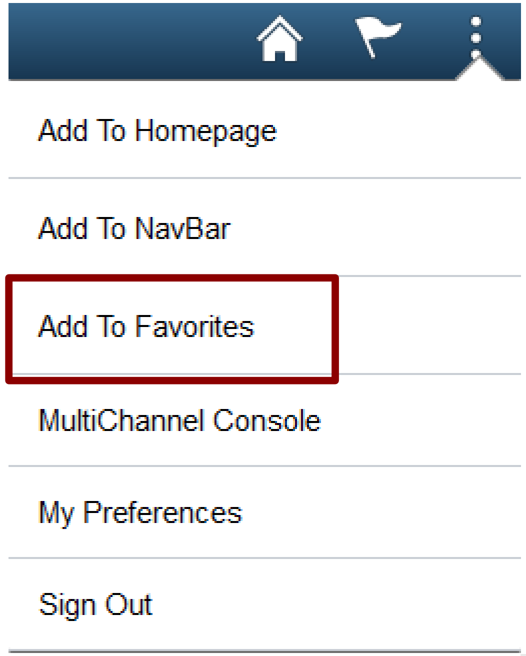
PeopleSoft Nav Bar

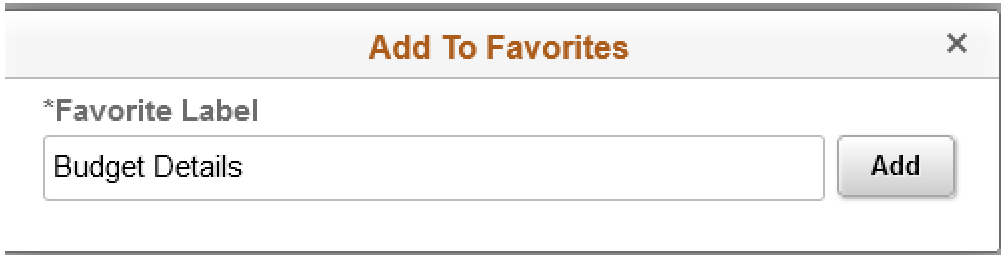


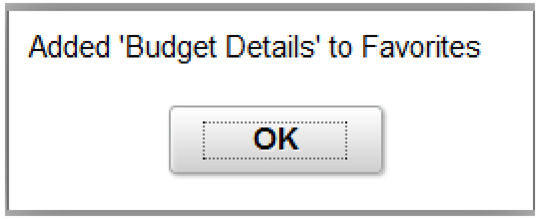
My Favorites

- Navigate using the Nav Bar to the screen that you want to add to **My Favorites**. 

- Click on the three dots in the upper right-hand corner of the screen. 
- Click Add To Favorites > Add > OK



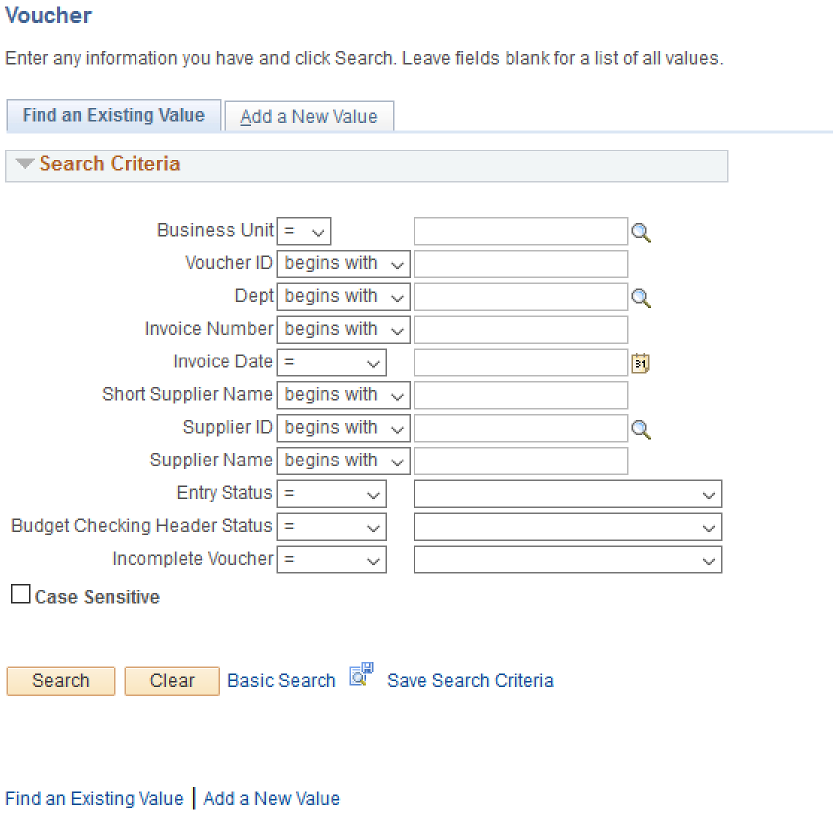


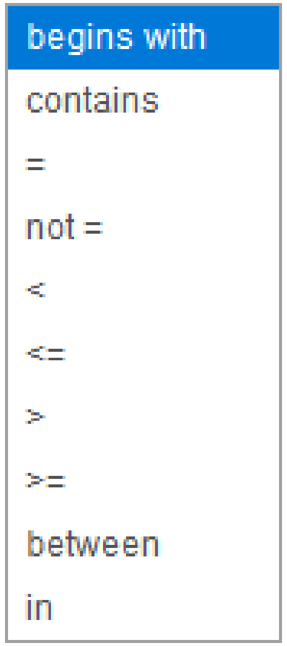


- NavBar: My Favorites 

Lookup and Search Feature

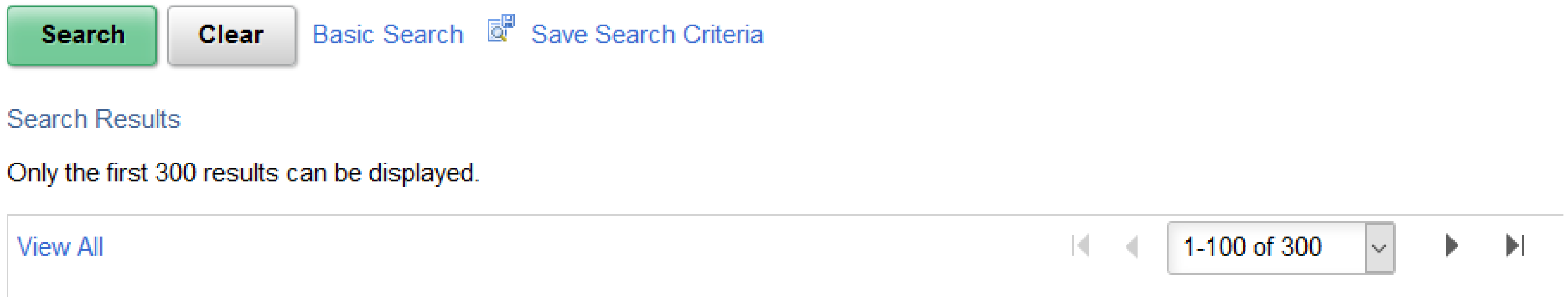
- PeopleSoft Financials allows the user to lookup values when either doing data entry or searches.
- Users can search for values by using the magnifying glass or by using the different search options in the dropdown box.
- Users will only see values for items in which you have departmental org security access to.





Maximum Rows and Sorting

- When using the search feature, you may reach the maximum number of rows that can display – the first 300 results.
- The user should narrow down the search results by entering more information into the search criteria.

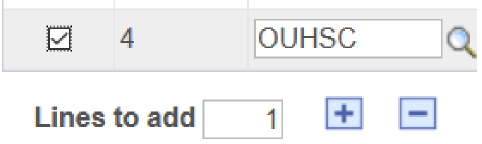


- All search headings are sortable ascending to descending by double clicking on the field heading.

Add, Delete, Calendar, Save, New Window

- When adding rows during data entry, the user will put the number of lines needed in the box, click the plus icon, and the system will add that number of rows to the bottom of the entry screen.

- When subtracting rows during data entry, the user will select the check mark box next to the rows that need to be subtracted, click the minus icon, and the system will subtract those rows.



- Every date field has a built in calendar. Click on the icon that has the #31 on it and the system will open up a calendar.

- To save any data entry screen, the user will click on the green Save icon.

- PeopleSoft allows users to work in multiple windows. To open a new window, click **New Window** located in the upper right-hand corner of the screen.

Chartfield Spread

- Business Unit
- Budget Date
- Account
- Fund
- Organization
- Function
- Entity
- Project/Grant
- Source
- Purpose

Chartfield Spread

BUSINESS UNIT

OUHSC – The University of Oklahoma Health Sciences Center

NORMN – The University of Oklahoma

BUDGET DATE

This field is used to identify the fiscal year in which a transaction is posted. The Budget year begins on July 1st and continues through the following June 30th. The system has been setup to recognize the date and apply the transaction to the correct budget year.

ACCOUNT

This field identifies the general ledger account that best describes each item in the transaction. The codes are found using the Chart of Accounts. These accounts include assets, liabilities, revenues, and expenses.

Example: Cash 111701 (Asset), Supp-Laboratory 600100 (Expense)

Chartfield Spread

FUND

This field represents the different checking accounts that we have on each campus and also identifies the type of source of fund for each transaction.

Examples include: EDGEN, SPNSR, MISCA

ORGANIZATION

This field is used to identify the ownership of the transaction and is commonly referred to as ORG.

Example: CAS01001

College Level – Arts & Sciences = CAS

Department Level – Deans Office = 01001

Within a College, a range of org numbers will be assigned to be used for organization and section identification.

Chartfield Spread

FUNCTION

This field is used to identify the purpose or function of a transaction.

Examples: Instruction = 00111, 00211, 00311
Institutional Support = 00116, 00216
Research = 00012

ENTITY

This field is user-defined. Departments can assign a value to identify a **person** in their department.

This value is for reporting purposes. The minimum required entry is 00000.

- Particularly useful in tracking faculty/staff expenses and revenues across chartfield spreads.
- Can be used to track all spending for a particular employee/faculty member (such as travel, supplies, etc.)

Chartfield Spread

SOURCE

This field will used to track transactional information for an Endowed Chair, Service Unit, Auxiliary Enterprise, Student Fees processed through the Bursar, or optional value as established by a college/department.

Source will be required when the following funds are used:

EDWCH – Endowed Chairs

EGFEE – Education Fees

SVCCT – Service Contracts

SUAUX – Service Unit/Auxiliary

Source can also be used as optional field for reporting purposes.

Chartfield Spread

PURPOSE

This field can be user defined to meet any additional reporting/tracking needs of the area.

It is an optional field intended to be used for events, line of service, etc. Requested values will be 2 leading alpha to identify what college/area the value is used by. The 2 alpha will be followed by 6 numeric values.

PROJECT

This field will be used to track: Sponsored Grants/Contracts, Capital Projects, Federal Loans

Will only be used when the following Funds are used:

SPNSR

CAPTL

FEDLN

If these funds are used, then a value will be **required** in the Project field.

Commitment Control and Budget Checking

- Budgetary Control Org - FUND, ORG, FUNCTION
    - Parent budgets with spending control at Fund-Org-Function level
    - Child budgets with tracking at Fund-Org-Function level
- Budgetary Control Required Source - FUND, ORG, FUNCTION, SOURCE
    - Parent budgets with spending control at Fund-Org-Function-Source level
    - Child budgets with tracking at Fund-Org-Function-Source level
- Budgetary Control Required Grant - FUND, ORG, FUNCTION, PROJECT
    - Parent budgets with spending control at Fund-Org-Function-Project level
    - Child budgets with tracking at Fund-Org-Function-Project level

The CFS will drive transactions to the correct budget type.

You cannot process payroll, buy goods, or pay for services unless you have budget available.

Budget Inquiry

- An inquiry retrieves a predefined set of information to be viewed within the PeopleSoft application. These are referred to as Inquiry panels. Users navigate to the Inquiry panels through the menu navigation of the Home Screen under Reports and Queries or via Nav Bar > Navigator > Commitment Control > Review Budget Activities > Budget Details

- Budget Inquiry – Non-Sponsor

  Used to assist in determining the budget set and the amount of expenditures charged against it using Non-Sponsor Funds.

- Budget Inquiry – Sponsor

  Used to assist in determining the budget set and the amount of expenditures charged against it using Sponsor Funds.

Budget Inquiry – Non-Sponsor Funds

- Business Unit

  NORMN for Norman Campus

  OUHSC for Health Sciences Campus

- Ledger Group

Budget Details

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

Find an Existing Value

Search Criteria

Business Unit =

Ledger Group =

Search | Clear | Basic Search | Save Search Criteria

Business Unit	Ledger Group	Description
NORMN	OU_OC	Org Child Budget Ledger
NORMN	OU_OP	Org Parent Budget Ledger
NORMN	OU_SC	Required Source Child Budgets
NORMN	OU_SO	Source Optional Budget Ledger
NORMN	OU_SP	Required Source Parent Budget

Budget Inquiry – Non-Sponsor Funds

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

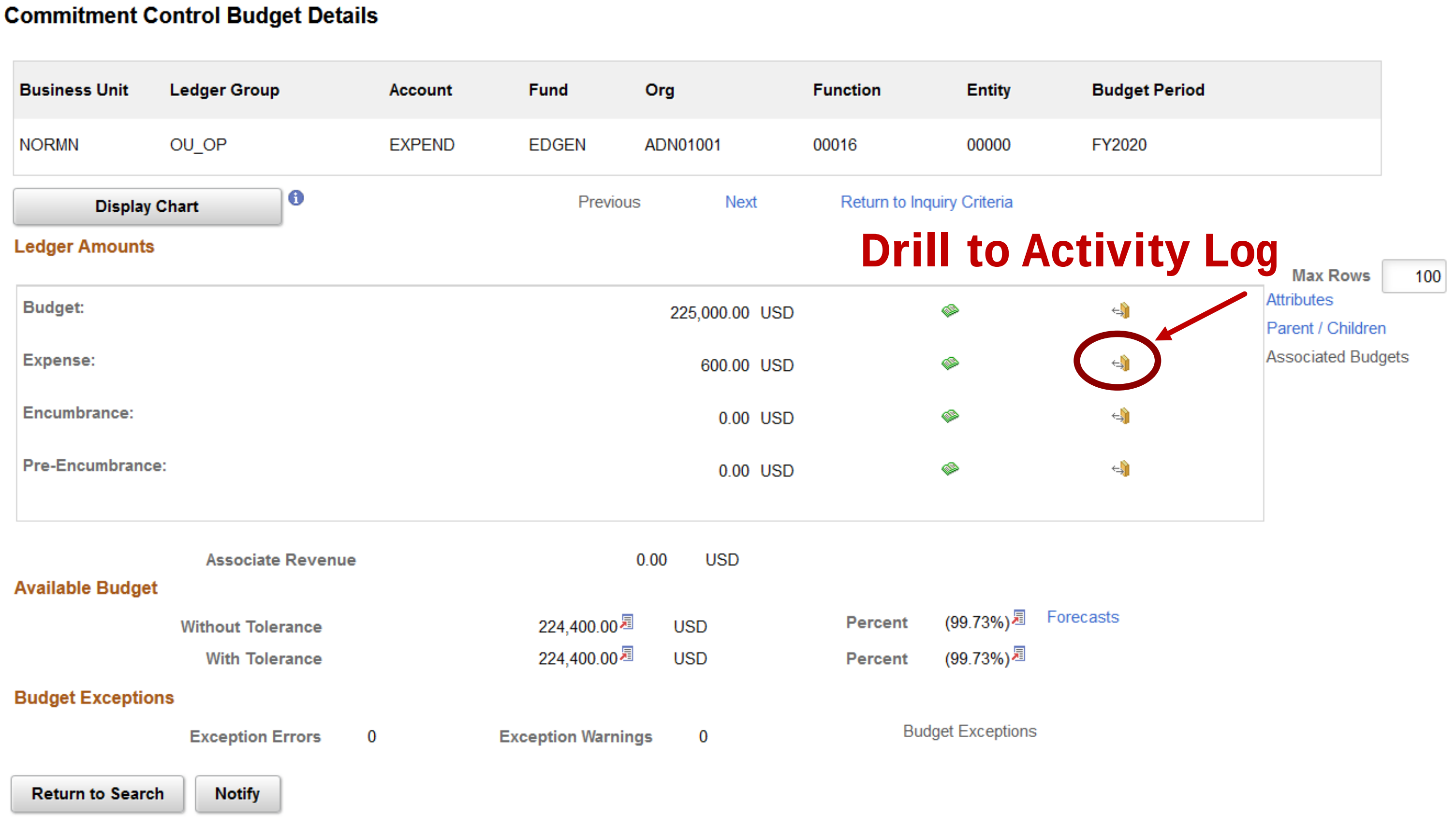
Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Budget Period
NORMN	OU_OP						

Search

Results

Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Budget Period	View Details
NORMN	OU_OP	EXPEND	EDGEN	ADN01001	00016	00000	FY2020	View Details

Budget Inquiry – Non-Sponsor Funds



Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Budget Period
NORMN	OU_OP	EXPEND	EDGEN	ADN01001	00016	00000	FY2020

Display Chart   Previous   Next   Return to Inquiry Criteria

Drill to Activity Log

Ledger Amounts

Max Rows 100

Attributes

Parent / Children

Associated Budgets

Budget:	225,000.00	USD
Expense:	600.00	USD
Encumbrance:	0.00	USD
Pre-Encumbrance:	0.00	USD

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	224,400.00	USD	Percent	(99.73%)
With Tolerance	224,400.00	USD	Percent	(99.73%)

Forecasts

Budget Exceptions

Exception Errors 0   Exception Warnings 0   Budget Exceptions

Return to Search   Notify

- **Budget** – The total amount of budget that was budgeted for that fiscal year.
- **Expense** – The total amount of expenditures that have been recorded against the Chartfield Spread.
- **Encumbrance** – The total amount of money still outstanding on a purchase order(s).
- **Pre-Encumbrance** – The total amount of money still outstanding on a requisition(s).

Budget Inquiry – Sponsor Funds

- Business Unit

  NORMN for Norman Campus

  OUHSC for Health Sciences Campus

- Ledger Group

Budget Details

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

Find an Existing Value

▾ Search Criteria

Business Unit =

Ledger Group =

Search | Clear | Basic Search | Save Search Criteria

Business Unit	Ledger Group	Description
NORMN	OU_PC	SPNSR Child Budget Ledger
NORMN	OU_PP	SPNSR Parent Budget Ledger

Budget Inquiry – Sponsor Funds

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Project	Budget Period
NORMN	OU_PP							

Search

Results

Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Project	Budget Period	View Details
NORMN	OU_PP	EXPEND	SPNSR	AGS09001	00016	00000	10531670		View Details

Budget Inquiry –Sponsor Funds

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Project
NORMN	OU_PP	EXPEND	SPNSR	AGS09001	00016	00000	10531670

Display Chart   Previous   Next   Return to Inquiry Criteria

Drill to Activity Log

Ledger Amounts

Max Rows 100
Attributes
Parent / Children
Associated Budgets

Budget:	320,000.00	USD
Expense:	260.00	USD
Encumbrance:	0.00	USD
Pre-Encumbrance:	0.00	USD

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	319,740.00	USD	Percent	(99.92%)
With Tolerance	319,740.00	USD	Percent	(99.92%)

Budget Exceptions

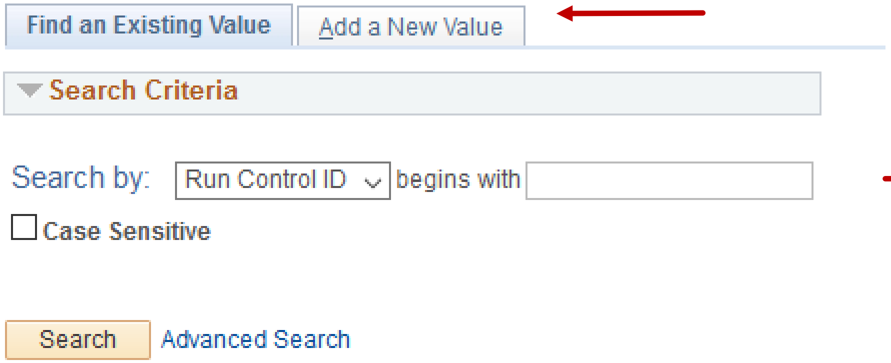
Exception Errors 0   Exception Warnings 0   Budget Exceptions

Return to Search   Notify

- **Budget** – The total amount of budget that was budgeted for the project.
- **Expense** – The total amount of expenditures that have been recorded against the project.
- **Encumbrance** – The total amount of money still outstanding on a purchase order(s).
- **Pre-Encumbrance** – The total amount of money still outstanding on a requisition(s).

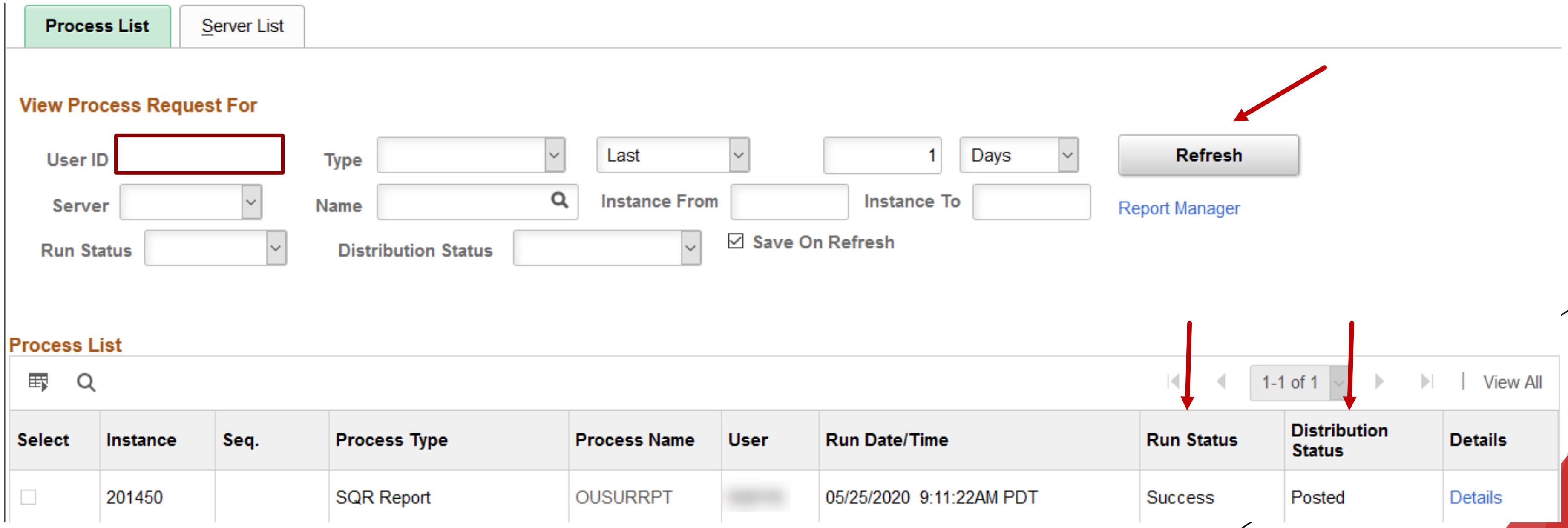
Run Control ID

- A Run Control ID is a unique name used to identify which inputs on a page are saved and used to run a report or process.
- A Run Control ID is case sensitive, can be up to 30 characters in length, and can contain underlines and dashes. It cannot contain spaces.
- The same Run Control ID can be used for different reports or processes.
- To add a Run Control ID. Click on "Add a New Value", Type in the Run Control ID name, Click "Add".
- This newly created Run Control ID will be saved and can be used when running other reports. There is no need to create a new Run Control ID for the different reports in PeopleSoft.



Process Monitor

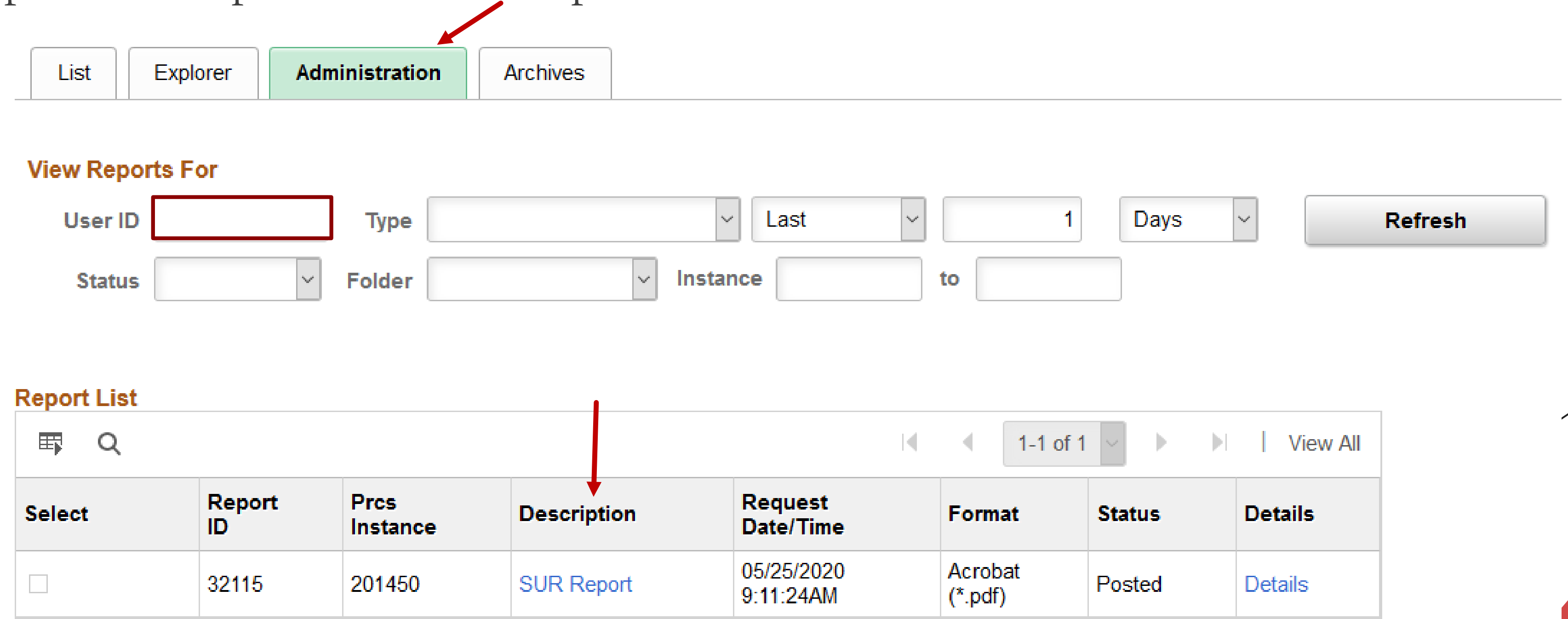
- The Process Monitor allows you to review the status of any scheduled or running process. To access the Process Monitor, use the Reports and Query Viewer tile or Click on Nav Bar > Navigator > People Tools > Process Scheduler > Process Monitor; although, most screens will have the Process Monitor available via hyperlink for easy use.
- Your User ID will be defaulted. However, you can leave this field blank to view all processes that you are authorized to view.
- When the Run Status shows **Success** and Distribution Status shows **Posted**, it means that the Report is ready to viewed in the Report Manager or the Process ran to complete status. Click the Refresh button at any time to Refresh the screen.



Report Manager

- The Report Manager will be used to view reports ran in PeopleSoft. To access the Report Manager, use the Reports and Query Viewer tile or Click on Nav Bar > Navigator > Reporting Tools > Report Manager; although, most screens will have the Report Manager available via hyperlink for easy use.

- The Report Manager page will open the List tab by default. Click on the Administration tab. Your User ID will be defaulted. The report you most recently generated should appear at the top of the Report List. Users can click on the hyperlinked report in the Description field.



Query Viewer

- Queries are used to retrieve information out of PeopleSoft. Queries can be ran to the screen to be viewed and/or they can be ran to excel.
- There are many public queries to choose from. Access to queries is granted once Introduction to PeopleSoft is completed and the security form has been turned in.
- Queries can be found under Reports and Query Viewer tile or Nav Bar > Navigator > Reporting Tools > Query > Query Viewer.
- A list of the most Frequently Used Queries can be found on the Financial Services website.
- Queries ran by users will only retrieve financial information based on their organizational security access.
- Queries can be simple or complex; they may be used one time or repeatedly, as necessary.
- Be sure your internet browser is not blocking pop-up windows.

Query Example – OU_BUD_ORG

In Query Viewer, you can search for the OU_BUD_ORG query simply by typing in the query name, then click **Search**.

The OU_BUD_ORG query is used to review budget information including budget by fiscal year, pre-encumbrance and encumbrance amounts as well as remaining balances.

Query Viewer

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

*Search By Query Name begins with OU_BUD_ORG

Search

Advanced Search

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
OU_BUD_ORG	Org Budget Inquiry	Public	BUDGET	HTML	Excel

Query Example – OU_BUD_ORG

- By having prompts on queries, each end user can run the query based on their own specific needs.
- On the OU_BUD_ORG query, each field must be filled in or PeopleSoft will not bring back any results.
- When a user wants to see all data that they have organizational access to, they will use the 0 (zero) to Z functionality. The below example, will give the end user budget information for the NORMN Business Unit, for all organizations the end users has access to, as well as all fiscal years.

OU_BUD_ORG - Org Budget Inquiry

Business Unit	NORMN
From Fund	0
To Fund	Z
From Org	0
To Org	Z
From Function	0
To Function	Z
From Budget Period	FY
To Budget Period	FYZ

View Results

Adding Favorite Queries

- Search for the query you would like to add to your list of favorites in Query Viewer.

- Once the query is found in the Search Results, simply click Favorite to add to your Query list. The next time you come into Query Viewer, this query will show up under **My Favorite Queries.**

Query Viewer

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

*Search By: Query Name, begins with: OU_BUD_ORG

Search

Advanced Search

Search Results

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Add to Favorites
OU_BUD_ORG	Org Budget Inquiry	Public	BUDGET	HTML	Excel	Favorite

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Remove
OU_BUD_ORG	Org Budget Inquiry	Public	BUDGET	HTML	Excel	—

Website

- Who to Contact and Staff Listing
- Training Materials including Job Aids and Videos
- Forms and Tools
- Frequently Asked Questions
- Policies and Procedures

The UNIVERSITY of OKLAHOMA

Questions?

Please visit us at

Norman Campus
http://www.ou.edu/financialservices

OUHSC Campus
https://financialservices.ouhsc.edu/

COMPASS
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