Table of Contents

Navigate to Internet

Use can any browser to access PeopleSoft Financials.

To access PeopleSoft 9.2, you will type in **fs.ouhsc.edu** into the browser or you may use the link off of the IT webpage at **www.ouhsc.edu/it/peoplesoft** and choose Production Financials (FT920) under PeopleSoft Production Environments.

PeopleSoft Production Environments
Production Financials (FT920) ←
Production Human Capital (HC920)
Production Campus Solutions (CS900)
Student & Employee Self Service

PeopleSoft 9.2 is an Internet based software and is accessed using your browser. It cannot be accessed outside of the OUHSC campus/domain.

It is recommended that you have your home page set to the OUHSC home page. This will maintain intranet access.
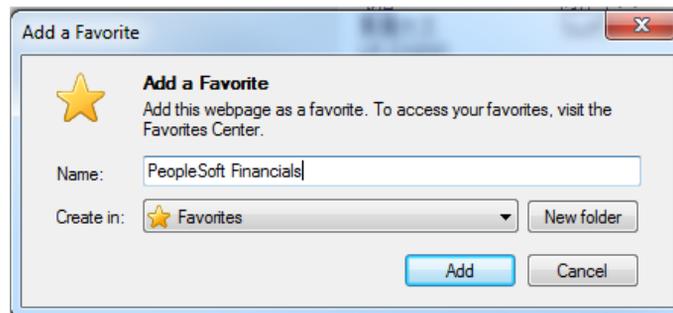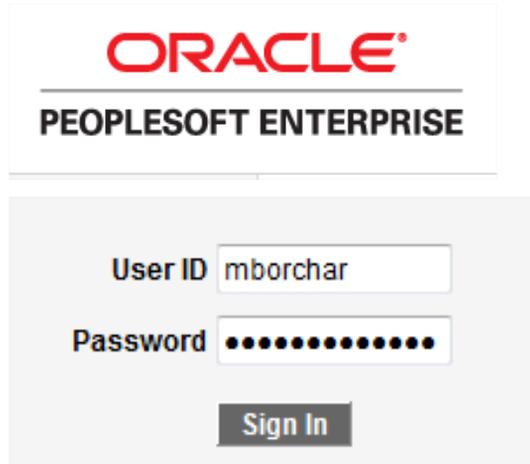
Once you have navigated to the PeopleSoft login page, add it to your internet favorites or add a shortcut to your desktop.
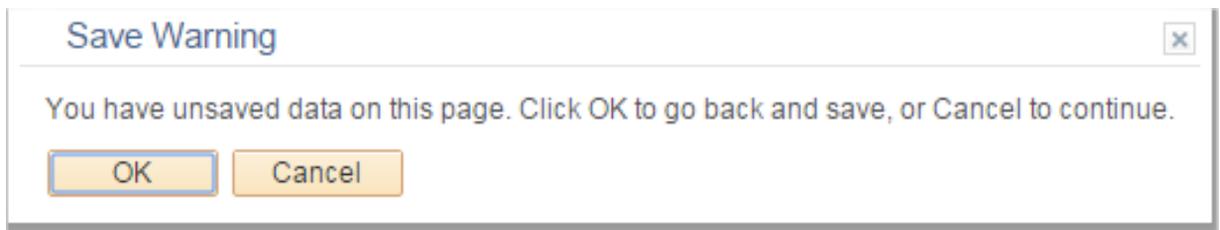
Logging into PeopleSoft Financials 9.2

Use your current user ID and OUHSC network password

ORACLE®

PEOPLESOFT ENTERPRISE

User ID mborchar

Password ••••••••••••••

Sign In

The Internet link will TIME OUT and NOTIFY TO CONTINUE after 60 minutes of not being used. Please keep this in mind while you are working and be sure to save your work. Any unsaved data entry will be lost after the system closes your session.

Please - Note - Microsoft Internet Explorer

PeopleSoft.

Your session is about to be timed out. As a security precaution, sessions end after 60 minutes of inactivity. Click OK to continue your current session.

OK

Save Warning   ✕

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

OK   Cancel

PeopleSoft Panel Shot

7

? Help

2

| Favorites ▾ | Main Menu ▾ | Home | Worklist | Add to Favorites | **Sign out** |

ORACLE

4 5 6 8

Menu ↻ ⚙▾

▸ My Favorites
▸ OUHSC MAIN MENU
▸ Manager Self-Service
▸ Supplier Contracts
▸ Suppliers
▸ Purchasing
▸ eProcurement
▸ Services Procurement
▸ Accounts Payable
▸ Commitment Control
▸ Enterprise Components
▸ Worklist
▸ Reporting Tools
▸ PeopleTools
　 My Personalizations
　 My System Profile
　 My Dictionary

— 3   — 1

Panel Shot Legend

1. Menu

2. Menu Sizing – Allow users to either refresh or minimize the menu.

3. Menu Options – Determined by security access. Allows user to navigate between different section.

4. Home – Returns users to the home page.

5. Worklist - Enables users to access PeopleSoft Workflow. This link is only present if a user has access to workflow and a worklist.

6. Add to Favorites - Enables users to create and manage their own bookmark list of links to folders and content references.

7. Help

8. Sign out – Allows user to end the current PeopleSoft session.

version 9.2

PeopleSoft Security Access

Security Access is determined by two factors:

- Role – Inquiry, Entry, or Approver

- Department/Org(s)
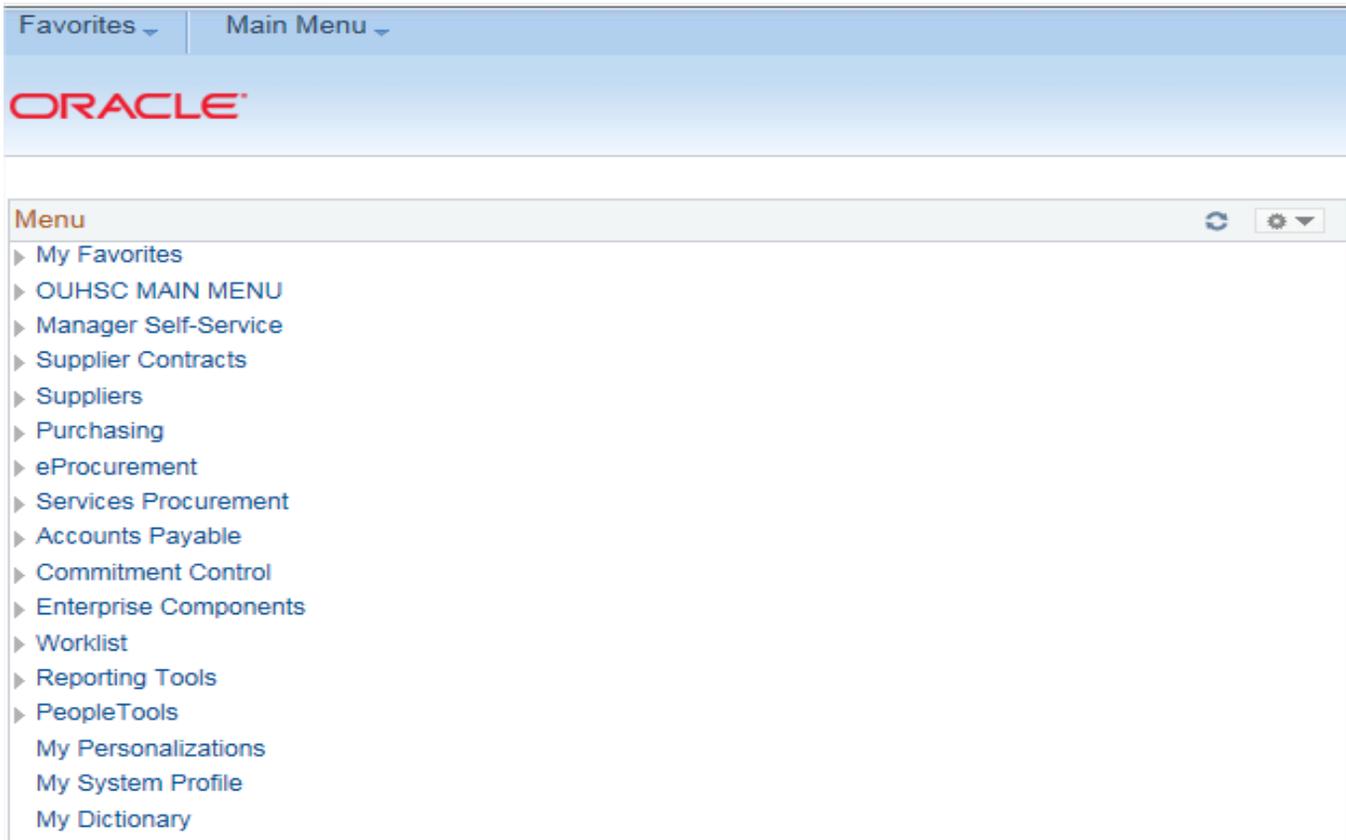
The role of the employee within the department determines the menu options to choose from.

PeopleSoft Security Access

⚠️ Security...

Security at the Organizational Level

•PeopleSoft was modified to insure that each user would be given access to financial information based on Organization.

• Access established for each user based on the information provided through the security form.
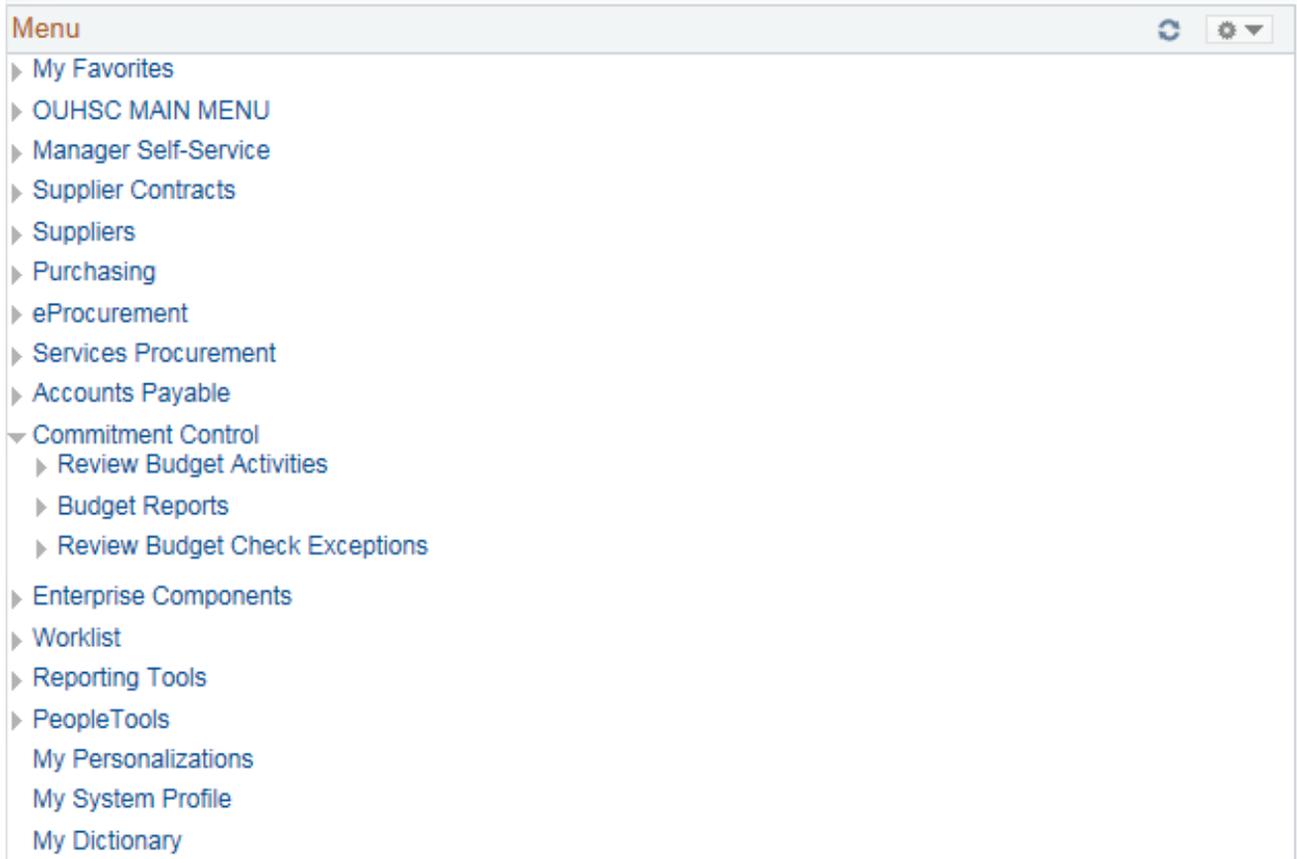

The Org ID will determine the data returned when searching for information, i.e., budgets, vouchers, requisitions, etc.

This is to prevent unauthorized viewing of data across departments.

Navigation in PeopleSoft

•Since PeopleSoft is a web-based application, you only have to click on the link once to activate it.

•The Navigation in PeopleSoft version 9.2 expands and collapses in a vertical motion.

•Example: If you click on Commitment Control, it will expand so that you may see what is underneath the Commitment Control module. Click once on any link to activate it.

•If you click on Purchasing, then the Commitment Control module areas will collapse and the Purchasing areas will expand.

•Each Menu contains selections for that are area specific and will expand until all options have been displayed.

Menu

▶ My Favorites
▶ OUHSC MAIN MENU
▶ Manager Self-Service
▶ Supplier Contracts
▶ Suppliers
▶ Purchasing
▶ eProcurement
▶ Services Procurement
▶ Accounts Payable
▼ Commitment Control
　▶ Review Budget Activities
　▶ Budget Reports
　▶ Review Budget Check Exceptions
▶ Enterprise Components
▶ Worklist
▶ Reporting Tools
▶ PeopleTools
　My Personalizations
　My System Profile
　My Dictionary

Two menu options – Delivered and Custom

PeopleSoft Delivered

Menu
- My Favorites
- OUHSC MAIN MENU
- Manager Self-Service
- Supplier Contracts
- Suppliers
- Purchasing
- eProcurement
- Services Procurement
- Accounts Payable
- Commitment Control
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
  - My Personalizations
 - My System Profile
  - My Dictionary

OUHSC Main Menu

- OUHSC MAIN MENU
  - Accounts Payable
  - Cash Receipts
  - Project Grant
  - Ouhsc Reports
  - Service Unit Requests
  - Cost Transfers

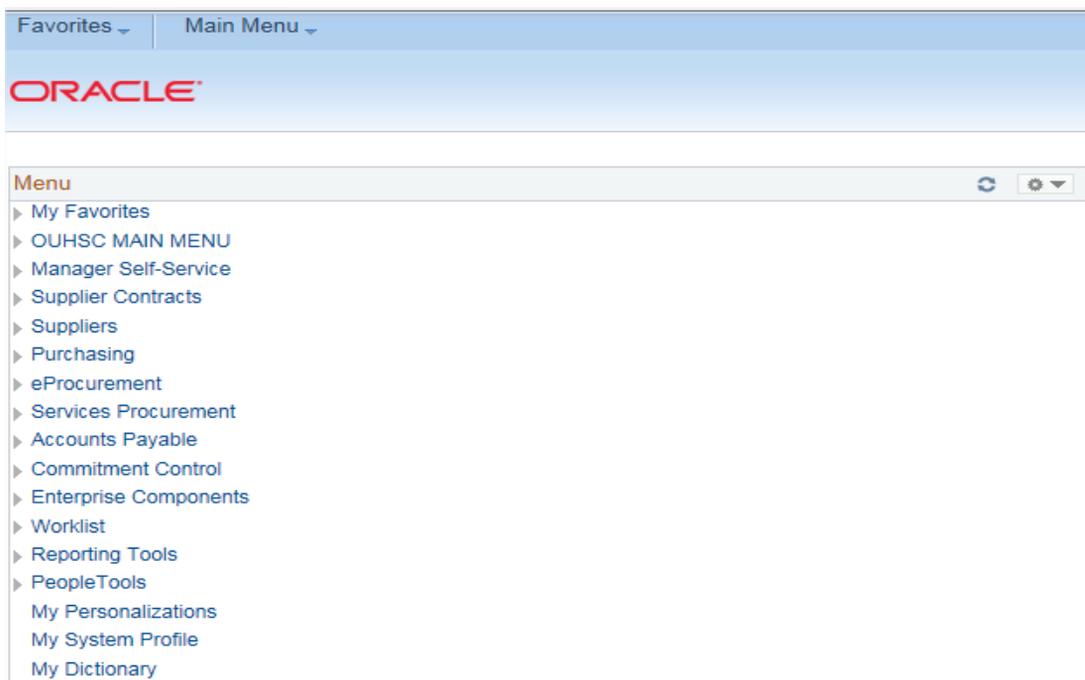All OUHSC modifications are under this main menu group.

Each Menu contains selections for that specific area and will expand until all options have been displayed.

Feature: Home Link

The   Home   link will navigate you back to the PeopleSoft Main Menu.
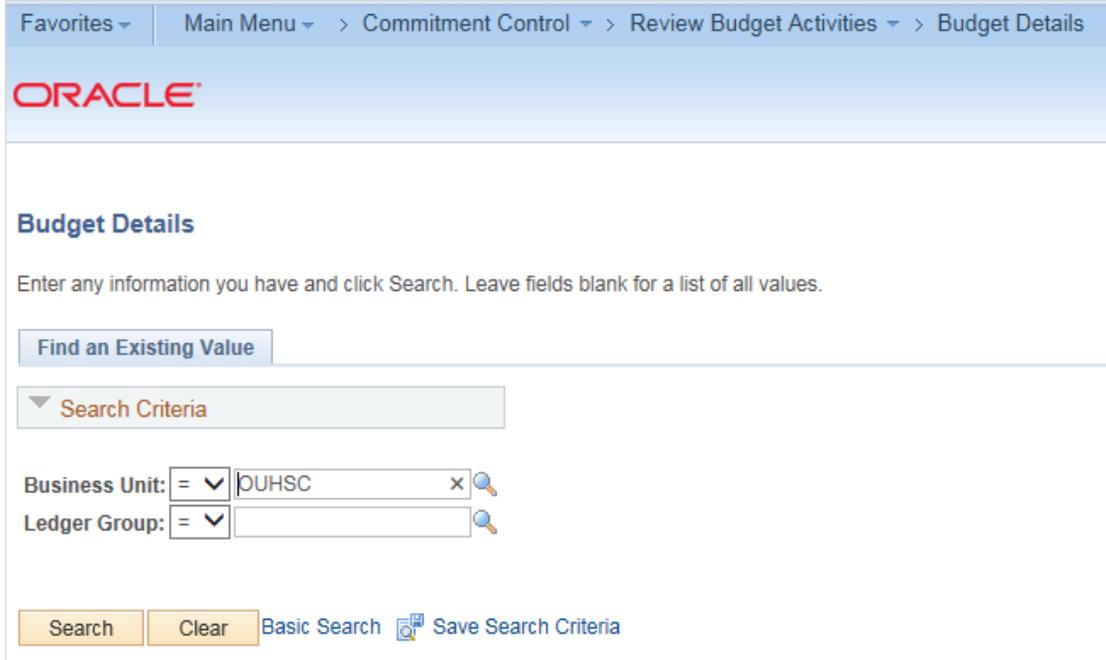
PeopleSoft Main Menu

Feature: Using My Favorites

The My Favorites Feature in PeopleSoft allows you to store the most frequently used pages where you can access them in one single click.

•Determine which pages you would like to store in Favorites.

•Navigate to each specific page.

•Once you have the page in view on your screen, click on the PeopleSoft Add to Favorites. **NOTE: Do not use the Internet Explorer Favorites for this feature.**

Favorites ▾ | Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budget Details

ORACLE

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: [= ▾] [OUHSC ✕] 🔍
Ledger Group: [= ▾] [ ] 🔍

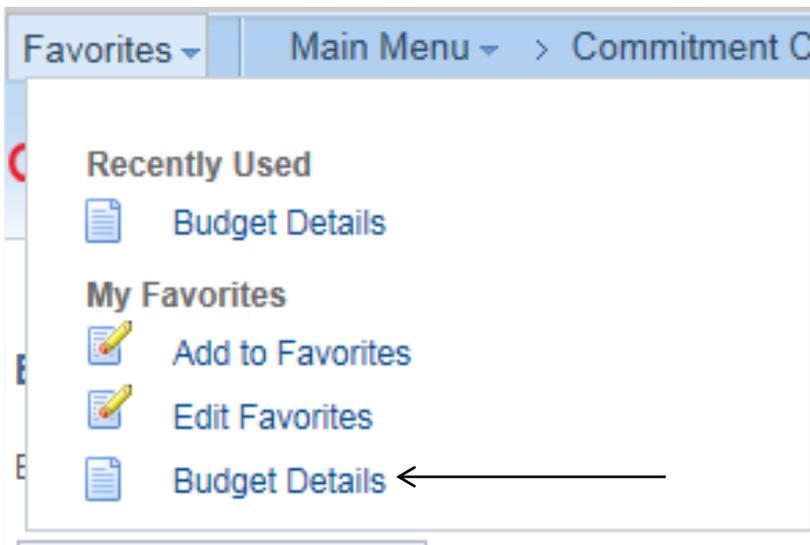[Search] [Clear] Basic Search 🗐 Save Search Criteria

Home | Worklist | Add to Favorites | Sign out

version 9.2

Feature: Using My Favorites

• You may use the description as it appears or type a new description that more relevant to you.

• Click OK to add to Favorites or you can change your mind and click Cancel.
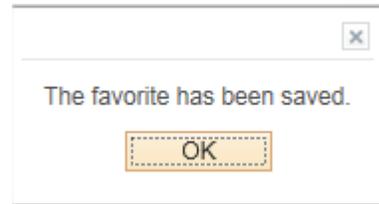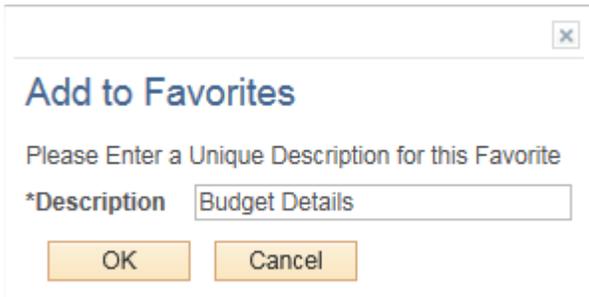
• Now you can access this page anytime by clicking Favorites on the menu.

Feature: New Window

PeopleSoft 9.2 allows the user to work in multiple windows. This will allow you to have multiple processes and pages accessible without contradicting each other.

You will be able to navigate to different pages in every window that you have open.
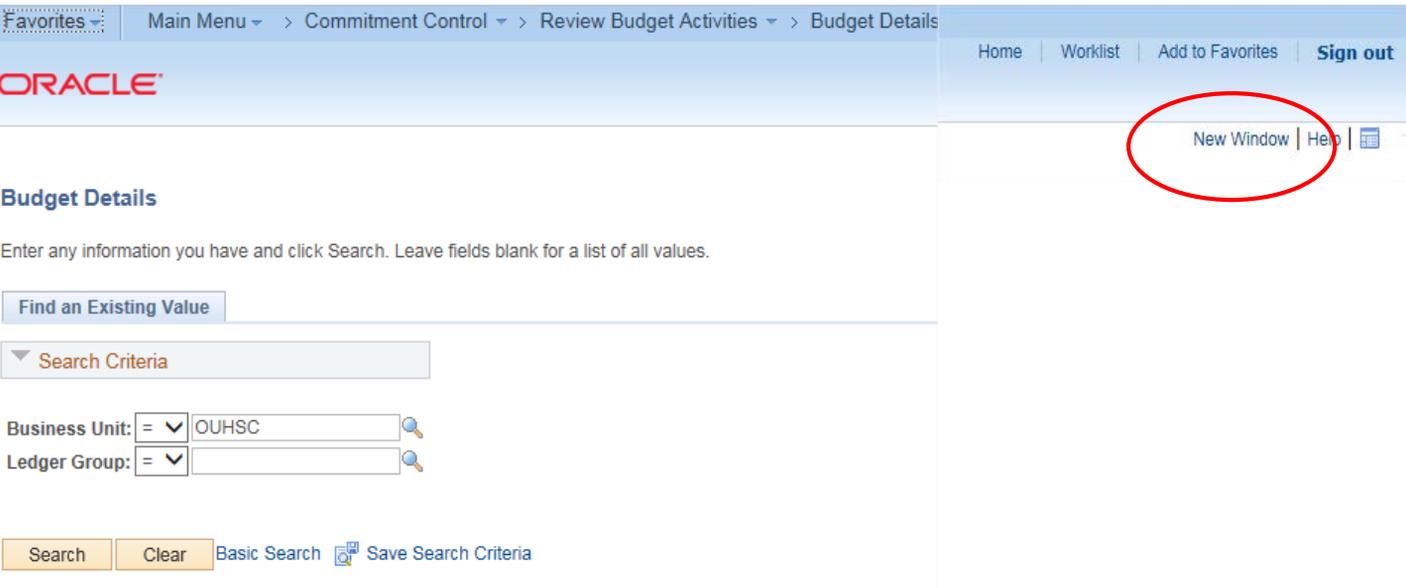
The same page will appear in a new window.
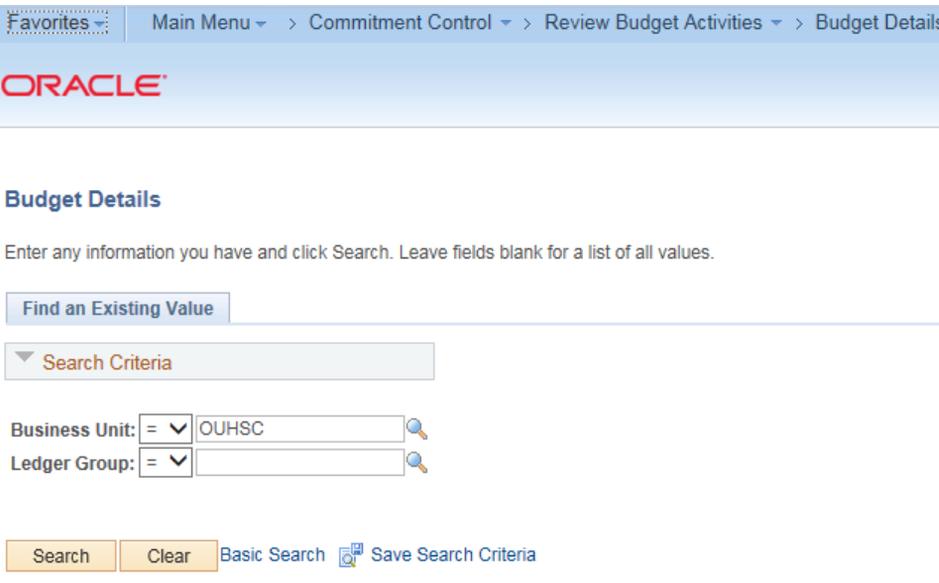
Feature: Lookup

PeopleSoft 9.2 allows the user to lookup values when either doing data entry or searches.

You can search for all values by clicking the magnifying glass.

A list of values to choose from will appear. Choose the appropriate value.

The value chosen will automatically be populated in the prompt.

Feature: Lookup – Partial Typing

You also can search for all values by typing partial values.

This narrows the search and helps speed up the search process.

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: = ∨ OUHSC 🔍

Ledger Group: = ∨ OU_O 🔍 ←

Type in partial value.
Ex: OU_O
Click on magnifying glass to see results.

Search   Clear   Basic Search 🔲 Save Search Criteria

After typing in a partial value, click on the magnifying glass.

Look Up Ledger Group ✕

Help

Cancel

Search Results

View 100   First ◀ 1-2 of 2 ▶ Last

Business Unit	Ledger Group	Description
OUHSC	OU_OC	Org Child Budget Ledger
OUHSC	OU_OP	Org Parent Budget Ledger

The value chosen will automatically be populated in the prompt.

Feature: Search Options

Search Options allow to the user to narrow the criteria to search by a variety of different search options.

1.   Begins with: Ex: Voucher ID begins with 000012. Will return all values that start with 000012.

2.   Contains: Ex: Voucher ID contains 000012. Will return all values that have the sequence 000012 within it

3.   = (Equal): Ex: Voucher ID equals 000000012. Will return exact match.

4.   Not = (Not equal to): Ex: Voucher ID not equal to 00000012. Will return all values that do not match.

5.   < (Less than), <= (Less than or equal to)

   •   Ex: Voucher ID < 00000012. Will return all values less than 00000012.

   •   Ex: Voucher ID <= 00000012. Will return all values equal to 00000012 and below.

6.   > (Greater than), >= (Greater than or equal to)

   •   Ex: Voucher ID > 00000012. Will return all values greater than 00000012.

   •   Ex: Voucher ID >= 00000012. Will return all values equal to 00000012 and greater.

7.   Between : Will show two prompts, and allow user to assign a range of values.

8.   In (In list) : Will bring a list of values to choose from, and allow user to pick from list.

Feature: Multiple Rows

Be sure to check the blue bar to see how many rows of information are available. You may not be looking at all of the lines.

You will have an option to look at rows one at a time or select the **View All** to see multiple rows at once.

View All										First ◀ 1-40 of 40 ▶ Last	
Business Unit	Ledger Group	Account	Department	Fund Code	Class Field	Program Code	PC Business Unit	Project	Activity	Budget Period	Statistics Code
OUHSC	OU_OP	EXPEND	TRN001	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN002	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN003	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN004	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN005	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN006	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN007	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN008	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN009	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)
OUHSC	OU_OP	EXPEND	TRN010	STATE	00000	00016	(blank)	(blank)	(blank)	FY2014	(blank)

Feature: Maximum Records

When using the search feature, you may reach the maximum number of rows that can display – the first 300 results.

It is suggested that you narrow down your search results by entering more search criteria.

Feature: Sort by Columns

If your Search results returns a list of items, notice that the top row has bold titles that are underlined. By clicking on these titles you will have multiple views of the search results.

Feature: Add/Delete Rows
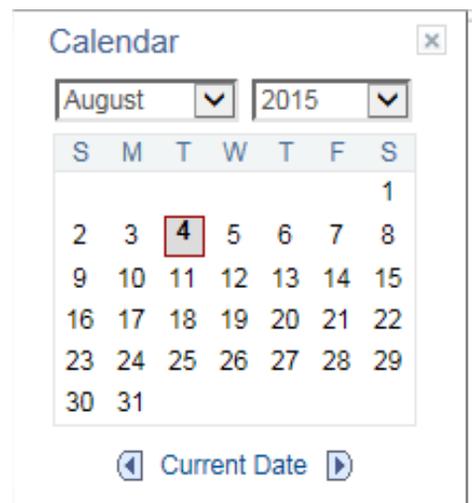
Use the Add/Delete buttons to Add or Delete rows when working in data entry screens.
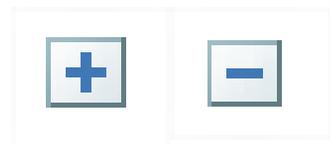
Feature: Calendar

Every date field includes a built-in calendar.

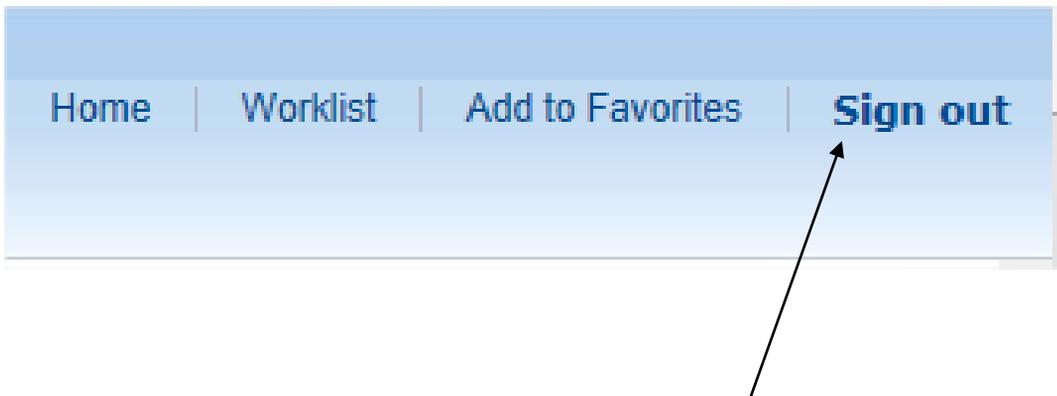If you click the calendar link, a calendar will display for your use.

Feature: Save

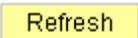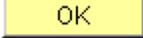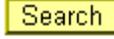The Save icon will allow the user to save the work performed.

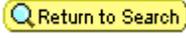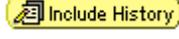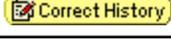## Ending Your Session?

Remember ~ Log out by clicking the Sign out link.

Feature: PeopleSoft Hot Keys

Action	Hot Key	Button or Link
Open lookup page. Open the calendar prompt.	Alt + 5	🔍 or 📅
Open the pop-up window on a page.	Alt + 6	or
Insert a row in a grid or scroll area.	Alt + 7	+ or Add
Delete a row in a grid or scroll area.	Alt + 8	−
Validate data when in Expert Entry mode.	Alt + 0	or Refresh
Next in grid, scroll, or search page results.	Alt + .	▶
Previous in grid, scroll area, or search page.	Alt + ,	◀
Toggle between "Add a New Value" and "Find an Existing Value".	Alt + \	Add a New Value Find an Existing Value
View all rows of data in grid, scroll area, or search page.	Alt + '	View All
Activate the Okay button where appropriate Activate the search key on a Search page. Activate the Lookup button on a Lookup page.	Enter	OK Search Lookup
Activate the Cancel button where appropriate.	Esc	Cancel
Save page in a Transaction. Move to Search or Add button on a Search. Move to OK button on an auxiliary page.	Alt + 1	Save
Return to search page from transaction page.	Alt + 2	Return to Search
View next row in list when button is active.	Alt + 3	Next in List
View previous row in list when button is active.	Alt + 4	Previous in List
Toggle between menu items.	Alt + 9	Home >
Toggle between action modes.	Alt + \	Update/Display Include History Correct History

Feature: Icons Available

Cancel

Delete

Undo Delete

Sorting Options

Transaction Item Description

Budget Checking

Lookup/Details

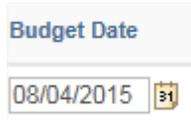Delete Row

Add Row

Calendar

Save

Chartfield Structure

- Budget Date

- Account

- Fund

- Organization/Department

- Program

- SubClass

- Project/Grant

Note: Transactions will not post without the required fields in the Chartfield Spread.

Budget Date –

Budget Date
08/04/2015

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 -
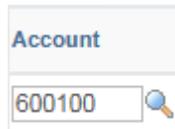
Account
600100

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

Example: Cash 111701 (Asset), Office Supplies 602700 (Expense)

Fund –

Fund
STATE

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

Example: State, Clinical Funds, Sponsored Funds, Miscellaneous D

Department –

Dept

TRN001

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

Example: COM100

College Level – College of Medicine = COM

Department Level – Administration = 100

Program -

Program
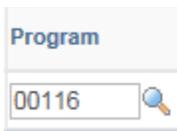
00116

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

Example: Institution Support = 00116

Sub-classification -
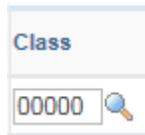
Class

00000

Commonly referred to as SubClass or Class. This field is user-defined. This means that the End User can assign a value to identify a person or activity within their department.

The minimum required entry is 00000 (5 zeroes).

Project/Grant –

Project

C1000000
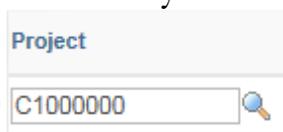
Primarily this field will be used to identify individual grants and contracts. For transactions in funds other than sponsored programs, this will be a user-defined field.
Example: Grants, Contracts, Sections within a department (user-defined), academic programs (user-defined)

Inquiries

- Inquiry

   An inquire retrieves a predefined set of information to be viewed only on-line within the PeopleSoft application. These are referred to as Inquire panels. You navigate to the Inquire panels through the menu navigation.

- 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

1.   Navigate to Budget Details via Commitment Control >> Review Budget Activities >> Budget Details

2.   Add values to prompts

3.   Click Search

4.   View Details

Find an Existing Value

▼ Search Criteria

Business Unit: [= ∨] [OUHSC] 🔍
Ledger Group: [= ∨] [OU_OP] 🔍

[Search]   [Clear]   Basic Search 🗗 Save Search Criteria

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Class Field	Budget Period
OUHSC	OU_OP	🔍	🔍	TRN001 🔍	🔍	🔍	FY2016 🔍

[Search]

Budget Details   Personalize | Find | View All | 🗗 | 🔳   First ◀ 1-2 of 2 ▶ Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Class Field	Budget Period	View Details
1	OUHSC	OU_OP	EXPEND	CLNOP	TRN001	00024	00000	FY2016	View Details
2	OUHSC	OU_OP	EXPEND	STATE	TRN001	00016	00000	FY2016	View Details

🗗 Return to Search   ✉ Notify

Budget Inquiry – Non-Sponsor Funds

Budget – The total amount of budget that you can spend within the 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

1. Navigate to Budget Details via Commitment Control >> Review Budget Activities >> Budget Details

2. Add values to prompts

3. Click Search

4. View Details

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: [= ▼] [OUHSC] 🔍
Ledger Group: [= ▼] [OU_SP] 🔍

[Search] [Clear] Basic Search 📄 Save Search Criteria

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Period
OUHSC	OU_SP	🔍	🔍	🔍	🔍	🔍	C7053201 🔍	🔍

[Search]

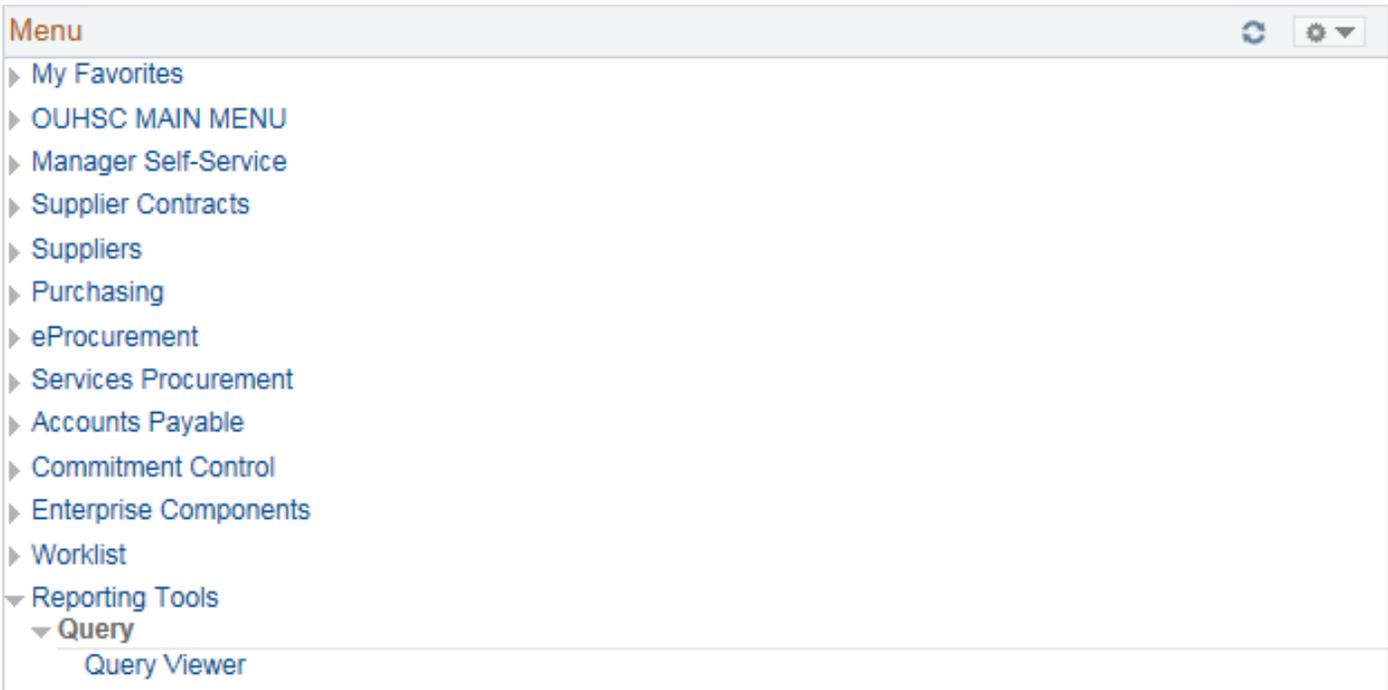Budget Details   Personalize | Find | View All | 📷 | 🔳   First ◀ 1 of 1 ▶ Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Period	View Details
1	OUHSC	OU_SP	EXPEND	SPNSR	COM083	00012	00000	C7053201		View Details

[↩ Return to Search] [📧 Notify]

Query Viewer

- Queries are used to retrieve information out of PeopleSoft.

- OUHSC has many public queries to choose from.

- Most begin with OU_???_???

- Queries have the capability to be ran to HTML or Excel.

- Reporting Tools >> Query >> Query Viewer

Menu

- My Favorites
- OUHSC MAIN MENU
- Manager Self-Service
- Supplier Contracts
- Suppliers
- Purchasing
- eProcurement
- Services Procurement
- Accounts Payable
- Commitment Control
- Enterprise Components
- Worklist
- Reporting Tools
  - Query
    - Query Viewer

Query Example

Favorites ▾ | Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

ORACLE

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 [ ]

[Search] Advanced Search

The OU_BUD_ORG query brings back the same information as the Budget Inquiry, but it allows you to import the information into HTML or Excel.

To access query viewer go to Reporting Tools >> Query >> Query Viewer

You can then search by OU_ and clicking on Search or you can type in OU_BUD_ORG and click on Search [Search]

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

*Folder View [-- All Folders -- ▾]

Query				Personalize | Find | View All | 🗗 | 🎟			First ◀ 1 of 1 ▶ Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
OU_BUD_ORG	Org Budget Inquiry	Public		HTML	Excel	XML	Schedule	Favorite

Query Example

If you choose to run it to HTML or EXCEL, you will get the below prompts.

From Fund: 0

To Fund: Z

From Org: TRN???

To Org: TRN???

From Program: 0

To Program: Z

From Budget Period: FY2016

To Budget Period: FY2016

VIEW RESULTS

OU_BUD_ORG - Org Budget Inquiry

From Fund:

To Fund:

From Org:

To Org:

From Program:

To Program:

From Budget Period:

To Budget Period:

View Results

Query Example

Once you click on View Results, you should see results like:

	Budget Type	Fund	Dept	Program	Class	Project	Account	Budget Period	Budget Amt	Pre-Encumbered Amt	Encumbered Amt	Expended Amt	Remaining Amt
1	PARENT	CLNOP	TRN001	00024	00000		EXPEND	FY2016	1000000.000	0.000	0.000	0.000	1000000.000
2	PARENT	STATE	TRN001	00016	00000		EXPEND	FY2016	1000000.000	0.000	0.000	0.000	1000000.000

When ran to HTML, it looks like the above. It will give you the same information as the Budget Inquiry, but it shows you the information in columns. You can then download then information into Excel or CSV Text Format.

version 9.2

Terminology

- 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 update the Commitment Control Budget Detail ledger based on the ChartFields used.

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

- Actuals and Recognized – Actuals and Recognized transactions are bursar transactions, journal entries, payables vouchers, and payroll transactions. 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.

Who do I contact regarding PeopleSoft?

Budgets

Contact: Bart Mercer – Budget Office – ext. 12404 or email

Cash Receipts

Contact: Simone Plaudis – Bursar's Office – ext. 46360 or email

General Accounting

Contact: General Accounting Office – ext. 12355 or email to
Accounting@ouhsc.edu

Grants & Contracts

Contact: Grants & Contracts Accounting – ext. 12177

Logon, Password, or Security

Contact: Summer Kirchhoff – IT – ext. 47051 or email PS-Security@ouhsc.edu

Project Management

Contact: Kevin Fitzgerald – Project Manager – ext. 11522 or email

Queries, Reports, & Inquiries

Contact: Scott Stuart – Financial Services – ext. 46375 or Melissa Borchardt – ext. 46378
or email

Requisitions

Contact: Each buyer has been assigned to Categories. The Categories are matched to
the General Ledger Chart of Accounts. The Buyers are listed on the Purchasing website
and in PeopleSoft.

Service Unit Accounting

Contact: Service Unit Accounting Office – ext. 12246

Training

Contact: Human Resources – ext. 12443 or Scott Stuart – ext. 46375 or Melissa
Borchardt – ext. 46378

Vendors

Contact: AP Vendor Maintenance – ext. 46540 or email to
AP-VendorOffice@ouhsc.edu

Vouchers

Unpaid Contact: Accounts Payable Specialist – ext. 46565
Paid Contact: AP Records Retention Lead – ext. 46554

Financial Services website

http://www.ouhsc.edu/financialservices/

Features

- Departments
- Staff Directory
- Forms
- Training Info

Tools

- GL Account List
- Program Listing
- Reconciliation Guide
- Query & Reporting