

9.2 PeopleSoft Upgrade New Features and Functionality

May 2015

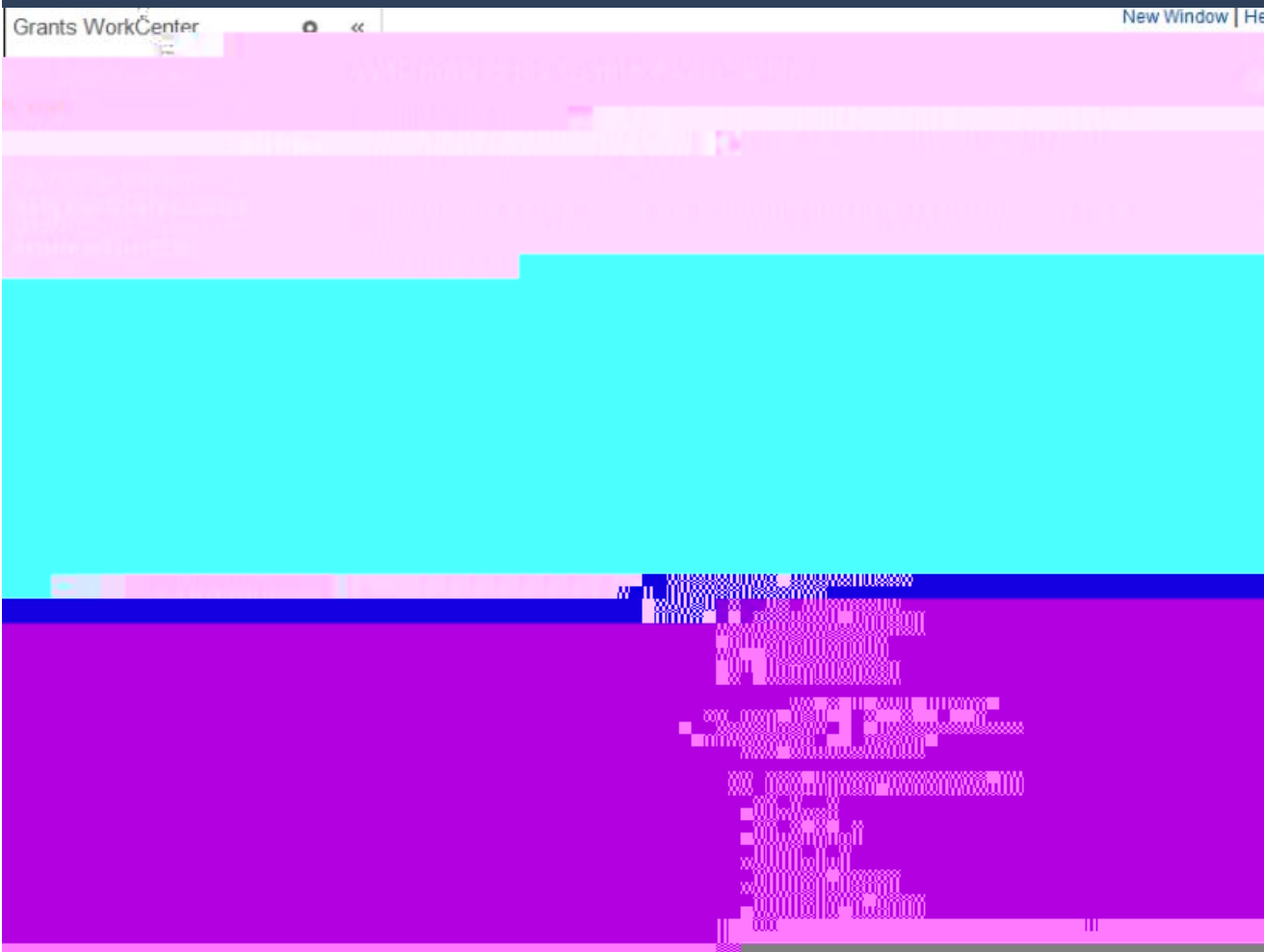
General Accounting

Project Overview

- » The PeopleSoft Finance/Supply Chain upgrade is scheduled for May 20 (at 5pm) thru May 25, 2015
- » Current software versions since Dec 2008; support ends June 2015
- » Goals:
 - › Decrease costs & technology support through modification reduction
 - › Leverage new functionality
- » Result:
 - › New features
 - › Improved functionality
 - › No changes to policy
 - › No changes to “Payment Reference Guide”

Work Centers

- » Configurable pages of PeopleSoft elements by module
- » Commonly used tasks on central page to minimizedrilling through menus



Work Centers will only be Available for:

- ™ General Ledger
- ™ Accounts Payable
- ™ Buyer
- ™ Inventory
- ™ Grants Management
- ™ Billing
- ™ Accounts Receivable

Work Centers

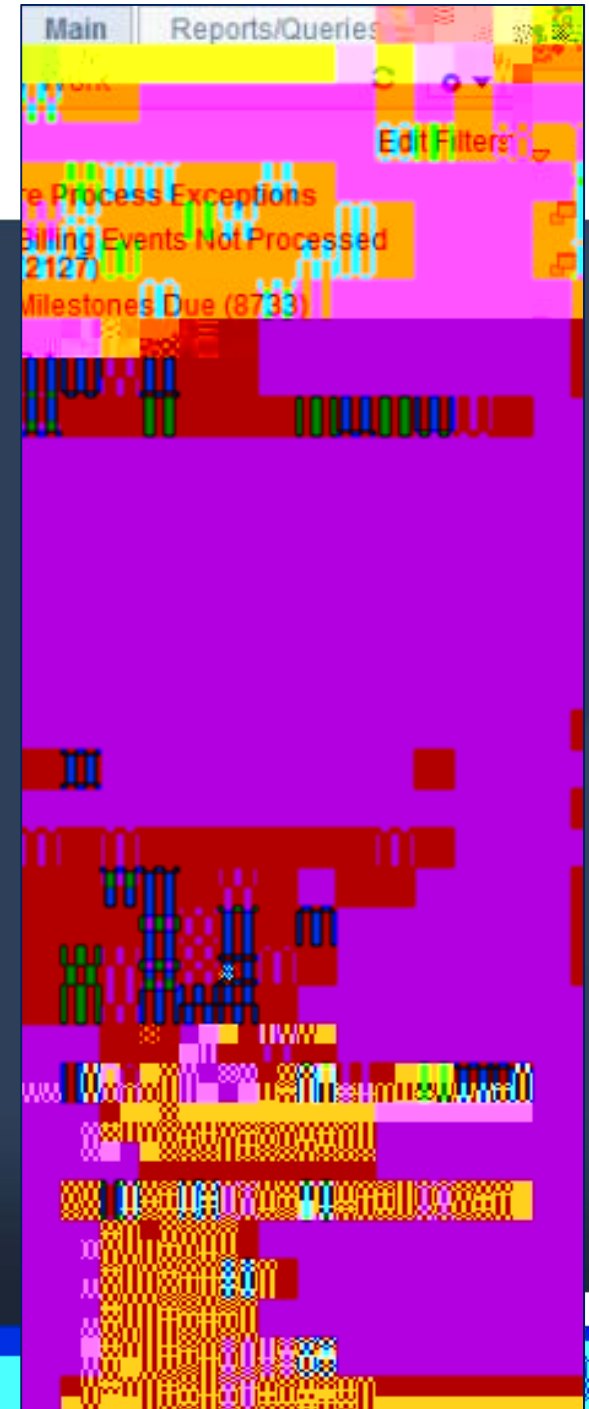
» Main Tab

› My Work Pagelet

- › Linksto events& notification alerts
- › Prioritizeditems needingimmediateattention
- › Worklist taskfor workflow

› LinksPagelet

- › Additionallinksto pages& other areasof interest
- › My includelinksexternalto University



Work Centers

» Reports/Queries Tab

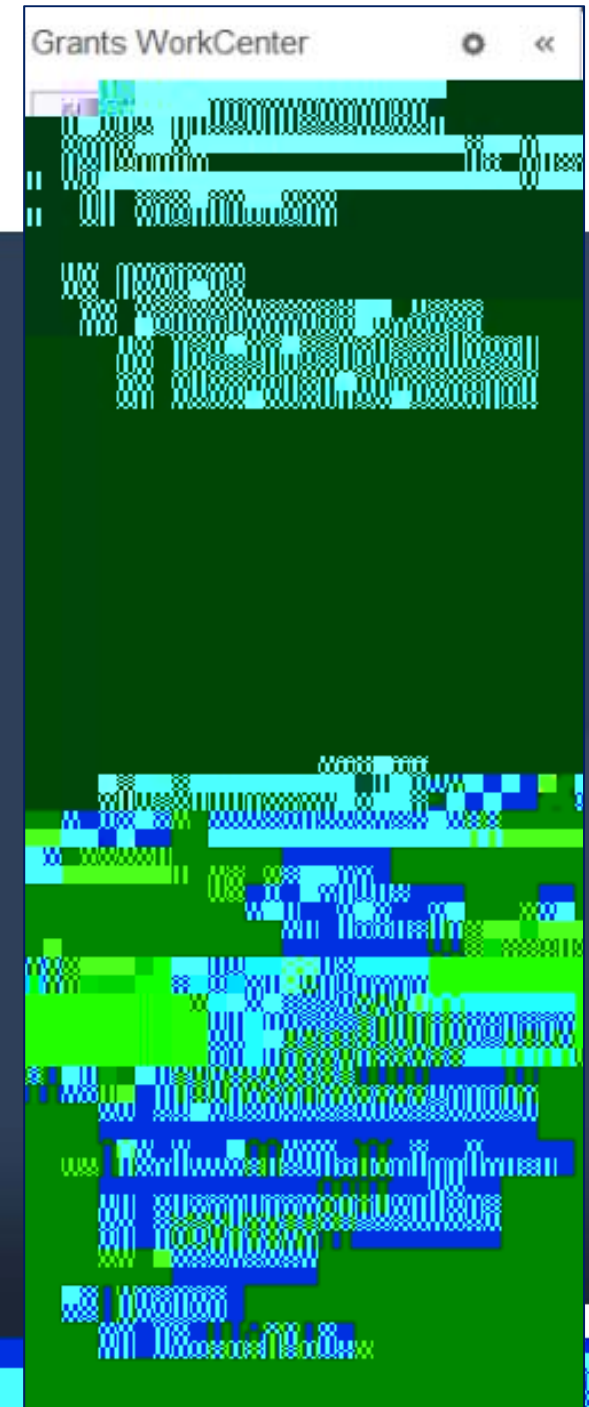
› Queries Pagelet

- › Linksto QueryManager/viewercontainingpublicand private queries.

› Reports/Processes Pagelet

- › Accessto reportsandprocesses frequently used

» Linkstake you directly to RunControlpage



GeneralLedger

- » Work Centers

- » Queries

- › Change to some tables: new fields, field length changes or fields from 9.0 no

Chartfield Request Form

» Navigation

- › Main Menu >
- › Employee Self Service >
- › Chartfield Request Form

» No longer use Outlook form

» Electronic workflow

» Lookup features

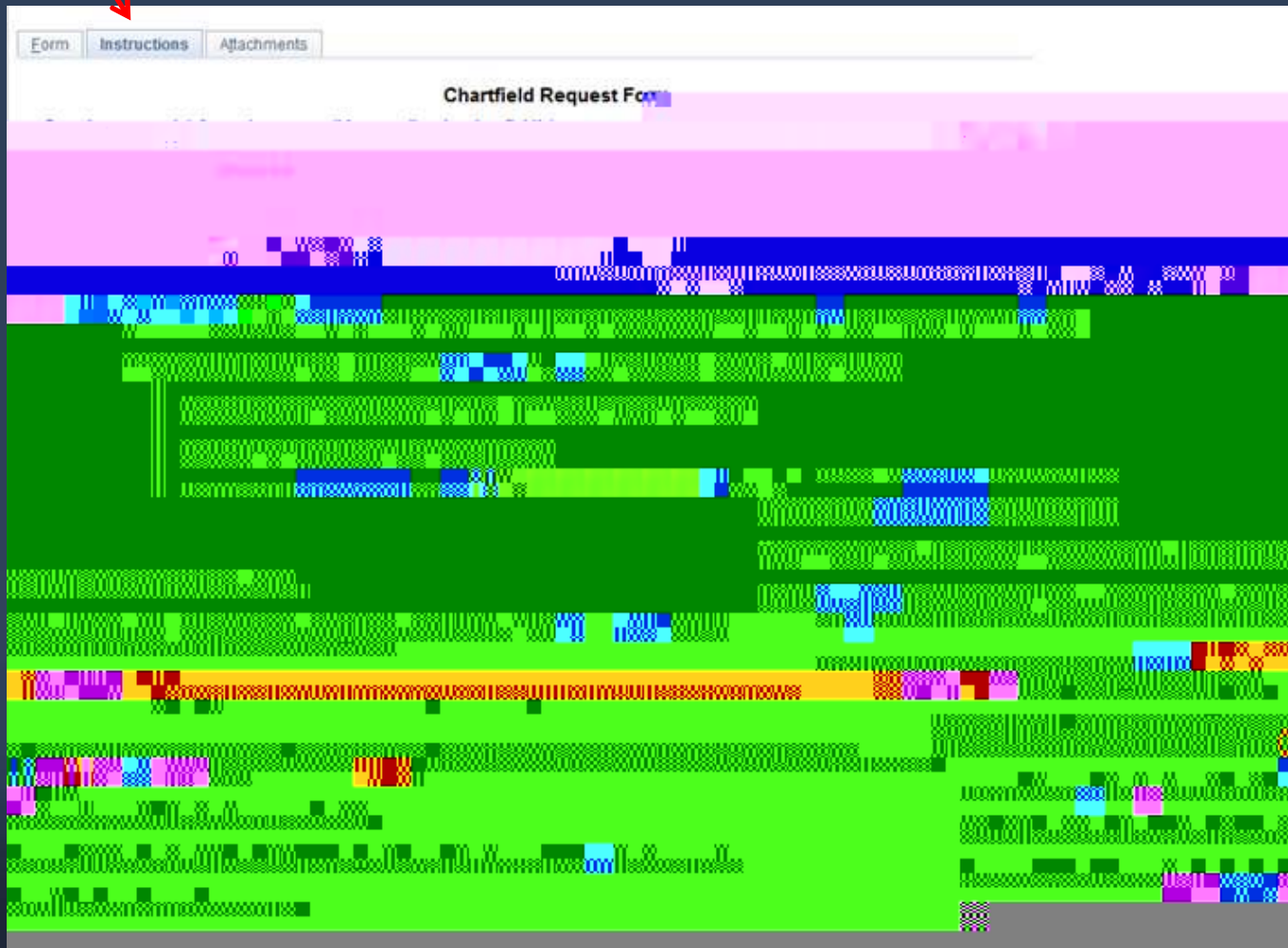
» Can upload attachments

Form
tab

The screenshot displays the 'Chartfield Request Form' web application. The browser's address bar shows the URL 'http://www.missouri.edu/employee-self-service/chartfield-request-form'. The page header includes the University of Missouri System logo and navigation links for 'Home', 'Worklist', and 'MultiChannel Console'. The main content area is a form with various input fields, including text boxes, dropdown menus, and checkboxes. A red arrow points to a tab labeled 'Form tab' on the left side of the page. The bottom of the page features a blue footer with the text '© 2010 University of Missouri System'.

ChartfieldRequestForm

InstructionsTab



ChartfieldRequestForm

AttachmentsTab

The screenshot displays the 'AttachmentsTab' of the Chartfield Request Form. A red arrow points to the 'AttachmentsTab' label in the top navigation bar. The main content area features a table with the following structure:

Description	Attached File	Open
		Open

Below the table, there are buttons for 'Attach' and 'Open'. At the bottom of the form, there is a 'Notify' button and a 'Download Templates' link. The interface also includes a 'New Window' button in the top right corner and a 'Chartfield Request' label in the top right area.

Accounts Payable Shared Service

Accounts Payable

- » Changes resulting in better business processes and efficiencies for both the end user and University
 - › “Vendor” is now “Supplier”
 - › Supplier Request Form
 - › Payment Request Form
 - › Electronic Workflow for Approvals
 - › No printing vouchers, including IRB

SupplierRequestForm

» Navigation

- › Suppliers > SupplierRegistration > RegisterSuppliers
- › PaymentRequestFormstep2

» Form is designed to prompt for necessary information

- › Different prompts for New vs Existing
- › Option for Student Supplier
- › Enter Direct Deposit information on the form

» Electronic Workflow for Approvals

- › Department Requester
- › APSS Approval
- › System Approval

SupplierRequestForm (1 of 6)

Progress bar: Welcome (selected), Identifying Information, Addresses, Contacts, Payment Information, Submit

Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons to move forward or back between steps. Leave the tabs until you have your information ready to submit. Once you have provided all the required information, proceed to the last step where you may submit your registration for consideration. You will receive an email confirmation of your submission.

If you have any questions or feedback on the registration process, please call the Finance Support Center at:

- UMLE campus: 882-3201
- UMK campus: 248-7137
- UMD campus: 810-4266
- UMS campus: 616-6386

or email: financesupport@umsystem.edu

What sort of supplier are you registering?

New Supplier

Existing Supplier

Student

SupplierRequestForm (3 of 6)

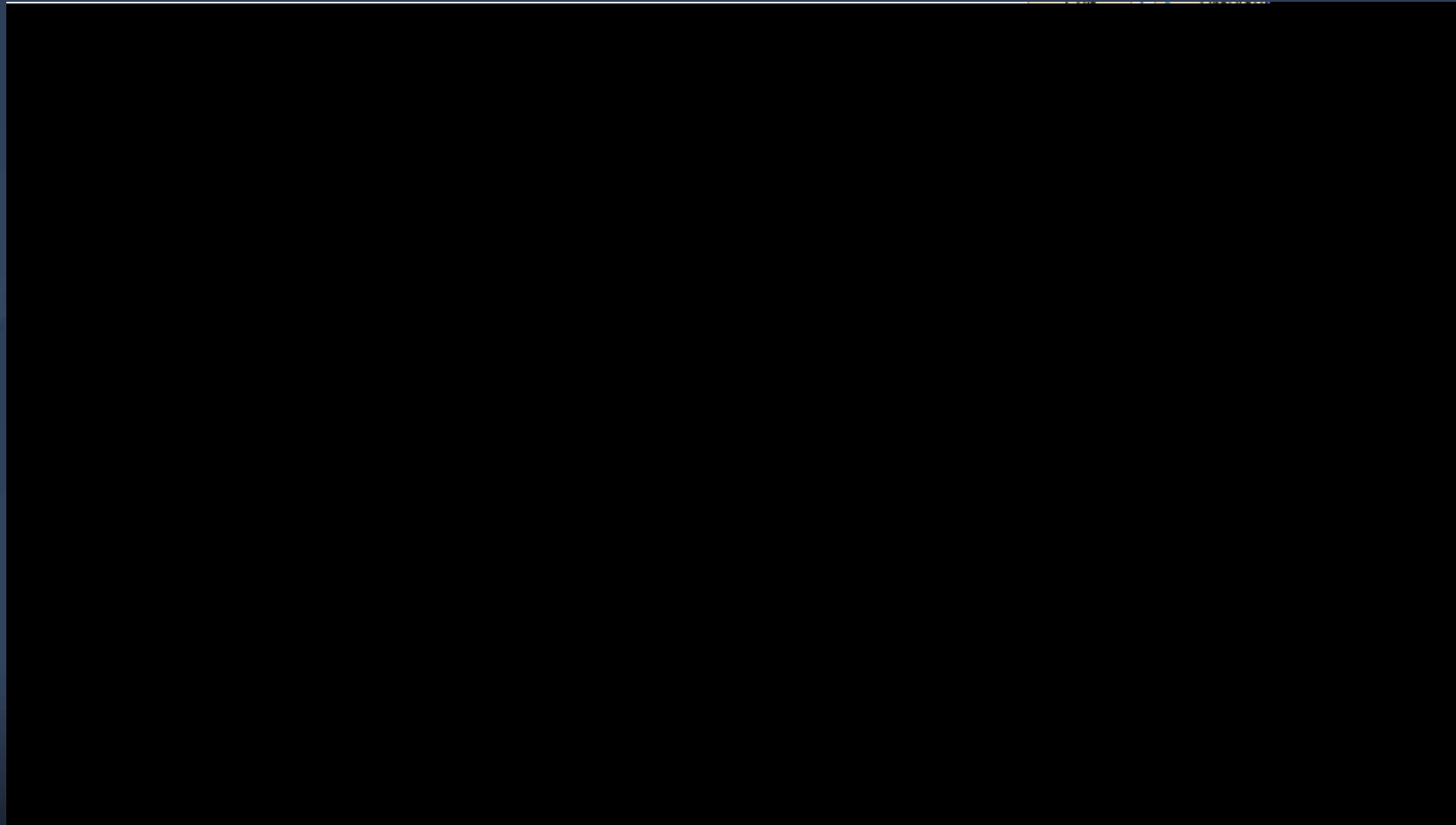
The screenshot displays a web form titled "SupplierRequestForm (3 of 6)". At the top right, there are navigation buttons: "Exit", "Previous", and "Next". The form is divided into several sections:

- Address Section:** Includes a "Primary Address" label, a "Country" dropdown menu set to "USA" (United States), and three address input fields labeled "Address 1", "Address 2", and "Address 3".
- City and State Section:** Features a "City" dropdown menu set to "DOLINEA" and a "State" dropdown menu set to "MO" (Missouri).
- Contact Information Section:** Includes an "Email ID" input field.

At the bottom of the form, there are several small, partially visible buttons: "Override Address", "Verify", and "Save".

SupplierRequestForm (5 of 6)

» Only completed if Direct Deposits established not foreign vendors



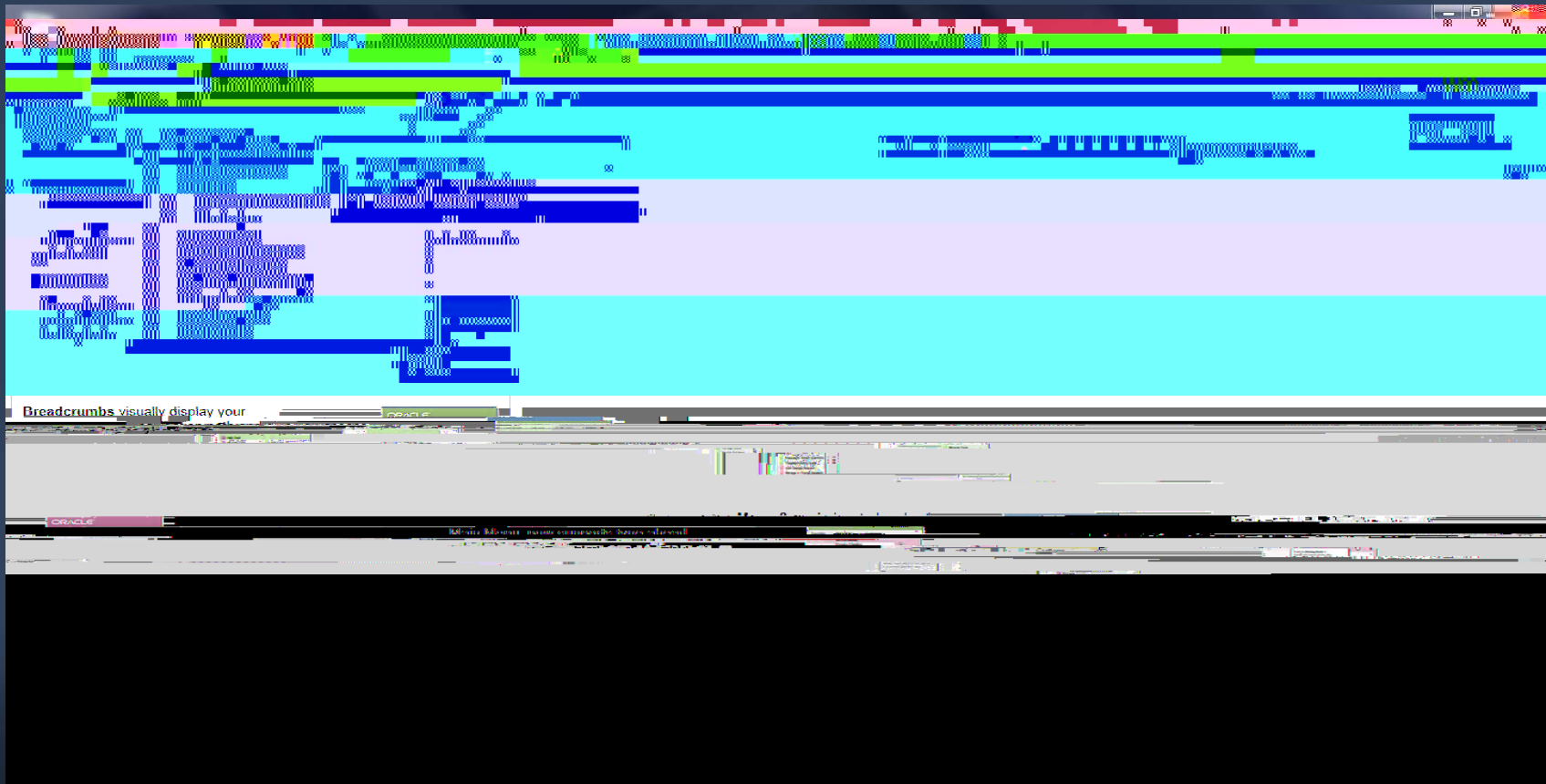
SupplierRequestForm (6 of 6)



- » Formis designed to prompt for necessary information
- » NO PRINTING
- » Once submitted, it will create voucher behind the scenes
- » Electronic Workflow for Approvals
 - › Project Manager, if applicable
 - › Fisca Reviewer
 - › Based on Approval Authorization in FIN Authorization
 - › Split Funded: All are emailed, only requires 1 from the group to approve
 - › Prepay Audit by APSS
- » “Saved” Payment Request can be by voucher

TrainingInstance http://www.umssystem.edu/ums/fa/finance_rsupport_center/peoplesoft_financials

» Main Menu » Employee Self Service » Payment Request Form



PaymentRequestForm

» Main Menu > EmployeeSelfService > PaymentRequestCenter

The screenshot displays the 'Payment Request Center' web application. At the top, the page title is 'Payment Request Center' and the user is logged in as 'Training ID'. Below the title bar, there are two tabs: 'Request Summary' and 'Recent Messages'. The main content area is divided into several sections. On the left, there is a 'requests' section with a '15' indicator. In the center, there is a large table with columns for 'Request ID', 'Request Description', 'Amount', 'Business', 'Status', and 'Number of Requests'. The table is currently empty. On the right side, there is a 'Vouchered' section with a 'Create' button. At the bottom of the page, there is a footer with the text 'ADVANCED COMPUTER'.

Key elements highlighted with red circles in the image:

- A red circle around the 'requests' section on the left.
- A red circle around the 'Create' button on the right.
- A red circle around the 'Status' column header in the table.
- A red circle around the 'Amount' column header in the table.

PaymentRequestForm(1 of 4)

1. SummaryInformation Page

The screenshot displays the 'Summary Information' page of a payment request form. The page is organized into several sections:

- Summary Information:** This section contains a large text area for 'Description', a 'Cost Sub Total' field, a 'Misc Charge Amount' field, a 'Freight Amount' field, a 'Total Amount' field, and a 'Currency' dropdown menu set to 'USD'.
- Supplier Information:** This section is partially visible on the right side of the page.
- Invoice Details:** This section is also partially visible on the right side of the page.

At the bottom left of the form, there is a prominent red oval highlighting a button labeled 'Hold'. The overall layout is clean and professional, with a light blue and white color scheme.

PaymentRequestForm (2 of 4)

2. SupplierInformation Page

The screenshot displays a web form for entering supplier information. The form is organized into several sections with labels and input fields. A red circle highlights a specific field in the lower right section of the form, which appears to be a date or a numerical value. The form includes various input types such as text boxes, dropdown menus, and checkboxes. The overall layout is clean and professional, typical of a corporate web application.

PaymentRequestForm (3 of 4)

3. InvoiceDetail Page

Common Information

Save for Later Previous Next Exit Save

Invoice Number 485486465 Entered By Training ID - AP/PO Business Unit COLUM
Invoice Date 05/07/2015 Entered Datetime 05/07/2015 8:00AM Request ID

Line Amount	Line	Description
*Cost Sub-Total		

Add Lines

Add a New Line

Instruction 5

*Line Amount	SpeedChart Key	Line	Description
105.00	10000	1	Room rate

Accounting Details

PC Business Unit	Project	Line	*Amount	Fund Code	Department	Program Code	Class
UMSYS	00	1	105.00	0000	A0701004	0	0

4. Review

Non PO Voucher Workflow

- » Accounts Payable > Vouchers > Approve > Approval Framework > r Vouchers
- » Can still navigate to PO PO

Non PO Voucher Workflow

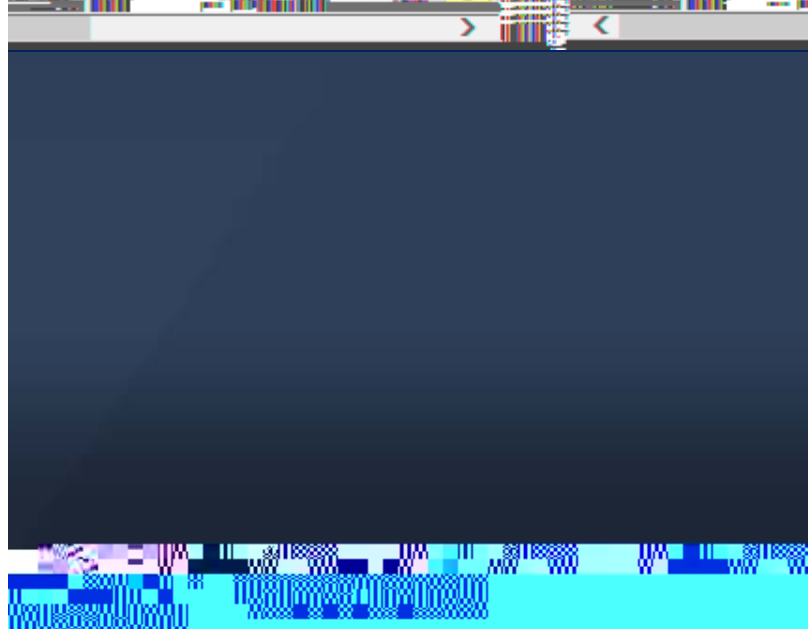
Business Unit COLIUM Invoice Number J80014001
Supplier SIMS,CANIAH DONTAE Voucher 02540994

Terms Due Immediately
Approval Status Pending
Added By BRADSHAWSTRAUBL
Bradshaw-Straub,Laura
Attachments (0)

Transaction C
M
Sa
U
Enter

urrency USD
Total 50.00
isc Amt 0.00
Freight 0.00
les Tax 0.00
Use Tax 0.00
ed VAT 0.00

Fiscal Reviewer Screen



BUSINESS UNIT=COLIUM VOUCHER ID=02540994 Don

Fiscal Approval CFISCREVIEW

Accounting Office Approval

Start BUSINESS UNIT=COLIUM VOUCHER ID=02540994

Accounting Office Approval

Not Routed
Multiple Approvers
Ant Office Approval Not Routed

T&E Expense Report

- » Attachments– No longer email to queue
 - › Use Attachment hyperlink to upload receipts and support
- » Hotel Wizard
 - › Option to use Hotel Wizard or itemize manually
- » “Notes” replaces “Comments”
 - › Hyperlink on Summary and Submit Page
- » Certification Statement
 - › Necessary for University business
 - › Traveler personally paid; not receiving reimbursement from 3rd party
 - › Meet University policies
 - › Alcohol benefit statement
- » ER can be “Withdrawn” if it has not been approved yet

T&E Expense Report

Currency	Payment Type	Billing Type	Effective Date	Amount Spent
			05/07/2015	

Due Employee: 0.00 USD

Totals Employee Expenses: 0.00 USD

9.0 Page

9.2 Page

Create Expense Report

ATRAVELER ATRAVELER

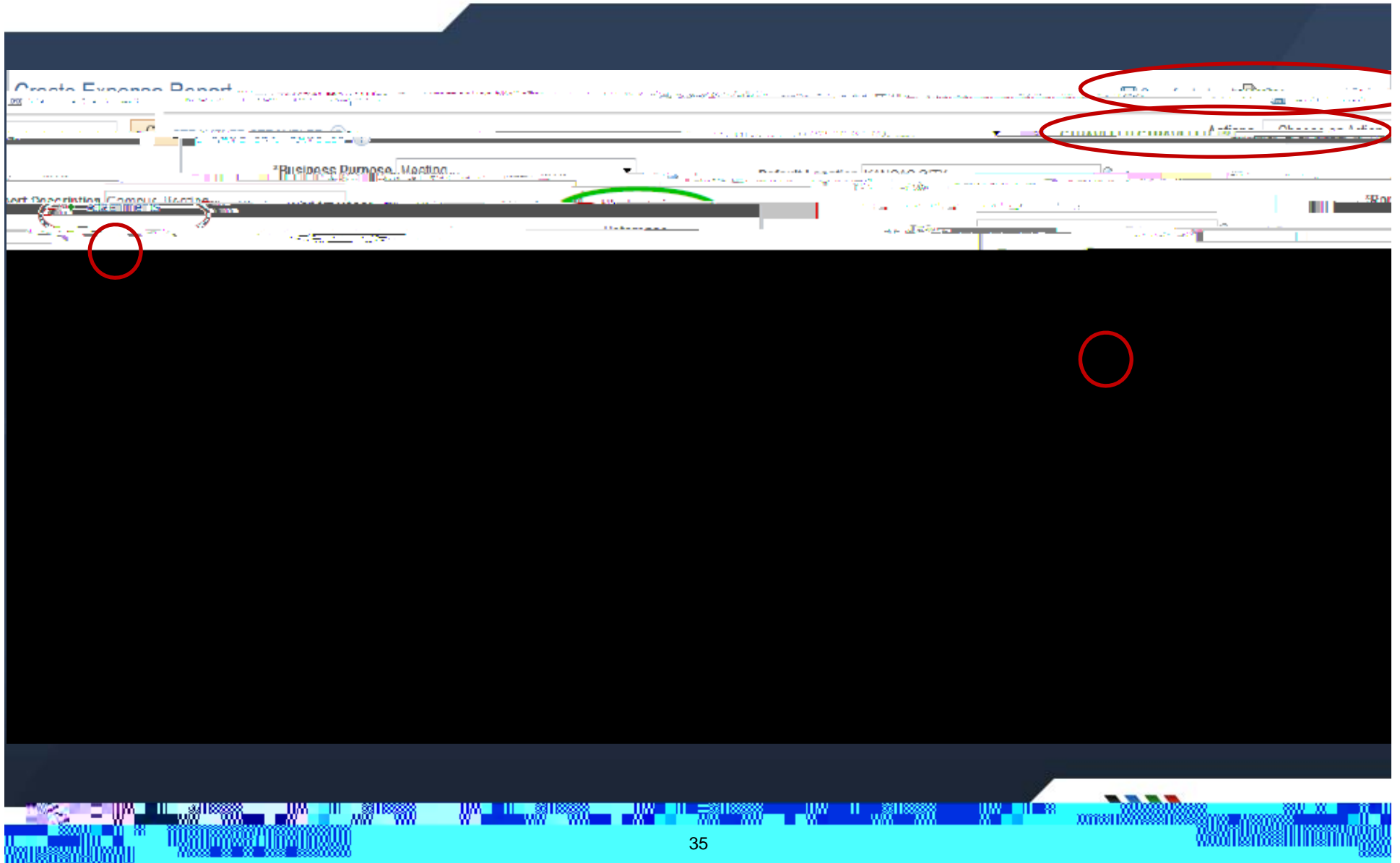
*Business Purpose

*Report Description

Default Location

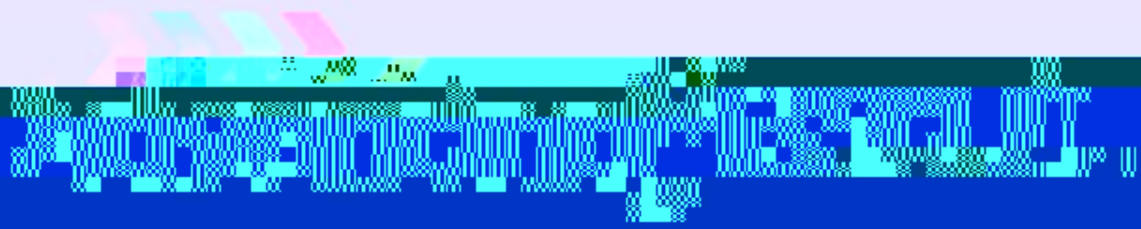
Attachments

T&E Expense Report



Reminders:T&EPolicies& Procedures

- » Business Meals: Business purpose, traveler + guests, attendees
 - › Per diem when only traveler
- » Meal – Extended Work Day: No overnight stay
- » Per Diem: Enter start/end time on first/last days of travel
- » Expense Type: Miscellaneous should be last resort
- » Hotel Folio (Unnecessary Charges) Mark as non reimbursable
- » Moving Expenses 1 line only
- » Receipts Required: Must show proof of payment (cash, cc, etc)
- » Supplies Show Me Shop, Pcard, PO

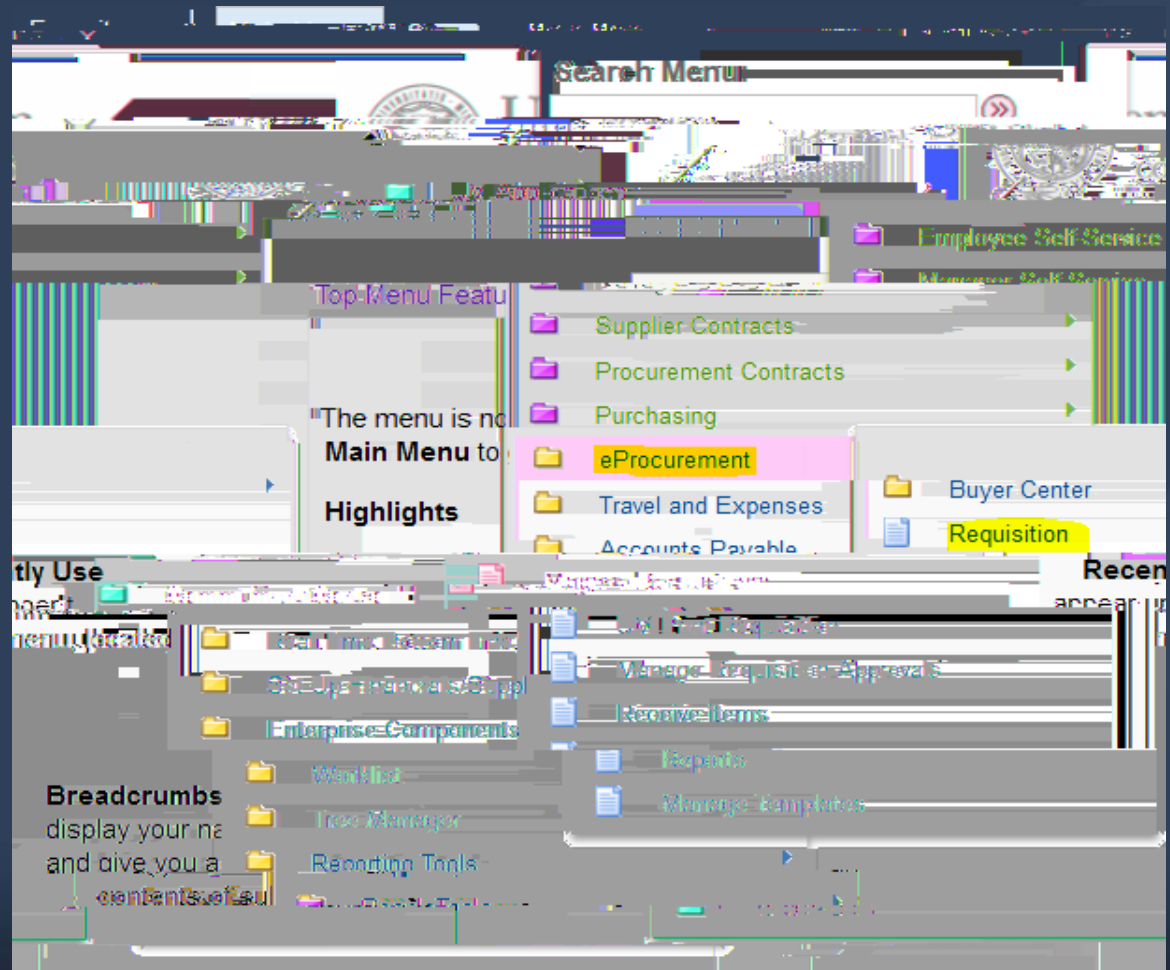


SupplyChain

eProcurementModule

Creating a Requisition

» Beginning Navigation



Creating a Requisition— Step 1

» Define Requisition

The screenshot shows the 'Create Requisition' form with three steps: 1. Define Requisition (highlighted), 2. Add Items and Services, and 3. Review and Submit. The form includes fields for Business Unit (UMSYS), Requisition Name, Requester (HEMEYERT), Currency (USD), Vendor, Vendor Location, Ship To (C04915), and Accounting Defaults. A table for ChartFields is visible at the bottom.

Program	Class	PC Bus Unit	Project

Location	GL Unit	Account	Fund	Dept

» Requisition Settings

The screenshot shows the 'Requisition Settings' form. It includes fields for System Administration, Requisition Name, Business Unit (UMSYS), Requester (HEMEYERT), and Currency (USD). There are sections for Custom Fields, Default Options, and Shipping Defaults. The Shipping Defaults section includes fields for Buyer, Ship To (C00318), Due Date, and Attention. A table for ChartFields is visible at the bottom.

Chartfield1	Details	Acct Information
C00318	UMSYS	730000 0000 41105002

Creating a Requisition– Step 2

» Add Items and Services

The screenshot shows the 'Create Requisition' web application. At the top, there is a search bar with the text 'Search:' and a 'Search' button. Below the search bar, there are several tabs: 'Templates', 'Show-Me Shop', and 'Non-Catalog'. The 'Show-Me Shop' tab is currently selected. Underneath the tabs, there is a table with columns for 'Logo', 'Merchant', and 'Description'. The 'Show-Me Shop' merchant is visible in the table. At the bottom of the table, there is a 'Review and Submit' button.

» Home

Creating a Requisition– Non Catalog

»

»

3

Creating a Requisition Review & Submit

» Review & Submit

Create Requisition

3. Review and Submit

Review the details of your requisition, make any necessary adjustments, and submit it for approval.

System Administration | Business Unit: EDWARDSMELI | Edwards Melinda Ellen | *Currency: USD | *Requisition Name:

Description	Vendor Name	Quantity	UOM	Price	Total
Truck		1.0000	Each	40,000.00000	40,000.00

Consolidate with other Reqs Override Suggested Vendor

Req Line: 1 | Due Date: | Quantity: 1.0000

Active | *Ship To: C04915

*Edwards, Melinda Ellen

*Distribute by: Qty | *Liquidate by: Amt

» Checkout Review & Submit

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences | Requisition Settings

Requisition Summary

Business Unit: UMSYS | System Administration | Requisition Name:

*Currency: USD

Cart Summary: Total Amount 40,000.00 USD

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Truck			1.0000	Each	40,000.00	40,000.00			

Select All / Deselect All | Select lines to: | Add to Template(s) | Delete Selected | Mass Change

Total Amount 40,000.00 USD

Edit for All Lines

Requisition Comments

Approval Justification

Enter approval justification for this requisition.

Creating a Requisition Review & Submit Options

» Accounting Fields – Chartfields 1 vs 2 (and Personalization)

The screenshot displays a requisition review interface. At the top, there are tabs for 'Details', 'Comments', and 'Delete'. Below these is a table with the following data:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	Truck			1.0000	Each	40000.0000	40000.0

Below the table, there are several fields and sections:

- Shipping Line:** 1
- Ship To:** C00318
- Quantity:** 1.0000
- Address:** 1105 Carrie Franke Dr, Columbia, MO 65211-3100
- Attention To:** Hemeyer Tylisha Michelle
- Due Date:** 31

There are also links for 'Pegging Inquiry' and 'Pegging Workbench'.



Creating a Requisition Confirmation

» [View Printable](#)

Manage Requisitions

The screenshot displays the 'Manage Requisitions' application interface. At the top, there is a search section with the title 'Manage Requisitions' and a sub-section 'Search Requisitions'. Below this, there are several input fields for search criteria: 'Requisition Name', 'Business Unit', 'Date To' (set to 05/08/2015), 'Date From', 'Entered By' (MEYERT), 'PO ID', and 'Requester'. A 'Search' button and a 'Clear' button are located below the input fields. To the right of the search section, there is a 'Collapse section Search Requisitions' button and a 'Search Requisitions' button. Below the search section, there is a table of requisitions with columns for 'Requisition ID', 'Name', 'Request State', and 'Date To'. The table contains several rows of data, including requisitions for 'Mobile Inventory', '0000012403', 'Heinkel Supplies', and 'Rolla Supplies'. At the bottom of the interface, there are 'Search' and 'Clear' buttons, and a 'Requisitions - Help' link.

Manage Requisitions

Search Requisitions

To locate requisitions

edit the criteria below and click the Search button.

Requisition Name:

Business Unit:

Date To: 05/08/2015 Date From: 03/01/2015

Entered By: MEYERT PO ID: Requester:

Search Clear

Requisitions

view the life span and line items for a requisition click the Expand triangle icon.

Requisition ID	Name	Request State	Date To
0000012462	Mobile Inventory	All but Complete	05/08/2015
0000012403	0000012403	All but Complete	05/08/2015
0000012338	Heinkel Supplies	All but Complete	05/08/2015
0000012337	Rolla Supplies	All but Complete	05/08/2015

Budget Status:

Requisition ID: Look up Requisition ID (Alt+5) Name:

Date From: 05/01/2015 Date To: 05/08/2015

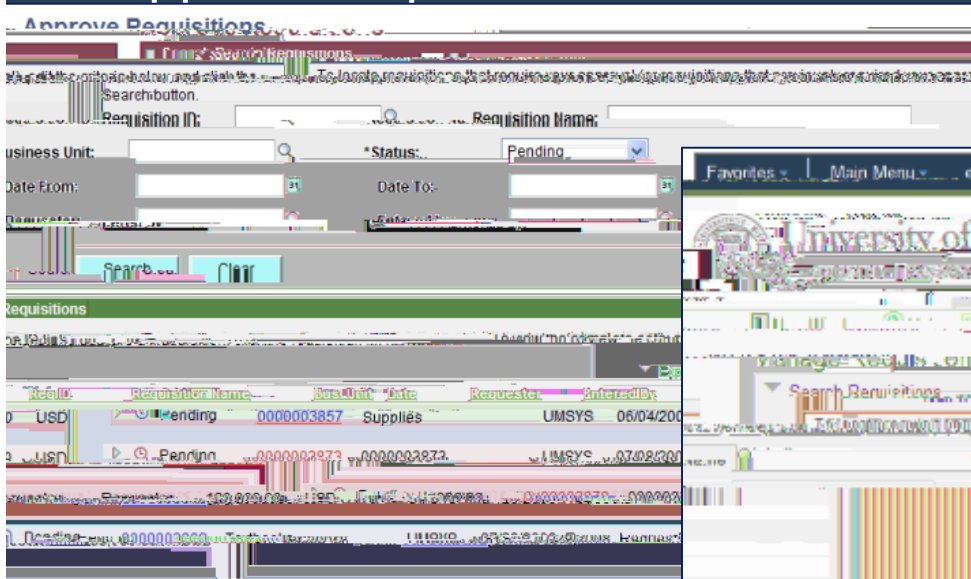
Search Clear

Requisitions - Help

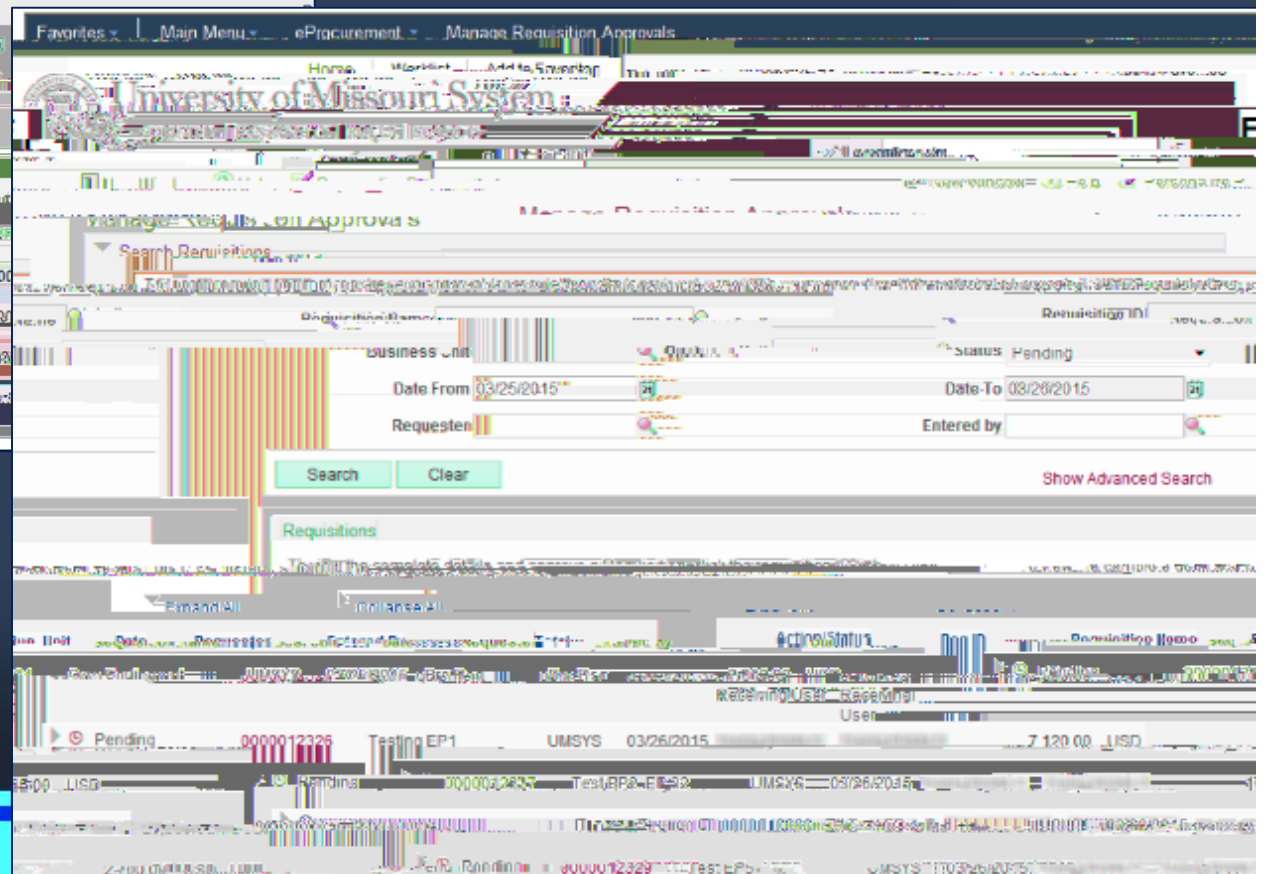
ManageRequisitionsOptions

Approving a Requisition Navigation

» eProcurement »
Approve Requisitions



» eProcurement » Manage
Requisition Approvals



» Can still navigate to the
approval page by:

- » Hyperlink in the email
notification
- » Work List

Approving a Requisition– Approve/Deny/Hold

The screenshot displays a 'Requisition Approval' window. At the top, it shows 'Requisition On Approval' and 'Req Name: Textbooks' with a 'Total: 35,000.00 USD'. The requester is identified as 'National Bookstore' with address '123 Broadway, Anywhere, MO 99999'. The requisition details include: Business Unit: UMSYS, Requisition ID: 0000001987, Requisition Name: Gym Equipment, Requester: Hemeyer, Tylisha Michelle, Entered on: 05/12/2015, Status: Pending, Priority: General, and Budget Status: Not Checked. The total amount is 2,300.00 USD. A justification field is empty, showing 'No justification entered by requester.' Below this is a 'Line Information' table with columns for Line, Item Description, Vendor Name, and Qty. The table contains one entry for 'Textbook'. At the bottom, there is an 'Enter Approver Comments' field and three buttons: 'Approve' (with a checkmark icon), 'Deny' (with a red X icon), and 'Hold' (with a red flag icon). The 'Approve' button is circled in red.

Requisition Approval

Requisition On Approval

Req Name: Textbooks

Total: 35,000.00 USD

Requester's Information

Requester: National Bookstore
123 Broadway
Anywhere, MO 99999

Business Unit: UMSYS
Requisition ID: 0000001987
Requisition Name: Gym Equipment
Requester: Hemeyer, Tylisha Michelle
Entered on: 05/12/2015
Status: Pending
Priority: General
Budget Status: Not Checked

Total Amount: 2,300.00 USD

Requester's Justification
No justification entered by requester.

View printable version

Line Information

Line	Item Description	Vendor Name	Qty
0000000000	Textbook		

Enter Approver Comments

Approve Deny Hold

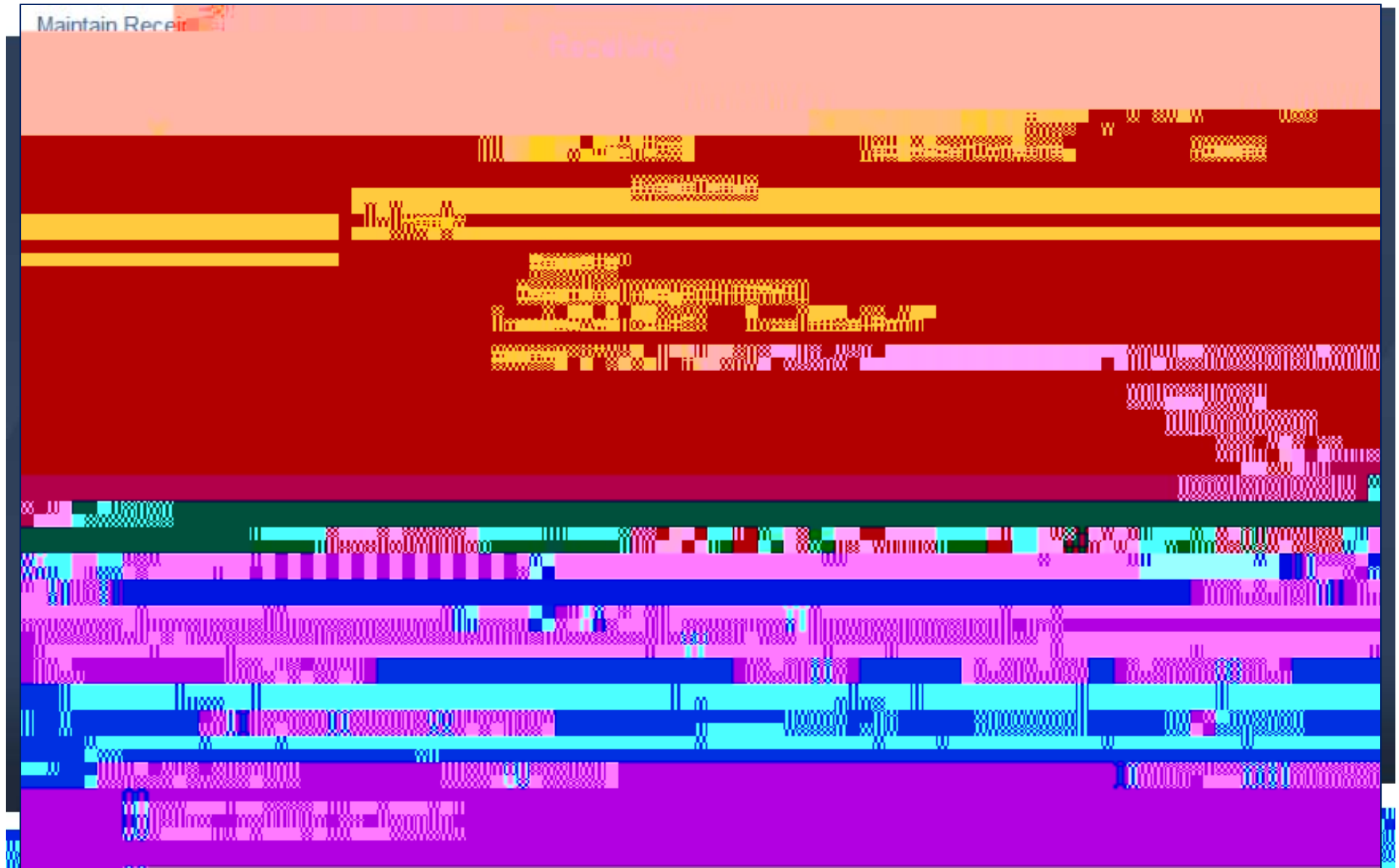
Invoices

- » Continue to send invoices received at the department level via email to
 - › UM Procurement Imaging Vouchers
 - › umprocimagingvouce@umsystem.edu
 - › apsspoinvoices@Missouri.edu
 - › apsspoinvoices@umkc.edu
 - › apsspoinvoices@mst.edu
 - › apsspoinvoices@umsl.edu
 - › apsspoinvoices@umsystem.edu

Receiving Navigation

» eProcurement > Receiving Items > Add

Receiving



OpenLabs

Resources

» FinanceSupportCenter

- › Email– financesupport@umsystem.edu
- › Phone– TollFreeat 1 877 752 6334

» TrainingGuides

- › http://www.umsystem.edu/ums/fa/financesupportcenter/peoplesoft_financials

» AccountsPayableSharedServices

- › <http://www.umsystem.edu/oei/sharedservices/apss>

» CampusAccountingOffice