

9.2 PeopleSoft Upgrade New Features and Functionality

May 2015

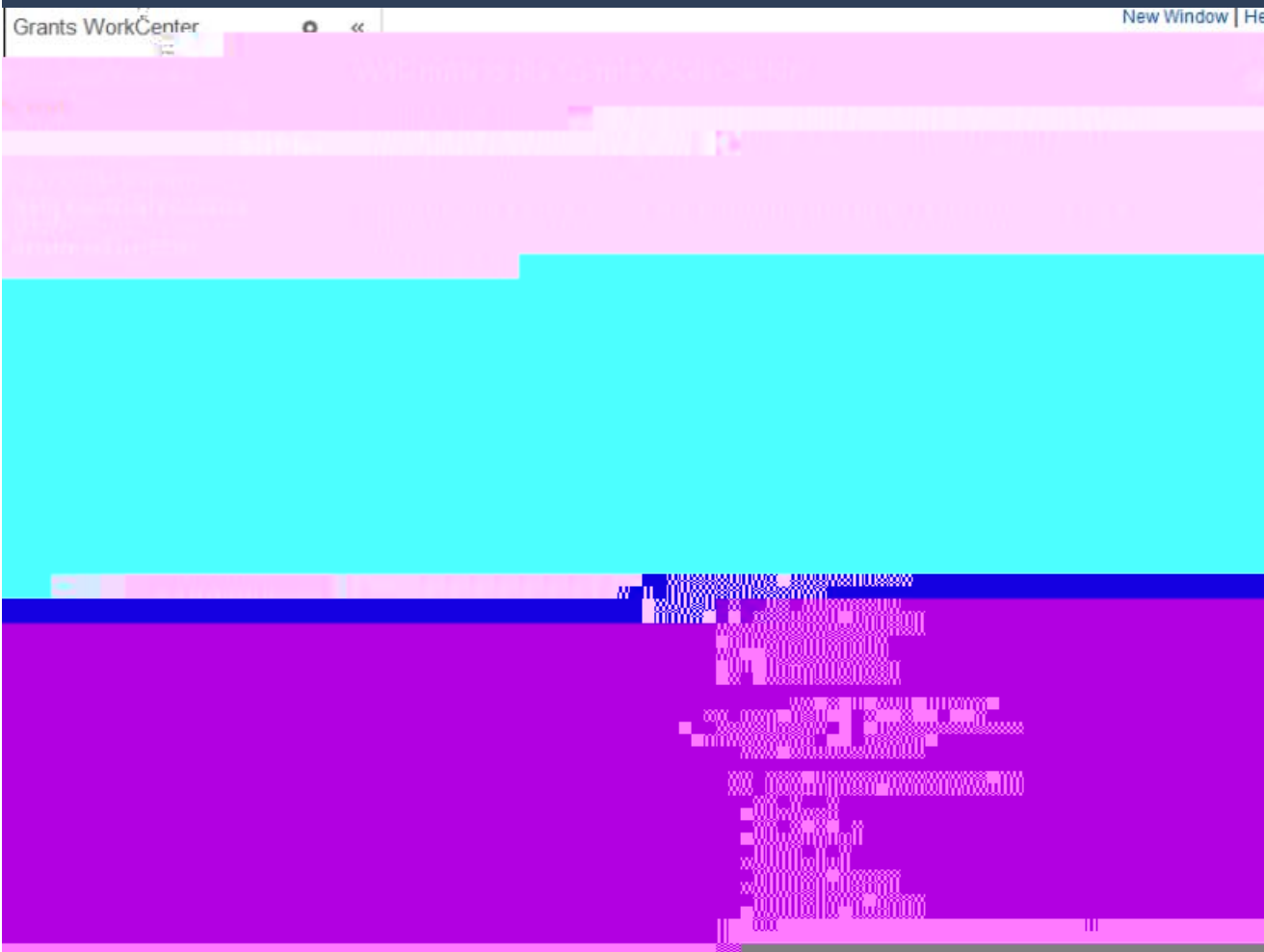
General Accounting

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

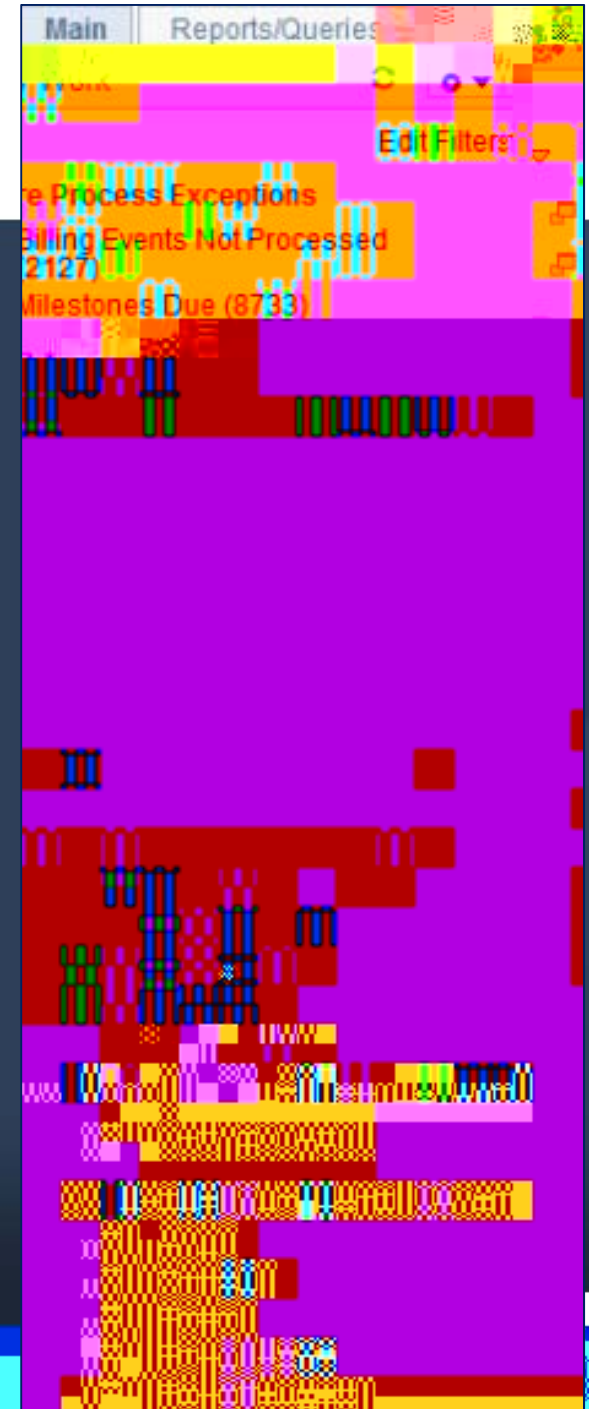
» Main Tab

› 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

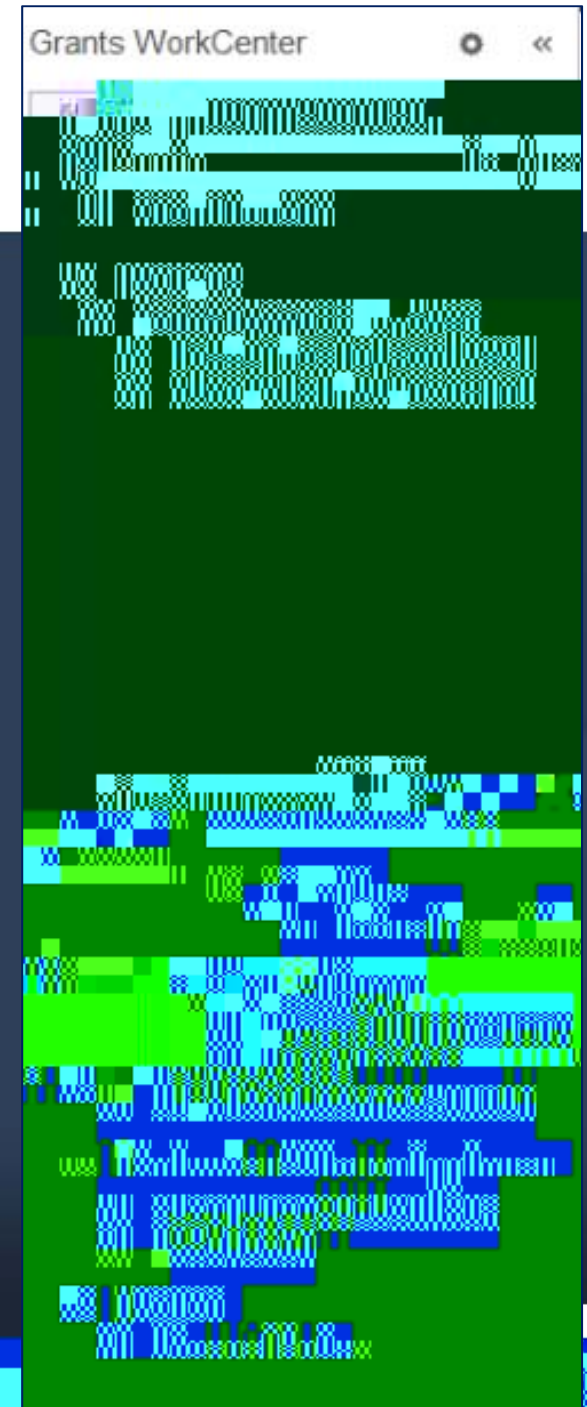
› Queries Pagelet

- › 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

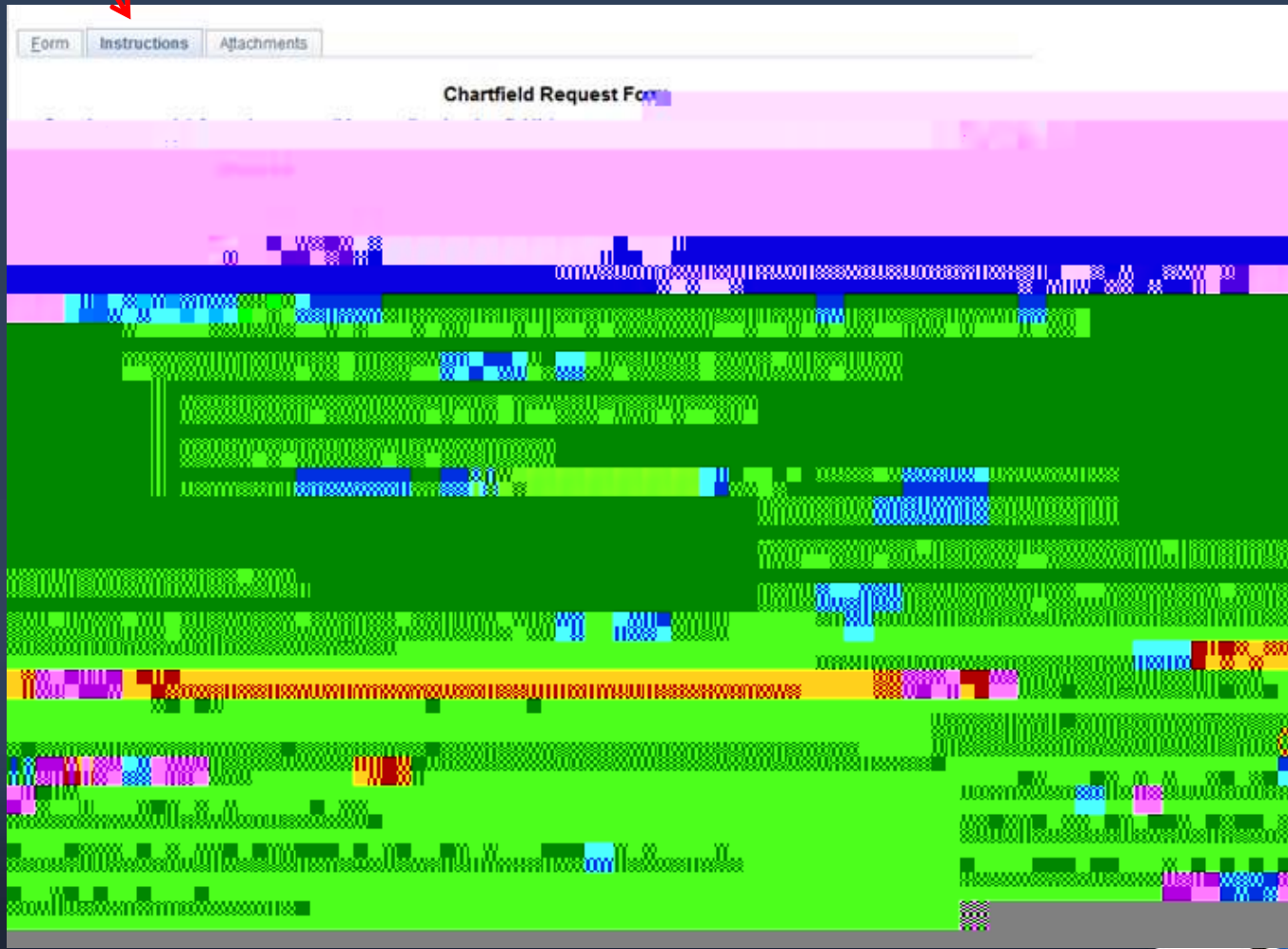
» Can upload attachments

Form
tab

The screenshot displays the 'Chartfield Request Form' web interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Chartfield Request Form'. Below this is 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, dropdown menus, and buttons. A red arrow points to a tab labeled 'Form tab' on the left side of the form.

ChartfieldRequestForm

InstructionsTab



ChartfieldRequestForm

AttachmentsTab

The screenshot displays the AttachmentsTab interface within the Chartfield Request Form. A red arrow points to the 'AttachmentsTab' tab 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 additional controls including an 'Attach' button, an 'Open' button, and a 'Notify' button. The interface also includes a 'Download Templates' link and a 'Personalize' menu. The bottom of the screen shows a 'Notify' button and a status bar with the text 'Page 1 of 1 Pages | 1 of 1 Pages'.

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)

submit

Welcome Identifying Information Addresses Contacts Payment Information S

Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation controls to move forward or back between steps. Once you have provided the required information, proceed to the next step. When you have finished your registration, you will receive an email confirmation. If you have any questions or feedback on the registration process, please call the Finance Support Center at:

UMC@campus-882-3201
UMC@campus-238-7187
UMC@campus-241-4266
UMC@campus-688-5363

or email: financesupport@umsystem.edu

What sort of supplier are you registering?

New Supplier

Existing Supplier

Student

SupplierRequestForm (3 of 6)

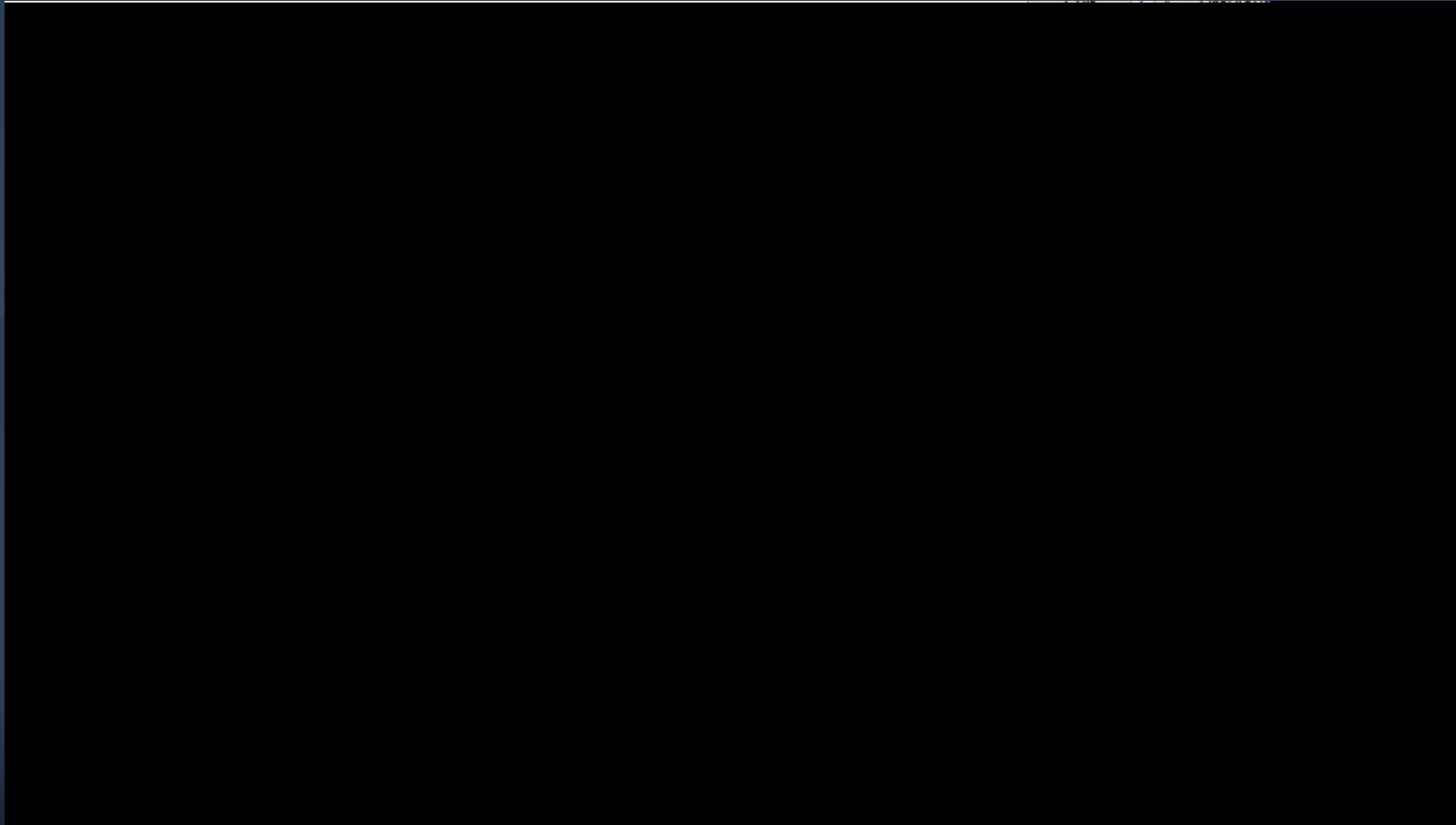
The screenshot displays a web form titled "SupplierRequestForm (3 of 6)". At the top right, there are navigation buttons: "Exit", "Previous", and "Next". The form is currently on "Step 3 of 6", as indicated by the text "Step 3 of 6" on the left and "Address" on the right. The main form area contains several input fields:

- A large text input field labeled "Primary Address" with a help icon (?) to its right.
- A dropdown menu for "* Country" with "USA" selected and "United States" displayed next to it.
- A text input field for "Address 1" containing the text "11115 DARNLEY DRIVE".
- Text input fields for "Address 2", "Address 3", and "City".
- A dropdown menu for "State" with "MO" selected and "Miss" displayed next to it.
- A text input field for "Email ID".

At the bottom of the form, there are several buttons, including a prominent "Submit" button. The bottom portion of the screenshot is obscured by a black bar.

SupplierRequestForm (5 of 6)

» Only completed if Direct Deposits established not foreign vendors



SupplierRequestForm (6 of 6)



- » Form is 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' interface. At the top, there is a header with the title 'Payment Request Center' and a user greeting 'Welcome: Training ID'. Below the header, there are two tabs: 'Request Summary' and 'Recent Messages'. The 'Request Summary' tab is active, showing a table with columns for 'display', 'Status', and 'Number of Requests'. The table contains one row with the status 'Vouchered' and a value of '15'. Below the table, there is a 'Create' button. The 'Requests' section below the button shows a table with columns for 'Total' and 'Business Amount', both of which are circled in red. The interface also includes a 'Sch' button and a 'Link' button. The bottom of the screen shows a footer with the text 'ADVANCED COMPUTER'.

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 the following fields:
 - Description:** A text input field.
 - *Cost Sub Total:** A numeric input field.
 - Misc Charge Amount:** A numeric input field.
 - Freight Amount:** A numeric input field.
 - Total Amount:** A numeric input field.
 - *Currency:** A dropdown menu currently set to 'USD'.
- Supplier Information:** This section is partially visible and contains a 'Supplier' field.
- Invoice Details:** This section is partially visible and contains a 'Invoice Number' field.

At the bottom of the form, there is a 'Hold' button. The page also includes an 'Attachments (0)' section on the left and a 'Misc Comments' section at the bottom right.

PaymentRequestForm (2 of 4)

2. SupplierInformation Page

The screenshot displays a web form for 'Supplier Information'. The form is organized into several sections. At the top, there is a header area with a blue background. Below this, there are several rows of input fields, some with labels and some with dropdown menus. A red circle highlights a specific field in the middle-right section of the form, which appears to be a dropdown menu or a text field. 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	+	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 COLIM 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

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=COLIM VOUCHER ID=02540994

Fiscal Approval

CFISCREVIEW

Accounting Office Approval

Start

Accounting Office Approval

Not Routed

Multiple Approvers

Ant Office Approval Not Routed

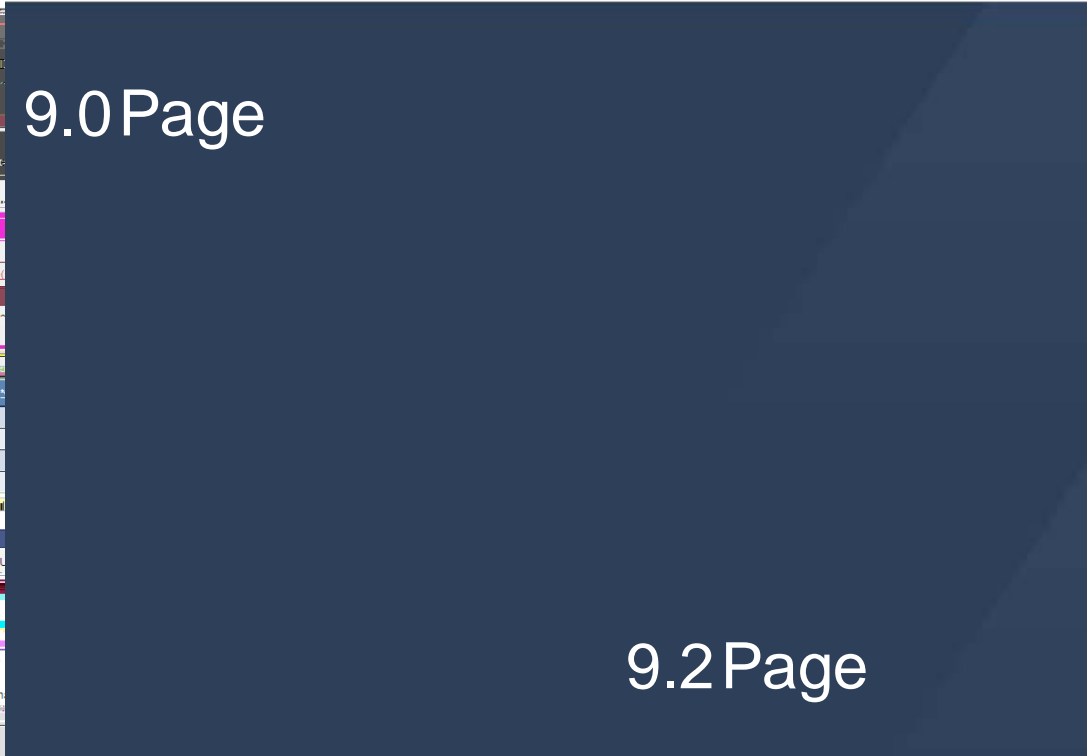
T&E Expense Report

- » 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

Expense Report Form Screenshot:

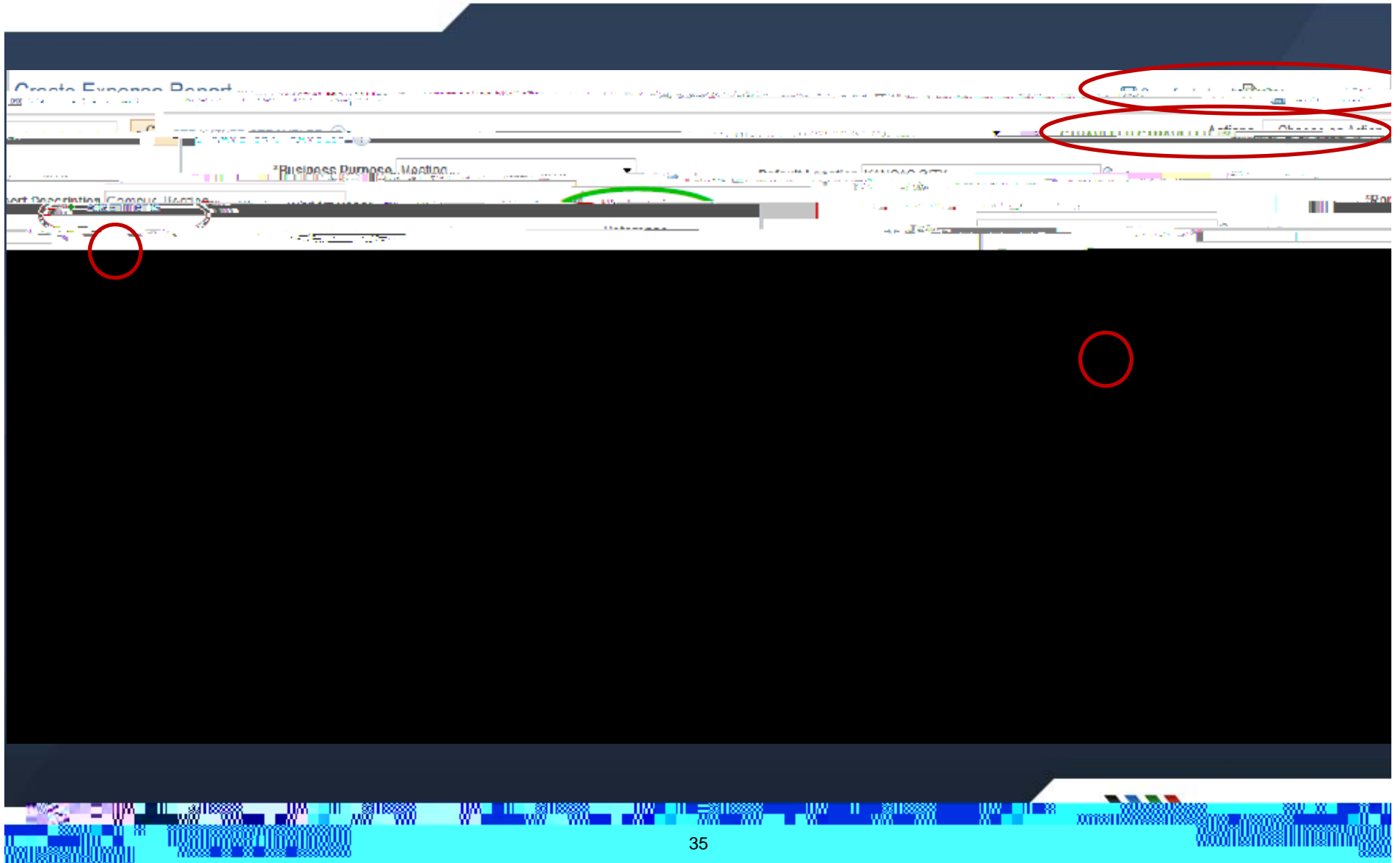
- Fields: Report ID, Receipt No., Description, Reference, Accounting Defaults, Apply Cash Advance, Receipt Info.
- Table with columns: Currency, Payment Type, Billing Type, Effective Date, Subject, Expense Type, Expense Date, Amount Spent.
- Totals: Due Employee: 0.00 USD, Employee Expenses: 0.00 USD.
- Footer: at these expenses were necessary for University business, that the traveler personally paid. By clicking submit, the traveler certifies that these expenses were necessary for University business, that the traveler personally paid, and that these expenses were connected to the University's business.



Create Expense Report Form Screenshot:

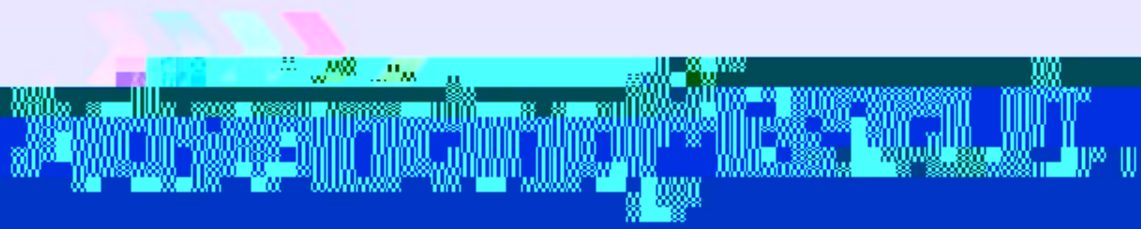
- Header: ATRAVELER ATRAVELER, Quick Start
- Fields: *Business Purpose, Default Location, *Report Description
- Section: Attachments

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

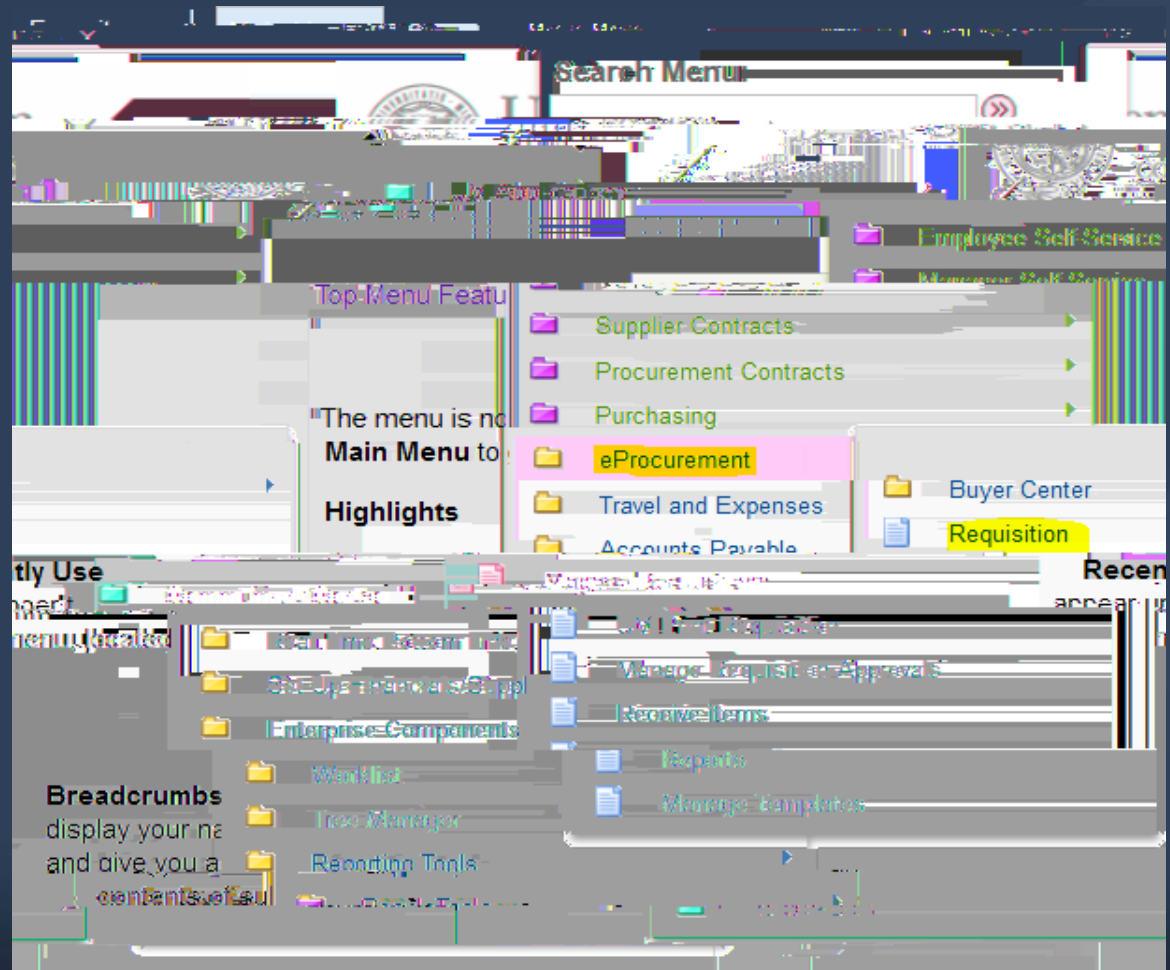


SupplyChain

eProcurementModule

Creating a Requisition

» Beginning Navigation



Creating a Requisition— Step 1

» Define Requisition

» Requisition Settings

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), Requester Name (Hemever, Tvlisha Michelle), and Currency (USD). A 'Line Defaults' section is visible, and a table for 'Accounting Defaults' is shown below with columns for Location, GL Unit, Account, Fund, Dept, Program, Class, PC Bus Unit, and Project.

The screenshot shows the 'Requisition Settings' form. It includes a search bar, a 'System Administration' section with 'Requisition Name' and 'Business Unit' (UMSYS), and a 'Requester' field (HEMEYERT). 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'. The bottom of the form shows a navigation bar with 'Personalize', 'Find', and 'First' buttons.

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 page, 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.

UIMSYS | 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

*Ship To: C04915

*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: UIMSYS | System Administration | Requisition Name: []

*Currency: USD

Cart Summary: Total Amount 40,000.00 USD

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: | | |

Total Amount 40,000.00 USD

| 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](#)

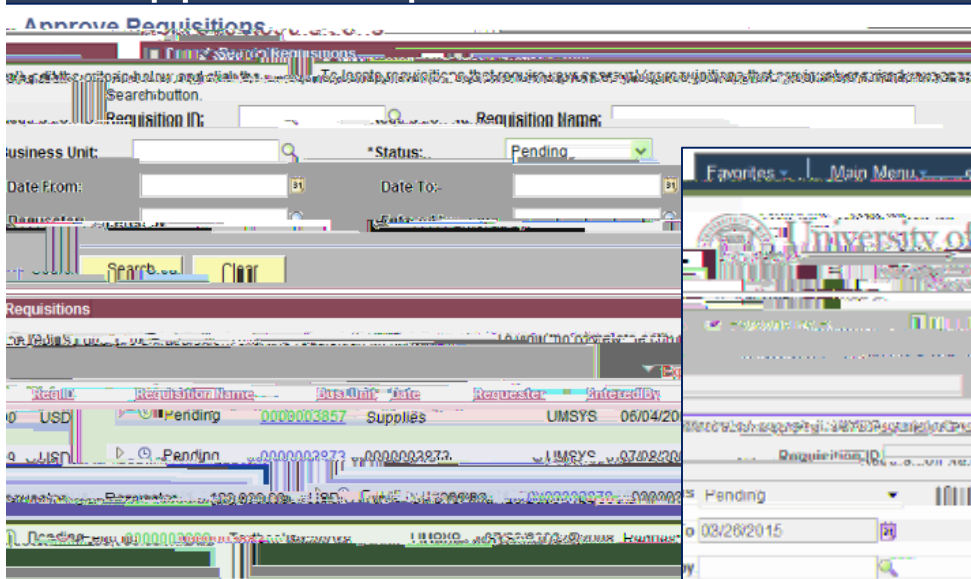
Manage Requisitions

The screenshot displays the 'Manage Requisitions' web 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' (with 'MEYERT' in the field), 'PO ID', and 'Requester'. A 'Search' button and a 'Clear' button are located below these fields. To the left of the main search area, there is a list of requisitions with columns for 'Req ID', 'Requisition Name', and 'Status'. The list includes items like '0000012462 Mobile Inventory', '0000012403 0000012403', '0000012338 Heinkel Supplies', and '0000012337 Rolla Supplies'. Below the list, there are 'Go' buttons for each item. The main content area of the application shows a detailed view of a requisition, with fields for 'Name' (Request State), 'Budget Status', 'Requisition ID', 'Date To' (05/08/2015), and 'Date From' (05/01/20). There are also 'Search' and 'Clear' buttons at the bottom of this section. The interface is cluttered with various UI elements, including a 'Collapse section Search Requisitions' button and a 'Requisitions Help' link.

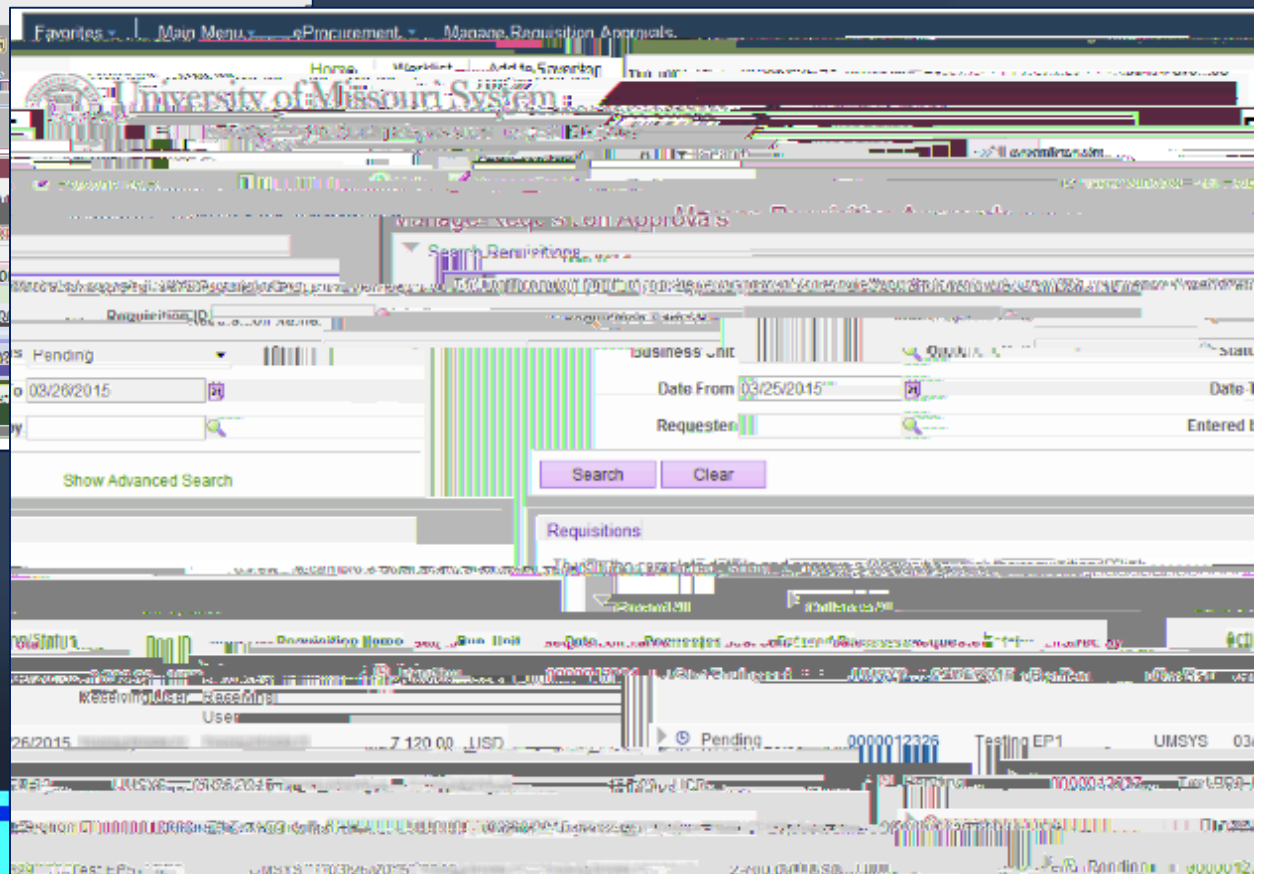
ManageRequisitionsOptions

Approving a Requisition Navigation

» eProcurement » Approve Requisitions



» eProcurement » Manage Requisition Approvals



» Can still navigate to the approvals 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'. Below this, the requester's information is listed: 'Requester: Requester', 'Requestor: Requestor', and 'Requester's Justification: National Bookstore, 123 Broadway, Anywhere, MO 99999'. The main requisition details are: '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 'Requester's Justification' section states 'No justification entered by requester.' There is a 'View printable version' link. Below the details is a 'Line Information' section with a table. At the bottom, there is an 'Enter Approver Comments' text area and a row of three buttons: 'Approve' (with a checkmark icon), 'Deny' (with a red X icon), and 'Hold' (with a purple icon). The 'Approve' button is circled in red.

Requisition Approval

Requisition On Approval

Req Name: Textbooks

Total: 35,000.00 USD

Requester: Requester

Requestor: Requestor

Requester's Justification: 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	Unit
0000000000	Textbook			

Enter Approver Comments

Approve Deny Hold

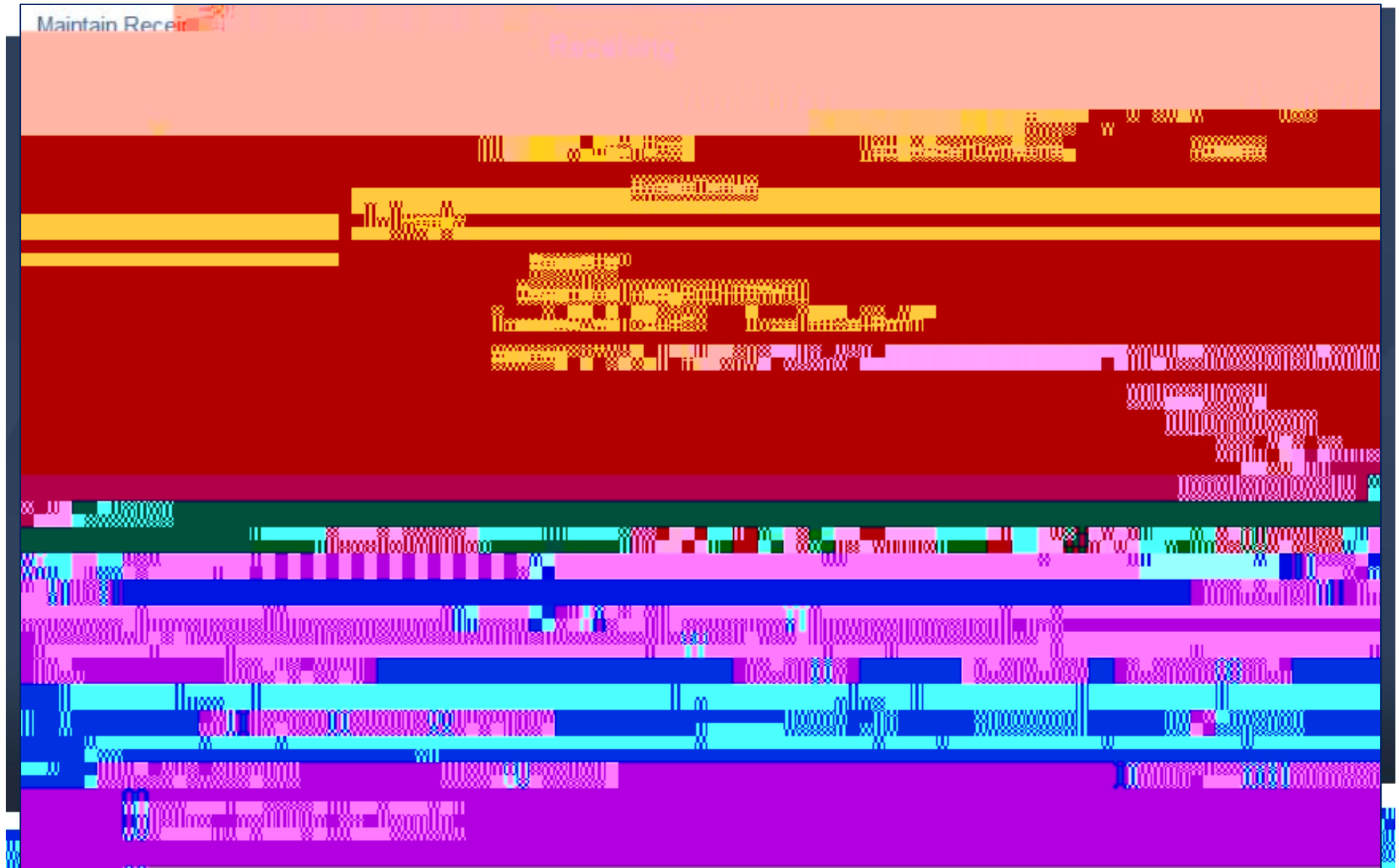
Invoices

- » 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