9.2 PeopleSoft Upgrade New Features and Functionality

May 2015

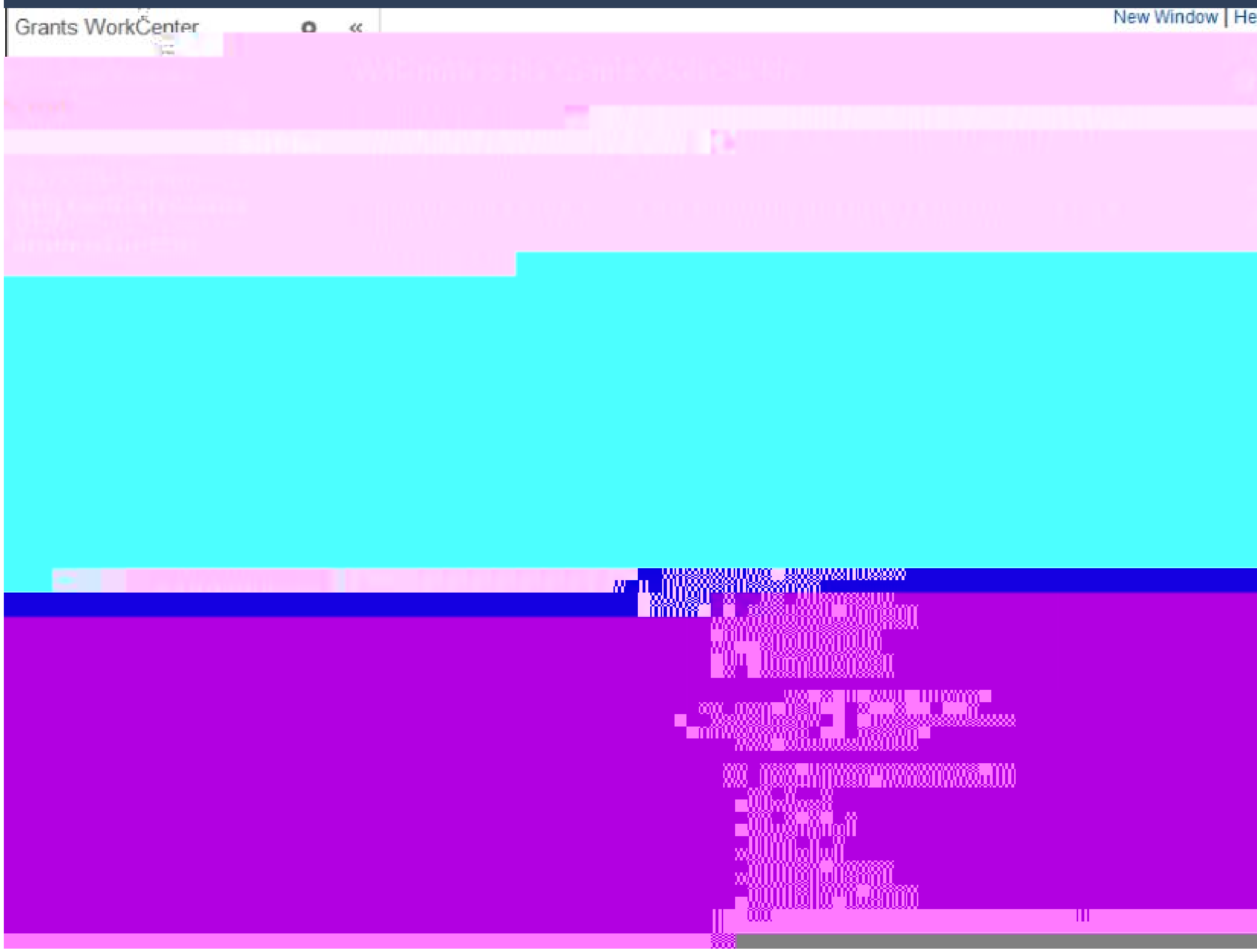
GeneralAccounting

Project Overview

- The PeopleSoft Finance/Supply Chain upgrade is scheduled for May 20 (at 5pm) thru May 25, 2015
- Current software version 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 minimize drilling through menus

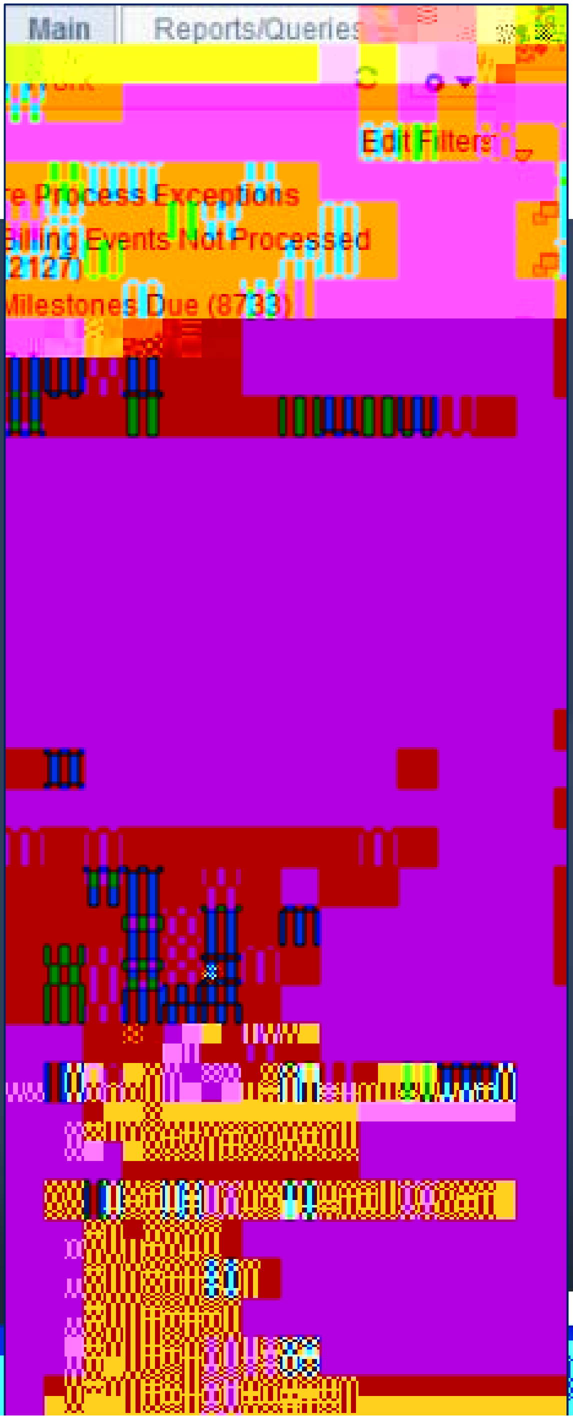


Work Centers will only be Available for:

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

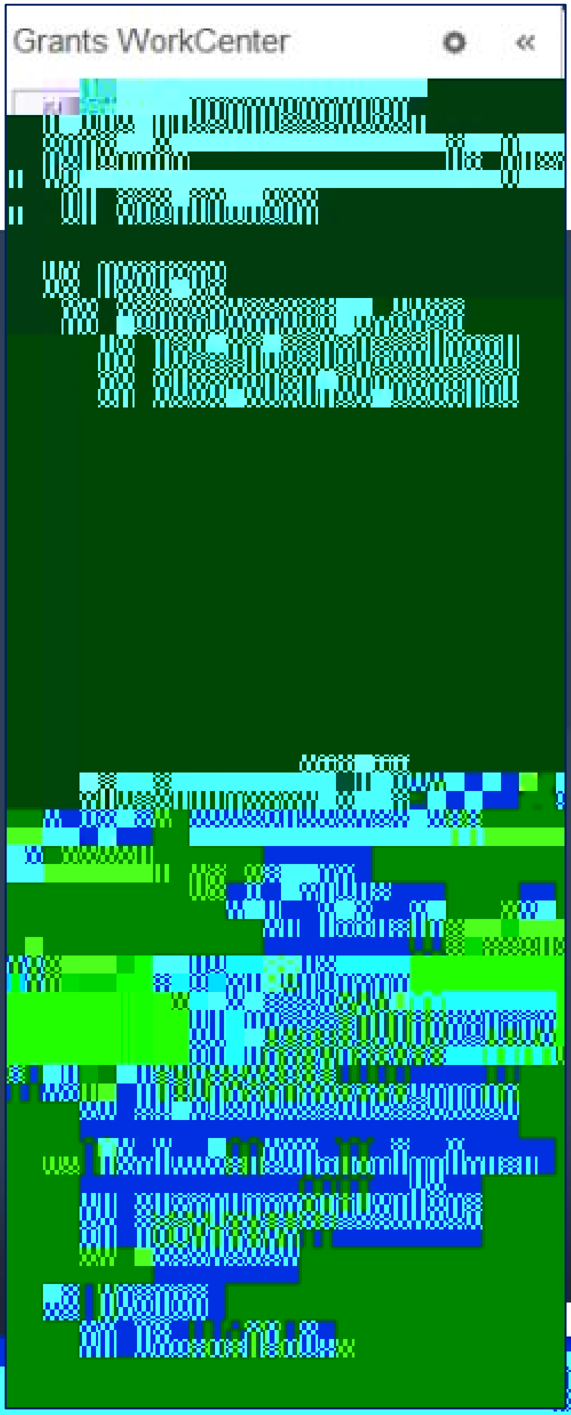
Work Centers

- Main Tab
  - My Work Pagelet
    - Links to events & notification alerts
    - Prioritized items needing immediate attention
    - Worklist tasks for workflow
  - Links Pagelet
    - Additional links to pages & other areas of interest
    - My include links external to University



Work Centers

- Reports/Queries Tab
  - Queries Pagelet
    - Links to Query Manager/viewer containing public and private queries.
  - Reports/Processes Pagelet
    - Access to reports and processes frequently used
- Links take you directly to Run Control page

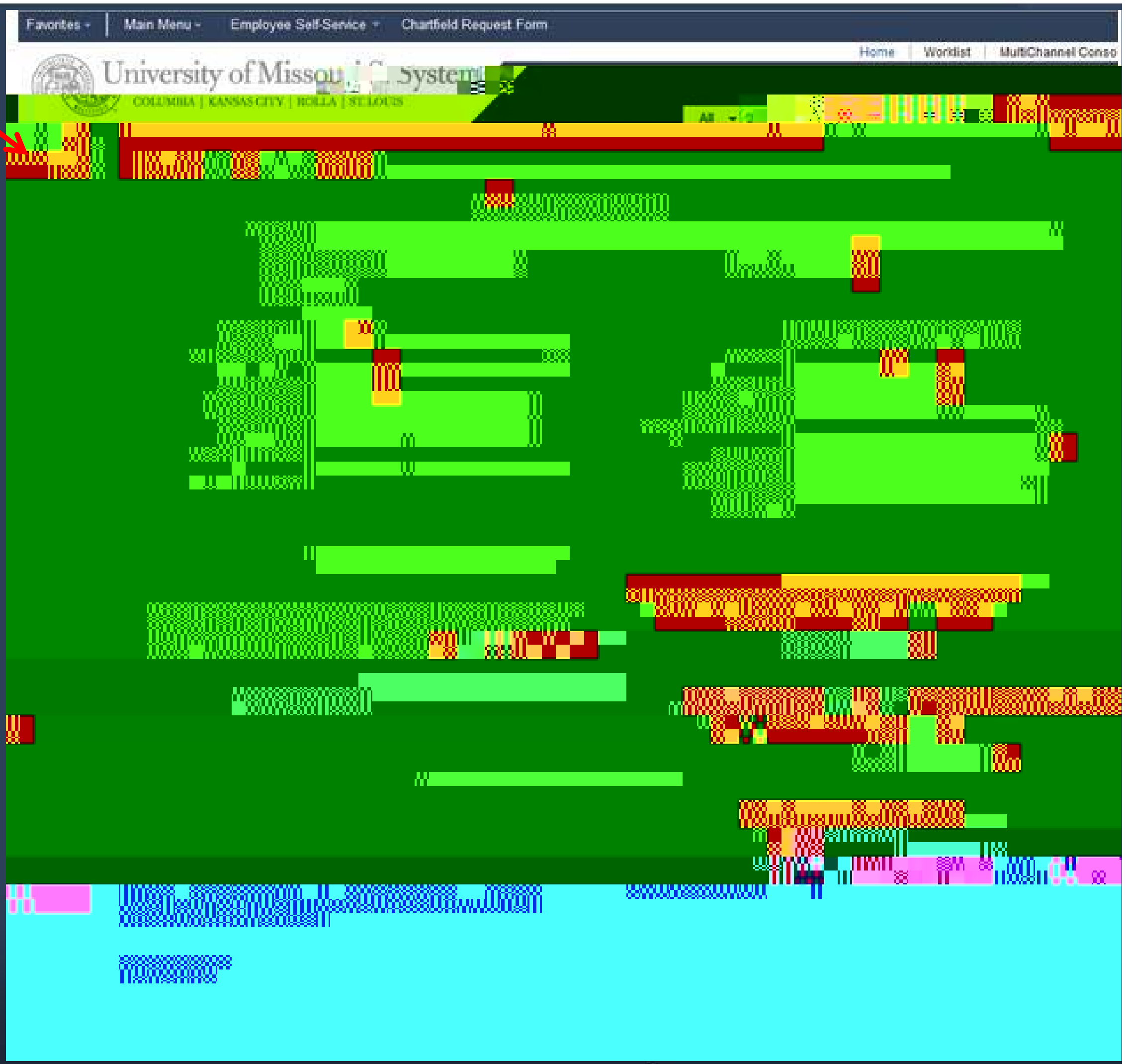


General Ledger

- Work Centers
- Queries
  - Changes to some tables: new fields, field length changes, or fields from 9.0 no

Chartfield Request Form

Form tab



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

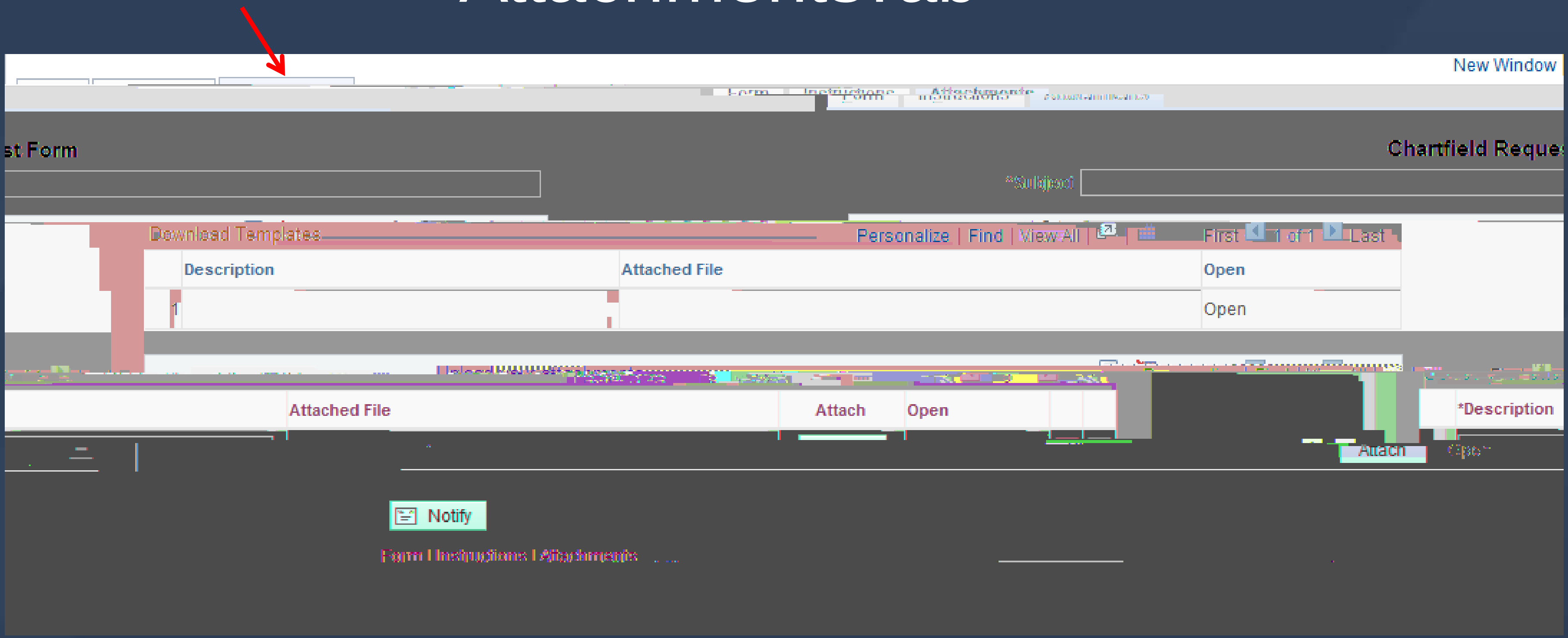
- No longer use Outlook form
- Electronic workflow
- Lookup features
- Can upload attachments

Chartfield Request Form

Instructions Tab

Chartfield Request Form

Attachments Tab



Accounts Payable Shared Service

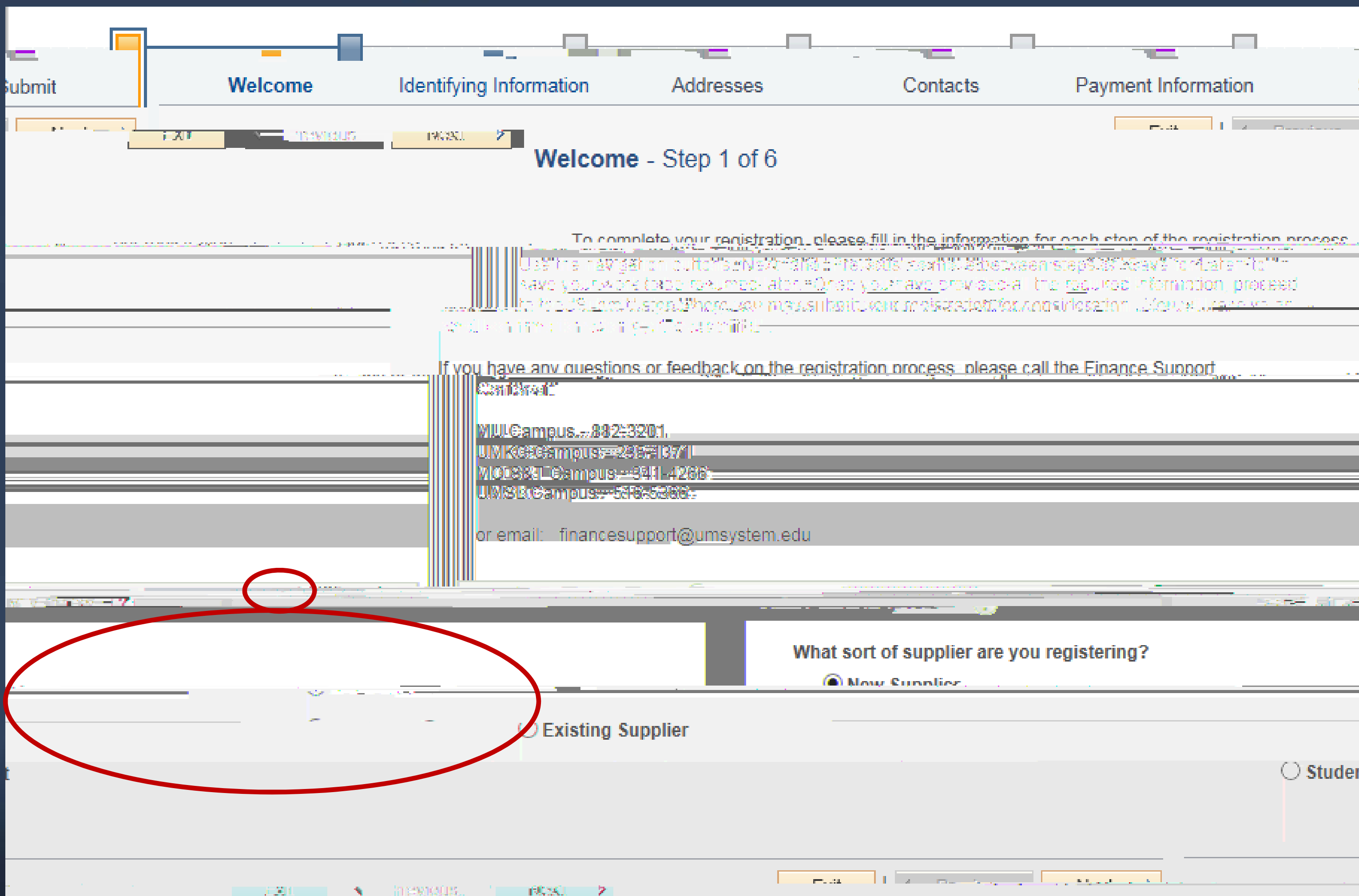
Accounts Payable

- 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

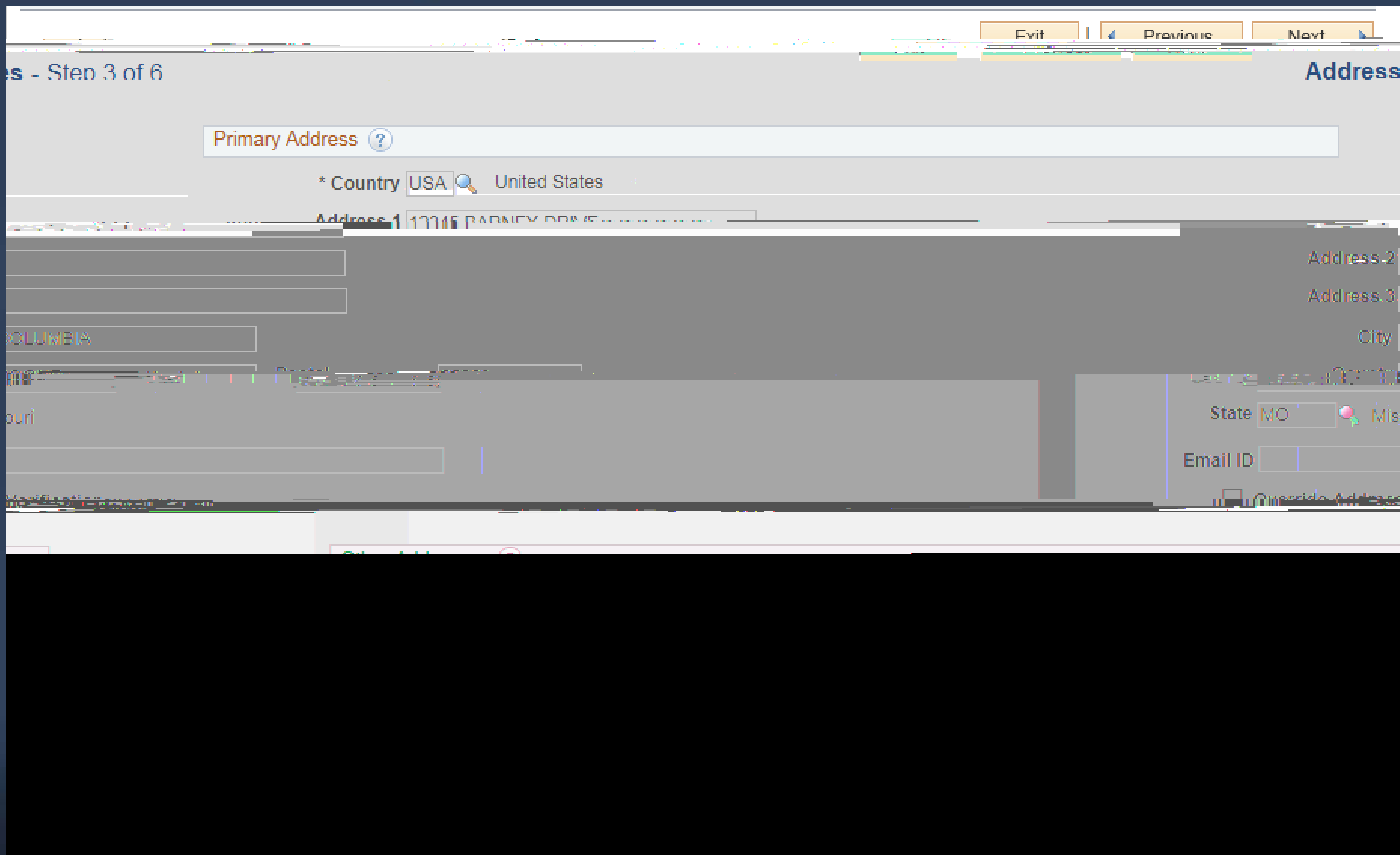
Supplier Request Form

- Navigation
  - Suppliers > Supplier Registration > Register Suppliers
  - Payment Request Form step 2
- 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

Supplier Request Form (1 of 6)

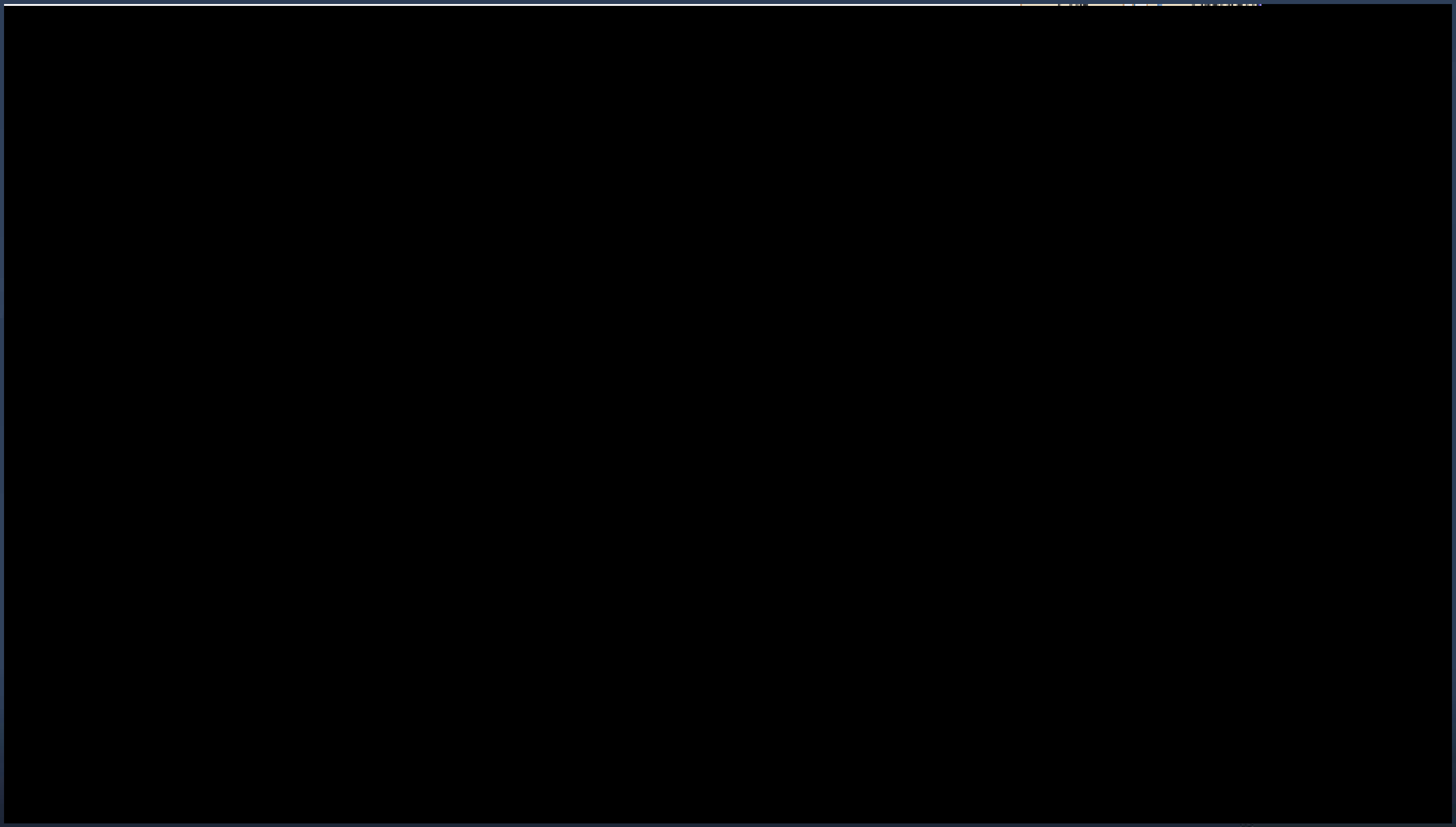


SupplierRequestForm (3 of 6)



Supplier Request Form (5 of 6)

» Only completed if Direct Deposit is established; not foreign vendors



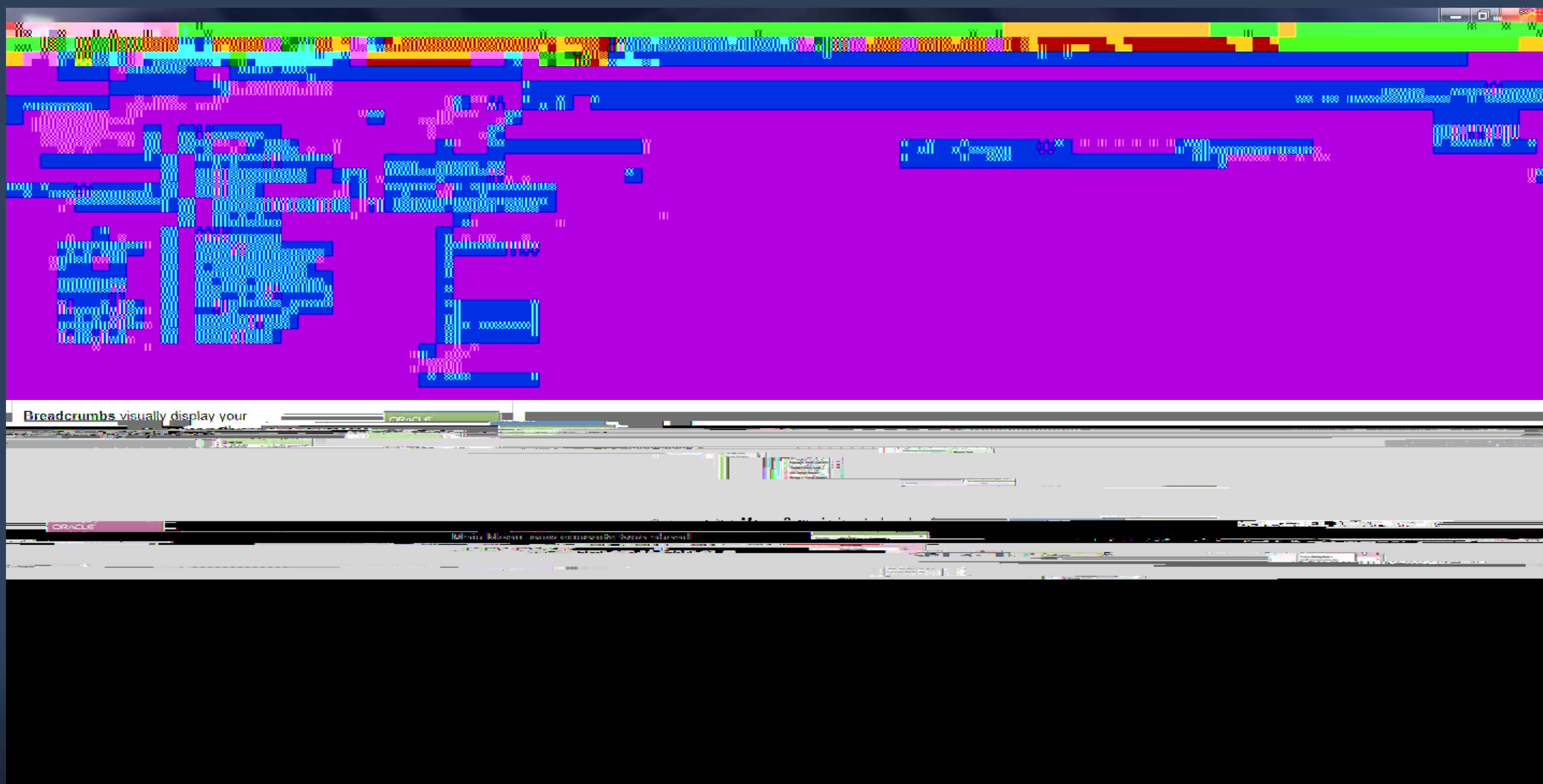
Supplier Request Form (6 of 6)

» 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
  › Fiscal 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

by oucher

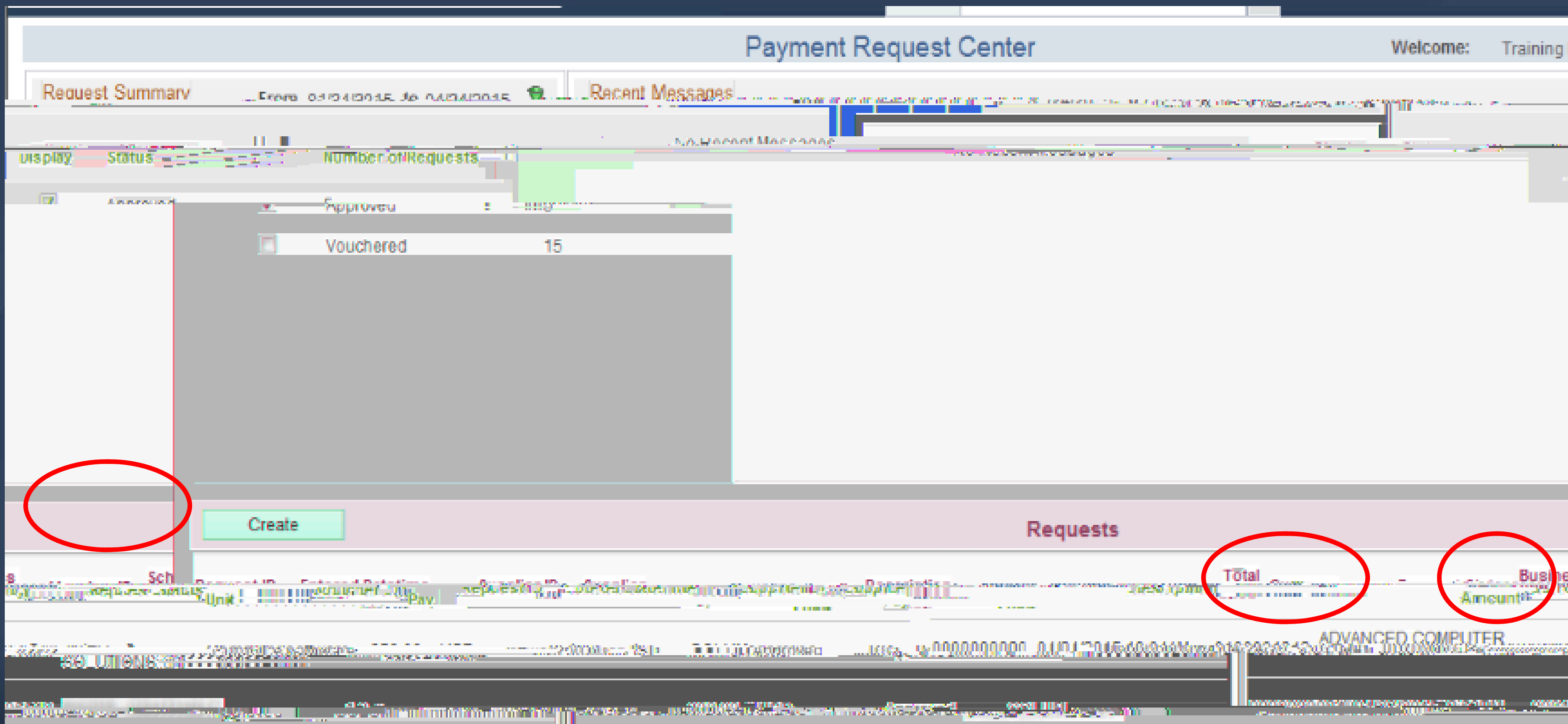
Training Instance http://www.umsystem.edu/ums/fa/finance_r support center/peoplesoft_financials

» Main Menu > Employee Self Service > Payment Request Form



PaymentRequestForm

» Main Menu > EmployeeSelfService> PaymentRequestCenter



Payment Request Form (1 of 4)

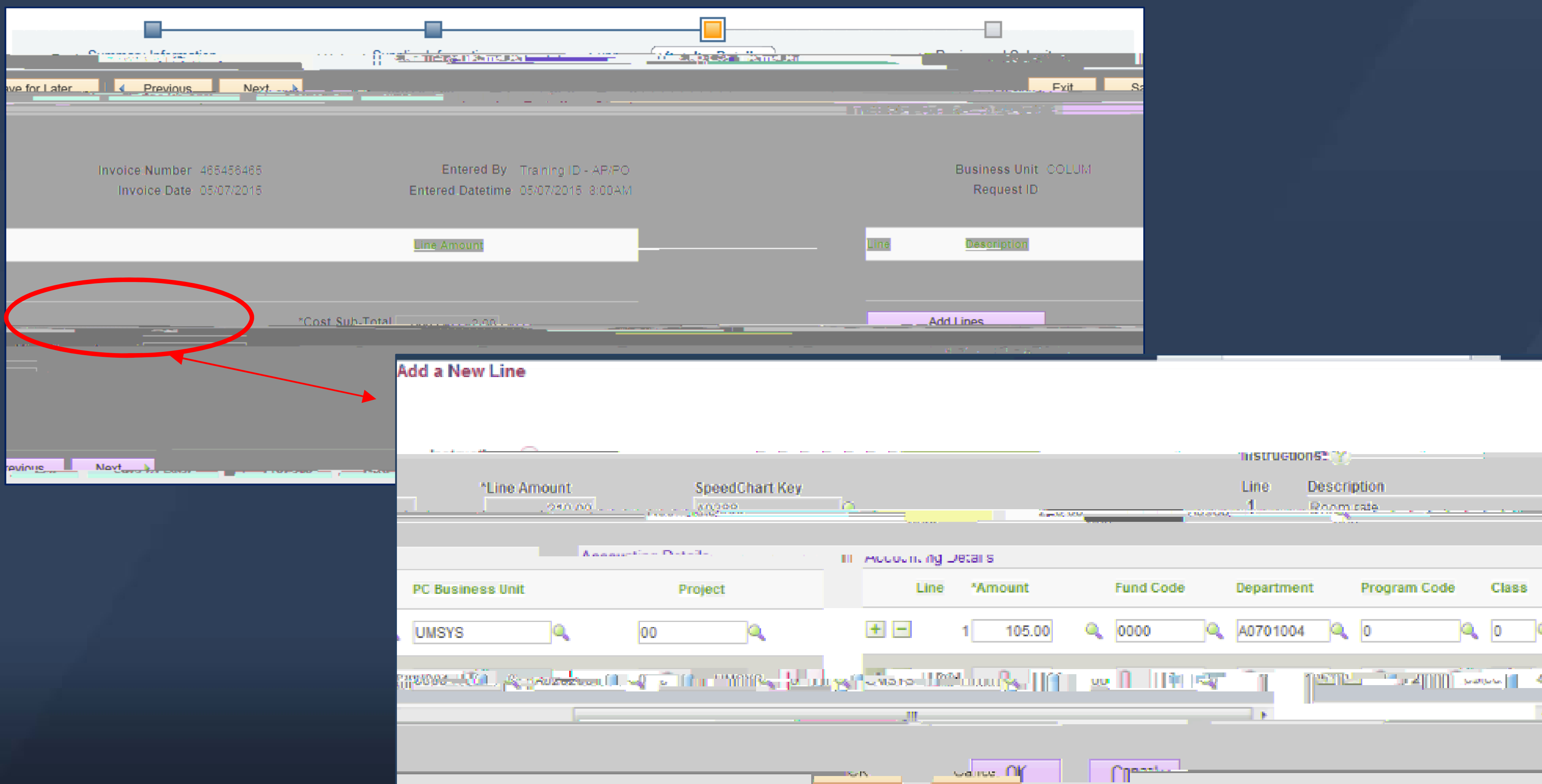
1. Summary Information Page

Payment Request Form (2 of 4)

2. Supplier Information Page

PaymentRequestForm (3 of 4)

3. Invoice Detail Page

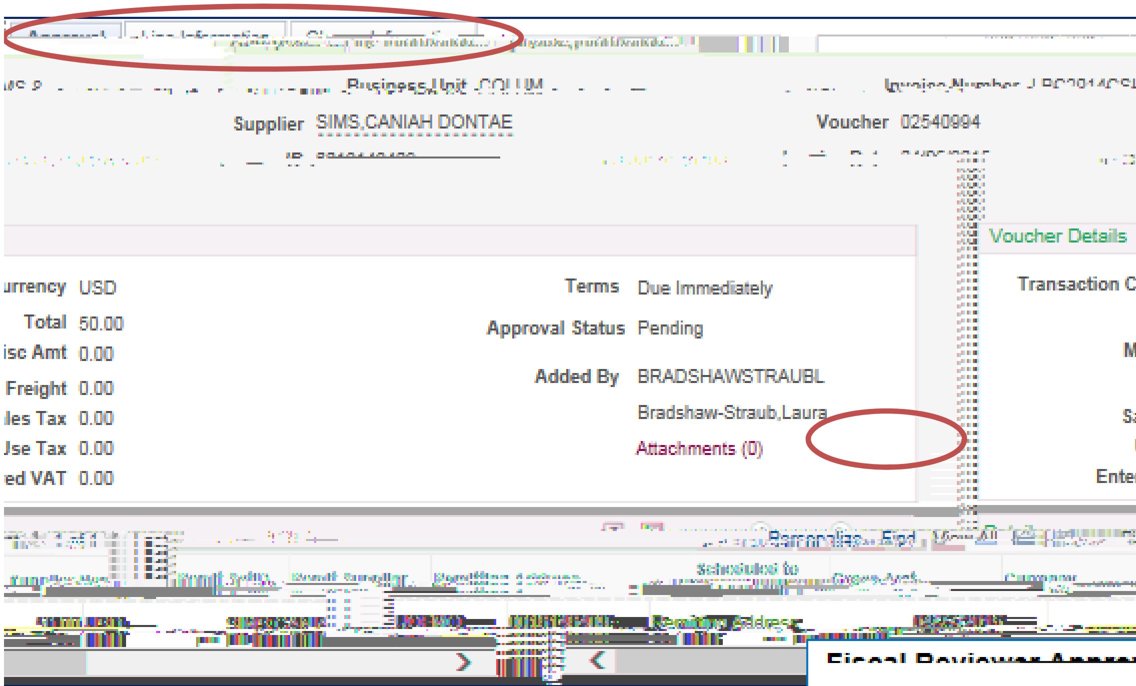


4. Review

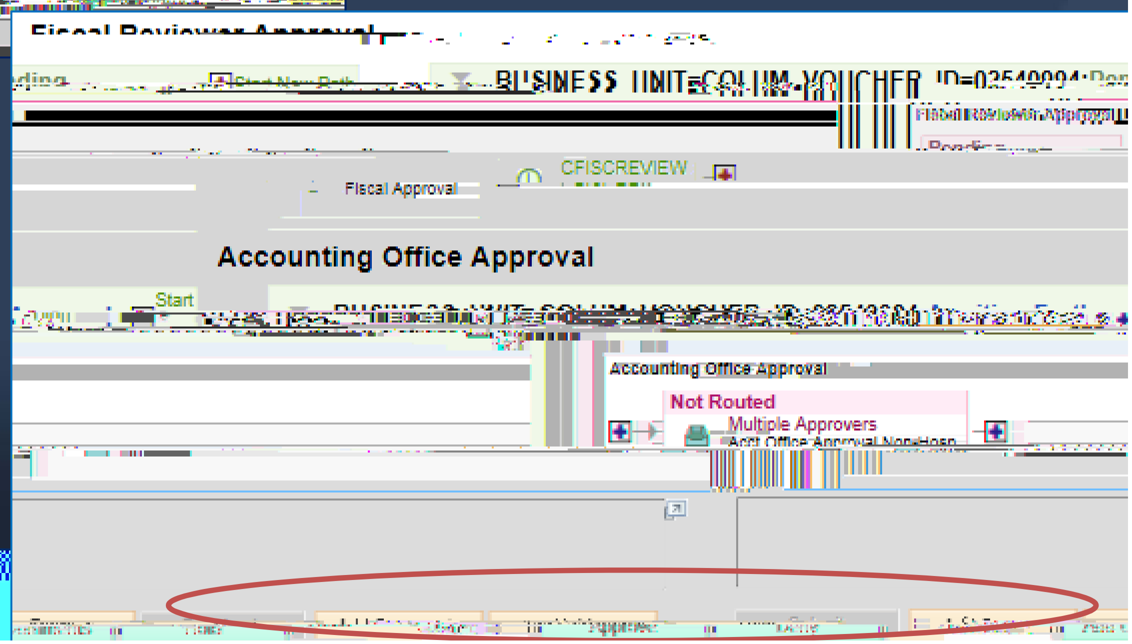
Non PO Voucher Workflow

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

Non PO Voucher Workflow



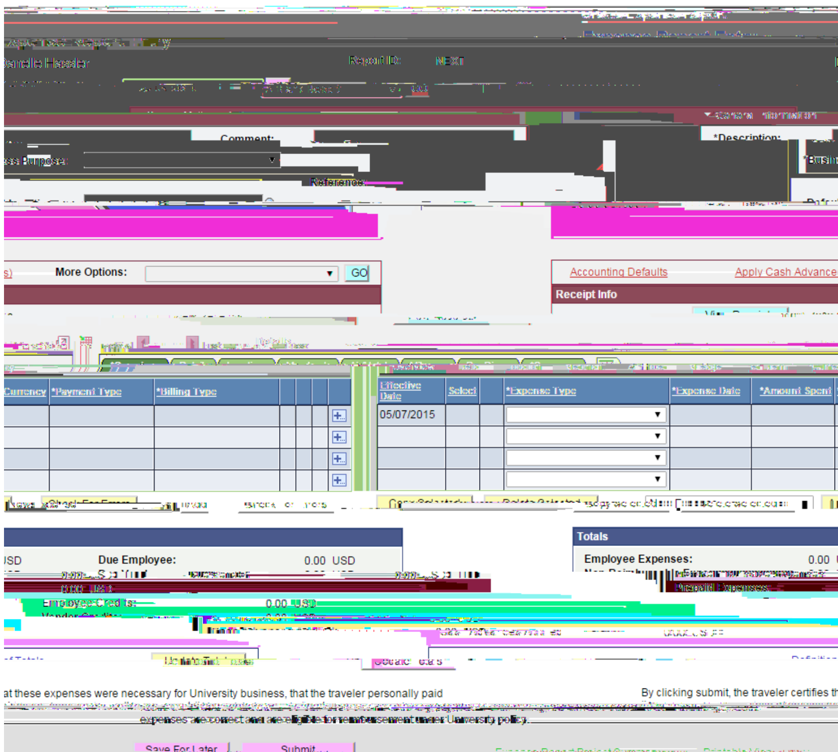
Fiscal Reviewer Screen



T&E Expense Report

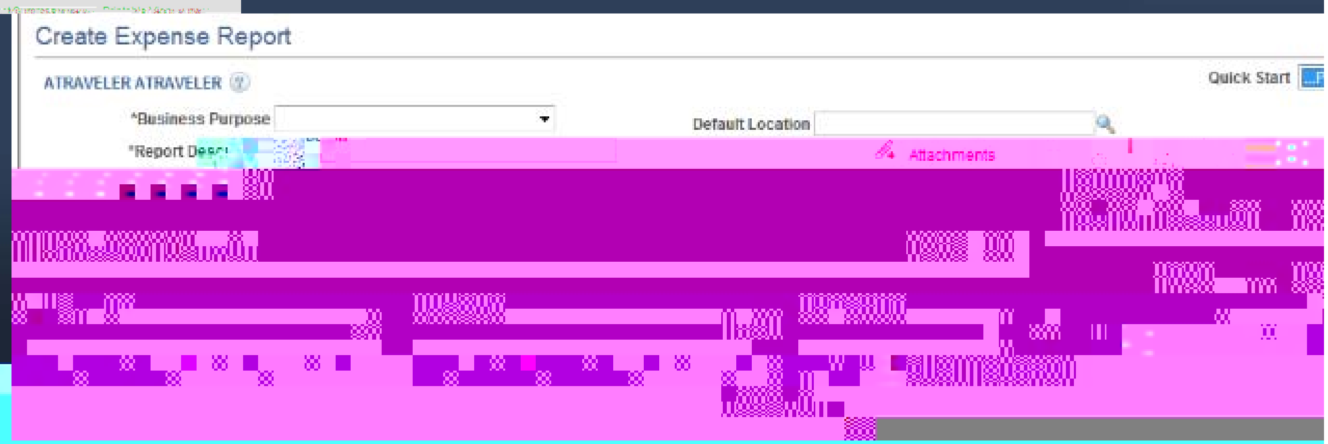
- Attachments – No longer email to queue
  - Use Attachment hyperlink to upload receipts and support
- Hotel Wizard
  - Option to use Hotel Wizard or itemize manually
- "Notes" replaces "Comments"
  - Hyperlink on Summary and Submit Page
- Certification Statement
  - Necessary for University business
  - 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

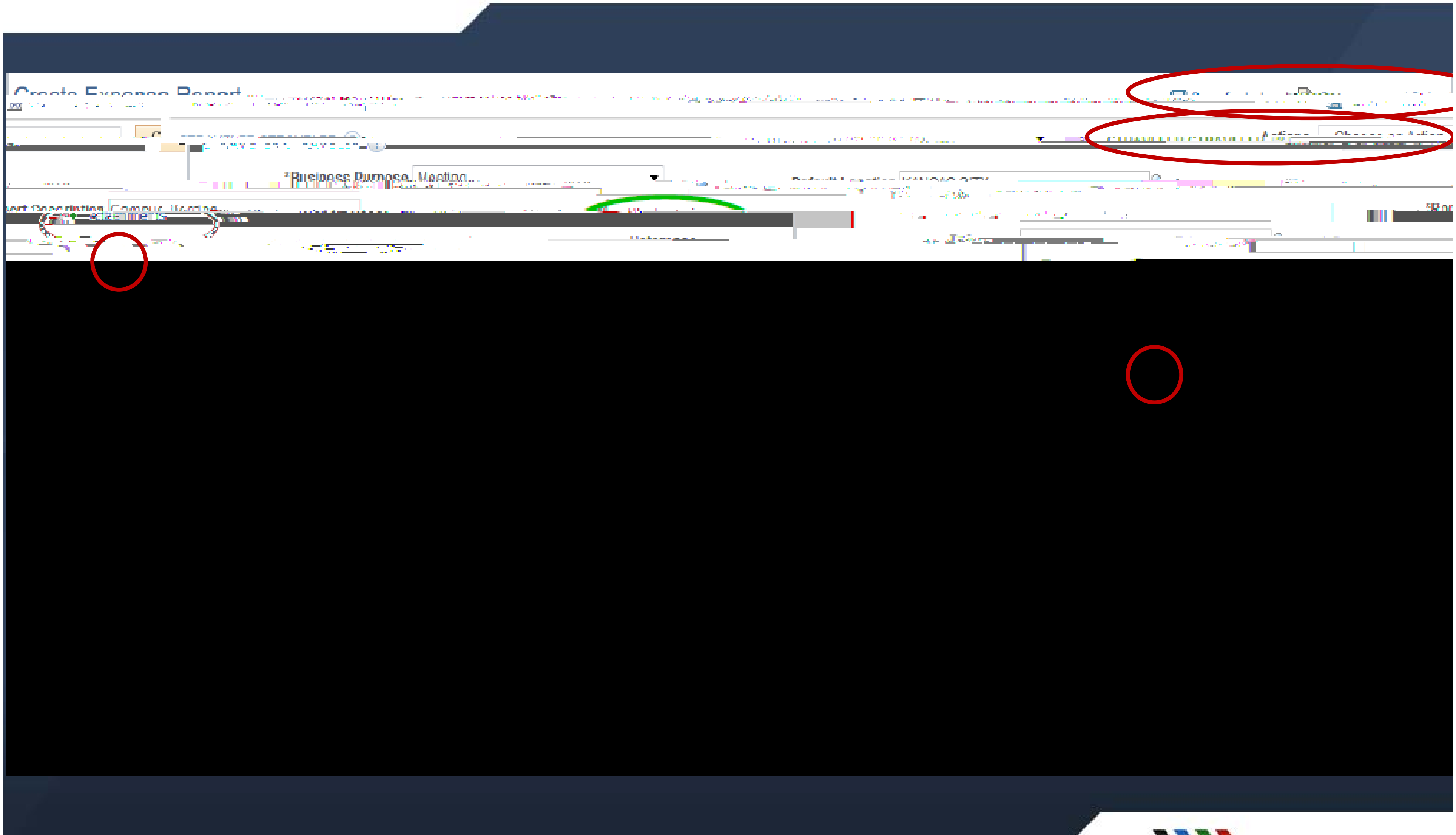


9.0 Page

9.2 Page



T&E Expense Report



Reminders: T&E Policies & Procedures

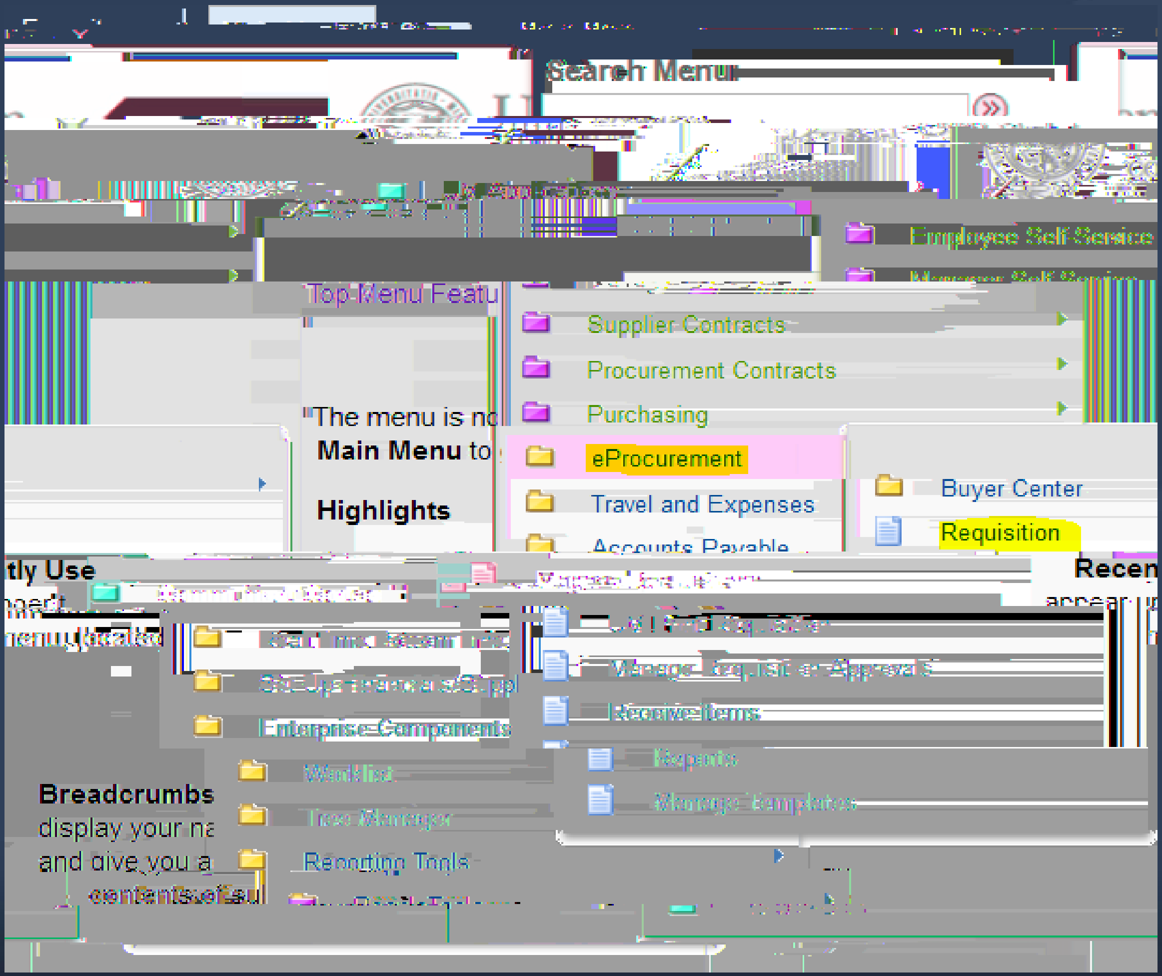
- Business Meals: Business purpose, traveler + guests, attendees
  - Per diem when only traveler
- Meal – Extended Work Day: No overnight stay
- Per Diem: Enter start/end time on first/last days of travel
- Expense Type: Miscellaneous should be last resort
- Hotel Folio (Unnecessary Charges): Mark as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

SupplyChain

eProcurementModule

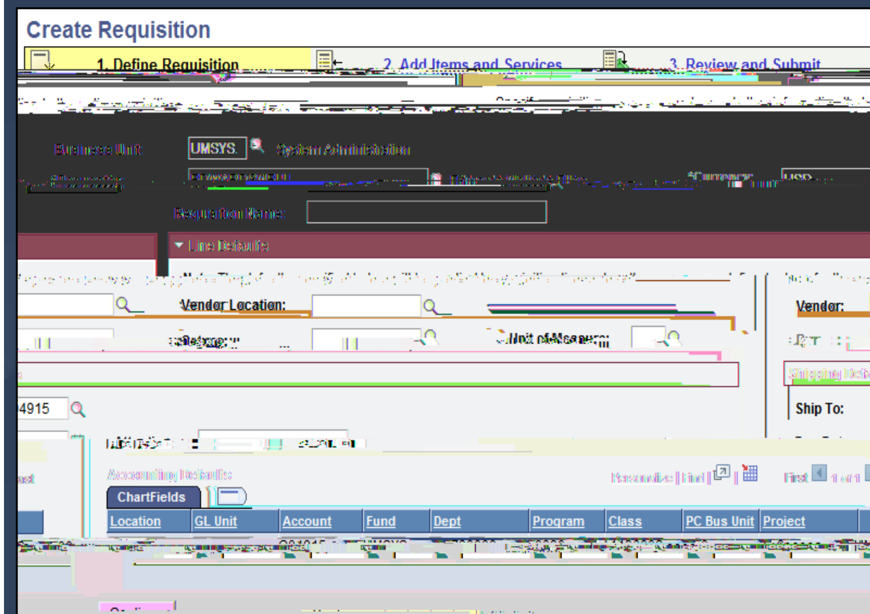
Creatinga Requisition

» BeginningNavigation

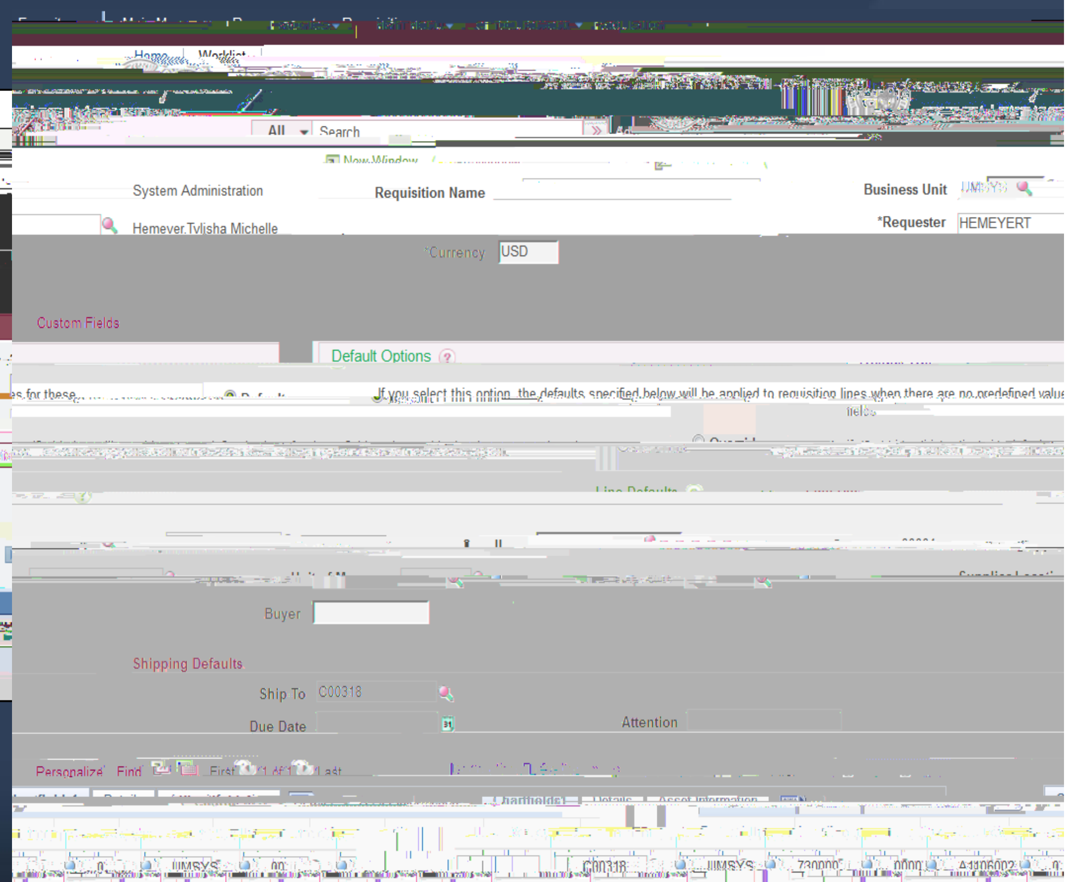


Creatinga Requisition– Step1

» DefineRequisition

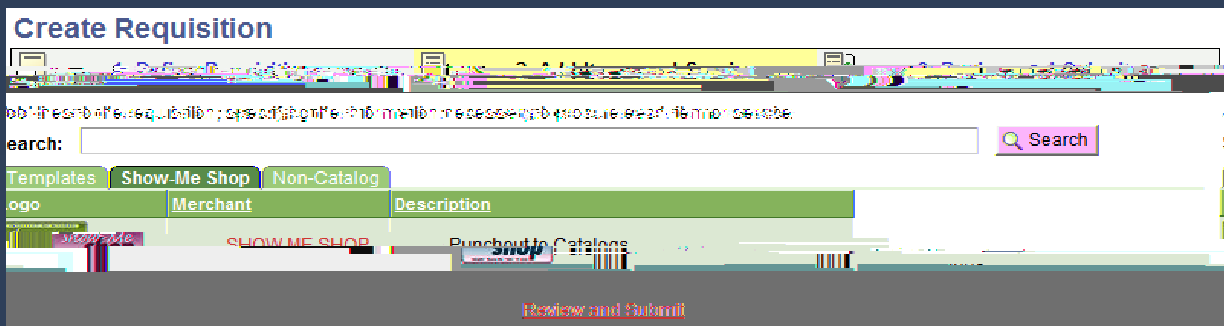


» RequisitionSettings



Creating a Requisition – Step 2

» Add Items and Services



» Home

Creating a Requisition – Non Catalog

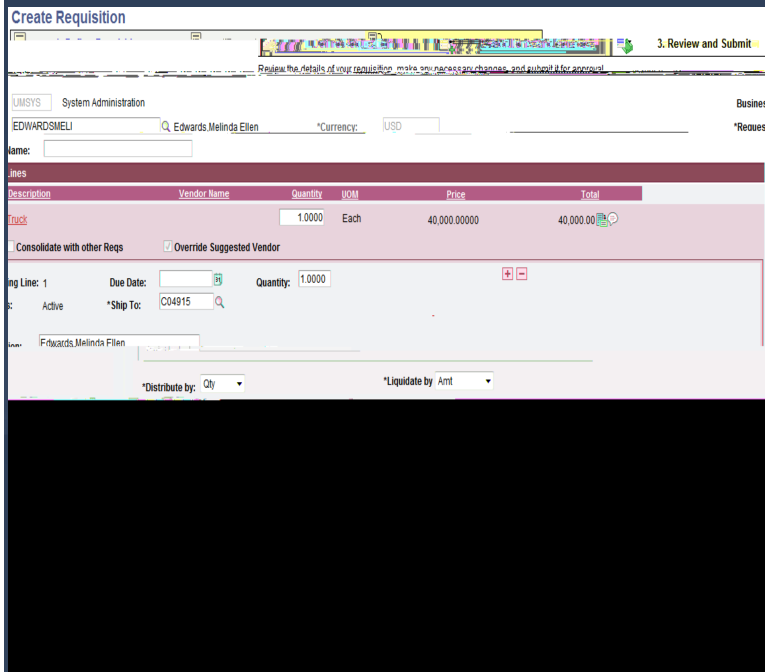
»

»

3

Creatinga Requisition Review& Submit

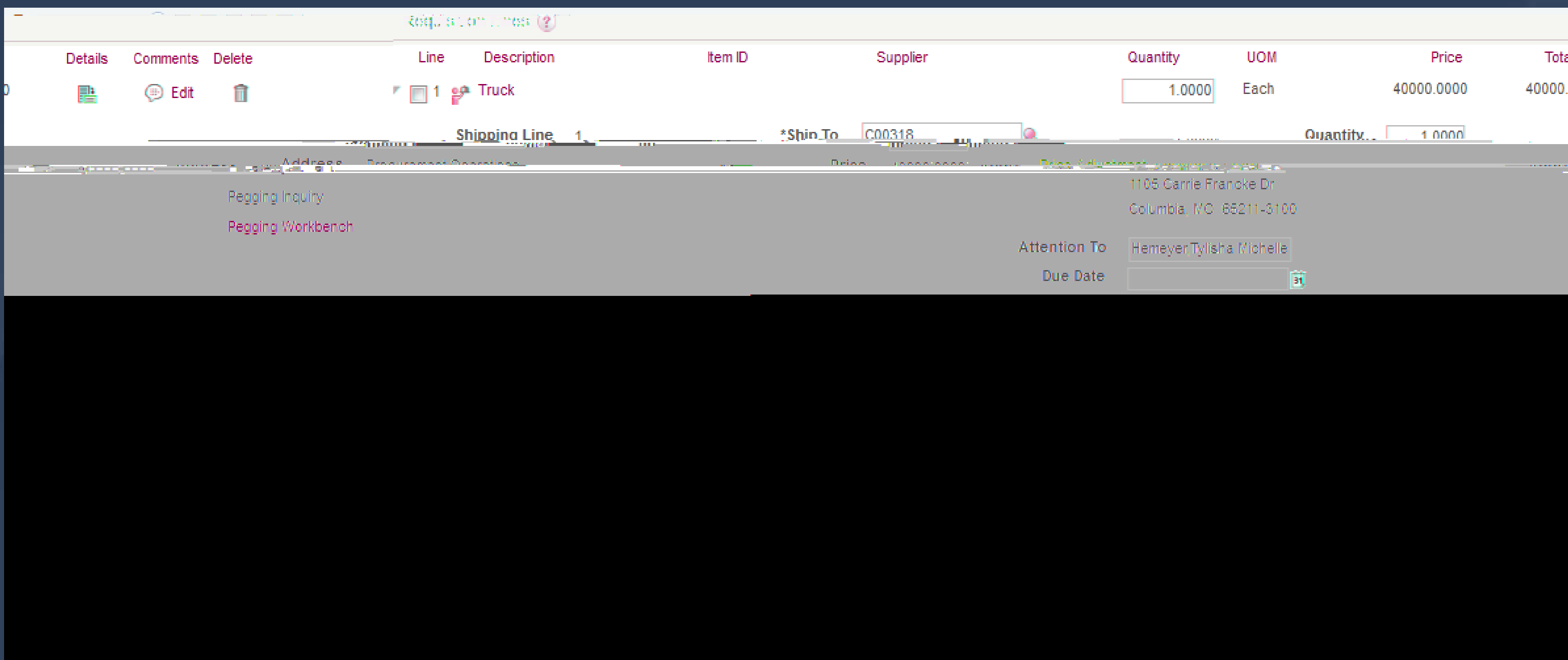
» Review& Submit



» CheckoutReview& Submit

Creating a Requisition – Review & Submit Options

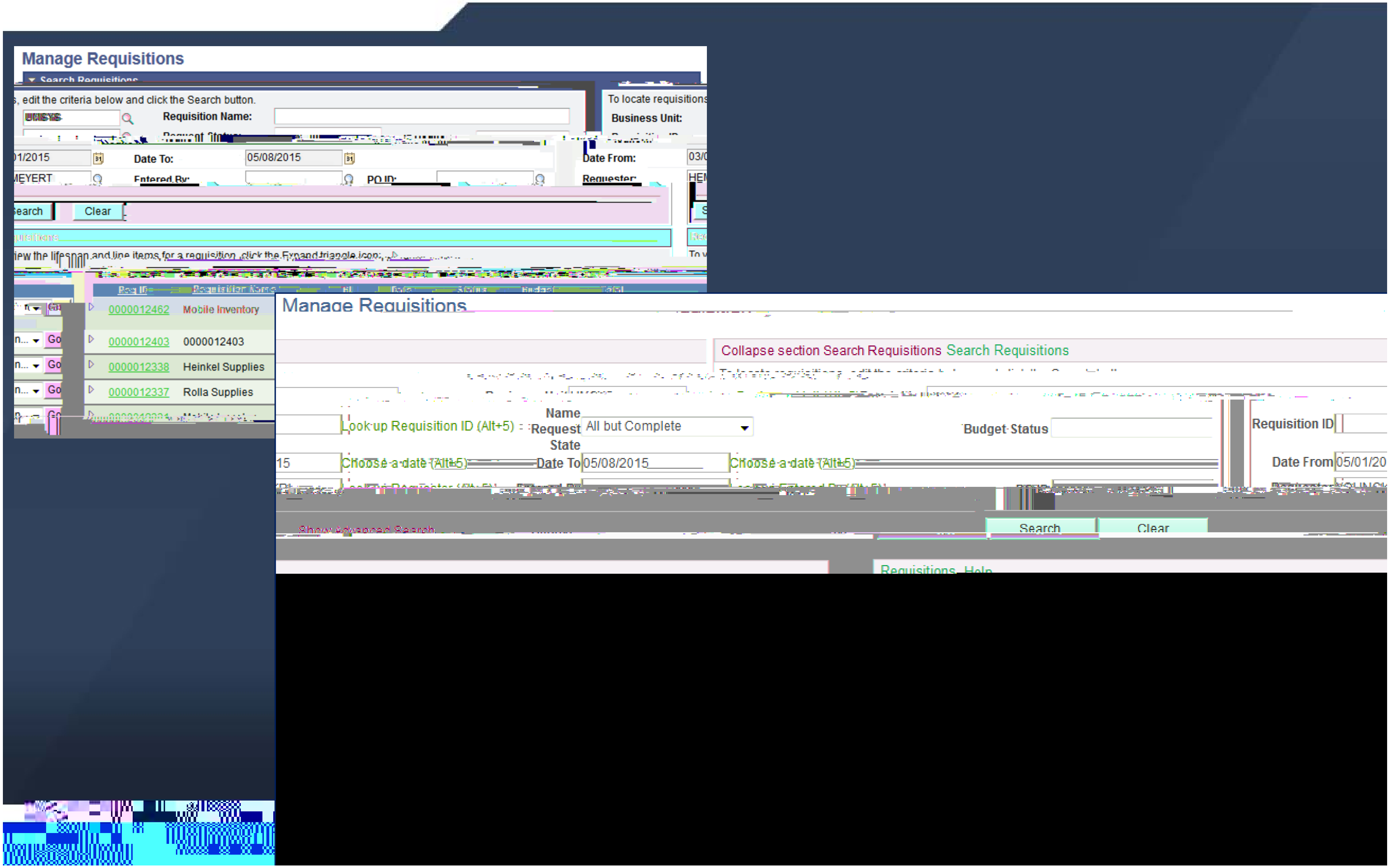
» Accounting Fields – Chartfields 1 vs 2 (and Personalization)



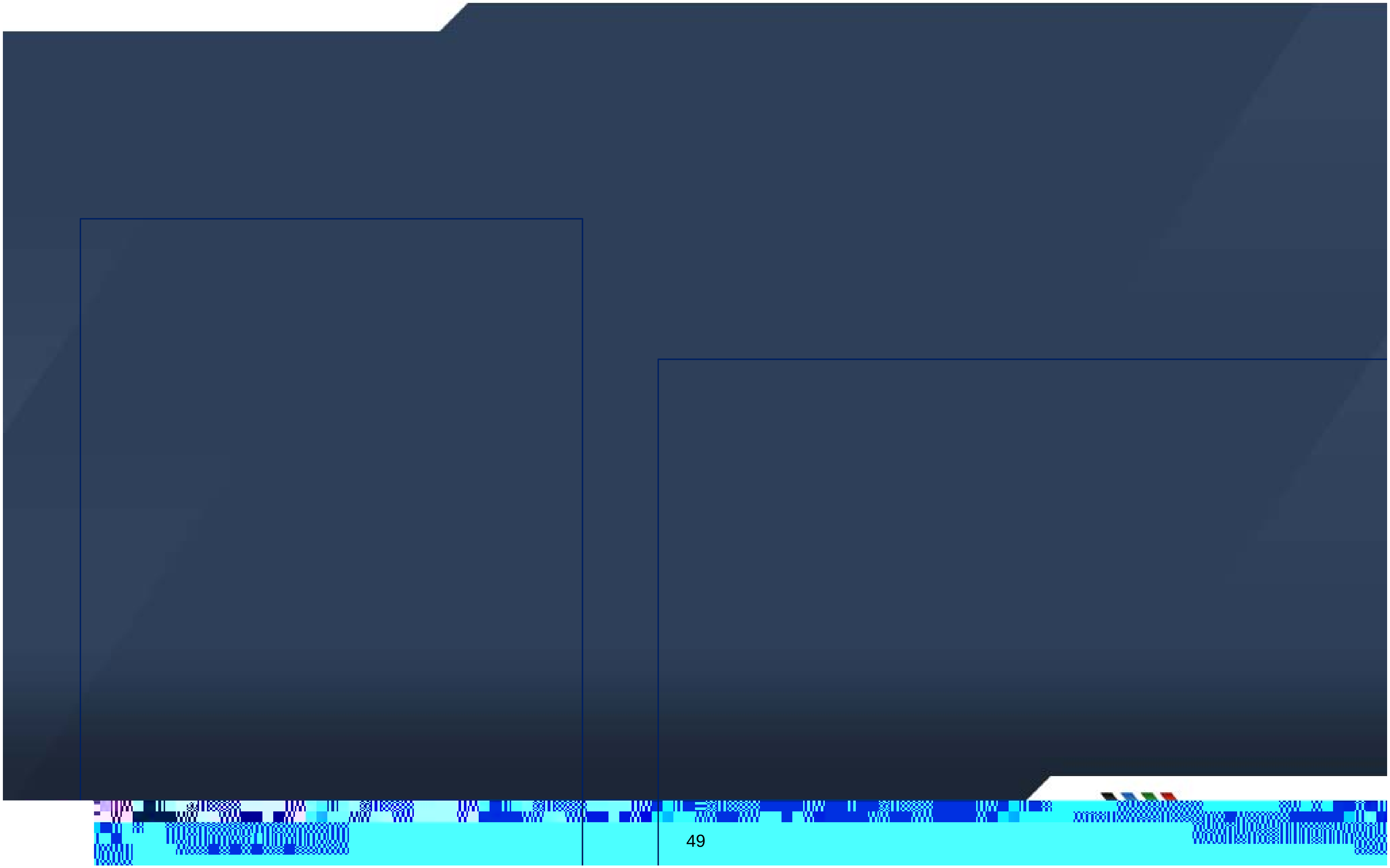
Creating a Requisition: Confirmation

» View Printable

ManageRequisitions

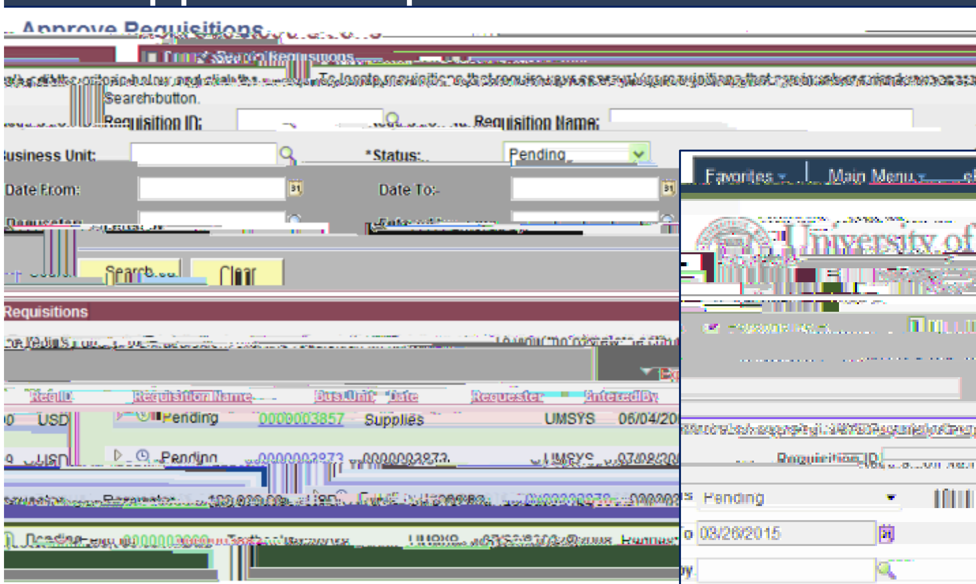


ManageRequisitionsOptions

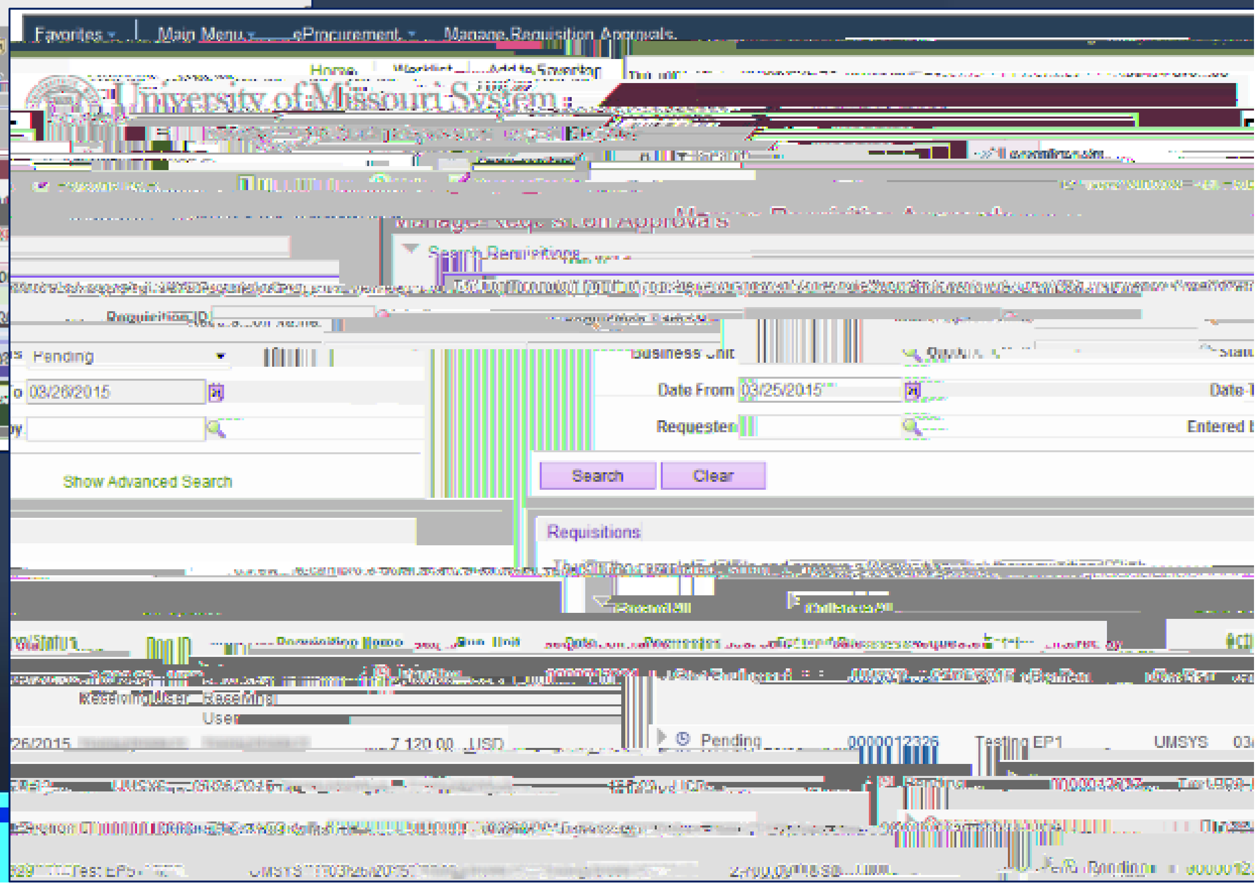


Approving a Requisition – Navigation

- eProcurement > Approve Requisitions

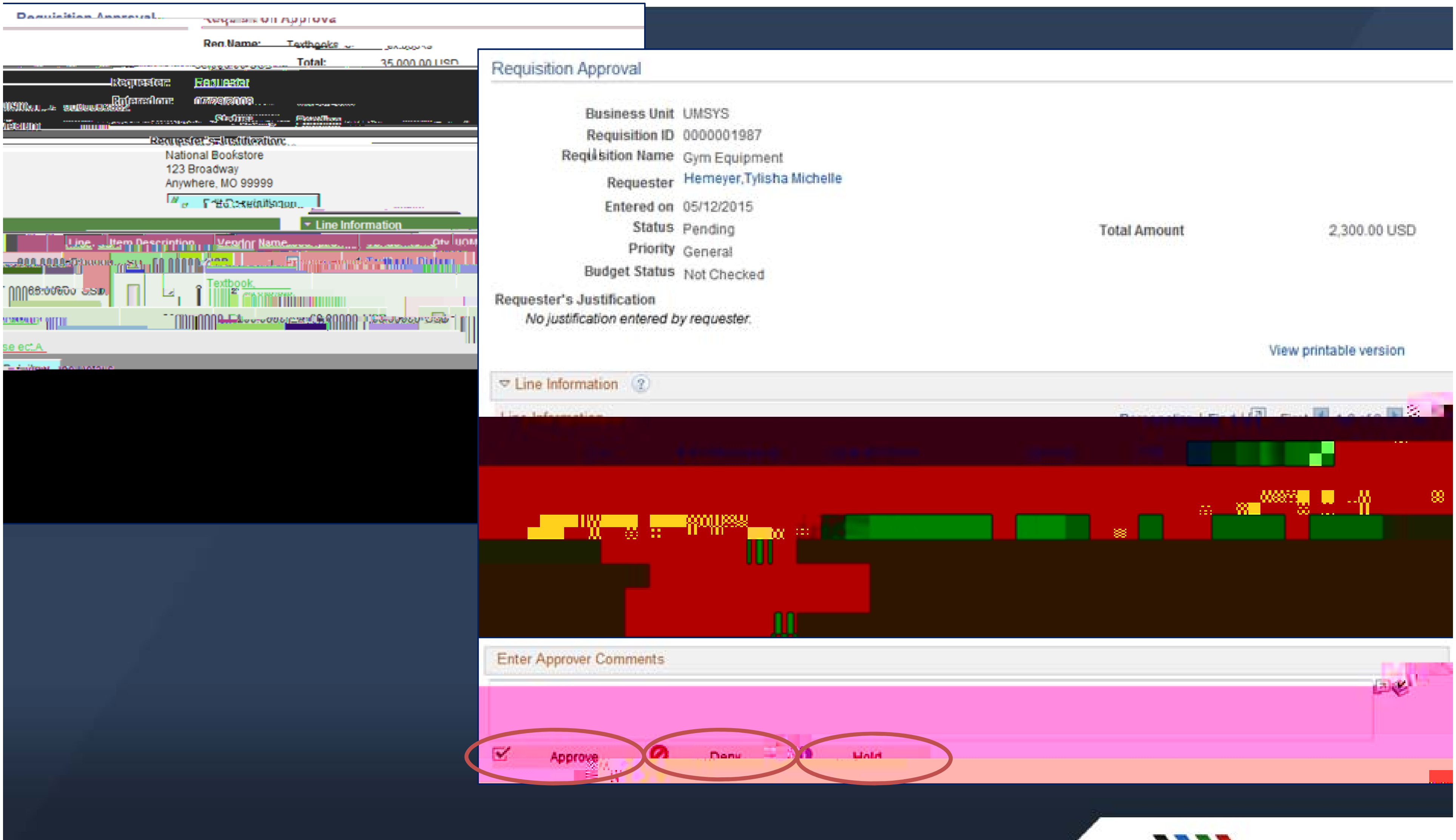


- eProcurement > Manage Requisition Approvals



- Can still navigate to the approvals page by:
  - Hyperlink in the email notification
  - Work List

Approvinga Requisition– Approve/Deny/Hold



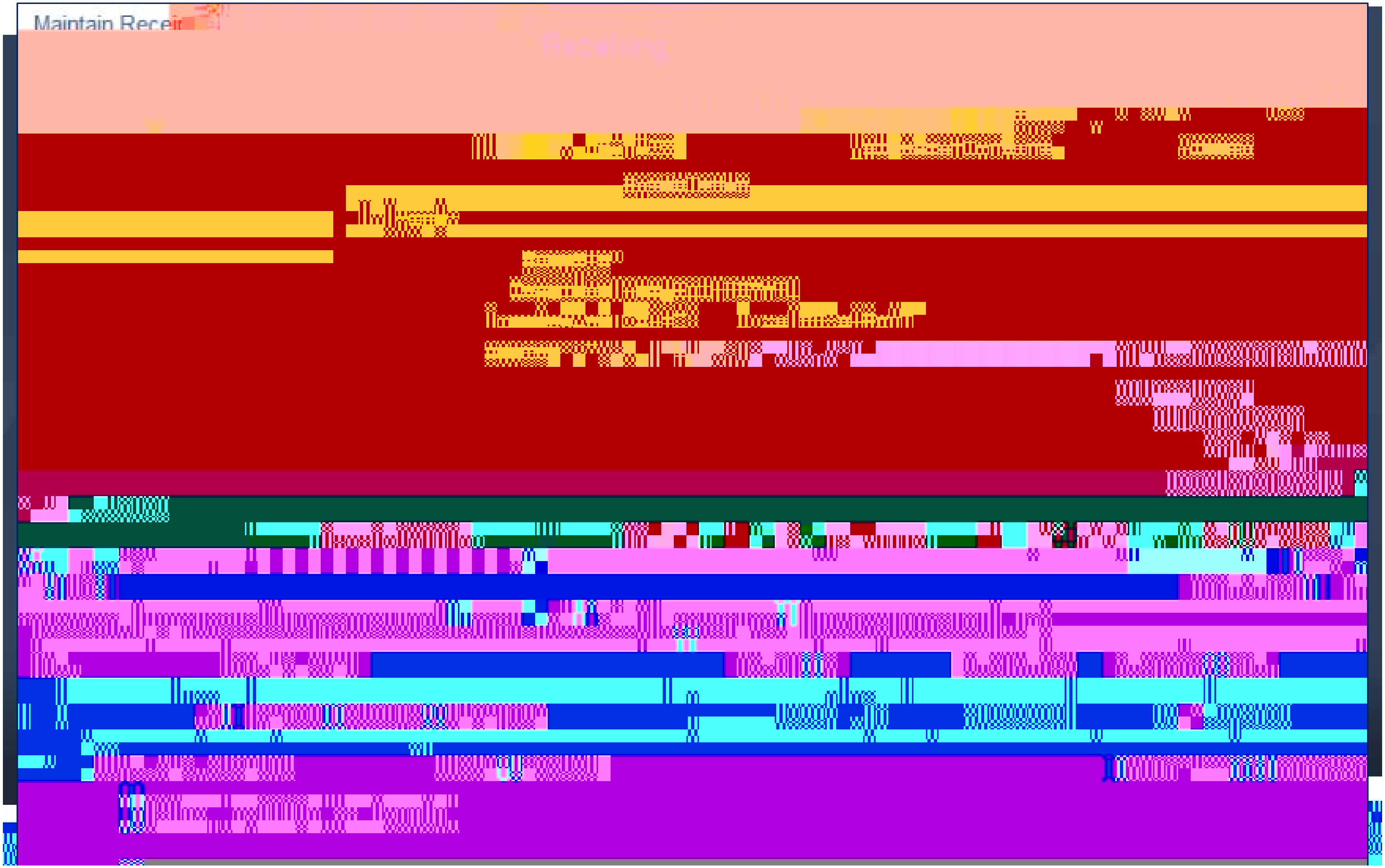
Invoices

- 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 > Receive Items > Add

Receiving



OpenLabs

Resources

- Finance Support Center
  - Email – financesupport@umsystem.edu
  - Phone – Toll Free at 1-877-752-3334
- Training Guides
  - http://www.umsystem.edu/ums/fa/finance-support-center/peoplesoft_financials
- Accounts Payable Shared Services
  - http://www.umsystem.edu/oei/sharedservices/apss
- Campus Accounting Office