AdvancingMissouri

9.2 PeopleSoft Upgrade New Features and Functionality

May 2015

AdvancingMissouri

General Accounting

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”

Responsibilities of Employees in Fiscal Roles

- Understand and comply with University Policies and Procedures
  - Collected Rules & Regulations, BPM, APPM, Purchasing Policy, etc
- Proper Internal Controls including accuracy, timeliness and authorization
- Preferred method for purchasing goods and services for business
- Segregation of Duties
  - Should not be an entry delegate and approver on transactions
- Security
  - DO NOT give you user name/password to others to complete workflow of transactions in the system
- Confidentiality of information
  - Redact/exclude: SSNs, date of birth, credit card information, etc

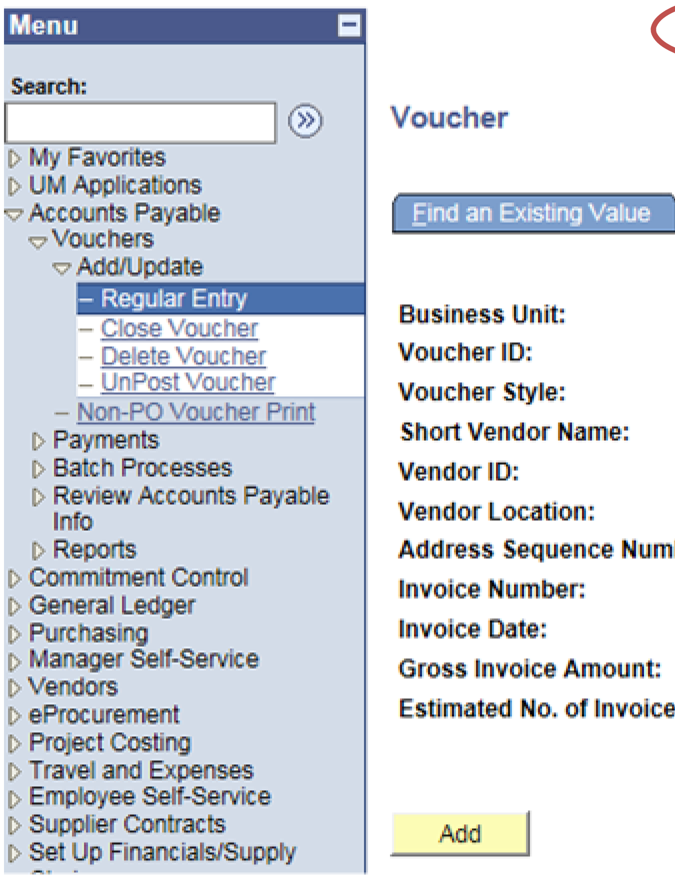
New Look, Same Features

- Accounts Receivable/Billing
  - Option to email invoices based on customer or individual invoice
- Asset Management
- Grants Management
  - Work Center
- Commitment Control/UM Budget

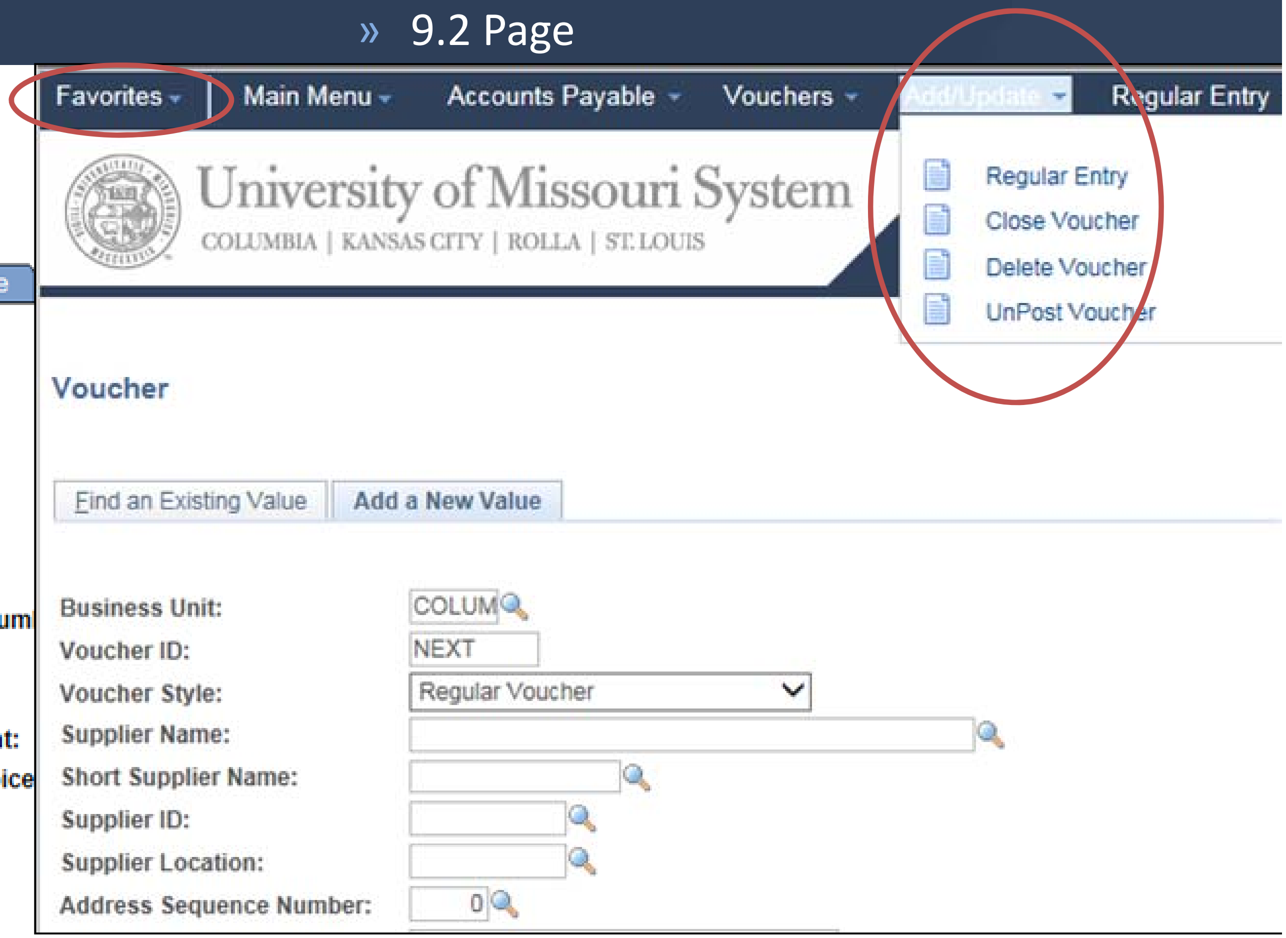
PeopleSoft 9.2 Look and Feel

- Design of Menu
- Recently Used now Favorites on left
- Menu path displays along top
- Menus cascade as navigate

» 9.0 Page



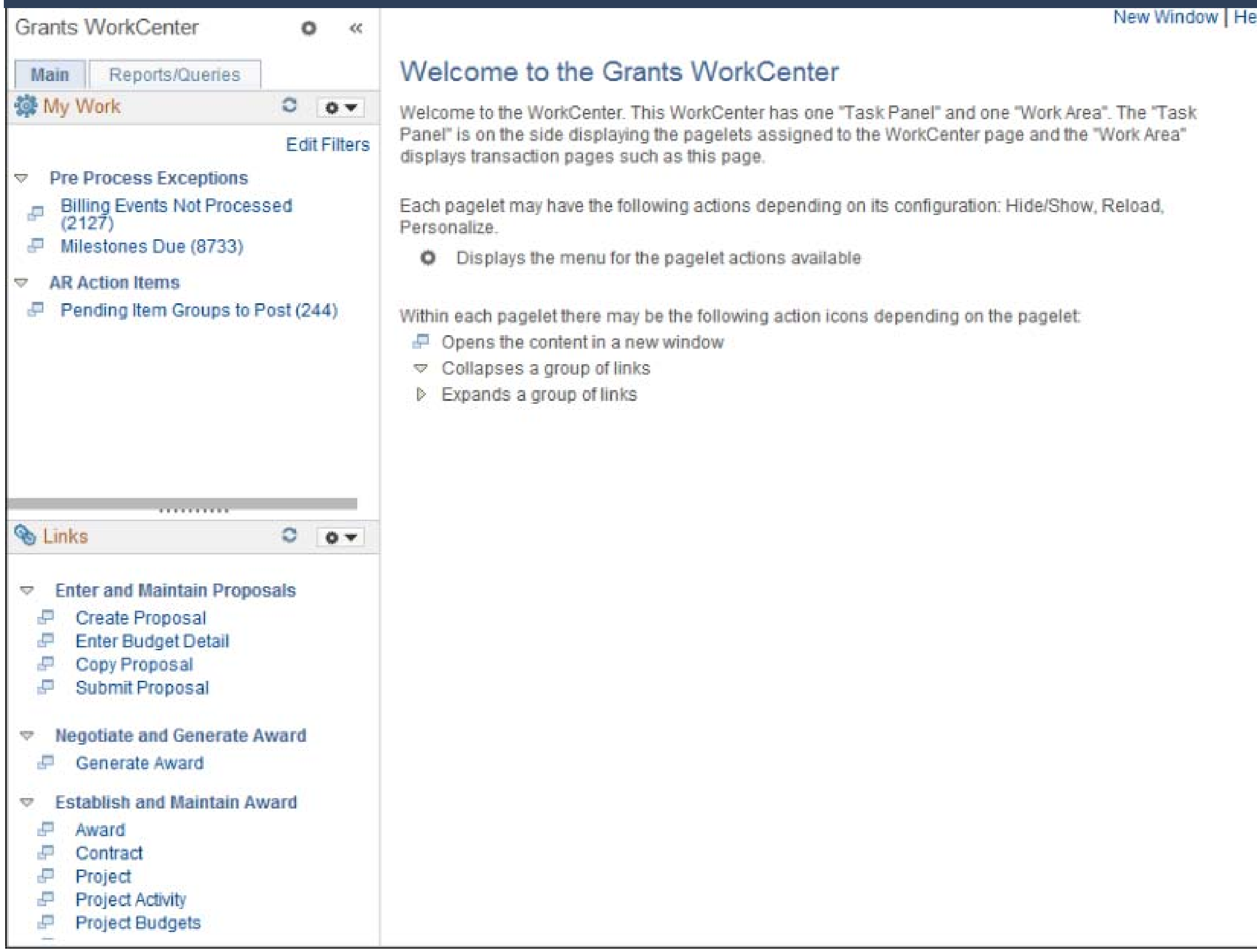
» 9.2 Page



Work Centers

» Configurable pages of PeopleSoft elements by module

» Commonly used tasks on central page to minimize drilling through menus

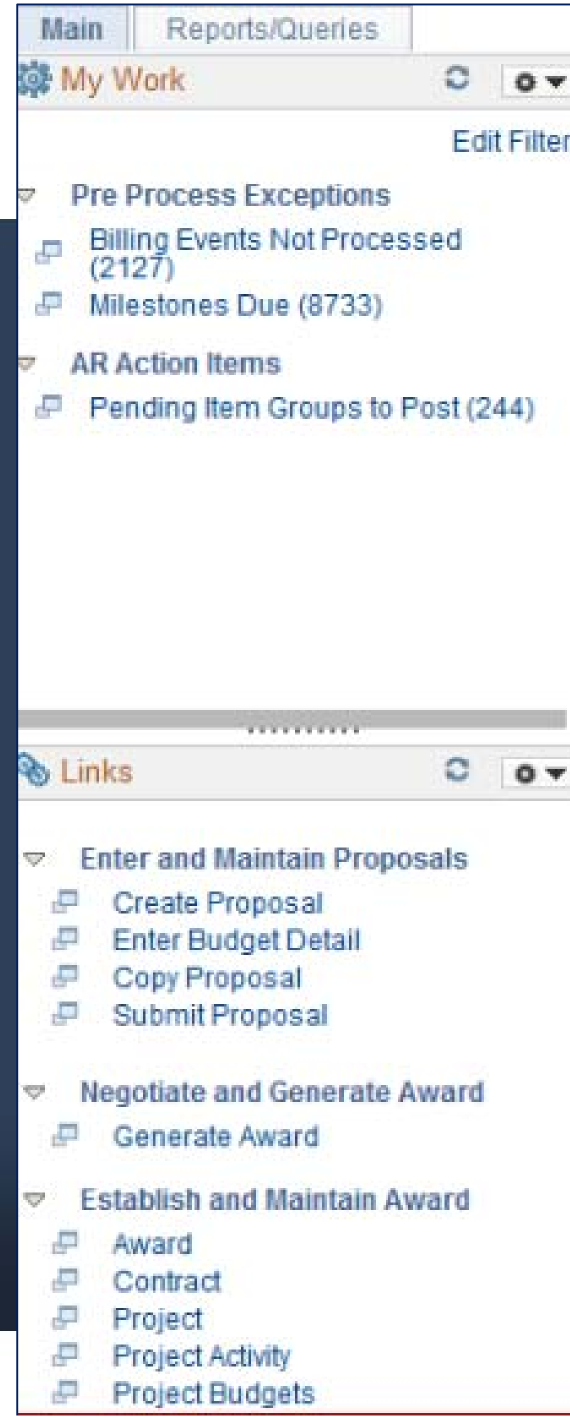


Work Centers will only be Available for:

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

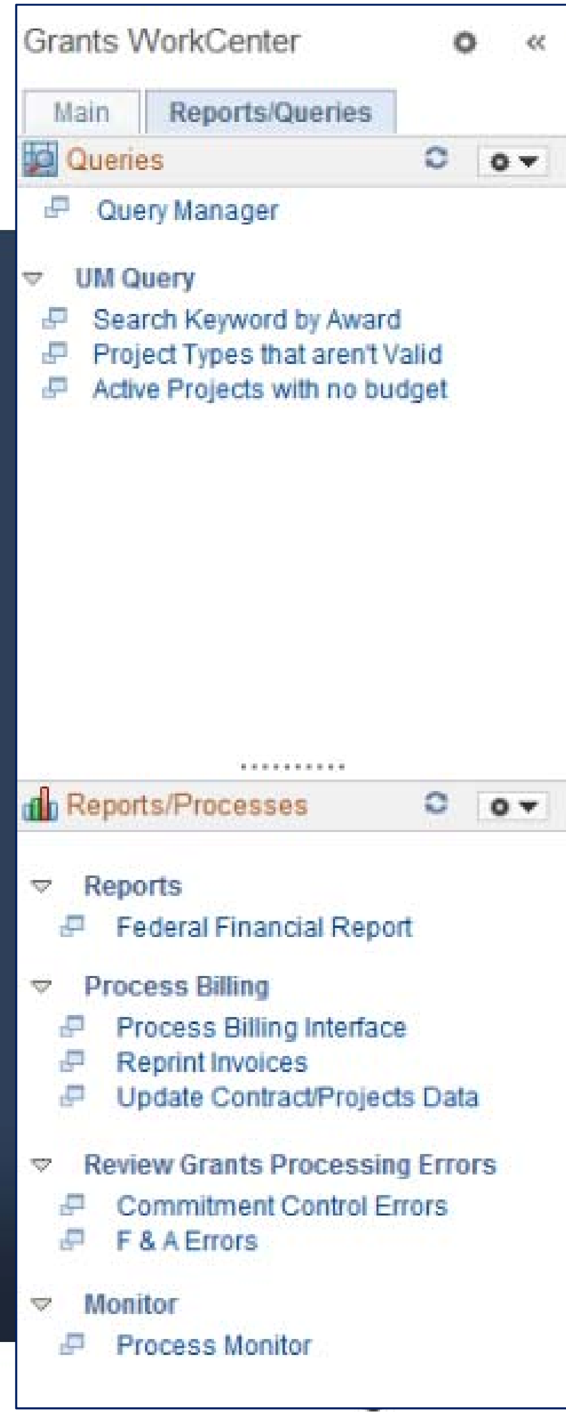
Work Centers

» 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



UM Web Applications

» FIN Authorization

- Electronic Workflow will be based on Approval Authorization in FIN Authorization
  - CSD NODE will not be the source of approvers for T&E, Vouchers or ePro
- ALL approvers at the designated levels will receive email notifications of the transaction
- Approval or View Authorization will apply to all transaction types, not just one particular module

» Viewing Attachments on Vouchers

- Will be available for viewing in FIN Search Options
  - Ability to see will be secured to: Creator, Approvers, or those with FIN Authorization for the DeptID/DeptNode.

General Ledger

» Work Centers

» Queries

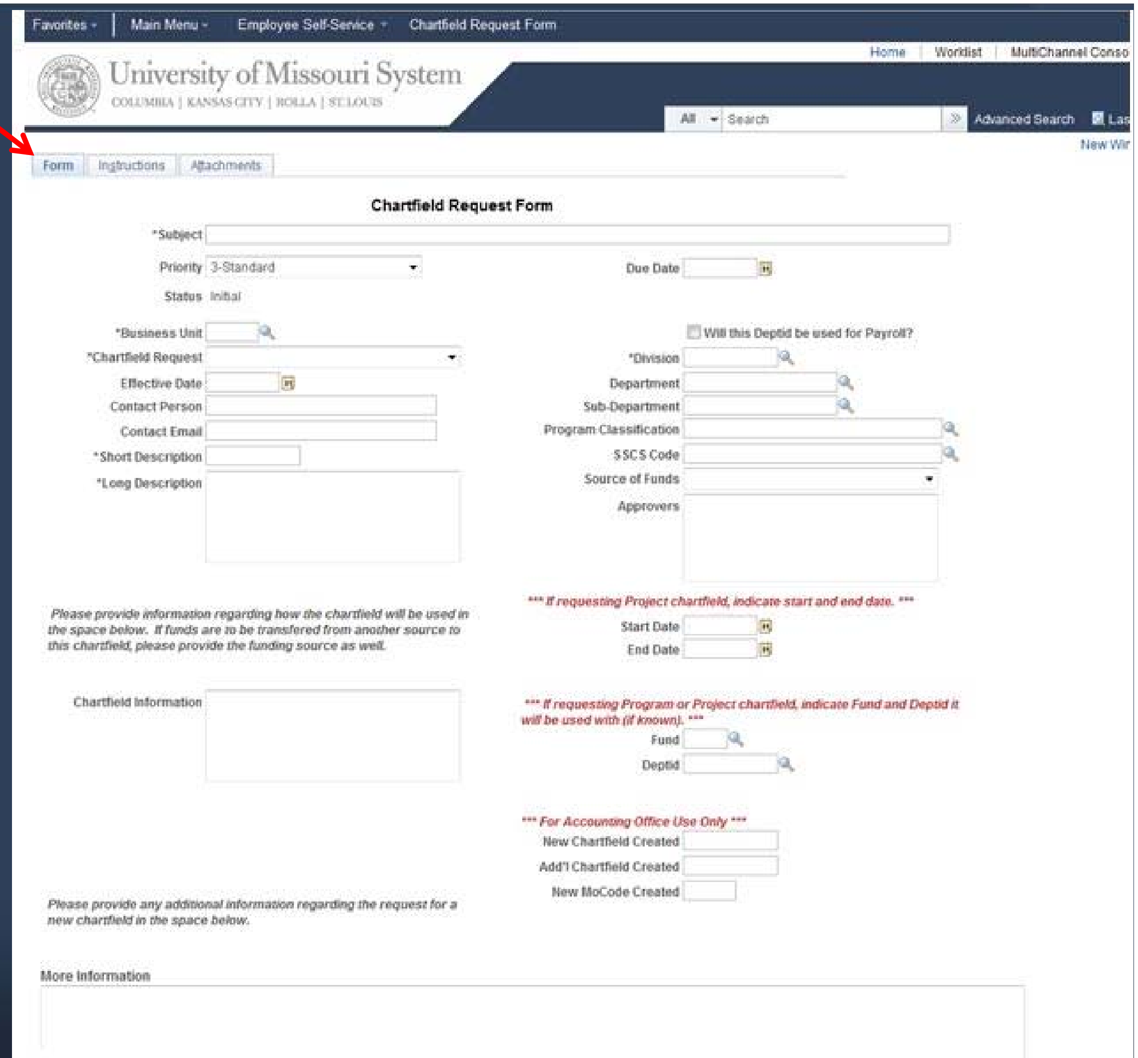
› Changes to some tables: new fields, field length changes, or fields from 9.0 no longer available

» Allocations

› Allow the use of excluded values or exceptions in pool values

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

Form | Instructions | Attachments

Chartfield Request Form

Complete as much information as possible regarding the chartfield(s) you are requesting. Fields that are required are marked with an asterisk.

Subject (Required)- Description of request being made

Priority - Standard is the default. May change if a higher or lower priority is desired.

Due Date - if applicable

Business Unit (Required) - Business unit associated with the chartfield being requested.

Chartfield Requesting (Required) - Select type of chartfield requesting or select combination of chartfields if requesting more than one.

Effective Date - Effective Date in PeopleSoft that will allow transactions to occur using this chartfield.

Contact Person - Individual to contact if there are questions regarding this form.

Contact Email - Email address for Contact Person.

Short Description (Required) - 10 Character field

Long Description (Required) - 254 Character field

Will this Deptid be used for Payroll? - Indicate by checking the box if this chartfield will be used in payroll transactions.

Division (Required) - College/School/Division responsible for this chartfield. Click on the magnifying glass and choose from the drop down list or type the first few letters in the box to narrow the search and then click on your choice. This field will be used in the work flow process and is required.

Department - Department responsible for this chartfield. Click on the magnifying glass and choose from the drop down list or type the first few letters in the box to narrow the search and then click on your choice, if known.

Sub-Department - Sub-Department responsible for this chartfield (if applicable). Click on the magnifying glass and choose from the drop down list or type the first few letters in the search box to narrow the list and then click on your choice, if known.

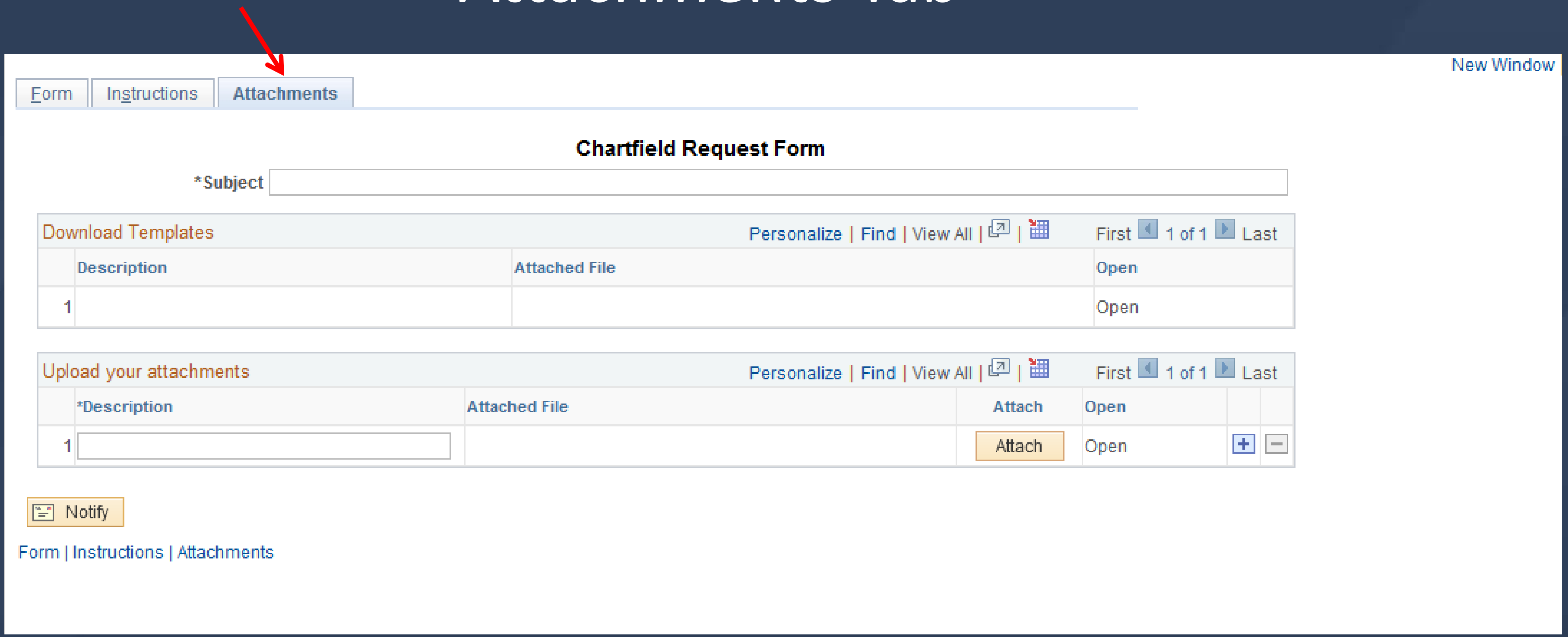
Program Classification - Classification of expenditures by program (i.e. instruction, research, etc...).

SSCS Code - School Specific Classification Structure used in Hyperion for data translation for the Long Range Planning application and various reports.

Source of Funds - Source of funding for the chartfield. Select from the drop down box.

Chartfield Request Form

Attachments Tab



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Accounts Payable Shared Service

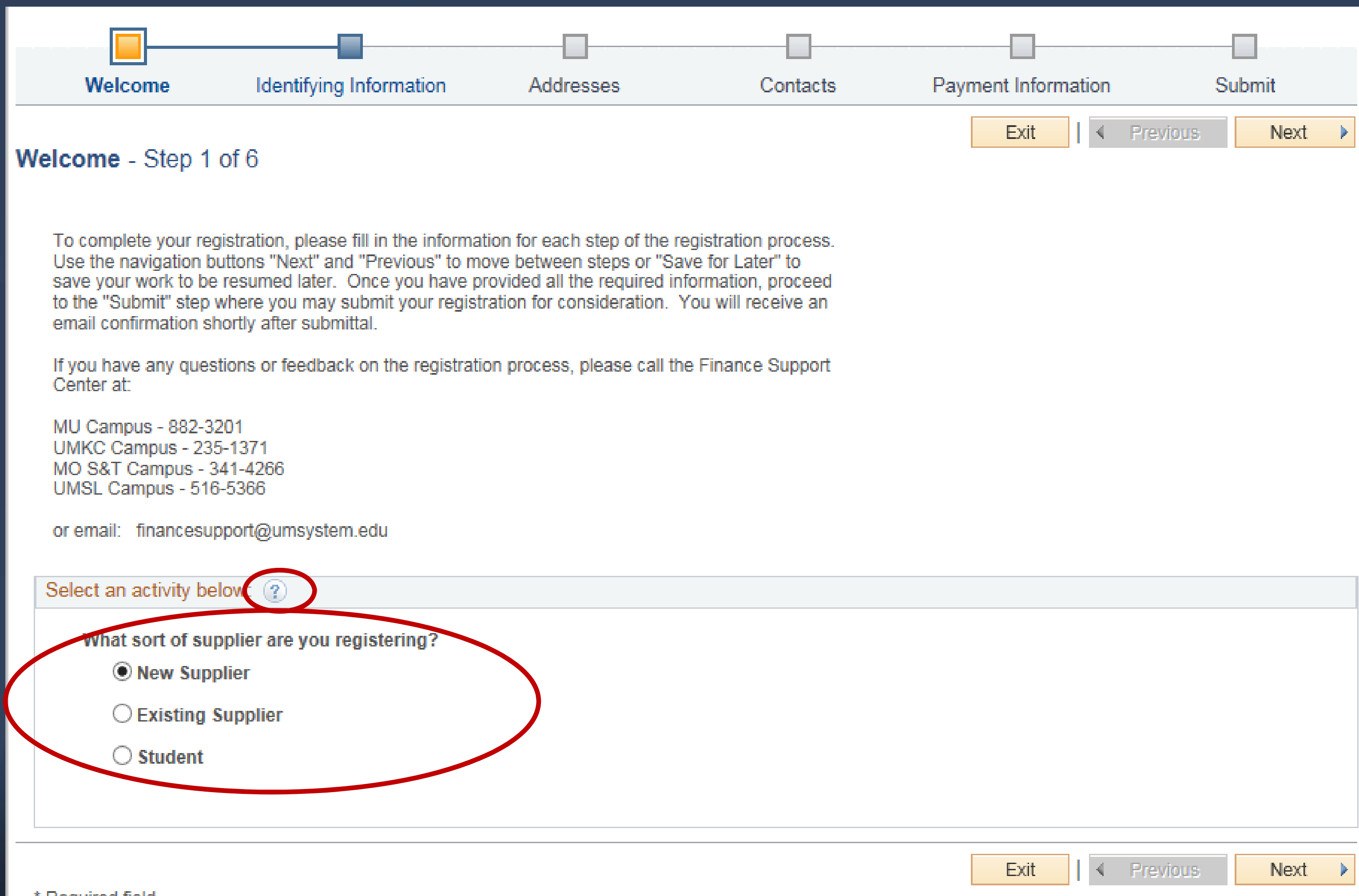
Accounts Payable

- 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)



Welcome | Identifying Information | Addresses | Contacts | Payment Information | Submit

Exit | Previous | Next

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 "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

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

MU Campus - 882-3201
UMKC Campus - 235-1371
MO S&T Campus - 341-4266
UMSL Campus - 516-5366

or email: financesupport@umsystem.edu

Select an activity below ?

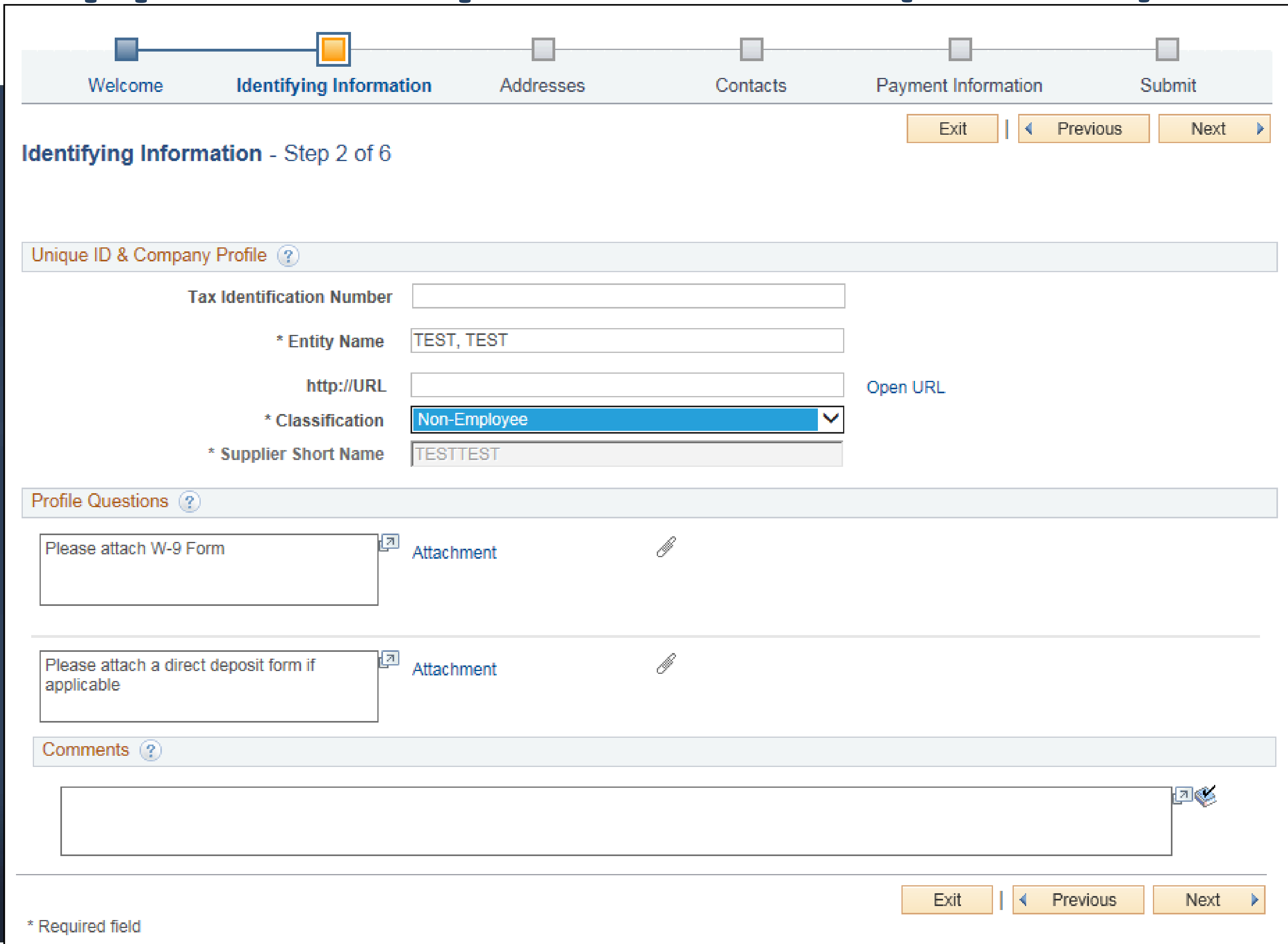
What sort of supplier are you registering?

- (●) **New Supplier**
- ( ) **Existing Supplier**
- ( ) **Student**

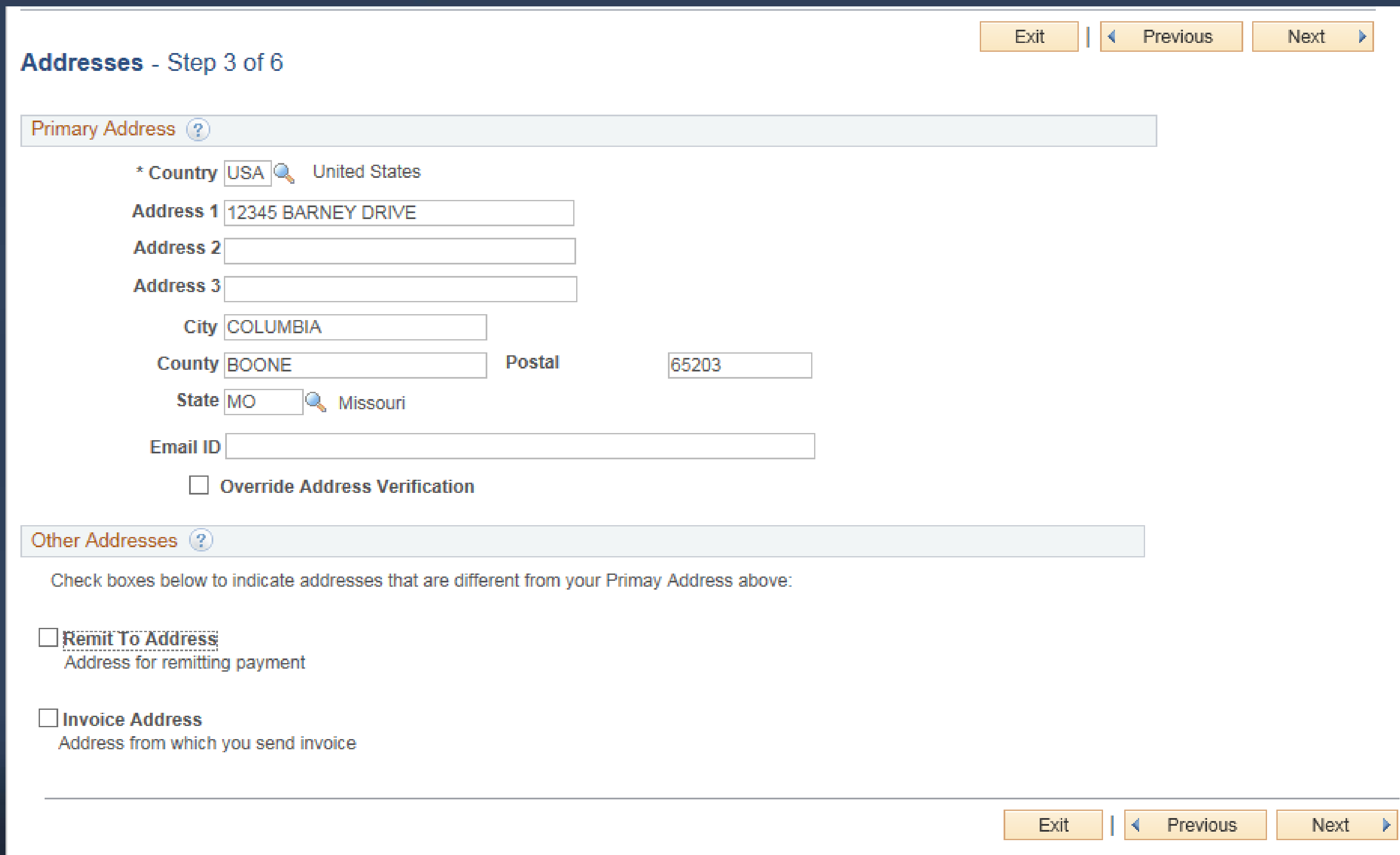
Exit | Previous | Next

* Required field

Supplier Request Form (2 of 6)



Supplier Request Form (3 of 6)



Exit | Previous Next

Addresses - Step 3 of 6

Primary Address

* **Country** USA United States

Address 1 12345 BARNEY DRIVE

Address 2

Address 3

City COLUMBIA

County BOONE **Postal** 65203

State MO Missouri

Email ID

☐ **Override Address Verification**

Other Addresses

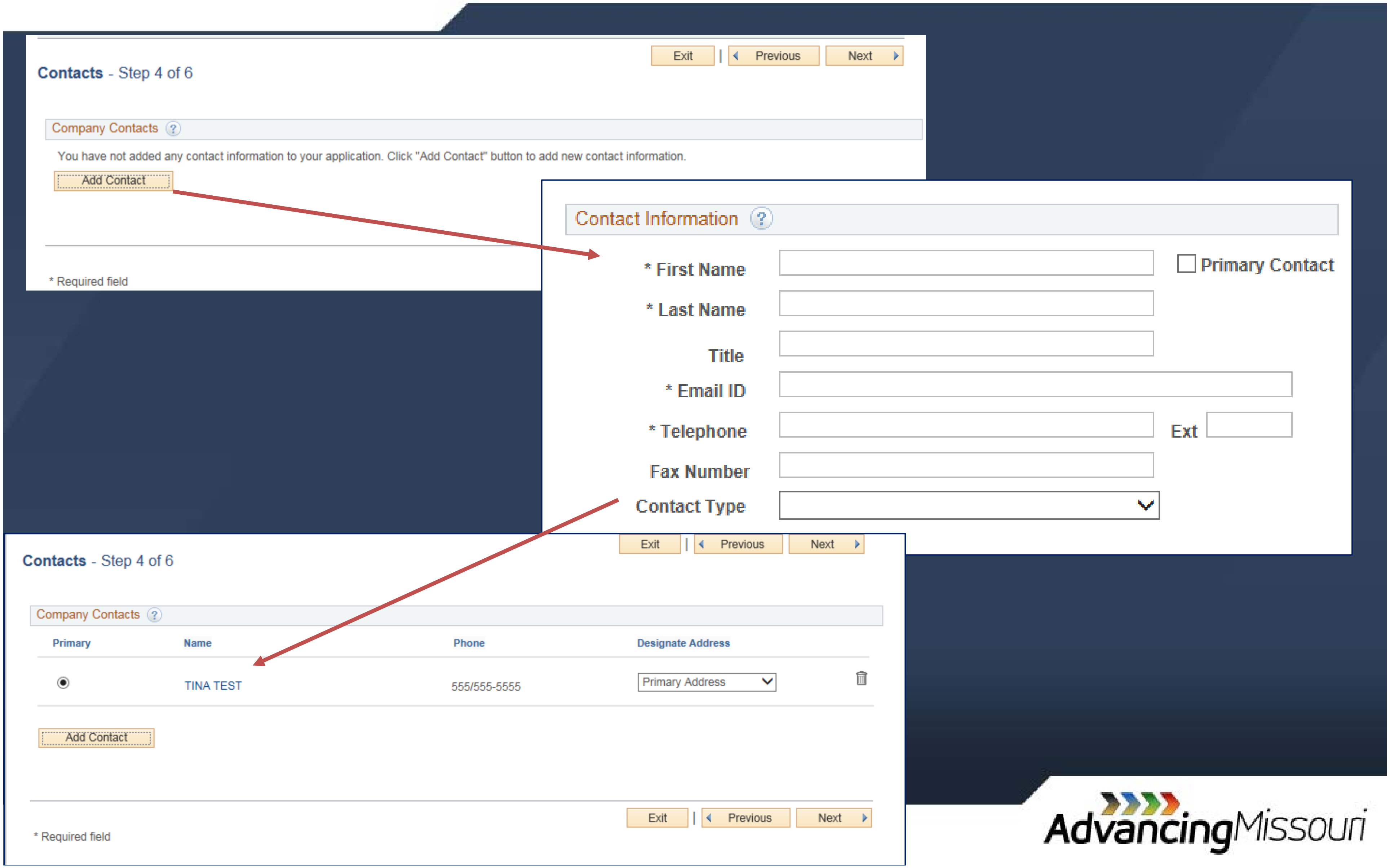
Check boxes below to indicate addresses that are different from your Primay Address above:

☐ **Remit To Address**
Address for remitting payment

☐ **Invoice Address**
Address from which you send invoice

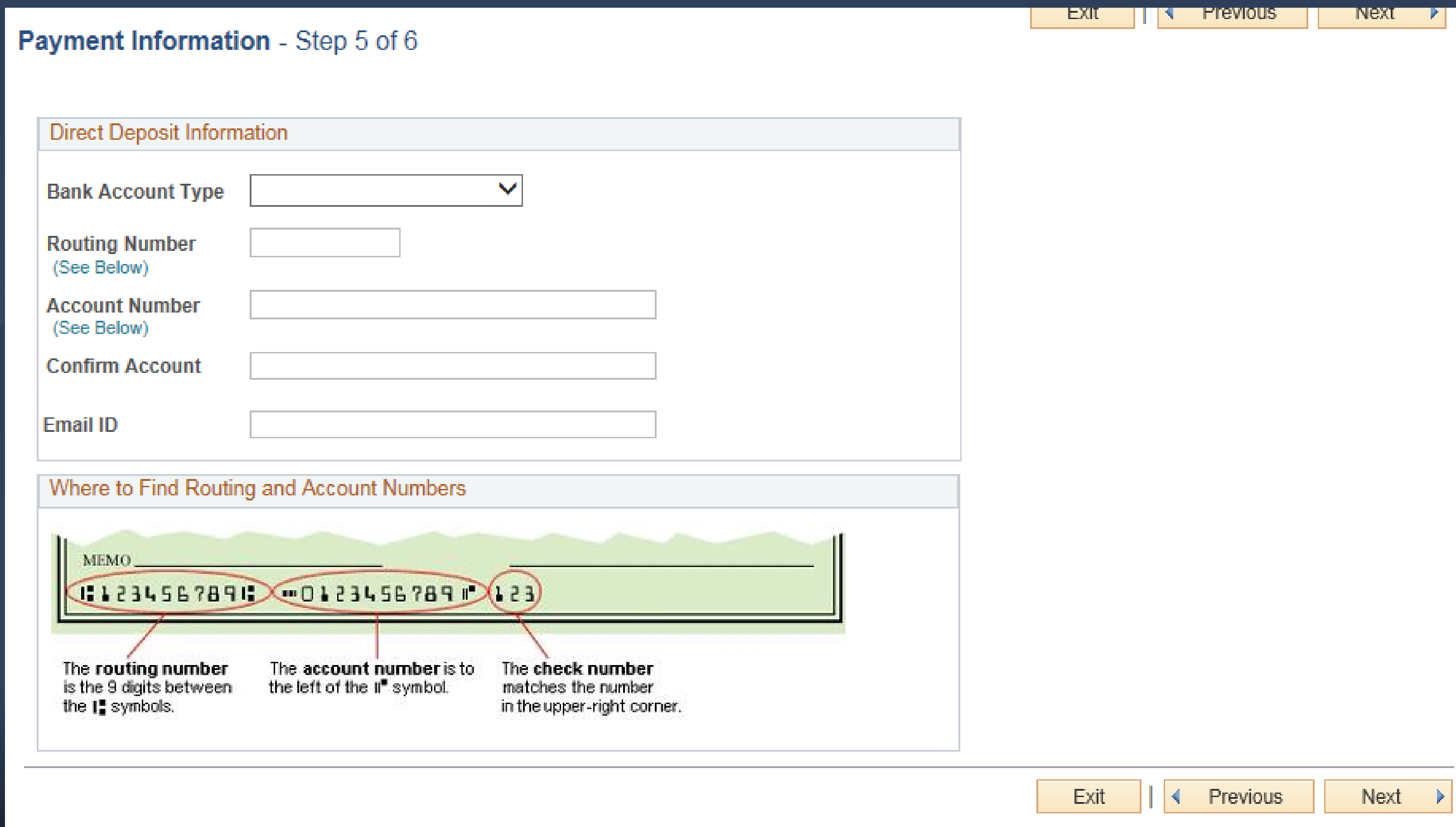
Exit | Previous Next

Supplier Request Form (4 of 6)

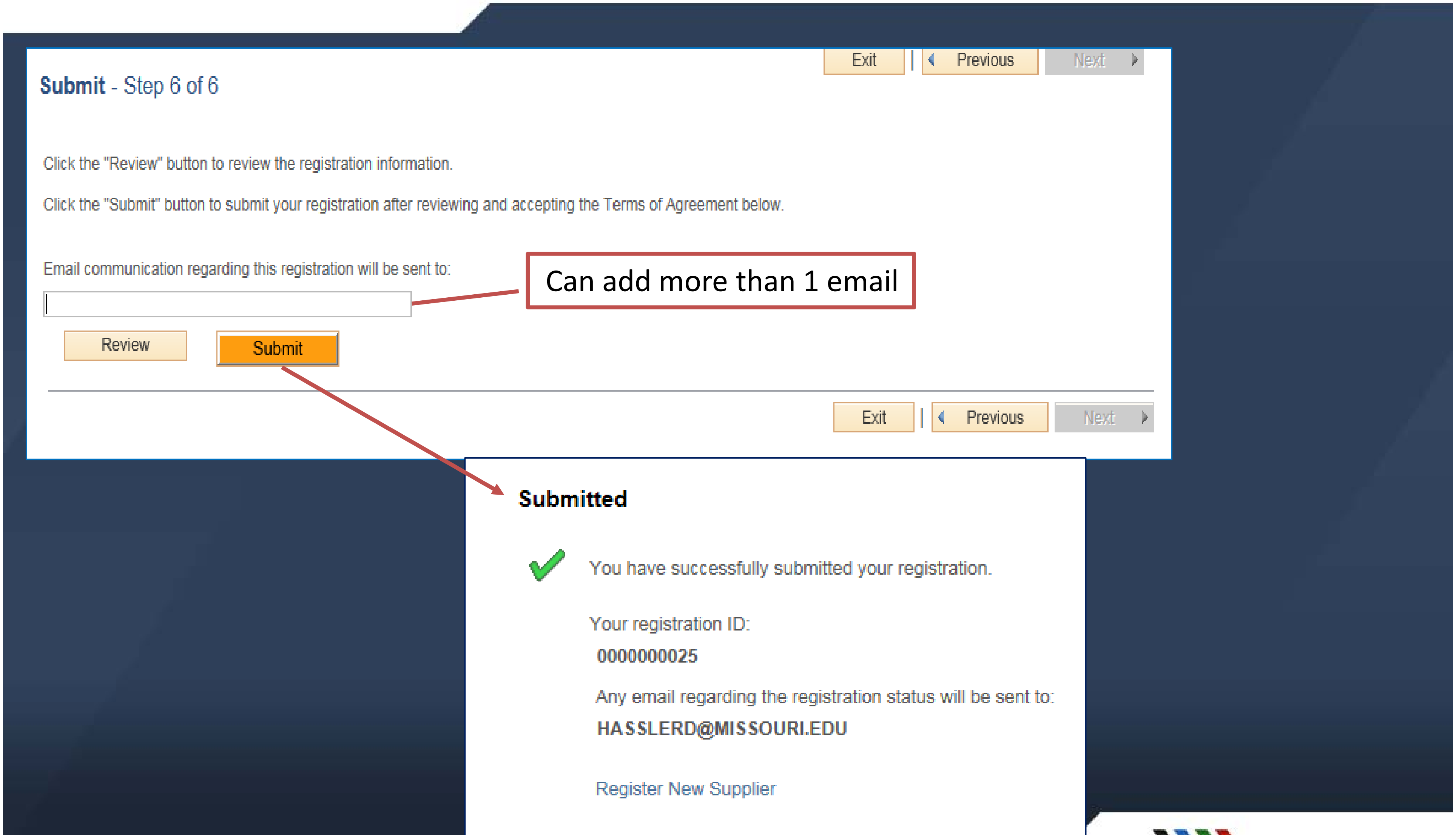


Supplier Request Form (5 of 6)

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



Supplier Request Form (6 of 6)

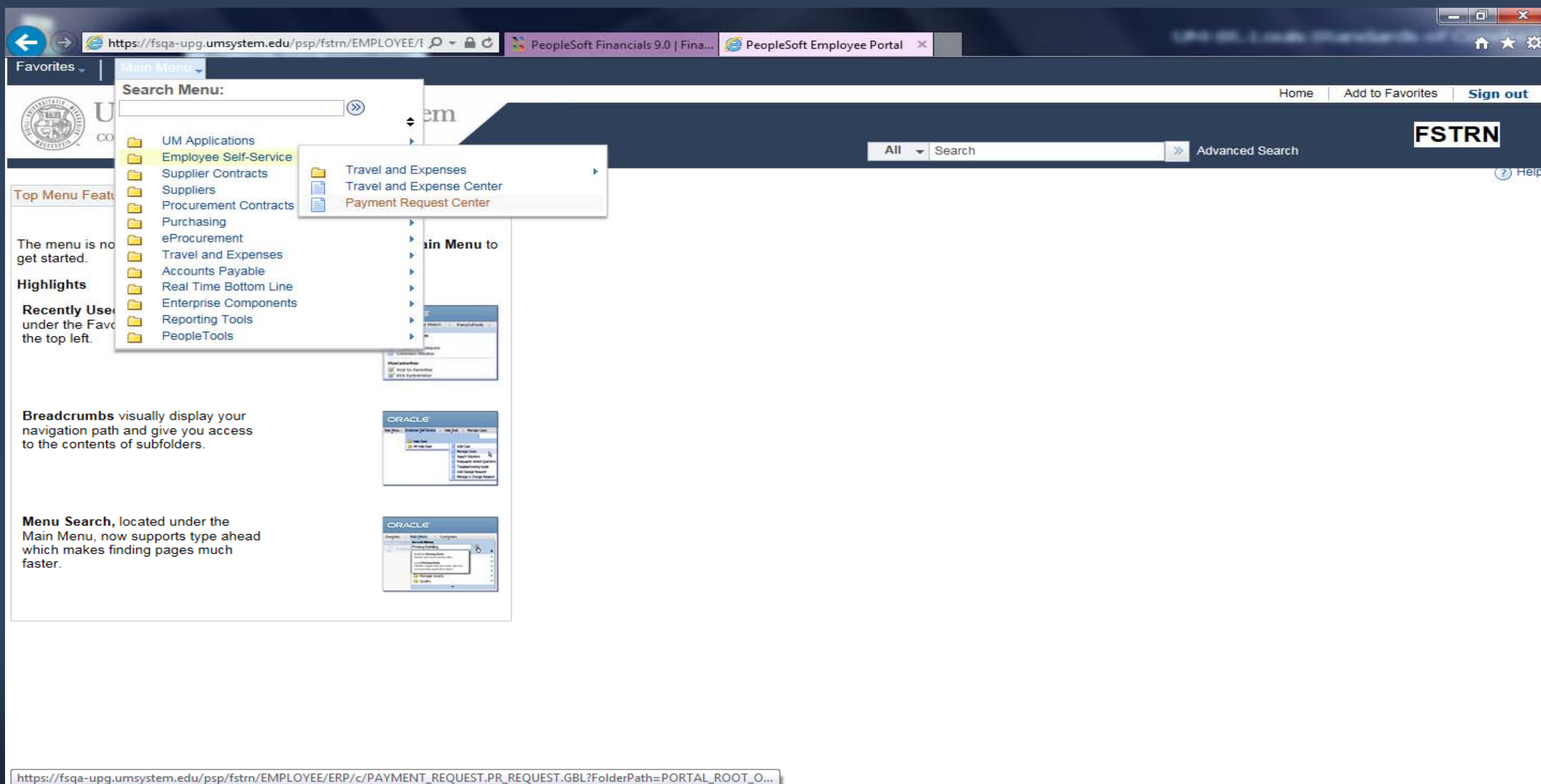


Payment Request Form – NPO VR

- 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 cancelled by creator
  - Has not received a voucher number

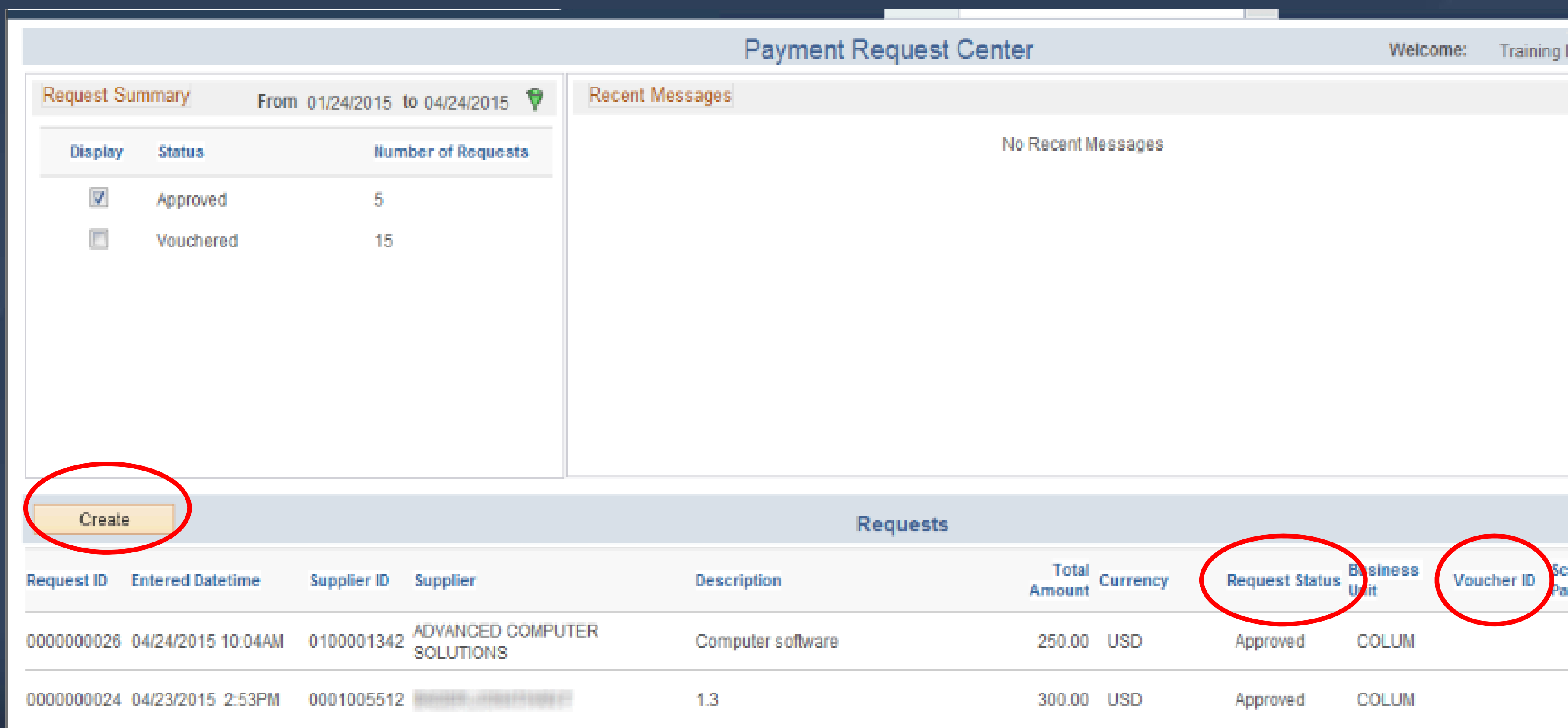
Training Instance - http://www.umsystem.edu/ums/fa/finance-support-center/peoplesoft_financials

» Main Menu -> Employee Self Service -> Payment Request Form



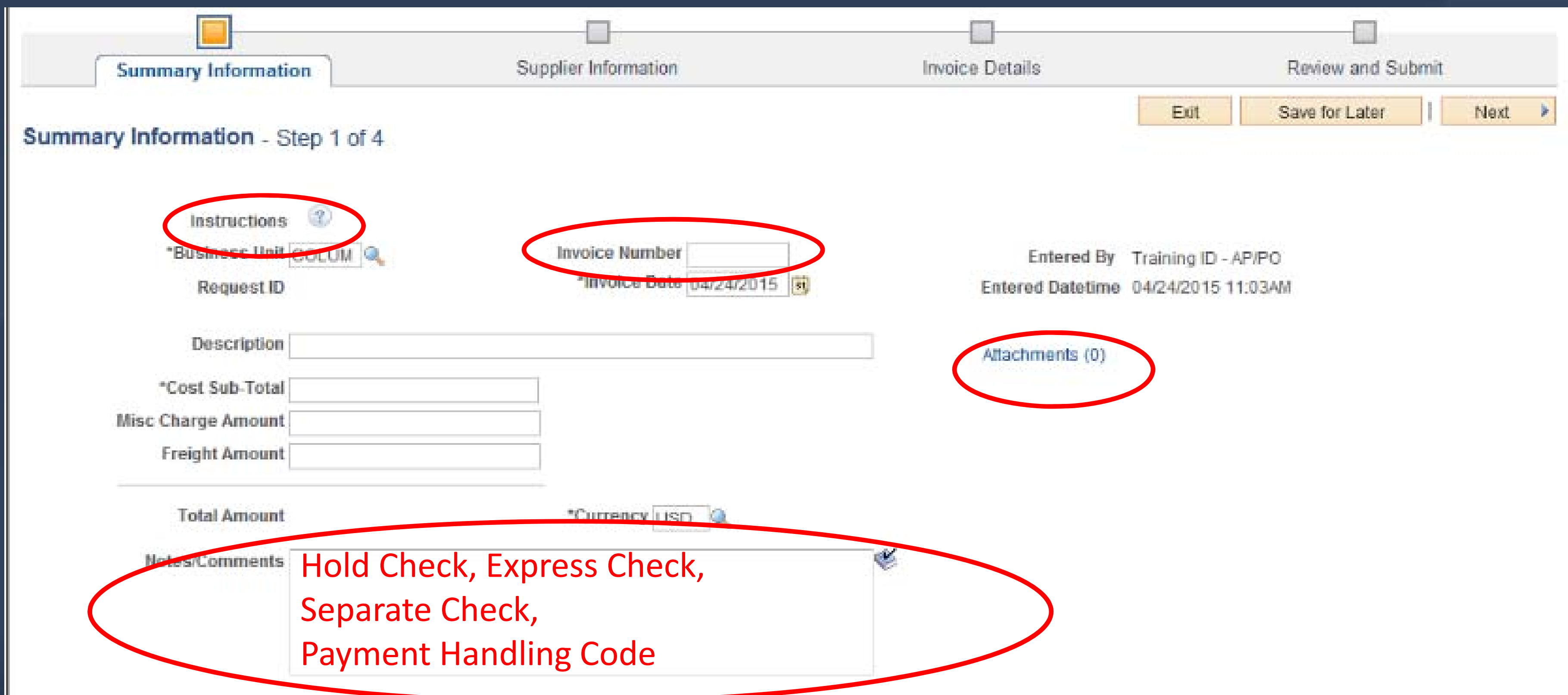
Payment Request Form

» Main Menu > Employee Self Service > Payment Request Center



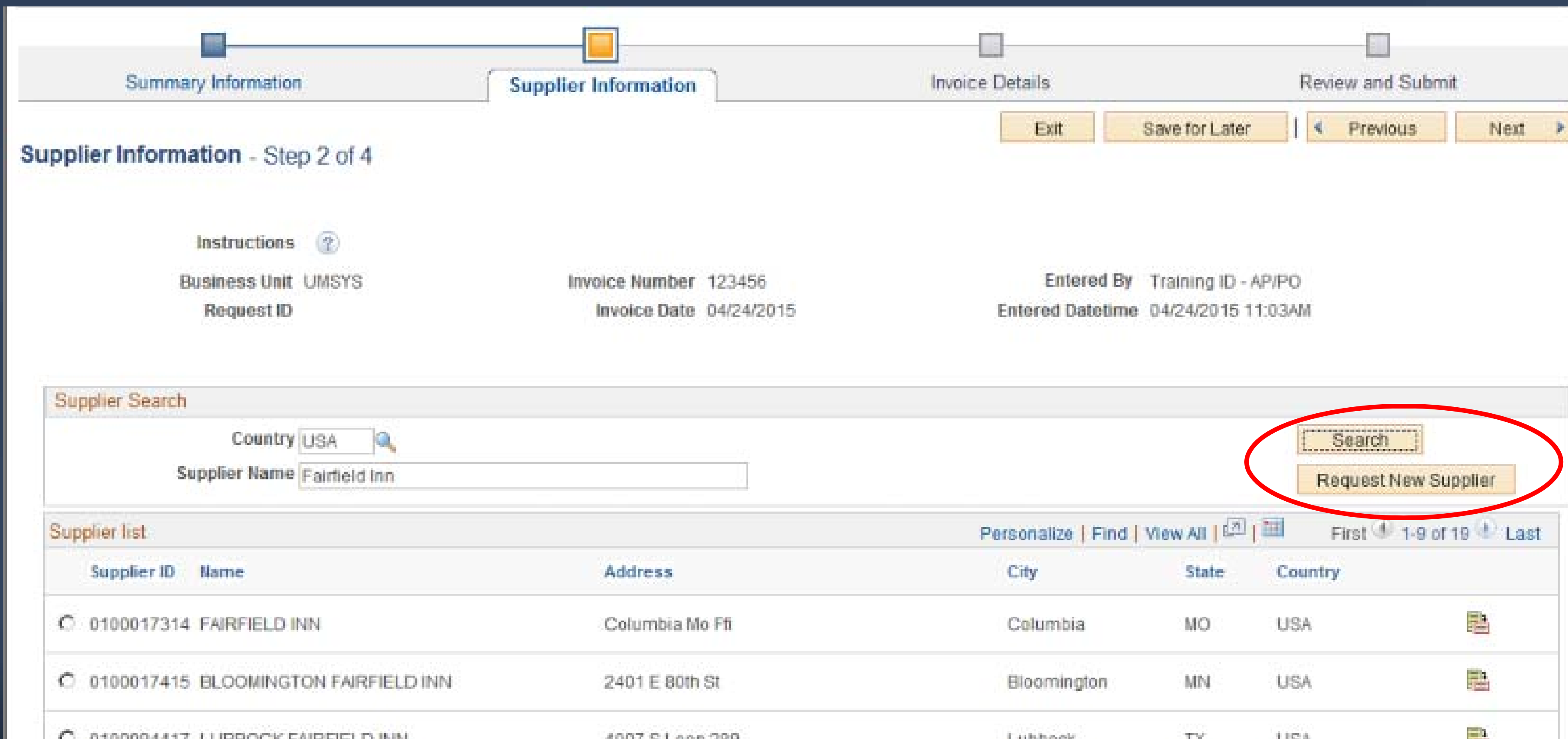
Payment Request Form (1 of 4)

1. Summary Information Page



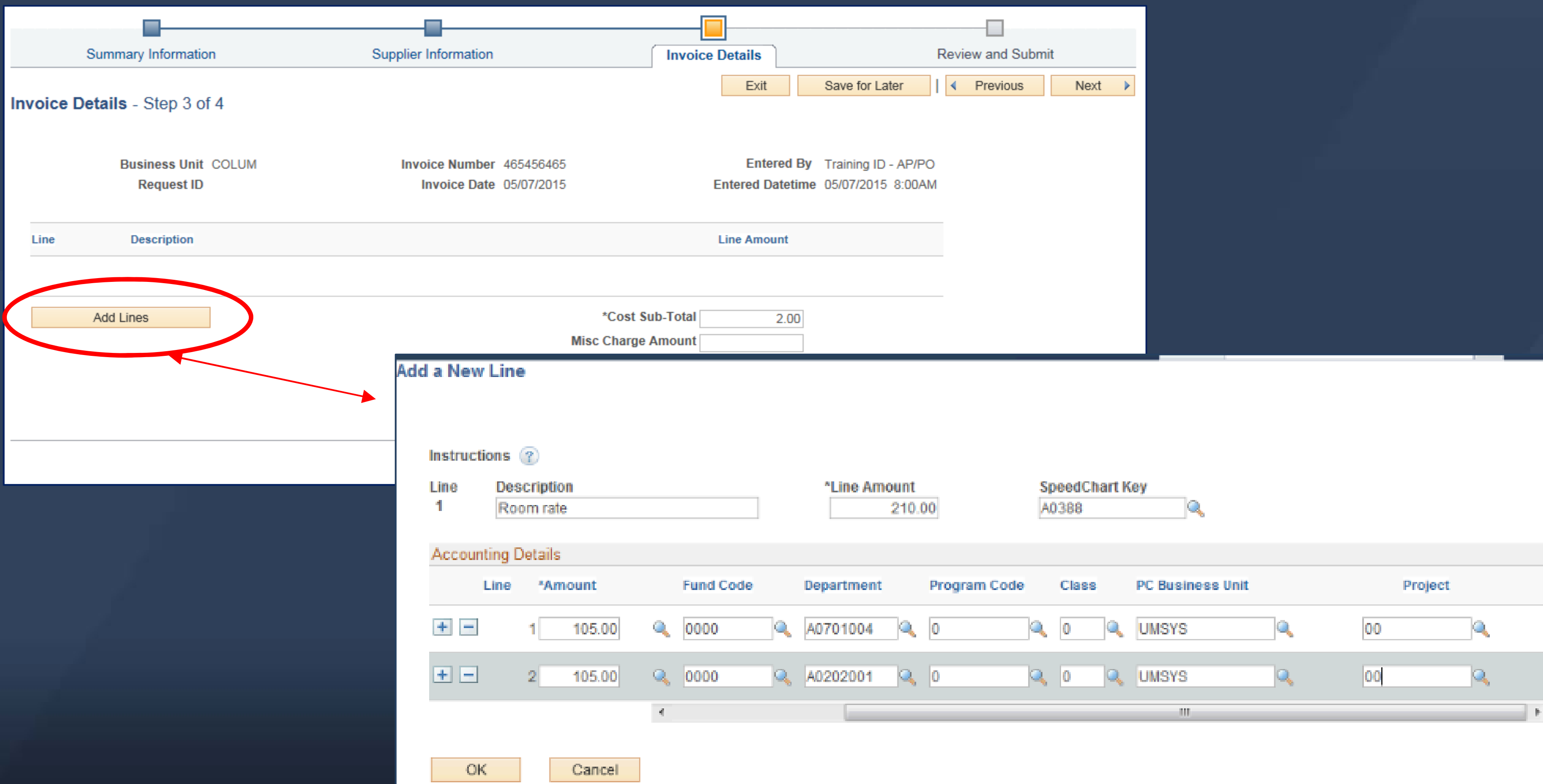
Payment Request Form (2 of 4)

2. Supplier Information Page



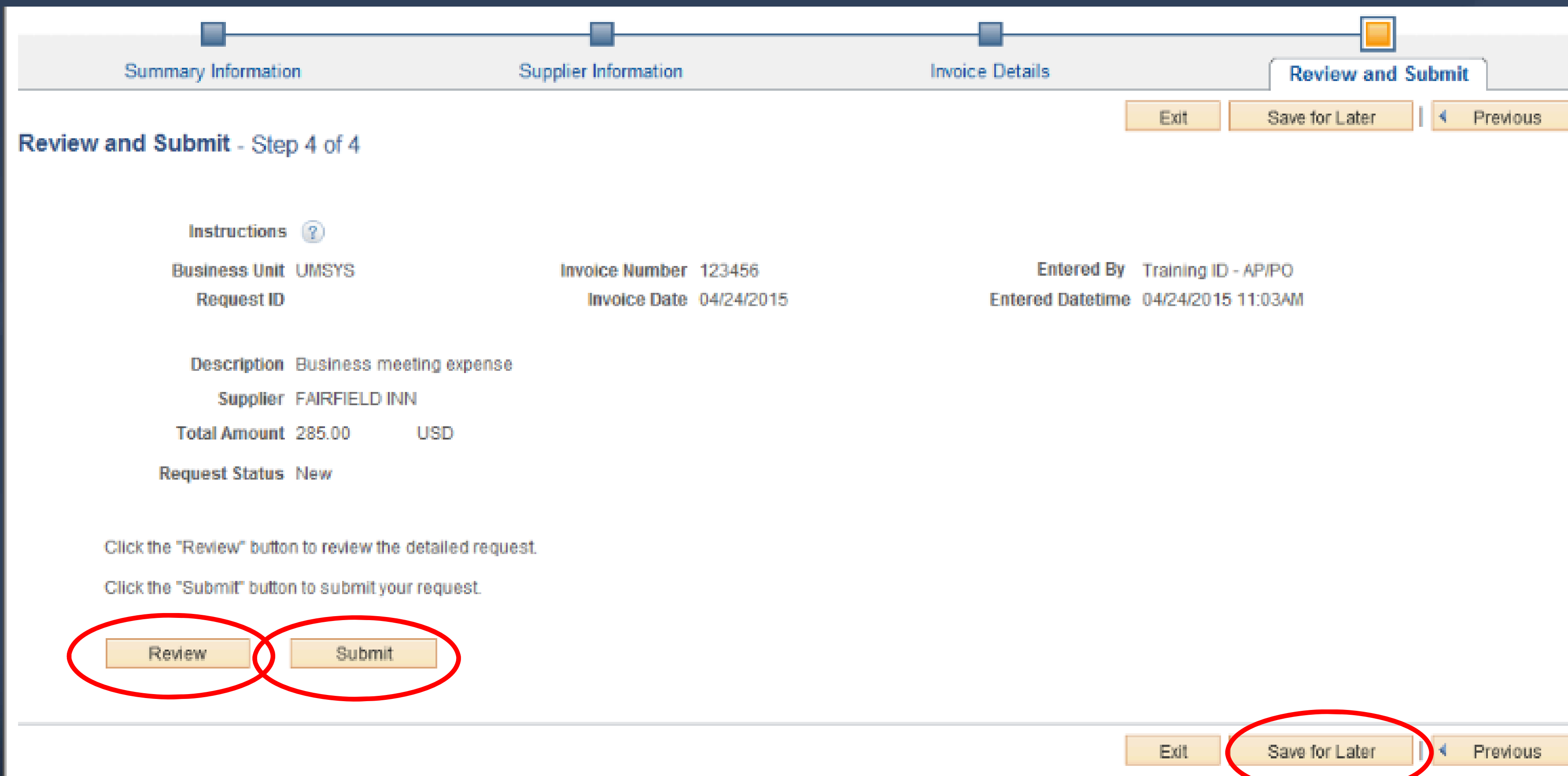
Payment Request Form (3 of 4)

3. Invoice Detail Page



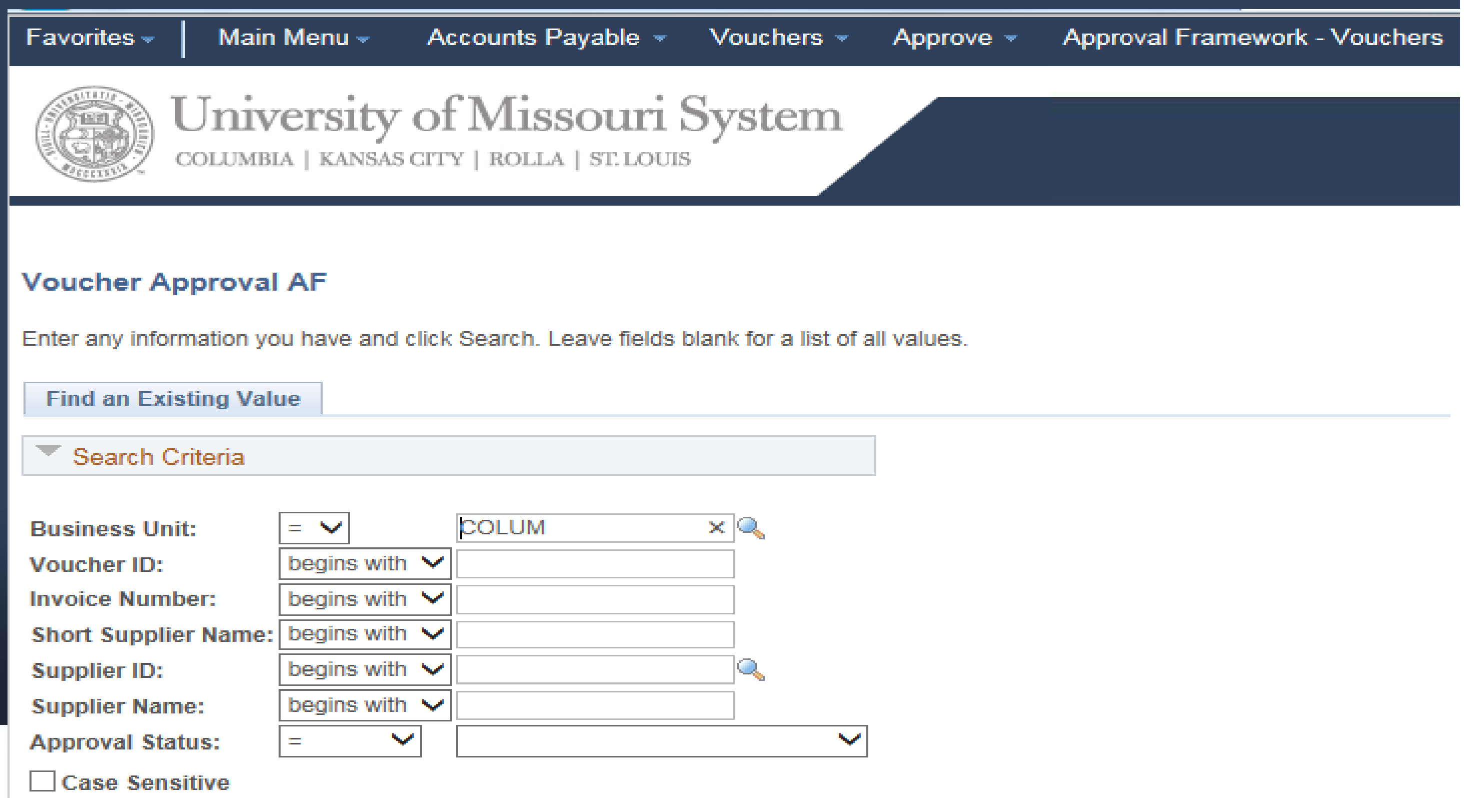
Payment Request Form (4 of 4)

4. Review and Submit Page

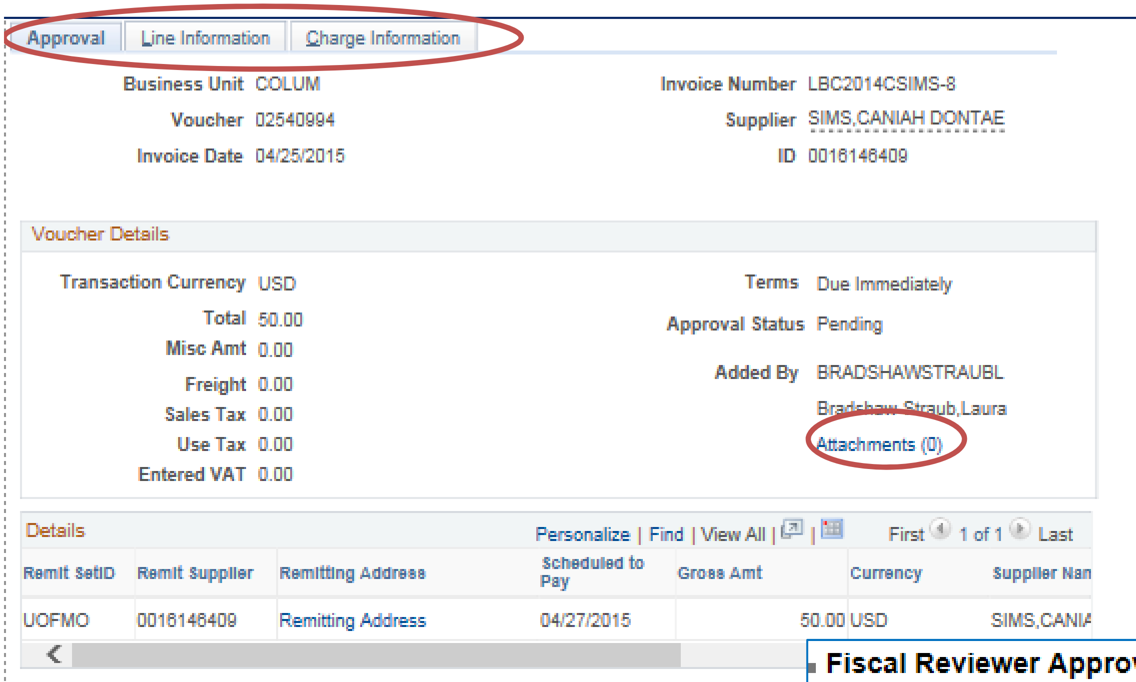


Non-PO Voucher Workflow

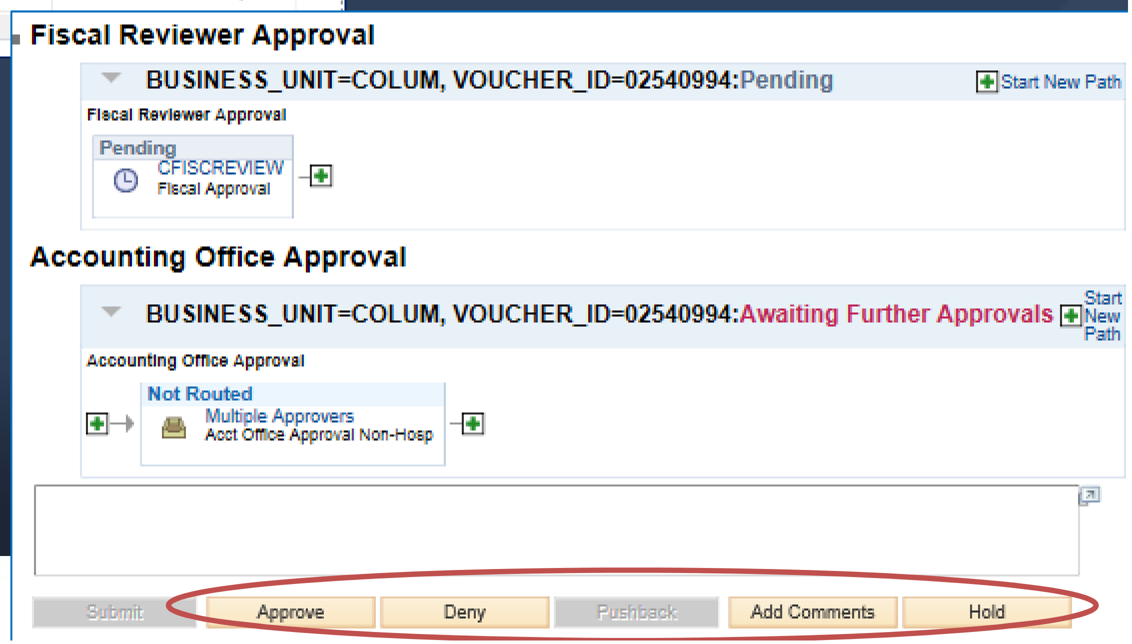
- Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers
- Can still navigate to the approvals page by:
  - Hyperlink in the email notification
  - Work Center



Non-PO Voucher Workflow



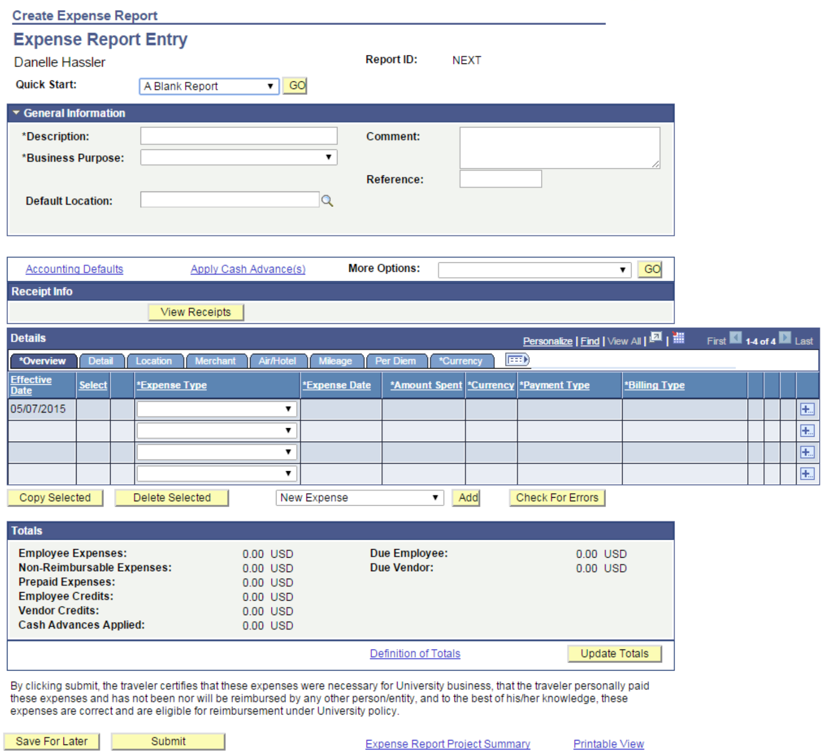
Fiscal Reviewer Screen



T&E Expense Report

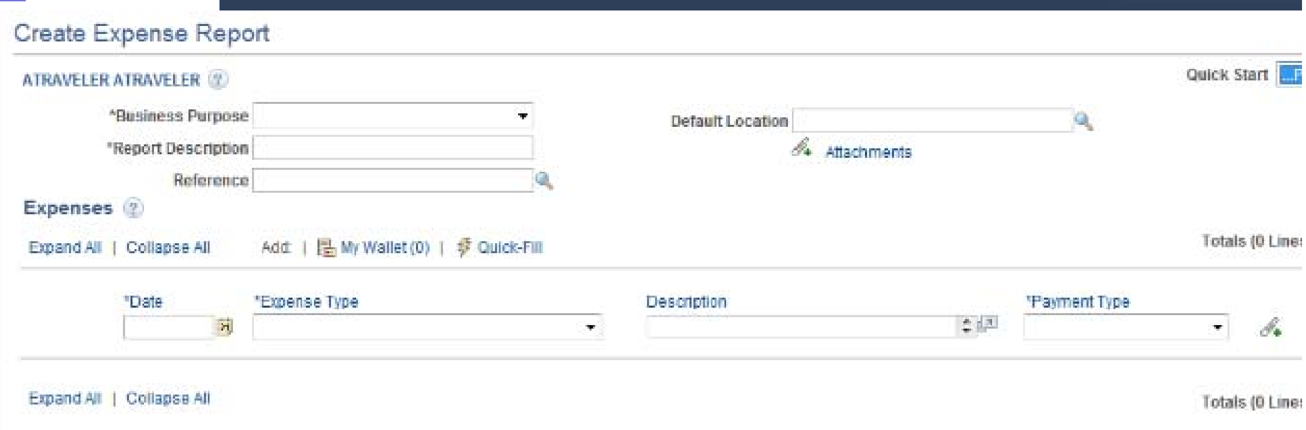
- Attachments – No longer email to queue
  - Use Attachment hyperlink to upload receipts and support
- Hotel Wizard
  - Option to use Hotel Wizard or itemize manually
- “Notes” replaces “Comments”
  - Hyperlink on Summary and Submit Page
- Certification Statement
  - Necessary for University business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



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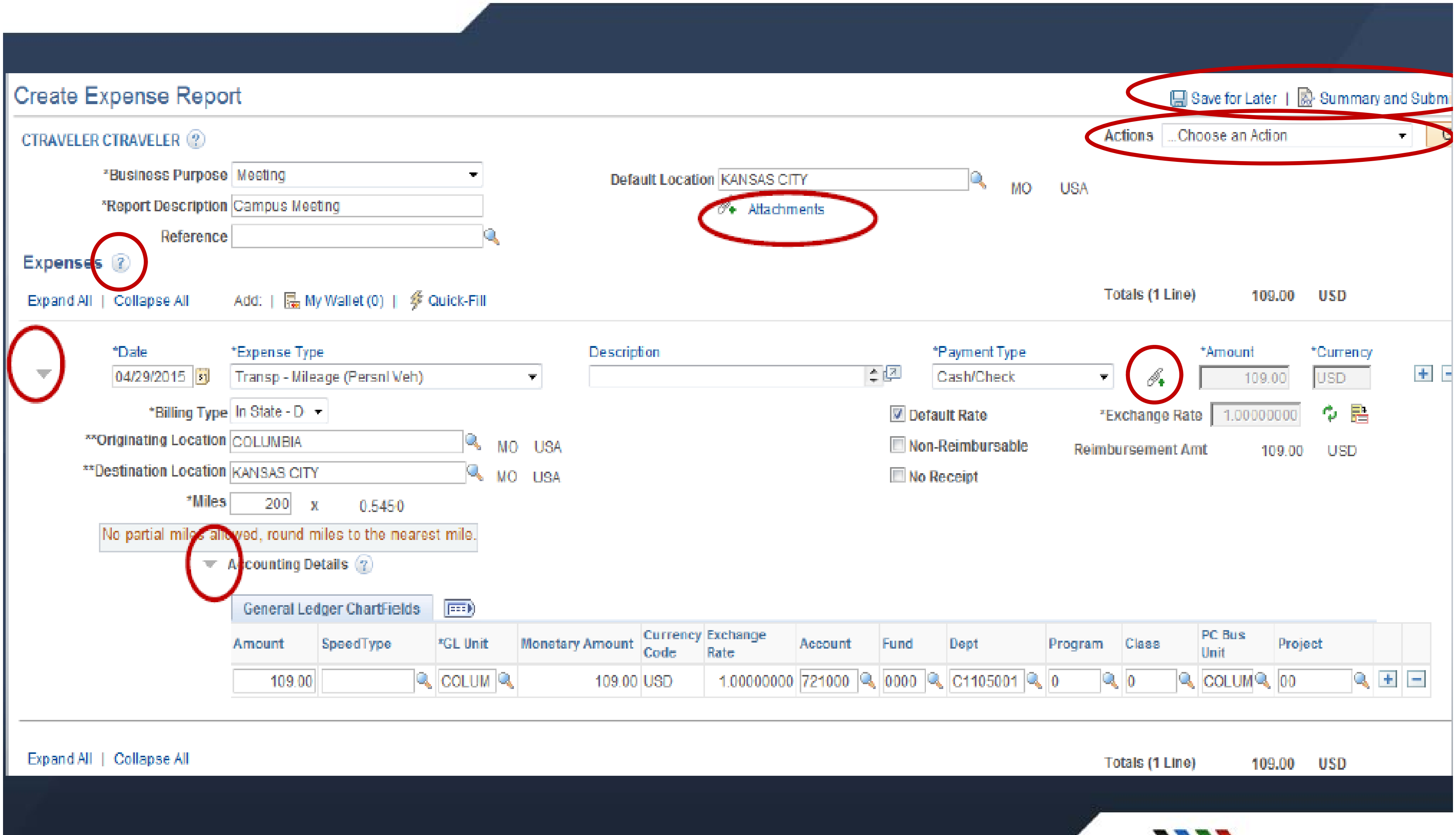
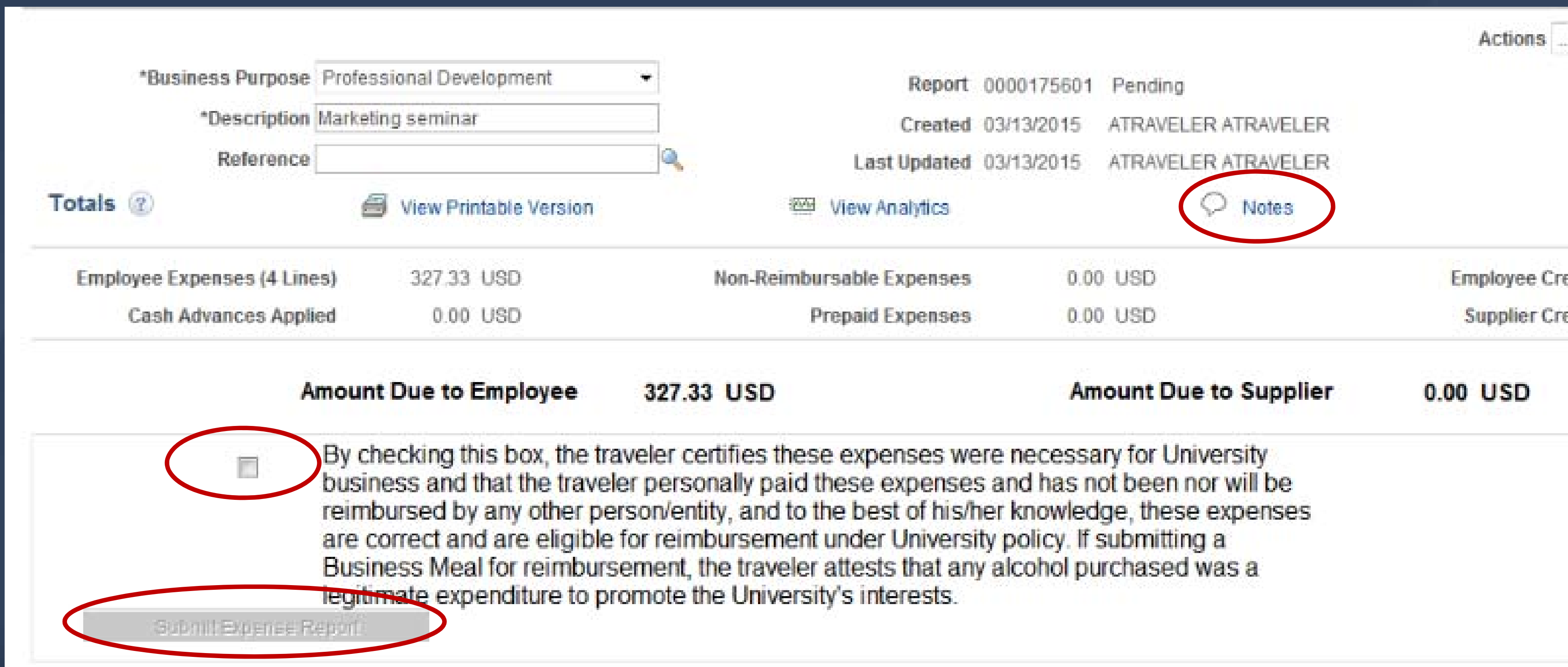
T&E Expense Report



T&E Expense Report

» Save & Submit Page



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: Show-Me Shop, Pcard, PO

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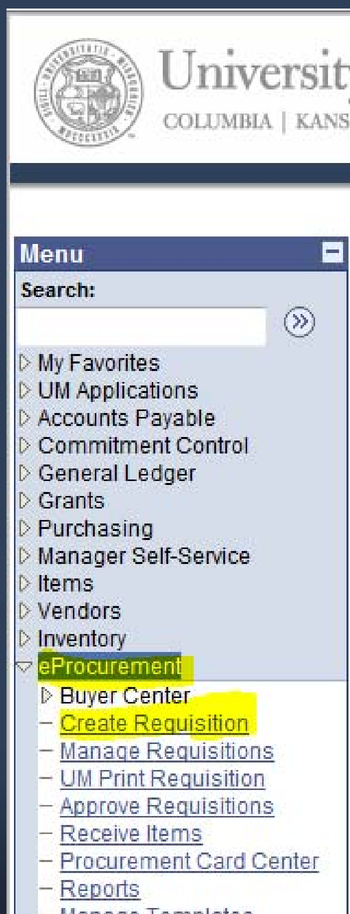
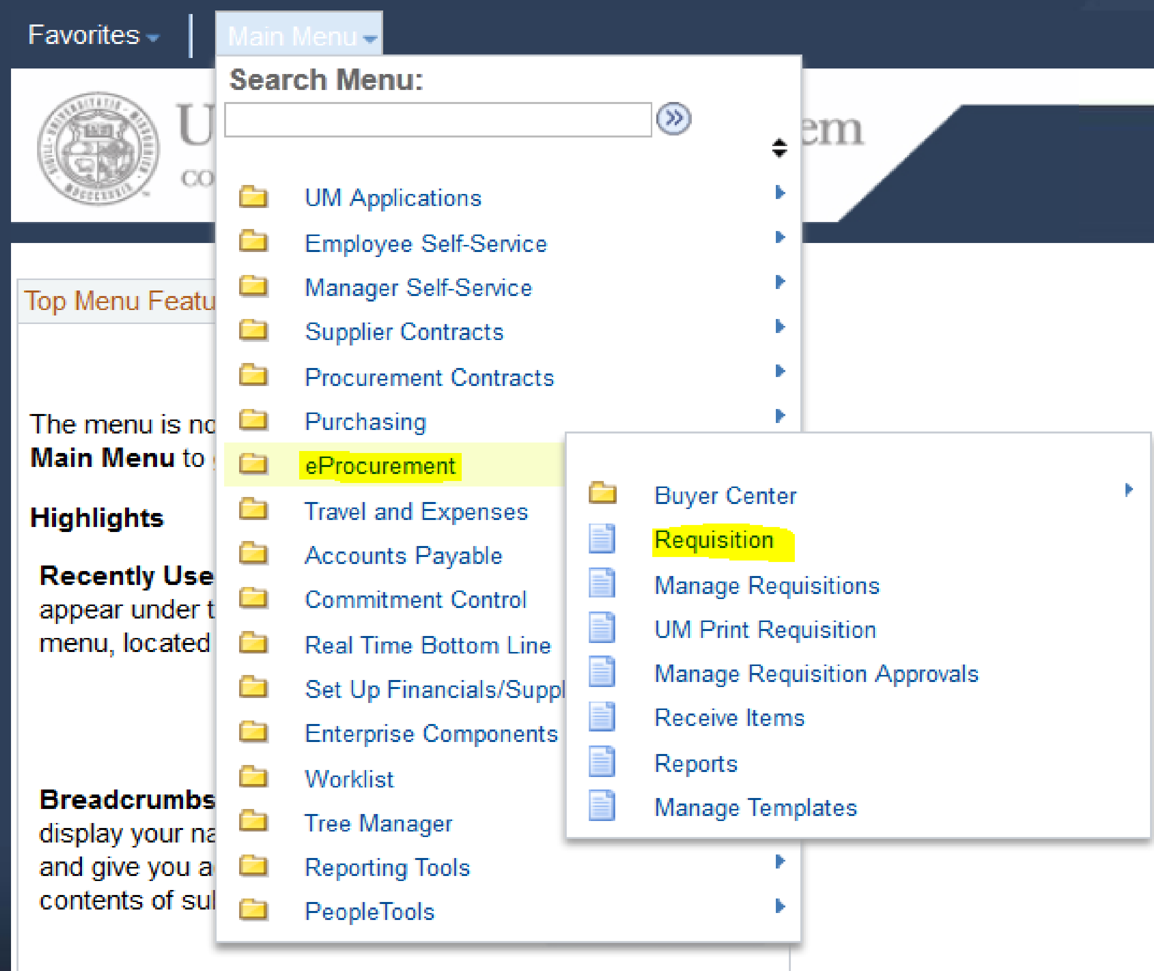
Supply Chain

eProcurement Module

Creating a Requisition

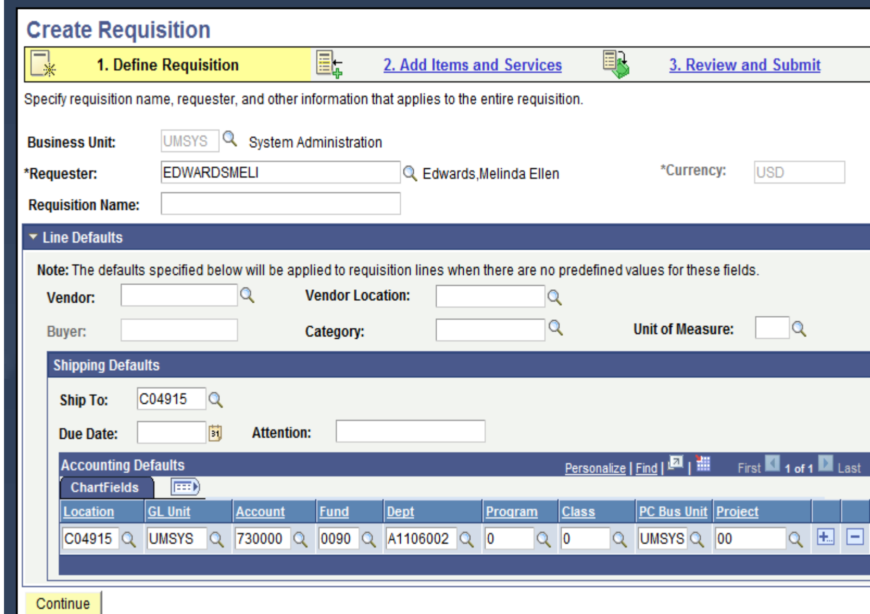
» Beginning Navigation



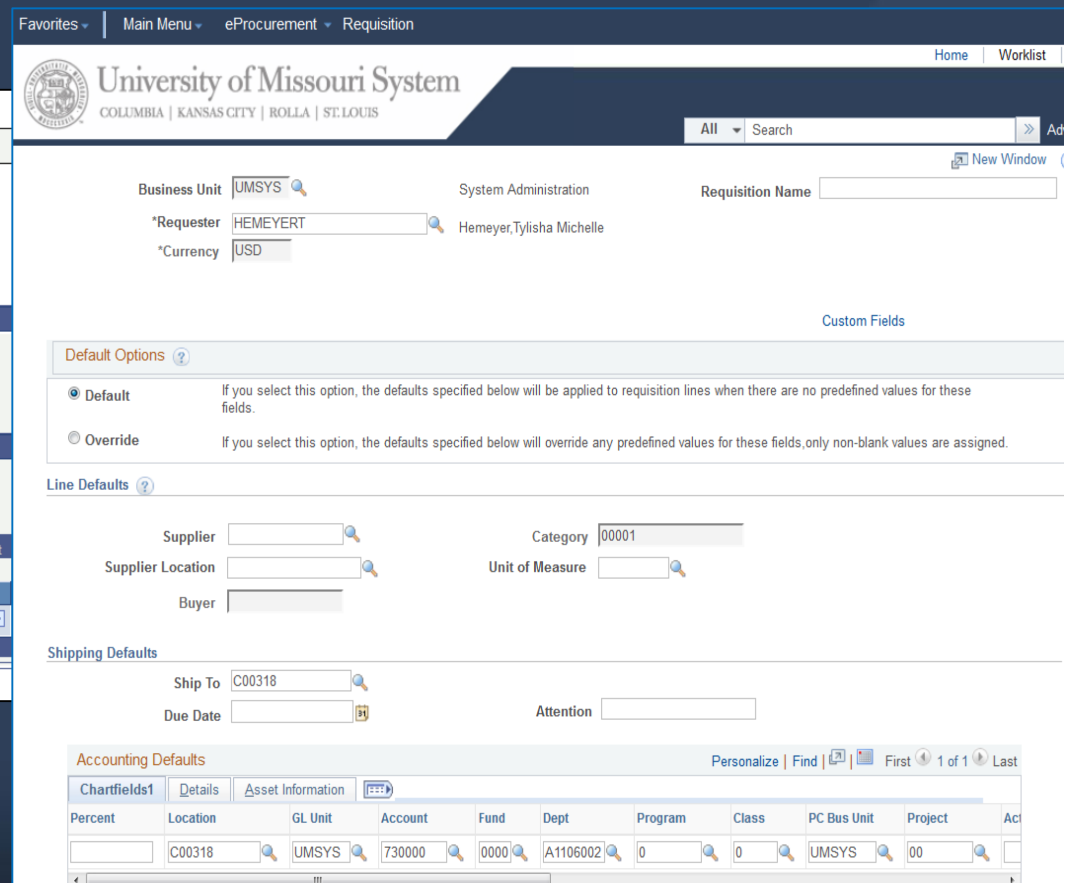


Creating a Requisition – Step 1

» Define Requisition

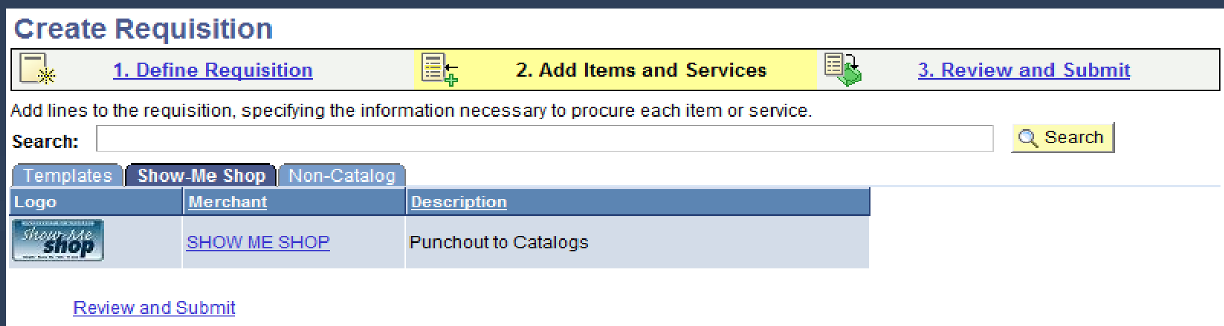


» Requisition Settings

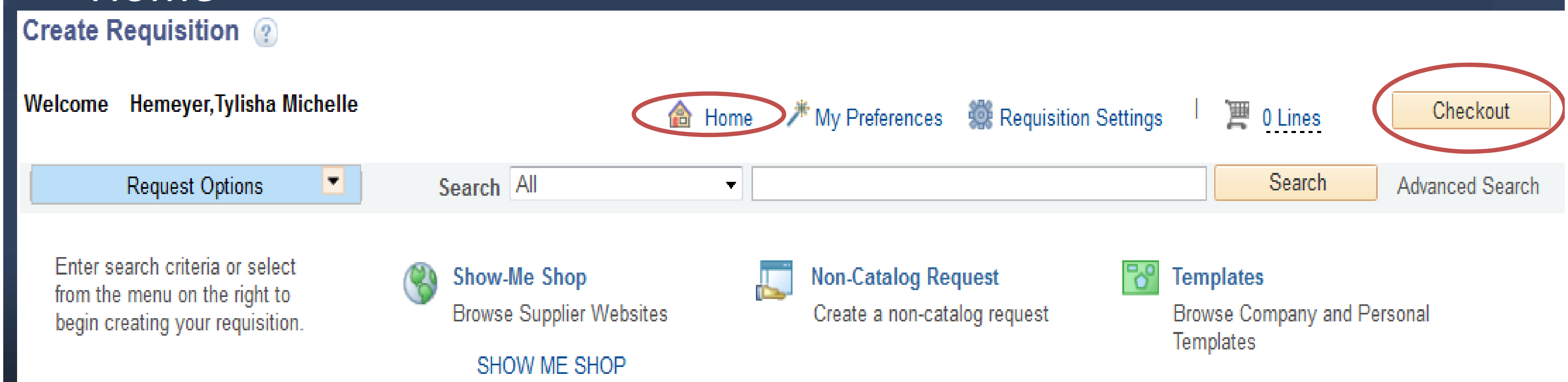


Creating a Requisition – Step 2

» Add Items and Services

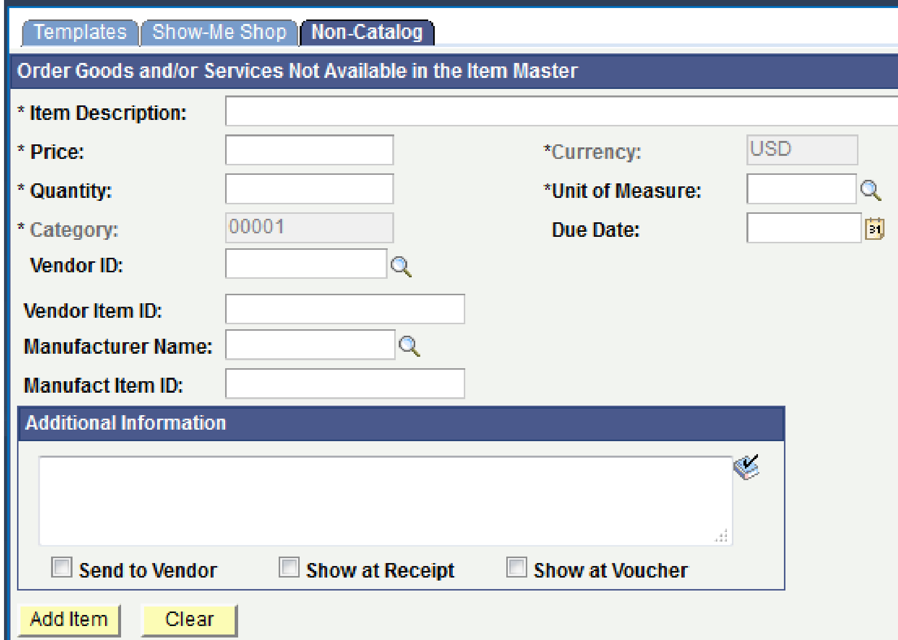


» Home

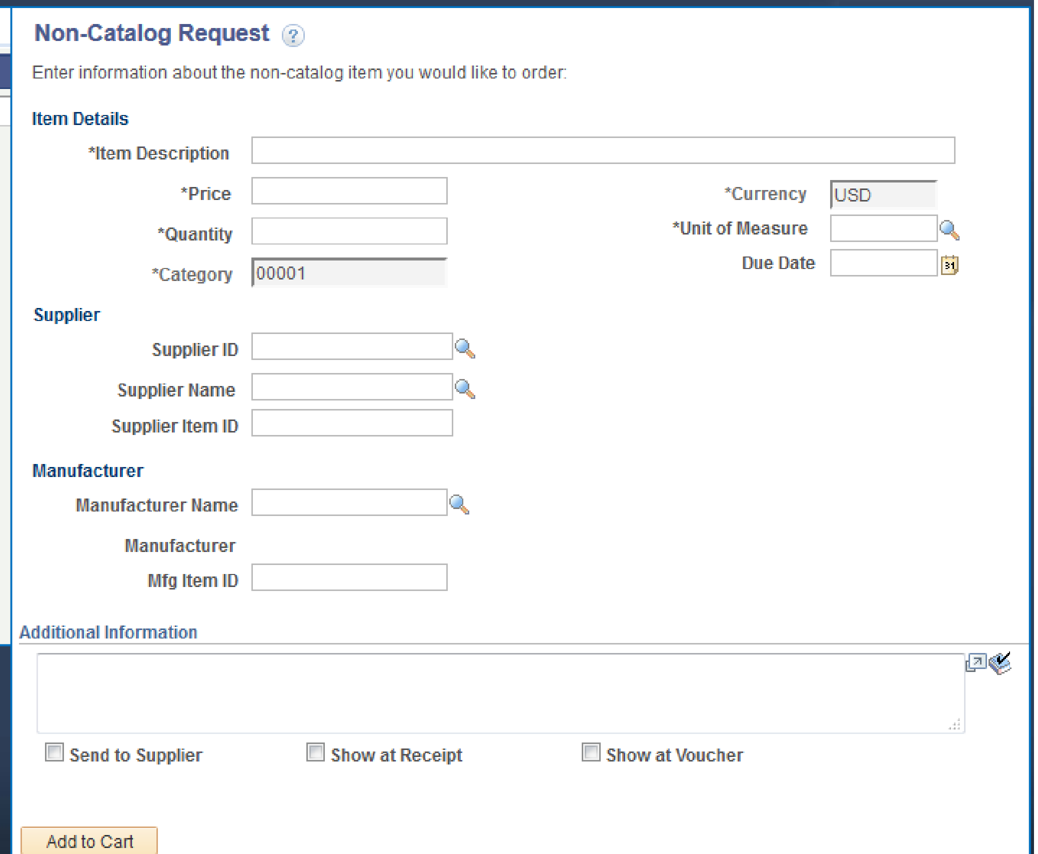


Creating a Requisition – Non-Catalog

» Define Requisitions

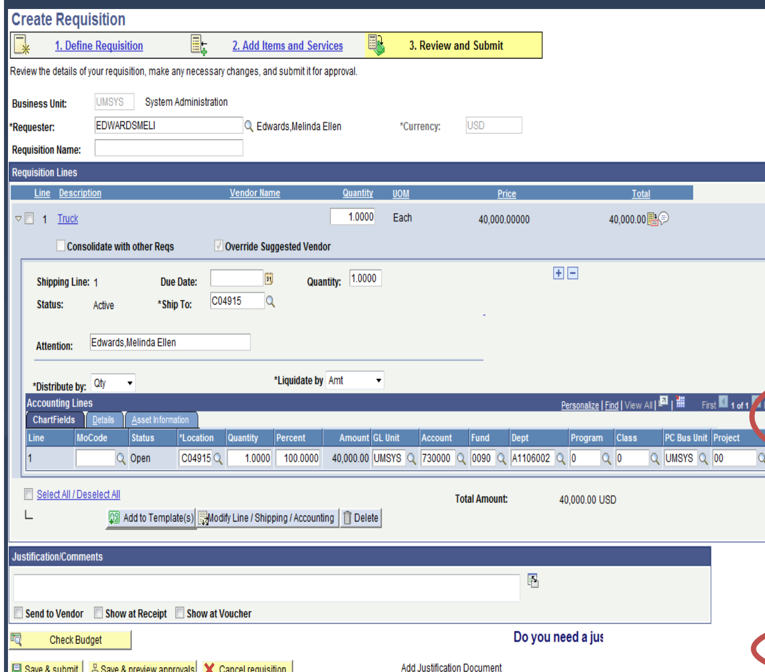


» Requisition Settings

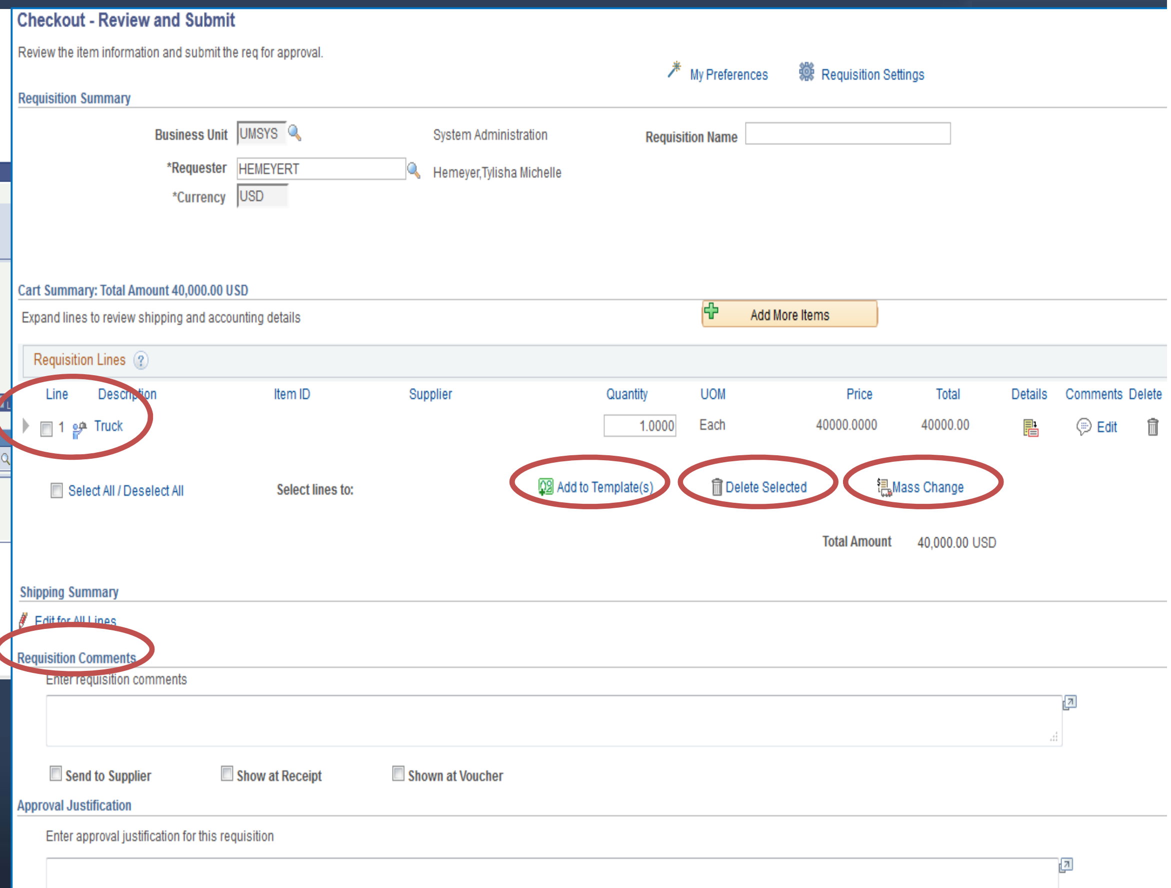


Creating a Requisition - Review & Submit

» Review & Submit

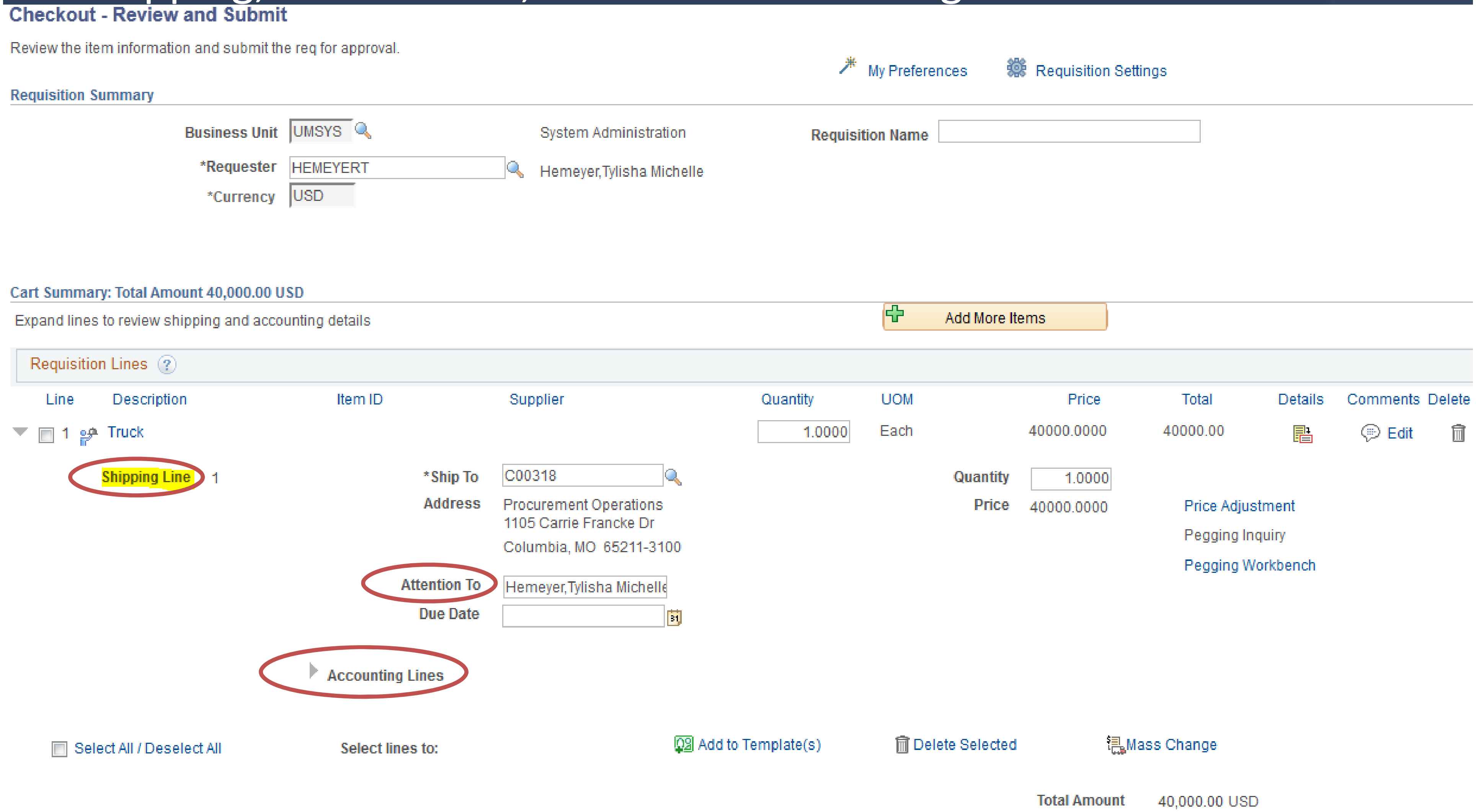


» Checkout-Review & Submit



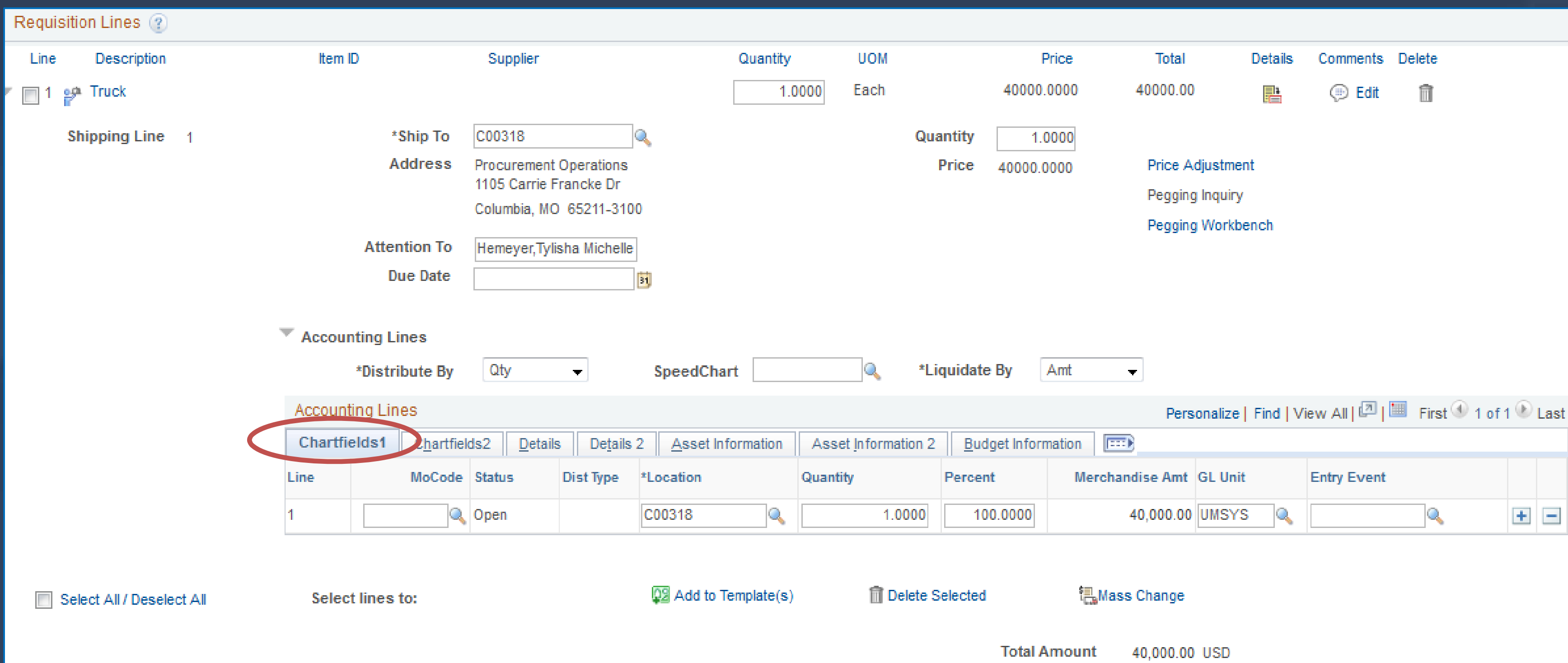
Creating a Requisition - Review & Submit Options

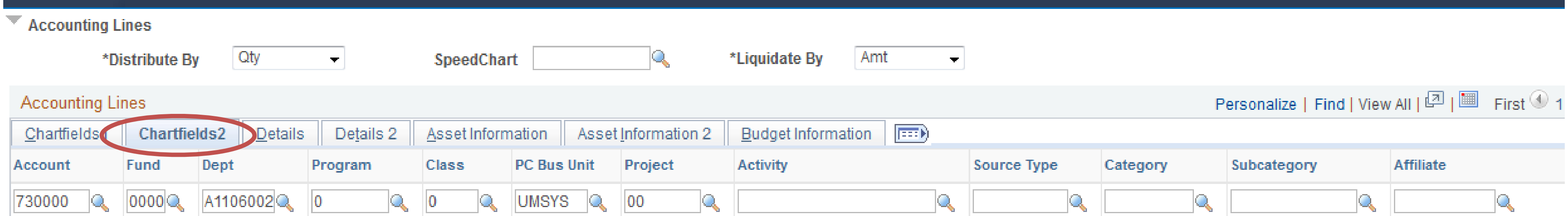
» Shipping, Attention To, Access to Accounting Fields



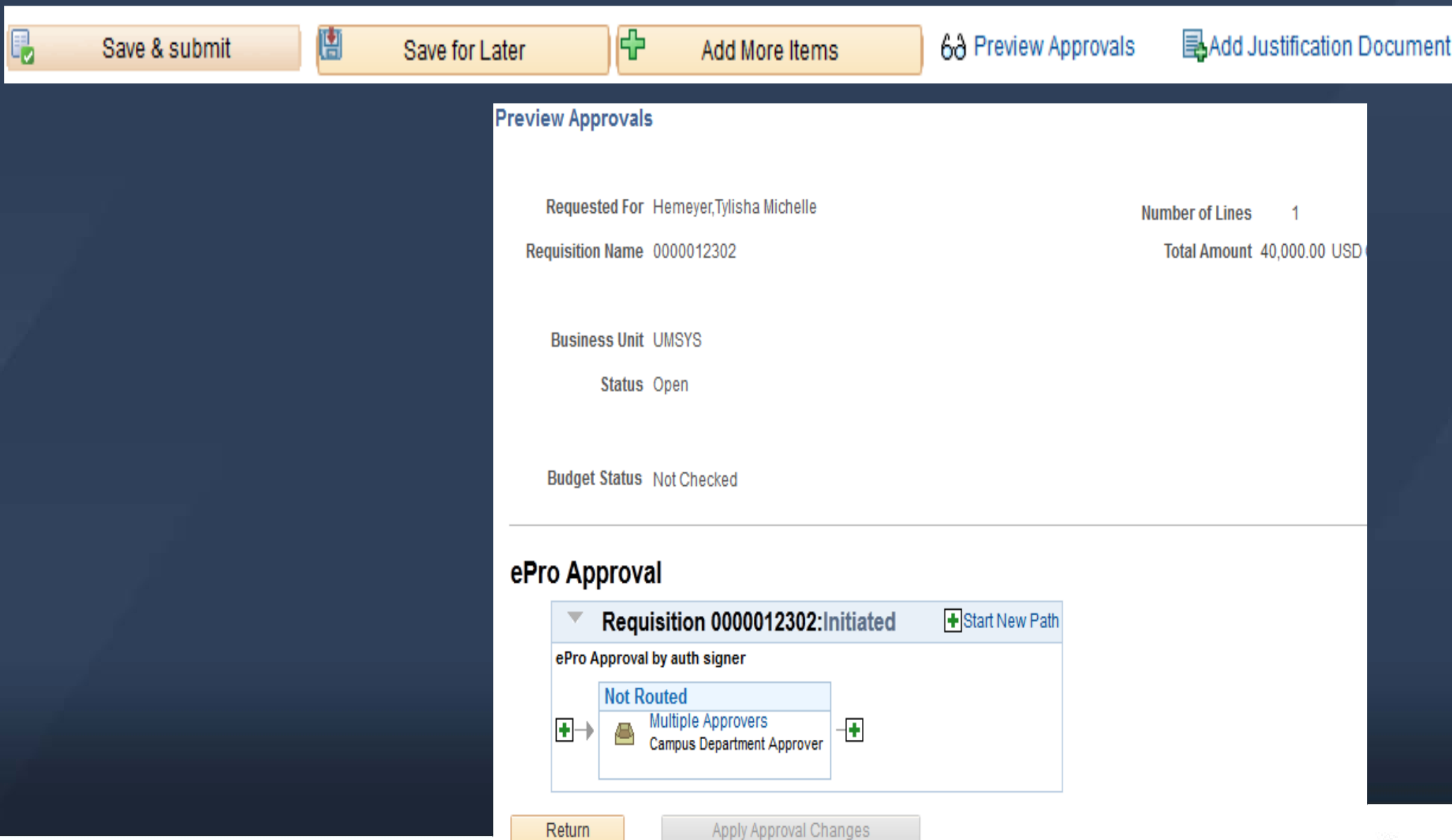
Creating a Requisition - Review & Submit Options

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



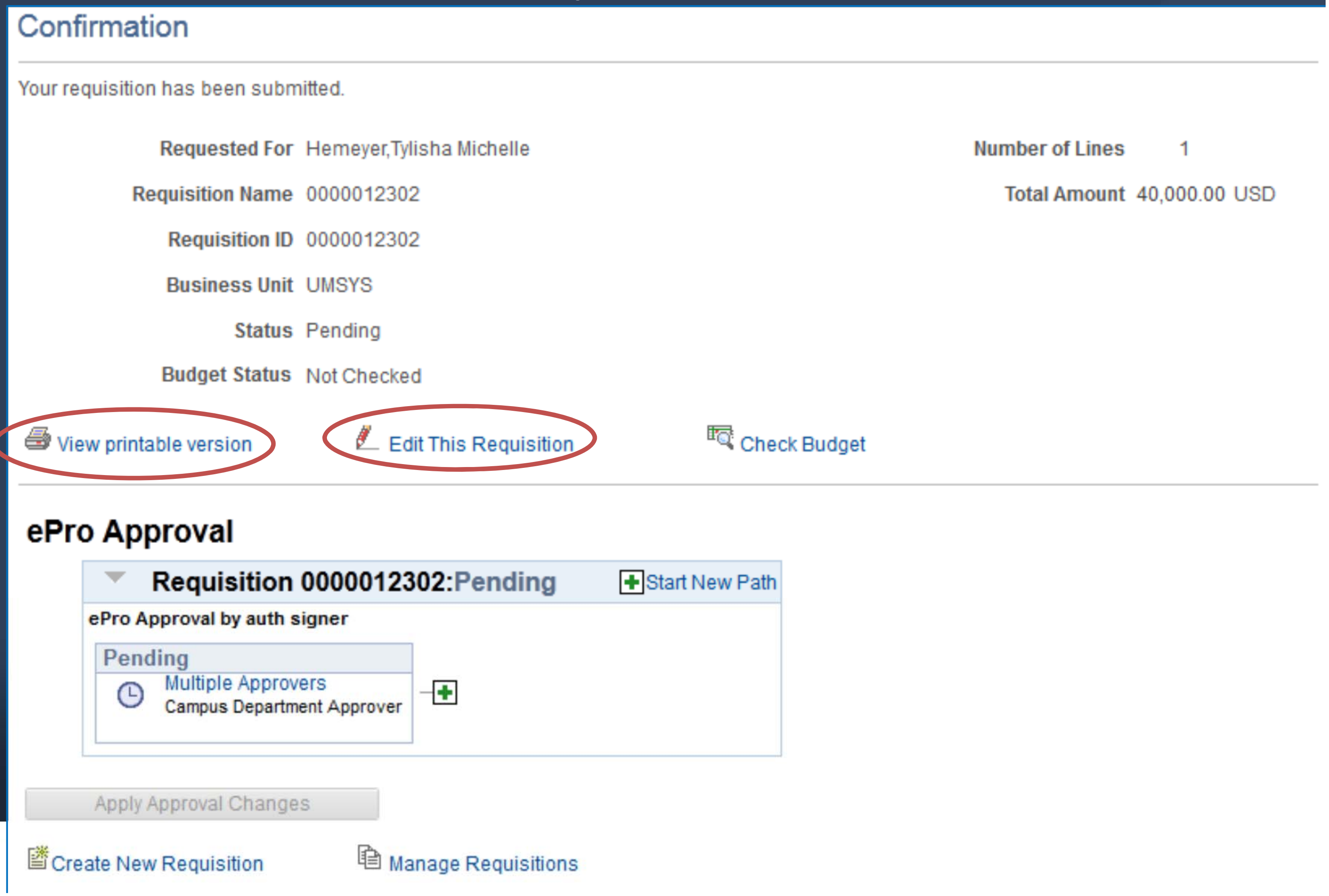


Creating a Requisition – Review and Submit Options

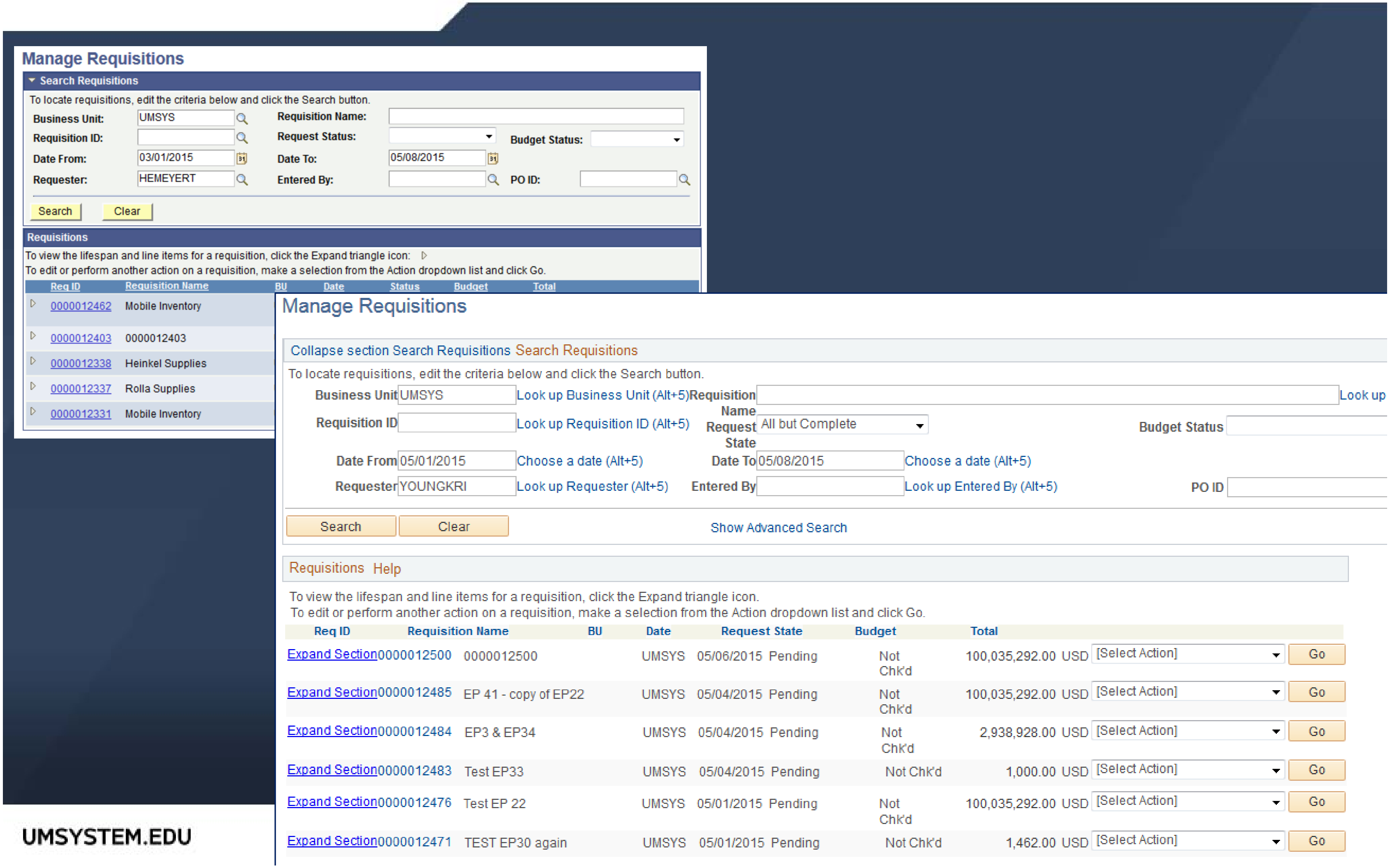


Creating a Requisition - Confirmation

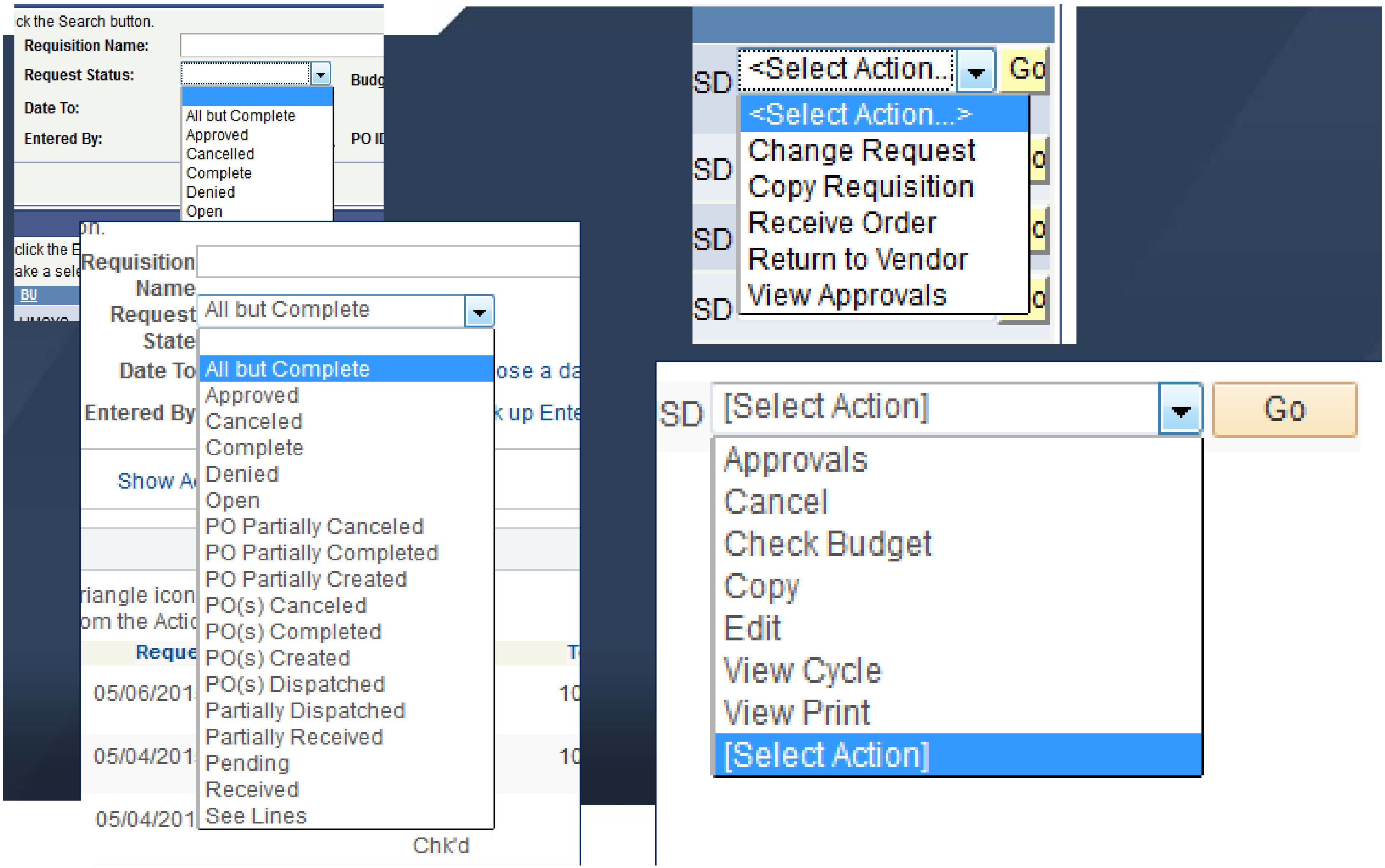
» View Printable Version, Edit this Requisition



Manage Requisitions

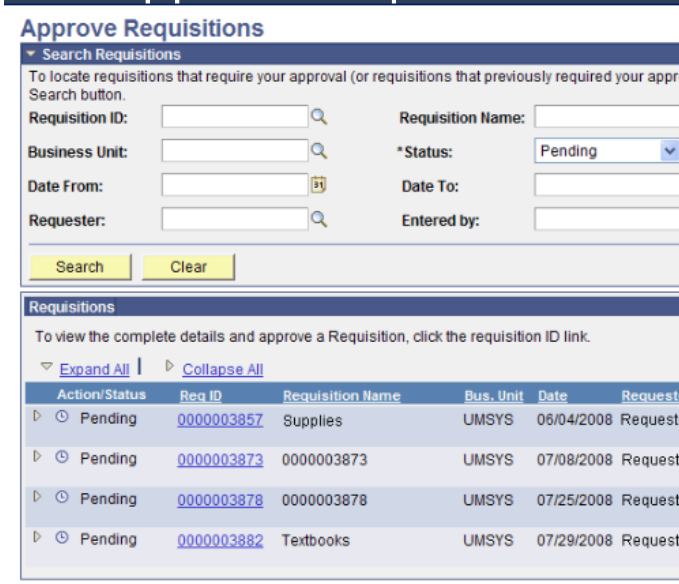


Manage Requisitions Options

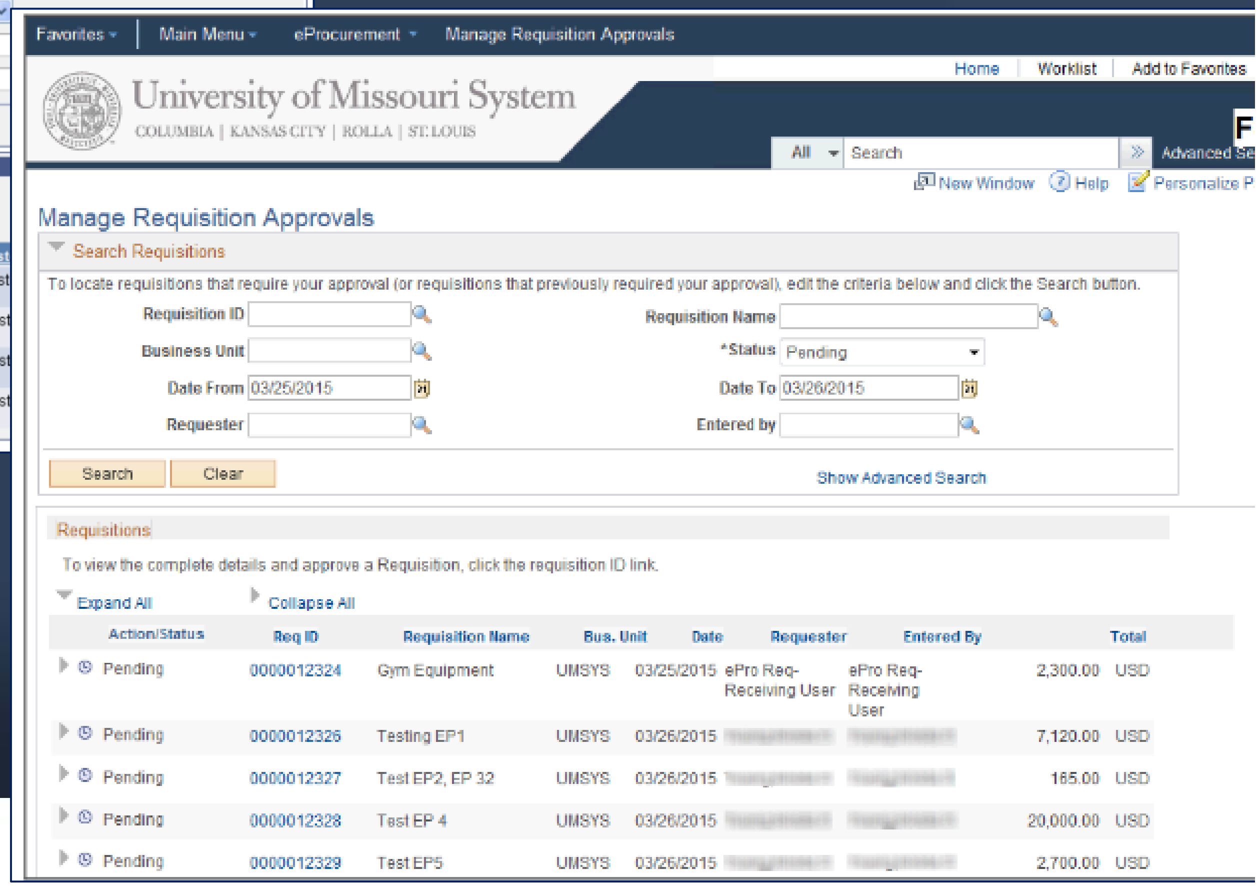


Approving a Requisition - Navigation

- eProcurement > Approve Requisitions

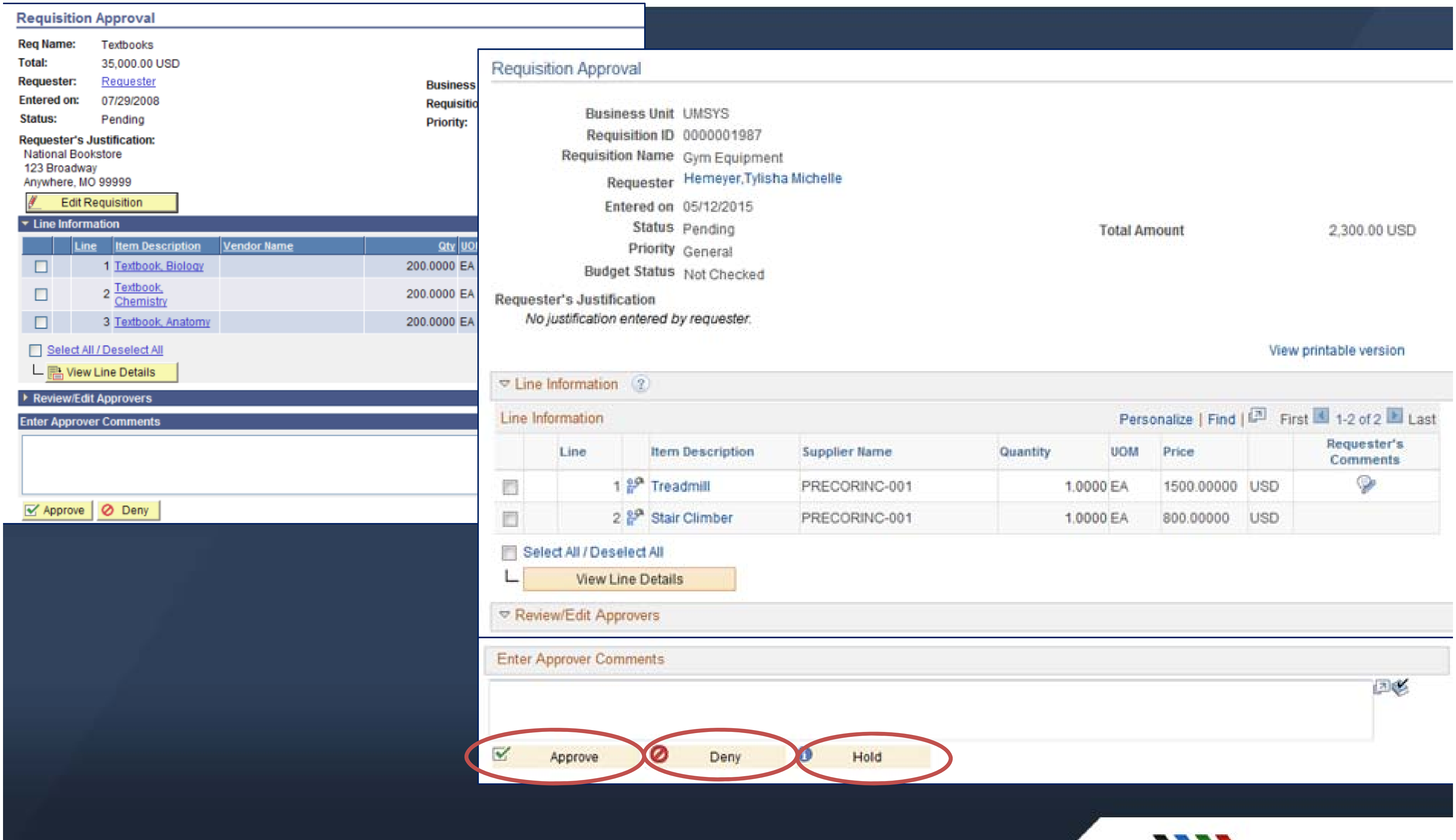


- eProcurement > Manage Requisition Approvals



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

Approving a Requisition – Approve/Deny/Hold

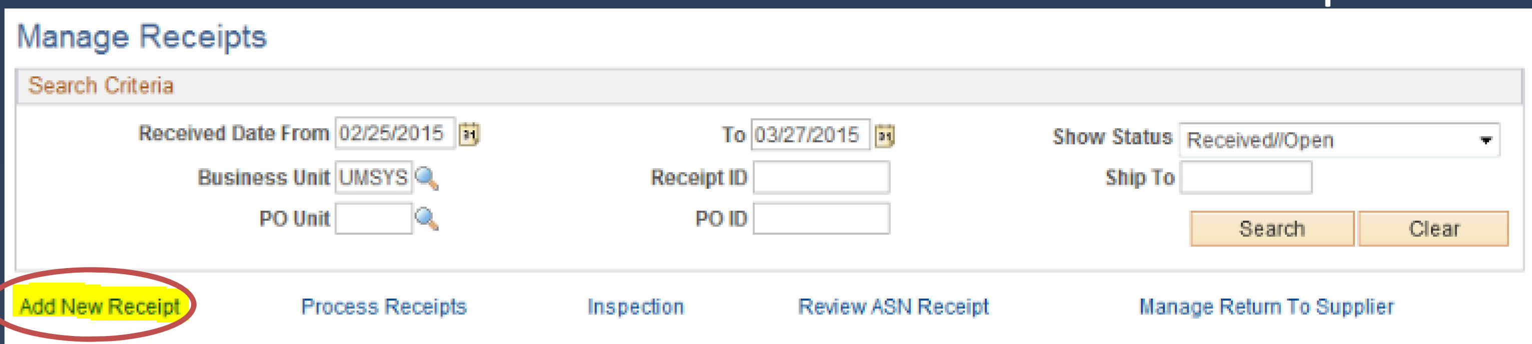


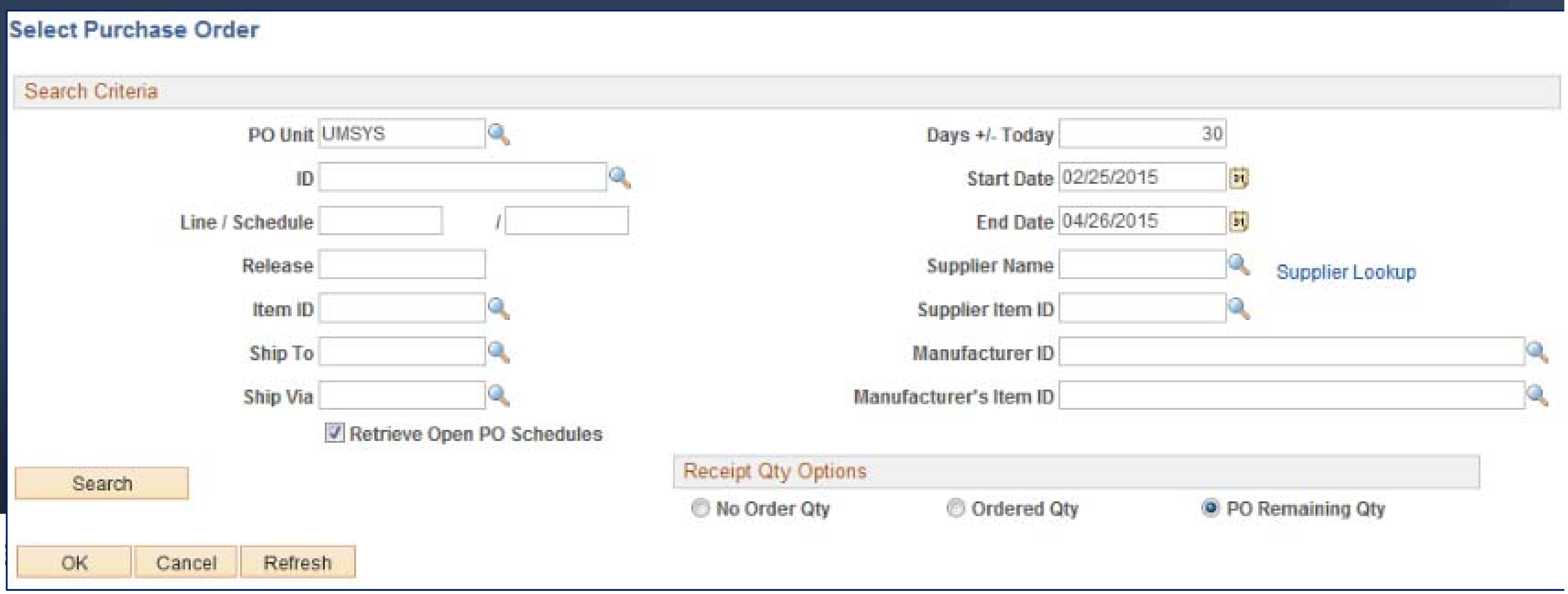
Invoices

- » 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

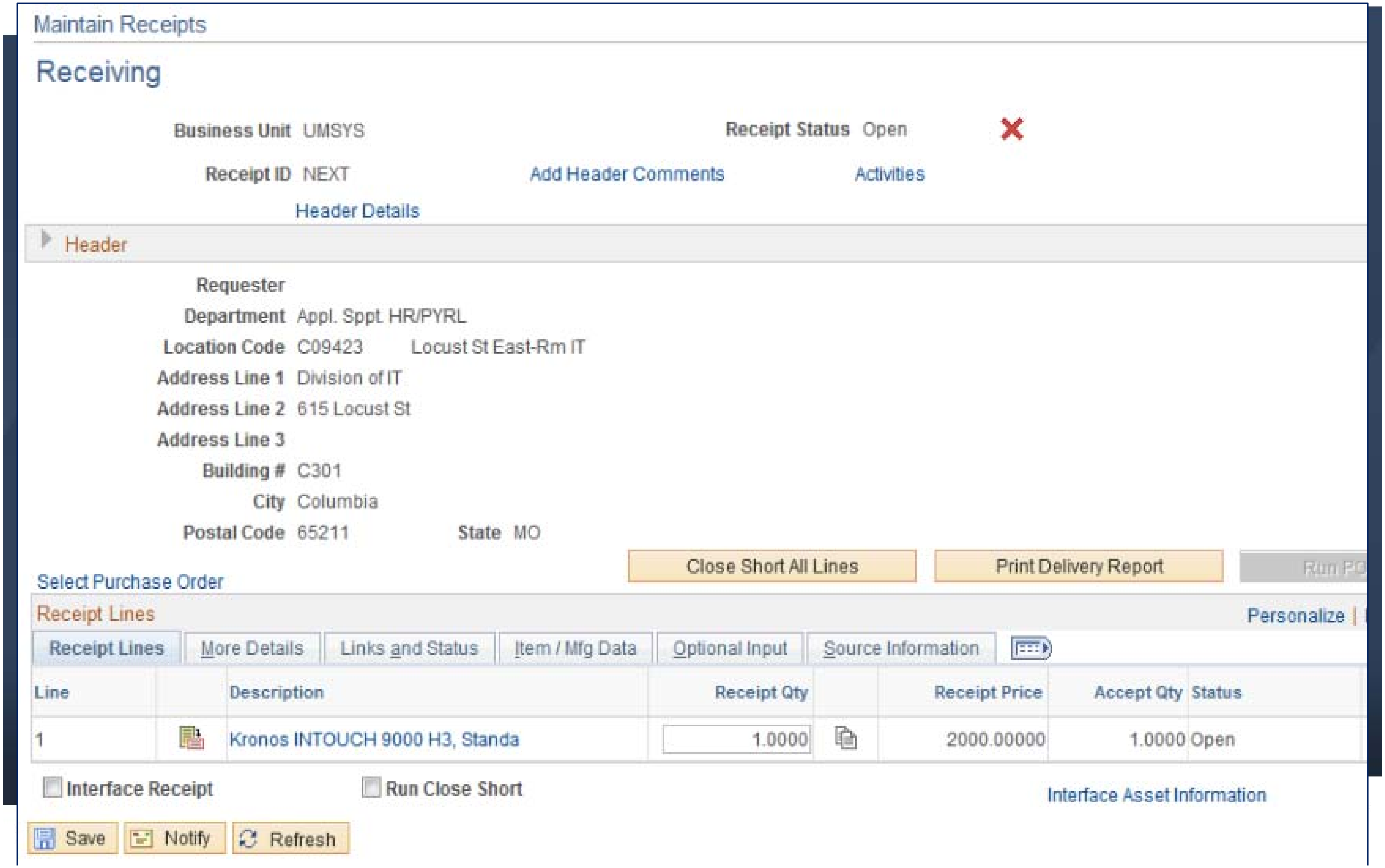
Receiving - Navigation

» eProcurement > Receive Items > Add New Receipt





Receiving



Maintain Receipts

Receiving

Business Unit UMSYS | Receipt Status Open

Receipt ID NEXT | Add Header Comments | Activities

Header Details

Header

Requester

Department Appl. Sppt HR/PYRL

Location Code C09423 Locust St East-Rm IT

Address Line 1 Division of IT

Address Line 2 615 Locust St

Address Line 3

Building # C301

City Columbia

Postal Code 65211 State MO

Close Short All Lines | Print Delivery Report | Run PO

Select Purchase Order

Receipt Lines | Personalize

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Description	Receipt Qty		Receipt Price	Accept Qty	Status
1		Kronos INTOUCH 9000 H3, Standa	1.0000		2000.00000	1.0000	Open

Interface Receipt | Run Close Short | Interface Asset Information

Save | Notify | Refresh

Open Labs

June 1st	Columbia & System	General Services Building Room 25
June 2nd	St Louis	Express Scripts Hall Room 106
June 3rd	Missouri S&T	Engineering Management Room 235
June 4th	Kansas City	Education Room 34

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