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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 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

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.
PeopleSoft Panel Shot

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 sections.
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.
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 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.
## Two menu options – Delivered and Custom

<table>
<thead>
<tr>
<th>PeopleSoft Delivered</th>
<th>OUHSC Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu</strong></td>
<td></td>
</tr>
<tr>
<td>▶ My Favorites</td>
<td>▶ OUHSC MAIN MENU</td>
</tr>
<tr>
<td>▶ OUHSC MAIN MENU</td>
<td>▶ Accounts Payable</td>
</tr>
<tr>
<td>▶ Manager Self-Service</td>
<td>▶ Cash Receipts</td>
</tr>
<tr>
<td>▶ Supplier Contracts</td>
<td>▶ Project Grant</td>
</tr>
<tr>
<td>▶ Suppliers</td>
<td>▶ Ouhsc Reports</td>
</tr>
<tr>
<td>▶ Purchasing</td>
<td>▶ Service Unit Requests</td>
</tr>
<tr>
<td>▶ eProcurement</td>
<td>▶ Cost Transfers</td>
</tr>
<tr>
<td>▶ Services Procurement</td>
<td></td>
</tr>
<tr>
<td>▶ Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>▶ Commitment Control</td>
<td></td>
</tr>
<tr>
<td>▶ Enterprise Components</td>
<td></td>
</tr>
<tr>
<td>▶ Worklist</td>
<td></td>
</tr>
<tr>
<td>▶ Reporting Tools</td>
<td></td>
</tr>
<tr>
<td>▶ PeopleTools</td>
<td></td>
</tr>
<tr>
<td>▶ My Personalizations</td>
<td></td>
</tr>
<tr>
<td>▶ My System Profile</td>
<td></td>
</tr>
<tr>
<td>▶ My Dictionary</td>
<td></td>
</tr>
</tbody>
</table>

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 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.**
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.

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

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.
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.
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

<table>
<thead>
<tr>
<th>Action</th>
<th>Hot Key</th>
<th>Button or Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open lookup page.</td>
<td>Alt + 5</td>
<td><img src="search.png" alt="Search" /> or <img src="add.png" alt="Add" /></td>
</tr>
<tr>
<td>Open the calendar prompt.</td>
<td>Alt + 5</td>
<td></td>
</tr>
<tr>
<td>Open the pop-up window on a page.</td>
<td>Alt + 6</td>
<td><img src="popup.png" alt="Pop-Up Window" /> or <img src="notes.png" alt="Notes" /></td>
</tr>
<tr>
<td>Insert a row in a grid or scroll area.</td>
<td>Alt + 7</td>
<td><img src="add.png" alt="Add" /></td>
</tr>
<tr>
<td>Delete a row in a grid or scroll area.</td>
<td>Alt + 8</td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>Validate data when in Expert Entry mode.</td>
<td>Alt + 0</td>
<td><img src="refresh.png" alt="Refresh" /></td>
</tr>
<tr>
<td>Next in grid, scroll, or search page results.</td>
<td>Alt + .</td>
<td><img src="next.png" alt="Next" /></td>
</tr>
<tr>
<td>Previous in grid, scroll area, or search page.</td>
<td>Alt + ,</td>
<td><img src="previous.png" alt="Previous" /></td>
</tr>
<tr>
<td>Toggle between “Add a New Value” and “Find an Existing Value”.</td>
<td>Alt + | <img src="add-value.png" alt="Add a New Value" /> or <img src="existing-value.png" alt="Find an Existing Value" /></td>
<td></td>
</tr>
<tr>
<td>View all rows of data in grid, scroll area, or search page.</td>
<td>Alt + ’</td>
<td><img src="view-all.png" alt="View All" /></td>
</tr>
<tr>
<td>Activate the Okay button where appropriate.</td>
<td>Enter</td>
<td><img src="ok.png" alt="OK" /></td>
</tr>
<tr>
<td>Activate the search key on a Search page.</td>
<td>Enter</td>
<td><img src="search.png" alt="Search" /></td>
</tr>
<tr>
<td>Activate the Lookup button on a Lookup page.</td>
<td>Enter</td>
<td><img src="lookup.png" alt="Lookup" /></td>
</tr>
<tr>
<td>Activate the Cancel button where appropriate.</td>
<td>Esc</td>
<td><img src="cancel.png" alt="Cancel" /></td>
</tr>
<tr>
<td>Save page in a Transaction.</td>
<td>Alt + 1</td>
<td><img src="save.png" alt="Save" /></td>
</tr>
<tr>
<td>Move to Search or Add button on a Search.</td>
<td>Alt + 1</td>
<td><img src="add.png" alt="Add" /></td>
</tr>
<tr>
<td>Move to OK button on an auxiliary page.</td>
<td>Alt + 2</td>
<td><img src="return-search.png" alt="Return to Search" /></td>
</tr>
<tr>
<td>Return to search page from transaction page.</td>
<td>Alt + 2</td>
<td><img src="return-search.png" alt="Return to Search" /></td>
</tr>
<tr>
<td>View next row in list when button is active.</td>
<td>Alt + 3</td>
<td><img src="next-list.png" alt="Next in List" /></td>
</tr>
<tr>
<td>View previous row in list when button is active.</td>
<td>Alt + 4</td>
<td><img src="previous-list.png" alt="Previous in List" /></td>
</tr>
<tr>
<td>Toggle between menu items.</td>
<td>Alt + 9</td>
<td><img src="home.png" alt="Home" /></td>
</tr>
<tr>
<td>Toggle between action modes.</td>
<td>Alt + | <img src="update-display.png" alt="Update/Display" /> or <img src="include-history.png" alt="Include History" /> or <img src="correct-history.png" alt="Correct History" /></td>
<td></td>
</tr>
</tbody>
</table>
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**

This field is used to identify the fiscal year in which a transaction is posted.

The Budget year begins on July 1\(^{st}\) and continues through the following June 30\(^{th}\).

The system has been setup to recognize the date and apply the transaction to the correct budget year.

**Account**

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**

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

Example: Institution Support = 00116

Sub-classification -
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 –
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
**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

Business Unit: OUHSC
Ledger Group: OU_SP

Search Criteria

Search
Clear
Basic Search
Save Search Criteria

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit
OUHSC
Ledger Group
OU_SP

Account
Fund Code
Department
Program Code
Class Field
Project
Budget Period

Search

Budget Details

Business Unit
OUHSC
Ledger Group
OU_SP
Account
EXPEND
Fund Code
SPNSR
Department
COM003
Program Code
00012
Class Field
00050
Project
C7953201
Budget Period
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
Query Example

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

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Account</th>
<th>Budget Period</th>
<th>Budget Amt</th>
<th>Pre-Encumbered Amt</th>
<th>Encumbered Amt</th>
<th>Expended Amt</th>
<th>Remaining Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PARENT</td>
<td>CLN01</td>
<td>100024</td>
<td>00000</td>
<td>EXPN01</td>
<td>FY2016</td>
<td>1000000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1000000.00</td>
</tr>
<tr>
<td>2</td>
<td>PARENT</td>
<td>CLN01</td>
<td>100024</td>
<td>00000</td>
<td>EXPN01</td>
<td>FY2016</td>
<td>9000000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9000000.00</td>
</tr>
</tbody>
</table>

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 this information into Excel or CSV Text Format.
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