



MD AOC Project

Introduction to PeopleSoft

PeopleSoft Fundamentals Session



- Introduction
- Session Objectives
- PeopleSoft Overview
- Key Features & Concepts
- A Look at PeopleSoft 9.1
- Next Steps
- Questions

A little bit about me... *Quynh (Quin) Nguyen (Win)*

- Over 21 years of business and IT experience in which the past 15 years have been focused on PeopleSoft Financials & Supply Chain Applications
- Experience with public sector and private sector clients across various industries which include Healthcare, Retail, Oil & Gas, Transportation, Education, Energy, and Business Services
- Worked on various PeopleSoft ERP projects which include New Implementation, Upgrade, Enhancement, Security, and Integration projects
- Role on AOC Project is Financials/Supply Chain Functional Team Architect

Session Objectives

- Introduce you to PeopleSoft 9.1 Financials/Supply Chain
- How we achieve this:
 - Provide a general overview of the PeopleSoft ERP system
 - Outline modules to be implemented at MD AOC
 - Walkthrough high-level PeopleSoft Overview Process Flow of the Integrations Between Finance/Supply Chain/HR
 - Discuss Key Features & Concepts of PeopleSoft 9.1
 - DEMO => A Quick Look Online at the Application

What is an ERP?

- An “Enterprise Resource Planning” system is used to manage and coordinate all the resources, information, and functions of a business.
- Functions can include Finance/Accounting, HR, Manufacturing, Supply Chain Management, Grants Management, etc.

What is PeopleSoft?

- Oracle Corporation's ERP Solution that is used by thousands of public & private sector clients across industries
- Oracle is a top leader in the software and hardware market especially in the ERP area so have vast resources to ensure their ERP software meets their customers' needs.
- PeopleSoft ERP solution has special product features for accommodating public sector clients' business requirements
- Facilitates end-to-end business processes within a organization
- Integrated application, real time, access via the web
- Consistent look and feel throughout each module
- Common database, supports all modules

Modules to be implemented on *Phase I* at MD AOC

• eProcurement	• Accounts Payable
• Purchasing	• Inventory
• Billing	• Asset Management
• Accounts Receivable	• Project Costing
• Cash Management	• Contracts
• General Ledger	• Grants
• Commitment Control	

Record to Report

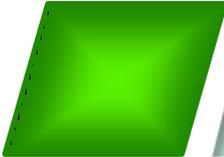
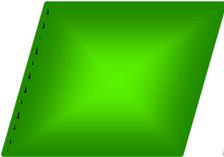


Chart of Accounts

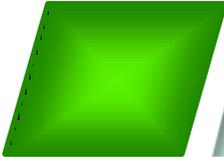
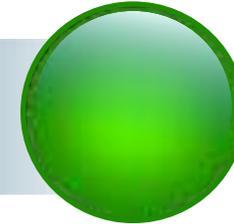


General Ledger

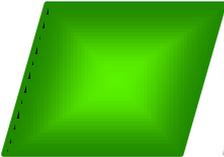


Commitment Control

Order to Cash



Cash Management

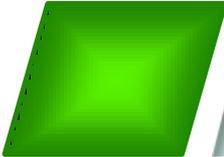
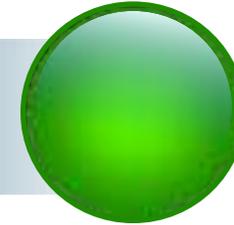


Billing

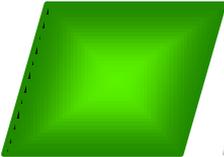


Accounts Receivable

Procure to Pay



eProcurement

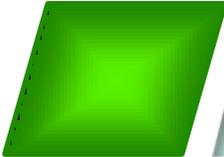


Purchasing

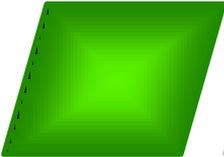


Accounts Payable

Supply Chain Management

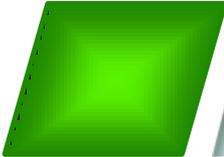


Inventory

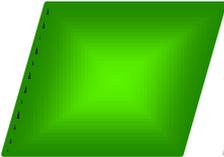


Asset Management

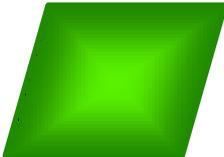
Enterprise Service Automation



Project Costing

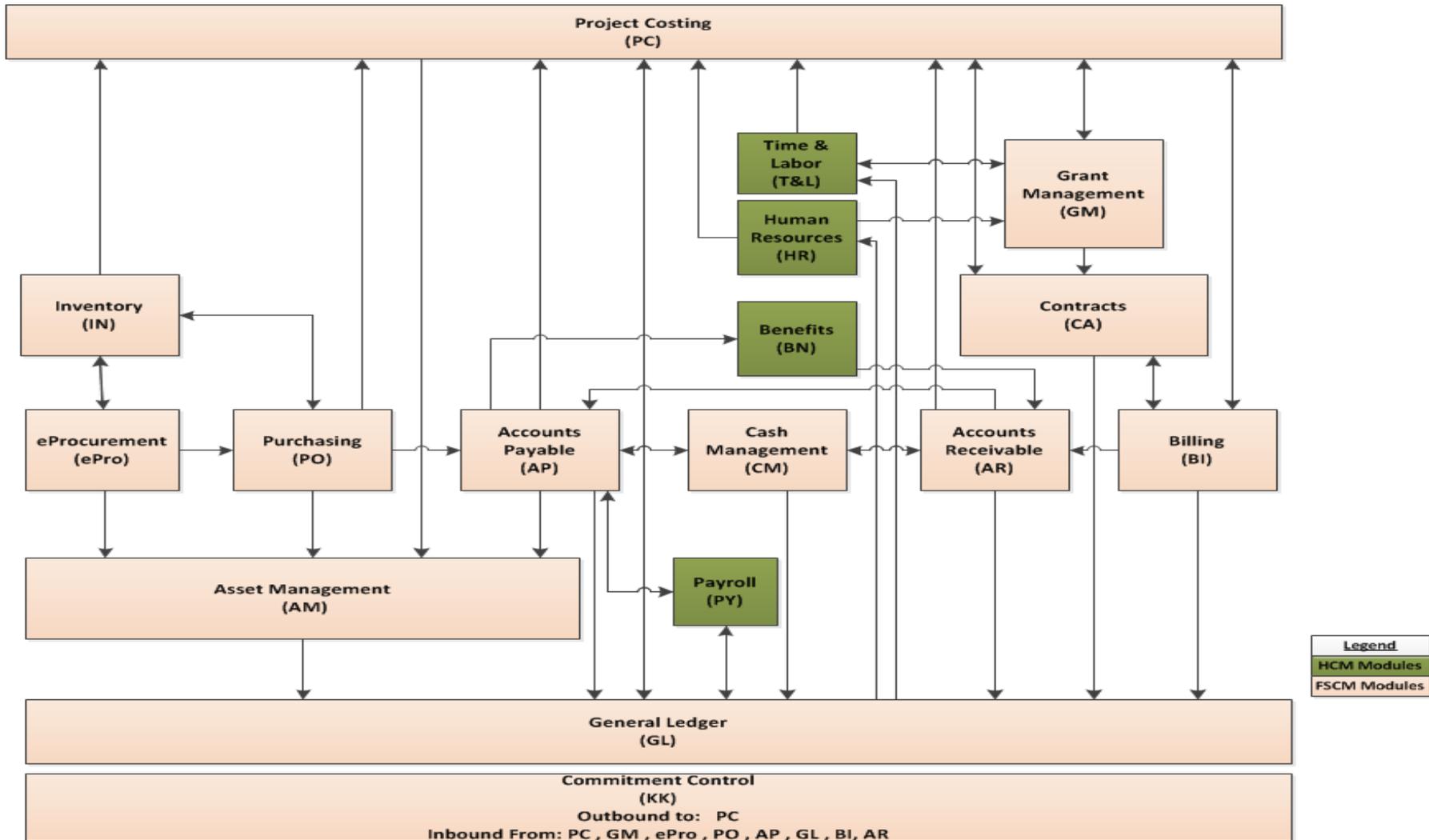


Contracts



Grants

PeopleSoft Overview – Integrations Between Finance/Supply Chain/HR



PeopleSoft Overview – Integrations Between Finance/Supply Chain/HR

Record to Report (RTR)

General Ledger (GL)

- Subsystem Journals
- Monetary Journals

Commitment Control (KK)

- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

Procure to Pay (PTP)

eProcurement (ePro)

- Self Service Requisitions
- Self Service Receipts

Purchasing (PO)

- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

Accounts Payable (AP)

- Vendors
- Vouchers/Invoices
- Payments

Supply Chain Management (SCM)

Inventory (IN)

- Putaway
- Order Fulfillment
- Inventory Counts

Asset Lifecycle Management (ALM)

Asset Management (AM)

- Assets
- Depreciation
- Retirement

Enterprise Service Automation (ESA)

Grants Management (GM)

- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

Contracts (CA)

- Contracts
- Billing Plans
- Prepays/Advances
- Revenue Plans

Project Costing (PC)

- Projects
- Assets

Order to Cash (OTC)

Billing (BI)

- Billing Data
- Invoicing

Accounts Receivable (AR)

- Customers
- Receivables
- Collections
- Payments
- Aging

Cash Management (CM)

- Banking Relationships
- Treasury Accounting
- Reconciliation

Human Capital Management (HCM)

Time and Labor (T&L)

- Time Entered
- Costs
- Team Members
- Status of Grants
- Chart of Accounts

Payroll (PY)

- Garnishment Invoices
- Tax Invoices
- Vendors
- Chart of Accounts
- Benefits Invoices

Human Resources (HR)

- Personal Information

Benefits (BN)

- Vendors
- Accounts Receivables

Key Features of PeopleSoft 9.1

- Access via web browser

AOC Benefits => Web based application allows for anywhere/anytime computing with only a web browser required.

- Extensive integrations between business transactions across PeopleSoft Financials/Supply Chain/HR Modules

AOC Benefits => Visibility to business transactions across AOC business organizations so facilitating better collaborations among users. Delivered integration processes allow for more real-time/timely access of data.

- Comprehensive chart of accounts “chartfield” structure

AOC Benefits => Delivered PeopleSoft chartfields allow for flexibility in mapping to AOC’s current chart of accounts to meet State mandated requirements as well as leverage new PeopleSoft chartfields for additional internal AOC detail reporting

- Online inquiries & drills on business transactions
AOC Benefits => Easy access to summary and detail information on business transactions from different business streams (requisition/PO/receipt/invoice/journal/proposal/award/contract etc.). No more tracking of requisitions and purchase orders on log spreadsheet files.
- Advanced searching capabilities
AOC Benefits => Oracle relational database platform allows for efficient storage and retrieval of data through indexes which facilitates effective searching (basic & advance) on PeopleSoft data.
- Workflow approvals & notifications on business transactions
AOC Benefits => Flexible methods of workflow notifications via email & worklist (in PeopleSoft application). Facilitates better collaborations between users creating transactions, reviewers, and approvers.

- Security administration

AOC Benefits => Supports role based security model which grants security access to users based on their functional role in the AOC organization. System/security administrators, auditors, and AOC business organization leadership have a number of options to inquire and report on security information in the system.
- Integration tools to support PeopleSoft & non-PeopleSoft integrations

AOC Benefits => Robust PeopleSoft integration tools/technologies that support both real-time and batch integrations between PeopleSoft modules as well as non-PeopleSoft systems integrations - R*STARS, ADPICS, RCS, Magic, 3rd party vendor systems (i.e. - Pcard bank data). Integration tools support multiple file formats (i.e. – XML, flat files – fixed/variable, EDI).
- Robust adhoc & batch reporting tools

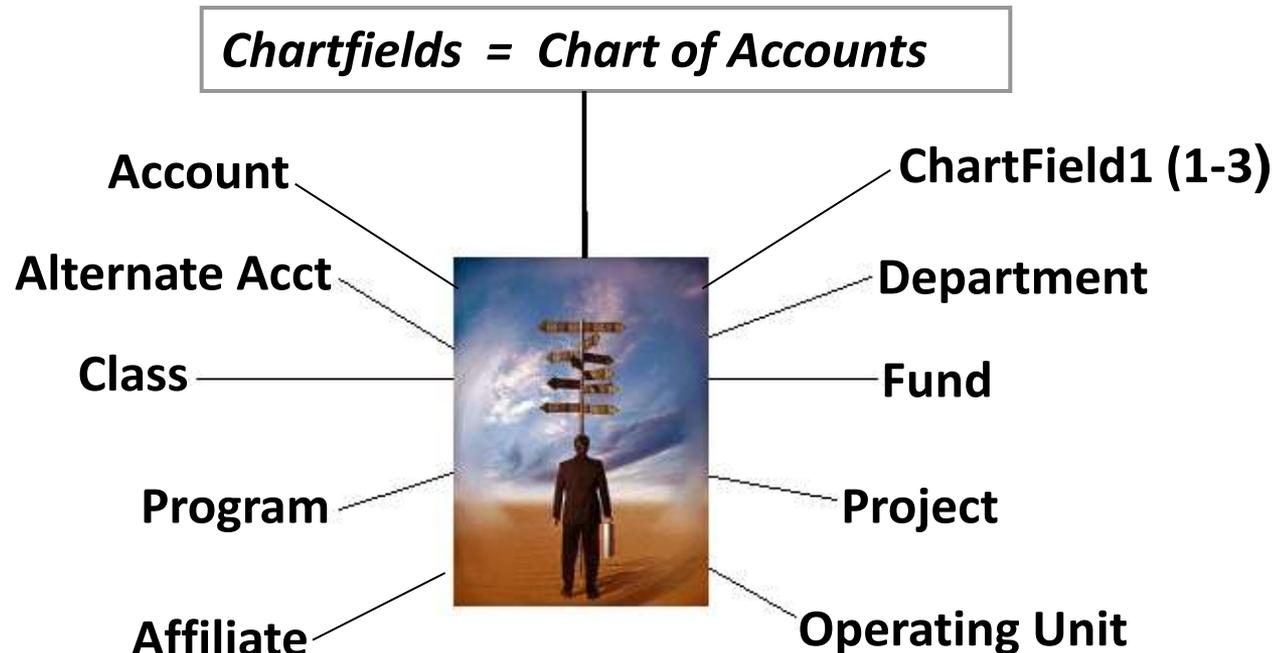
AOC Benefits => Delivered reports across Finance/Supply Chain modules allow AOC users easy access to business transactions with many report output options depending type of report (i.e. – XLS, TXT, RTF, RPT, PDF, DOC, HTM). Reports could be sent to email, file, printer, or web.

- Flexible batch process scheduling of processes & reports
AOC Benefits => Batch process scheduling tool allows for batch running of both processes and reports. AOC users can submit an adhoc process or report request to run immediately or at a scheduled time. Along with their process/report request, they create a run control definition containing the parameters that will be used for processing their process/report. Run controls can be saved and re-run on future submissions of the process/report. AOC users can view status of their process/report using Process Monitor. Report Manager is a very user friendly tool for AOC users to access & organized their report outputs.
- PeopleBooks online help
AOC Benefits => AOC users can access real-time online help when working in the application. When clicking on the Help within a PeopleSoft application page, the Help takes them to the exact page in PeopleBooks for the topic/subject that they are working on in that application page.

Key Features & Concepts – COA/Chartfields

Chart of Accounts => Represents how an organization records & reports on their Financials transactions

Chartfields => Fields that makeup overall structure of Chart of Accounts



Key Features & Concepts – Effective Dating

Effective Dating – enables you to maintain an accurate history of information in the application

- Allows for storing of historical data
- Allows for viewing of changes to data over time
- Allows for entering future data

Current Row => The data row with effective date *closest to but not greater than* the system date. *Only one row can be the current row.*

History Row => Data rows with effective dates *earlier than* the current data row.

Future Row => Data rows with effective dates *later than* the current data row.

Key Features & Concepts – Effective Dating

Effective Dating Example for Department Chartfield

Assume system date is **02/01/2012**

- Current Row – **01/01/2012** (Department row currently in use)
- Future Row – **07/04/2012** (Department row to be used on 07/04/2012)
- History Row – 09/01/**2004** (Department row no longer in use)

SetID	DeptID	Eff. Date	Status	Description	Mgr. Name
SHARE	10000	01/01/2012	Active	Finance	Jones, James
SHARE	10000	09/01/2004	Active	Finance	Brown, Mary
SHARE	10000	07/04/2012	Active	Finance	Evans, Robert

Business unit design is the core configuration of the PeopleSoft ERP system which drives how **business transactions** are recorded, tracked, and reported on.

SetID design is the core configuration for the **sharing of control information** that is used to create business transactions.

What is a Business Unit?

- A Business Unit is an organization that is independent with regards to one or more accounting or operational functions.
- The Business Unit “owns” application transactions (i.e. – requisitions, purchase orders, invoices).

What is a SetID?

- SetIDs are simply the labels used to identify groups of control data/master data/setup tables (i.e. – vendors, customers, locations, banks).
- SetIDs determine which control data values a business unit can use when entering application transactions.

What is a Control (Master Data/Setup) Table?

- Stores information that defines the accounting structure and processing rules that are used when a business transaction is recorded
- Example of such tables include:
 - Customers
 - Banks
 - Chart of Accounts
 - Items
 - Vendors
- Contain static information
- Primarily keyed by SetID

What is a Transaction Table?

- Stores information (or data) about day-to-day business activities
- Examples of such tables include:
 - Journal Entries
 - Customer Payments
 - AP Vouchers/Invoices
 - Requisitions
 - Purchase Orders
- Transactions tables contain dynamic information
- Transaction tables are keyed by Business Unit

Control Tables Vs. Transaction Tables

Control Tables	Transaction Tables
Stores “master lists” or information used to build day-to-day business activity	Stores day-to-day business activity
Keyed by TableSet ID	Keyed by Business Unit
Static	Dynamic

Key Features & Concepts – Control Vs. Transaction Tables

Control Table Example

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

New Window ? Help Custom

Account | Map to Alternate Account

SetID: SHARE Account: 100000

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active Attributes Long Description + -

*Description: Petty Cash Control Account Commitment Control Override

*Short Description: Petty Cash Budgetary Only

Statistical Account UOM:

Monetary Account Type: Asset Book Code: B

Balance Sheet Indicator: Balance Sheet Allow Book Code Override

*VAT Account Flag: Non-VAT Related Physical Nature: VAT Default

OpenItem Account Reconcile on Base Amount

Edit Record: Edit Field:

Prompt Table: Description of OpenItem:

Reconcile Tolerance: Reconcile Currency:

Performance Measurement

General Ledger Account Performance Measurement Acct ABM Account

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Account | Map to Alternate Account

Key Features & Concepts – Control Vs. Transaction Tables

Transaction Table Example

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Customize Page

Maintain Purchase Order

Purchase Order

Business Unit: US005
PO ID: T310000001
Copy From:

PO Status: Dispatched 
Budget Status: Valid
 Hold From Further Processing

Header

***PO Date:** 01/12/2006  Vendor Search
***Vendor:** BAELECTRIC-001 Vendor Details
***Vendor ID:** USA0000001 Bay Area Electric-
***Buyer:** VP1 Kenneth Schumacher

PO Reference:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)
Receipt Status: Not Recvd
***Dispatch Method:**

Amount Summary

Merchandise:	2,000.00	
Freight/Tax/Misc.:	0.00	<input type="button" value="Calculate"/>
Total Amount:	2,000.00	USD
Encumbrance Balance:		

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display
Line: To:

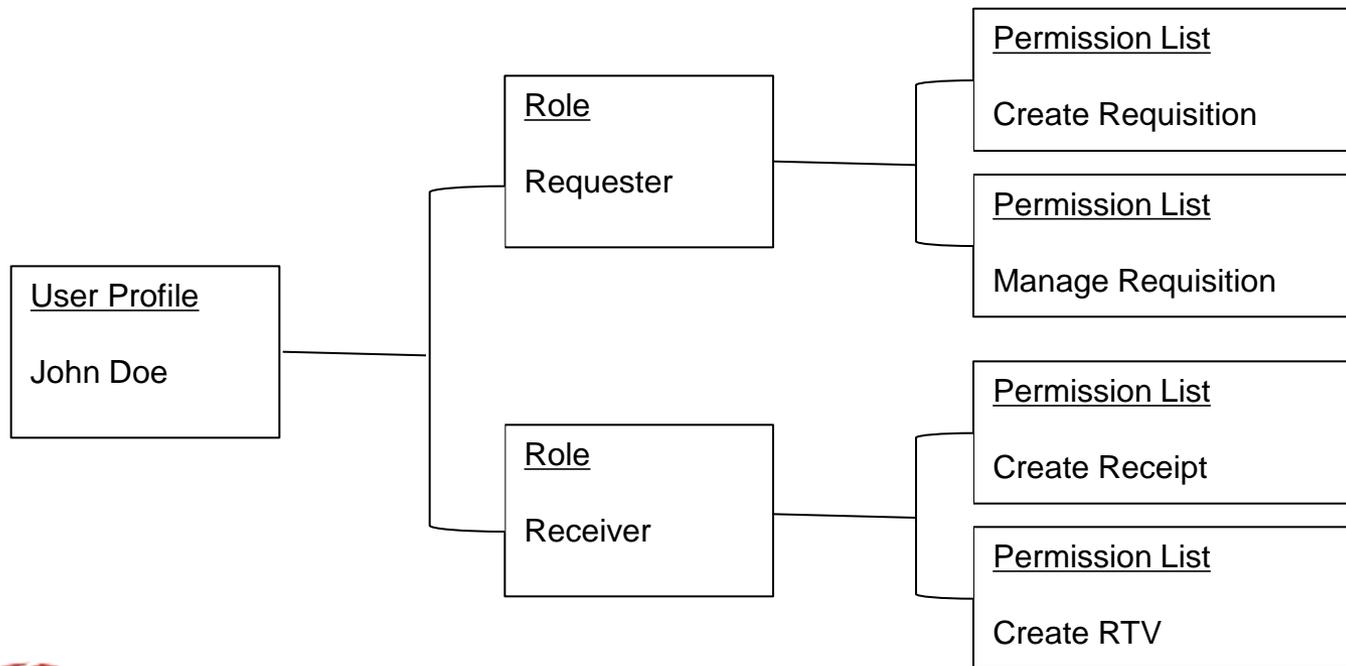
Lines Customize | Find | View All | First 1 of 1

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [Merchandise](#)

Key Features & Concepts - Security

Role Based Security Model

- Permission List – Group menu pages based on job functions
- Role – Grouping of job functions based on a job role
- User Profile – Individual user with assigned roles



Key Features & Concepts – User Preferences

User Preferences

- Assigns user defaults, process groups, & grant additional security access to do work in modules (i.e. – approve PO, cancel PO, delete PO)

The screenshot shows the Oracle 'Define User Preferences' page. The breadcrumb trail is: Home | Worklist | Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences. The page is divided into two main sections: 'General Preference' and 'Product preference'. The 'General Preference' section contains links for 'Overall Preference', 'OLE Information', and 'Process Group'. The 'Product preference' section contains a list of product categories, each with a link: 'Asset Management', 'IT Asset Management', 'Billing', 'Contracts', 'General Ledger', 'Inventory', 'Lease Administration', 'Maintenance Management', 'Manufacturing', 'Mobile Inventory', 'Orders - Quotations', 'Orders - Other', 'Orders - Sales', 'Paycycle', 'Planning', 'Procurement', 'Project Costing', 'Promotions Management', 'Receivables Data Entry 1', 'Receivables Data Entry 2', 'Staffing - General Preferences', 'Staffing - Job Data', 'Strategic Sourcing', and 'Supplier Contract Management'.

User Preferences – Overall Preferences

ORACLE

Home | Worklist | Mul

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences

User Preferences | Overall Preferences

User ID: VP1

Name:

Business Unit: US005 FLORIDA OPERATIONS

SetID: CORPORATE SETID

As of Date:

Localization Country: USA

Alternate Character Enabled

Display Debit/Credit Amounts in Subsystems

Key Features & Concepts – User Preferences

User Preferences – Product Preferences

ORACLE

Home | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences

New Window ? Help

Purchase Order Authorizations

User: VP1 Default Operator

Allowed Purchase Order Actions

<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Can Work Approved PO's	<input checked="" type="checkbox"/> Document Administrator
<input checked="" type="checkbox"/> Cancel	<input checked="" type="checkbox"/> Can Dispatch Un-Approved POs	
<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Full Authority for All Buyers	
<input checked="" type="checkbox"/> Close	<input checked="" type="checkbox"/> Override Non-Qualified POs for Close	
<input checked="" type="checkbox"/> Reopen	Rebate ID Security Control: <input type="text" value="Update"/>	

Buyers User Authorization Customize | Find | View All | First 1 of 1 Last

Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	Reopen		
<input type="text" value=""/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Key Features & Concepts - Workflow

Workflow

- Collaborations between users creating transactions, reviewers, and approvers
- Two types of workflow notifications – email , worklist (within the application)
- Workflow routings based on dollar, commodity, and/or GL coding approval
- Worklist item actions – approve, deny, recycle/pushback to previous approval, re-assign, add ahoy approvers/reviewers, review transaction details before approving it, adding comments
- Workflow business rules - auto approval/self approval, alternate approver, escalation, delegation

Key Features & Concepts - Workflow

Worklist – Inbox for Workflow Notifications of Actions & Tasks

- Personal or group worklists
- Mark tasks as “worked” or “reassign”

Worklist for VP1: Kenneth Schumacher

[Detail View](#) Work List Filters: Feed ▾

Customize | Find | View 100 | First 1-25 of 1257 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Theresa Monroe	06/07/2005	Task Owner	Sourcing Plan Predecessor	<input type="text"/>	US001.PLN0000001.1.1	Mark Worked	Reassign
Kenneth Schumacher	11/18/2009	Transaction Approved	Approval Workflow	3-Low	VendorApproval_12 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:0000000048 RDC:A.0.R	Mark Worked	Reassign
Kenneth Schumacher	11/24/2009	Transaction Approved	Approval Workflow	3-Low	VendorApproval_22 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:0000000049 RDC:A.0.R	Mark Worked	Reassign
Kenneth Schumacher	11/30/2009	Transaction Approved	Approval Workflow	3-Low	VendorApproval_33 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:0000000046 RDC:A.0.R	Mark Worked	Reassign
Kenneth Schumacher	01/15/2010	Transaction Approved	Approval Workflow	3-Low	VendorApproval_42 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:USA00000003 RDC:A.0.R	Mark Worked	Reassign
Kenneth Schumacher	01/15/2010	Transaction Approved	Approval Workflow	3-Low	VendorApproval_43 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:USA00000002 RDC:A.0.R	Mark Worked	Reassign
Kenneth Schumacher	01/19/2010	Transaction Approved	Approval Workflow	3-Low	VendorApproval_52 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:AA RDC:A.0.R	Mark Worked	Reassign
Kenneth Schumacher	01/21/2010	Transaction Approved	Approval Workflow	3-Low	VendorApproval_62 ApproveVendors_2007-01-01.N.0 SETID:SHARE VENDOR_ID:0000000050 RDC:A.0.R	Mark Worked	Reassign

Key Features & Concepts - Workflow

Workflow Approval

- Amount Approval – *Requisition Amount Approval example*

Requisition Amount Approval

Unit: US001 Req: 0000000013 Requester: Kenneth Schumacher

*Approval Action: Approval Status: Initial

Comment

Amount Details

Requisition Date: 01/15/2003

Total Amount: 20.000 Dollar

Total Base Amount: 20.000 Dollar

Line Details

Customize | Find | First 1 of 1 Last

Amounts/Qty | Details

Line	Sched	Status	Merchandise Amt	Currency	Merch Amt Base	Base Currency	Req Qty	UOM	Revision
1	1	Active	20.00	USD	20.00	USD	1.0000	EA	

Key Features & Concepts - Workflow

Workflow Approval

- Chartfield Approval – *Requisition Chartfield Approval example*

Requisition ChartField Approval

Unit: US001 Req: 0000000013 Requester: Kenneth Schumacher 

*Appr Act: Approval Status: Initial

Comment

Distributions/ChartFields Customize | Find | View All |   First 1 of 1 Last

Distribution

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Clas
1	1	1	Open	US005	600020			F900	11000	P7000	

Line Details Customize | Find |   First 1 of 1 Last

Amounts/Qty

Line	Sched	Status	Merchandise Amt	Currency	Merch Amt Base	Base Currency	Req Qty	UOM	Revision
1	1	Active	20.00	USD	20.00	USD	1.0000	EA	

Key Features & Concepts - Speedtypes

Speedtypes

- Shortcut keys for frequently used combinations of chartfields

ORACLE

[Favorites](#) | [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Design ChartFields](#) > [Def](#)

SpeedType

SetID: SHARE 

SpeedType Key: SPEEDENTRY

Type of SpeedType: One User **User ID:**

Description:

Account:  Product Revenue

Alternate Account: 

Operating Unit: 

Fund Code: 

Department:  Information Services

Program Code: 

Class Field: 

Budget Reference: 

Product:  Accessories

PC Business Unit: 

Project: 

Activity: 

Source Type: 

Key Features & Concepts - Speedtypes

Speedtypes

ORACLE Home

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order
Distributions for Schedule 1

Unit: US005 Vendor:
 PO ID: NEXT Item: [Description](#)
 Line: 1
 Schedule: 1 Status: Active

*Distribute By:
 *Liquidate by:
 SpeedChart: [Multi-SpeedCharts](#)

Distribution

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information |

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Alt Acct
1	Open	<input type="text"/>	<input type="text"/>			US005 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	

Key Features & Concepts – Online Inquiry/Drills

Online Inquiries & Drills

- Online inquiries across business transactions between Financials & Supply Chain modules – *Requisition Lifespan example*

ORACLE

favorites | Main Menu > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
000000010	test ePro	US005	03/20/2012	Approved	Not Chk'd	5.99 USD	<Select Action>	Go
000000009	SAMPLE COMPUTER REQ	US005	03/20/2012	Partially Received	Valid	9,749.85 USD	<Select Action>	Go

Requester: Mary Gee Entered By: Functional team Priority: Medium
Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor
1	Acer Aspire AS7750G-6645 Not...	Partially Received	649.99000 USD	15.0000	EA	CompUSA

Key Features & Concepts – Online Inquiry/Drills

Online Inquiries & Drills

- Online inquiries across business transactions between Financials & Supply Chain modules – ***PO Activity Summary example***

ORACLE

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Activity Summary

Business Unit: US005 PO Status: Dispatched
Purchase Order: 0000000008 Vendor: CompUSA

Merchandise Amount: 10,000.00 USD
Merchandise Receipt: 6,499.90 USD
Merchandise Returned: 0.00 USD
Merchandise Invoice: 6,625.00 USD
Merchandise Matched: 6,625.00 USD

Lines Personalize | Find | View All | First 1-2 of 2 Last

Details | Receipt | Invoice | Matched | RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Acer Aspire AS7750G-6645 NX.RV	EA	15.0000	9,749.850	USD	<input type="checkbox"/>
2		Shipping & Delivery Charges	EA	1.0000	250.150	USD	<input checked="" type="checkbox"/>

Key Features & Concepts – Batch Scheduling

Process Scheduler/Process Monitor

- Schedules & runs processes/reports in background
- Monitors status of process requests

ORACLE

Favorites Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List Server List

Actions

User ID: AOCDEMO Type: Last 1 Days Refresh

Server: Name: Instance: to: Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11256		Application Engine	AP_PSTPYMNT	AOCDEMO	03/20/2012 12:27:17PM PDT	Success	Posted	Details
<input type="checkbox"/>	11255		BI Publisher	APY2021X1	AOCDEMO	03/20/2012 12:24:41PM PDT	Success	Posted	Details
<input type="checkbox"/>	11254		Application Engine	AP_APY2015	AOCDEMO	03/20/2012 12:23:27PM PDT	Success	Posted	Details
<input checked="" type="checkbox"/>	11253		Application Engine	AP_APY2015	AOCDEMO	03/20/2012 12:21:50PM PDT	Success	Posted	Details
<input type="checkbox"/>	11252		Application Engine	AP_APY2015	AOCDEMO	03/20/2012 12:21:05PM PDT	Success	Posted	Details
<input type="checkbox"/>	11251		Application Engine	AP_APY2015	AOCDEMO	03/20/2012 12:19:58PM PDT	Success	Posted	Details
<input type="checkbox"/>	11250		Application Engine	AP_PSTVCHR	AOCDEMO	03/20/2012 12:16:12PM PDT	Success	Posted	Details
<input type="checkbox"/>	11249		Application Engine	AP_APY2015	AOCDEMO	03/20/2012 11:58:33AM PDT	Success	Posted	Details
<input type="checkbox"/>	11248		Application Engine	AP_APY2015	AOCDEMO	03/20/2012 11:57:44AM PDT	Success	Posted	Details
<input type="checkbox"/>	11247		Application Engine	FS_BP	AOCDEMO	03/20/2012 11:51:33AM PDT	Success	Posted	Details

Key Features & Concepts – Batch Reporting

Report Manager

- View report content and messages

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder: Instance: to: [Refresh](#)
 Name: Created On: Last 1 Days

Reports Customize | Find | View 100 | | First 1-50 of 101 Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	MSGSET - MSGSET.htm	MSGSET - MSGSET.HTM	General	07/01/10 2:05PM	148	67
2	DDDAUDIT	DATA DESIGNER/DATABASE AUDIT	TEST	07/01/10 2:03PM	146	66
3	XRFRFCFL	CROSS REFERENCE - RECORDS AND	General	07/01/10 1:51PM	142	63
4	XRFMENU	MENU LISTING REPORT	General	07/01/10 1:50PM	141	62
5	XRFIELDS	CROSS REFERENCE FIELD LISTING	General	07/01/10 1:50PM	140	61
6	AEMINITEST	SIMPLE AE TEST PROGRAM	General	07/01/10 1:49PM	143	64

Key Features & Concepts – Adhoc Reporting

PeopleSoft Query

- Adhoc reporting tool to access PeopleSoft data
- Query output can be exported to HTML, Excel, XML

The screenshot displays the Oracle PeopleSoft Query Manager interface. At the top, the Oracle logo is visible. Below it, a breadcrumb trail reads: Favorites | Main Menu > Reporting Tools > Query > Query Manager. The main heading is "Query Manager".

Below the heading, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two links: "Find an Existing Query" and "Create New Query".

The search criteria are set to "Search By" "Query Name" "begins with" "PO_REQ". There are "Search" and "Advanced Search" buttons.

Under "Search Results", the "Folder View" is set to "-- All Folders --". There are "Check All" and "Uncheck All" buttons, and an "*Action" dropdown menu set to "-- Choose --" with a "Go" button.

The results table is titled "Query" and has the following columns: Select, Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, Run to XML, and Schedule. The table contains two rows:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	PO_REQ_AMTS	Requisition Amounts by Line	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	PO_REQ_STATS	Requisition Statistics	Public		Edit	HTML	Excel	XML	Schedule

Key Features & Concepts – Adhoc Reporting

PeopleSoft Query

PO_REQ_AMTS- Requisition Amounts by Line

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All

First Last

	Unit	Req ID	Entered	Line	Sched Num	Merchandise Amt	Currency
1	US001	0000000132	04/06/2006	1	1	5000.000	USD
2	US001	0000000132	04/06/2006	2	1	4000.000	USD
3	US001	0000000132	04/06/2006	3	1	8000.000	USD
4	US001	0000000132	04/06/2006	4	1	2500.000	USD
5	US001	0000000132	04/06/2006	10	1	240000.000	USD
6	US001	0000000132	04/06/2006	6	1	340.000	USD
7	US001	0000000132	04/06/2006	7	1	1700.000	USD
8	US001	0000000132	04/06/2006	8	1	2550.000	USD
9	US001	0000000132	04/06/2006	9	1	440.000	USD
10	US001	0000000132	04/06/2006	5	1	18000.000	USD
11	US001	0000000133	04/07/2006	1	1	170.000	USD
12	US001	0000000133	04/07/2006	2	1	425.000	USD
13	US001	0000000133	04/07/2006	4	1	400.000	USD
14	US001	0000000133	04/07/2006	3	1	0.000	USD

Key Features & Concepts – Adhoc Reporting

PeopleSoft Query

q-3

Search in Sheet

Home Layout Tables Charts SmartArt Formulas Data Review

Edit Font Arial Unicode MS 10 Alignment Number Text Format Cells Themes

Paste B I U A Align Conditional Formatting Styles Actions Themes Aa

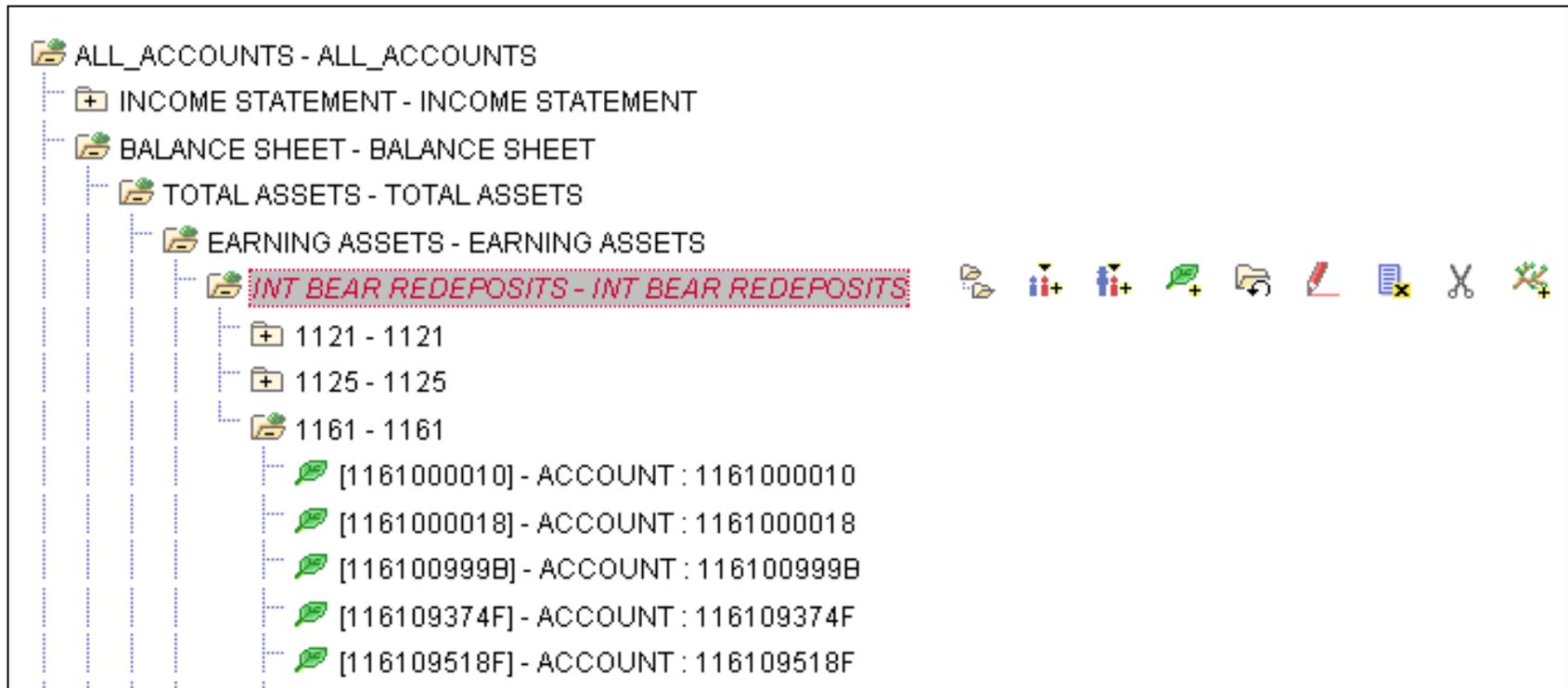
A1 Requisition Amounts by Line

	A	B	C	D	E	F	G	H
1	Requisition	23						
2	Unit	Req ID	Entered	Line	Sched Num	Merchandise Amt	Currency	
3	US001	0000000132	4/6/06	1	1	5000.000	USD	
4	US001	0000000132	4/6/06	2	1	4000.000	USD	
5	US001	0000000132	4/6/06	3	1	8000.000	USD	
6	US001	0000000132	4/6/06	4	1	2500.000	USD	
7	US001	0000000132	4/6/06	10	1	240000.000	USD	
8	US001	0000000132	4/6/06	6	1	340.000	USD	
9	US001	0000000132	4/6/06	7	1	1700.000	USD	
10	US001	0000000132	4/6/06	8	1	2550.000	USD	
11	US001	0000000132	4/6/06	9	1	440.000	USD	
12	US001	0000000132	4/6/06	5	1	18000.000	USD	
13	US001	0000000133	4/7/06	1	1	170.000	USD	
14	US001	0000000133	4/7/06	2	1	425.000	USD	
15	US001	0000000133	4/7/06	4	1	400.000	USD	
16	US001	0000000133	4/7/06	3	1	0.000	USD	
17	US001	0000000134	4/7/06	1	1	74.250	USD	
18	US001	0000000134	4/7/06	2	1	12360.000	USD	
19	US001	0000000134	4/7/06	3	1	1025200.000	USD	
20	US001	0000000135	1/17/07	1	1	10000.000	USD	
21	US001	0000000135	1/17/07	3	1	24000.000	USD	
22	US001	0000000135	1/17/07	2	1	11000.000	USD	
23	US001	0000000136	1/17/07	1	1	21000.000	USD	
24	US005	KKUPG-1	2/24/06	1	1	1000.000	USD	
25	US100	0000000043	6/1/06	1	1	260.000	USD	

Key Features & Concepts – Tree Manager

Tree Manager

- Allows data to be represented graphically to show a hierarchy – can be used in rollup reporting, batch processing, and workflow routings
- PeopleSoft tree structure has a trunk with branches & leaves. A PeopleSoft tree is similar to a family tree with parent, child, and sibling relationships



Key Features & Concepts – Online Help

PeopleBooks – Context Sensitive Online Help

- Access help information by navigating through books/chapters using table of contents, index, and search functionalities

PeopleSoft Enterprise Purchasing 9.1 PeopleBook Hide Reference Pane Hide Graphics Print

Home > PeopleBooks > PeopleSoft Enterprise Purchasing 9.1 PeopleBook > Creating Requisitions Online First 24 of 58 Last

Contents | **Index** | **Search**

Synchronize | **Expand All** | **Collapse All**

Keep table of contents synchronized with document

- Understanding Requisitions
- Creating Requisitions Online
 - Creating Requisitions Online
 - Understanding the Requisition Business Process
 - Understanding How to Apply Procurement
 - Creating Requisition Header Information
 - Creating Requisition Lines**
 - Creating Requisition Schedules
 - Using Pegging with Requisitions in PeopleSoft
 - Entering Distribution Information
 - Copying an Existing Requisition to a New
 - Printing Requisition Templates
 - Previewing and Printing Requisitions
- Using the Requisition Loader
- Approving Requisitions
- Tracking Requisition Changes
- Using the Requester's Workbench
- Closing Requisitions
- Reviewing Requisition Information
- Managing Requests for Quotes

Creating Requisition Lines

This section discusses how to:

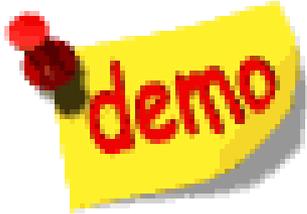
- Enter requisition line information.
- Search for items.
- Enter requisition line defaults.
- Apply default value changes for requisition line fields to existing distributions.
- Enter requisition line details.
- Access item descriptions.
- View catalog category hierarchies.
- View buyer contact information.
- Enter line comments.
- Access item specifications.
- Search for item categories.

Pages Used to Create Requisition Lines

Page Name	Definition Name	Navigation	Usage
Maintain Requisitions -	REQ_FORM	Purchasing, Requisitions, Add/Update	Create requisitions online.

PeopleSoft 9.1 Fundamentals

- Sign-on, Home Page, Menus
- Navigations
 - Add a New Value, Find an Existing Value, Searching
 - Actions Buttons & Links
 - Navigating Through Menu Item, Page, Grids
- Online Inquiry
 - Requisition Lifespan
 - PO Activity Summary
- Query Viewer
- Run Control/Report Manager
- Tree Manager
- Workflow/Worklist



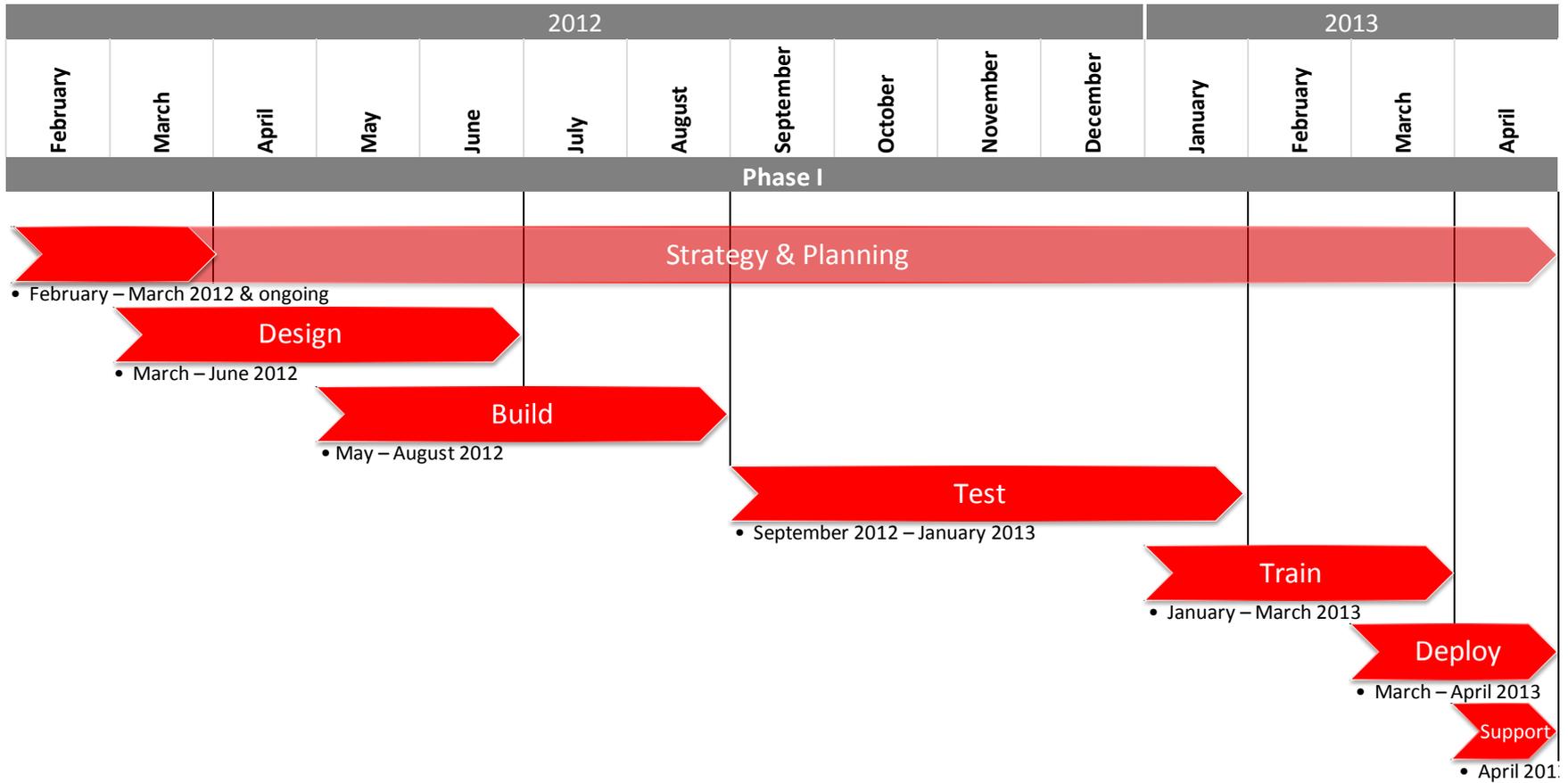
★ Refer to file below for screenshots of online demo ★



Microsoft Word
Document

★ Click to open file ★

Next Steps





Function-Specific Intro To PS Sessions:

• eProcurement/Purchasing	• Accounts Payable
• Billing	• Inventory
• Accounts Receivable	• Asset Management
• Cash Management	• Project Costing
• COA/General Ledger	• Contracts
• Commitment Control	• Grants
• Vendor Management	

