9.2 PeopleSoft Upgrade
New Features and Functionality

May 2015
General Accounting
Project Overview

» The PeopleSoft Finance/Supply Chain upgrade is scheduled for May 20 (at 5pm) thru May 25, 2015
» Current software 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

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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

» 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

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 Dept 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 workflow 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.
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 - 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 - 341-4286
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

* Required field
# Supplier Request Form (2 of 6)

## Identifying Information - Step 2 of 6

### Unique ID & Company Profile

<table>
<thead>
<tr>
<th>Tax Identification Number</th>
<th>* Entity Name</th>
<th><a href="http://URL">http://URL</a></th>
<th>* Classification</th>
<th>* Supplier Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TEST, TEST</strong></td>
<td></td>
<td><strong>Non-Employee</strong></td>
<td><strong>TESTTEST</strong></td>
</tr>
</tbody>
</table>

### Profile Questions

1. Please attach W-9 Form
   - *Attachment*
2. Please attach a direct deposit form if applicable
   - *Attachment*

### Comments

* Required field
Supplier Request Form (3 of 6)

### Addresses - Step 3 of 6

**Primary Address**

- **Country:** USA United States
- **Address 1:** 12345 BARNEY DRIVE
- **Address 2:**
- **Address 3:**
- **City:** COLUMBIA
- **County:** BOONE
- **State:** MO Missouri
- **Postal:** 65203
- **Email ID:**
- **Override Address Verification**

**Other Addresses**

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

- [ ] **Remit To Address**
  - Address for remitting payment
- [ ] **Invoice Address**
  - Address from which you send invoice
Supplier Request Form (4 of 6)
Supplier Request Form (5 of 6)

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

**Payment Information - Step 5 of 6**

<table>
<thead>
<tr>
<th>Direct Deposit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Account Type</strong></td>
</tr>
<tr>
<td><strong>Routing Number</strong> (See Below)</td>
</tr>
<tr>
<td><strong>Account Number</strong> (See Below)</td>
</tr>
<tr>
<td><strong>Confirm Account</strong></td>
</tr>
<tr>
<td><strong>Email ID</strong></td>
</tr>
</tbody>
</table>

**Where to Find Routing and Account Numbers**

- The routing number is the 9 digits between the symbols.
- The account number is to the left of the $ symbol.
- The check number matches the number in the upper-right corner.

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**Advancing Missouri**
Supplier Request Form (6 of 6)

Submit - Step 6 of 6

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

Email communication regarding this registration will be sent to:

Can add more than 1 email

Submitted

You have successfully submitted your registration.

Your registration ID:
0000000025

Any email regarding the registration status will be sent to:
HASSLERD@MISSOURI.EDU

Register New Supplier
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 Center interface](image-url)
Payment Request Form (1 of 4)

1. Summary Information Page

- Instructions
- Invoice Number
- Invoice Date: 04/24/2015
- Entered By: [Name]
- Entered Datetime: 04/24/2015 11:03 AM
- Attachments (0)
- Hold Check, Express Check, Separate Check, Payment Handling Code
Payment Request Form (2 of 4)

2. Supplier Information Page

Supplier Information - Step 2 of 4

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Invoice Number 123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Invoice Date 04/24/2015</td>
</tr>
<tr>
<td>Request ID</td>
<td>Entered By Training ID - APIPO</td>
</tr>
<tr>
<td></td>
<td>Entered Datetime 04/24/2015 11:03AM</td>
</tr>
</tbody>
</table>

Supplier Search

Country: USA
Supplier Name: Fairfield Inn

Supplier list

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100017314</td>
<td>FAIRFIELD INN</td>
<td>Columbia Mo Fbt</td>
<td>Columbia</td>
<td>MO</td>
<td>USA</td>
</tr>
<tr>
<td>0100017415</td>
<td>BLOOMINGTON FAIRFIELD INN</td>
<td>2401 E 80th St</td>
<td>Bloomington</td>
<td>MN</td>
<td>USA</td>
</tr>
<tr>
<td>0100094417</td>
<td>LUBBOCK FAIRFIELD INN</td>
<td>4007 S Loop 289</td>
<td>Lubbock</td>
<td>TX</td>
<td>USA</td>
</tr>
</tbody>
</table>

Search
Request New Supplier
Payment Request Form (3 of 4)

3. Invoice Detail Page

Invoice Details - Step 3 of 4

- Business Unit: COLUM
- Invoice Number: 465456465
- Invoice Date: 05/07/2015
- Entered By: Training ID - APP0
- Entered Datetime: 05/07/2015 8:00AM

Summary Information | Supplier Information | Invoice Details | Review and Submit
---|---|---|---

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Line Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cost Sub-Total: 2.00
Misc Charge Amount:

Add a New Line

Instructions

- Line 1: Room rate
- Line Amount: 210.00
- SpeedChart Key: O0388

Accounting Details

<table>
<thead>
<tr>
<th>Line</th>
<th>*Amount</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>Class</th>
<th>PC Business Unit</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>105.00</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>UMSYS</td>
<td>00</td>
</tr>
<tr>
<td>2</td>
<td>105.00</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>UMSYS</td>
<td>00</td>
</tr>
</tbody>
</table>

OK Cancel
Payment Request Form (4 of 4)

4. Review and Submit Page

Review and Submit - Step 4 of 4

- Instructions
- Business Unit: UMSYS
- Request ID
- Invoice Number: 123456
- Invoice Date: 04/24/2015
- Entered By: Training ID - AP/PO
- Entered Datetime: 04/24/2015 11:03AM
- Description: Business meeting expense
- Supplier: FAIRFIELD INN
- Total Amount: 285.00 USD
- Request Status: New

Click the “Review” button to review the detailed request.
Click the “Submit” button to submit your request.

[Buttons: Review, Submit, Save for Later]
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

Create Expense Report
Expense Report Entry
Dannelle Hasler
Quick Start: A Blank Report

34
9.0 Page

9.2 Page

Create Expense Report
ATRAVELER ATRAVELLER

*Business Purpose
*Report Description

Default Location
Attachments

Expenses

*Date
Expense Type
Description
Payment Type

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T&E Expense Report
T&E Expense Report

Save & Submit Page

*Business Purpose: Professional Development
*Description: Marketing seminar
Reference:

Totals
Employee Expenses (4 Lines): 327.33 USD
Cash Advances Applied: 0.00 USD

Non-Reimbursable Expenses: 0.00 USD
Prepaid Expenses: 0.00 USD

Amount Due to Employee: 327.33 USD
Amount Due to Supplier: 0.00 USD

By checking this box, the traveler certifies these expenses were necessary for University business and that the traveler personally paid these expenses and has not been nor will be reimbursed by any other person/entity, and to the best of his/her knowledge, these expenses are correct and are eligible for reimbursement under University policy. If submitting a Business Meal for reimbursement, the traveler attests that any alcohol purchased was a legitimate expenditure to promote the University's interests.
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
Supply Chain

eProcurement Module
Creating a Requisition

» Beginning Navigation

Search Menu:
- UM Applications
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Procurement Contracts
- Purchasing
- eProcurement
- Travel and Expenses
- Accounts Payable
- Commitment Control
- Real Time Bottom Line
- Set Up Financials/Support
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Rotate Left
- Rotate Right
- Minimize
- Maximize
- Restart
- Exit

Menu
- My Favorites
- UM Applications
- Accounts Payable
- Commitment Control
- General Ledger
- Grants
- Purchasing
- Manager Self-Service
- Items
- Vendors
- Inventory
- eProcurement
- Buyer Center
- Manage Requisitions
- UM Print Requisition
- Approve Requisitions
- Receive Items
- Procurement Card Center
- Reports
- Manage Templates
Creating a Requisition – Step 1

» Define Requisition

» Requisition Settings
Creating a Requisition – Step 2

» Add Items and Services

Create Requisition

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

<table>
<thead>
<tr>
<th>Templates</th>
<th>Show-Me Shop</th>
<th>Non-Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logo</td>
<td>Merchant</td>
<td>Description</td>
</tr>
<tr>
<td>SHOW ME SHOP</td>
<td>Punchout to Catalogs</td>
<td></td>
</tr>
</tbody>
</table>

Review and Submit

» Home

Create Requisition

Welcome Hemeyer, Tylisha Michelle

Home My Preferences Requisition Settings

Request Options

Search All

Show Me Shop
Browse Supplier Websites

Show ME SHOP

Non-Catalog Request
Create a non-catalog request

Templates
Browse Company and Personal Templates
Creating a Requisition – Non-Catalog

Define Requisitions

Requisition Settings

Non-Catalog Request

Enter information about the non-catalog item you would like to order:

Item Details

- Item Description
- Price
- Category
- Vendor ID
- Vendor Item ID
- Manufacturer Name
- Manufacturer Item ID

Additional Information

- Send to Vendor
- Show at Receipt
- Show at Voucher

Supplier

- Supplier ID
- Supplier Name
- Supplier Item ID

Manufacturer

- Manufacturer Name
- Manufacturer
- Mfg Item ID

Additional Information

- Send to Supplier
- Show at Receipt
- Show at Voucher

Add to Cart
Creating a Requisition - Review & Submit

Review & Submit

Checkout-Review & Submit
Creating a Requisition - Review & Submit Options

Shipping, Attention To, Access to Accounting Fields

Checkout - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

- Business Unit: UMSYS
- Requester: HEMEYERT
- Currency: USD

Cart Summary: Total Amount 40,000.00 USD
Expand lines to review shipping and accounting details

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Item ID</th>
<th>Supplier</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shipping Line</td>
<td></td>
<td></td>
<td>1.0000</td>
<td>Each</td>
<td>40000.00</td>
<td>40000.00</td>
</tr>
</tbody>
</table>

Price Adjustment
- Pegging Inquiry
- Pegging Workbench

Total Amount 40,000.00 USD

Select All / Deselect All
Select lines to:
Add to Template(s)
Delete Selected
Mass Change
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

Confirmation

Your requisition has been submitted.

Requested For: Hersey, Tylisha Michelle
Requisition Name: 0000012302
Requisition ID: 0000012302
Business Unit: UMSYS
Status: Pending
Budget Status: Not Checked

Number of Lines: 1
Total Amount: 40,000.00 USD

View printable version  Edit This Requisition

ePro Approval

Requisition 0000012302: Pending  + Start New Path

Pending
Multiple Approvers
Campus Department Approver

Apply Approval Changes

Create New Requisition  Manage Requisitions
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
   › umprocimagingvoucne@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

Manage Receipts
Search Criteria

- Received Date From: 02/25/2015
- To: 03/27/2015
- Business Unit: UMSYS
- Receipt ID
- PO Unit
- PO ID
- Show Status: Received/Open
- Ship To

Add New Receipt

Select Purchase Order
Search Criteria

- PO Unit: UMSYS
- ID
- Line / Schedule
- Release
- Item ID
- Ship To
- Ship Via
- Retrieve Open PO Schedules

- Days +/- Today: 30
- Start Date: 02/25/2015
- End Date: 04/26/2015
- Supplier Name
- Supplier Item ID
- Manufacturer ID
- Manufacturer’s Item ID

Receipt Qty Options
- No Order Qty
- Ordered Qty
- PO Remaining Qty

OK Cancel Refresh
# Receiving

## Maintain Receipts

### Receiving

- **Business Unit**: UMSYS
- **Receipt ID**: NEXT
- **Receipt Status**: Open

#### Header Details

- **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

#### Select Purchase Order

#### Receipt Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Receipt Qty</th>
<th>Receipt Price</th>
<th>Accept Qty</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kronos INTOUCH 9000 H3, Standa</td>
<td>1.0000</td>
<td>2000.000000</td>
<td>1.0000</td>
<td>Open</td>
</tr>
</tbody>
</table>

- **Close Short All Lines**
- **Print Delivery Report**
- **Interface Asset Information**
### Open Labs

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Building/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1st</td>
<td>Columbia &amp; System</td>
<td>General Services Building Room 25</td>
</tr>
<tr>
<td>June 2nd</td>
<td>St Louis</td>
<td>Express Scripts Hall Room 106</td>
</tr>
<tr>
<td>June 3rd</td>
<td>Missouri S&amp;T</td>
<td>Engineering Management Room 235</td>
</tr>
<tr>
<td>June 4th</td>
<td>Kansas City</td>
<td>Education Room 34</td>
</tr>
</tbody>
</table>
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