Introduction to PeopleSoft Training

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# Introduction

There are three different PeopleSoft environments that you may interact with here at UMBC.

**Finance:** <https://financialservices.umbc.edu>   
This database stores information related to departmental financial activities. You can use this database to process and locate: P-card transactions, Journal Entries, Grants, Projects, Accounts Payable and Accounts Receivable activities, General Ledger and other financial activities.

**Human Resources:** <https://hr.umbc.edu>  
PeopleSoft Human Resources, which is used to enter and report on human resource activities, such as Payroll.

**Student Administration:** <http://enrollment.umbc.edu/sa/>  
Student Administration which consists of Student Recruitment, Admissions, Student Records, Financial Aid, Student Billing, and Academic Advisement

# Security Access

Before you can use PeopleSoft, you are granted security access rights into the application. Your security access is dependent upon your role within UMBC. You can be granted several different access rights into PeopleSoft for each database as well as each form or table in the application. The different types of access rights you may receive include:

* **Basic Access:** Everyone starts off with the ability to enter Travel Requests in the PeopleSoft system. Outside of this, you do not have any access to view financial data or queries of any type in the system. To gain more than basic access, you would have to fill out a Security Access Form, which can be found on the Financial Services website.
* **General Inquiry Access**: if you have General Inquiry access, you will be able to see financial transactions and information, but you would only be able to view the information on the screen. Most reports in PeopleSoft are view only, which means you are unable to affect the information in the database, regardless of the buttons or actions you take with the report. You will only be able to see financial data related to the dept for which you have been granted view only access.
* **Transaction Entry Access**: If you have been granted transaction entry access to an area of the application, you will be able to enter transactions as well as see financial data on other transactions that have been entered for the same department. You can enter transactions for the following areas in PeopleSoft:
  + **Journal Entry**
  + **Budget Transfers (Budget Amendments)**
  + **Effort Certification (only to be used by Principal Investigators on a Grant/Project)**
* **Approval Access:** If you have been granted approval access for Journal Entries or Budget Transfers, you would be able to approve these transactions from the Approval Tile. If you have been granted Approval Access for E-Travel, you can approve these transactions from the Worklist or from the automated Emails
* **NOTE:** Requisitions, Purchase Orders, and Payment Requests have been moved to another system altogether: The PAW Procurement System. While the forms you would fill out to gain access to PeopleSoft also allow you to ask for access to these types of transactions, they are handled by Procurement. Material for how to navigate that system can be found on the [Procurement website](https://procurement.umbc.edu/paw-procurement-training/) as well as on the [Business Services website](https://businessservices.umbc.edu/paymentrequestpaw/). Training for that system is outside of the scope of this class.

If you require a level of access that you do not have in the application, please complete a Security Access Form and return it to the appropriate team for processing. Use the [Individual Security Access Form](http://umbc.edu/go/828) to request access to enter transactions or view financial data (General Inquiry Access). Use the [Departmental Security Access From](http://umbc.edu/go/829) to request access to approve transactions for a specific department. Instructions on how to fill out the forms can be found on the [Financial Services website](https://financialservices.umbc.edu/individual-approval-instructions/).

# Account Information – Chartfields

In order to process a transaction in PeopleSoft, users must use codes called **Chartfields**. Chartfields are informational fields that categorize transactions and apply the transactions to budgets.

A series of chartfields is referred to as a **Chartstring**. Every action in PeopleSoft requires a Chartfield String in order to submit paperwork and enter, research, and interpret data in the PeopleSoft databases.

Chartfields and Chartfield Strings are required to:

* Generate reports
* Access data
* Perform transactions in PeopleSoft
* Complete forms
* Allocate expenses

When departments make purchases, allocate expenses, and receive revenue, all paperwork associated to these activities requires that the appropriate chartfields be completed in order for the Finance Departments to process the paperwork.

There are 10 chartfields in PeopleSoft Finance, however, not all chartfields are required for every transaction. Some chartfields are specific to grants or sponsored accounts.

For example, chartfields associated to General Ledger transactions are commonly referred to as **GL** Chartfields. The Chartstring for the GL includes:

* Business Unit
* Department
* Fund Code
* Account
* Prog Fin
* Fiscal Year

The following table provide definitions and examples of commonly used chartfields. If you have any questions about which chart string you should be using, reach out to your supervisor first. They will know more about your specific situation and what is appropriate. Below just lists examples of what to use. The table does not list all possibilities of chart string combinations.

|  |  |  |
| --- | --- | --- |
| **Chartfield** | **Example** | **Definition** |
| **Business Unit** | UMBC1 (all PS 9.2 Finance transactions are under the default) | A set of financial records, business practices and reporting requirements |
| **Department ID** | 10118 – New Media | An organizational unit responsible for business transactions |
| **Fund** | 1111 = State Fund  1113 = Self Supporting Fund (DRIF)  1253 = Grant Fund | Identifies the source of UMBC funding |
| **Account** | Revenue – 4XXXXXX  Payroll – 6XXXXXX  Operating Costs- 7XXXXXX | Classifies business transactions by categories that include assets,  liabilities, net asset (fund balance), revenue and expenditures. |
| **Prog Fin**  **(Program Financial)** | 011- Instruction- General  012 Instruction- Special  021 Research Institutes/Centers  022 Research – Individual | Codes that categorize the expenses. All department budgets have been created with specific Prog Fins to be applied to transactions |
| **Project/Grant** | 00000444 CASPR | Provides link for financial transactions to the grant management database |
| **PC Business Unit** | UMBC1 for Project Chartstrings  Blank for everything else | Project Business Unit – this is the most commonly generated error. Only populate this if there is a project. Otherwise leave blank. |
| **Activity** | MAIN – Non Grants Projects  CNV – Projects that begin with “CV”  BUD001 – Grant Projects | Leave this field blank if you do not have a project. |

# Navigation

## Logging In

To log into PeopleSoft Finance, you can go directly to <https://fsprd-web.psfs.umbc.edu/WebAuth>

When booking the above as a bookmark, be sure to copy and paste that url directly into the bookmarks toolbar. If you try to favorite after clicking enter, the URL changes and if saved, it will not work as a login link after.

You can also find a link to PeopleSoft Finance on the my.umbc.edu website. After logging in, look for the Trending links just under the main banner in the middle. PeopleSoft: Finance is listed in those links. You can also look for it using the search tool on the my.umbc.edu website.

When logging in, use your normal UMBC credentials.

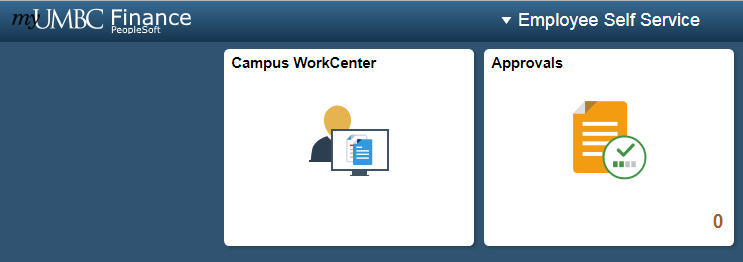
Please note that PeopleSoft will automatically time out if there is no activity for 120 minutes. It is important that all work is saved before that timeout occurs.

## Landing Page - Employee Self Service

The navigation in PeopleSoft 9.2 has seen a drastic improvement in comparison to the 8.9 menu navigation.

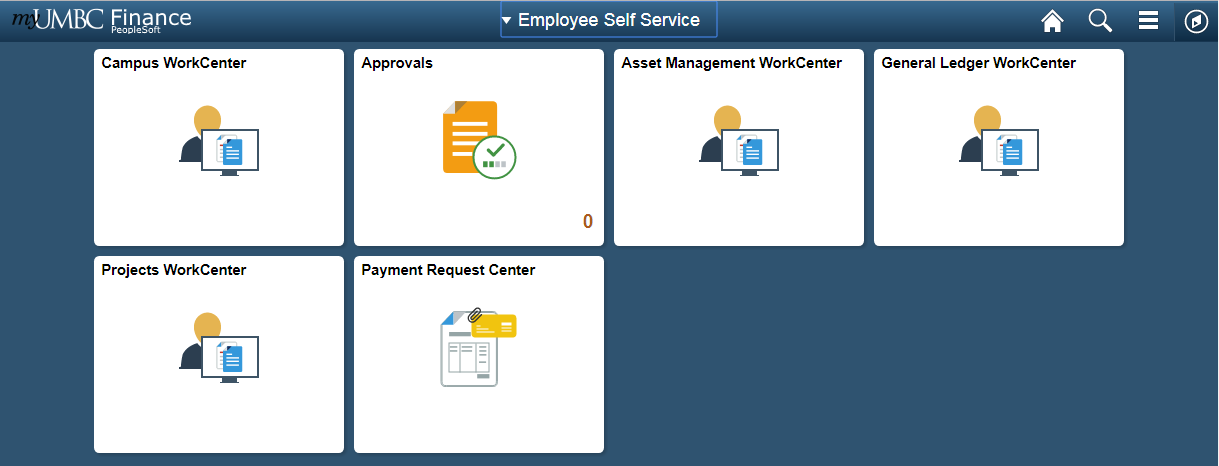
In an effort to make PeopleSoft more mobile and user friendly, they have rolled out a menu option of tiles. Tiles mostly point to various WorkCenters, but can also point to heavily used menu options, such as Approvals.

The tiles appear on a page called Employee Self Service. This is the default page you will see when logging into PeopleSoft.



All campus users can use the Campus Workcenter to access everything that they regularly use in PeopleSoft. Departmental Approvers and Central Employees may also see a tile called Approvals.

If you see additional tiles, it means that you have more of a centralized role. Use those tiles to access menu options that relate to central tasks.



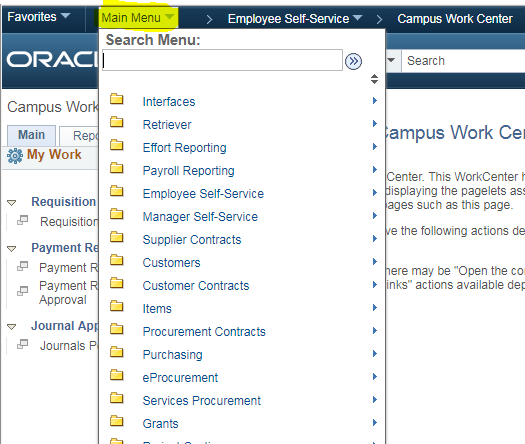
**Note:** Your WorkCenter is configured based on your security access, therefore there may be less tiles. All PeopleSoft Finance users will have the tile labeled **Campus WorkCenter**.

## Navigating with Breadcrumbs

Once inside a workcenter, you will also notice that a top menu bar appears, showing breadcrumbs of where you’ve been.



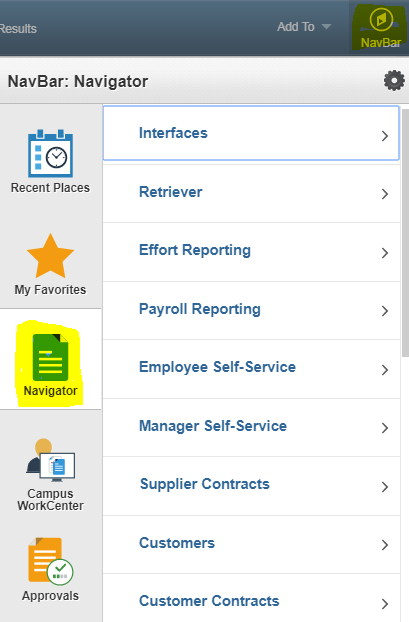
This is an interactive bar that shows menu options in the same order as they appeared in 8.9.



## Navigating with Navigator

If you do not see the breadcrumbs at the top of the page (sometimes they are unavailable), you can access the menu options by clicking on the compass symbol called NavBar in top right hand corner of every page. This will bring up a side menu bar.

From there, click on the Navigator Menu option. This will bring up the main menu options in the same order that they appear in 8.9.



As a general tip, if you drill down to a specific menu option, the next time you go into Navigator it will “remember” the last menu option you drilled down to. So you may have to hit the back bar at the top of the navigator menu tree to see the main menu options again.

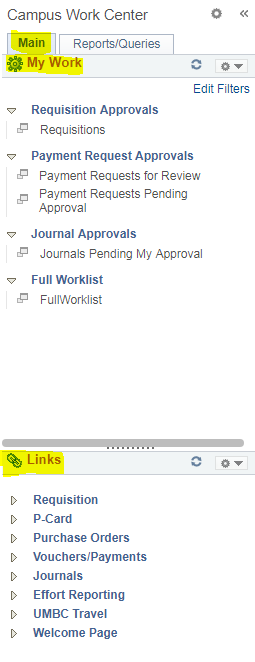
# Workcenters

## Overview

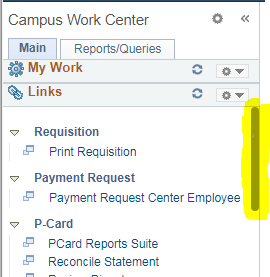
Workcenters are designed to replace the old navigation seen in PeopleSoft 8.9 and before, to group together menu options regularly used based on your role in PeopleSoft. They reduce navigation time and let you accomplish your daily tasks in an efficient manner.

## Navigation

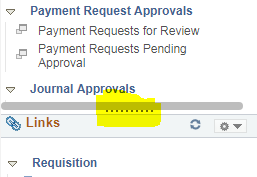
All Workcenters are divided into four general areas, called pagelets. On the left-hand side you will see the navigation bar, with two tabs, and two sections on each tab.

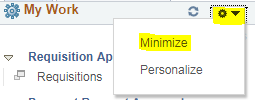
There are additional navigational tools for the pagelets that appear when your cursor hovers in the area: one is a right-hand vertical scroll area. You can left-click the scroll once it appears, hold down the cursor and drag the scroll bar up or down.



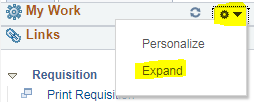
You can also resize each Workcenter pagelet. Just hover over the dotted line in each pagelet until the cursor turns into a double-sided arrow. Left-click and hold down. Drag and drop up or down to resize the pagelet.



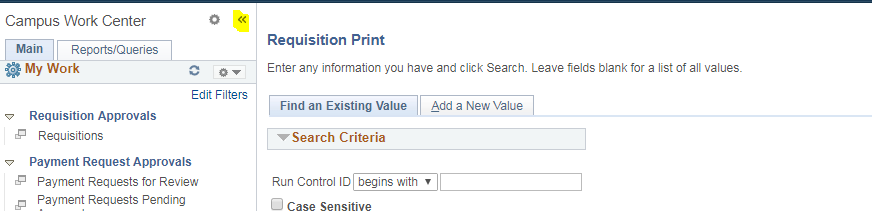
To collapse any of these sections so that you can focus on the sections that matter to you, select the dropdown arrow next to the gear icon, to the right of the section title. Select Minimize.



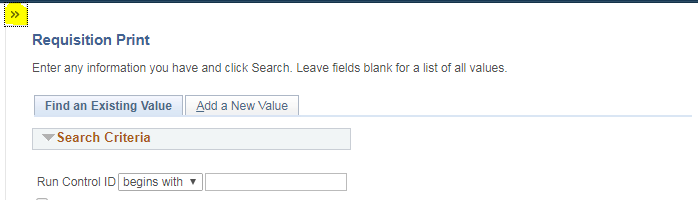
To expand the section, select the dropdown arrow next to the gear icon again, and select expand.



When clicking on any menu item, the page that correlates to that link displays next to the menu on the right hand side. You can hide the left hand menu options to give more real estate for the page you are actively working on. To do this, click on the << symbol at the top of the menu bar next to the Workcenter name.



To get the menu back, simply select the >> icon (now in the top left hand corner of the page):



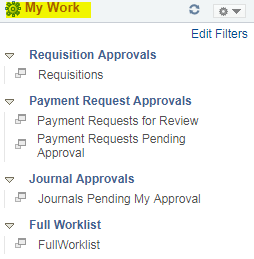
## My Work Section

On the main tab, you will see a My Work section with hyperlinks to task pages.

The My Work pagelet can include links to events and notification alerts, prioritized items needing immediate attention, and worklist tasks for workflow approval.

The hyperlinks ONLY become active when you have tasks to complete in that section. Otherwise, the hyperlink is grayed out and you cannot click on it. Hyperlinks are only visible to a user if they have access to the corresponding pages they link to.

When a user has work to do, the hyperlink becomes clickable. A number will display in parenthesis next to the link letting you know how many items require attention in that area.



## Links Section

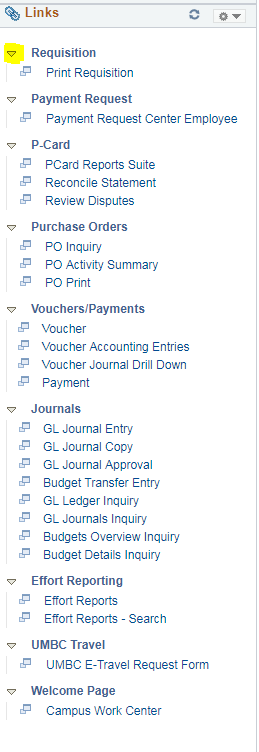
The Links pagelet makes it possible for you to access your most commonly-used pages with full functionality without ever leaving your Workcenter.

Each pagelet can include group headings.  Group headings are used to place similar pages and links into logical groupings, and are expandable and collapsible.

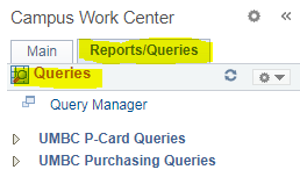
The group headings themselves are not clickable. You have to select the dropdown arrow next to the group heading to expand the menu options, which opens up all links related to that group heading. Those links are clickable.

The Links pagelet can include additional links to pages and other areas of interest including links that are external to your organization.

You can personalize (from the list enabled by your system administrator) which links appear on your Workcenter.



## Queries Section



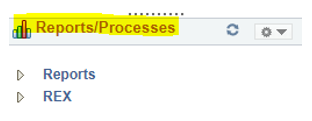
The Queries pagelet can include links to Query Manager, public queries, and pivot grids.

If there is a Query that you think will benefit the campus, you can reach out to IT to have a link added to the Campus Workcenter.

All queries that show up in the Workcenter will be available to everyone, so we cannot configure it for the individual user.

However, you can also view all your query favorites when you go to the Query Manager.

## Reports Section



The Reports Pagelet an include links to reports frequently used by the campus. Examples include PCard Reports suite, and all REX reports.

These links take you directly to the Run Control page for the report or process.

There is a REX app that allows you to see and run REX reports within the PeopleSoft environment (only works in Internet Explorer).

If there is a Report that you think will benefit the campus, you can reach out to IT to have a link added to the Campus Workcenter.

# Run Controls

## Overview

Run controls are required for any process that needs to run. These are snapshots of your data that you input, saved under a Run Control ID. This helps so that you do not have to re-enter the data every time you run that process.

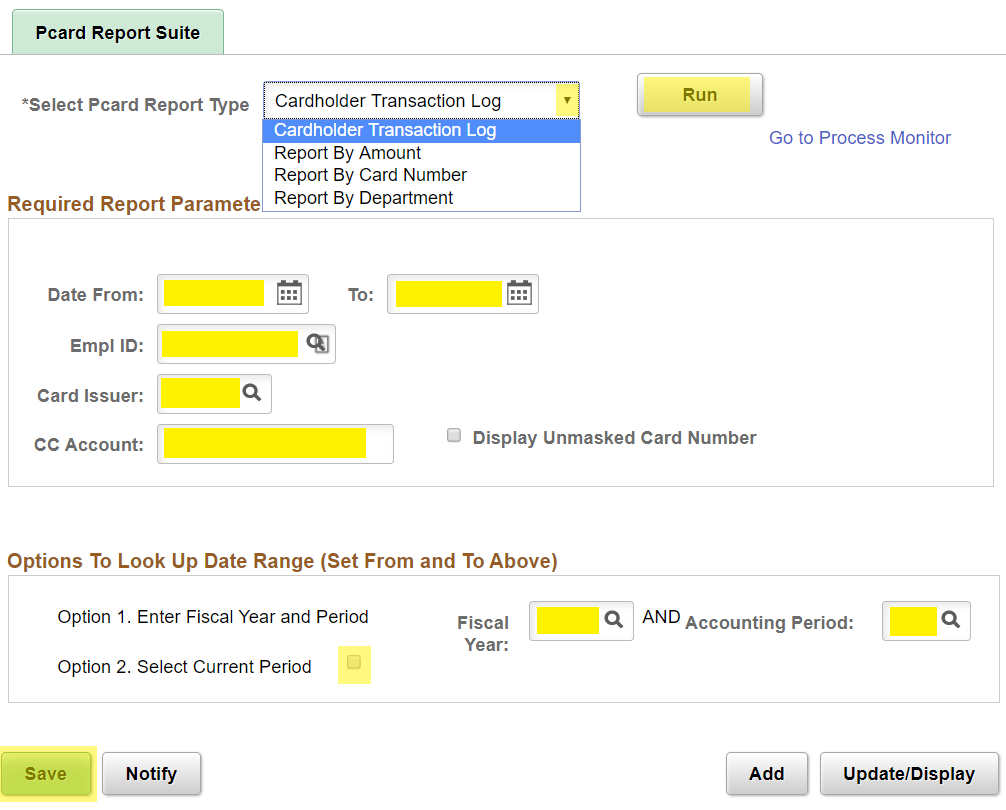
## Creating the Run Control ID

When navigating to a report, you will be prompted for a Run Control ID. You can search for an existing one. If you have not created one for this report suite, click on the Add a New Value tab at the top. Follow the following guidelines for the Run Control ID name:

* You cannot use spaces
* Avoid using a year in the ID
* Try to use a name that relates to the report being run.
* These names **cannot** be changed later.
* **Do not** use any personally identifiable information in the run control ID, such as your Pcard number. This Run Control ID is a semipublic field within PeopleSoft.

Once the Run Control ID has been loaded or created, you will be brought to a page that allows you enter different criteria for the report. These fields will limit the data that shows up on the report. If left blank, more data will show up on the report. Not all fields are required, but some are.

When finished filling out the applicable fields, select the Save button at the bottom left. This will save the data selected under the Run Control ID you created.



## Accessing the Reports

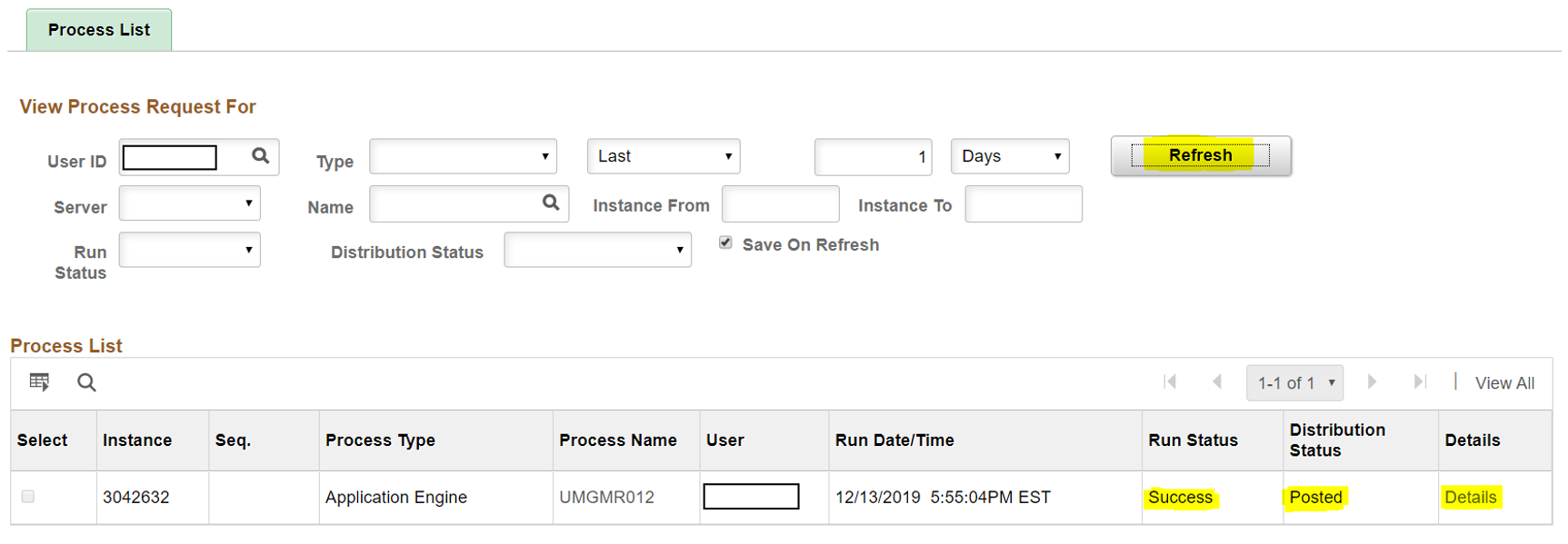
Select the Run button at the top right. The Process Scheduler Request screen pops up. Select OK without changing any of the server information.

The Server Name is automatically populated when the request is saved (PSUNX) or it is blank. Either way, leave the default selections for the servers.

You will then either be brought directly to the Process Monitor or the Run Control Screen.

If brought to the run control screen, select the **Process Monitor** link at the top right. The process list is displayed.

Make sure most of the fields at the top are blanked out except for the User ID, which should automatically be populated. By filling in these fields, you will limit the processes that are listed below. This can cause you to think the process has not run when it actually has, because it will not display in the list if you limit the criteria.



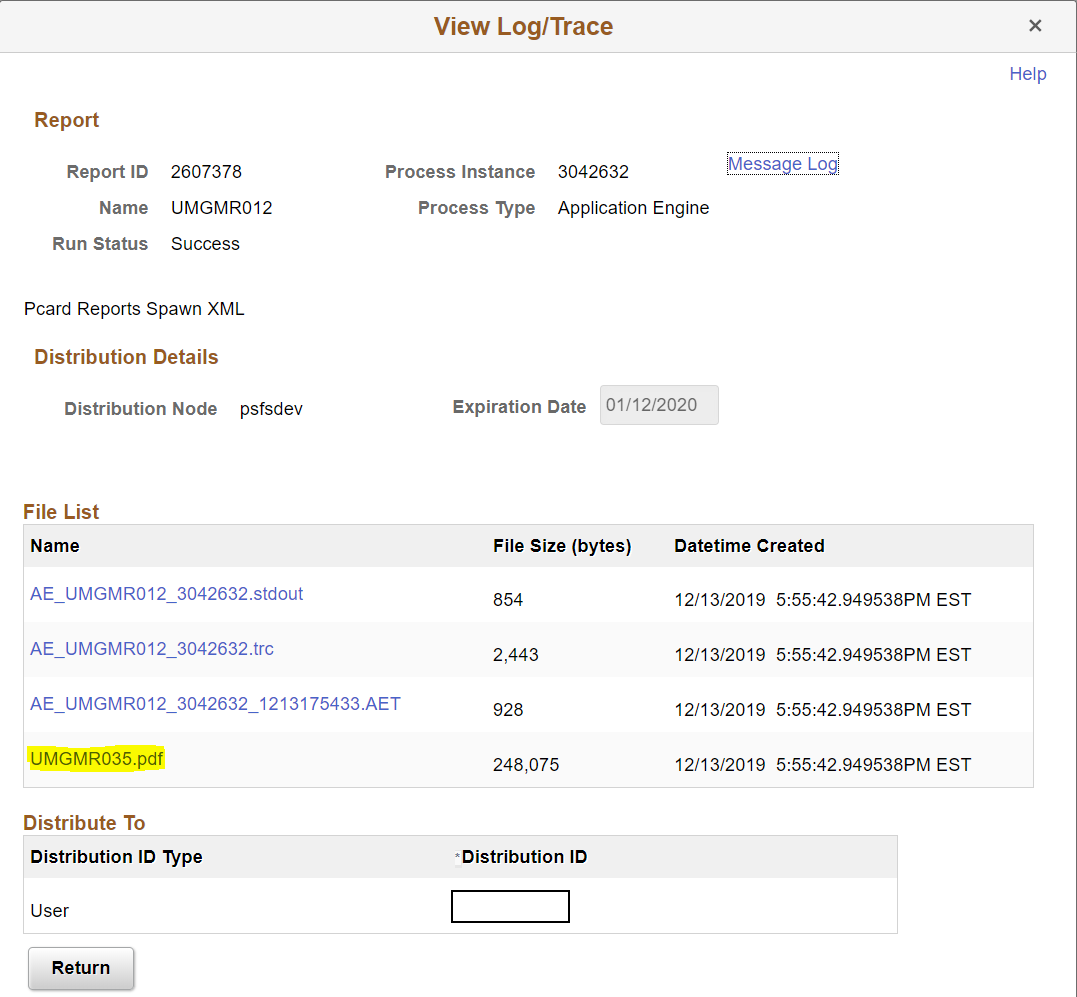
Select the **Refresh** button periodically until the Run Status changes to **Success,** and the Distribution Status changes to **Posted**.

Select the **Details** link on the right. The process detail page will pop up.



Click the **View Log/Trace** link listed beneath the Actions column. The View Log/Trace window is opened.

Click the documentlink that ends in **PDF** to open the report. Your Adobe Acrobat report will open in a separate window.

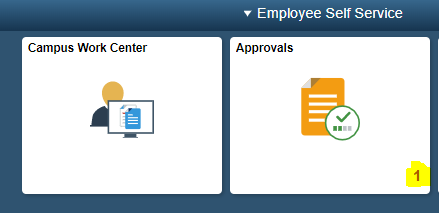


# Approvals

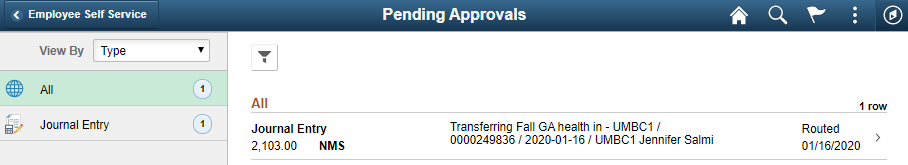
## Approvals in the Approval Tile (For Journal Entries and Budget Transfers)

### Navigation

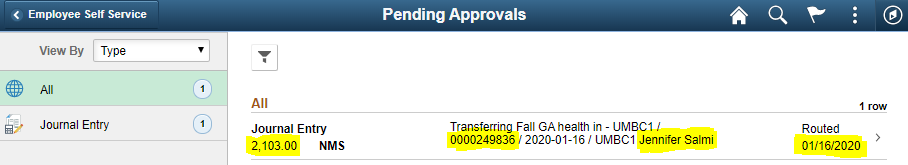
If you need to approve a Journal Entry or a Budget Transfer as a departmental approver: Go to the Employee Self Service Page and click on the Approvals Tile.



All items requiring your approval are listed here.

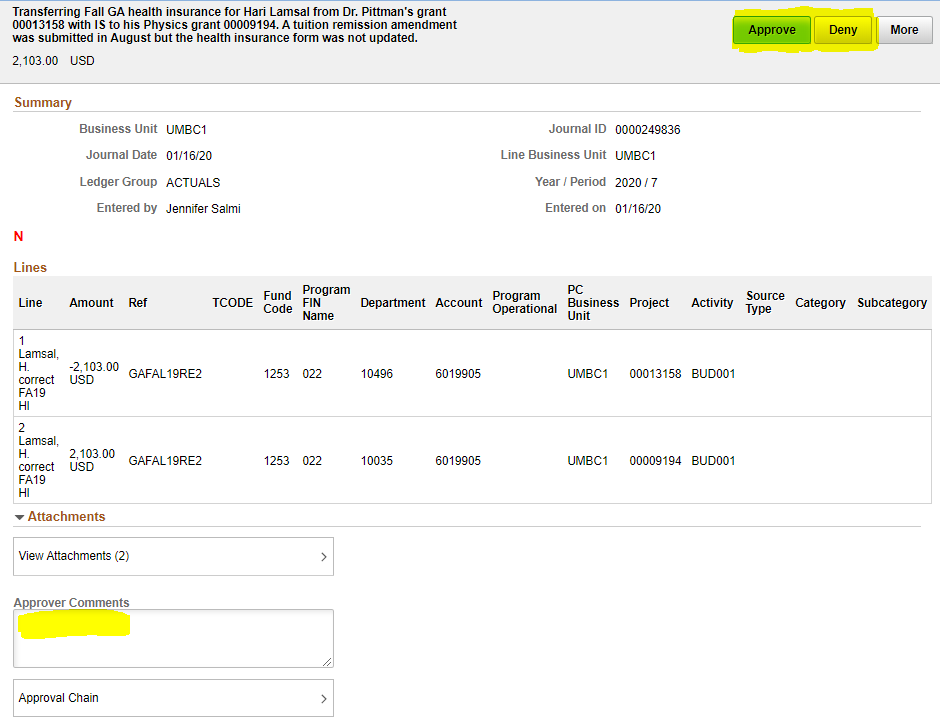


Select the item from the list that you would like to approve. The item name, number (ID) and the person who submitted it can be seen from the review list. Click on the link of the transaction you would like to review.

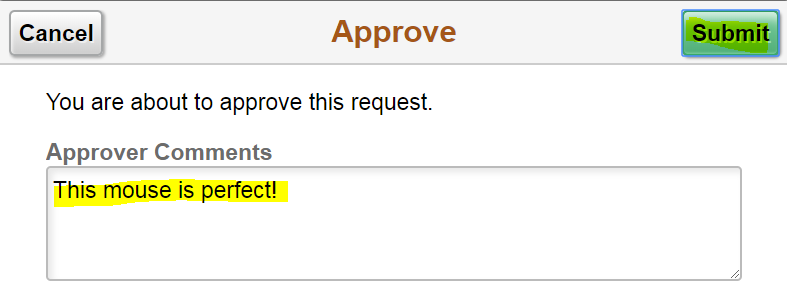


### Approve the Transaction

To approve or deny the item, fill in the appropriate comments into the Approver Comments section at the bottom, and select Approve or Deny in the top right hand corner



A popup will appear with your approver comments pre-loaded in it. Change your comments if needed. Click Submit.



After approving it will go through central approval and disappear from your Approval Tile’s Worklist.

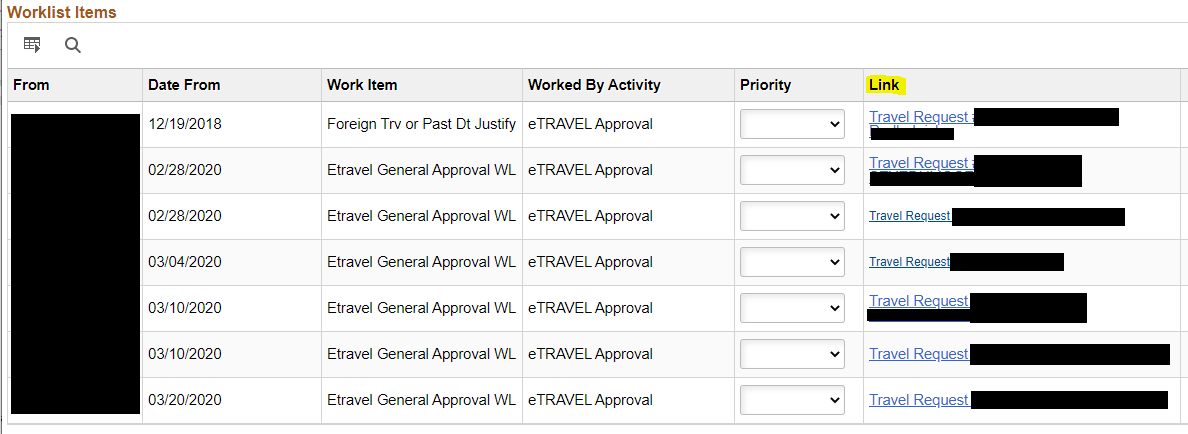
## Approvals in the WorkList (For E-Travel Requests)

### Navigation

If you need to approve an E-Travel Request as a General or a Foreign approver: Click on the NavBar link at the top right hand corner and select the Worklist tile.



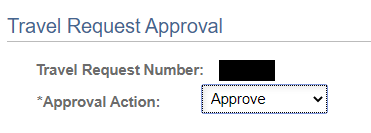
From here, you can see all transactions waiting your approval. You can click on the link of an individual transaction to see more detail and approve the transaction.



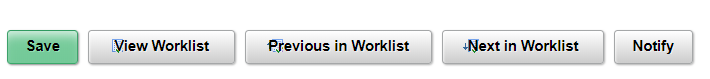
### Approve the Transaction

Once inside the transaction, you can review the details of the E-Travel Request.

To approve the transaction, make sure to select Approve in the dropdown menu at the top under Approval Action. To deny the transaction, select Deny.



Then, scroll down to the bottom and select Save. This will remove the transaction from your WorkList.



# Appendix

## Financial and HR Terminology

Below is a list of commonly used terms that relate to financial processing within PeopleSoft.

* **Job Data:** Information used to identify an employee’s title, status, compensation, classification, and benefits eligibility required to generate pay for services rendered, as well as other on/off campus reporting activities.
* **Personnel Data:** Key information outlining employee personal attributes such as name, address, race, birthplace, social security number, citizenship and visa status, veteran’s status, etc. required for University, State and Federal reporting as well as payroll taxation.
* **Time Entry:** Mechanism used by departments to record hours worked, leave taken and other exceptions to employee which ultimately result in payment to the employee.
* **New Hire Personnel Action Request (PAR):** Document used to gather personnel and job data for new employees.
* **Change PAR:** On-line mechanism used by departments to request changes to personnel and job data for existing employees.
* **Combination Code:** A PeopleSoft generated number used by the HR database to encapsulate the Chartfield String used in PeopleSoft Finance and identify funding source for positions/jobs.
* **Position Management:** A term to describe the actions related to the classification and compensation activities within the university.
* **Department Budget Earnings:** Identifies how current and future payroll funds for a position are to be distributed financially across fund sources.
* **Retro:** Refers to the Retroactive Change Form, which is used to modify how payroll was distributed historically.
* **General Ledger:** The final ledger in the financial system which holds all financial transactions used for external and summary financial reporting and financial management.
* **Commitment Control:** Finances that have been reserved for a specific financial transaction, prior to final approval and posting to the General Ledger.
* **P-Card:** Procurement Card – similar to a credit card used for purchases
* **Project:** An event or activity that has a specific beginning and end date.
* **Grants/Contract:** Money awarded to departments by a Sponsor for the purpose of providing products and/or services for a specific project.
* **State Funded:** Money appropriated to UMBC by the State of for the purpose of administering education services to students.
* **Pre-encumbrance:** Money requested to be used for a specific purpose – a **Requisition**.
* **Encumbrance:** Money approved and reserved to be used for a specific purpose – a **Purchase Order**.
* **Journal Entry:** Adjustment made directly in the General Ledger
* **Journal ID:** Transaction identification number used to identify Journal Entries. This number appears on budget detail reports and is used to research budget line item details.