Table of Contents

Chapter 1 : Course Objectives

In PeopleSoft version 8, you will use the applications in an Internet environment. The system will require the installation of only a web browser, the Internet Explorer, on individual user machines. Installation of client software on your computer is not required.

Using the Internet Explorer, you will sign in to your PeopleSoft applications as you would when opening your favorite website.

This course is intended for faculty, staff and student employees who are new users of the PeopleSoft version 8 Financials system. Frequently-used procedures will be reviewed.

At the end of class, you will be able to:

- Define a relational database
- Explain how The University of Akron uses PeopleSoft Financials
- Define common terms used in PeopleSoft Financials
- Initiate requests for access to PeopleSoft records and for assistance with PeopleSoft UserIDs and passwords
- Sign In and Sign Out
- Navigate using the menu and navigation bar
- Search for and locate a record
- Use Run Control IDs, the Process Scheduler and the Report Manager to complete common printing tasks
- Set and use favorites
- Inquire on a Financial document
- Print a web page
- Locate The University of Akron's PeopleSoft documentation, instructor-led courses and web-based courses on the web
- Use this documentation to navigate common paths and perform common tasks

NOTES:

Chapter 2 : PeopleSoft Financials at The University of Akron

In this lesson, you will review general information about the PeopleSoft Financials system. The topics reviewed include:

- Database terms
- PeopleSoft modules
- Accessing PeopleSoft records

Database Terms

Knowledge of the following terms is important to your use of PeopleSoft.

Term	Definition
Database	A collection of data that is organized into a group, because the data is related to a particular topic or purpose
Table	The basic structure that stores related data in rows and columns
Field	A category of data which is within one column in a table
Field Value	The data itself that is stored in a field. Ex: The field is called Last Name. One of the field values is Brown.

PeopleSoft is a type of software called a **Relational Database Management System**. The data in the database is stored in hundreds of tables. The records in one table are related to the records in another table or several other tables by a piece of data that is repeated in each of the tables. An example of data that may appear in many tables is UserID or Account. The fields that relate one table to another table are called **keys**. These relationships allow for the use of information from more than one table at a time, so that on one page of PeopleSoft or in a report, you can see data from many tables.

If you request information on Journal ID JD04621106, PeopleSoft can display the rows of data (with that Journal ID) from the two tables. PeopleSoft knows which rows are related by the values in the key field, Journal ID.

Journal Header Table

Business Unit	Journal ID	Journal Date	Unpost Seq
AKRON	JD04621106	10/21/2003	
AKRON	AP00313456	10/22/2003	

Journal Line Table

Business Unit	Journal ID	Journal Line	Ledger	Account	Fund
AKRON	JD04621106	1	ACTUALS	5763	10000
AKRON	JD04621106	2	ÁCTUALS	5763	36563

PeopleSoft Modules

PeopleSoft is purchased in modules (parts). The University of Akron uses the following modules of PeopleSoft. The General Ledger, Accounts Payable, Purchasing and Commitment Control modules are referred to as PeopleSoft Financials.

Unless you work in one of The University's business and finance administrative offices, your use of PeopleSoft Financials will be restricted to one or more of the following:

- Entering requisitions
- Inquiring on requisitions, purchase orders, vouchers and payments
- Inquiring on budgets
- Transferring dollars from one budget to another or within a single budget from one pool account to another
- Submitting data to the Controller's office for adjusting journal entries
- Printing reports
- Downloading financial data to Excel

Module	Comment
Human Resources	Recruitment, compensation system, workforce development.
Benefits Administration	Establish and manage benefit programs, such as sick or vacation leave, medical insurance.
Payroll	Calculate earnings, taxes and deductions. Direct deposit, payroll checks.
Campus Community	Biographic and demographic data of students, faculty, staff, alumni and patrons. This data is shared across all modules.
Admissions	Prospect recruitment, application processing and admission.
Academic Structure	Student careers (undergraduate, graduate and law) and academic plans (majors and minors).
Student Records	Courses, registration and grade processing.
Advisement	Access to academic records and reports.
Student Financials	Student fee invoice and student account balances.
Financial Aid	Application processing, student financial aid awards and loans.
General Ledger	Financial records and financial management.
Accounts Payable	Vendors, invoice entry, payment of The University's bills.
Purchasing	Requisitions, purchase orders, delivery receipts.
Commitment Control	Budgets
Contributor Relations	Manage supporter relationships, alumni information, track giving.

Obtaining Security to Access PeopleSoft Financials Records

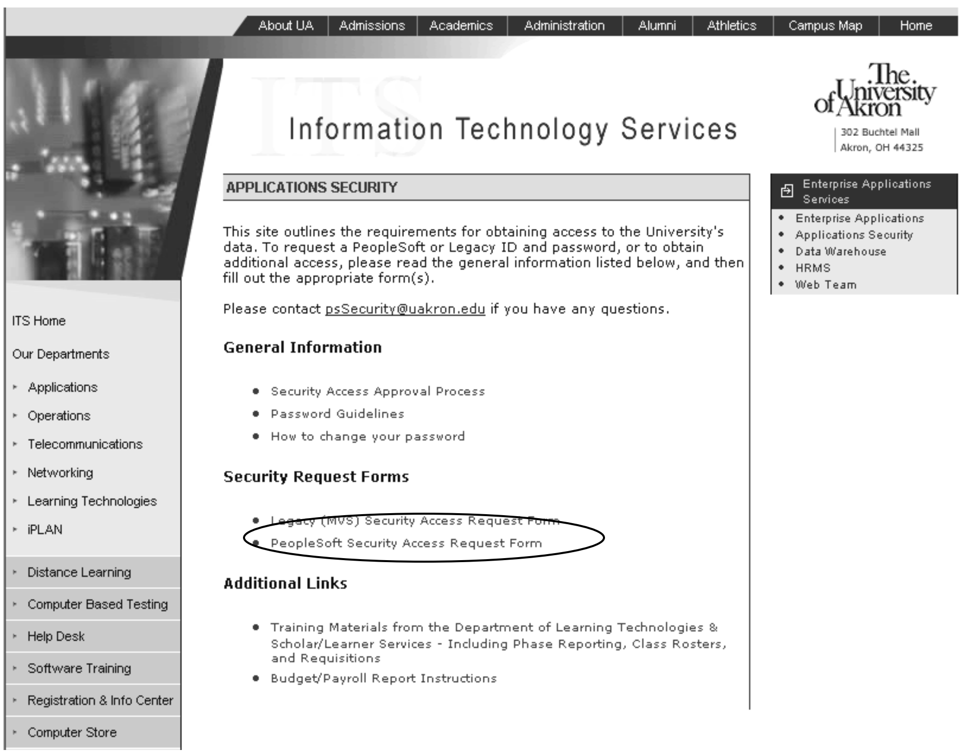
You need a UserID and password to log in to PeopleSoft. To apply for your UserID and password, go to the security web page at http://www.uakron.edu/its/applications/security/index.php and follow the instructions in this lesson.

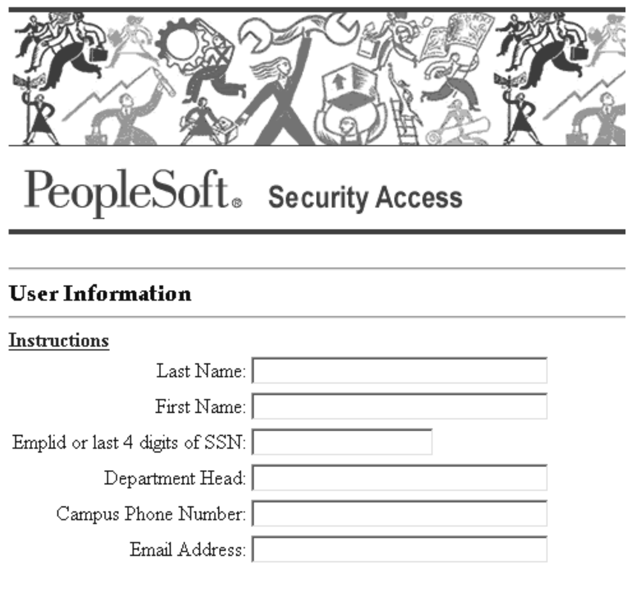
This web page also contains information about the approval process, password guidelines and instructions for changing your password.

For questions about the security process, you may send e-mail to pssecurity@uakron.edu .

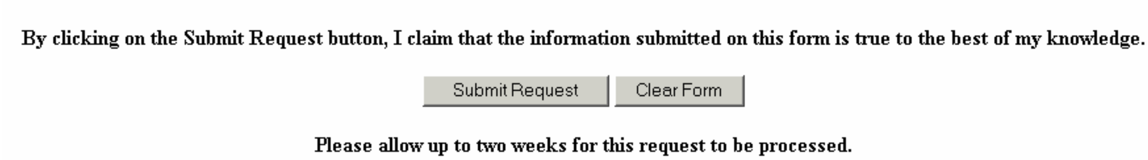
What you do	What happens

1. To apply for your UserID and password, go to the security web site at: http://www.uakron.edu/its/applications/security/index.php



What you do	What happens
2. Click on the link for the PeopleSoft Security Access Request Form as circled in the screenshot for step 1.	A dialog box appears to prompt you for your UAnet ID and password. 
3. At User Name, enter your UAnet ID. 4. At Password, enter your UAnet password. 5. Click on OK .	The online Security Access Application is displayed. 
6. Complete the top portion of the application with your user information. 7. Scroll through the form and complete <u>only the items that are pertinent</u> to your request for access to records.	

8. Scroll to the bottom of the form, where the following messages and buttons are displayed.



What you do	What happens
9. Click on Submit Request .	The information is forwarded to The University of Akron's security administrator for processing. **NOTE:** The security process has several steps, so please allow up to two weeks for the request to be processed. For example, in one step of the security process, the security administrator needs to check with the PeopleSoft module leads in the business offices (Purchasing, Controller, etc.) that are in charge of the records to which you request access. The module lead in that business office must approve your access.

NOTES:

Chapter 3 : Definitions

SpeedTypes

This 6-digit code represents a particular budget. In most cases, this 6-digit code is used for data entry, to request information or to print a report regarding that budget. Examples of SpeedTypes are: 200704 or 537861.

ChartFields

The PeopleSoft system uses the five ChartFields to categorize and track all financial transactions. Those ChartFields are:

- Fund
- Department
- Program
- Class
- Account

The function of each ChartField can be broadly defined as follows:

Fund: This ChartField represents the highest level of University accounting. For regular departmental SpeedTypes, the fund will be 10000 for the Akron campus and 11000 for the Wayne campus. Departmental Sales funds will start with the digits “108” while Auxiliary funds will start with the digit “2”. All restricted funds will be composed of the last five digits of their related SpeedType.

Department: This ChartField defines the owner of the transaction. It will start with either **A** or **W** to indicate the campus. The HR home department is incorporated into the department ChartField as digits 2 through 5, as shown in bold type below.

SpeedType		Department
	0383 – Geography	
201130	Geography and Planning	A**0383**001
201131	Course Fee – Geography & Plan	A**0383**002
207006	Info Tech Fee-Geography	A**0383**009
211130	Geography-Wayne College	W**0383**001
	1840 – Business Tech	
202530	Business Technology	A**1840**001
202531	Course Fee – Business Tech	A**1840**002
212530	Business & Office Tech-Wayne	W**1840**001

Program: This ChartField defines the expenditure function, or type of activity. Examples are Instructional, Research or Institutional Support.

Program	
1000	Instruction and Dept Research
2000	Separately Budgeted Research
3000	Public Service
4000	Academic Support
5000	Student Services
6000	Institutional Support
7000	Operation and Maintenance of Plant
8000	Scholarships and Fellowships
9000	Auxiliary Enterprises

Class: This ChartField defines the type of funding. For example, OPER is used for regular operating SpeedTypes while FRG is used for Faculty Research grants.

Account: This ChartField classifies the nature of a transaction, for example, sales, office supplies or travel. Accounts are either budgetary pool accounts or detail transaction accounts.

NOTE: A list of both pool and detail accounts are included as an Appendix in this manual.

Accounting and Budget Periods

At The University of Akron, the accounting year, known as the Fiscal Year, runs from July 1 through June 30. Each fiscal year is named for the year in which it ends. For example, the 12 month period running from July 1, 2004 through June 30, 2005 is referred to as the 2005 Fiscal Year. In many places throughout the financial system, **Budget Period** is used synonymously with Fiscal Year.

The months of the year are called **Accounting Periods** and are numbered 1 through 12. July, the first month of the fiscal year, is assigned the number 1. August is assigned number 2, and so on.

Budget Period (Fiscal Year)	
Month	**Accounting Period**
July	1
August	2
September	3
October	4
November	5
December	6
January	7
February	8
March	9
April	10
May	11
June	12

Life Cycle of a Requisition

STEP 1
Requester Creates a PeopleSoft Requisition.

An Approver can do the following when reviewing a requisition:
Approve
Deny
Recycle (Send back for changes)

STEP 2
Authorized Person Approves the Order.

Prior to Budget Checking (Commitment Control) your requisition will have a status of:
Not Chk'd: Has not been Budget Checked yet.

Budget Checking (Commitment Control) creates the following statuses:
Valid: Successful
Error: Failed Budget Check.

STEP 3
The Requisition is Budget Checked (Commitment Control).

Common Statuses for requisitions:
Approved
Denied
Recycled
Pending Approval
Canceled
Complete

STEP 4
Purchase Order is Automatically Created.

Dispatched means the order has been sent to the Vendor by phone, mail, or fax. Order is "official."

STEP 5
The Purchase Order is Dispatched by Purchasing Department.

STEP 6
Goods or Services Received and Invoice is Received.

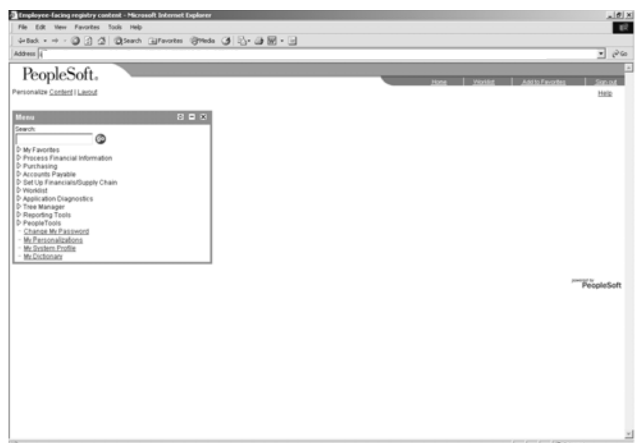
NOTE: Each step in the process is contingent upon the previous step.

Voucher means "okay to pay." A voucher is not a check.

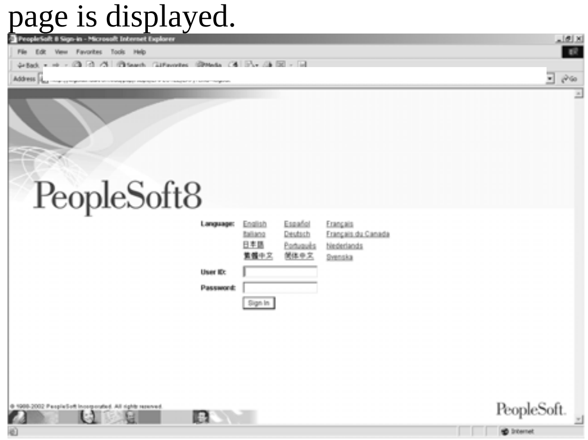
STEP 7
Voucher Created and Vendor is Paid.

Chapter 4 : Sign In and Sign Out

Sign In to PeopleSoft

What you do	What happens
1. Open the Internet Explorer. 2. If this is the first time that you are logging in, type the URL given to you by your instructor. Set this as a favorite in the Internet Explorer. If you have set the PeopleSoft Sign-In page as a favorite, select it from the favorites list. NOTE: For instructions on setting favorites in the Internet Explorer, see Appendix A.	
3. Enter your User ID and password **in all capital letters**. 4. Click on the Sign In button.	
5. OPTIONAL: Press F11 to use the Full Screen view in the Internet Explorer. In the Full Screen view, the Internet Explorer's title bar, status bar, menu bar and toolbars are hidden, as well as the Windows taskbar. This allows more display area for the PeopleSoft pages. Pressing F11 again will return to the Normal view in the Internet Explorer.	

Sign Out of PeopleSoft

What you do	What happens
1. DO NOT PERFORM THIS STEP UNTIL THE END OF CLASS. To sign out, click on the Sign out link in the top right corner of the web page. 2. When the PeopleSoft Sign In web page is displayed, close the Internet Explorer.	The **Sign out** link is indicated by the arrow. 
Important: You need to sign out of PeopleSoft using the Sign out link. Do not close the Internet Explorer until you sign out and see the Sign In web page as shown at the right. If you do not sign out, your PeopleSoft session remains open until your session times out.	After you sign out, the PeopleSoft Sign In web page is displayed. 

Chapter 5 : Menu Navigation

Discussion

In the current version of PeopleSoft Financials (version 8), the data and your choices are presented as web pages. The menu is displayed on the left side of the page. As you make selections, the menu expands itself until you make your final selection.

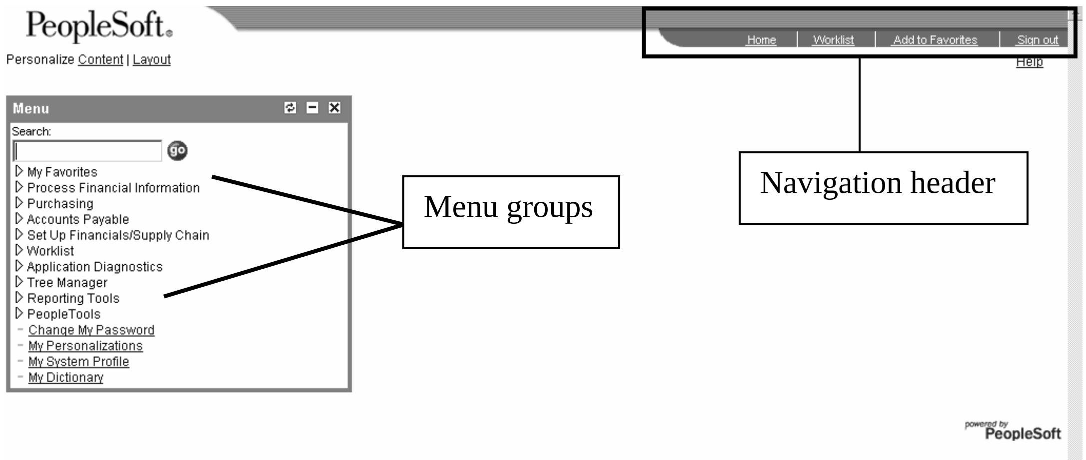
Terms

Navigation header:	The links displayed in this header will remain at the top of every page in the Financials application.
Menu Groups:	The Home page lists the menu groups to which you have access. These groups represent a set of functions. When you select a menu group, the group is expanded to list the menus that are a part of that group.
Menu:	These selections are groups of business processes.
Menu Items:	These selections are specific business processes, such as Use, Inquire, Report.
Components:	In the previous version of PeopleSoft, these were called panel groups.
Pages:	In the previous version of PeopleSoft, these were called panels. A component may have one or more pages.

Steps

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td colspan="2">

1. Review the Home web page for PeopleSoft Financials.



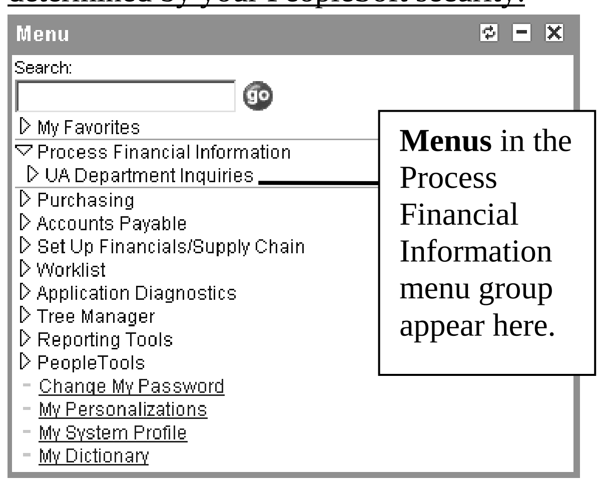
</td></tr>
<tr><td>

2. To make a selection from the menu groups, click anywhere on the text for that group.

   Click on the <u>menu group</u> **Process Financial Information**.
3. Note that:
   a. The menu group and its menus are shaded for easier identification. The shading is to help you “keep your place.”
   b. The triangular icon for Process Financial Information has changed to point down. This is to indicate your choice.

</td><td>

The Process Financial Information menu group expands to display the menus that are available in its group. <u>The menus that you see are determined by your PeopleSoft security.</u>



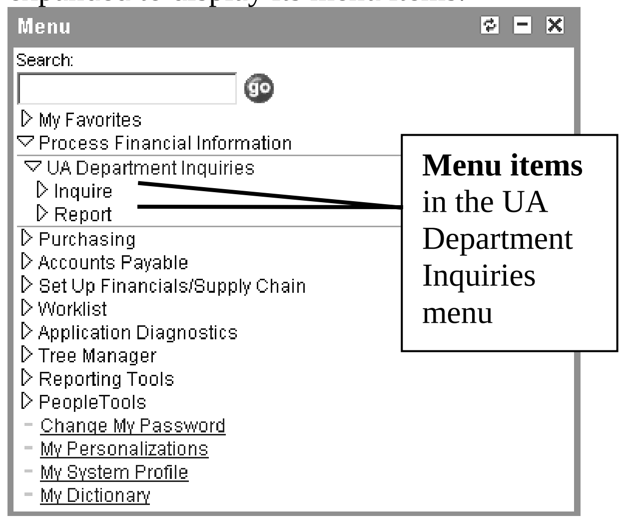
</td></tr>
</table>

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>

4. Click on the <u>menu</u> **UA Department Inquiries**.
5. Note that:
   a. The menu and its menu items are shaded for easier identification. The shading is to help you “keep your place.”
   b. The triangular icon for UA Department Inquiries has changed to point down. This is to indicate your choice.

</td><td>

The menu for UA Department Inquiries is expanded to display its menu items.



</td></tr>
<tr><td>

6. Click on the menu item **Report**.

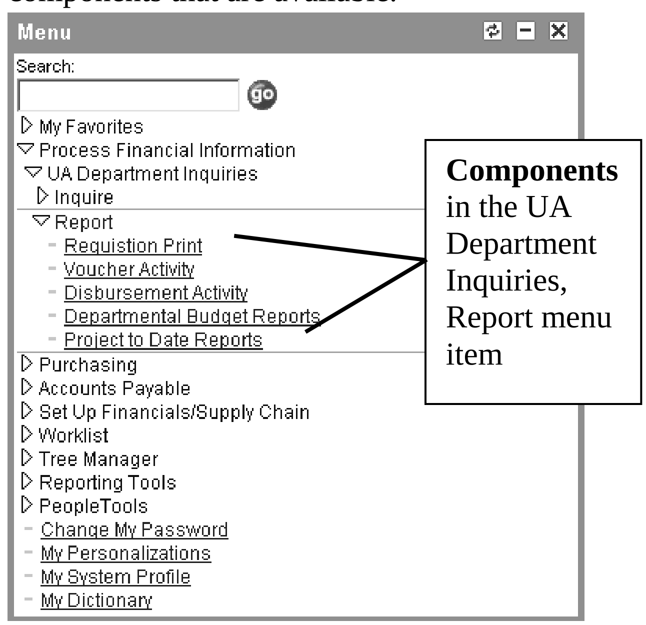
The hyphen in front of the selections listed under Report indicates that these selections are <u>components</u>. <u>Components were called panel groups</u> in the previous version of PeopleSoft.

Menu groups and menu items have a triangular icon in front of them.

Components (formerly called panel groups) have a hyphen in front of them. Components are underlined, as well.

</td><td>

The Report menu item is expanded to list the components that are available.

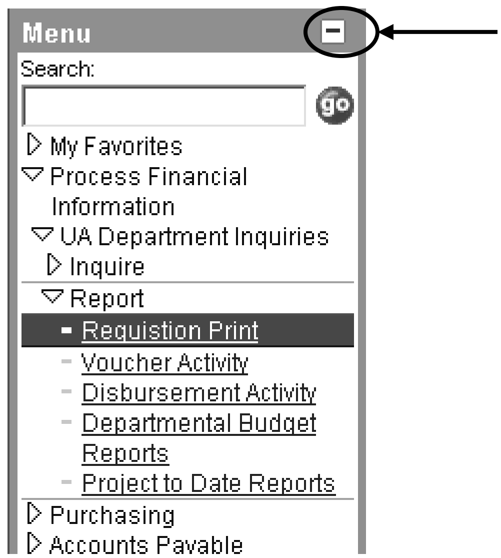


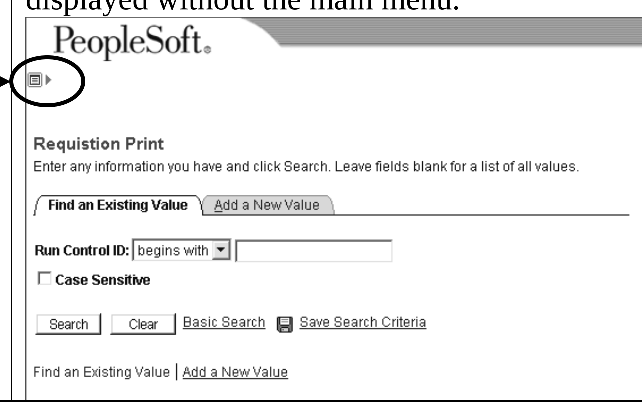
</td></tr>
</table>

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>7. Click on the component Requisition Print.

Note that your final choice, the component, is shaded in a dark color.</td><td>The Requisition Print – Find an Existing Value page is displayed.
</td></tr>
<tr><td>8. To hide the main menu, click on its Collapse button .

The Collapse button has changed to be the Expand button . The Expand button is located in the upper left corner of the page.

Click on the Expand button to display the main menu.</td><td>The main menu with its collapse button displayed


When the main menu is collapsed, the page is displayed without the main menu.

</td></tr>
</table>

Chapter 6 : Setting Favorites

There are two options for setting favorites for PeopleSoft version 8 web pages.

1. The favorites may be created in the Internet Explorer.
2. The favorites may be created within PeopleSoft.

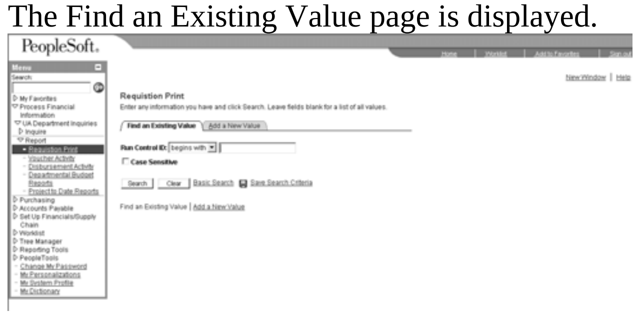
Favorites created in the Internet Explorer are available only on the computer at which the favorite was created, because the favorites are stored on that particular computer.

Favorites created within PeopleSoft are available at any computer at which you sign in, because the favorites are stored in the PeopleSoft database. The basic steps to set a favorite are:

1. Navigate to the page to be set as a favorite.
2. Click on the Add to Favorites link in the navigation header.
3. Type a name for the favorite.

For information on setting favorites in the Internet Explorer, see Appendix A.

In this lesson, the favorites are created within PeopleSoft.

What you do	What happens
1. Navigate to the page to be set as a favorite. In class, you are on the page to be set as a favorite, the Requisition Print – Find an Existing Value page.	The Find an Existing Value page is displayed. 
2. Click on the Add to Favorites link in the navigation header, which is in the upper right area of the web page. 	The Add to Favorites page is displayed. A default name for the favorite is given. You may change this.

What you do	What happens

3. To change the name of the favorite, click to place the cursor in the Description field and type a new name.

   In class, leave the default name of **Requisition Print**.

4. Click on the Add to Favorites **button** at the bottom of the page.

The new favorite is added to PeopleSoft. It is added to your list of favorites in the menu group, My Favorites.

By default, the favorites are listed in alphabetical order. Place the favorites in an order of your own choice by numbering them. See Appendix B for instructions on organizing favorites in PeopleSoft.

Chapter 7 : Use a Run Control ID – Requisition Print Report

Run Control IDs

What is a Run Control ID?
A Run Control ID is an identification code that represents:
- your PeopleSoft ID
- the process you are running, such as printing a departmental budget report or printing a requisition
- your criteria for that process, such as From Date 11/15/2004 Through Date 11/15/2004, Requester AC628PR for printing a Requisition.

Each process that you run needs its own unique Run Control ID. If you print budget reports and print requisitions, you will create one Run Control ID for printing budget reports and one Run Control ID for printing requisitions.

When do you create a Run Control ID?
The first time that you run a process, you need to create a Run Control ID. Some examples of processes are gathering the data to print a Departmental Budget Report or gathering the data to print a Requisition.

When you run the process in the future, you use the same Run Control ID as the first time that you ran the process. You can change the criteria each time you run the process.

What are the characteristics of a Run Control ID?
A Run Control ID can be up to 30 characters in length. It cannot contain spaces. Some examples of Run Control Ids are **BudgetPrint8** or **ReqPrint8**.

Printing a Requisition

Part A: Use the Menu to Navigate

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>1. From the main menu, choose:
Process Financial Information,
UA Department Inquiries
Report
Requisition Print

In class, you have done this step already.</td><td>The Requisition Print component is displayed. The Find an Existing Value page is on top.

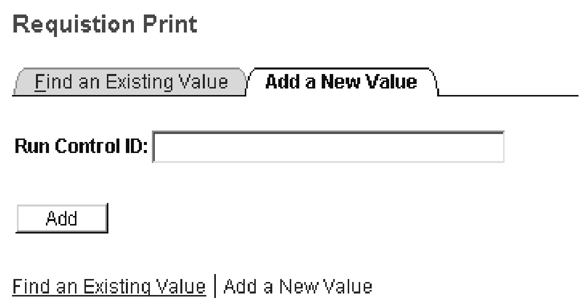
</td></tr>
</table>

Part B: Create a New or Use an Existing Run Control ID

The first time that you print a requisition, you need to create a Run Control ID.
When you print a requisition in the future, use this existing Run Control ID.

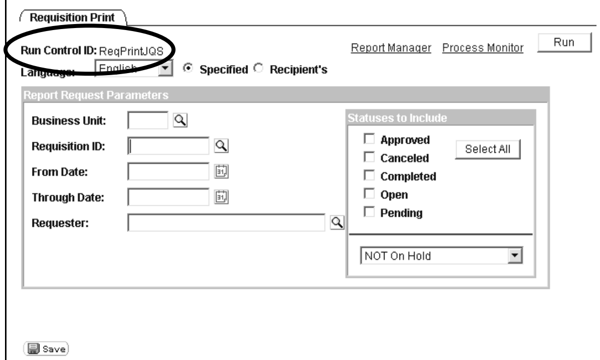
Create a New Run Control ID

IMPORTANT**:**
If it is the first time that you are printing a requisition, follow these steps.
If you previously have printed a requisition, proceed to “Use an Existing Run Control ID” on the next page.

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>2. Click on the Add a New Value link or the Add a New Value folder tab.</td><td>The Add a New Value page is displayed.
</td></tr>
<tr><td>3. In the Run Control ID field, type a Run Control ID with a maximum number of 30 characters and no spaces.

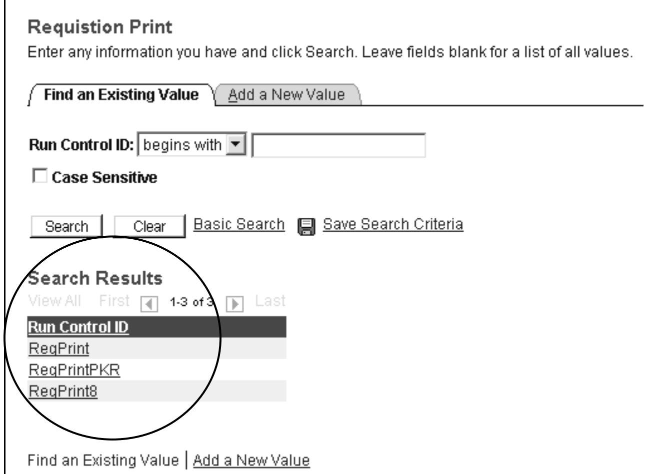
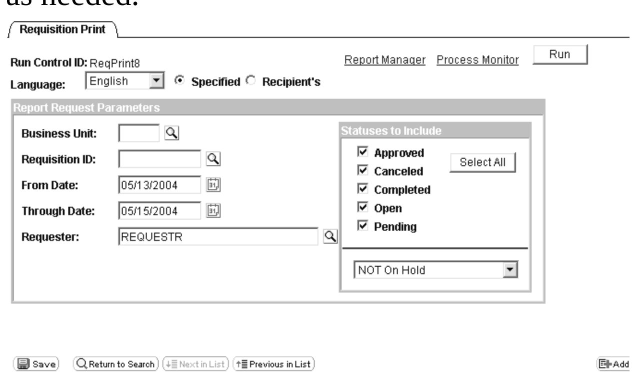
In class, type ReqPrintXXX where XXX are your initials.

For example, John Q. Smith would type ReqPrintJQS</td><td></td></tr>
</table>

What you do	What happens
4. Click on the Add **button**.	The Requisition Print page is displayed. The Run Control ID is displayed at the top of the page. 

Use an Existing Run Control ID

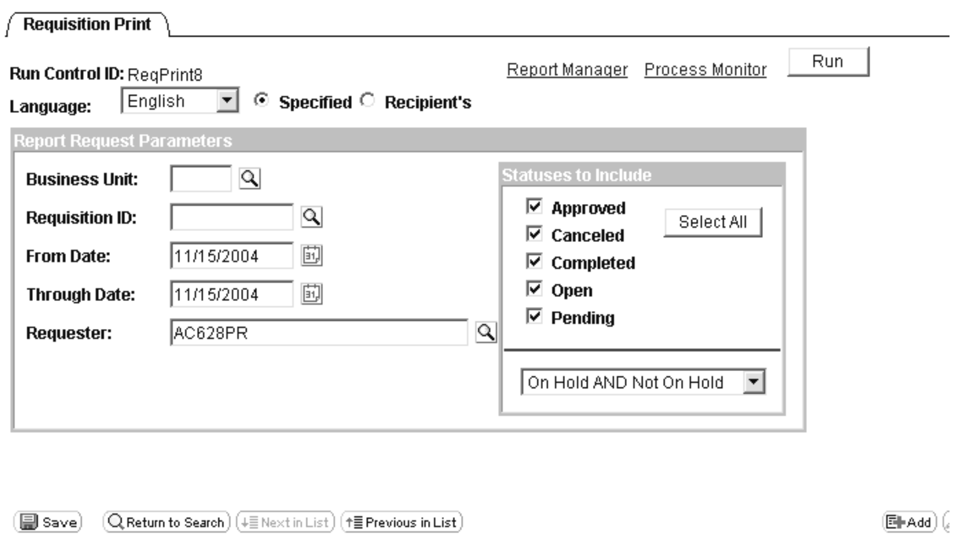
Once you have created a Run Control ID for a report, you can use that Run Control ID over and over. If you need to change the criteria, you can.

What you do	What happens
2. On the Find an Existing Value page, click on the Search button.	A list of your Run Control IDs is displayed in the Search Results area.  If you only have one Run Control ID for the report, the criteria page for the report will be displayed immediately. You will not need to choose a Run Control ID from the list of Search Results.
3. In the Search Results list, click on the Run Control ID that you want.	The Requisition Print page is displayed with the criteria that you used previously with this Run Control ID. You may change any of the criteria as needed. 
4. Proceed to step 5 to set the report criteria.	

Part C: Set the Report Criteria

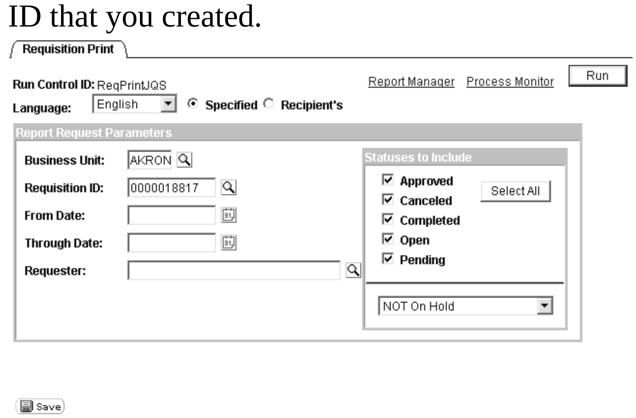
In this exercise, the Requisition ID number is known and is used to print the requisition. However, you may set different criteria to print requisitions.

For example, you may want to print all the requisitions entered today for a particular Requester. (A Requester is the person who entered the requisition in PeopleSoft.) Type today's date in the From Date and the Through Date fields. Enter the Requester's PeopleSoft user ID in the Requester field. In the Statuses to Include box, Select All. At the hold status down arrow, select On hold AND not on hold. The screenshot here shows the criteria set to print all the requisitions entered on 11/15/2004 by Requester AC628PR.

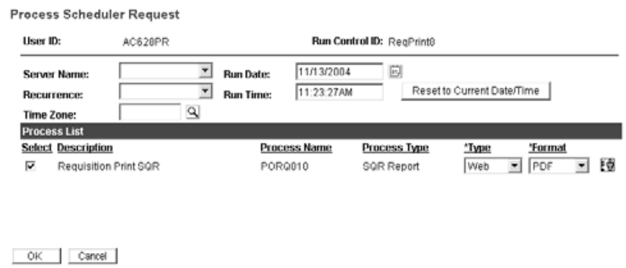
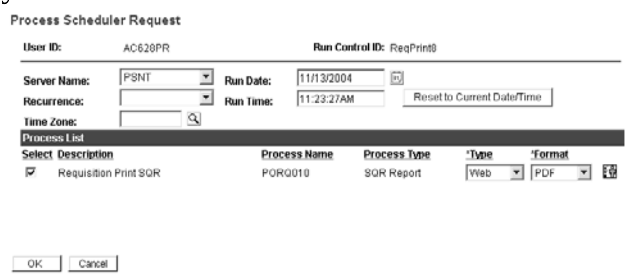
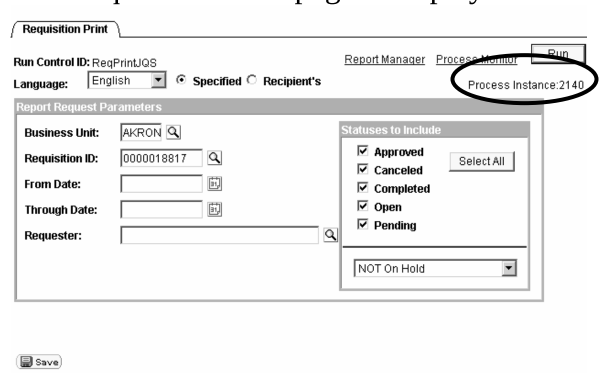


<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>5. In this example, you know the Requisition ID number.

<u>Type the criteria for the report</u>.
a. Business Unit: Akron
b. Requisition ID: 0000018817 (You need to enter the leading zeroes.)
Statuses to Include box: Click on the Select All button.
c. Leave the hold status as NOT on Hold, because you know that the requisition is not on hold.

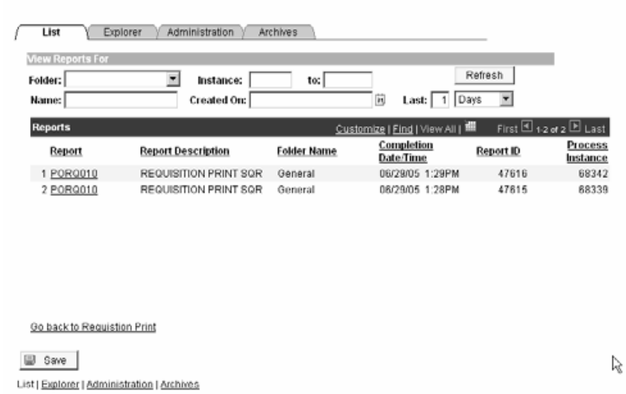
6. Click on the Save button.</td><td>The criteria are set and saved to the run control ID that you created.

</td></tr>
</table>

Part D: Use the Process Scheduler

What you do	What happens
7. Click on the Run **button**. The Run button replaces the traffic light tool that you used in the previous version of PeopleSoft.	The Process Scheduler page is displayed. 
8. Note/Select the following: Server Name: **PSNT** Run Date: (**Do not change** the system date that defaults.) Run Time: (**Do not change** the system time that defaults.) <u>In the Process List grid</u> at the bottom of the page: A **checkmark** needs to appear in the Select checkbox. Type: **Web** Format: **PDF**	The Process Scheduler page is displayed with your selections. 
9. Click on **OK**. 10. Note the **Process Instance number**. There will be one, unique Process Instance Number for each report.	The word ***Processing*** will flash in the upper right corner of the page. Your request for a Requisition Print Report is processed. The Requisition Print page is displayed. 

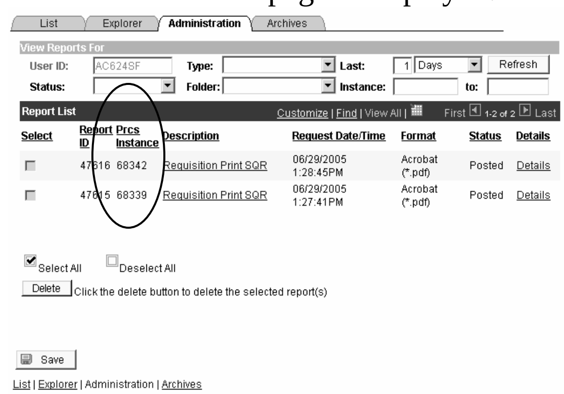
Part E: Use the Report Manager to Print the Report

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>11. On the Requisition Print page, click on the Report Manager link.</td><td>The Report Manager component is displayed. The List page is on top.

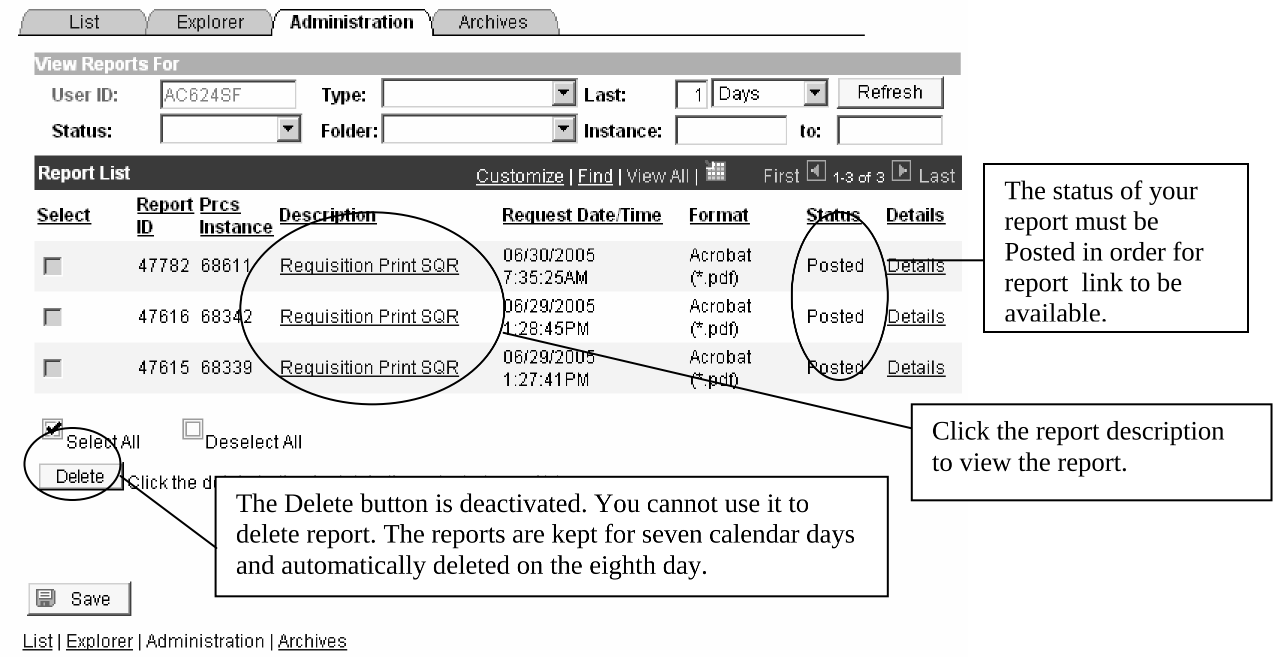

</td></tr>
<tr><td>12. Click on the Administration folder tab.
13. In the Report List grid, look in the Prcs Instance field to locate the Process Instance number for your report.

You noted that number on the Requisition Print page.

NOTE: The list of reports shown is for the last seven days. You only see the reports that you ran. The list is in order with the most recent report at the top and the “oldest” report at the bottom.</td><td>The Administration page is displayed.


</td></tr>
</table>

What you do	What happens

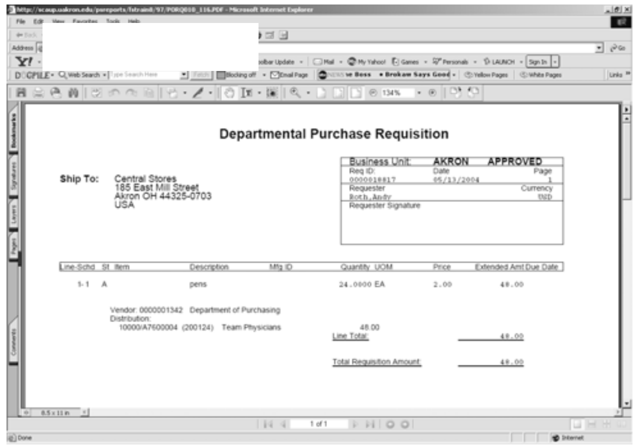
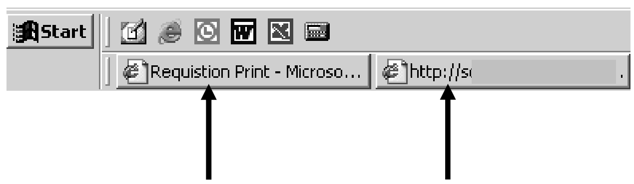


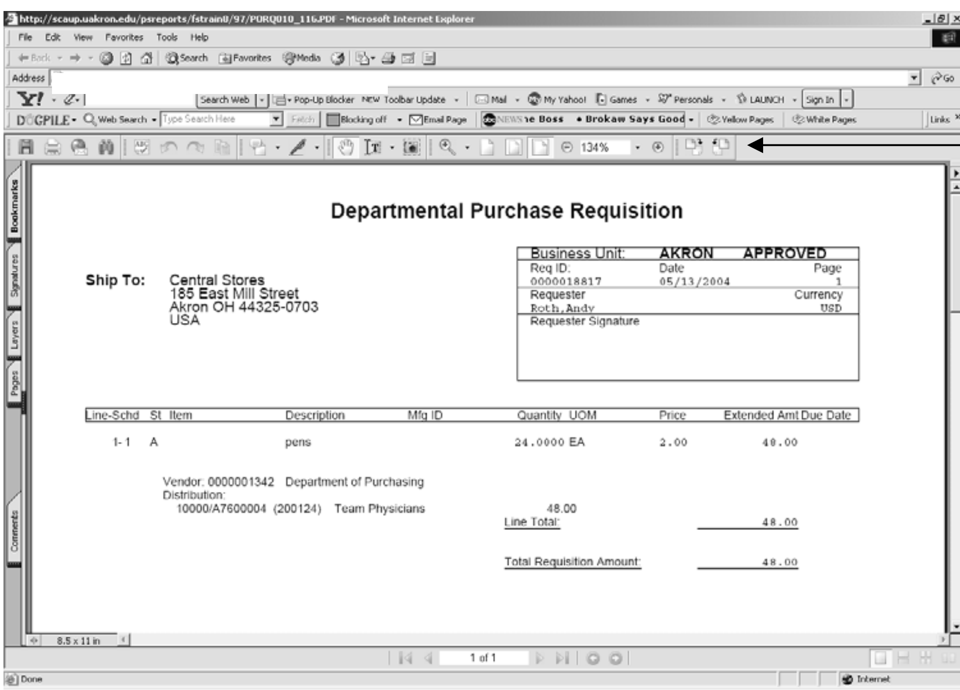
14. The report is not complete and available for viewing and printing until the **Status** column reads **Posted**.

    Click on the Refresh button to update the display and to see the change in status. The display does not refresh automatically. You may need to click on the Refresh button several times until the Status changes and the column reads Posted.

In Report Manager, there are several status levels:

Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

What you do	What happens
15. When the Status of a report is Posted, click on the report description link (in this example it is **Requisition Print SQR**) for the Process Instance number for the report that you want to view and print.	The report is opened in a second, new Internet Explorer window. . 
16. Note that the report opened in a second window, separate from the original window for PeopleSoft. On the Windows' taskbar at the bottom of the screen, there is a button for the Report Manager and a button for the display of the report.	



You may use the Adobe Reader toolbar to Print or Save the report.

What you do	What happens
17. To print the report, click on the **Printer tool** in Adobe Acrobat's toolbar. In the Windows' Print dialog box, make your choices.	The report is directed to the printer. **NOTE:** To save the report as a file on your PC or home (H:) directory, use the **Save tool** in Adobe Acrobat's toolbar.
18. Close the report window by clicking on its Close button.	The Report Detail page is displayed.
19. Click on Return .	The Administration page of the Report Manager component is displayed.

NOTE:
A report that you have run will be saved and available to you for seven days from the time that you ran the report. On the eighth day, the report is deleted from the system.

To view and print a saved report, navigate directly to the Report Manager.
Enter the **path:** Reporting Tools, Report Manager. Click on the Administration folder tab.

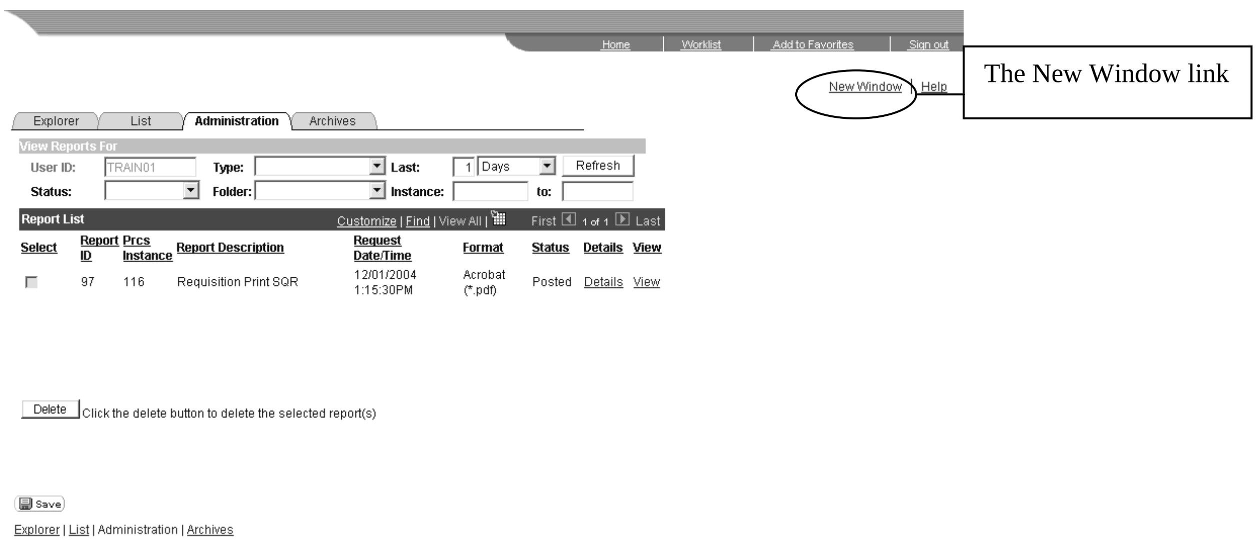
NOTES:

Chapter 8 : Using Multiple Windows

The **New Windows** link can be helpful if you are entering or viewing data and need additional information that is stored in another component. You can open a new window, do a separate search in that window and locate the data that you need.

Caution: Close the second window that you open, when you are done with it, by clicking on its X. Do not sign out of the second window, unless you are ready to sign out of PeopleSoft. When you sign out of one window in PeopleSoft, you are signing out of PeopleSoft and all the windows open in PeopleSoft.

What you do	What happens

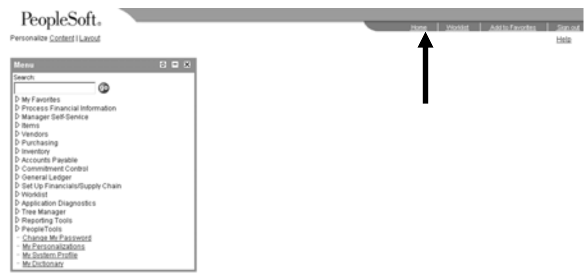
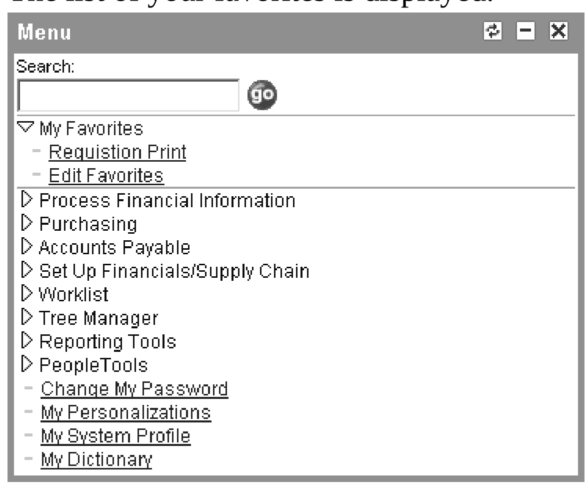
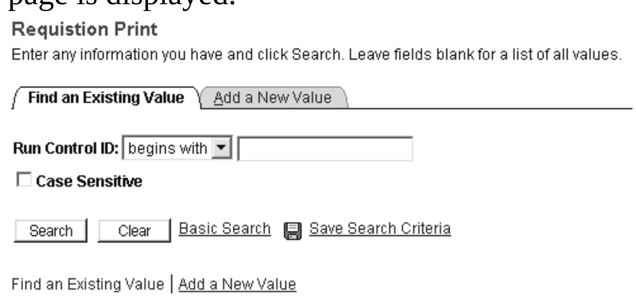


1. To open a new window, click on the New Window link.	A second PeopleSoft window is opened with the same path that you were using in the first window.
2. Note the Windows' taskbar at the bottom of your screen. There is a button for each of the open windows.	
3. Make any menu selections to navigate to the PeopleSoft page that you need.	The page that you selected is displayed.
4. Close this window by clicking on its X.	The first PeopleSoft window is displayed.

NOTES:

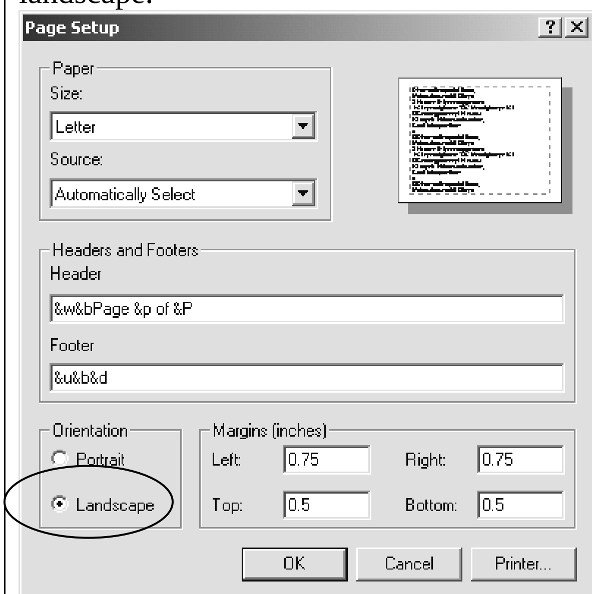
Chapter 9 : Use Favorites

Once you have set a favorite, you can use the Favorites menu group to quickly navigate to the component you need.

What you do	**What happens**
1. Click on the  link in the Navigation Header.	The home page for PeopleSoft Financials is displayed. 
2. In the Main Menu, click on **My Favorites**.	The list of your favorites is displayed. 
3. Click on **Requisition Print** to select that favorite.	The Requisition Print – Find an Existing Value page is displayed. 

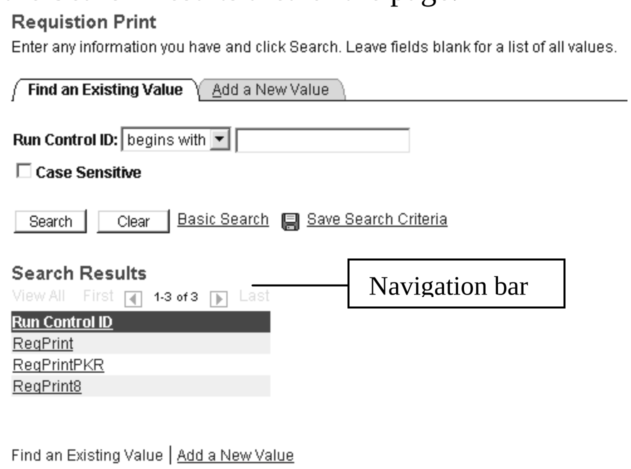
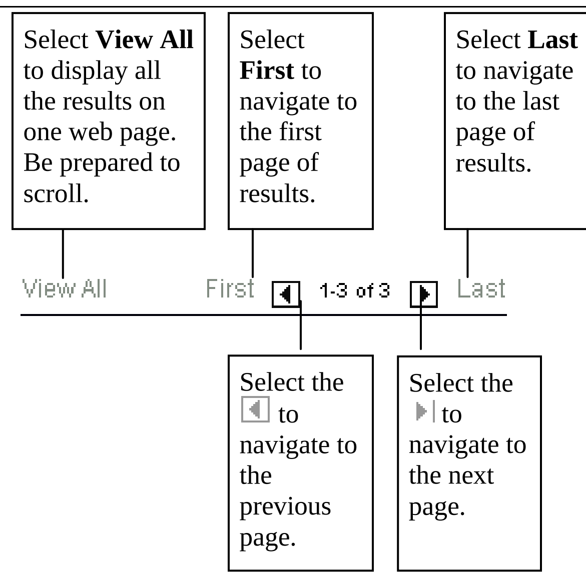
NOTES:

Chapter 10 : Printing a Web Page Using the Browser

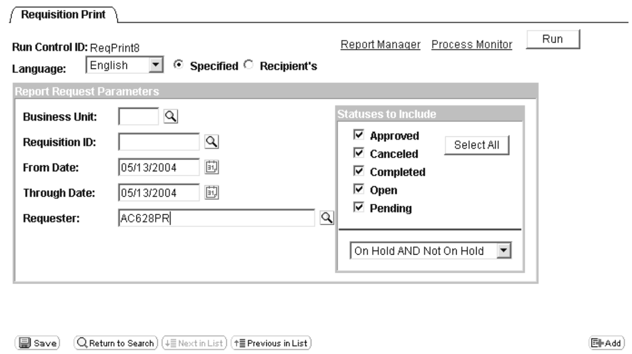
What you do	What happens
1. To print the web page that is displayed, use the browser's print function. Select **File, Print** from the Internet Explorer's menu. In the Print dialog box, change any options and click OK. Many of the pages need to be printed in a **landscape orientation** in order to see all the data.	**NOTE:** Before you print, click on File, Print Preview from your browser's menu. This will allow you to be sure that the printed copy is what you want. One method to change to a landscape orientation of the paper is to select File, Page Setup from the Internet Explorer menu. In the dialog box, click on the option button for landscape. 
2. Click Home in the navigation header.	The main menu page is displayed.

NOTES:

Chapter 11 : Use an Existing Run Control ID

What you do	What happens
1. On the Find an Existing Value page, click on the Search button.	A list of your Run Control IDs is displayed in the Search Results area of the page.  When results are displayed in the format that is seen here, it is called a **grid**.
2. **a**. Note that the total number of rows retrieved is listed in the header of the grid. In the example shown, there are **3 rows**. **b**. Note the navigation that is available in the **view tools** on the navigation bar of the grid. The view tools are useful if results are lengthy and are displayed on more than one page. In the example shown, the results are displayed on a single page, so that the view tools are not necessary.	

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>3. In the Search Results grid, click on the link for the Run Control ID that you created earlier in class (ReqPrintXXX, where XXX are your initials).</td><td>The Requisition Print page is displayed. The criteria is displayed that you used previously for this Run Control ID.



</td></tr>
<tr><td>4. You may change any of the criteria and Run the Requisition Print report.</td><td></td></tr>
</table>

Chapter 12 : Online Inquiry

Discussion

In this chapter, you review how to inquire on financial documents. Use these instructions to inquire about requisitions, purchase orders and vouchers.

If you will use any of the following inquiries on a frequent basis, consider using the **Customization** feature available in each inquiry. One advantage to customizing an inquiry screen is that the data that you review most often can appear on the first of the pages to avoid scrolling or clicking on additional folder tabs.

Each inquiry has its own customization. Click on the Customize link 

in the header of the grid. For a review of customizing an inquiry grid, see Appendix C.

To download the data displayed in the inquiry results grid, click on the **Download tool**  in the header of the grid. <u>If you will be downloading data to Excel, you need to configure the Internet Explorer to open the Excel documents in Excel</u>. If you do not, the Excel worksheets will open in the Internet Explorer. See Appendix D for instructions on working with Excel and PeopleSoft Financials.

Inquire on a Requisition

The Requisition Inquiry component, reviewed in part A, and the Requisition Document Status component, reviewed in part B, are available for locating information about a requisition.

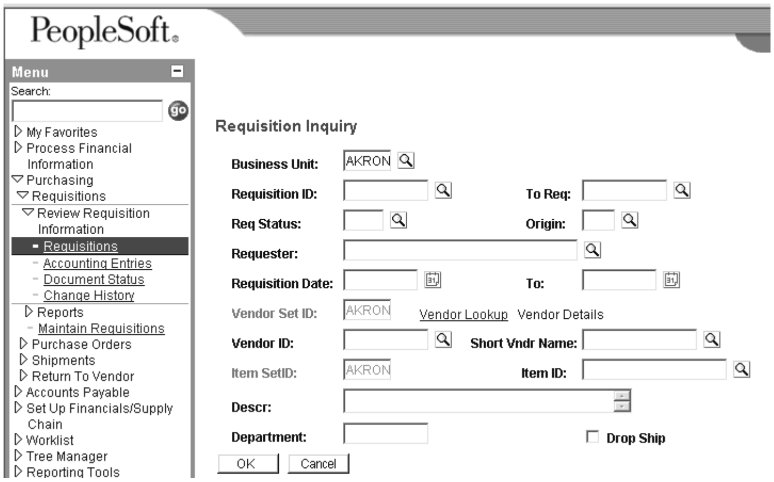
Part A: Requisition Inquiry Page

You can use this page to locate the following information:

- Status of the requisition
- The Date the requisition was created
- Total Amount of requisition
- Items on a requisition
- Approval History
- If a Purchase Order has been created
- If the items from the requisition have been received
- If a Voucher has been created
- If payment has been made and the check number

What you do	What happens
1. Enter the **path**: Purchasing, Requisitions, Review Requisition Information, Requisitions	The Requisition Inquiry page is displayed. This page is used to enter the criteria for the requisitions on which you want to check the status.

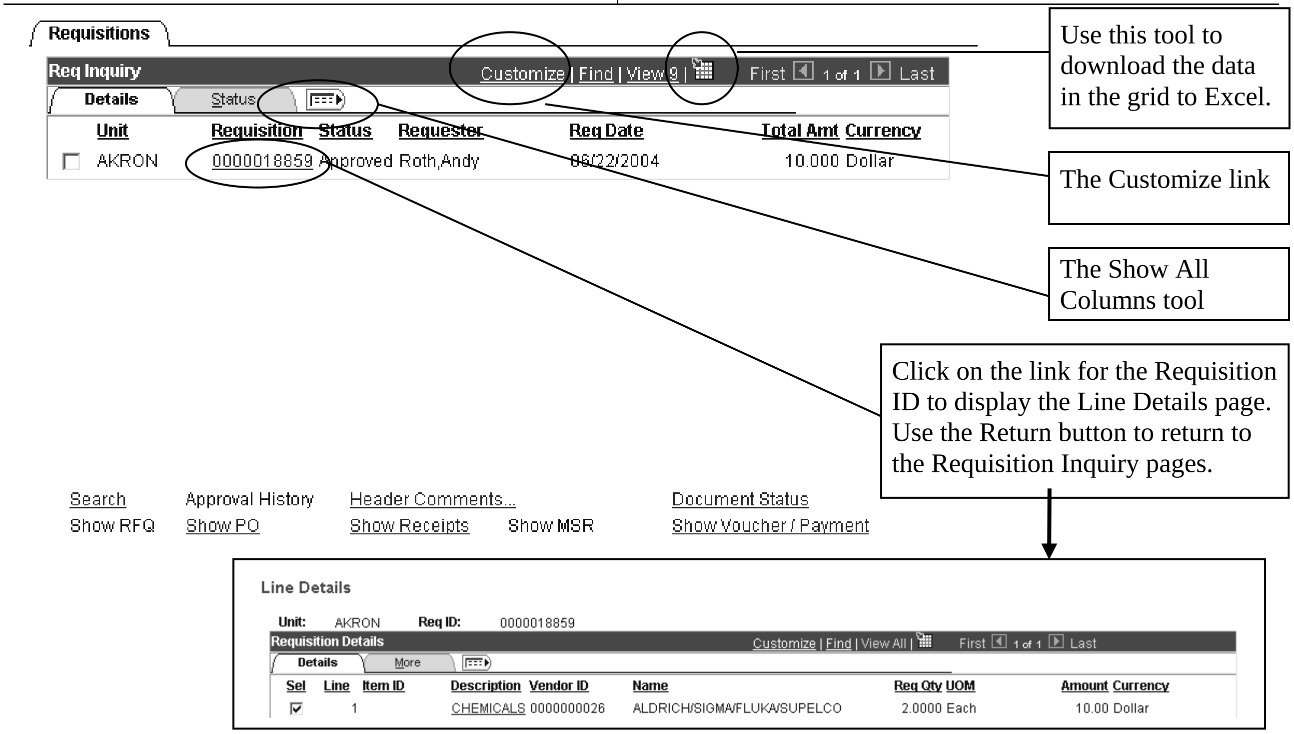
What you do	What happens



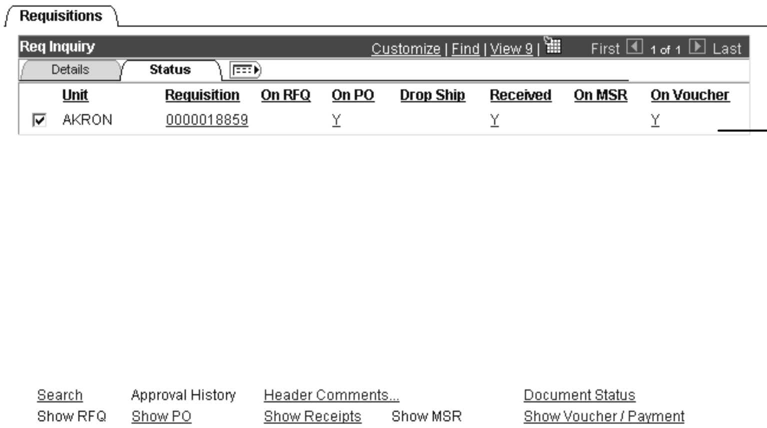
What you do	What happens
2. Fill in search criteria to locate the requisition(s) you need. Using more criteria will limit the search.	This page may be used to review up to 20 of the Requester's requisitions for a given time period. The search results from this page are limited to 20 rows.

Business Unit	AKRON
Requisition ID	Enter the Requisition ID, including any leading zeroes. Example: 0000018984 To select a range of Requisition IDs, enter the beginning Req ID here and the ending Req ID in the **To Req** field. (Remember that search results are limited to 20 rows.)
Req Status In class, use the Lookup tool to see the list of values.	Enter a value or click on the Lookup tool to see a list of values. Only the following values are used for searching at The University of Akron – **A, C, P, X** . **A** (Approved), **C** (Complete), **P** (Pending Approval), **X** (Canceled).
Requester In class, use the Lookup tool.	This is the User ID that you use to log on to PeopleSoft. You can use the Look up button to locate IDs. For example: **Requester:** begins with PUY
Requisition Date	Enter the date on which the Requisition was entered. You can use the Choose a Date button to display a calendar to select a date. To select a range of dates, enter the beginning date here and the ending date in the **To** field. (Remember that search results are limited to 20 rows.)
Vendor ID	Enter the Vendor ID. To lookup the Vendor ID, click on the Vendor Lookup link. (The Name search field at Vendor lookup is case sensitive.)

What you do	What happens
3. In class, the first search is for a specific requisition. At **Requisition ID**, enter **0000018859** . 4. Click OK .	The Requisitions Inquiry Details page is displayed.



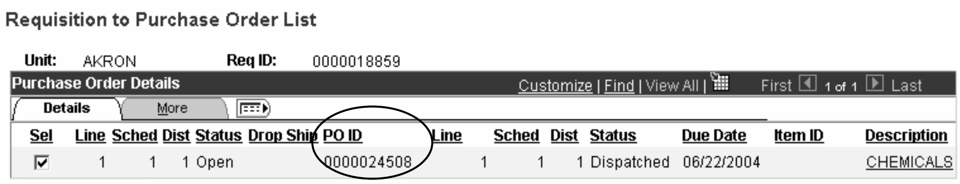
What you do	What happens
5. You can find the following information on this page: ▪ Status (Approved, Denied, Recycled, Pending Approval, Canceled, or Complete) ▪ Requester ▪ Requisition Date ▪ Total Amount	
6. Click on the **Show All Columns tool** .	All the columns from the two tabs, Details and More, are displayed on the page. There are no tabs.
7. Click on the **Show tabs** tool .	The two tabs, Details and More, are displayed, again.
8. Click on the Status folder tab to obtain additional information.	The Requisition Inquiry Status page is displayed.

What you do	What happens
	Click on a **Y** link to obtain additional information as noted in step 8.

What you do	What happens

9. On the Status page, you can find the following information:

- **If a PO has been created**:
  Click on the **Y** link in the **On PO** column to obtain the PO ID number.



Requisition to Purchase Order List

Unit: AKRON Req ID: 0000018859

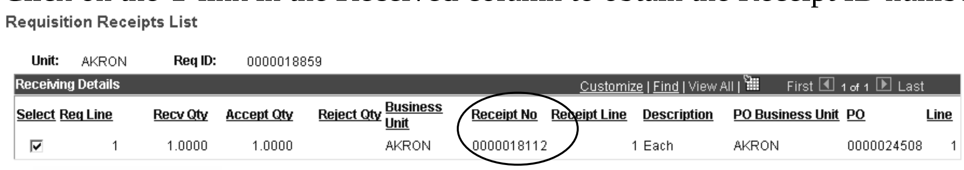
Purchase Order Details — Customize | Find | View All | First 1 of 1 Last

Details | More

Sel	Line	Sched	Dist	Status	Drop Ship	PO ID	Line	Sched	Dist	Status	Due Date	Item ID	Description
☑	1	1	1	Open		0000024508	1	1	1	Dispatched	06/22/2004		CHEMICALS

  A PO Inquiry link is available at the bottom of this page. This link opens a second PeopleSoft window and displays the Purchase Order Inquiry Form and Schedule pages.

- **If a Receiver has been created**:
  Click on the **Y** link in the **Received** column to obtain the Receipt ID number.



Requisition Receipts List

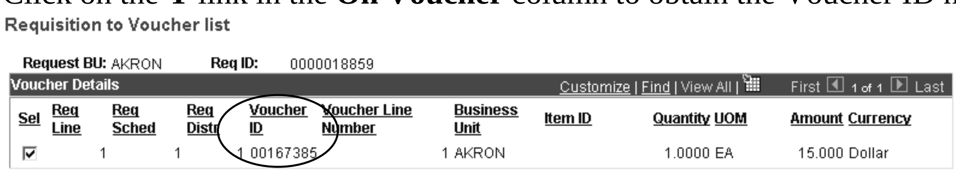
Unit: AKRON Req ID: 0000018859

Receiving Details — Customize | Find | View All | First 1 of 1 Last

Select	Req Line	Recv Qty	Accept Qty	Reject Qty	Business Unit	Receipt No	Receipt Line	Description	PO Business Unit	PO	Line
☑	1	1.0000	1.0000		AKRON	0000018112	1	Each	AKRON	0000024508	1

  A Receipts Inquiry link is available at the bottom of this page. This link opens a second PeopleSoft window and displays the Receipt Lines pages.

- **If a Voucher has been created**:
  Click on the **Y** link in the **On Voucher** column to obtain the Voucher ID number.



Requisition to Voucher list

Request BU: AKRON Req ID: 0000018859

Voucher Details — Customize | Find | View All | First 1 of 1 Last

Sel	Req Line	Req Sched	Req Distr	Voucher ID	Voucher Line Number	Business Unit	Item ID	Quantity	UOM	Amount	Currency
☑	1	1	1	00167385	1	AKRON		1.0000	EA	15.000	Dollar

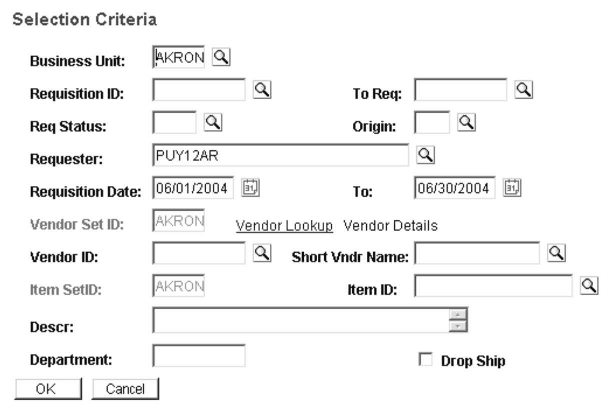
  A Voucher Inquiry link and a Payment Information link are available at the bottom of this page. These links open a second PeopleSoft window and display the indicated page.

NOTES: If you click on a **Y** link to locate an ID number, use the Return button to return to the Requisition Inquiry pages.

You may also click on any of the active links at the bottom of the page to view **Approval History, Header Comments**, etc. The link will be active if a document exists.

Search	Approval History	Header Comments...		Document Status
Show RFQ	Show PO	Show Receipts	Show MSR	Show Voucher / Payment

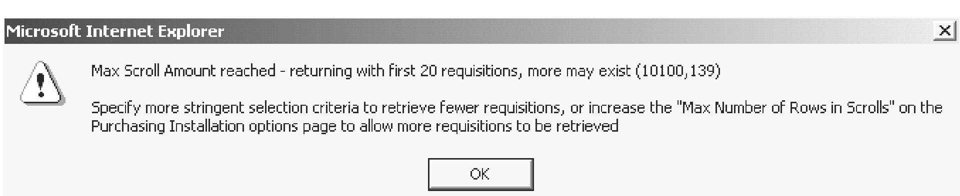
10. Click on the Search link to return to the Requisition Inquiry search page.	The Requisition Inquiry search page is displayed.

What you do	What happens
11. If you do not know the Requisition ID number or wish to search for a group of requisitions, enter the appropriate criteria. In class, enter criteria to search for the requisitions created: **between 06/01/2004 and 06/30/2004** by a **Requester** with the ID **PUY12AR** The Requester field is case sensitive. Type the Requester ID in all capital letters.	
12. Click on OK .	The Requisitions Inquiry Details page is displayed. In this example as shown below, three requisitions match the search criteria.

Select the Requisition that you need by clicking to mark its checkbox.

Follow the instructions in steps 5 through 8 above to review the information about the selected Requisition.

NOTE: If the search criteria that you entered return more than 20 requisitions in the search results, you will see this message. Click on OK to proceed to the Requisitions Inquiry Details page. If you do not see the requisition(s) that you need in the search results, modify your search.

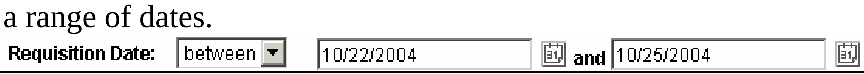


Part B: Requisition Document Status Inquiry

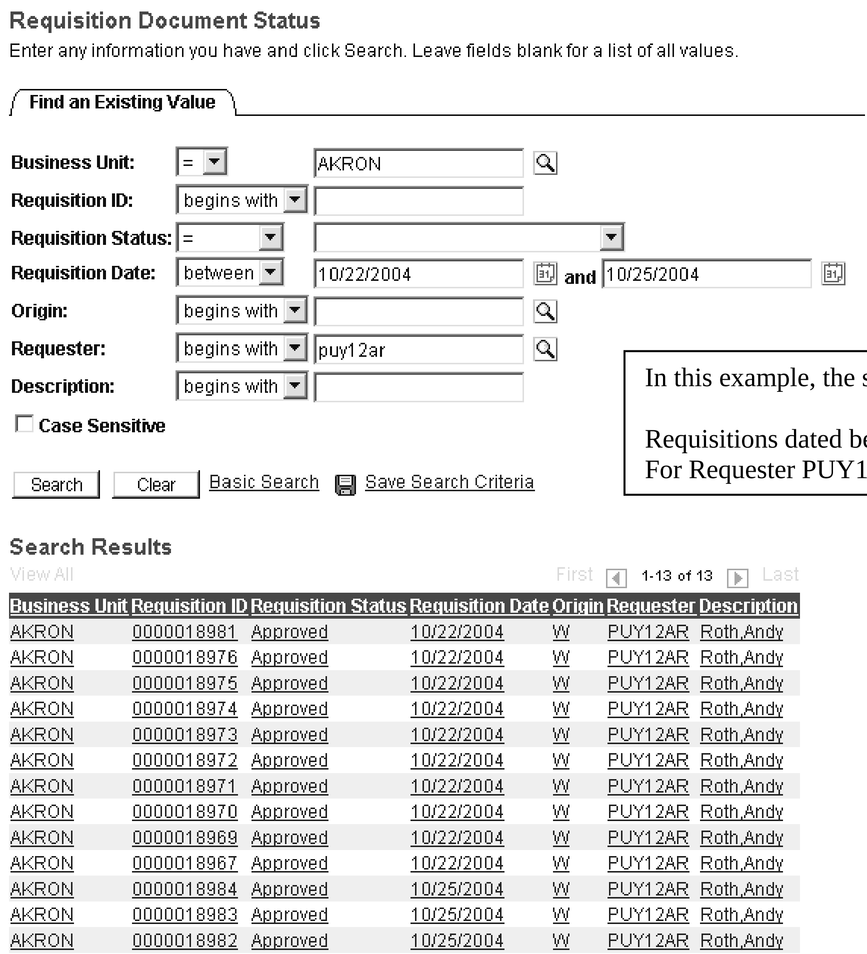
You can use this page to locate the following information:

- Requisition Status
- Budget Status
- Requester Name
- Document ID's for Purchase Order, Voucher, and Payment

What you do	What happens
1. Enter the **path**: Purchasing, Requisitions, Review Requisition Information, Document Status	The Requisition Document Status –Find an Existing Value page is displayed. 
2. Enter search criteria to locate the requisition you need.	

Business Unit	AKRON
Requisition ID	Enter the Requisition ID. Example: 0000018859 or 18859 At the down arrow, select the operator "=" or "begins with" if you are entering the full requisition ID. Select the operator "contains" to enter just the last digits (minus the leading zeroes).
Requisition Status	Enter a value or click on the down arrow to see a list of values. Only the following values are used for searching at The University of Akron – **A, C, P, X**. **A** (Approved), **C** (Complete), **P** (Pending Approval), **X** (Canceled).
Requisition Date	This is the date on which the requisition was entered. You can type the date or use the **Choose a Date** button to select a date from the calendar. Select the operator "=" for a single date. You may change to the operator of your choice, such as "between" to locate a range of dates. 
Requester	This is the User ID that you use to log on to PeopleSoft. You can use the Look up button to locate IDs.

What you do	What happens
3. Click on Search .	The requisitions that match your criteria are listed in the Search Results area.



Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = AKRON

Requisition ID: begins with

Requisition Status: =

Requisition Date: between 10/22/2004 and 10/25/2004

Origin: begins with

Requester: begins with puy12ar

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

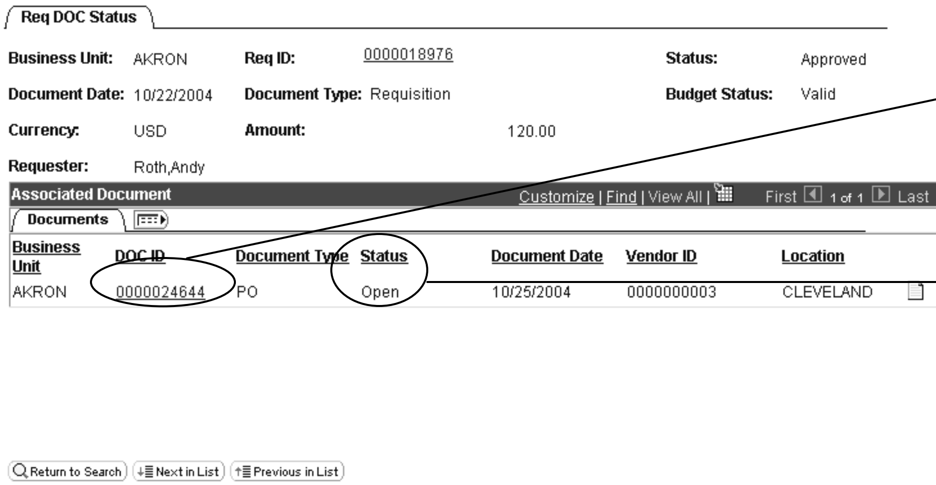
View All First 1-13 of 13 Last

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
AKRON	0000018981	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018976	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018975	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018974	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018973	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018972	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018971	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018970	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018969	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018967	Approved	10/22/2004	W	PUY12AR	Roth,Andy
AKRON	0000018984	Approved	10/25/2004	W	PUY12AR	Roth,Andy
AKRON	0000018983	Approved	10/25/2004	W	PUY12AR	Roth,Andy
AKRON	0000018982	Approved	10/25/2004	W	PUY12AR	Roth,Andy

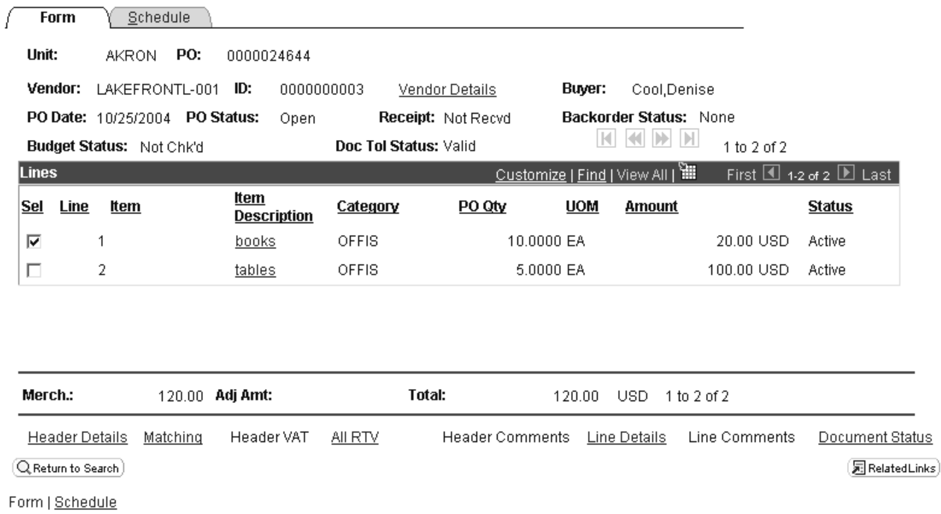
In this example, the search criteria are:

Requisitions dated between 10/22/2004 and 10/25/2004
For Requester PUY12AR

4. Click on any links for the requisition that you want to review.	The Req DOC Status page is displayed.

What you do	What happens
	Click on a Doc ID link to view that document in a separate window. The Purchase Order must have a status of Dispatched to be considered a legal commitment by The University to purchase the requested items.
5. On this page you can find the following information: ◘ Requisition Status (Approved, Denied, Recycled, Pending Approval, Canceled, Complete) ◘ Budget Status (Valid, Not Chk'd, Error) ◘ Requester ◘ Document ID's for Purchase Order, Receipt, Voucher, and Payment	
6. Click on the **DOC ID** link to view the Purchase Order, Receipt, Voucher or Payment. A second PeopleSoft window will open and display the requested document's information.	In this example, the document for the PO ID 0000024644 is displayed.

What you do	What happens



Form | Schedule

Unit: AKRON PO: 0000024644

Vendor: LAKEFRONTL-001 ID: 0000000003 Vendor Details Buyer: Cool,Denise

PO Date: 10/25/2004 PO Status: Open Receipt: Not Recvd Backorder Status: None

Budget Status: Not Chk'd Doc Tol Status: Valid 1 to 2 of 2

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

Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
☑	1		books	OFFIS	10.0000	EA	20.00 USD	Active
☐	2		tables	OFFIS	5.0000	EA	100.00 USD	Active

Merch.: 120.00 Adj Amt: Total: 120.00 USD 1 to 2 of 2

Header Details Matching Header VAT All RTV Header Comments Line Details Line Comments Document Status

Return to Search RelatedLinks

Form | Schedule

7. To inquire further on this document, use the links provided at the bottom of the page.	See the next parts of this lesson for further information about the Purchase Order Inquiry and Voucher Inquiry pages.
8. This was a second window opened in PeopleSoft. When you have completed your review, you may close this window by clicking on its **X.**	

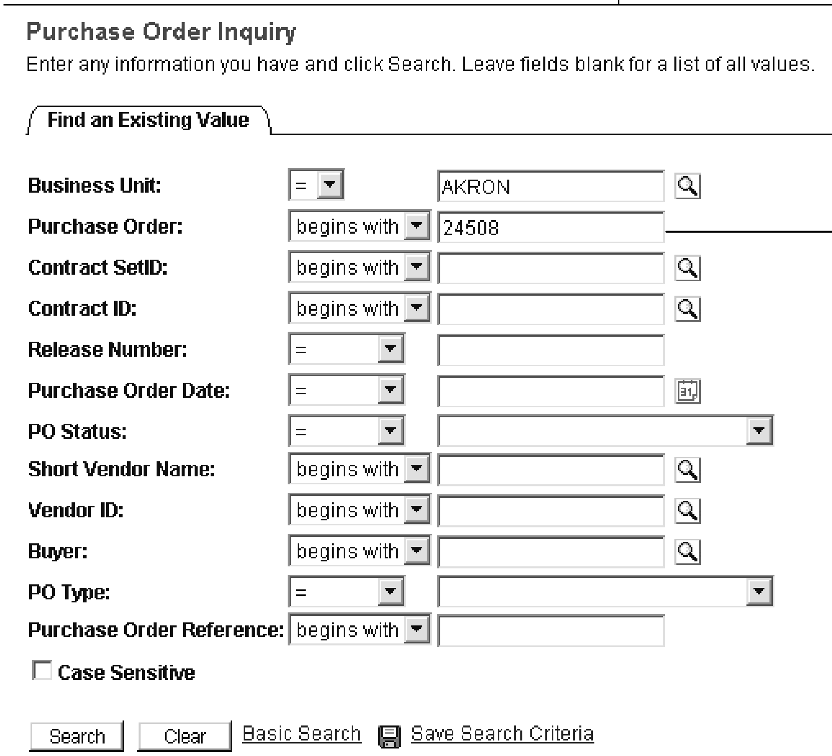
Inquire on a Purchase Order

The Purchase Order Inquiry component, reviewed in part A, and the Purchase Order Activity Summary component, reviewed in part B, are available for locating information about a purchase order.

Part A: Purchase Order Inquiry Pages

Follow these instructions to display the **Purchase Order Form and Schedule pages**. The Form page display basic information about the selected Purchase Order (PO), such as Vendor name and ID, PO Date, PO Status, Budget Status and Receipt Status. In the lines section, it displays the Item Description, PO quantity and total amount.

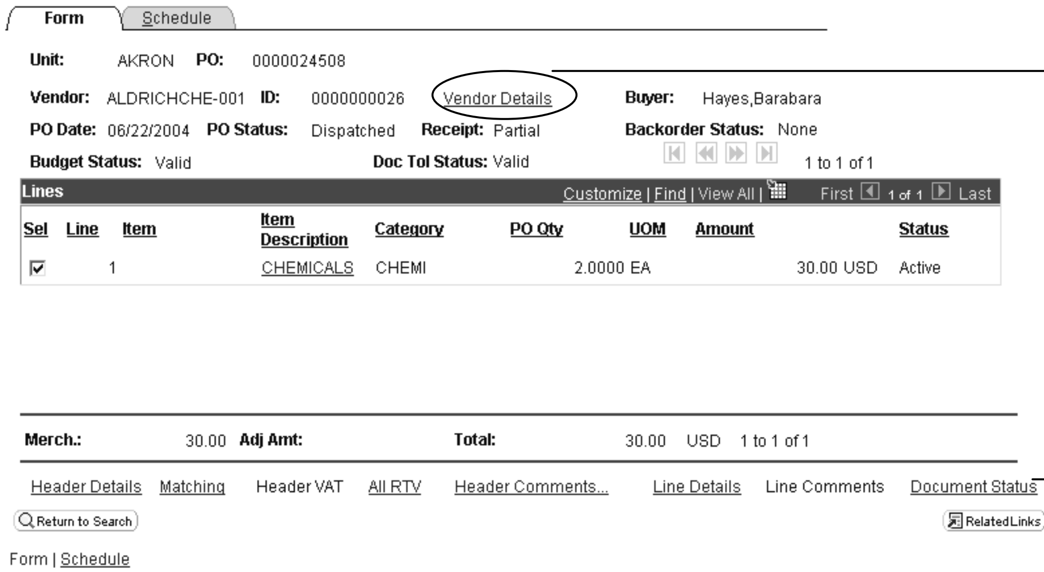
What you do	What happens
1. Enter the **path:** Purchasing Purchase Orders Review PO Information Purchase Orders	The Purchase Order Inquiry search page is displayed.



On this search page, you do not need to type the leading zeroes if you are searching by the Purchase Order ID.

2. Enter search criteria to locate the Purchase Order(s) that you need.	In the above example, the Purchase Order ID number is entered.
3. Click on Search .	The Purchase Order Inquiry Form page is displayed.

What you do	What happens



Form | Schedule

Unit: AKRON PO: 0000024508

Vendor: ALDRICHCHE-001 ID: 0000000026 Vendor Details Buyer: Hayes,Barabara

PO Date: 06/22/2004 PO Status: Dispatched Receipt: Partial Backorder Status: None

Budget Status: Valid Doc Tol Status: Valid 1 to 1 of 1

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

Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
☑	1		CHEMICALS	CHEMI	2.0000	EA	30.00 USD	Active

Merch.: 30.00 Adj Amt: Total: 30.00 USD 1 to 1 of 1

Header Details Matching Header VAT All RTV Header Comments... Line Details Line Comments Document Status

Return to Search RelatedLinks

Form | Schedule

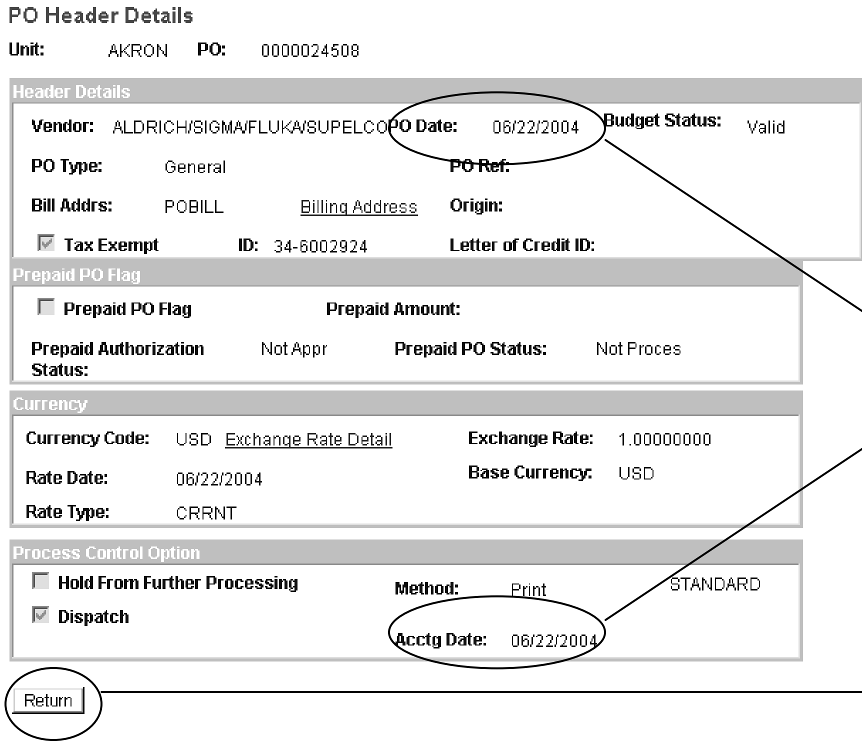
Click on Vendor Details to see address and terms information.

Links to other pages

4. Note that the Form page displays the Vendor name and ID, PO Date, PO Status, Budget Status and Receipt Status. In the lines section, it displays the Item Description, PO quantity and total amount. A PO can not be paid in Accounts Payable until it is dispatched (with PO status of Dispatched).	
5. For further information, click on any of the active links that are available at the bottom of the page.	A link is active when the text appears in a blue or purple color and is underlined.

What you do	What happens

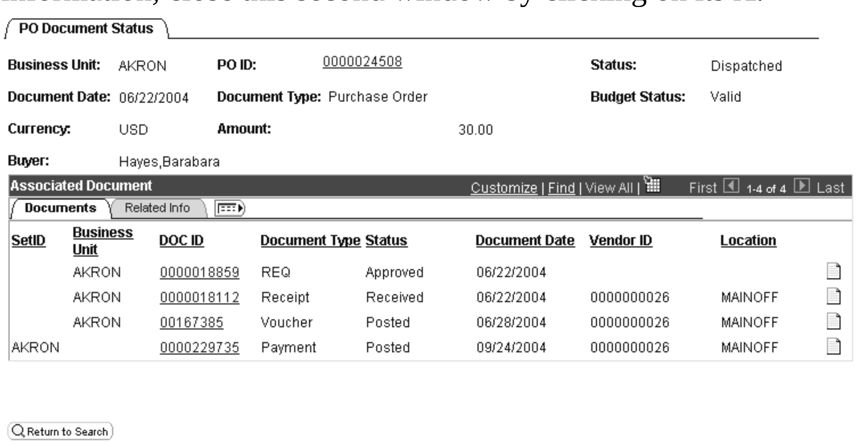
6. If you click on the Header Details link, the PO Header Details page is displayed. On this page, you can see the **Vendor full name**, the **PO Type** and the **Budget Status**.



Comparing the **PO Date** to the **Acctg Date** can provide one indication that there is a PO roll-over from one fiscal year to the next.

Click on Return to go back to the Form page.

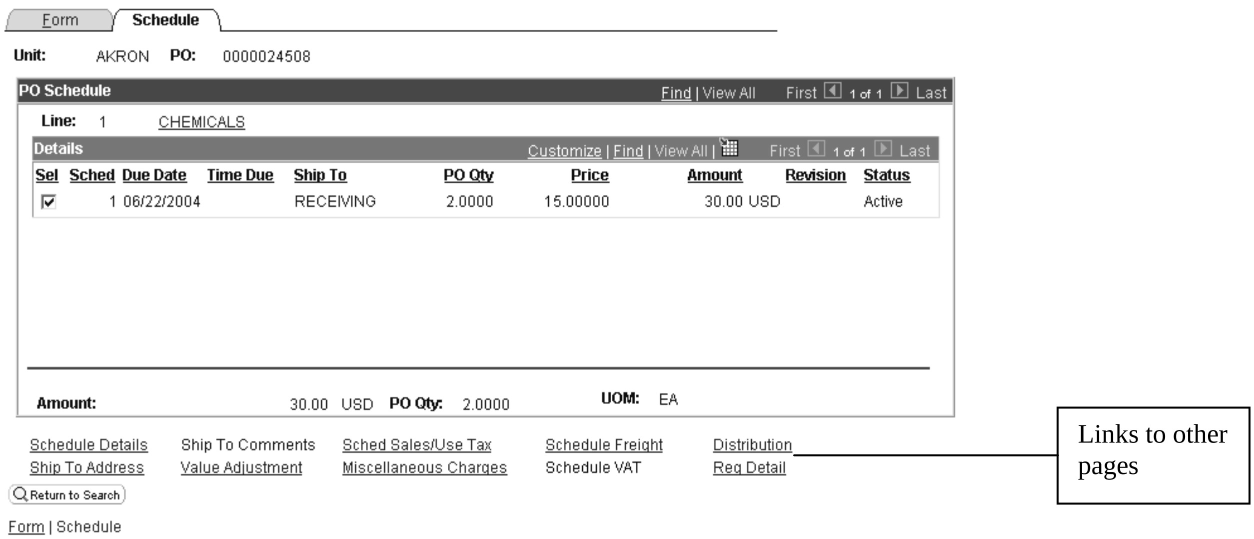
7. If you click on the Document Status link, a second PeopleSoft window is opened and the PO Document Status page is displayed. This page shows you all the documents related to this PO, such as Req, Receipt, Vouchers and Payments. When you have reviewed the information, close this second window by clicking on its **X**.



8. Click on the Schedule folder tab.	The Schedule page is displayed.

What you do	What happens

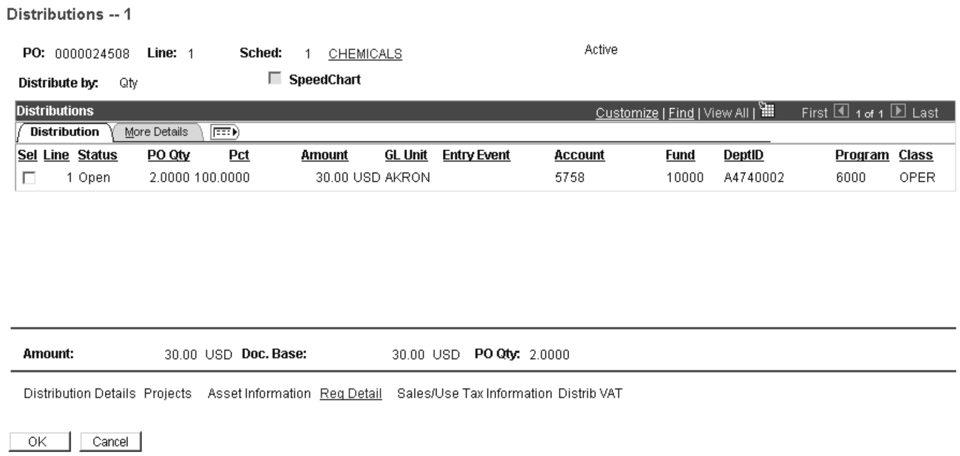
This page shows the detail information on a PO schedule line, such as Due Date, PO Qty, Unit Price, Amount, Status, etc.



9. For further information, click on any of the active links that are available at the bottom of the page.	A link is active when the text appears in a blue or purple color and is underlined.
10. Click on the Distribution link.	The Distribution detail page for this PO Schedule is displayed.

What you do	What happens

The following page shows that the PO is distributed to a single budget.



Distributions -- 1

PO: 0000024508 Line: 1 Sched: 1 CHEMICALS Active

Distribute by: Qty SpeedChart

Distributions — Customize | Find | View All | First 1 of 1 Last

Distribution | More Details

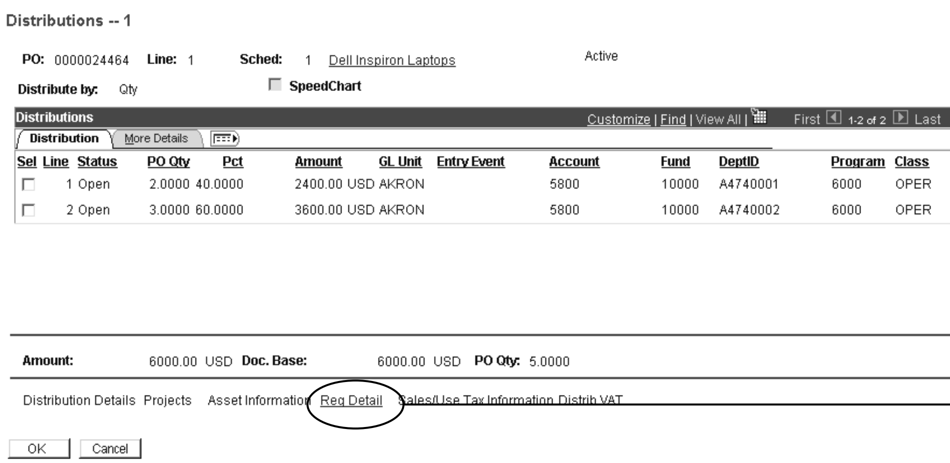
Sel	Line	Status	PO Qty	Pct	Amount	GL Unit	Entry Event	Account	Fund	DeptID	Program	Class
	1	Open	2.0000	100.0000	30.00 USD	AKRON		5758	10000	A4740002	6000	OPER

Amount: 30.00 USD Doc. Base: 30.00 USD PO Qty: 2.0000

Distribution Details Projects Asset Information Req Detail Sales/Use Tax Information Distrib VAT

OK Cancel

The following page shows a PO that is distributed by Qty (Quantity) with the cost split between two different budgets. (Note the ChartField of DeptID.)



Distributions -- 1

PO: 0000024464 Line: 1 Sched: 1 Dell Inspiron Laptops Active

Distribute by: Qty SpeedChart

Distributions — Customize | Find | View All | First 1-2 of 2 Last

Distribution | More Details

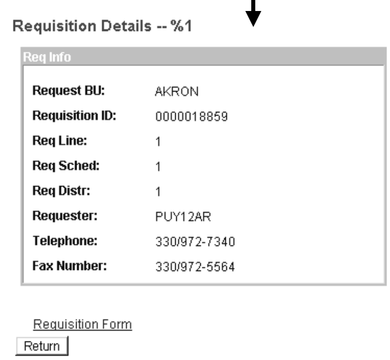
Sel	Line	Status	PO Qty	Pct	Amount	GL Unit	Entry Event	Account	Fund	DeptID	Program	Class
	1	Open	2.0000	40.0000	2400.00 USD	AKRON		5800	10000	A4740001	6000	OPER
	2	Open	3.0000	60.0000	3600.00 USD	AKRON		5800	10000	A4740002	6000	OPER

Amount: 6000.00 USD Doc. Base: 6000.00 USD PO Qty: 5.0000

Distribution Details Projects Asset Information Req Detail Sales/Use Tax Information Distrib VAT

OK Cancel

Click on Req Detail to see the Requisition ID and Requester ID information.



Requisition Details -- %1

Req Info

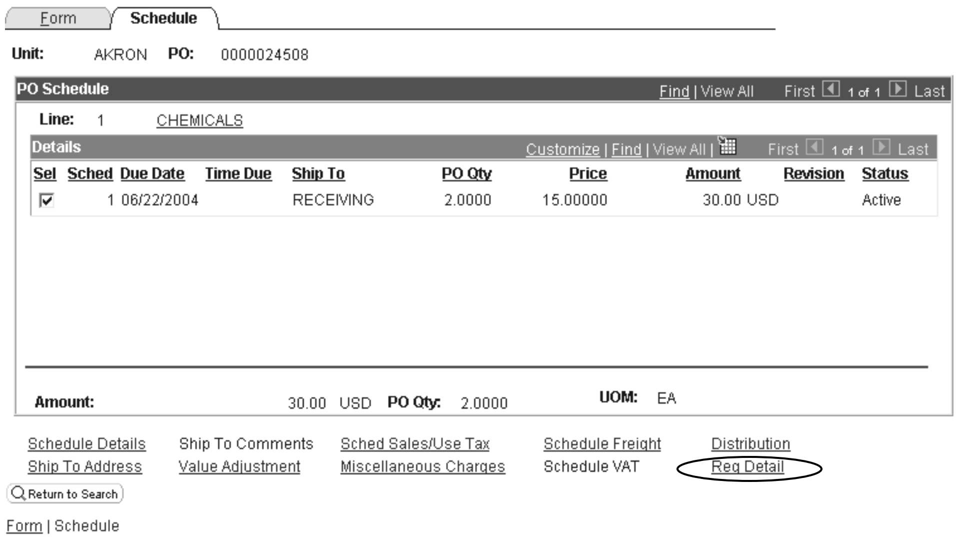
Request BU:	AKRON
Requisition ID:	0000018859
Req Line:	1
Req Sched:	1
Req Distr:	1
Requester:	PUY12AR
Telephone:	330/972-7340
Fax Number:	330/972-5564

Requisition Form

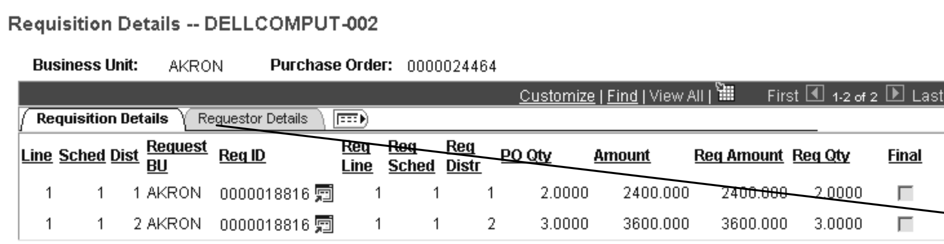
Return

11. Click on OK.	The Purchase Order Inquiry Schedule page is displayed.

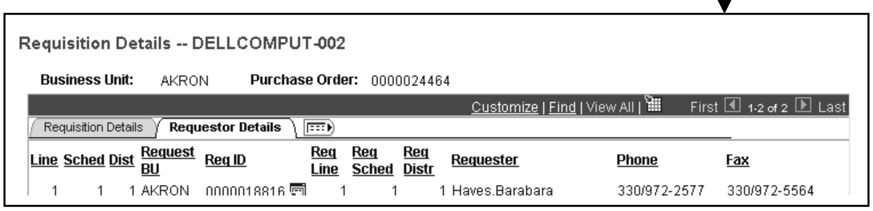
What you do	What happens



What you do	What happens
12. On the Schedule page, click on the Req Detail link.	The Requisition Details page is displayed.

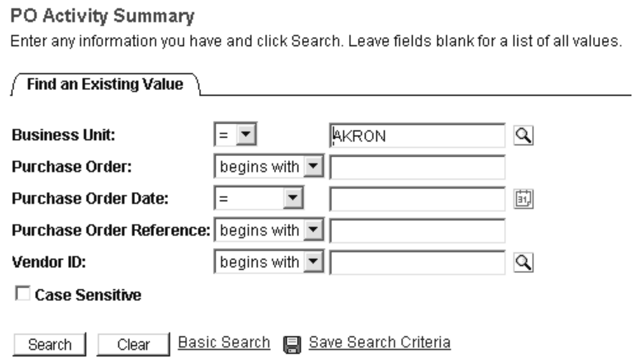


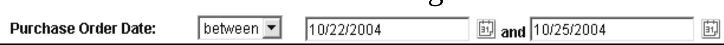
Click on the Requestor Details folder tab to view the Requestor information.



What you do	What happens
13. Click on OK.	The Purchase Order Inquiry Schedule page is displayed.
14. When you have completed your review of this Purchase Order, click on the Return to Search button if you wish to search for another Purchase Order.	

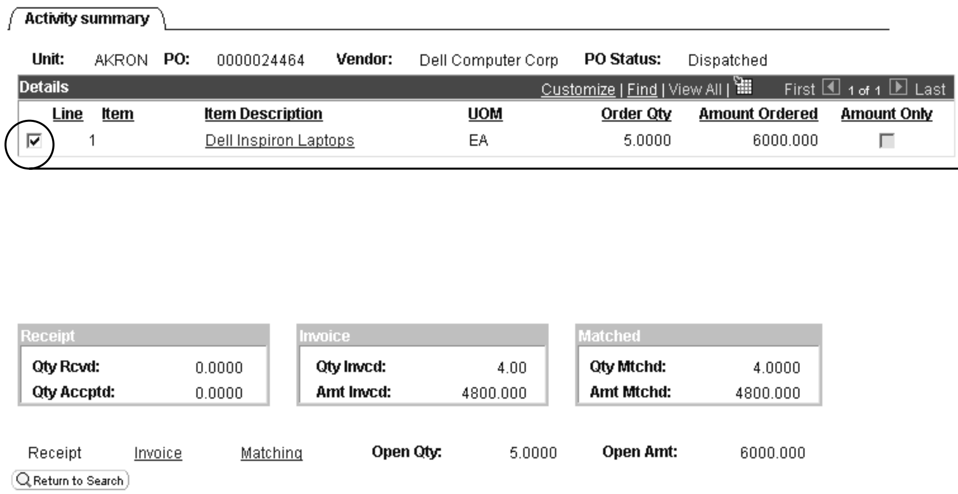
Part B: PO Activity Summary

What you do	What happens
1. Enter the **path**: Purchasing, Purchase Orders, Review PO Information, Activity Summary	The PO Activity Summary – Find an Existing Value page is displayed. 
2. Enter search criteria to locate the purchase order you need.	

Business Unit	AKRON
Purchase Order	Enter the Purchase Order ID. Example: You do not need to enter the leading zeroes.
Purchase Order Date	You can type the date or use the **Choose a Date** button to select a date from the calendar. Select the operator "=" for a single date. You may change to the operator of your choice, such as "between" to locate a range of dates. 
Vendor ID	Enter the Vendor ID or use the Look up button to locate the ID. On the Lookup Vendor ID page, search allows you to search by the Vendor Short Name field. Type in the first few characters of the Vendor Short Name and click on Look Up .

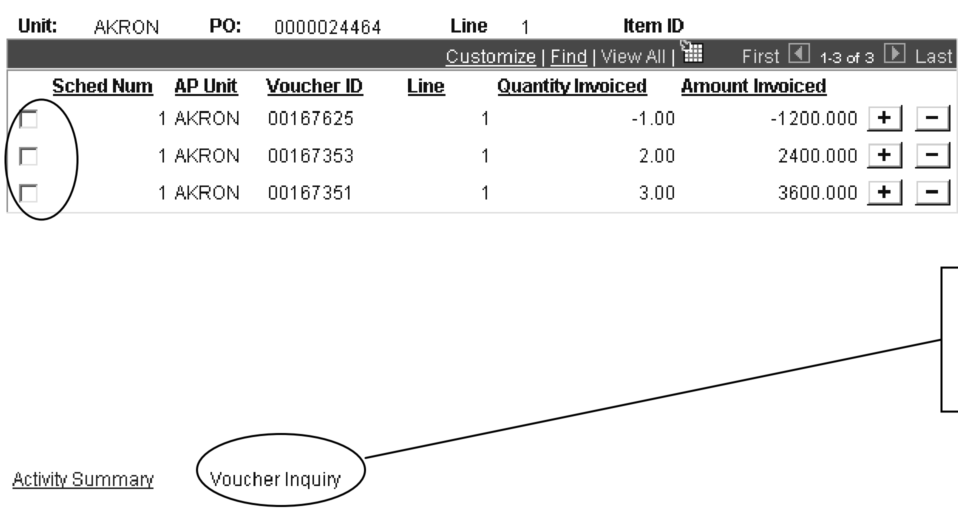
3. Click on Search .	The Search Results are displayed at the bottom of the page. Click on a link for the purchase order that you want to review. If only one purchase order meets your criteria, the purchase order is displayed immediately.

What you do	What happens



Click in the checkbox to select the line in the PO that you wish to review.

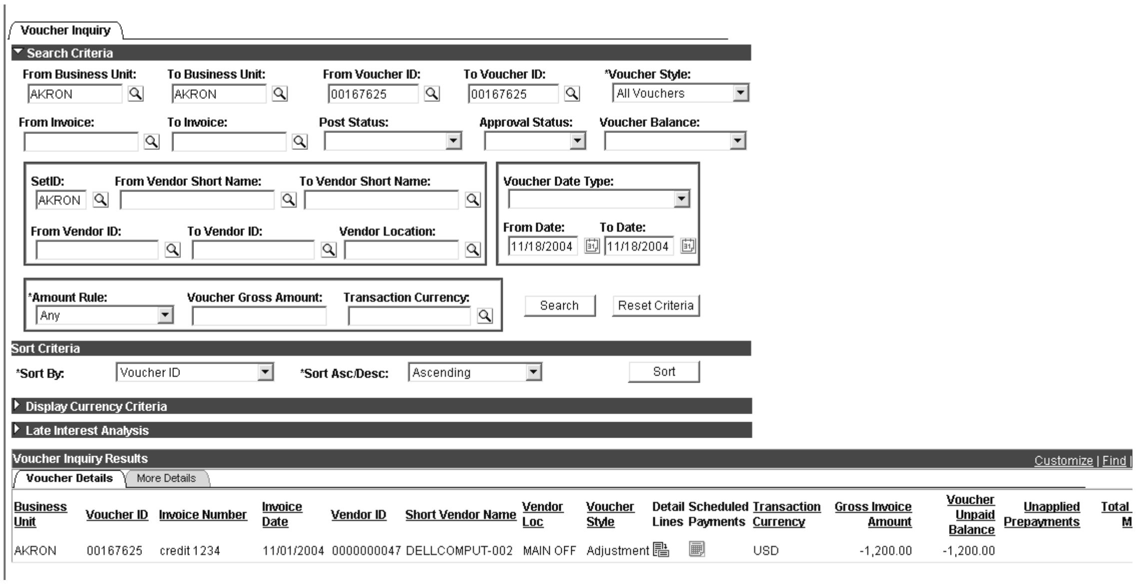
What you do	What happens
4. Review the information on this page.	In the above example, note that: The PO Status is **Dispatched**. That the PO is for **5 laptops** for an Amount of **6000.00** . Four (4) of the five (5) laptops have been voucher...
5. Click on the Invoice link to view details about the voucher and invoice for the selected PO line.	



The Voucher Inquiry link will activate after you click in a checkbox to select a line item.

What you do	What happens
6. To review any of the line items on the Invoice page, click to mark that line's checkbox.	The line item is marked. The Voucher Inquiry link is available.

What you do	What happens
7. Click on the Voucher Inquiry link to review that line item's voucher.	A separate window is opened with the Voucher Inquiry page displayed.



8. This page is displayed in a second PeopleSoft window, so after you review the information on the Voucher Inquiry page, close the window by clicking on its **X**.	The window for the Voucher Inquiry is displayed. You can see voucher information, such as Invoice Number, Invoice Date, Gross Invoice Amount, Voucher Unpaid Balance, Detail Lines, Scheduled Payments, etc.
9. Click on the Activity Summary link to return to the PO Activity Summary page.	The PO Activity Summary page is displayed.
10. Click on Return to Search if you want to search for the Activity Summary for another Purchase Order.	

Inquire on a Voucher

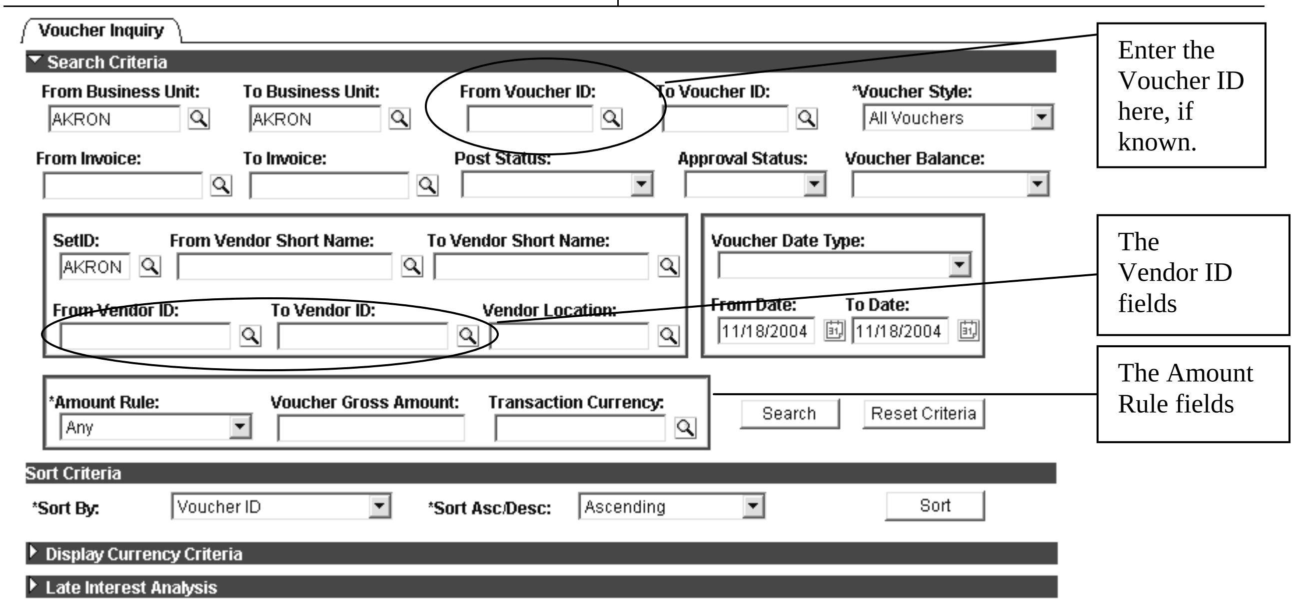
The Voucher Inquiry component, reviewed in Part A, and the Voucher Document Status Inquiry, reviewed in Part B, are available for locating information about a voucher. The Voucher Inquiry provides voucher information, such as invoice number, related vendor and payment information. The Voucher Document Status Inquiry shows all the documents related to a voucher, such as PO, Requisition, Payments, etc. These two inquiries are discussed in this lesson.

Another inquiry, Voucher Accounting Entries Inquiry, also, is available, but is not reviewed in this lesson. To use that inquiry enter the **path**:
Accounts Payable, Review, Vouchers, Voucher Accounting Entries

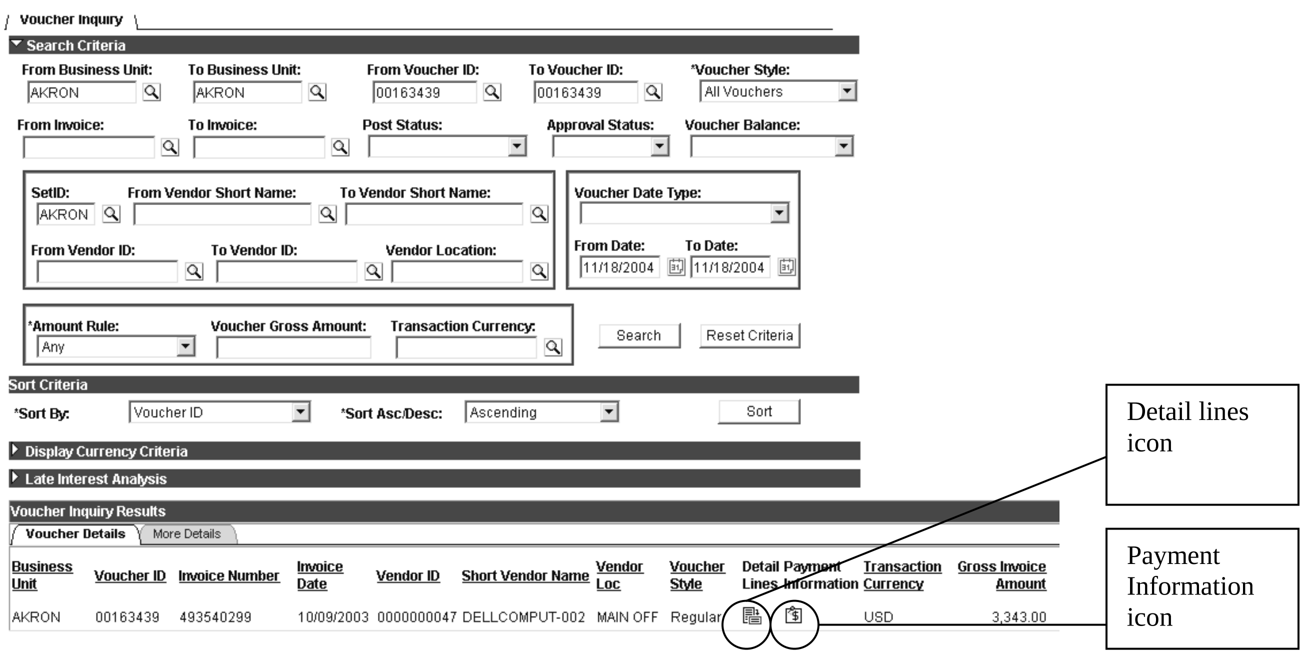
Review Appendix C for recommendations on customizing this inquiry page.

Part A: Voucher Inquiry Page

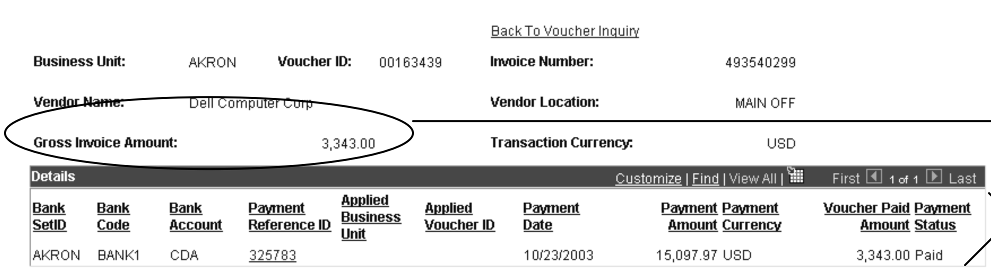
What you do	What happens
1. Enter the **path**: Accounts Payable Review Vouchers Voucher Inquiry	The Voucher Inquiry page is displayed. Use this page to search for the voucher(s) you need to review.



What you do	What happens
2. Enter the criteria for your search. If you know the Voucher ID, enter it in the **From Voucher ID** field. If you do not have the Voucher ID, you can conduct searches, such as: a. Search by Vendor ID in conjunction with an Amount Rule or Date Range. b. Search by Voucher Styles.	In this example, the Voucher ID 00163439 is entered in the From Voucher ID field. You need to enter leading zeroes for the Voucher ID.
3. Click Search .	The Voucher Inquiry Results that match your criteria are displayed at the bottom of the page.



What you do	What happens
4. Scroll to the right on this page to review additional information.	If the voucher has a discount, it will reflect this difference between Gross Amount Paid and Net Amount Paid. Here is an example of a discount of $2.00 (1%). **Gross Amount Paid**: 200.00 — **Net Amount Paid**: 198.00 These fields are the last fields listed on the Voucher Details tab. You need to scroll to the right to see this data.
5. Scroll to the left.	
6. On the Voucher Details tab, click on the Payment Information icon .	The voucher payment information is displayed.



Gross Invoice Amount is the total amount on this voucher.

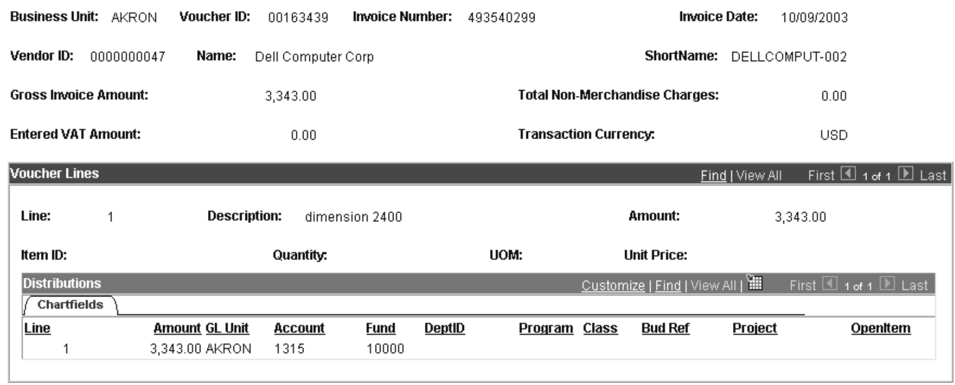
Details area

7. Review the data in the **Details area of the page**.*
   Payment Reference ID: Check number
   Payment Amount: Amount paid on this check ($15,097.97). When a check is issued, it may be in payment for several/many invoices to the same vendor.
   Voucher Paid Amount: Amount paid on this voucher ($3,343.00)
   Payment Date: The date that the check is issued

   *See the section in this lesson "Vouchers with Multiple Scheduled Payments" to review a more complex payment scenario.

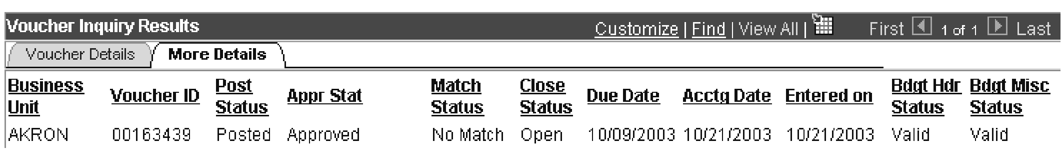
8. Click on the Back To Voucher Inquiry link.	The Voucher Inquiry page is displayed.
9. Click on the Detail Lines icon .	A second PeopleSoft window is opened with the Voucher Line information and charges.

What you do	What happens



When you click on the Detail Lines icon, the page shows you the voucher line Description, Amount and ChartField information.

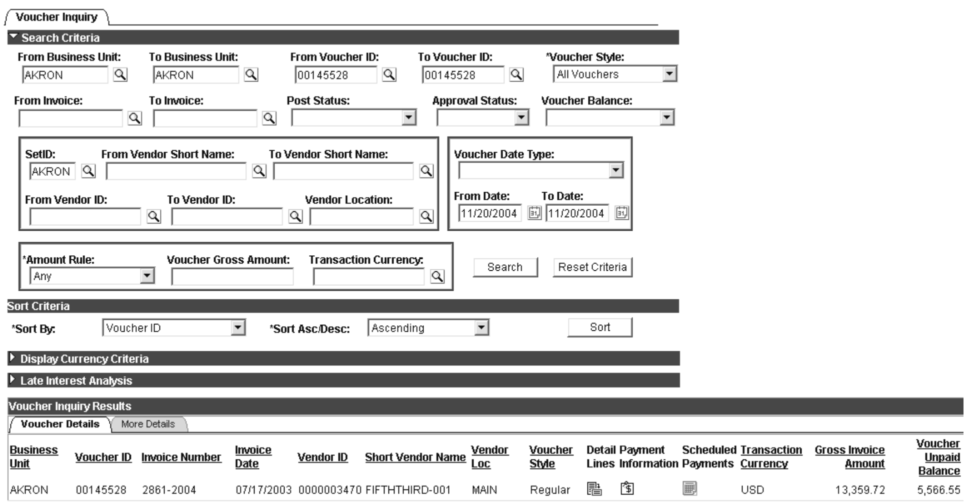
What you do	What happens
10. Review the Voucher Line information on this page.	
11. This page is displayed in a second PeopleSoft window, so after you review the information on the Voucher Inquiry page, close the window by clicking on its **X**.	The Voucher Inquiry page is displayed.
12. Click on the More Details folder tab.	The More Details data is displayed.



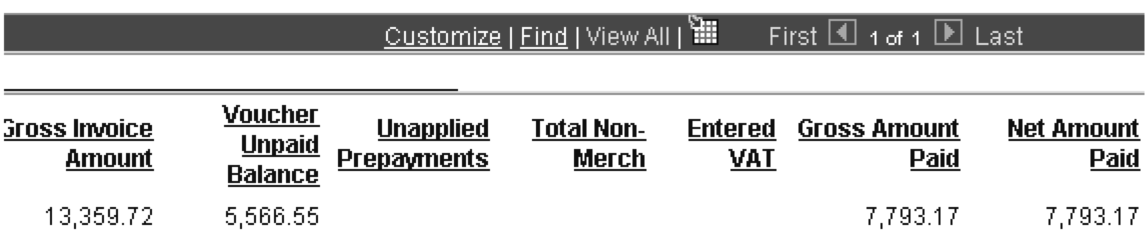
What you do	What happens
13. Review the data available on this page. In particular, note: a. **Due Date:** This is the voucher Net Due date. b. **Accounting Date:** This date defaults to the current date, the date when the voucher is entered in PeopleSoft. At year-end AP accrual, this date may be overwritten. For example, the Accounting Date could be 06/30/04 even though the voucher was entered on 07/14/04. c. **Entered Date:** The date on which the voucher was entered.	
14. To search for additional vouchers, click on the Reset Criteria button.	The criteria that you used previously are erased from the page.

Vouchers with Multiple Scheduled Payments

What you do	What happens
1. Review the data on the Voucher Details tab of the Voucher Inquiry page.	



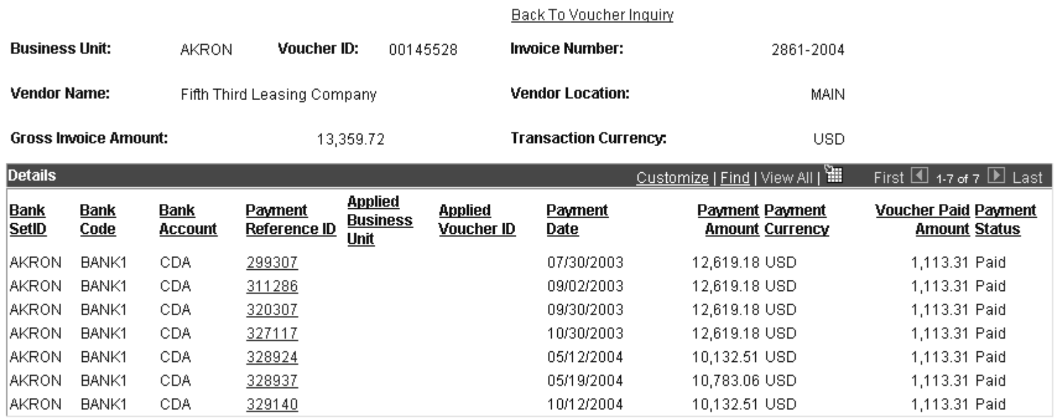
2. Scroll to the right to view additional fields of data. In particular, note the Gross Invoice Amount, Voucher Unpaid Balance and Gross Amount Paid.	



Gross Invoice Amount equals Voucher Unpaid Balance plus Gross Amount Paid.
$13, 359.72 = $5566.55 + $7793.17

3. Scroll to the left.	
4. Click on the Payment Information icon  .	The Payment Information page is displayed.

What you do	What happens



Back To Voucher Inquiry

Business Unit: AKRON **Voucher ID:** 00145528 **Invoice Number:** 2861-2004

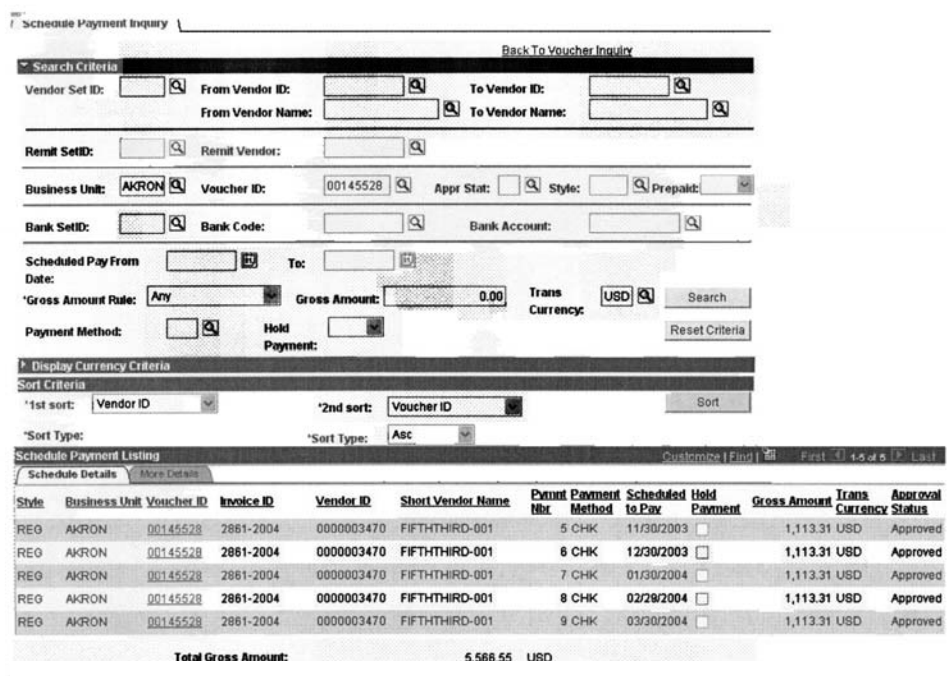
Vendor Name: Fifth Third Leasing Company **Vendor Location:** MAIN

Gross Invoice Amount: 13,359.72 **Transaction Currency:** USD

Details Customize | Find | View All | First 1-7 of 7 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
AKRON	BANK1	CDA	299307			07/30/2003	12,619.18	USD	1,113.31	Paid
AKRON	BANK1	CDA	311286			09/02/2003	12,619.18	USD	1,113.31	Paid
AKRON	BANK1	CDA	320307			09/30/2003	12,619.18	USD	1,113.31	Paid
AKRON	BANK1	CDA	327117			10/30/2003	12,619.18	USD	1,113.31	Paid
AKRON	BANK1	CDA	328924			05/12/2004	10,132.51	USD	1,113.31	Paid
AKRON	BANK1	CDA	328937			05/19/2004	10,783.06	USD	1,113.31	Paid
AKRON	BANK1	CDA	329140			10/12/2004	10,132.51	USD		

5. Review the payments that have been made.	
6. Click on the Back To Voucher Inquiry link.	The Voucher Inquiry page is displayed.
7. If your security allows you to view the scheduled payments, click on the Scheduled Payments icon .	The Schedule Payment Inquiry page is displayed with the Schedule Details tab. It shows you the unpaid scheduled payments and their scheduled due dates.



Schedule Payment Inquiry

Back To Voucher Inquiry

Search Criteria

Vendor Set ID: From Vendor ID: To Vendor ID:

From Vendor Name: To Vendor Name:

Remit SetID: Remit Vendor:

Business Unit: AKRON Voucher ID: 00145528 Appr Stat: Style: Prepaid:

Bank SetID: Bank Code: Bank Account:

Scheduled Pay From Date: To:

*Gross Amount Rule: Any Gross Amount: 0.00 Trans Currency: USD Search

Payment Method: Hold Payment: Reset Criteria

Display Currency Criteria

Sort Criteria

*1st sort: Vendor ID *2nd sort: Voucher ID Sort

*Sort Type: *Sort Type: Asc

Schedule Payment Listing Customize | Find | First 1-5 of 5 Last

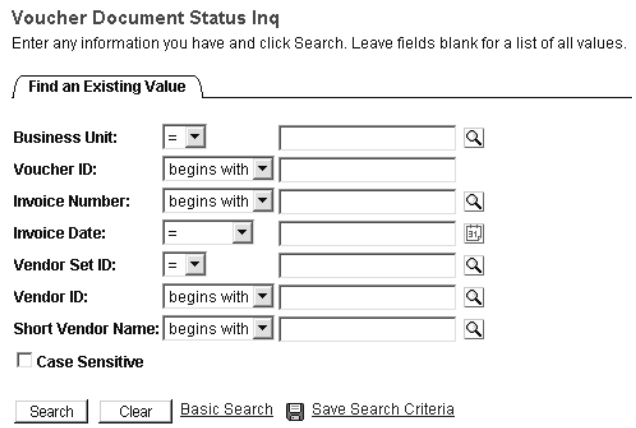
Schedule Details | More Details

Style	Business Unit	Voucher ID	Invoice ID	Vendor ID	Short Vendor Name	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Approval Status
REG	AKRON	00145528	2861-2004	0000003470	FIFTHTHIRD-001	5	CHK	11/30/2003		1,113.31	USD	Approved
REG	AKRON	00145528	2861-2004	0000003470	FIFTHTHIRD-001	6	CHK	12/30/2003		1,113.31	USD	Approved
REG	AKRON	00145528	2861-2004	0000003470	FIFTHTHIRD-001	7	CHK	01/30/2004		1,113.31	USD	Approved
REG	AKRON	00145528	2861-2004	0000003470	FIFTHTHIRD-001	8	CHK	02/29/2004		1,113.31	USD	Approved
REG	AKRON	00145528	2861-2004	0000003470	FIFTHTHIRD-001	9	CHK	03/30/2004		1,113.31	USD	Approved

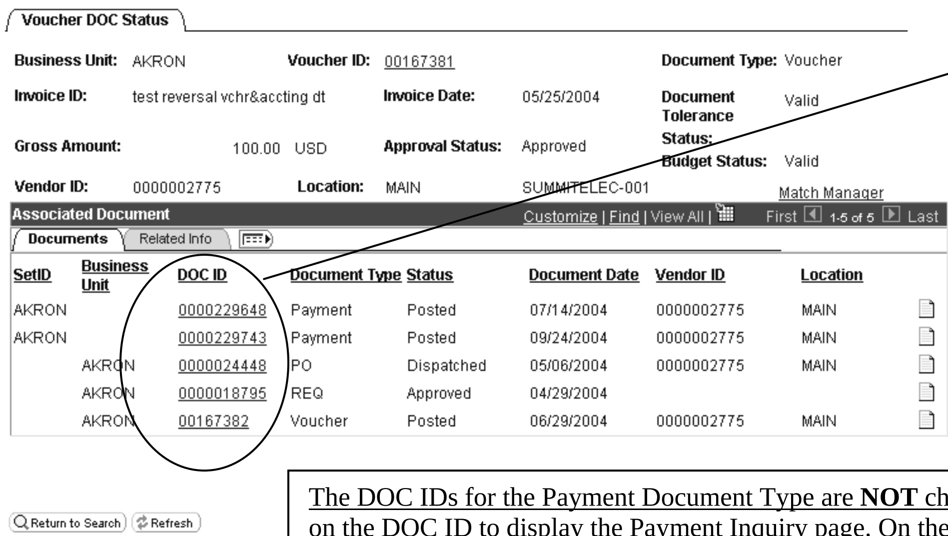
Total Gross Amount: 5,566.55 USD

8. Review the scheduled payments on the Schedule Details tab.	
9. Click on the Back To Voucher Inquiry link.	The Voucher Inquiry page is displayed.

Part B: Voucher Document Status Inquiry

What you do	What happens
1. Enter the **path:** Accounts Payable Review Vouchers Document Status	The Voucher Document Status Inq – Find an Existing Value page is displayed. 
2. Enter search criteria to locate the voucher(s) you need to review.	In this example, Business Unit = AKRON and Voucher ID = 00167381 are entered. You do not need to enter the leader zeroes in the Voucher ID.
3. Click  .	The Vouchers that meet your criteria are displayed in the Search Results area. Click on any link for the particular voucher that you want to review. If only one Voucher meets your criteria, which is the case, here, the Voucher Doc Status page is displayed directly.

What you do	What happens

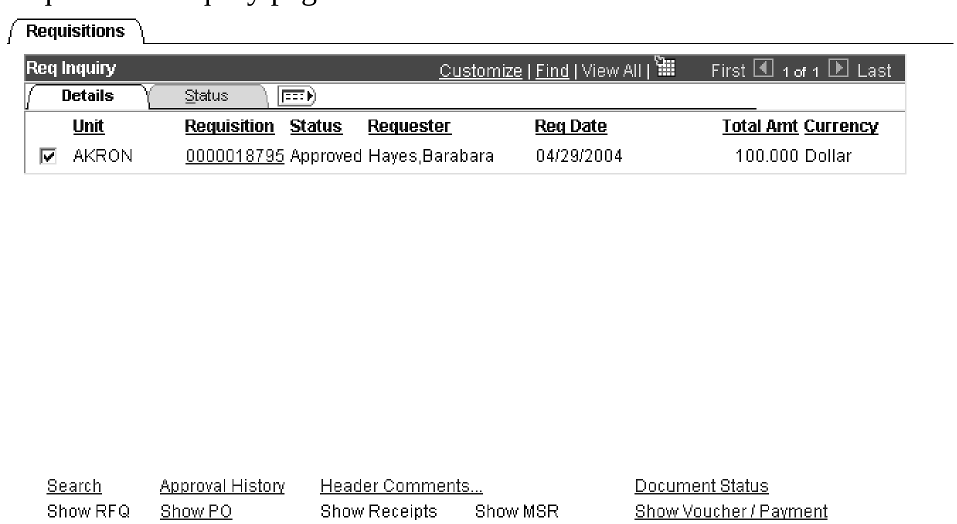


DOC ID links

<u>The DOC IDs for the Payment Document Type are **NOT** check numbers</u>. Click on the DOC ID to display the Payment Inquiry page. On the Payment Inquiry page, the field for **the check number is called Payment Reference ID**.

4. Click on the DOC ID link to take you to that document's inquiry page.	A second PeopleSoft window is opened. The inquiry page for that Document Type is displayed. Req Requisitions Inquiry page PO PO Inquiry page Voucher Voucher Inquiry page Payment Payment Inquiry page See the instructions in this chapter for a discussion of each inquiry page.

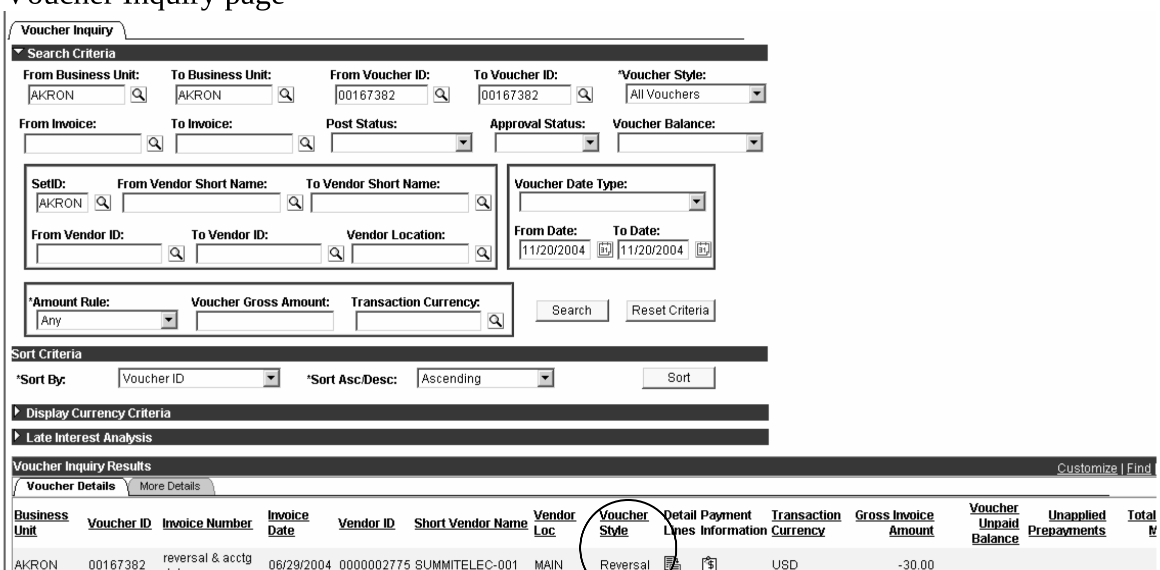
Requisitions Inquiry page



What you do	What happens

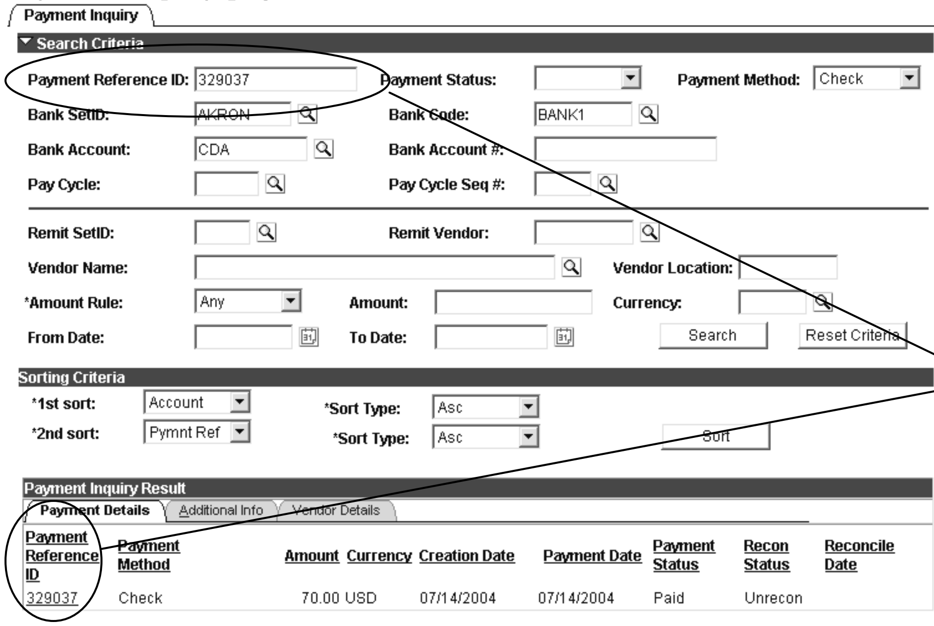
PO Inquiry page

Voucher Inquiry page



To close out the remaining balance of a voucher, especially a PO voucher, the Reversal voucher is used by Accounts Payable. The Reversal voucher offsets the original voucher. The Voucher Style will be “Reversal” for these detail lines, as shown here.

What you do	What happens
Payment Inquiry page	



Payment Reference ID is the check number.

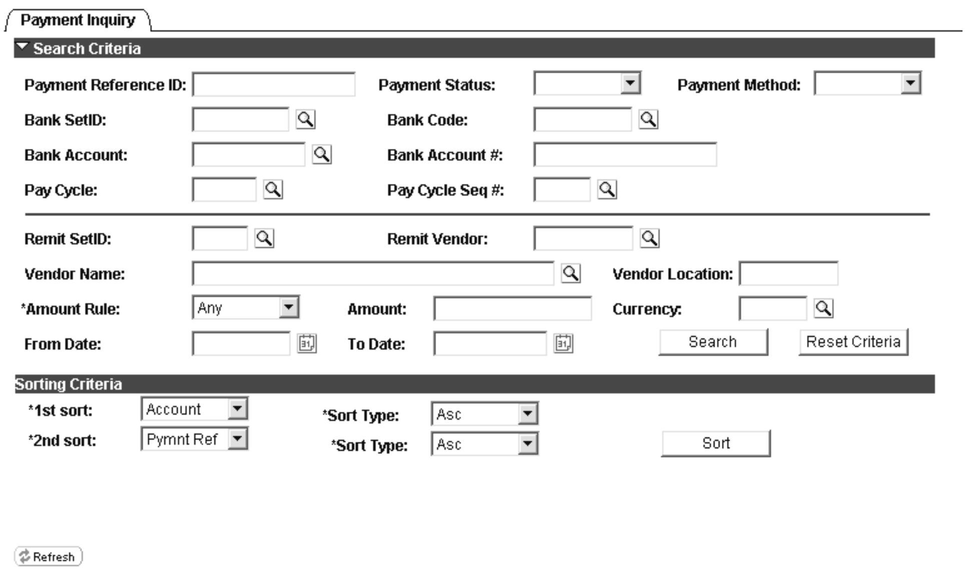
What you do	What happens
5. The inquiry page is displayed in a second PeopleSoft window. When you have completed your review of the document, close the window by clicking on its **X**.	The Voucher DOC Status page is displayed.
6. You may click on another link to review that document or click Return to Search to initiate a new search.	

Inquire on a Payment

The Payment Inquiry page is reviewed in this lesson.

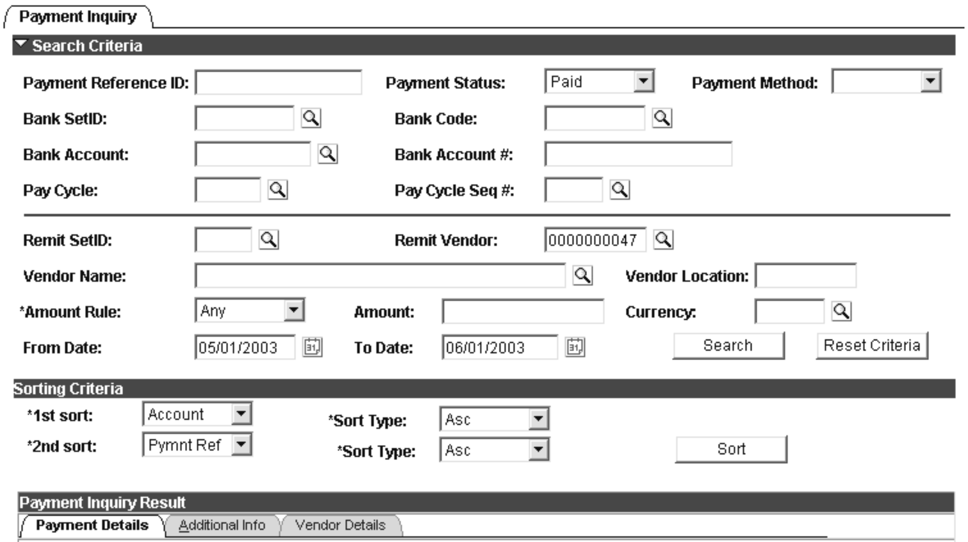
There is another page for inquiring on a payment, the Payment Document Status Inq. This page is not reviewed, here. To use the Payment Document Status Inq page, enter the path: Accounts Payable, Review, Payments, Document Status .

What you do	What happens
1. Enter the **path:** Accounts Payable Review Payments Payment Inquiry	The Payment Inquiry page is displayed.

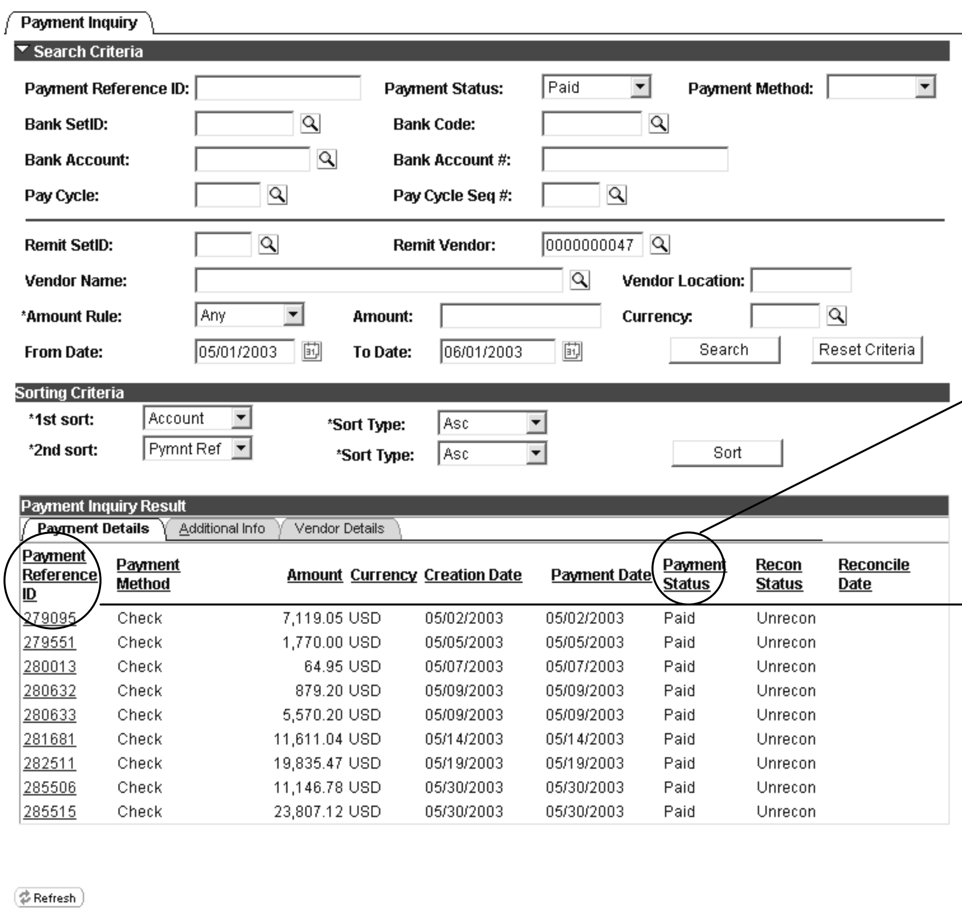


2. Enter search criteria to locate the payment(s) that you need to review.	If you know the check number, enter the number in the Payment Reference ID field. You might search by check number to review all the vouchers paid by this check. You might search by Vendor in conjunction with an Amount Rule or payment Date. In the following example, the search is for: Payment Status = Paid Remit Vendor = 000000000047 Amount = Any From Date 05/01/2003 To Date 06/01/2003

What you do	What happens



3. Click on **Search** .	The Payments that meet your criteria are listed on the Payment Details tab.



Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
279095	Check	7,119.05	USD	05/02/2003	05/02/2003	Paid	Unrecon	
279551	Check	1,770.00	USD	05/05/2003	05/05/2003	Paid	Unrecon	
280013	Check	64.95	USD	05/07/2003	05/07/2003	Paid	Unrecon	
280632	Check	879.20	USD	05/09/2003	05/09/2003	Paid	Unrecon	
280633	Check	5,570.20	USD	05/09/2003	05/09/2003	Paid	Unrecon	
281681	Check	11,611.04	USD	05/14/2003	05/14/2003	Paid	Unrecon	
282511	Check	19,835.47	USD	05/19/2003	05/19/2003	Paid	Unrecon	
285506	Check	11,146.78	USD	05/30/2003	05/30/2003	Paid	Unrecon	
285515	Check	23,807.12	USD	05/30/2003	05/30/2003	Paid	Unrecon	

On the next page, see the list of valid Payment Statuses at UA.

The Payment Reference ID is the check number.

What you do	What happens

Overflow	The payment was printed on an overflow advice.
Paid	The payment was paid.
Replaced	The payment was replaced. For example, when a check is reprinted with a new check number, the first check number is given the status of Replaced.
Stopped	The payment was reversed.
Undo	The canceled payment was undone.
Void	The payment is void.

4. Review the data on the Additional Info and Vendor Details tabs, as needed.	

The Additional Info tab (with Bank Account # and Description masked)

Payment Inquiry Result

Payment Details | **Additional Info** | Vendor Details

Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
279095	Posted	No Cancel		DAILY	1062	CDA		
279551	Posted	No Cancel		DAILY	1064	CDA		
280013	Posted	No Cancel		DAILY	1067	CDA		
280632	Posted	No Cancel		DAILY	1071	CDA		
280633	Posted	No Cancel		DAILY	1071	CDA		
281681	Posted	No Cancel		DAILY	1075	CDA		
282511	Posted	No Cancel		DAILY	1080	CDA		
285506	Posted	No Cancel		DAILY	1094	CDA		
285515	Posted	No Cancel		DAILY	1094	CDA		

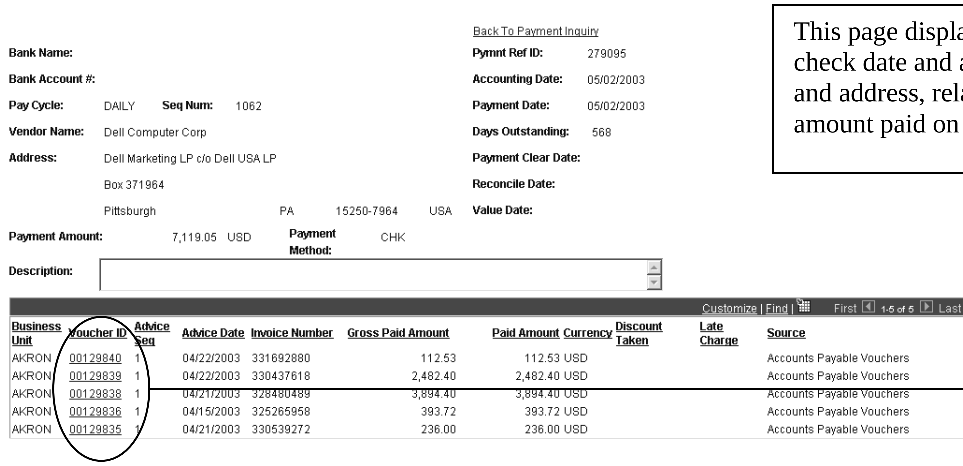
The Vendor Details tab

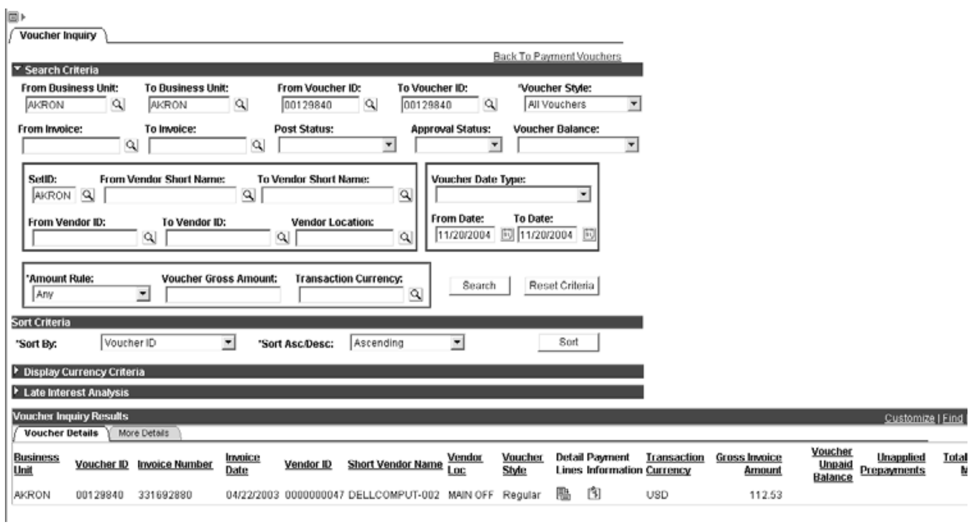
Payment Inquiry Result

Payment Details | Additional Info | **Vendor Details**

Payment Reference ID	Vendor Name	Vendor ID
279095	Dell Computer Corp	0000000047
279551	Dell Computer Corp	0000000047
280013	Dell Computer Corp	0000000047
280632	Dell Computer Corp	0000000047
280633	Dell Computer Corp	0000000047
281681	Dell Computer Corp	0000000047
282511	Dell Computer Corp	0000000047
285506	Dell Computer Corp	0000000047
285515	Dell Computer Corp	0000000047

5. Click on the Payment Reference ID link for the check that you want to review.	The Payment Voucher Details page is displayed.

What you do	What happens
	This page displays the check number, check date and amount, vendor name and address, related voucher IDs and the amount paid on each voucher. Click on a Voucher ID link to go to the Voucher Inquiry page.
6. Review the data.	
7. To review a Voucher, click on its Voucher ID link.	The Voucher Inquiry page is displayed.

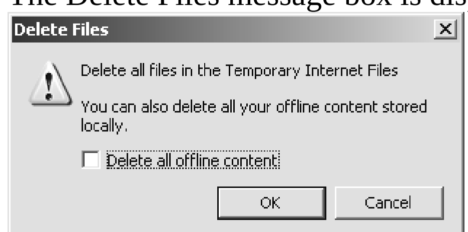


What you do	What happens
8. Click on the Back To Payment Vouchers link.	The Payment Vouchers Details page is displayed.
9. Click on the Back To Payment Inquiry link.	The Payment Inquiry page is displayed.
10. You may click on another link to review that document or click Reset Criteria to initiate a new search.	

Chapter 13 : Clearing Cache in Internet Explorer

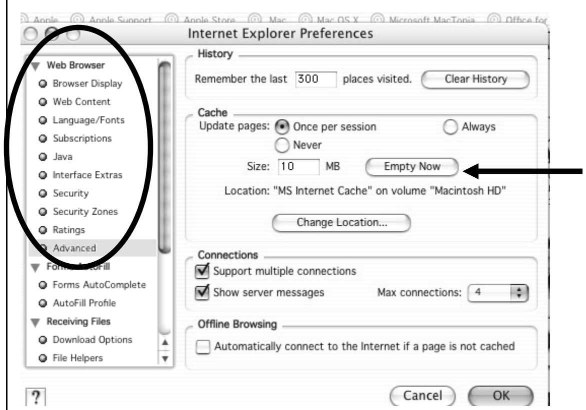
The temporary internet files are copies of the web pages that you recently opened. The web pages are copied, so that if you open them again, the pages will be displayed quickly. It is a good practice to occasionally clear the cache.

For the PC

What you do	What happens
1. From the Internet Explorer menu bar, click on **Tools, Internet Options**. 	The Internet Options dialog box is displayed. 
2. On the **General tab**, click on the  button.	The Delete Files message box is displayed. 
3. Click in the checkbox for **Delete all offline content**. 4. Click on **OK**.	The hourglass will appear while the files are being deleted. If you have not cleared cache recently, this may take a minute or several minutes. When cache is cleared, the hourglass is no longer seen. The Internet Options dialog box is displayed, as shown in step 1.
5. In the Internet Option box, click on **OK**.	
6. Close the Internet Explorer.	

For the Macintosh

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>1. From the Internet Explorer menu bar, click on Explorer, Preferences.

</td><td>The Internet Explorer Preferences box is displayed.</td></tr>
<tr><td>2. In the scroll box on the left, locate the Web Browser menu.
3. From the Web Browser menu, locate and click on Advanced.
4. In the Cache frame, click on the Empty Now button.</td><td>
</td></tr>
<tr><td>5. When the files are deleted, click on OK.</td><td></td></tr>
</table>

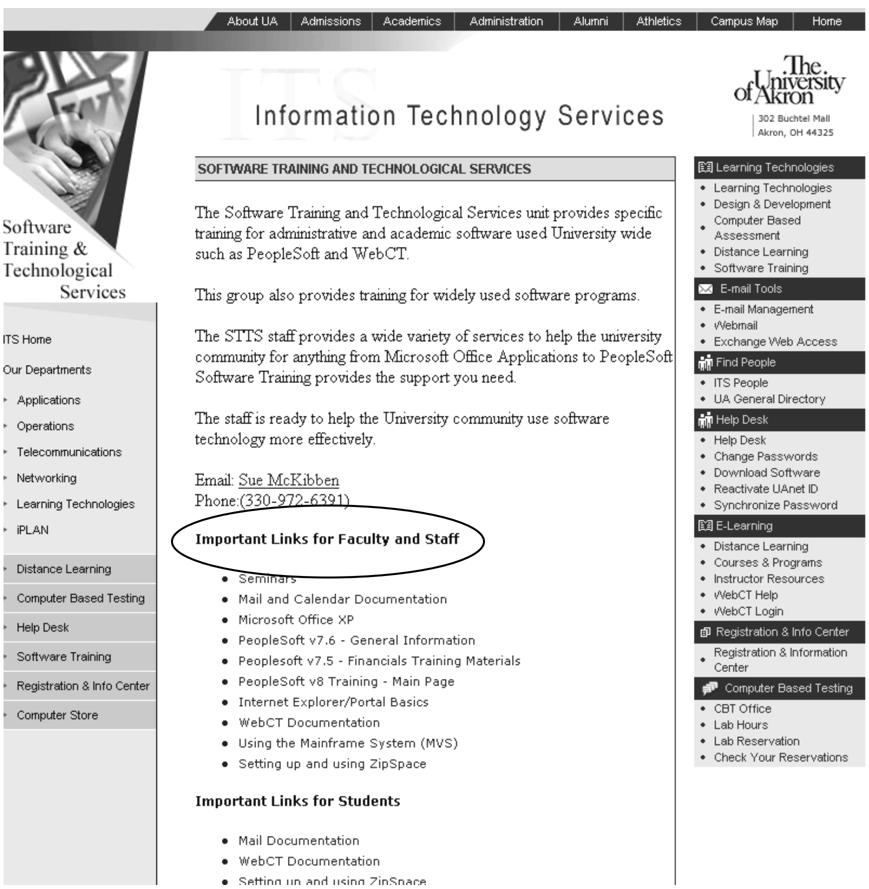
Chapter 14 : Locating PeopleSoft Training and Documentation on the Web

The home web page of Software Training and Technological Services contains links to PeopleSoft version 8 instructions:

- Seminars (instructor-led) – Register for classes, such as this one.
- Hard copy manuals and job aids – Download materials that you can print through Adobe Reader.
- Web-based audio-visual tutorials – Watch a movie that leads you through the steps of common procedures in PeopleSoft.
- PeopleSoft manual updates and changes – When a procedure changes or a new procedure is added, a notation will be made in the PeopleSoft Version 8 Manual Log. View the log and download any new/changed materials that are pertinent to your job.

When you are back at your desk, open your browser, such as Internet Explorer, and navigate to http://www.uakron.edu/its/learning/index.php . Set it as a Favorite so that you easily can check for instructions and updates when needed.

Look at the list of items under **Important Links for Faculty and Staff**.

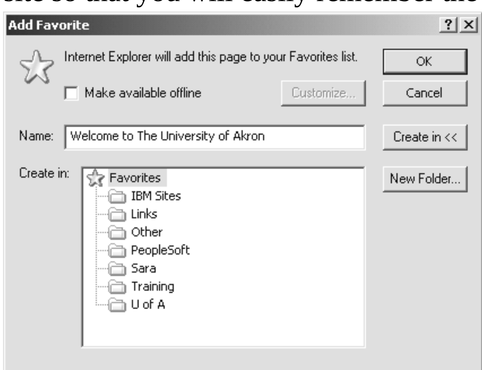


NOTES:

Appendix A Favorites in Internet Explorer

When you find an Internet site that you like and want to use again, you can save the address (URL) as a Bookmark, which is also referred to as a Favorite. You can add new favorites, delete favorites and organize favorites. The favorites feature is just a folder that you use to store Internet shortcuts. Favorites will save you a lot of time if you tend to use the same Web sites frequently.

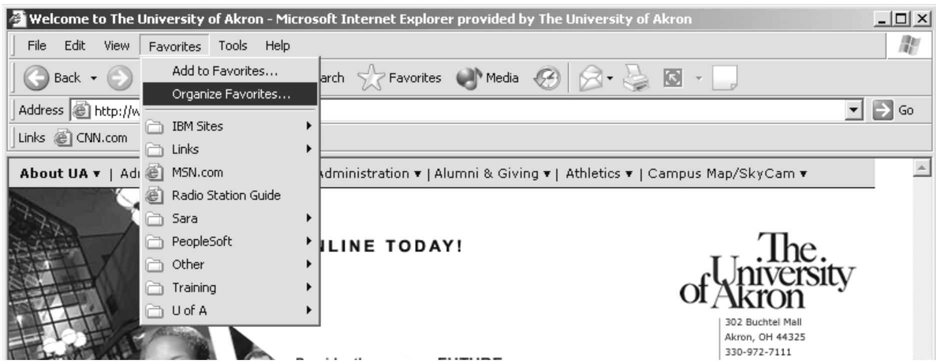
Create a Favorite

	What you do
1.	Go to the Web page that you want to set as a favorite.
2.	From the menu, select **Favorites**, **Add to Favorites**.
3.	In the **Add Favorite** box, either leave the default **Name** or type in a new name for the site so that you will easily remember the new favorite name for retrieval.  Select **OK**.

Use a Favorite

What you do

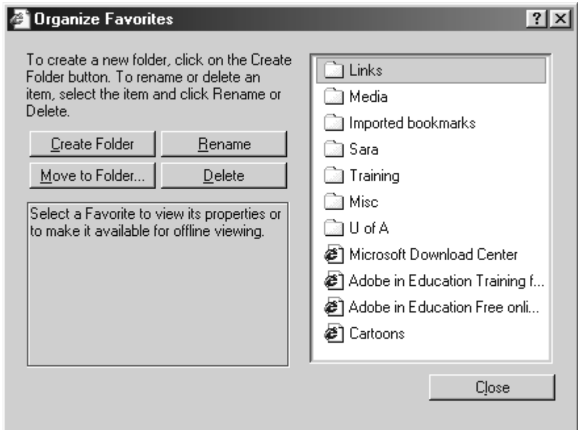
1. From the menu, select **Favorites**.



2. Locate the favorite you want to navigate to from the **Favorites** list on the menu, and select it to go to that Web page.

Organize Favorites

	What you do
1.	If you set a lot of favorites, you can use the menu option of **Favorites, Organize Favorites** to create folders and to organize, move, or delete your favorites.



- To create a folder, click on the **Create Folder** button and type the name of the folder over "New Folder" in the folder name frame on the right side of the Organize Favorites box.
- To rename a folder, click on the **Rename** button and type the new name in the folder name frame on the right side of the Organize Favorites box.
- To move a favorite into a different folder, select the link on the right and then click on the **Move to Folder** button and select a new folder.
- To delete a favorite, select the link on the right and then click on the **Delete** button. Click on **Yes** to confirm the deletion.

After you are finished making changes, click on the **Close** button.

NOTES:

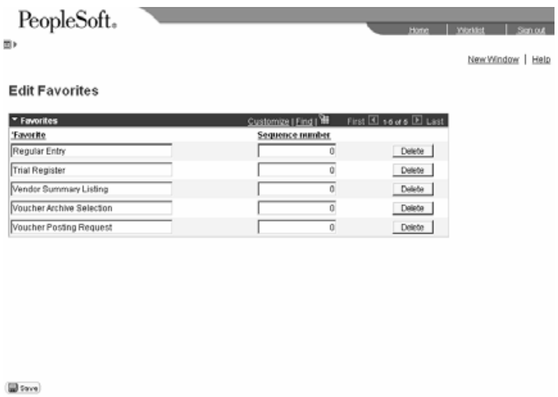
Appendix B Organize Favorites in PeopleSoft

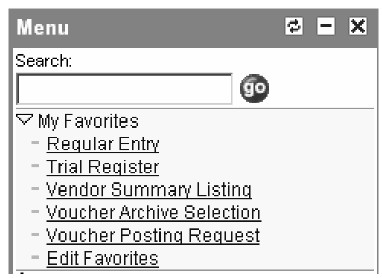
Editing Favorites in PeopleSoft

There are four editing options for your PeopleSoft favorites:

1. Choose/Customize the order in which your favorites appear
2. Delete a favorite from your list
3. Search for a favorite and
4. Download favorites

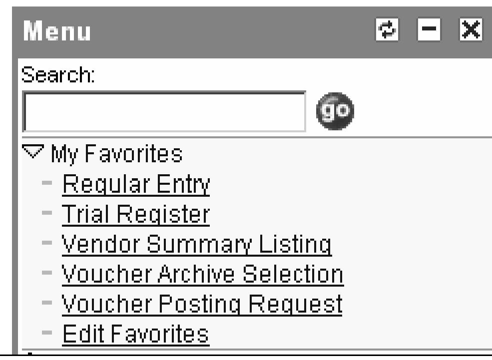
Changes you make in the editing menu
will appear in your "My Favorites" Menu





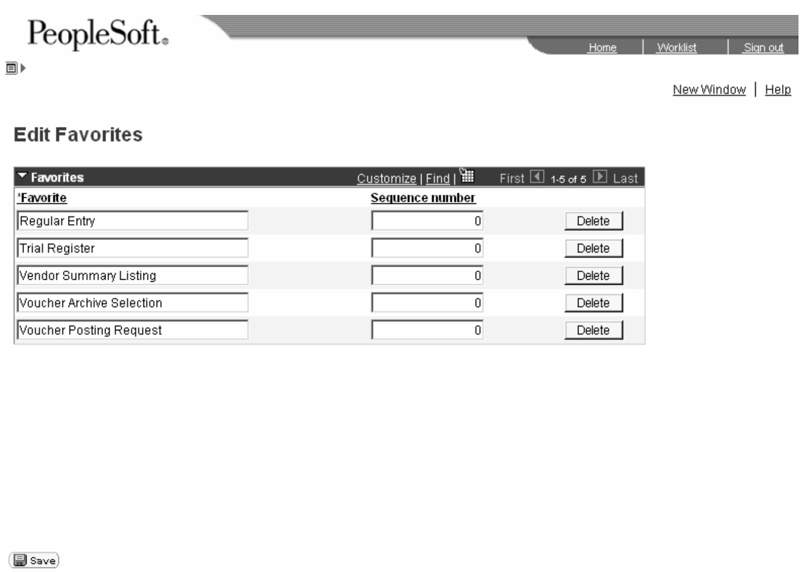
Customizing the Order of Favorites

When you add a favorite in PeopleSoft the list that appears under the heading My Favorites automatically defaults to alphabetic order either in ascending (A-Z) or descending (Z-A) order. You can choose change the order by assigning a number/priority to the favorite and then determine the order the numbers will appear ascending (1-20) or descending (20-1)

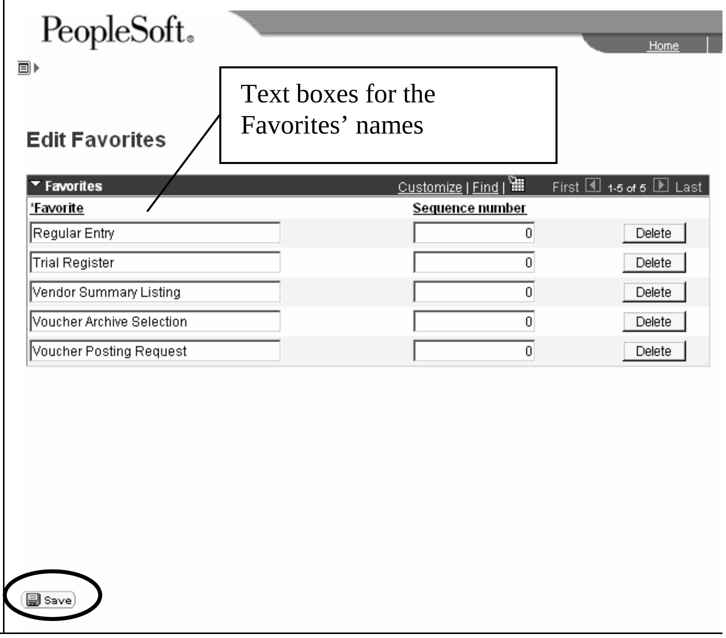
<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>1. Select My Favorites from the main menu.</td><td>
</td></tr>
<tr><td>2. Select Edit Favorites.</td><td>The Edit Favorites page is displayed.

Display of current list of favorites appears. From this menu you can do the following:

Edit the name of a favorite
Sort a column
Delete a favorite
Customize order of Favorite editing menu
Find a specific favorite
Download favorites</td></tr>
</table>



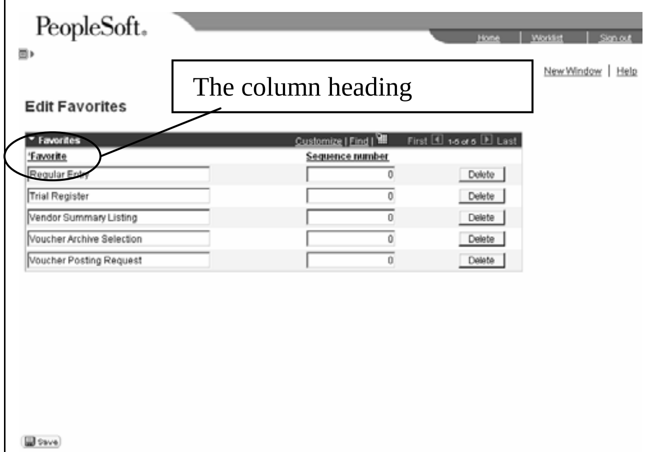
Editing or Changing the Name of a Favorite

What you do	What happens
1. Click in the text box of the favorite you want to edit. 2. Type the correct name for the favorite. 3. Click on the **Save** button.	

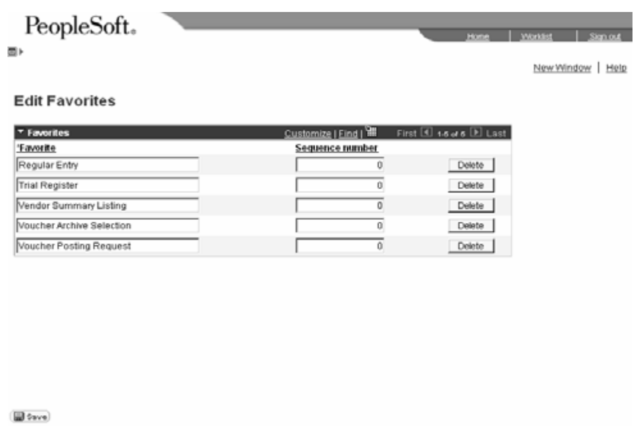
Sort a Column

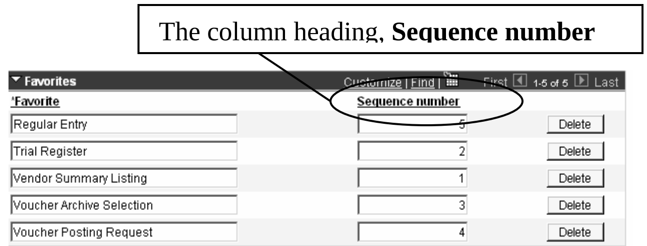
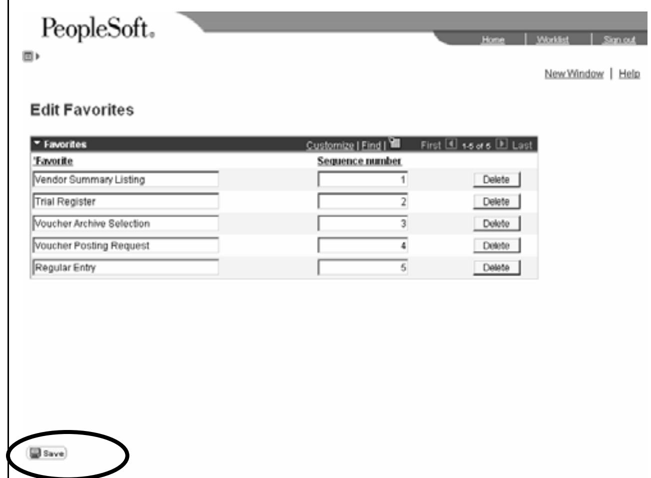
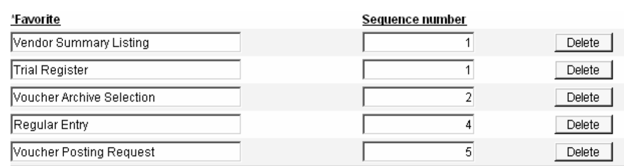
PeopleSoft will display your Favorites in one of two ways
1. Alphabetical (default) or
2. Numerical

Alphabetical Sorting

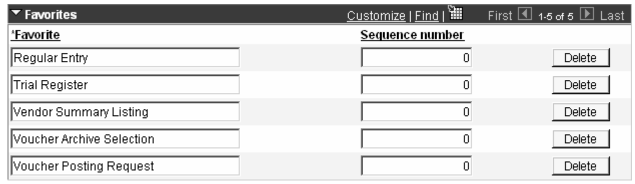
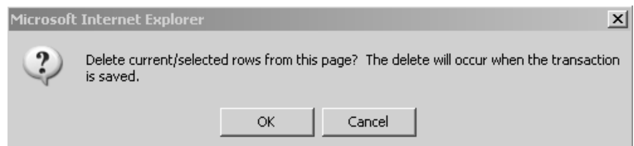
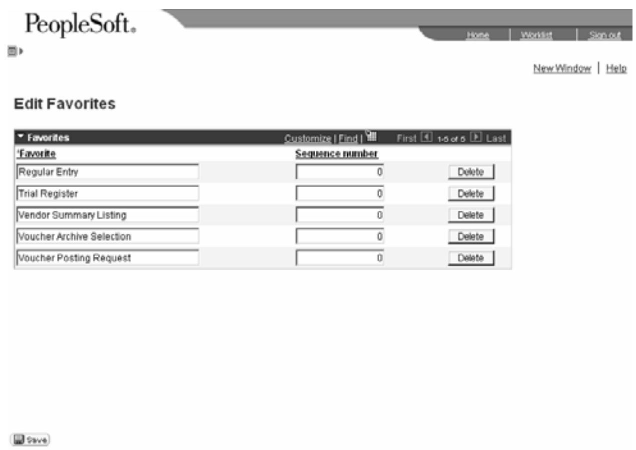
What you do	What happens
1. Click on the column heading ***Favorite*** to sort in ascending or descending order 2. Click on the column heading again and the list will return to its previous state. 3. Select **Save** to save your changes.	

Numerical Sorting

What you do	What happens
1. Determine the order in which you want your Favorite list to appear. For example: You want your Favorite list in this order Vendor Summary Listing Trial Register Voucher Archive Selection Voucher Posting Request Regular Entry	

What you do	What happens
2. Click in the Sequence number field. Use the delete or backspace key to eliminate the zero. 3. Type the appropriate number. 4. Select the column heading ***Sequence order*** to sort in ascending or descending order	
5. Click on **Save** to save your changes. Click on the column heading again and the list will return to its previous state.	
NOTE: You could have two favorites assigned the same sequence order.	

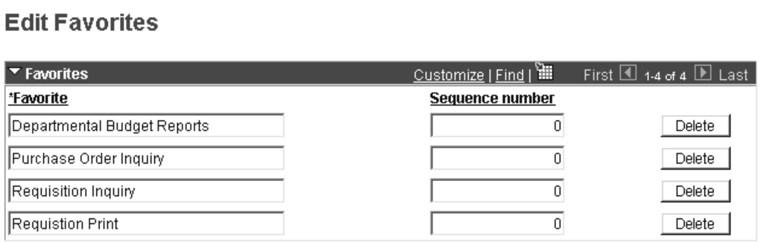
Delete a Favorite

What you do	What happens
1. Select the **Delete** button.	
2. Click on **OK**	
3. Click on **Save**.	

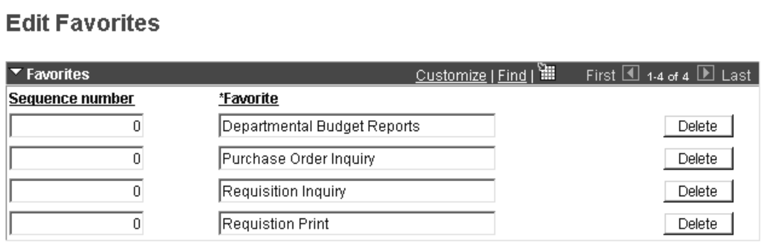
Customize Order of the Edit Favorites Page

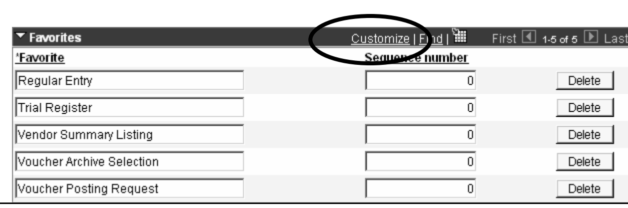
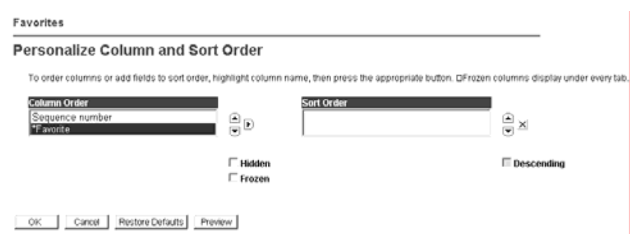
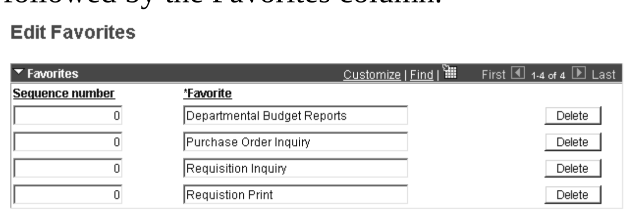
Use these steps to change the Edit Favorites display.

From this:



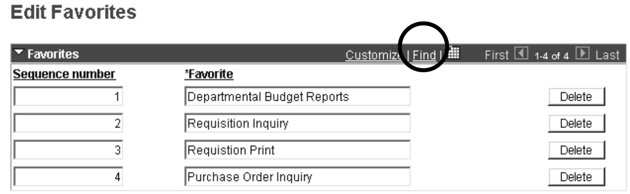
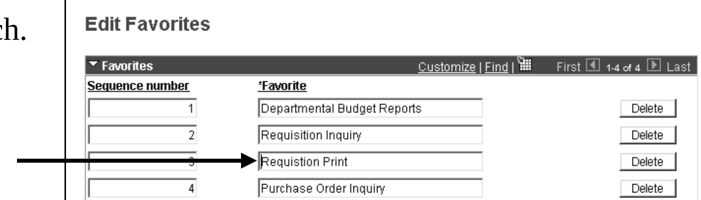
To this:



<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>1. Select Customize from the header bar.</td><td>
</td></tr>
<tr><td>1. Click on the Favorites column name.
2. Click on the Move Down button .</td><td>
</td></tr>
<tr><td>3. Click on OK.</td><td>The Sequence Number column is displayed first, followed by the Favorites column.

</td></tr>
</table>

What you do	What happens
4. **NOTE**: Hidden and Frozen options are similar to the features of spreadsheets, but since there are only two columns available these features are not really helpful. Therefore it is not recommended that you use these features.	

Find a Specific Favorite

What you do	What happens
1. Select Find	
2. Type in the name or part of the name of the favorite. 3. Select **OK**.	
4. The Cursor will be inserted into the favorite name field of the closest match.	

NOTES:

Appendix C Customizing an Inquiry Grid

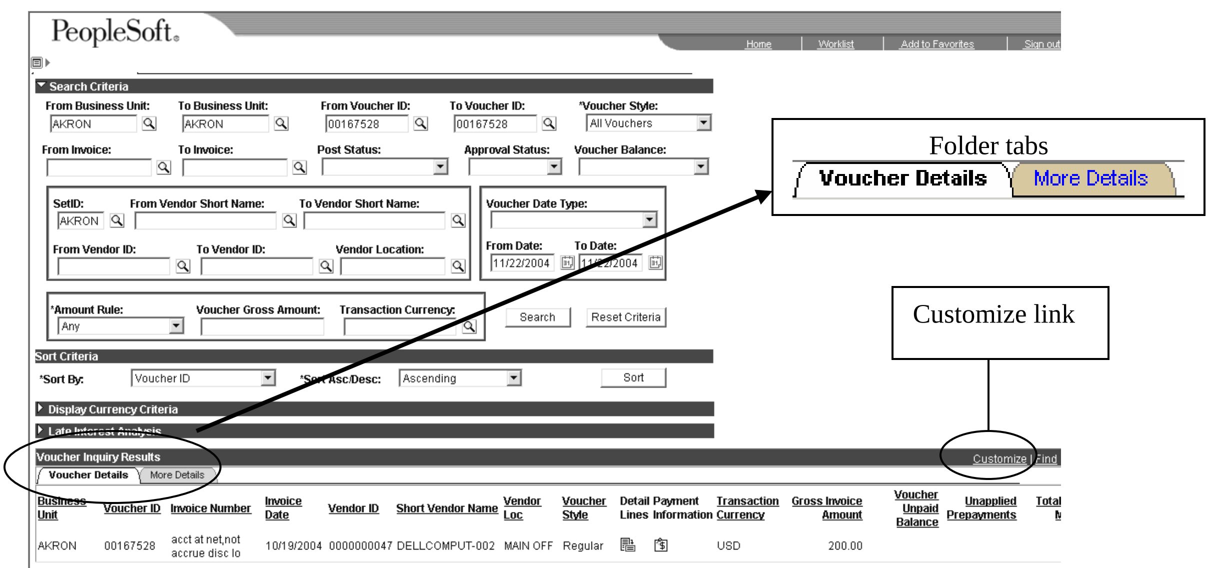
On many of the inquiry pages, there are grids that contain more than one tab of data. You can use the Customize link to reorganize the presentation of the fields on the tabs, so that:

- The data you need most frequently appears on one tab, or
- The data is in an order that is more logical to you, or
- You do not need to scroll to locate data

The Customize link allows you to:

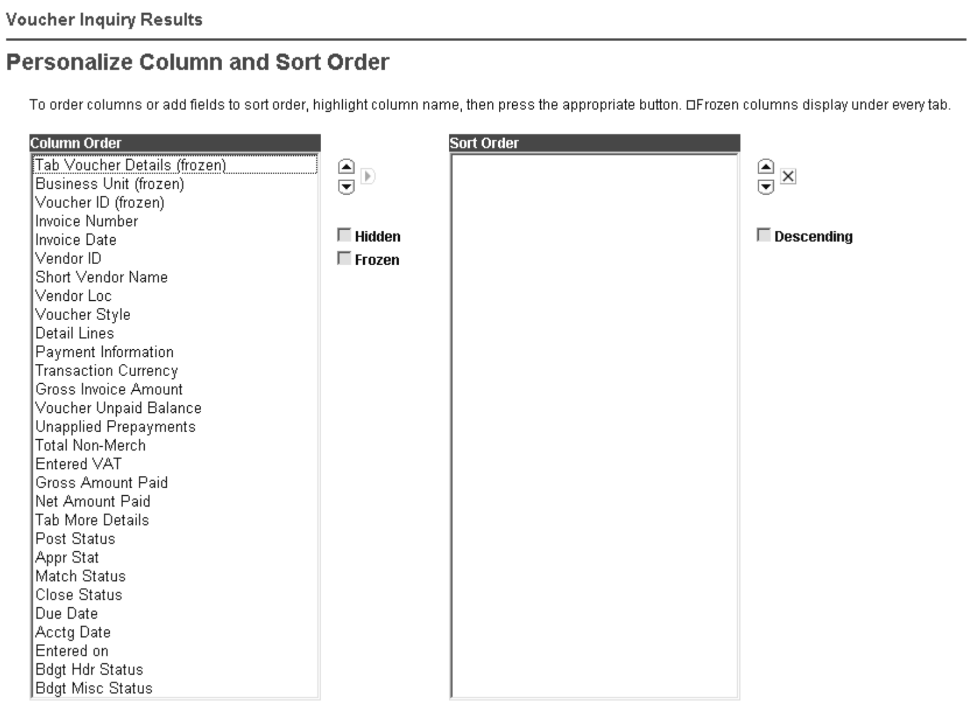
- Change the order of the columns (fields)
- Change the sort order
- Hide columns from view
- Freeze columns so that the column appears on every tab (This would be an identifying field such as the ID number.)
- Move columns from one tab to another

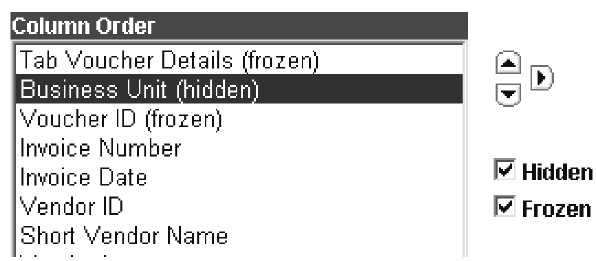
In this example the Voucher Inquiry page is used. The inquiry search results on this page appear in a grid with two folder tabs. You will customize the results area .

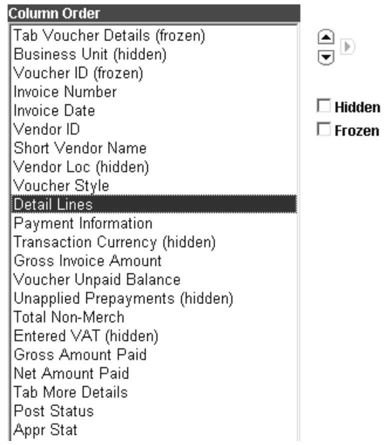


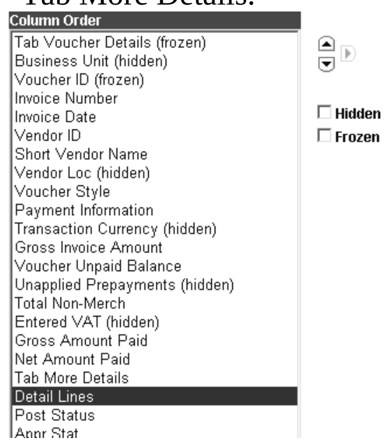
What you do	What happens
1. Enter criteria for your search, as outlined in Chapter 7 of this manual. 2. Click on Search. To customize the grid, you must have search results that appear.	The items that match your criteria are displayed in the search results area.

What you do	What happens
3. Click on the Customize link.	The Personalize Column and Sort Order page is displayed.



4. **Hide columns** so that they do not appear in the search results. **a**. Click on the column to be hidden. **b**. With the column highlighted, click on the Hidden checkbox. Follow this procedure to hide any of the other columns. To freeze a column (have the column appear on every tab for this inquiry page), follow these steps but click to place a checkmark in the Frozen checkbox.	For example, the Business Unit is hidden.  For the Voucher Inquiry page, it is recommended that you <u>hide these columns</u>: Business Unit (always AKRON) Vendor Loc (usually Main) Transaction Currency (always USD) Unapplied Prepayments (not applicable to UA) Entered VAT (not applicable to UA)

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>5. Move columns to change the order they appear on a tab or to move the column to another tab.
a. Click on the column to be moved.
b. With the column highlighted, click on the up or down move button until the column is in the correct place.</td><td>The Detail Lines item is selected.


The move down button is clicked on several times, until the Detail Lines item appears below “Tab More Details.”


The Detail Lines are moved to the More Details tab.</td></tr>
<tr><td>6. Click on Preview at the bottom of the page.</td><td>You can review the customization you have selected before clicking on OK to confirm it.</td></tr>
<tr><td>7. If you like the previewed customization, click on OK.

If not, make additional changes and preview them before clicking on OK .</td><td>The customization of this page is saved. That means that the inquiry page will be displayed this way whenever you navigate to it.

The Voucher Inquiry page would look as shown on the following page. Everything on the Voucher Details tab can fit on one page with no need to scroll from left to right.</td></tr>
</table>

What you do	What happens

Voucher Inquiry Results

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

Voucher Details | More Details

Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Voucher Style	Payment Information	Gross Invoice Amount	Voucher Unpaid Balance	Total Non-Merch	Gross Amount Paid	Net Amount Paid
00163439	493540299	10/09/2003	0000000047	DELLCOMPUT-002	Regular		3,343.00			3,343.00	3,343.00

What you do	What happens
8. At any time, you can return the inquiry page to the system defaults by clicking on Restore Defaults and then clicking on OK .	

Appendix D Using Excel with PeopleSoft Financials

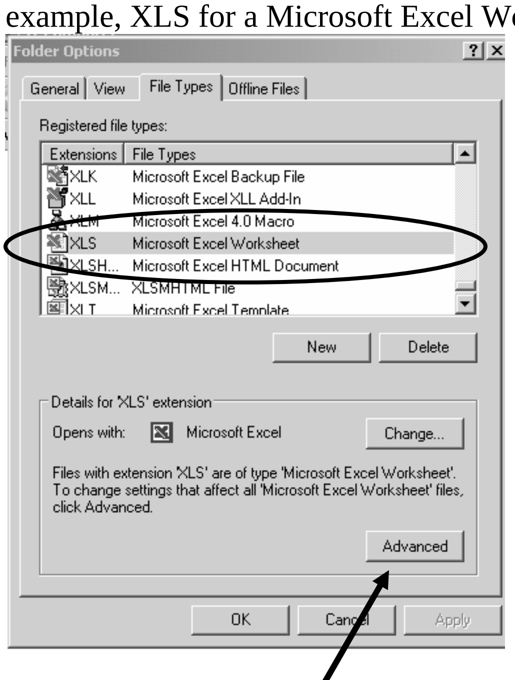
If you will be downloading data to Excel from PeopleSoft Financials, the Excel files will open in the Internet Explorer, unless you configure the Internet Explorer by following the instructions in Part A.

Part A: Configuring Internet Explorer to Open Office Documents in the Appropriate Office Program Instead of in Internet Explorer

When you click on an html link to a Microsoft Office file from within Internet Explorer, the file may open in Internet Explorer, rather than opening in the appropriate Office program. These instructions outline the process of changing your settings so that the applications will open in the appropriate program. Keep in mind that you will need to follow these instructions for each Office program – Word (.doc), Excel (.xls), and PowerPoint (.ppt).

Steps

1. Open My Computer by double clicking on the **My Computer** icon on the computer desktop.
2. From the menu bar select **Tools**, **Folder Options.**
3. Click on the **File Types** tab.
4. In the **Registered file types** list, click the specific Office document type (for example, XLS for a Microsoft Excel Worksheet.



What to look for:

Excel= XLS

Word= DOC

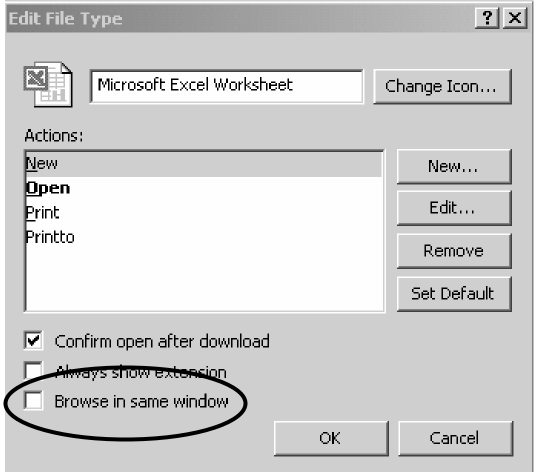
PowerPoint= PPT

Access= MDB

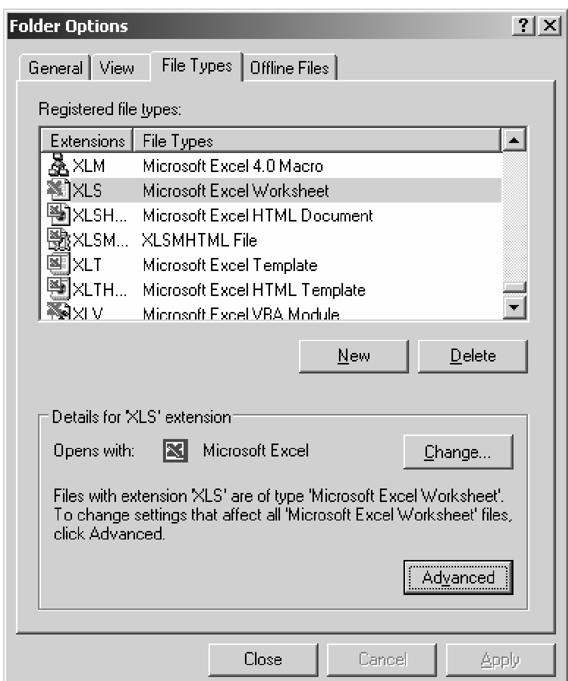
Then, click on the **Advanced** button.

Steps

5. In the **Edit File Type** dialog box, click to clear the **Browse in same window** check box (or click to clear the **Open Web documents in place** check box).



Click on the **OK** button.

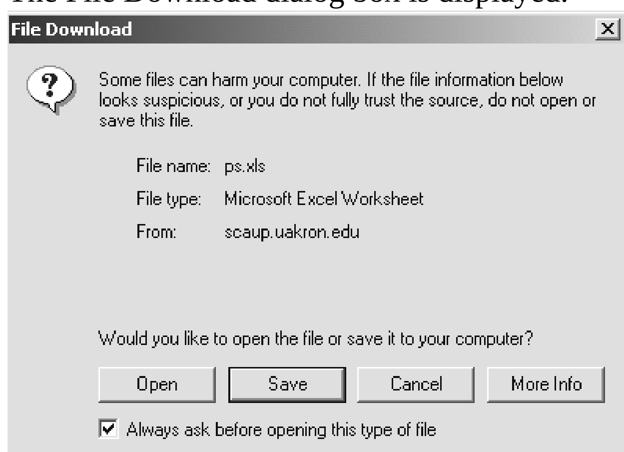
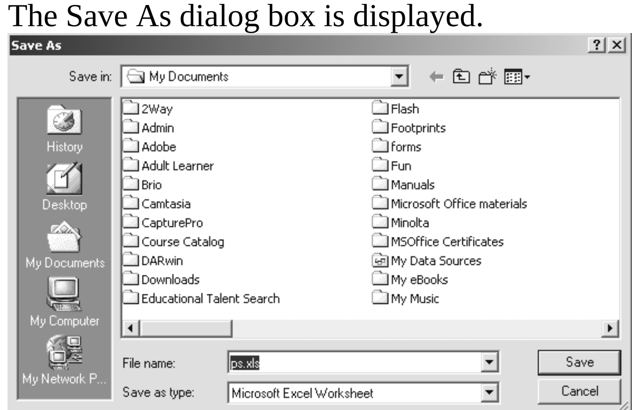


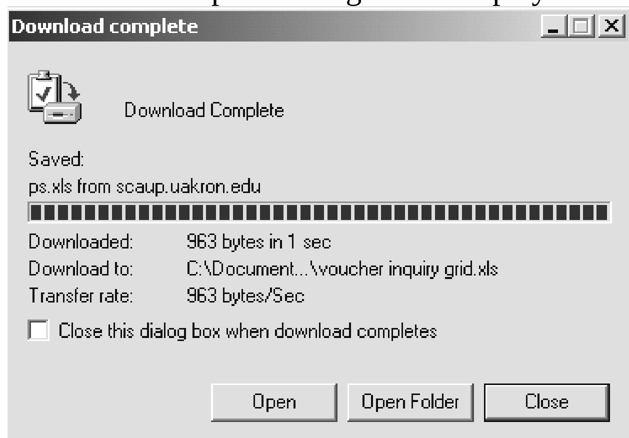
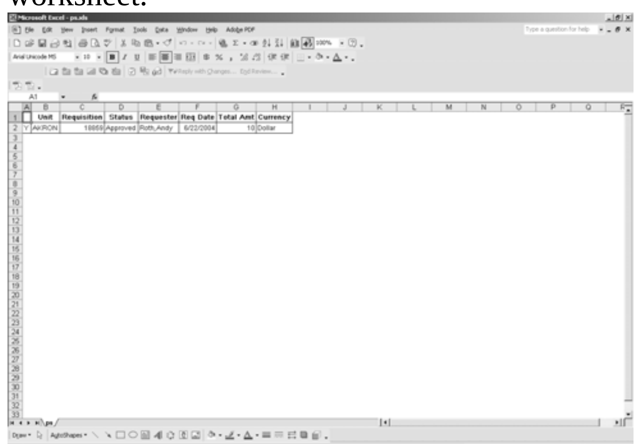
Click on the **Close** button.

Part B: Using the Download Tool

In the inquiry results grid, a tool is available to download the data in the grid to Excel. Click on the **Download tool** , save the data to an Excel file and open the file in Excel. Be sure to follow the instructions in Part A on the previous pages to configure the Internet Explorer **before** you use the download tool.

<table>
<tr><th>What you do</th><th>What happens</th></tr>
<tr><td>1. If you want the Excel file to contain the data on both tabs, click on the Show All Columns tool so that all the data is displayed.

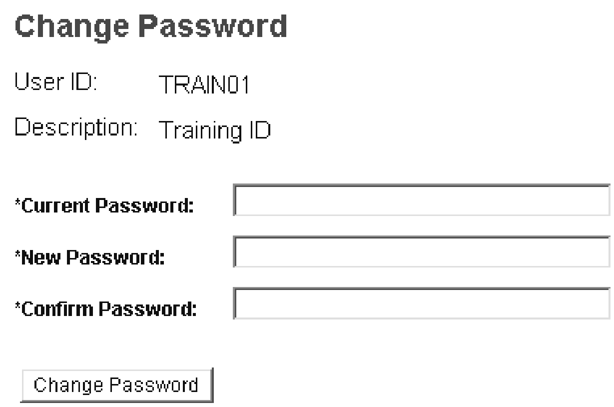
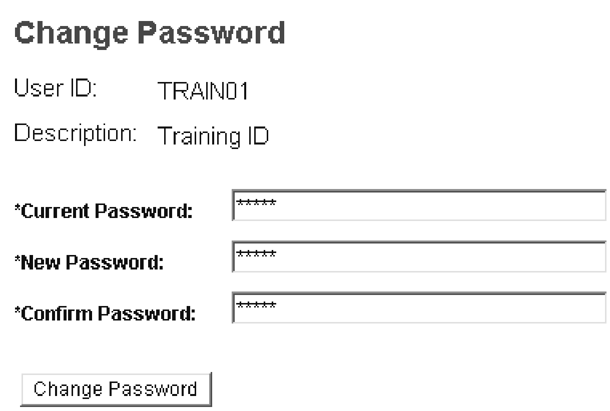
When the search results are displayed in the grid, click on the Download tool in the grid's header.</td><td>The File Download dialog box is displayed.

</td></tr>
<tr><td>2. Click on Save to save the data in the grid to an Excel worksheet.</td><td>The Save As dialog box is displayed.

</td></tr>
</table>

What you do	What happens
3. At **Save in**, navigate to the drive and folder in which to save the file. 4. At **File name**, type a file name. 5. Click on Save .	The data is saved as an Excel worksheet. The Download Complete dialog box is displayed. 
6. Click on Open to open the file in Excel. Click on Close if you do not want to open the Excel file until later.	If you chose open, Excel opens with the saved worksheet.  If you chose close, a PeopleSoft window is displayed.
7. Close the report window that says **Loading**.	The inquiry page is displayed.

Appendix E Changing Your Password

The University of Akron's security administrator recommends that you change your password every 30 days. When you create a password, it should be between 6 to 8 characters and contain a mixture of letters, numbers and special characters, such as !, @ and #. One method for choosing a good password is to pick a phrase that you can easily remember and take the first letter of each word in the phrase. Then, randomly insert numbers and special characters between the letters. For example, the phrase **Would you like fries with that?** Could be **WUL8FWT?**

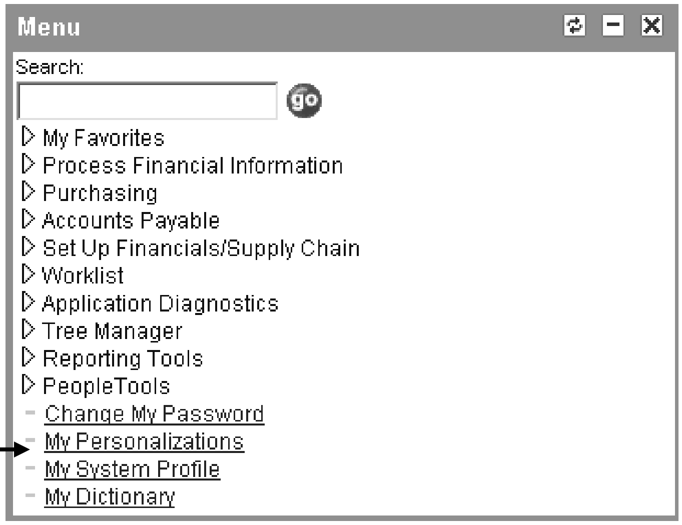
If you have any questions or concerns about your PeopleSoft ID and password, contact our security administrator at pssecurity@uakron.edu

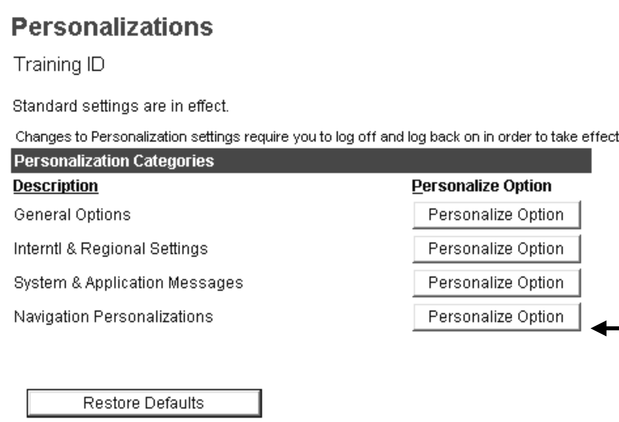
What you do	What happens
1. From the menu, click on the link - Change My Password .	The Change Password page is displayed. 
2. Note the asterisks which indicate that all three fields are required. 3. Type your current password in the Current Password field. 4. Type the new password in both the New Password and Confirm Password fields.	The passwords will be masked and appear as asterisks. 

What you do	What happens
5. Click on Change Password .	This message is displayed. Password Changed **Password Saved** ✔ Your password has successfully been changed. Return **NOTE:** If you receive a message other than this message, return to the Change Password page and retype your current password. Then, be sure that the new password that you type follows the guidelines outlined at the beginning of this lesson.
6. Click on Return .	The Change Password page is displayed. **Change Password** User ID: TRAIN01 Description: Training ID ***Current Password:** ***** ***New Password:** ***** ***Confirm Password:** ***** Change Password
7. Click on Home .	The home page with PeopleSoft's main menu is displayed. 

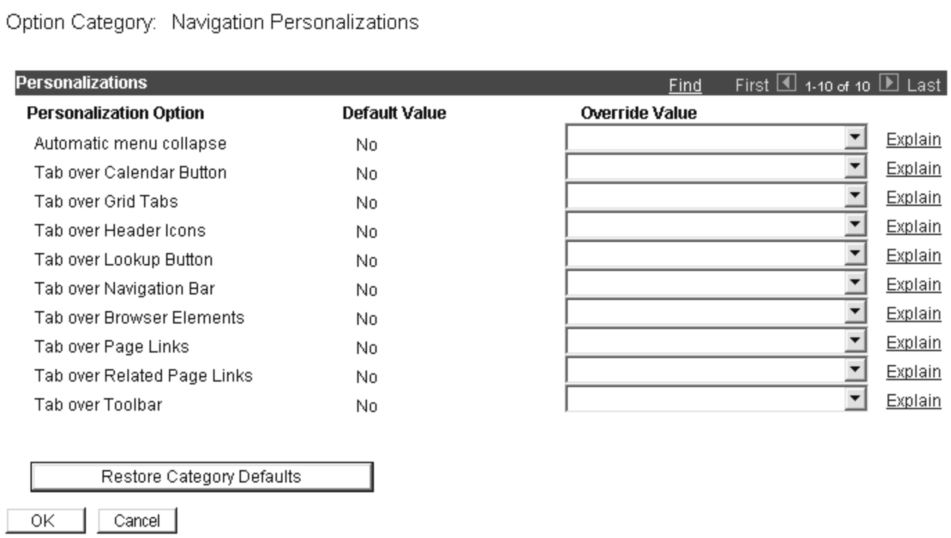
Appendix F Using My Personalizations

If you like to use the TAB key to move from field to field on a page, you should change the settings for TAB at the menu option, My Personalizations.

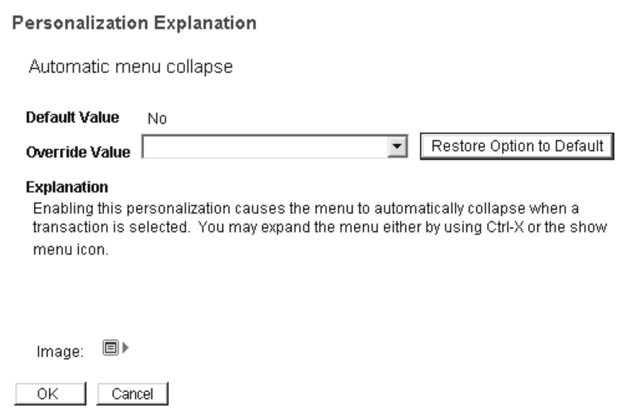


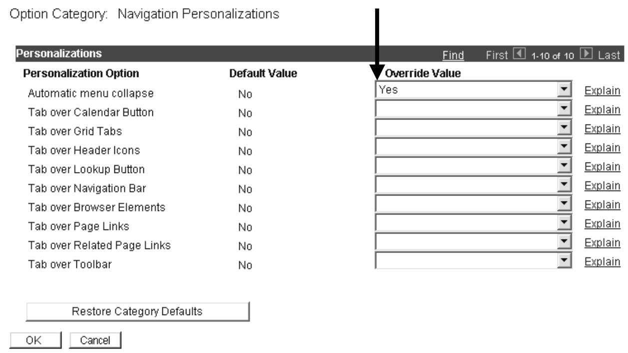
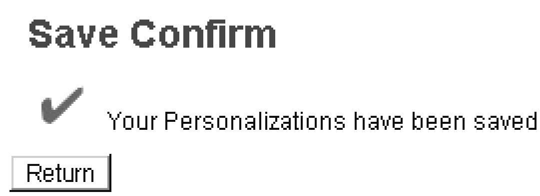
What you do	What happens
1. Click on the My Personalizations link.	The Personalizations page is displayed. 
2. Click on the Personalize Option for **Navigation Personalizations**.	The Option Category: Navigation Personalizations page is displayed.

What you do	What happens



What you do	What happens
3. For an explanation of each Personalization Option, click on the Explain link for that option.	For example, if you click on the Explain link for the first option, Automatic menu collapse, this page is displayed.

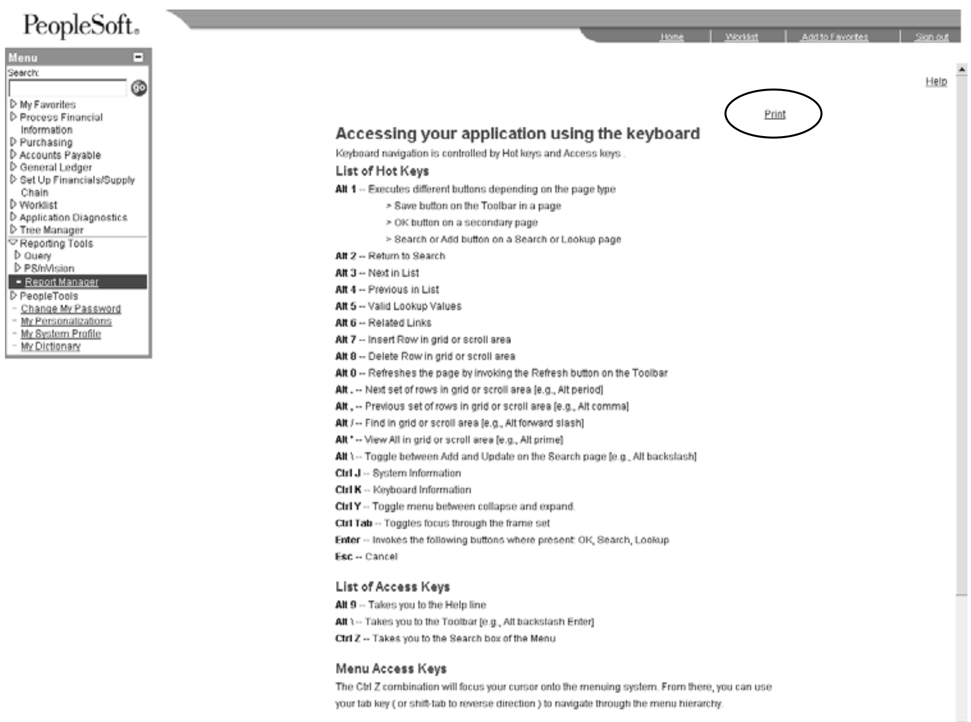


What you do	What happens
4. To change the default value from No to Yes, select Yes at the down arrow for the Override Value field. 5. Click OK .	The Option Category: Navigation Personalizations page is displayed with your change. 
6. Note that the default values always are displayed. If you wish to return to the default value for a particular option, click on the down arrow for that option and select the default value. If you wish to restore all the navigation defaults, click on Restore Category Defaults .	
7. Click on OK .	The options that you changed are saved. A confirming message is displayed.  **NOTE:** You must sign out of PeopleSoft and sign in, again, for the changed options to be in effect.
8. Click on Return .	The Personalizations page is displayed.

What you do	What happens
9. Click on Home .	The home page with PeopleSoft's main menu is displayed. 

Appendix G Keyboard Shortcuts

What you do	What happens
1. To view a list of the keyboard shortcuts for PeopleSoft Financials, press CTRL + K . Wait a few seconds for the page to display.	The page with the list is displayed.



2. Click on the Print link, if you want a hard copy of the list.	The Windows Print dialog box is displayed. Make any changes and click on Print .
3. To return to the previous page, scroll to the bottom of the list and click on the continue link.	The previous PeopleSoft page is displayed.