
Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

3rd Party

Will the XML/FTP upload and download process enable interface to third party apps?

Peoplesoft can interface to outside vendors etc., but this will not be tested as part of go-live.

If we use Higher One, will we need to test for that process as well?

Yes

AM

Would it be possible to attend Super User Group 1 training for Asset Management? What would OIIT think about this?

Super user training is now firm but not published. But it will be possible to switch between group training. Here's how it would work: they post an email to Group 1 schools to register before a deadline. At the end of deadline, and if space is available,

AP

Will direct deposit account info be automatically updated in FIN from HR?

Yes. The information will be sent to FIN from HR using App messenger. The EX_EX_UPDATE process will run periodically throughout the day, to update FIN with any HR changes, including bank changes.

How do multiple pre-payments get liquidated for an individual transfer?

Prepayments are liquidated through Expenses, using a Prepay Expense Type (airfare, hotel, miscellaneous). Selecting a Prepay Expense Type causes the system to select the 132160 (Prepaid) Account when generating the offset accounting entry in expenses, thereby reversing or liquidating the prepaid amount(s) recorded in AP. Because the liquidation occurs at the "account level", multiple prepayments are handled in the same way as single prepayments.

Do we have a different security on the Vendor_id_nbrs to restrict access to ssn? what roles will have access to this table.

Query security has not been implemented. We have logged it as an issue for the next major release or upgrade.

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AP

Adjustment vouchers – Can you have one invoice line with two distribution lines instead of two invoice lines?

Yes, you can.

Department Manager (Project Manager) workflow approvals – how populate?

Department and Project Manager information will be defined in spreadsheets circulated in June and July. The information from these spreadsheets will be entered in PeopleSoft during the Security Workshop and exported to each production environment during cutover.

How are expense transactions being identified on reports (budget progress reports specifically)?

Expense Reports

What table can we query for EMPLID?

PERSONAL_DATA

Do you have to have an Open Item key for non-employees? Why?

Open item keys are required on the basis of the account, not the employee's status. In our model configuration, the following accounts require an open item key: 132160, 132170, 132200, 132300, 132400, 132900, 213108, 213208, 640100, 640500, 751110, 752100, and 752200. Failure to use open item key functionality will impact the continuous audit report content and potentially complicate reconciliation.

On a prepaid voucher, can you split the distribution lines between employee and non-employee?

Yes - please make sure to select the correct prepaid account for employee and non-employee amounts.

BP

Can position be included in the reference or description on the initial load from budget prep?

Position is not included in the journal line description. We will take this recommendation under advisement for the next major release.

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BP

Will v8.9 BP allow us to enter paycodes (ie. OVT, VPO, AST, etc.) in Budget Prep as we establish the account strings for positions?

Paycodes will not be allowed in Budget Prep in 8.9 either.

Conversion

Is there a mapping doc for renamed and dropped fields tables?

Yes. It is on the project website.

EX

View cancelled travel authorizations.

Cancelled travel authorizations are displayed in the drop down listing of travel authorizations under Travel Authorizations > View. Cancelled travel authorizations display a status of Closed.

John (trav) cannot see if travel authorization has BC error.

Security role updated to include budget exception inquiry in Self Service portal.

Mileage payment type – can it be defaulted to N/A?

OIIT elected not to customize this table to reflect NA as the default setting. This request may be re-considered for inclusion in a future release.

How do you handle a situation where the AP auditor is also the Dept. Manager?

In most instances, the Department Manager and AP Auditor should be different people - otherwise, we compromise the effectiveness of the Workflow routing and approval process. Exceptions to these guidelines must be handled on a case-by-case basis, with auditor approval.

Split distribution – how and when is this entered?

Distributions may be "split" by entering multiple expense type lines or by entering multiple accounting detail (distribution) lines for a single expense type. In addition, hotel expenses may be split by utilizing the hotel wizard.

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EX

Some schools have a cap on per diems based on high cost GA amounts.

Institutions with caps on per diem amounts will manually update the values that default into the transaction distribution line during data entry. Model configuration will not be modified.

Destination not defaulting in template.

The destination which defaults into a transaction is taken from the User Profile > Expense Location field. Please make sure that this field is populated prior to initiating an expense transaction. If the expense location is populated during the expense transaction creation process, the updated information will not default to the "in process" transactions; only future transactions will be affected.

Speed types?

Speedtypes are not available for use with expense transactions.

How long after termination will users have access to expenses?

As soon as the employee status is updated in the HRMS system, the user's access to Self Service portal is disabled. Terminated users will not have access to the Expense module. Requests for reimbursement on travel completed prior to termination will be handled on a case-by-case basis.

In earlier Quarterly Updates there has been reference to giving users the ability to designate others to enter expense reports for them. Will we have this ability?

Expenses users will be able to give this ability to whomever they choose, by designating the person as a delegate.

EPro & eExpense – Ability to add more levels than 5 approvals that come with model.

No, The model will not support more than 5 levels of approval when the upgrade goes live.

Is it absolutely necessary to submit the HR selfserviceusers?

We requested this in order to help us implement and facilitate a successful Expenses implementation. For example, a Core financials user, such as yourself, will also be allowed to have a HRMS self service user id. If it does not match your Financials us

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Will self service apps HR and Expense be integrated to allow single signon?

The Expense e-app is going to be a link on the HR Self-Service Portal which allow for single signon. Every new hire in HR will automatically "enrolled" in the Expense e-app. Users will be given authority through what is called "proxy" role on their logon

What if approver changes calculation of expense?

The system will automatically update the expense amount as a part of the save process.

Expenses Module – Must they enter banking info when they use expenses for the first time? We have some employees who do not want any type of DDP. Some may have DDP in Payroll but may not want it in expenses. Can they delete the "balance" row that would

Banking information will be populated in expenses as a part of the initial load and cutover process. The system will not update bank and payment information if the traveler elects to change from the EFT to CHK payments. Changes of this type must be manually applied in Expenses by the EXADMIN. Users should never delete the balance row in HRMS; they should contact their EXADMIN to override the HRMS data if they prefer to receive expense reimbursements by check.

Destination from travel authorizations does not default to lines.

The destination which defaults into a transaction is taken from the User Profile > Expense Location field. Please make sure that this field is populated prior to initiating an expense transaction. If the expense location is populated during the expense transaction creation process, the updated information will not default to the "in process" transactions; only future transactions will be affected.

We have two approvers, not 5. How do we turn 3 off?

Institutions may elect to "turn off" the two optional levels (reviewer and department manager 2); all remaining levels must be used and approvers must be defined for every active department / project.

Faculty "Extra" Travel Expenses

Detailed walk-through scenario created, to document prepaid transaction processing steps. See separate document.

Ex payment versus Ex history.

OIIT has elected not to synchronize the labels for the two menu components, even though they related to the same page. This request may be re-considered for inclusion in a future release.

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Date fields and travel authorization ID field on cash advance (add).

OIIT has elected not to customize the pages and tables related to cash advances prior to go-live. This request may be re-considered for inclusion in a future release.

Standard Comments

Standard comments are not available for use with expense transactions.

Comments in red text for send back.

OIIT has elected not to customize the display of the comments field. This request may be re-considered for inclusion in a future release.

Show reference field on ER (standing author.)

Done.

Can approver send to someone else? Reassign. Core option only.

Approvers have the ability to reassign transactions routed to them for approval. Workflow approvers have the ability to reassign all transactions.

What options exist (if any) for changing Dept. ID for cash advances?

Only the EXADMIN may go into the User Profile and update the traveler's "HR / Default department" in a User Profile. The traveler cannot make this change.

Does banking information stay in sync between HRMS and Financials? This is needed for direct deposit in both HRMS and Financials.

Banking information stays in synch as long as the traveler elects to receive EFT (direct deposit) payments. The system will not update bank and payment information if the traveler elects to change from the EFT to CHK payments. Changes of this type must be manually applied in Expenses by the EXADMIN.

Can you send FSA Ex reports to specified AP auditors?

Yes - The AP Auditor who receives a specific FSA expense report is determined by the department id contained on the accounting detail (distribution) line.

ER & PP Accounting Entries – Give example

Detailed walk-through scenario created, to document prepaid transaction processing steps. See separate document.

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EX

Standing authorizations

Travel authorizations may be created and used for multiple travel events, thereby functioning as a standing authorization. If institutions choose to maintain standing authorizations outside of PeopleSoft, the standing authorization ID may be entered in the Comment or Reference field.

When will def GL CF be overridden?

The Default GL chartfields may be overridden by the traveler during the travel authorization and expense report transaction data entry processes or by the approver during the approval process. Default chartfields may not be overridden by the traveler or the approver at any time.

Lock down GL def CF?

Custom validation PeopleCode added to make sure users have the Fund Code and Budget Reference field populated on user defaults page. This PeopleCode is triggered during the Save process for Cash Advances and User Profiles.

FSA Approval Routing

WIMBA session scheduled to discuss details of FSA processing and routing.

Add more locations for all campuses.

80 Georgia locations were added to the model configuration, in response to this request.

OOP (Purchase) – Advance for team travel non employee travel portion.

See EP.020.530 - Adding a Travel Reimbursement for Non-Employees

If a "voucher" (Ex. – trans?) has already been created and then EX_EE_Update is run, how is the payment information impacted?

The payment create process will pull the address information from the User Profile at the time it is run. If EX_EE_UPDATE runs before payment create, the "new" address information will be used.

GL

What is the impact (business procedure) of closing the accounting period for expenses?

Expenses will not be allowed to be posted to a closed accounting period. The journal generator templates can be configured to use an alternate accounting date if the accounting date specified on the transaction is in a closed accounting period.

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Is there a way to make examples generic without values?

Examples cannot be generic in the UPK without specifying chartfield values. Otherwise the data entry field will not be captured in the UPK

Can projects (outside fund 20000) be controlled at project level? What is the impact of approp.?

Any project can be controlled at a project level. The user specifies the level of control when the project is defined in the chartfield configuration page.

Journal Upload – Are there limitations to number of lines?

Would only be limited to the excel limit 66,000 lines

When we convert to 8.9 will the financial history be upgraded to 8.9 or will we have beginning balances marked "converted" with no financial history?

The financials history will be converted. There are going to be some dramatic changes in the data structure as many of the tables have been altered or changed. But, the history will be in the system.

Number of lines viewable on JE page.

The number of lines is unlimited. However, it is limited to the amount of memory a computer has. The more memory, the more lines the journal entry page can handle.

What is the project strategy for documenting security business processes?

Each security job and the associated user preferences will be documented in the UPK prior to the security workshop.

Who needs to attend commitment control (kk) training? GL functional people or budget functional people or both?

It would probably be good to have both budget and GL people attend Commitment Control training. Part of the training agenda addressed budget entry, while other parts of the training address working with budget exceptions

Once a project is inactivated, does it show up on any reports?

Yes, projects will be viewable even if the status is changed to inactive.

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GL

V8 data cleanup script needed for budget mismatch rollup issue

After a detail discussion with Debbie Lasher, we determined it was best to leave the budget mismatches in place. The system will automatically correct the balancing issues after one year. Debbie does not want to change any legacy balances as the financial statements have already been reviewed by the auditors.

Can the find functionality be used to search speedtypes in the budget and actuals journal entry components?

The find functionality works for any chartfield values. The budget journal and actuals journal speedtypes are fully searchable.

Can you override the budget and where can we see the data?

Budgets can be overridden. The budget exception pages support the functionality if budget override security has been granted.

We have business managers and traditional budget users who have access and perform budget transfers/amendments. What list do they belong for 8/10 deadline? Your list doesn't include Commitment Control, so I'm assuming GL. Please advise.

There will be a separate class for commitment control

Is there functionality like that in 7.5 where you can see the approp. amount (before and after) on budget journal page?

The before and after amount functionality was retired prior to the 8.9 release of PeopleSoft financials

Is this the same process for the payroll interface (payroll into finance)?

The existing payroll interfaces will remain. The major change is accounting transactions will be loaded into a staging table. Payroll accounting lines will be housed in the HR_ACCTG_LINE table.

Is there a limit to the # of lines for the ledger journal upload?

Would only be limited to the excel limit 66,000 lines

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GL

pers_serv_bor.... ? does change. Tables changes... any queries will need to be changed.

PERS_SERV_BOR table is being brought forward. The table structure has been changed to support reporting vs HR_ACCTG_LINE (detail payroll accounting entries). Query impact should be minimal.

P-card –works... how to load?

A business process has been created in the UPK that demonstrates the process for loading the Pcard file into the General Ledger. Once the file has been loaded, the interface will have to be journal generated, edited, budget checks and posted to the Ledger.

Is there a report or query that shows data in the Detail ledger

The BOR_KK_LEDGER_BALANCES query allows users to query the detail ledger balances. Users can prompt on any chartfield value, budget year, fiscal year or an accounting period range.

What effective date should be used for adding account values?

Accounts should be added with an effective date of 01/01/1901. OIIT is investigating a year end procedure to clone trees at year end. If this approach is employed, the effective dates for shared chartfield definitions will be the first day of the fiscal year.

How and when can budget date be overridden on expense transaction?

The budget date can be changed on the source transaction if commitment control security has been granted. Override can be done on the transaction or through the budget exception inquiries

Can KK option on journal header be secured? Very few users should have this ability.

The journal header page or fields on the page cannot be security. This would require a customization and a change to the security approach

Will the journal load validate Dr = Cr?

The spreadsheet upload does not check to see if a journal entry is balanced.

Why does the Open Item key field display on the journal line page for a revenue account?

The open item key is displayed based on the journal entry template. The field is not required on revenue journal lines

Can you copy a budget xfer journal?

You cannot copy a budget transfer journal. Only budget entry journals can be copied

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GL

Can we enter/use budgets that cause imbalance?	Budget journals are traditionally unbalanced entries. Only budget transfer journals are required to balance
How many lines can be added to a budget journal?	The number of lines is unlimited. However, it is limited to the amount of memory a computer has. The more memory, the more lines the journal entry page can handle.
Explain "parent" field on budget journal header page.	The parent field on the budget journal header is used to keep parent and child ledgers in sync from a budget entry standpoint. APPROP -> ORG and PR_MST_EXP -> PROJ_GRT maintain parent child relationships. If a budget is posted to ORG it will automatically populate the APPROP ledger. The parent data can only be located in the KK_ACTIVITY_LOG. The KK_BUDGET_LN table will not house parent generated budgets.
#3 for gasb is for preencumbrances?	Yes
COA-COMBO1-BOR – How is it maintained?	The banner combination data is maintained through an online component when a new chartfield value is added
What has to be balanced in the ledgers?	APPROP and ORG should be balanced at a fund level. PROJ_GRT and PR_MST_EXP should balance at a project level. The ACTUALS ledger needs to be balanced to the subledger. The DETAIL KK ledger should balance to the ACTUALS ledger (If all transactions are budget checked)
Transfer approp., is it necessary to transfer child ORG budgets?	It isn't a requirement to transfer an organization budget if you transfer an appropriation budget
Can reconst ledger support project level budgeting for grant funds? What about budget prep?	No, the reconst cannot support project level budgeting. This would require structural changes to the configuration of Commitment Control and programmatic changes to Budget Prep.

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Can the digits on the amount fields be changed to 2 instead of 3?

The was a PeopleTools option related to multi currency that wasn't enabled. The upgrade process has been updated to support this now.

What budget type do you use for a new grant?
How should they be identified?

The budget type for any new grant would be original

Will individual departments be able to view their budgets on-line after conversion?

If the individual in the department has a user id in Financials, there is a way to use online inquiries to view their budgets. However, there is no department security in place, so they would have access to all departments balances.If you only want them

Difference between expended on ledger_kk and expended records?

The expended records will not be brought over in the upgrade.

Do you have the override budget capability?

Yes

Ledger table leaves out encumbrances?

Encumbrance balances are dropped from the LEDGER table. They have been moved to LEDGER_KK and will be captured in the DETAIL ledger group.

Have interfaces and other data loads taken into account the requirement to keep budget date and budget reference in synch.

The accounting date on all third party interfaces is interpreted as the budget date. The budget date is used to derive the budget period and the budget reference.

BPSC – Budget override vs. delivered functionality. Will they be able to track without controlling?

Commitment Control supports tracking without control. Budget attributes can be created for individual chartfield combinations that should be tracked instead of controlled. Track v. control designations should be reviewed and approved by each institution for compliance with business policies.

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GL

Have budget periods gone away? If so, how do we track surplus?

Budget periods exist in LEDGER_KK. Budget reference has been implemented to support tracking expenditures by budget year out of the ACTUALS ledger.

How does flex fit into all this?

Flexible spending functionality will be brought forward as it exists in 7.5. Open item keys will be populated with employee ids instead of social security ids shortly after go-live.

Data Mapping – Upload history data from another database to PSFin.

The upgrade cannot include data sources outside of PeopleSoft 7.5. They will be excluded from the data conversion process

HR

We need to be able to have only institution email addresses sent to financials. An upload to financials would be desirable. We don't want personal email accounts from HRMS to be used for workflow in financials.

No upload utility will be provided to override the email addresses. The best approach would be to clean up the HRMS email addresses. The primary email address is the address workflow will use for notifications.

Reports to monitor terminations?

HRMS delivers a report (PER015) that lists all terminated employees. Navigation: Workforce Administration -> Job Information -> Reports -> Personnel Actions History

Email sync from self service.

Yes, the email addresses in HRMS sync to financials. The primary email address will be used by workflow for notification.

The sync from HR to Financials – Is this an automated process? If so, how often? What exactly does it sync? If manual, who initiates?

The process initiates automatically each time an employee is added or maintained. The process can be run manually, but it isn't recommended.

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IR

Are IR meeting archived.

All of the IR meeting on Horizon Live are archived.

Not Applicable

Workflow Admin – Will security for workflow admin function be limited to this function only, not to whole security object?

Workflow admin functions will be a role by itself and can be assigned separately from the security admin function role

Campus' needs to run IE 6 for other software used. Can we verify this is no problem?

The workstation configuration guide addresses the suggested platform. In many instances, other operating systems, Office versions and browsers will work. However, not all functions may be available. If users use platforms other than those certified by OITT, they could experience delays in resolving problems or not be able to use all functionality

Can you add to the model a new security role that would allow access through the self service portal for the budget progress and grant progress reports?

The self service portal development is complete and we cannot support additional changes. The request will be included for consideration at the next major release

Will we be retrofitting in UAT?

Yes

SSN TIN Only distinction via security – Ron & Shelia address

The strategy has been to build in the Expense's access rights into the base security role along with log in access to the system. There are some steps that a user must perform however to begin using Expenses which will be embedded in the HRMS self service

Which group, functional or technical, should attend end user database maintenance related to ePro and Expenses? Do you recommend the same person responsible for security administration?

Security administration grants permissions and roles to new PSFIN users, whereas Expenses is automatically setup for a user when a new hire occurs in HR. Note: eProcurement, which is not an e-app, is part of the core configuration

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Not Applicable

Security for unlocking a user's account – is it possible to make that available to non-security or functional users?

The unlock page also exposes the ability to change a password. This should be kept under control by the security admin.

Can the Crystal that is delivered (Crystal 9) co-exist with other Crystal installs on your PC?

Everyone consulted and versions that have been tested say that different versions of Crystal can not co-exist on the same machine. The install instructions will be modified to show what is required if the user wishes to keep their own version of Crystal o

Will excel 2007 work? Does Peoplesoft know that there was an upgrade? Also what about Crystal 10.x and vista when does ps plan on supporting these?

Please review the workstation configuration guide for supported platforms. There are know issues with Vista, Office 2007 and other new releases. Office 2007 will not be fully supported until PeopleTools 8.50 comes out.

Printing queries – can you print from the web browser?

Yes.

Can you search on a query description?

Yes

Why can't we migrate the queries like HR did?

There are changes to the major tables in financials. If they were migrated, you can not view the queries because security would not be correct.

Is the screen shot the only way to get the sql for the training sessions?

No. you can also copy and paste into a word document. Can not do datamover.

Are there any specific dates scheduled for "any" courses?

A detailed schedule of Super User classes is available on our Website at: http://www.usg.edu/gafirst/fin/training/ver8/training_events/ You also asked about numerous additions to the Expenses file. I don't know if you included these additions in the file

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Not Applicable

Do we have to bring over our own queries

Yes. the 7.x queries will not be brought over in the upgrade.

Is the query count submission for both public and private?

Your query count should include private and public queries created at the institution. No institution created queries will be automatically moved and upgraded. Each query that you decide to keep will need to be rewritten during the time you have access

How long will database be offline for conversion for group 2?

When the upgrade is initiated it will take roughly 5 days to complete. The systems will go down on a Thursday and are anticipated to come back up the next Wednesday

What customizations will we be able to make to the documentation and what documentation will we be able to customize? We think that it may be the Word documents produced from the UPK, however, would like confirmation on that.

In addition to the UPK Player, we will publish a Training Guide based on the UPK content as a Word document that you may edit as needed. You may also create your own exercises based on the Training Guide and UPK Player you receive. We will also deliver a

Give institutions a preference form to control whether access is initially granted to financial apps. After training, the local security admin can grant access. This can also be a model for controlling whether student workers are included in the sync load

HR currently assigns a role "BOR Travel Expense" when user confirms their direct deposit/bank related information. Granting this role, the system enables the Expense link on the HR self service portal. Instead of automatically assigning role, we could man

Do we have to resubmit the number of queries to OIIT?

No. We just wanted to give the institutions a heads-up on the amount that they will have to do.

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Not Applicable

Please explain difference between Super user training and UAT training? Explain difference between super user and traditional? Which groups should attend the UAT and super user training?

Super user training will involve learning outcomes on the application; UAT is testing scripts on pre-production data and business processes. It is not a training session. Super users and traditional users are the same. They basically use the system in as

When do we get UPK docs etc.?

UPK deliverables will be available on July 7th, 2008

If Super Users are only training 1 or 2 internal traditional users, do they need to complete the effective training skills course? Concerning section 3.2 (Determine population)...in reviewing the list of non-traditional end users, we found quite a few use

The person leading the training will need to complete the course. Of course, if you decide to send the 1 or 2 traditional users to Super User training, you could avoid having the end user training for traditional users. Our list of Expenses users inclu

Weekly updates – goes to 2 different people – distribution (to somebody) who do we send this to?

Campus Coordinators must distribute this to the users on campus.

Will institutions be allowed to add additional members to acquire the "Effective Training Skills" Course?

Anyone can take this course and assist with End User training.

What is the range of dates when the training team will be training the end users?

Beginning when your trainers return from Super User training, until Go Live. Maintenance training will continue beyond Go Live

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PO

Will you be able to change a PO line that has been partially paid?

Yes, a PO Change Order can be done to adjust amounts as long as they are greater than the partially received or paid line amounts. So if the original PO line was for 100 items at \$10.00 each and the receipt was for qty= 100, a change order can be created for amounts greater than 100, say 110 items. The additional 10 item @\$10.00 will be a change order to the existing PO line. The PO will then need to be re-approved and budget checking process will be re-initiated.

How do we manage change orders to PO's with requisitions?

The Requisition is just an initial request for orders by requesters. Purchasing may still make necessary adjustments to the requisition (price, vendor, etc.) to accommodate after-the-fact needs initiated by the requester. The Purchasing and eProcurement modules allow change orders to be performed to either procurement transactions (requisitions or purchase orders) to provide flexible functionality. Change Order History is maintained on both Requisitions and POs. Institutions' may choose to only allow PO Change Orders to control the requesters Requisition versus the changes that were required after the initial PO was Dispatched. Thus, based on the institutions own business process and needs, a change can be solely applied to POs only, if so desired.

Since the Requisition is not part of the matching process, there is no direct match between the Requisition and the PO. However, since budget checking process validates the chartfield and dollar amounts being both pre-encumbered (Reqs) and encumbered (POs), the management of funds are being maintained in the commitment control ledgers. Reviewing the Budget Activity Logs or running the necessary budget reports will ensure the matching of budgeted funds between the Req, PO as well as other procurement-related transactions (vouchers, etc.).

Otherwise, if an institution necessitates that their Requisitions must match POs, then they may wish to require that the change order be initiated with the Requisition and not the PO. Of course, we would recommend that Purchasing personnel still handle any change orders on requisitions. The Security roles continue to be used to limit access and only allow change orders to be processed by a limit (few) user and well as the type of change order transactions allowable in their system.

Can Requisition viewing be restricted to the requester – row level security?

The Requester can only view requisitions which they have created based on the User's Preferences established specifically on the Requisition Authorization link found beyond the Procurement link. This is handled as a part of application security when assigning roles, etc. to a user through their User ID.

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Buyer doesn't budget check every procurement transaction. If error in budget checks, who corrects?

Our intent is to not change your current business process from that which is handled today in 7.5. UAT exercises were established in order to handle specific processes like budget checking in a uniform fashion. This was to strictly test the execution of the budget checking process for procurement transactions. Various roles have been created for specific processes and can be assigned to the user (or users) who currently handle running budget checking process as well as to the individual(s) correcting budget errors. Each institution needs to evaluate how the business processes for 8.9 can (or cannot) work for their current flow of activities.

Is there a way to show the vendor name on the BOR_PO_OPEN_AMOUNT_ALL query?

Yes, this has now been completed. Some missing fields were updated and are now available.

Email address origination

Not sure if this question is relative to how are emails applied to vendors or users, etc. So I'll try to answer them in several ways in case the question applies.

User specific email addresses:

Email addresses can be established at the System Profile level within one's User Security. The email address must be established in order for the workflow notifications via email to function properly. If an email address does not exist in the user's profile or if an incorrect email address exists, email notifications for requests of transaction approvals will be erroneously functional for routing and emails. The Security Administrator must update this information as it exists on the User's Profile as a link. A secondary page exists for this information but is not being used today.

Vendor specific email addresses in order to Dispatch POs via vendor's email address:

On the Vendor Address page (tab) towards the bottom of the page there is an Email ID field that can be populated for the use of POs being dispatched via email address. This address will remain in the vendor's record and can be used whenever Email is selected as the dispatch option. Also, if POs are being singularly dispatched on the PO page, you can specify Email as the Method prior to executing the Dispatch push button and a subsequent page will pop up requesting the specific email address. This method is a one-time execution only.

How will schools communicate about support issues in UAT environment?

This was already answered but for information, this can be found on the GeorgiaFirst website. Navigation is: V8 Project Information: User Acceptance Testing (UAT)> User Acceptance Testing (UAT) Information and Registration (PDF) Any questions are to be referred to the PSFIN V8 Project Team at psfin_upgrade@usg.edu

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Does the requester have to enter the price?

When creating the ePro Requisition, the Requester may not know the price of the item being purchased. They must have a value even if the item is zero dollars. When the budget is checked on a zero dollar requisition, no pre-encumbrance amounts will be created. If this is a problem within the institution's business process, then the institution would need a close estimate of the price must be entered on the requisition.

Who budget checks?

Who currently budget checks for the 7.5 system? See Answer to Question #23 below. The individual(s) who currently runs/executes budget checking in 7.5 would normally handle this responsibility. However, a nightly batch process can be established to pick up all procurement transactions that need to be budget checked.

What is pushback button on approve requisition?

Pushback is a workflow term used when a subsequent approver who has been added to review/approve (by inserting an Ad Hoc Approver) returns the requisition back to a previous approver in the workflow cycle. This is typically due to questions or possible rejection of the requisition or need for additional information in order to approve the requisition.

The example below shows Paul Blevins had originally approved this Req only to have Glen Davis return for additional information. The pushback action results in the initial approver to re-approve after seeking additional information, etc.

On the requestor – what is the difference between location and ship to?

Location is used by all modules within the PeopleSoft Financial Application and has a slightly different definition for the various module uses. A location code can be a branch office, billing office, shipping office, placement of asset, etc.

More specifically in Purchasing and eProcurement, the Location code is typically defined as the physical location of the Purchasing business unit. The system uses the location code to derive the organization address that printed on the Purchase Orders that are dispatched to the vendor. Thus, PO_MAIN has been established for all 8.9 Purchasing BUs regardless of the school. Each school will update the PO_MAIN location code as validation procedures for the 8.9 deployment activities.

Similarly, a 'Ship To' Location is typically used by procure to pay transactions to identify where purchased goods are to be delivered (either directly to the requester or central receiving area or warehouse, etc.). Most users find it difficult to distinguish between which locations. Our Examples 1 and 2 below show a Dispatched PO with various locations. In Example #1, all lines in the PO are being shipped to the same location code (CENTREC). In Example #2, each location identified on the PO Line(s) has its own location code and addresses are placed accordingly at the line level of the PO. This should be a similar functionality currently in 7.5.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Can the buyer override the comments that go to the vendor?

Yes, Buyer is significant on the PO, so any comments that were annotated on the requisition and asked to be forwarded to the vendor will show up in the PO. However, the buyer can override any comments prior to dispatching the purchase order.

On buyer setup, what are department and shipping for?

The Buyer Setup is to establish a specific user's defaults who will be a Buyer (role) for procurement transactions. The field values for Department, ShipTo Locations, Locations and PO Origins are generally default values that are used by the Buyer so they will not have to re-enter these values each time they create a Purchase Order.

The User Preferences will have default values established for general use by the User. However, in the procurement processing, additional and specific default values possibly different than those established in user preferences are maintained in the Buyer's setup. Thus, if the Buyer has default values different than those established in one's user preferences, the Buyer's defaults will prevail over those at the user's preferences record just for the procurement transactions. This is similarly true for the Requester's Setup as well.

How do you add multiple vendors?

I believe the question is that if a Requester is creating an ePro Requisition for several items that will be sourced to other vendors, how do I annotate which vendor I wish to use on a specific requisition line?

Each line of the ePro Requisition has a field to put the Vendor ID as a suggested vendor. If more than one suggested vendor is to be noted, use the Additional Information on the line item. Understand that the Buyer or other Purchasing authorized personnel may be allowed to adjust the Vendor selected as there may be directed by contract, best buy values, etc. resulting in vendor changes.

Can you set the account fund field, etc. to a default in the requester set up page?

Yes, any of the fields on the Requester setup page can be defaults into Requisitions. A requester can still modify the default values when they create their requisitions as well but the defaults assist in expediting data entry and reduced entry errors. Since typically, the Requester setup is done as a part of security, this information will need to be requested through the security request form.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Is ePro requisition mandatory for all institutions?

We urge all institutions whose user community needs to purchase specific items on a more casual basis and are planned to be delivered directly to their locations or to a specific person utilize the eProcurement Requisition. The data entry is meant to be less cumbersome and a more streamlined entry process than the traditional requisitions or purchase orders that require numerous inputs to various lines and schedules as well as additional pages. Our hope is that this will reduce the amount of entry errors and will expedite purchases that are needed.

When can you see when a requisition was routed for approval?

Once an eProcurement Requisition is saved, you can preview the routing approval. When you Save and Submit the requisition for approval, you can view the approver and be able to determine the requisition's approval status (pending, approved or denied).

If you want to inquire the ePro Requisition to view the approval status, use the Manage Requisitions link under eProcurement and select the View Approvals option on the drop down and Click on Go.

How would you track a single pay vendor payment?

Any vouchers created using a single pay vendor and its payment are still maintained in the voucher and payment records. When inquiring the voucher, a separate page (tab) called the Single Pay Vendor is available specifically to view the unique address used to pay the vendor.

Workflow – re approve at line or header if changed.

Generally, most changes being made to the Line or Schedule/Distribution of the Purchase Order (or Requisition) will require re-approval. This is because any change to the quantity, price and its affected extended price will reset the amounts being ordered and charged. As well, if the changes are made to the chartfield distribution, approvals are reset as well. Furthermore, in both examples, the budget checking process is required to run again for changes in amounts to the chartfield string.

Only changes to the Buyer and their defaults would not need re-approval or running budget checking processes again. However, changes to the Header record of the Req/PO will be recorded for history. Re-approving or budget checking processes will not be needed for changes made to the header of a Req or PO.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

What happens with inactive vendors?

If you cease to use a vendor for whatever reason, you may choose to inactivate the vendor's record (must have vendor authority to inactivate). This action to inactivate a vendor will prevent new procurement transactions, POs and Vouchers, from using the inactivated vendor. Furthermore, any existing POs or Vouchers will not be processed. This means that pay cycles won't pick up any of the payment for processing and no payments are produced (express or other system generated payment types).

The exception is that outstanding vouchers can be posted.

It should be noted that when vendors are made inactive, the fields – 'Date of Last Activity' and 'Modified by' are updated accordingly. Additionally, when periodic reviews of vendors are performed say annually, any active vendor which may not have activity during a specified period of time, for example 18 months of inactivity or since the last activity, can be inactivated automatically through this process.

How can one print multiple requisitions?

The Print Requisitions link in the Requisition Report menu option (Purchasing> Requisitions> Reports>Print Requisition) is available. Report parameters would be used to select specific requests.

For example, if you wish to print a single Requisition, put the Requisition ID into the appropriate field. Use the From Date/Through Date to print multiple requisitions for any requester during the specified period of time. Use the Requester field along with the date parameters to print requisitions for a specific requester. Note that Statuses to Include are also available for selection criteria as well as any requisitions that are on Hold or not.

Will vendor information be covered in AP training?

We realize that Vendors are used by multiple modules and it will be necessary for accounts payable users to have training (SUT- Super User Training?) on vendor information specifically as it relates to AP functionality.

The vendor information for AP may include but are not limited to 1099, EFT, Direct Deposit vendors and their related banking information. Additional addresses including Remit To/Payee information will be updated through Account Payable business processes. If there are specific vendor issues that you would like to discuss, please contact the Help Desk for further information.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Are TINS required for single pay vendors?

No, because Single Pay Vendors are not regular vendors, which means they are for one time use that doesn't require all vendor information to be captured nor maintained in the vendor records. The Tax Identification Number is considered very pertinent information for the recording of 1099s and the need for detailed transaction history. Thus, the Single Payment Vendor is not an option for 1099 vendors needing to be created.

Category Code required on requisition?

Yes, category code is required on all procurement transactions. However, a default value can be established in the Requisition defaults and as necessary these can be adjusted by a buyer or another in Purchasing (as needed).

Can you order assets on a requisition?

Yes, generally anything that currently is being ordered on a regular Purchase Order can be ordered on a traditional or ePro Requisition. However, if a purchased asset is being charged to multiple distribution lines, it is recommended to use the core or traditional requisitions rather than an ePro Requisitions. This is primarily due to intermittent errors currently being received from interfaced transactions into assets when multiple distributions are the case.

A key point to remember is that the Asset information tab, which is located on the distribution page, will require the Asset Business Unit, and Asset Profile prior to saving the requisition. This information will be transferred to the purchase order when sourced from the Requisition (either Core/Traditional or eProcurement).

When does the 60 days in report manager begin?

Most reports are stored for 60 days in the Report repository (Report Manager). The 60 days begin from the date that the report is created. This date is usually the run control date.

If you look at the Report Manager you will see various reports that are run under your own USERID. The storing of the reports is based on the UserID who ran the report. Adjust the Last: 60 Days (field can be adjusted to narrow your day options) and then Click on Refresh push button to update the reports list for readability.

If you wish to save the report beyond the 60 day limitation, you may locate the date and report ID and save to your own directory path.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Can speed charts be used on requisitions?

Yes. SpeedCharts reduces keystroke entry and increases efficiencies in data entry to frequently used Chartfield combinations. Additionally, multiple speedcharts allows for multiple accounting distributions. Any procurement transactions can use speedcharts and their multiples when creating the distribution line details. Institutions must set up speedcharts in advance of using them.

Can a single pay vendor also be 1099?

No. Single Pay vendors are only used by Accounts Payable to initiate a one-time payment without adding rows to the vendor records. It is meant to be a one-time generic method to pay a group is used as the default master vendor record. You will add any vendor identification information such as vendor name and address directly on the Voucher itself. Payment information is maintained for reconciliation purposes. Thus, 1099 vendors cannot be established using a single pay vendor.

You cannot convert a single pay vendor to a regular vendor for the reasons that it does not exist on the vendor records is generic.

Why did the warning come up on Account 843100 when we saved the AV05YR PO?

This question was a result of activities performed during UAT for the Creation of Asset POs. In our example of the Asset PO, we entered account number 843100 on our PO distribution line. Additionally, we entered a Category code that mirrored the Asset Profile ID for Audio/ Visual Equipment (AV05YR) on the Asset Information (tab). However, because our account number entered on the purchase order was 843100, a warning message appeared prior to the saving of the purchase order. This warning message is to let you know that the account number that was entered on the distribution line (843100) does not match the account number the profile expects from the AET (843300). The message is a 'warning' which allows the user to continue to save the Asset PO with the account number they wish. The user may cancel if they wish to make an adjustment to the account number prior to saving the PO.

This is why we passed the warning and continued to save the PO (Asset) for further processing.

Why would a "Ship To" be blank when expediting a requisition?

Usually, the Requisition will identify the Ship To location the requester wishes the purchased items to be delivered. Generally, it is the Requester's setup that can create default values for the requisition. If none is specified on the Requester's Setup then the User's Preferences can be used. However, if one is not input onto the requisition the PO can be created with the 'Ship To' populated with the Buyer's Ship To location during PO creation. The PO can be created through many sources including the Copying from a Contract, Purchase Order or Requisition and using the ePro Requisition Expediter. Of course, once a PO is created this ship to location can be changed as well.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Where do you establish/see payment terms on PO?

When a PO is created, the vendor selected has default values including address, incorporated into the PO. Click on the Vendor Details hyperlink on the Header section of the PO page. This will take you to the Vendor Details page which has the Payment Terms defaulted from the selected vendor record.

When we dispatch a PO, will email notification be sent to the requester (one who creates an ePro requisition)?

No, instead, the Requester will be able to navigate to Manage Requisitions menu option to view their Requisition status. Click the Expand triangle icon to view the lifespan and line item on the requisition.

In the example below, Requisition ID = 0000300035 has had a Purchase Order Dispatched, Goods have been Received and an Invoice has been processed. Payment remains outstanding. Furthermore, clicking onto any of the links such as Approvals to review who approved the requisition, Purchase Order link will open another window to view the purchase in inquiry mode. Note: Only when the ePro Requisition is approved will the requester be notified by email or via the worklist of their requisition having been approved. As well, the worklist will identify specific ePro Requisitions that have been approved. To remove the notification from the worklist, simply push the Mark Worked push button to clean up your worklist.

Can you partially receive a PO line?

Yes, you can partially receive any PO line. This functionality will allow each shipment or receiving to be processed by a PO Voucher as invoices are received.

Additionally, if matching is incorporated, applied rules will keep track of the total receipts and invoices being processed against the associated purchase order. This three-way matching rule set will trigger exceptions if the total receipts against total purchase order quantity or amounts do not match the PO Voucher line quantity or amounts created. Only when match exceptions are cleared will the PO Voucher move to create its payment(s).

Test – editing serial/tag on saved asset receipts.

As requested, receipt created on an Asset PO shows that when you save the receipt with Tag Numbers but no Serial IDs, an error message is received. However, you can save the receipt with Serial IDs without Tag Numbers.

Will category drive the buyer that a requisition goes to?

Not necessarily, but you can establish a primary buyer to a category if this is being serviced in this manner. This currently is not being delivered in the MODEL configuration. Instead, to allow for flexibility, we have assumed that several alternatives would be used as a business process for selecting Requisitions for sourcing. If an institution anticipates certain categories to be assigned to a specific buyer this information must be indicated on the Category Code.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Will item IDs be used?

The OIIT delivered MODEL configuration will NOT use Items IDs. Instead, the Category ID based on the NIGP code is being used. All ePro Requisitions are considered special items using a free form text and the Category ID.

Can you "un-receive" a line item?

You cannot officially 'un-receive' a line item. But you can delete a receiver, which will make the PO line(s) available for receiving as necessary. The caveat here is that you must delete the receiver prior to a PO voucher being created and further processing transactions occur (payments).

What is the difference in the PO open status between 7.5 and 8.9?

There is no difference in the PO Statuses between 7.5 and 8.9 whether the status is Open, Pending Approval, Approved, Dispatched, etc.,.

The PO Status is based on when POs are created by the user who is generally classified as the Buyer. The Buyer's defaults which are established in the Buyer Setup page, determine what the PO status will be when a purchase order is initially created/saved. An 'Open' status requires approval by an authorized user prior to the approvals being made for the Amounts or Chartfields.

Are there any additional IT purchase requirements with the upgrade?

There is a current document on the GeorgiaFirst website (<http://www.usg.edu/gafirst/fin/project/v8/news/>) that explains all of the necessary desktop configurations and equipment needs for compatibility with the 8.9 databases. This information has been available for sometime. However, if your institution has yet to examine the required needs, we encourage you to do so immediately. This will allow for adequate lead times for any needed purchases and setup configuration prior to go live.

We do not plan on using eProcurement outside of our Business Office, given our relative small size and wish to centralize all procurement for federal compliance reasons. I assume then the only users I'll have is my Business Office people (AP, PO).

This should be true, except you may have employees who travel and are not in your business office. They would use Expenses, of course.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

Receipt delivery RPT – need follow-up.

During UAT, the Receipt Delivery Report was being run. This was due to the REN (Remote Entry Notification) Server being down and unable to produce the report. However, we were able to run this report through an alternate navigation and shortly after via the Process Monitor or Report Manager, we were able to view this report. Below is a sample of the output for Receiver ID = RECVPO2 when report is executed.

What happens if you save an asset receipt before entering tag and serial number? (if the receipt box is checked)

You should receive an error message for an asset receipt that a Serial ID is required prior to saving the receipt. You can add this information and save the receipt.

An example of a receipt created (below) on an Asset PO shows that when you save the receipt with Tag Numbers but no Serial IDs, an error message is received. However, you can save the receipt with Serial IDs without Tag Numbers

When and where do you indicate 3-way match for an asset?

There are a couple of places that 3-way matching can be designated on any purchase order. The best place for a 3-way designation would be on the category code or asset profile in advance of creating an Asset PO. This way each time you create a PO using category code or the asset profile, the matching designation will be incorporated into the PO. Typically, category codes can be identified as asset or non asset.

Where is the Small business field identified on the vendor record?

The Vendor Type can be used to identify small businesses by specific types/categories. List of Types noted at right. The SMB is for Small Business.

EPro – If requisition is denied, will all prior approvers and requisition creators be notified by email and/or work list?

No, currently the only one that is notified on a denial is the Requester by email.

Are Requisition signatures being included?

There are no plans at this time to create electronic signatures on a Requisition. It has been determined by the Accounting Institutional Committee that workflow approvals are as relevant as actual signatures.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

What about the PO's electronic signature?

Currently, PeopleSoft Purchasing application will only support one electronic signature to the Purchase Order form. A single signature can be digitized and placed in a secured directory path with limited access for updating or maintenance as needed. Once, the signature is into a directory, the Business Unit Definition and configuration must be updated to accept the placement of this <digitized> signature onto the PO.

What NIGP code prints on asset POs?

The NIGP code that prints on the asset POs are based on the Category Code selected for the procurement line on the requisition or purchase order transactions. For example, if Category Code 88011 for Audio Visual Equipment are entered into a requisition or purchase order, the Dispatched PO will print the NIGP Code as 88011.

In our example below, the Category Code 20400 is for COMPUTER HARDWARE AND PERIPHER and is included in the Purchase Order dispatched to the vendor

What location gets interfaced on assets and can it be changed?

If the Location is known at the time of ordering the Asset, the Location can be updated on the PO (see page shot below). Prior to Loading this record, the Location can be changed for the Asset record. Once the asset is created, a transfer within the asset module will be necessary.

How do you add multiple addresses when adding a vendor? Is there a limit to how many you can add?

Using the Vendor Address page (tab) above as an example, you can insert additional addresses simply by using the plus (+) sign on the far right of the page at the Address ID level (not at the Details/ Effective Date level). As you insert additional addresses the Address ID will increment by 1. Make your Descriptions specific enough that any user selecting a vendor address will know which to select. Notice that the total number of addresses this vendor has currently is 4.

Currently, there is no limit to the number of addresses (or locations) that can be added. Suffice it to say that 99 addresses would be more than necessary. However, a manageable number of addresses should be considered only for ease of selection and use by the users.

Can you set the account fund field, etc. to a default in the requester set up page?

Yes. Both the Requesters and Buyers have default values specific for the procurement transactions. These work in conjunction with default values applied in the User's Security Preferences.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

PO

How will PO's be upgraded?

Any 7.5 PO or other procurement transactions WILL NOT be upgraded. Instead, as a part of cut over from 7.5 to 8.9, all Procurement transactions (Requisitions, Purchase Orders, Receivers) and any related Vouchers or Asset transactions tied to procurement transactions will need to be closed, finalized, paid, etc. In other words, ALL procurement and related transactions should be processed prior to go live or risk closure at cut over. Closing all procurement transactions will allow any encumbrances and any committed funds in the budget to be closed and cleared out prior to the new system go live. This will provide a 'clean slate' to begin 8.9 transactions and remove old issues that continue to remain in 7.5.

When institutions receive their 8.9 upgraded databases, they will be able to view their 7.5 data through special created BOR tables. Users will be provided query access to ALL 7.5 procurement transactions into the BOR tables that mirror many of the existing procurement tables (PO_HDR, PO_LINE, REQ_HDR, RECV_HDR, etc.,). These tables will be used for many purposes, one of which is to review procurement transactions that were 'in-process' and closed without issuance of payments, etc. The other purpose is to produce necessary reporting information relative to programs, grants, etc.

Furthermore, when your 8.9 database becomes available, any 7.5 outstanding amounts will require new POs to be created for only the 'outstanding' amounts needed for processing. This means, that if a PO's original amount was \$10,000.00 and receivers and vouchers paid all but \$1,000.00 at cut over, you will establish a new PO in 8.9 for the \$1,000.00 amount only (if still applicable).

Additionally, the new 8.9 Purchase Order Numbering Schema will need to be marked with 'UPG' to denote upgraded PO and the 7.5 PO_ID that needs to be processed. For example, if at cut over the 7.5 PO ID = 0000016557, the new 8.9 PO ID becomes (or translates to) UPG16557. It is recommended that the PO Reference field, Comment fields, etc. be used to annotate that the PO is a cross over from the 7.5 database to the 8.9 upgrade. All other new Procurement transactions in 8.9 will be auto numbered as usual.

Where do you select SVP?

SVP or Small Property Value is specified in the Asset Profile ID. On a Purchase Order (and Requisition) this is located on the Line Distribution page under the Asset Information tab.

Can you "unreceive" a line item?

No, cannot officially 'un-receive' a PO line item. However, you can delete a PO Receipt as long as it has not been interfaced into PO Voucher or Asset Management.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

Security

Will we need to make any security changes in IE (put GaFirst in trusted zone)?

The workstation configuration guide posted on the GAFirst website addresses browser settings. Yes, some changes will be required to your browser setup.

Super User Training

Will the CBTs be a prerequisite to the Super User Training? Will it be a prerequisite to UAT?

The UPK Player for Expenses, eProcurement, and the critical processes per module will be available in advance of UAT. They should be reviewed in advance of UAT. All of the remaining UPKs (for all business processes) will be available before Super User Tra

Training

What is the status on the IE7/UPK issue?

The testing of IE7 and UPK was successful at OIIT. Please contact Michael Barnwell if you are having IE7 issues at your institution or workstation.

Are we still anticipating receiving the UPK on July 1?

No, July 7 is the publication date on the timeline.

Will UPK be available for all modules on July 7th?

Yes, the Training team still plans to publish the UPK for all modules by July 7th.

Will there be training available on how to do the workflow administration?

Yes. Workflow is covered in both ePro and EX. Both modules include UPK topics dedicated to Workflow-related tasks (assigning an alternate user, reassigning approval work, etc.), as well as how Workflow functions in each module. Super User Training will also cover Workflow-related tasks.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

Workflow

Can you elaborate on flex when you say it will default to your home department?

When a flexible spending transaction is created, the system will automatically populate the chart fields on the distribution line, using the default values stored in the user profile. The department stored in the user profile defaults from employee's home department, stored in HRMS. When a flexible spending transaction is created in 8.9, users must populate the department chart field with some value (either the home department or another department), in order to properly route the transaction for approval.

If the department chart field is left blank, the transaction will fail journal edit when it is journal generated. Because the chart field on the "offset" rows cannot be edited in GL, the journal must be deleted; and the flexible spending expense transaction must be closed and recreated with the proper chart fields populated.

Bottom line: Train your travelers and approvers to validate the department chart field on all transactions created in 8.9 -- make sure it is not blank.

The spreadsheet lookup page has employees who are inactive (and have been for many years). Is there any way we can get a spreadsheet with only active employees?

Thank you for this suggestion. It is too late to update the ePro Department spreadsheets that you received earlier this week, however we will re-examine our queries to see if future spreadsheets can contain only active employees.

Can you have the same person as your Department Manager 1 and as your Project Manager?

PeopleSoft will allow you to have the same person as your Department Manager 1 and as your Project Manager on a transaction. The system will route the transaction to the approver twice – once at the DM1 level and once at the PM level.

What will be available for the auditors when they look at transactions to verify proper approval levels?

We are taking this matter under advisement; a response will be provided by separate communication at a later date.

You said that we should update the user id if it is not in the look up tab. What if the particular dept mgr does not have a self service login yet? Can we add this information later?

Self service registration should be done as soon as possible for each employee as this is a critical piece of information necessary for security access and workflow. Please ensure that employees have gone through self service registration prior to entering them onto the spreadsheet.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

Workflow

What action should we perform if there are departments in our spreadsheet that are no longer relevant to our institution?

Step 1: Enter "N/A" in the three fields on the spreadsheet that you would usually update with 7.5 Manager Name, EMPLID, and USERID/OPERID.

Step 2: Update your 7.5 database to show the correct status of the department as inactive.

What about departments added after the spreadsheet is submitted?

Departments that are added after the spreadsheet should be updated as well as part of on-going maintenance of the Department/Project Manager IDs. You won't need to contact OIIT with the update because it will be after the deadline ... but you will need to continue to maintain the Department IDs.

How do we identify Ad Hoc approvers? In the spreadsheet?

No – Ad Hoc approvers should not be identified in the spreadsheet, only department and project approvers. ⚠FYI, any user with a valid user id can be an Ad Hoc approver or reviewer. Ad Hoc approvers do not require any additional set up in order to be used during the review or approval process.

You had mentioned at one point in time that all manager names needed to be updated in 7.5. Does this spreadsheet take care of the need to update these names in 7.5?

Yes, there is no longer a need to update the names in 7.5 because the EMPLID is the key piece of information for the upgrade process.

Can users in Administrator roles be restricted to the performance of only certain tasks?

The tasks that an Administrator can perform are limited by the security roles they are granted. For example, an Expense Administrator at one institution may have the security access to post liabilities where an Expense Administrator at another institution does not have this access. Institutions are encouraged to use the security request form to correctly identify the tasks each user (including their administrators) should perform.

Flex spending doesn't have a department, so how will it be directed?

If a flexible spending transaction is processed with a blank department on the distribution line, the transaction will be routed to the WFADMIN. The WFADMIN will deny the transaction and send it back to the traveler for correction.

Key Frequently Asked Questions PeopleSoft V8 Upgrade Project

Question

Response

Workflow

What does the Cash Advance Administrator job have to do with Banner feeds and bank statements as mentioned in the Wimba session?

The Cash Advance administrator is primarily responsible with reconciling cash advance activity for each institution. For most schools, when a cash advance amount needs repaid to the institution, this deposit is entered in Banner and is fed through to the General Ledger. While the Cash Advance administrator may not be responsible for the Banner or GL duties, he/she should be knowledgeable of the process and how it impacts cash advance reconciliation. Bank statements were mentioned because the same person that currently reconciles your bank statements may be the appropriate user to assume the cash advance administrator duties.

If we were to have some changes, do we just send in a new spreadsheet with the updates on a regular basis?

No, it is not necessary to send OIIT updates on a regular basis. Please maintain your spreadsheet and bring the "latest and greatest" version with you to the Security Workshop.

Please warn us ahead of time when we may lose connection so that we will know to go back to the lobby.

The Wimba tool is relatively new to the PSFIN group. As we become more familiar with this product, and we hear feedback from users, we can better prepare for future sessions.

What about departments added after the spreadsheet is submitted?

Please add new Department information and continue to update the ePro Department Approver spreadsheet after you submit the spreadsheet to OIIT on May 23rd. There is no need to send additions or updates to OIIT after the initial transmittal on May 23rd.

Do we add newly created dept ids to the spreadsheet?

Yes, you should add newly created Department IDs to the bottom of the spreadsheet. Also, remember to include the information necessary for the 3 columns in the spreadsheet: 7.5 Manager Name (using the PERSONAL_DATA_NAME from the Lookup Tab if available), EMPL ID and USERID/OPRID.

You had mentioned at one point in time that all manager names needed to be updated in 7.5. Does this spreadsheet take care of the need to update these names in 7.5?

Yes, there is no longer a need to update the names in 7.5. We originally asked you to update the manager names in 7.5, in preparation for the task we are now performing

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You said that we should update the user id if it is not in the look up tab. What if the particular dept mgr does not have a self service login yet? Can we add this information later?

Self registration should be done as soon as possible for each employee, since self registration serves as the basis for security access and workflow. Please make every effort to self register and clean up information for all users, especially ePro approvers, prior to submitting your spreadsheet. If you are unable to complete self registration prior to submitting your spreadsheet on May 23rd, please add the USERID/OPRID information in your spreadsheet when the information becomes available. There is no need to send additions or updates to OIIT after the initial transmittal on May 23rd.

We are still confused about where we find the OPRID if it is not on the form. Where should we look for this information?

The EMPLID is stored in the Security User Profile for each employee. If you do not have access to this component, or if the EMPLID is not stored in the Security User Profile, please contact your HRMS Security Administrator for assistance in determining the EMPLID and USERID/OPRID for an approver.

I would like to understand more about the maintenance of the manager name field in 7.5. We were planning on updating that information with the naming convention from HRMS (Last name,first name), but I don't want to go to that trouble if we still have to populate an EMPLID. What advice can you give me?

As noted in the previous question and answer, we do not recommend that you update the names in 7.5 for upgrade purposes. The approver name will be populated in 8.9, based on the EMPLID entered during the Security Workshop.

What do I post through Event Brite? I thought I just emailed the spreadsheet back to you. And also, is ePro just for requisitions? I thought it was, but maybe I was wrong.

Event Brite is the medium that is used to collect your answers for Task #1 where you identify users to perform generic jobs. The jobs that you are to list the names of the people who will fill that role are: Chart Field Administrator, Workflow Administrator, Expense Administrator, ePro Administrator, and Expense Cash Advance Administrator. Please access the weekly update through this link to receive additional instructions related to entering your information in Event Brite:

<http://www.usg.edu/gafirst/fin/project/v8/news/weekly/wu20080512.pdf>.

You are correct ... when you have completed the spreadsheet, email it back to the psfin_uupgrade@usg.edu <mailto:psfin_uupgrade@usg.edu>. The spreadsheet is Task #2, as mentioned in the WIMBA conference call held last Wednesday.

ePro is only used for requisitions.

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Workflow

Is there any Workflow training available?

Workflow will be covered in both the eProcurement and Expenses Super User Training sessions. Additionally, portions of Workflow are covered in UPKs.

Can my flex go straight to hr?

Yes and no – Flexible spending transactions must be processed through the Expense module; however, you may choose to enter the HR department id in the distribution line of the Expense transactions. Using the HR department id will cause the transaction to be routed directly to the HR department's AP Auditor for review and approval.

Is it possible to use multiple budgets for a single ePro item?

ePro items may have multiple "distribution lines" with different chart field values, which means they can be charged to multiple budgets within a single ePro transaction.

Are you able to charge multiple budgets on an asset in ePro?

PeopleSoft supports the use of multiple budgets on an asset in ePro. However, due to intermittent errors currently being received from interfaced transactions into assets when multiple distributions are used in ePro transactions, we are recommending that traditional core Requisitions and POs be used instead. If we are able to isolate these errors and correct them prior to go live, you will be notified. Additionally, your institution may have business policies and procedures that preclude the use of multiple budgets on an asset. Please check with your institution to determine whether this practice is supported or discouraged.

Can you pool an Ad Hoc approver?

Ad Hoc Approvers and Reviewers are a pooled list for ePro. This means active employee with a valid User ID can be inserted as an Ad Hoc Approver/ Reviewer. The caveat is that they must have the necessary security access to approve or review ePro Requisitions. A more comprehensive answer is noted below in another similar question.

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Workflow

In reference to flex spending, if the reimbursements are going to be routed to the home department for approval, where does the HR/payroll approval get captured? A department manager will not know the flex spending regulations. Does PeopleSoft version 8 workflow allow for approvals based on amount? For example, a supervisor may be able to approve up to a specific dollar amount then any amount above that would require a VP or division chair approval.

Just to clarify ... expense transactions will receive the traveler's home department from the User Profile > Organizational Data Tab > GL Default Chart Field settings. For expense reports and travel authorizations, the default (home) department may be updated prior to saving and submittal; it may also be updated by approvers prior to final approval and payment.

With regard to flexible spending reimbursements, the traveler (or delegate) may choose to update the default (home) department to reflect the HR department id. Making this update to the department chart field on the expense distribution line will cause the flexible spending reimbursement request to be routed to the AP Auditor in the HR department for approval.

Our design for the 8.9 system does not provide for routing transactions on the basis of amount – only by department and/or project.

If a traveler delegates his expenses does that allow FSA expenses to be viewed or modified by the 'delegatee'? Is this a HIPA issue?

Yes, delegates may view transactions (including FSA transactions) for a traveler. OIIT is not in a position to comment on HIPAA issues; please contact USO or members of your institution for rulings and guidance on HIPAA compliance.

I don't think most people want their medical flex to route to a supervisor and this could be a HIPPA violation.

That's fine – persons with those concerns may choose to code the flexible spending reimbursement transaction to the HR department on the expense distribution line.

Could we require a department on flex, say Human Resources for all flex so it always routes straight to HR.

Yes – see comments on other flexible spending-related questions.

Can you explain in detail the workflow on flex reimbursements?

Flexible spending transactions will be routed directly to the AP Auditor associated with a department. In order to route a flexible spending transaction directly to HR for approval, enter the HR contact for flexible spending verification as the AP Auditor for the HR department.

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Workflow

Can the reviewer change the chart fields?

The (reviewer and approvers at other levels) can change the chart fields on expense report and travel authorization transactions during the approval process.

However, PeopleSoft does not grant access to the chart fields included on cash advances to the traveler or the approver (at any level). Cash advance chart fields default from the user profile ... thus, if the default chart field information is incorrect, the cash advance must be cancelled and recreated.

FLEX Spending-HR has to verify funds available for Flex spending. Flex is not an expense but is routed as a balance sheet item.

Even though flexible spending is a balance sheet item, it still must go through the workflow approval process. For this reason, it must have a department id on the distribution line in order to be properly routed. In order to route a flexible spending transaction to HR for approval, use the HR department id on the expense distribution line.

Have you given thought to preparing a survey form for us to send to Dept managers that will ask all of the right questions concerning designates, delegates, levels of approval required, etc?

We are taking this suggestion under advisement.

Can end users do their own re-assign or is it only workflow admin?

No, only the workflow administrator can reassign other approver's worklist items. However, approvers can reassign their own worklist items. Please note that the person receiving the reassigned transaction must have the proper security roles in order to view and approve transactions routed to them.

Will flex spending have its own approver?

Flexible spending transactions are routed directly to the AP Auditor assigned to the department. The AP Auditor assigned to a department will receive flexible spending transactions, as well as other expense transactions (expense reports, travel authorizations and cash advances).

Are department managers required for departments that are associated with Funds on Deposit?

Department managers are required for all active departments which will be used on Expense and ePro transactions; if Expense and ePro transactions will NEVER be coded to a Funds on Deposit department, then no Department manager is required for Workflow approval purposes.

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Workflow

Can a department number be overridden when enter an expense?

A department number can be overridden on an expense report and a travel authorization; it cannot be overridden on a cash advance. Cash advance transactions are not displayed to the traveler or the approver.

How does workflow handle the approvals for the different departments in a single expense item?

If an expense transaction has multiple departments and/or projects on its distribution lines, the system will simultaneously route the transaction to all affected approvers at each level. The system will grey out any distribution lines that do not “apply” to the approvers’ department or project; he or she may only approve the distribution line(s) for which they are assigned as approvers.

Is it possible to use multiple budgets for a single expense item?

Expense items may have multiple “distribution lines” with different chart field values, which means they can be charged to multiple budgets within a single expense transaction.

We understood that DM2 was an all or nothing at each campus, but today it sounds like we can use it selectively. Which is correct?

The Department Manager 2 approver is optional – institutions may choose to use it or not use it. In addition, Department Manager 2 approvers can be assigned to some departments, but not all departments in the institution.

NOTE: Department Manager 2 usage “rules” are different than Reviewer usage rules. For Reviewers, it’s an “all or nothing proposition.” If you need a Reviewer for any department, you must assign a Reviewer to all departments.

Should we send in an incomplete spreadsheet for dept mgrs or wait until we have it completed? Many people are out for the summer and we don’t have their information

The spreadsheet needs to be as complete and accurate as possible, and we also need the information submitted by the stated deadline. Please contact other people in the department, the HRMS team or the Security team and attempt to get the information you would normally request from the people who are out for the summer.

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Workflow

Please expand on "Ad Hoc" purpose, when used, etc.

A user may serve in two Ad Hoc roles:
oAd Hoc Reviewer
oAd Hoc Approver

Ad Hoc Reviewers are individuals who are requested but not required to review ePro requisition items (generally for info and confirmation purposes). If an Ad Hoc Reviewer fails to complete the review process, a PO can still be issued from the requisition.

Ad Hoc Approvers are individuals who are required to approve an ePro Requisition. If an Ad Hoc Approver fails to complete the approval process, the PO cannot be completed.

Ad Hoc Reviewers and Ad Hoc Approvers are selected from the same "pool" of active employees; thus, an individual User can serve as a reviewer on one ePro transactions and an approver on another ePro transaction.

We need to understand how Flex payments are going to be handled step-by-step.

We are planning a separate WIMBA to discuss the details of handling flexible spending reimbursements through Travel & Expense. The details and date for the WIMBA will be provided by separate communication.
