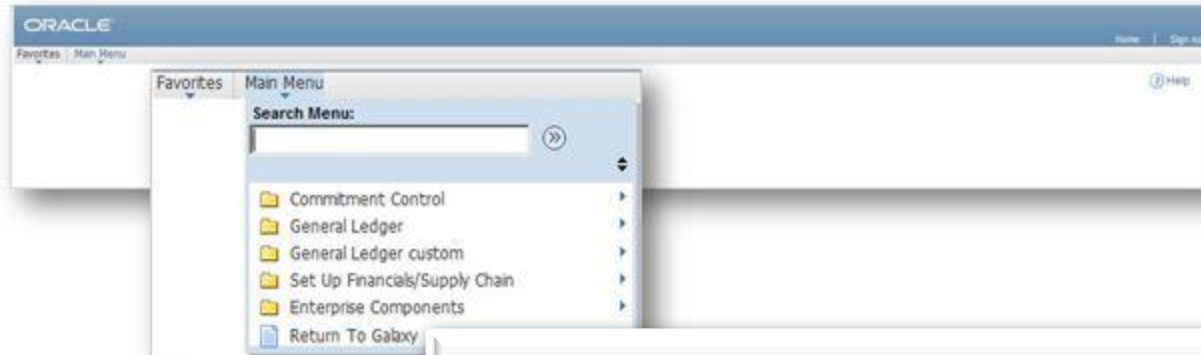


PeopleSoft Financials Overview

PeopleSoft Financials Application



- 1 This is an example of a typical screen. When you click Main Menu, you can see the Main Menu. Remember that when you click on a menu item, it will take you to the next page.
- 2 This demonstration shows how to use the keyboard to move through the tutorial screens.

Getting Around

You can use your Keyboard to move through the tutorial screens.

Click the **Down Arrow** to display a page and move to the next page.

Click the **Up Arrow** to display a slide or return to the previous page.

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What happened to FRS?

The screenshot shows a terminal window with a menu bar (File, Edit, Transfer, Fonts, Options, Macro, View, Window, Help) and a toolbar with various icons. The main display area shows the following information:

1-FZ702 MORE RECORDS; PRESS ENTER TO CONTINUE
018 GL Account Summary

SCREEN: ACCT: 0162039110

Dept: 40016 Resp Person: JOHNSTON T
Appr Appr.Year Fund Number Flags: Del Frz Row Drp
0000 0 0 0 0

BURSAR FEES/LATE PAY
Fiscal Year: 04
13:20:08 05-05-05

Ctl	Description	Beg Bal	YTD Actual	Current Bal
1100	CLAIM-ON-CASH	378,906.24	50,604.29	429,510.53
1120	PETTY CASH	2,500.00	0.00	2,500.00
1309	WRITE-OFF RECEIVABLE	15,104.30	0.00	15,104.30
1310	A/R GENERAL	30.70	0.00	30.70
1320	A/R STUDENTS	27,000.81	4,212.47	23,588.34
1321	LITIGATION COST A/R	0.00	4,001.00	4,001.00
1325	A/R STDY BOOKSTORE	0.00	1,777.67	1,777.67
1399	ALLOW.UNC. STUDENT	15,104.30	0.00	15,104.30
2105	A/P STUDENTS	599.00	0.00	599.00
2109	A/P BOOKSTORE	0.00	4,591.50	4,591.50
2190	MISC PAYABLES	0.00	6,169.29	6,169.29
2455	DEFERRED REVENUE	47,298.25	17,160.25	30,138.00
3140	FUND BAL-DESIGNATED	361,271.02	58,569.95	419,840.97
4916	TRAN FRM DESIGN FUNDS	0.00	8,868.00	8,868.00

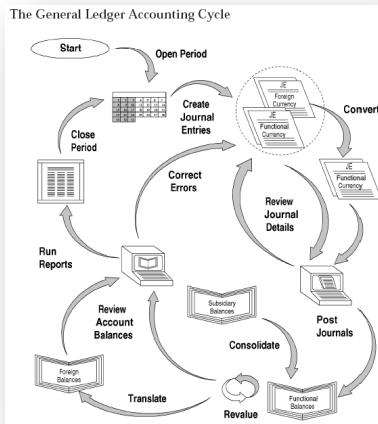
UT Dallas has chosen to replace its existing Business Application systems (FRS, BIS, Staples, etc) with new software – PeopleSoft, eProcurement and Business Intelligence Reports.

This tutorial discusses the new application for Finance and Finance related work.

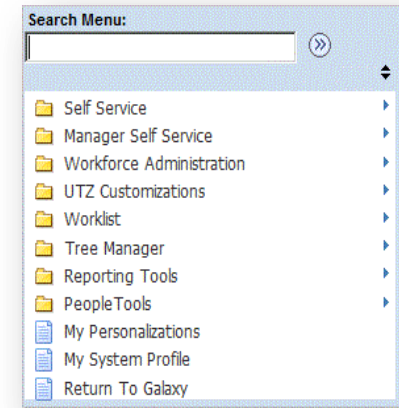
You'll be able to:



Explain the history
of the
project



Explain PeopleSoft
Financial
Application



Login to
PeopleSoft FMS
applications

The following Topics are covered in this tutorial. You can click a link to visit a specific topic or click the **DOWN** arrow to move to begin Lesson 1.

1. What is FMS?
2. FMS Modules
3. Accounting and Cost Centers
4. PeopleSoft Terminology
5. PeopleSoft Application Tour
6. Key Contacts
7. Summary



WHAT IS FMS?

The PeopleSoft implementation of Financials and Human Resources provides an integrated university-wide administrative system that

- Enhances customer service and support of efficient administrative practices
- Provides faculty with better access to research and grants management tools and student-advisory communication tools
- Provides staff real-time access to key reporting needs associated with the administration.

- Project Gemini
 - Is the project name of this effort
 - Encapsulates the effort of UT Dallas to move from older financial and human resources systems
 - Covers several areas including
 - Human Resources (personal information, payroll, timesheets, etc.)
 - Financials (budget, account reconciliation, IDTs, etc.)
 - eProcurement (all supply ordering, check requests)
 - Business Intelligence reports

Gemini

- Financial Management System (FMS)
 - New software used to manage the financials of UT Dallas
 - Product name is PeopleSoft Financials Management System
 - Covers the following
 - Financials (account receivable, account payable, asset management, budget, account reconciliation, IDTs, etc.)
 - Human resources (payroll)
 - eProcurement (all supply ordering, check requests)
 - Business Intelligence reports

The implementation of the PeopleSoft or the Enterprise Resource Planning system includes:

- All users have personalized web-based access to a centralized system
- The integrated system positions UT Dallas competitively with other institutions by providing an information mode that meets the needs of faculty, staff and students
- The system provides enhanced reporting and data analysis capabilities for faculty and staff

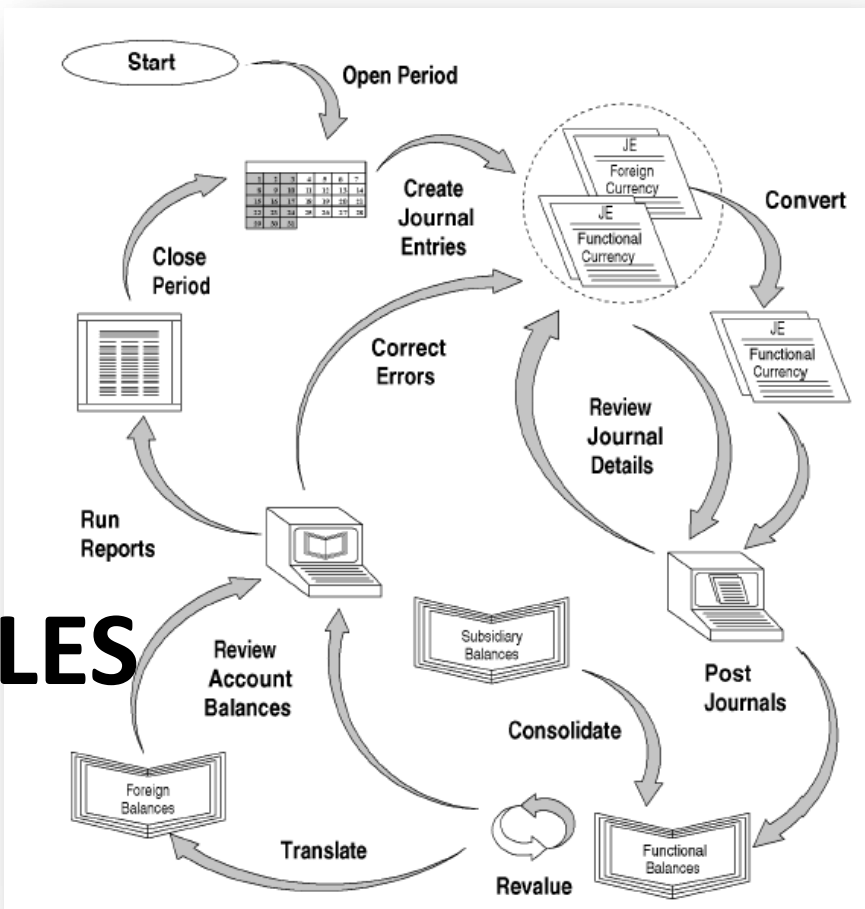
The screenshot shows the Project Gemini website interface. At the top, there is a navigation bar with the UTD logo, the Gemini logo, and links for 'A to Z Index', 'Directories', 'Comet Calendar', and 'Search UTD'. Below the navigation bar, the main content area is divided into two columns. The left column features a 'Gemini/PeopleSoft Support Contacts' section with a date of July 19, 2011, and a list of support centers including Financial Reporting, Galaxy (Portal), Payroll, Procurement, Security Assistance, and Training. Below this is a section titled 'Gemini Continues to Roll Out Improvements' dated March 08, 2011. The right column contains a 'LOGIN to galaxy' button, a list of navigation links (Home, Project Leadership, FAQs, Training, Campus Events & Notes, Contacts/Help, Timeline (Updated), Site Map), a 'Do You Have a Question?' section, an 'Upcoming Launch Dates' section listing 'Travel & Expense' and 'Purchasing Card', and a 'Highlights' section mentioning the launch of the Galaxy Portal.

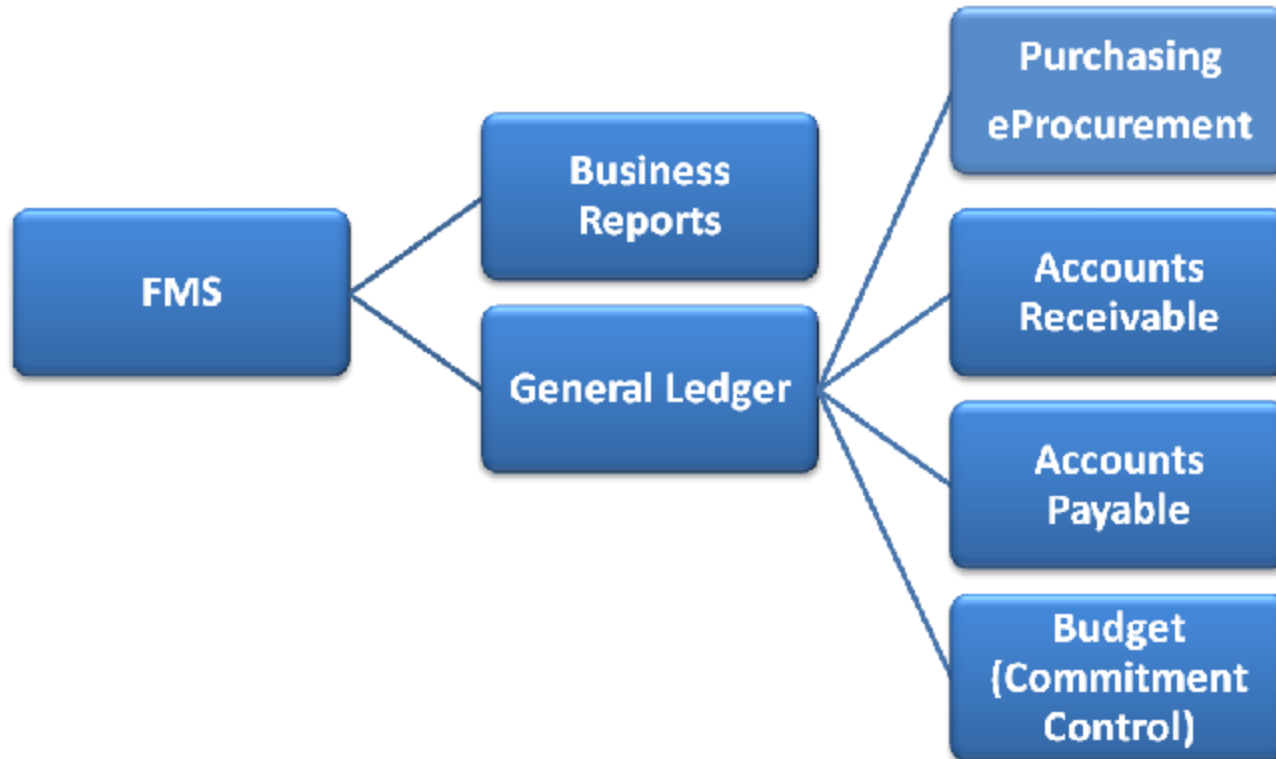
To learn about the Project Gemini, visit www.utdallas.edu/gemini

This site is continuously updated; check often for news. You will find Frequently Asked Questions, Email Addresses of key project members, Job Aids and training calendar on the site.

- UT Dallas has converted the previous FRS, HRIS and Staples systems to PeopleSoft, SciQuest and Business Intelligence Reports
- PeopleSoft is composed of Financial and Human Resources applications
- eProcurement is used to order goods and services
- Business Intelligence Reports is used to create reports

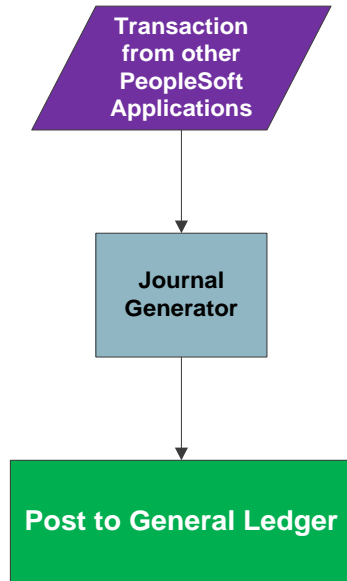
THE FMS MODULES





The Financial Management System (FMS) is composed of many modules. The modules are designed to perform specific activity. Those activities or tasks include accounts payable, accounts receivable, billing, payroll processing, etc.

Click the **DOWN** arrow to go to the next page.

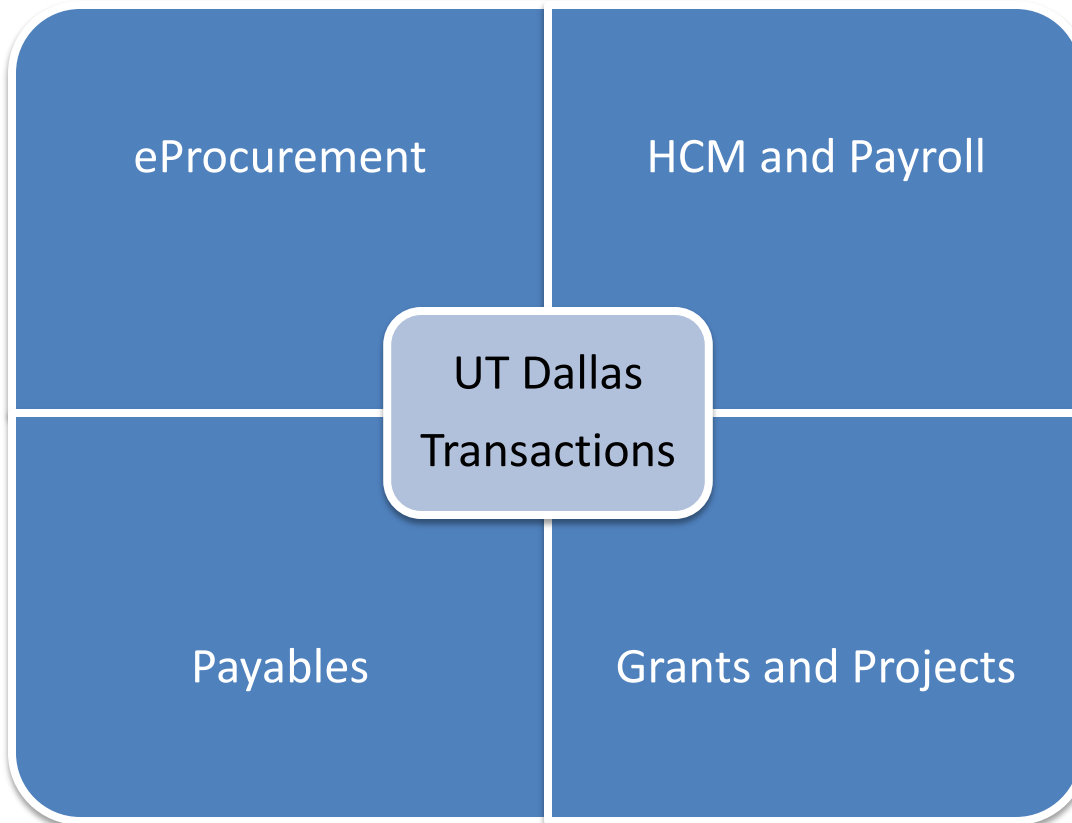


Most of UT Dallas financial transactions are generated in separate systems and loaded into the General Ledger

Examples are original payroll journal, system tuition and receivable journals

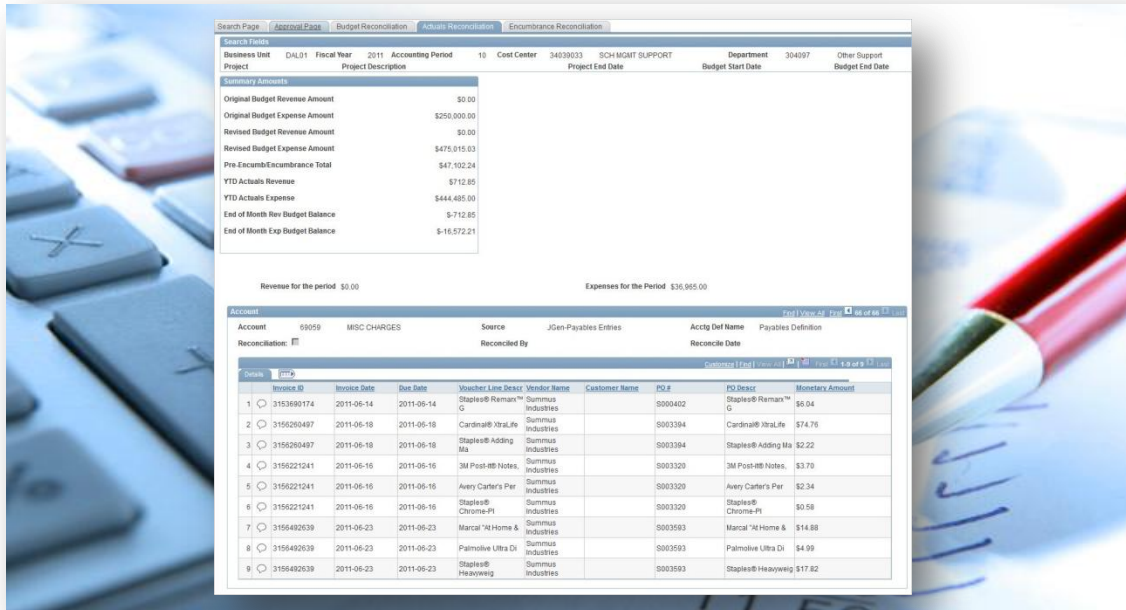
The remaining financial transactions are entered into the General Ledger by you using PeopleSoft Financials applications such as IDT Journal Entry, Auto Journal Entries or Budget Transfer Journals. Examples include daily cash receipts, service center charges and departmental allocations and corrections.

Click the **DOWN** arrow to go to the next page.



Each application uses details from PeopleSoft transactions

This information is used to build reports, which in turn is used to ensure accurate accounting of funds distribution (your yearly budget)



Search Page: [Approval Page](#) | [Budget Reconciliation](#) | [Actuals Reconciliation](#) | [Encumbrance Reconciliation](#)

Search Filters

Business Unit: DAL01 | Fiscal Year: 2011 | Accounting Period: 10 | Cost Center: 34039033 | SCH MGMT SUPPORT | Department: 304957 | Other Support: | Project: | Project Description: | Project End Date: | Budget Start Date: | Budget End Date:

Summary Amounts

Original Budget Revenue Amount	\$0.00
Original Budget Expense Amount	\$250,000.00
Revised Budget Revenue Amount	\$0.00
Revised Budget Expense Amount	\$475,915.03
Pre-Encumbrance Total	\$47,102.24
YTD Actuals Revenue	\$712.85
YTD Actuals Expense	\$444,485.00
End of Month Rev Budget Balance	\$-712.85
End of Month Exp Budget Balance	\$-16,572.21

Revenue for the period: \$0.00 | Expenses for the Period: \$36,955.00

Account: 59059 | MSC CHARGES | Source: JGen-Payables Entries | Acctg Def Name: Payables Definition

Reconciliation: | Reconciled By: | Reconcile Date:

Invoice ID	Invoice Date	Due Date	Vendor Line Desc	Vendor Name	Customer Name	PO #	PO Desc	Monetary Amount
315389174	2011-05-14	2011-05-14	Staples® Reman™ G	Summus Industries		S000402	Staples® Reman™ G	\$5.04
315620497	2011-06-18	2011-06-18	Cardinal® XtraLife	Summus Industries		S003304	Cardinal® XtraLife	\$74.76
315620497	2011-06-18	2011-06-18	Staples® Adding Ma	Summus Industries		S003304	Staples® Adding Ma	\$2.22
3156221241	2011-06-16	2011-06-16	3M Post-it® Notes	Summus Industries		S003320	3M Post-it® Notes	\$3.70
3156221241	2011-06-16	2011-06-16	Avery Carter's Per	Summus Industries		S003320	Avery Carter's Per	\$2.34
3156221241	2011-06-16	2011-06-16	Staples® Chrome® P	Summus Industries		S003320	Staples® Chrome® P	\$0.58
3156492639	2011-06-23	2011-06-23	Marcal® 40 Home &	Summus Industries		S003593	Marcal® 40 Home &	\$14.88
3156492639	2011-06-23	2011-06-23	Palmolive Ultra Di	Summus Industries		S003593	Palmolive Ultra Di	\$4.99
3156492639	2011-06-23	2011-06-23	Staples® Heavyweig	Summus Industries		S003593	Staples® Heavyweig	\$17.82

To reconcile the transactions for a Cost Center, you will use the Account Reconciliation application in PeopleSoft

Posted transactions against budget, encumbrance and payables are available

Using Account Reconciliation, you can:

- Review all transactional history for both revenue and expenses
- Add comments when transactions are in question



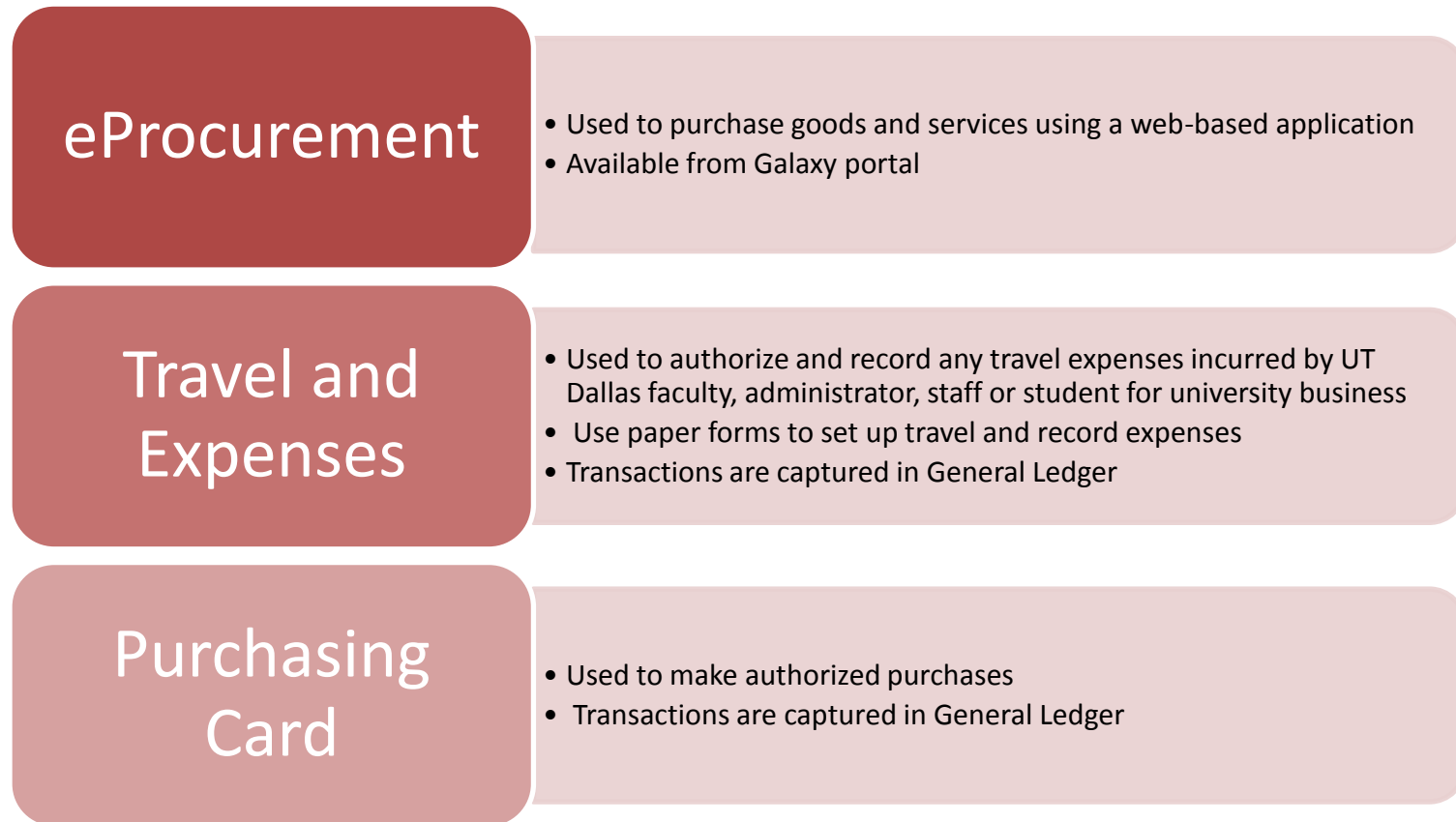
Commitment Control is used in PeopleSoft to manage all budget activity

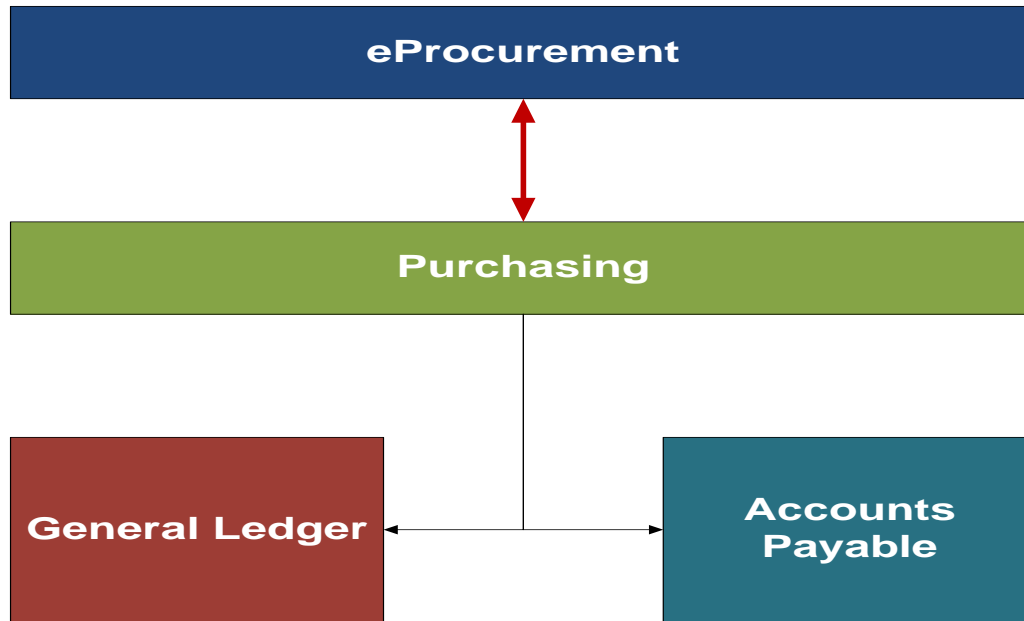
We create budget for revenue and expenses

Using Commitment Control, you can:

- View all available balances and transactions (revenue or expense) for a given Cost Center
- Move funds between Cost Centers
- Add or reduce funds for a Cost Center

The following diagram outlines the applications that the Purchasing department maintains, including:





Transactions in eProcurement are sent to PeopleSoft as journals to Accounts Payable

The Accounts Payable journals are stored on the General Ledger

You see the eProcurement transactions on the ACTUALS ledger.
eProcurement is designed to:

- Reduce Purchase Order cycle time
- Make purchasing and check requests as easy as possible
- Provide easy on-line access to most commonly ordered products and services



The Billing and Accounts Receivable module collects information from Billing and establishes items to be tracked and aged

Used for cash and credit card receipts as well

Deposits are processes, associated with open items, applied and accounted for by Accounts Receivable. The Accounts Receivable modules also provides many ways to view accounting entries from both the Accounts Receivable and Billing modules as well as various reports for analyzing outstanding balances



The Grants Management application is used to create, track and close all grants

This application is centrally managed by the Office of Research and Grants

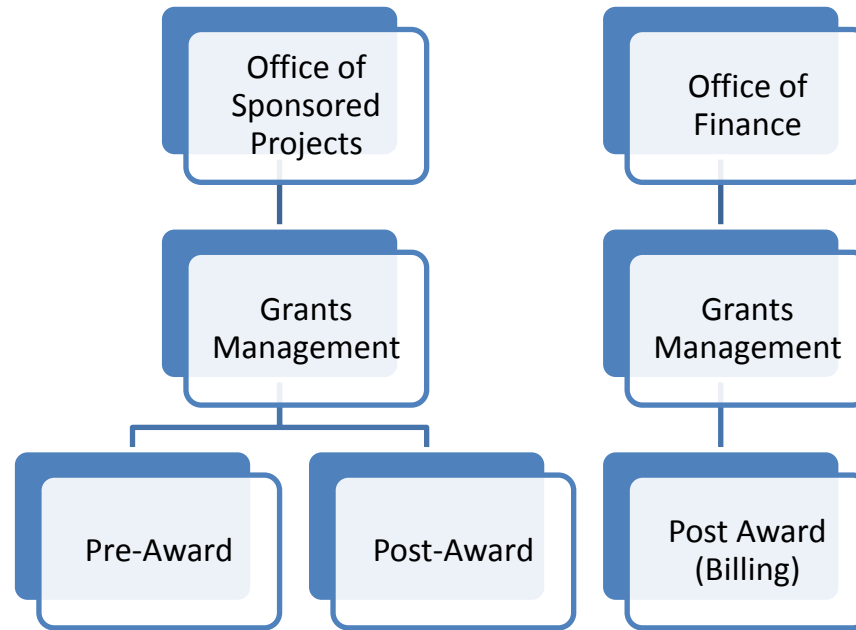
-
- Each award has one or many Project IDs
 - Each Project ID has one or many Activity IDs
 - All project transactions recorded by Project ID & Activity ID
 - Use Account Reconciliation, Business Intelligence Reports and Budget Overview to review all Grant Activity

- Office of Finance supports research activities by providing financial and accounting infrastructure for the post-award administration of sponsored programs

Functions include

- Ensuring compliance with applicable federal and state rules and regulations
- Creating and promulgating sponsored program financial administration policies and procedures

- Managing Invoicing and Receivables
 - Generating invoices and payment requests
 - Keeping an eye on timelines of scheduled payments for sponsored project accounts
 - Following up with sponsors on outstanding receivables to ensure timely collection
- Filing Financial Status Reports
- Preparing Indirect Cost Proposal



- The Office of Finance and the Office of Sponsored Projects work together to manage all Projects and Grants.
- Most of your work appears in Post Award as IDT, Account Reconciliation Transactions, Budget Transfer Journals, Budget Revenue or Budget Expense Adjustment Journals.
- All activity is managed by the Post Award team in the Office of Sponsored Projects.



Asset Management adds assets online and, also interfaces and receives asset information from other PeopleSoft applications (PeopleSoft Purchasing and PeopleSoft Payables)

Asset Basic information consists of **Physical attributes** (includes tag number, specifications, location, custodian, and manufacturer) and **Financial attributes** (includes cost, books, depreciation method and convention, life, and AOS category). This module is centrally managed by Property Administration (David Routzahn is manager)

Visit the Property Administration website learn more about the services and staff.



The Banking module is utilized to set up bank accounts and to reconcile bank account statements

It is centrally managed by the Office of Finance

The related financial transactions are performed in the Accounts Payable and Accounts Receivable modules

Activity related to payroll transactions occur in PeopleSoft HCM and is transferred to PeopleSoft Financials for reconciliation

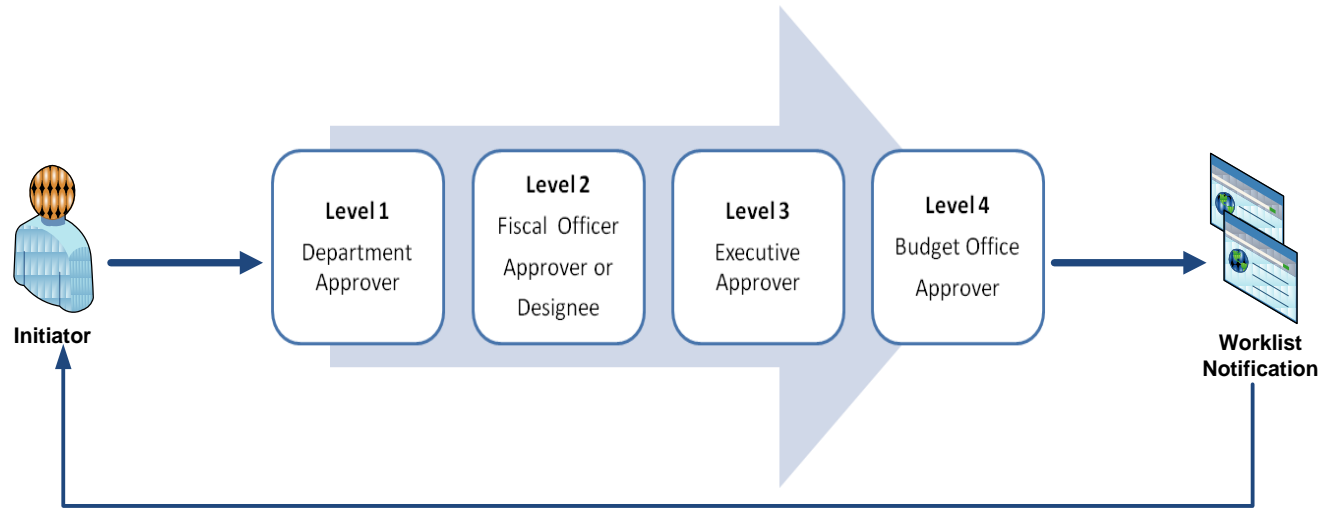
Deposits

		THE UNIVERSITY OF TEXAS AT DALLAS DEPARTMENTAL CASH DEPOSIT FORM				
Date: _____		Department: _____				
Cash Deposits						
Business Unit	Cost Center	Account	Received from /Customer	Inv# or Description	Invoice Date	Deposit Amount
				TOTAL CASH:	\$	-
For Bursar use only:						
Deposited by (Department Representative):			Received by:			
Printed Name: _____			Signature, Bursar's Office			
Dept Extension: _____			Date Received: _____			

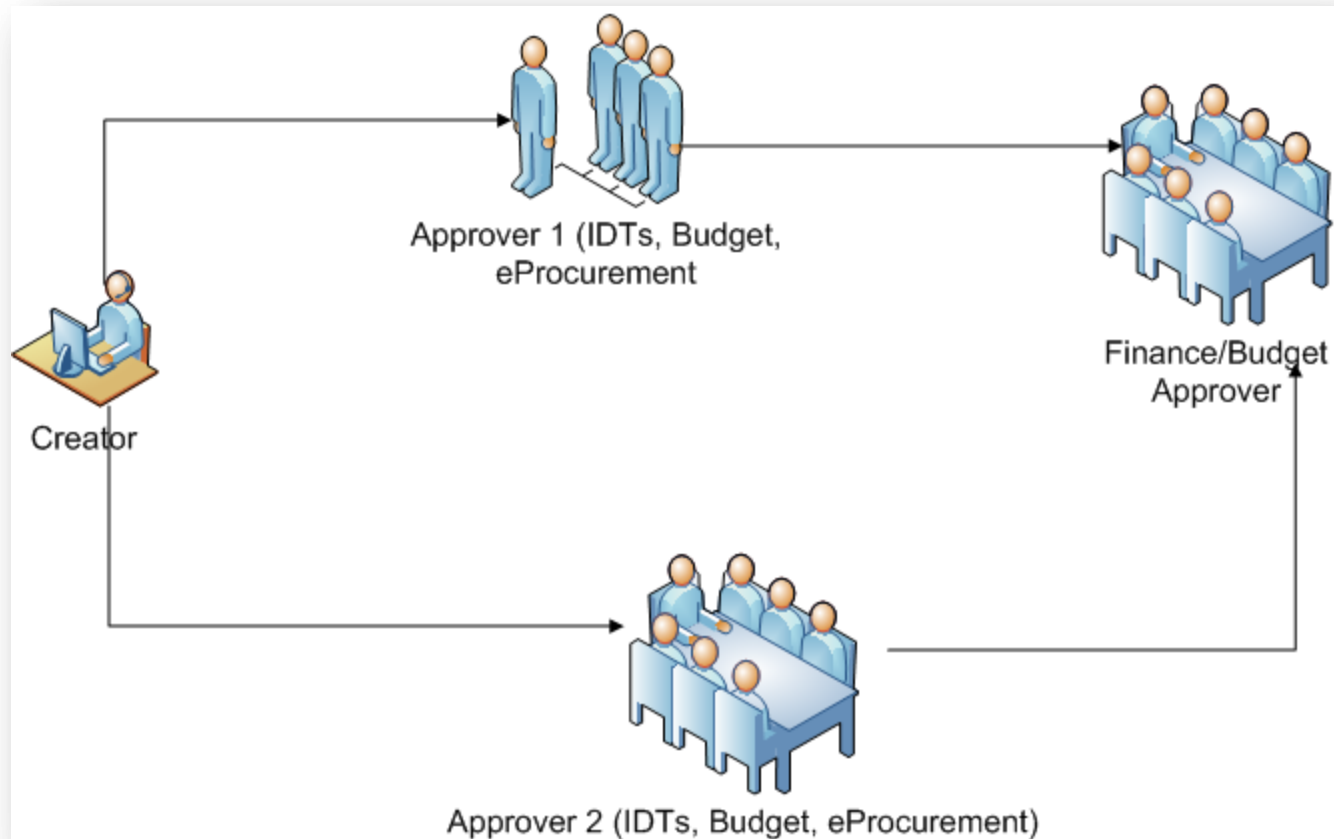
Deposits are accepted through the Bursar's office

The transactions are added to the appropriate Cost Center

This site is continuously updated; check often for news. You will find Frequently Asked Questions, Email Addresses of key project members, Job Aids and training calendar on the site



The **Signature Authority** is the **replaced** with **Workflow Approval**. Use it to shorten the fields you need to populate on the Accounting Line of a Journal.



The **Creator** submits a transaction such as an IDT Journal to **Workflow Approval**. Each approver (Approver 1 and Approver 2), reviews and approves or denies the journal. The Finance or Budget approver finalizes the transaction.

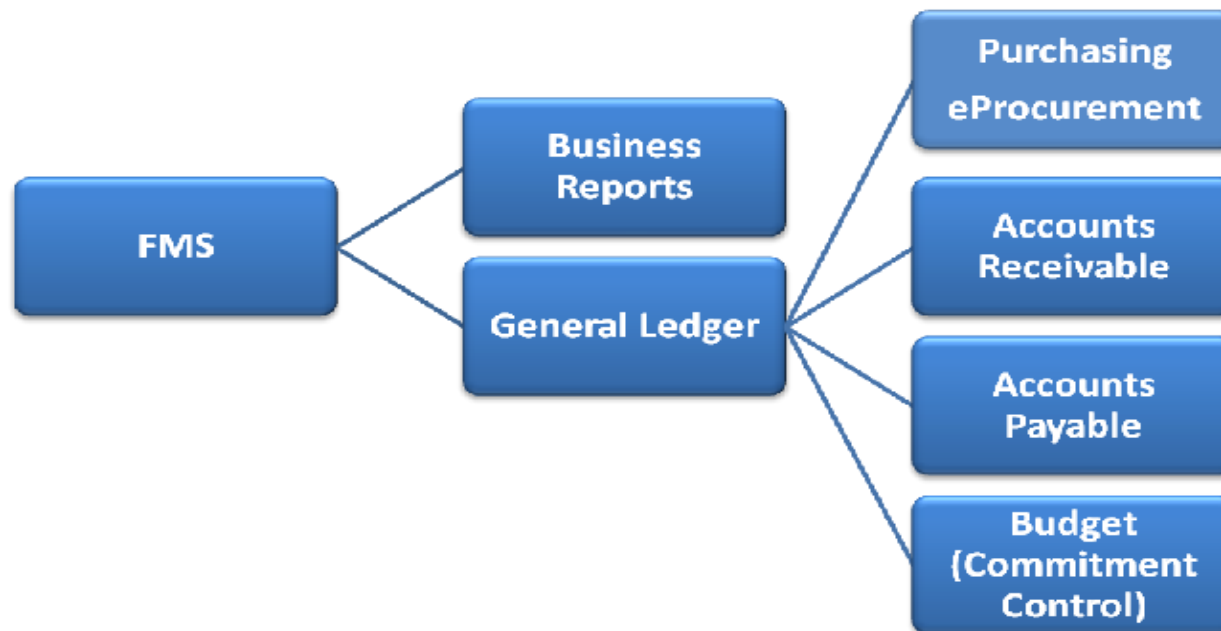


Using the Business Intelligence Reporting application, you can view detailed or summary reports of financial activity

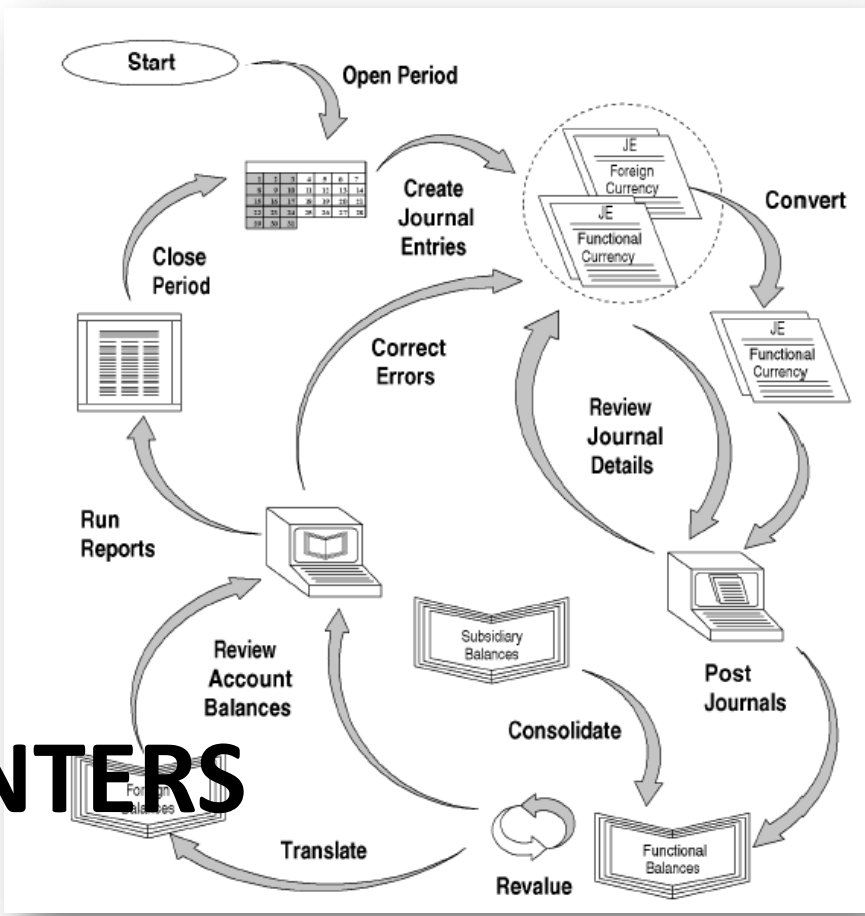
Using Business Intelligence Reports, you can:

- Review monthly or annual expenses and revenue by Cost Center
- Review project activity
- Review salary and wages for a Cost Center

- Financial Management System (FMS) encompasses modules including: accounts payable, receivable, billing, general ledger
- Each module is used in a Cost Center to manage a budget and to organize transactions



ACCOUNTING AND COST CENTERS



- Every transaction or **journal** (travel voucher, purchasing card, eProcurement order, budget transfer, etc.) is assigned to a department
 - Departments have allocated a spending budget for each account within the department
 - Using the elements Cost Center and Account, departments can assign transactions

- After a transaction is generated, it's in the form of a **journal**
- A journal is a chronological listing of transactions, including the amounts, Cost Centers, and accounts that are affected, and in which direction the accounts are affected

- Using the Credit/Debit method, the journal contains at least two accounting entries or lines
 - A credit line appears
 - A debit line (-) appears
- This is an example from an IDT Journal

Unit: DAL01 Journal ID: 0000000027 Date: 02/14/2011 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#)

 *Process:

▼ Lines [Customize](#) | [Find](#) |

Select	Line	Fund	Account	Dept	Cost Center	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	3900	63000	304000	34039008	-700.00		SUSSSCRIPTION SVC TRANS
<input type="checkbox"/>	2	3900	63004	304000	34039008	700.00		SUBSCRIPTION SVC

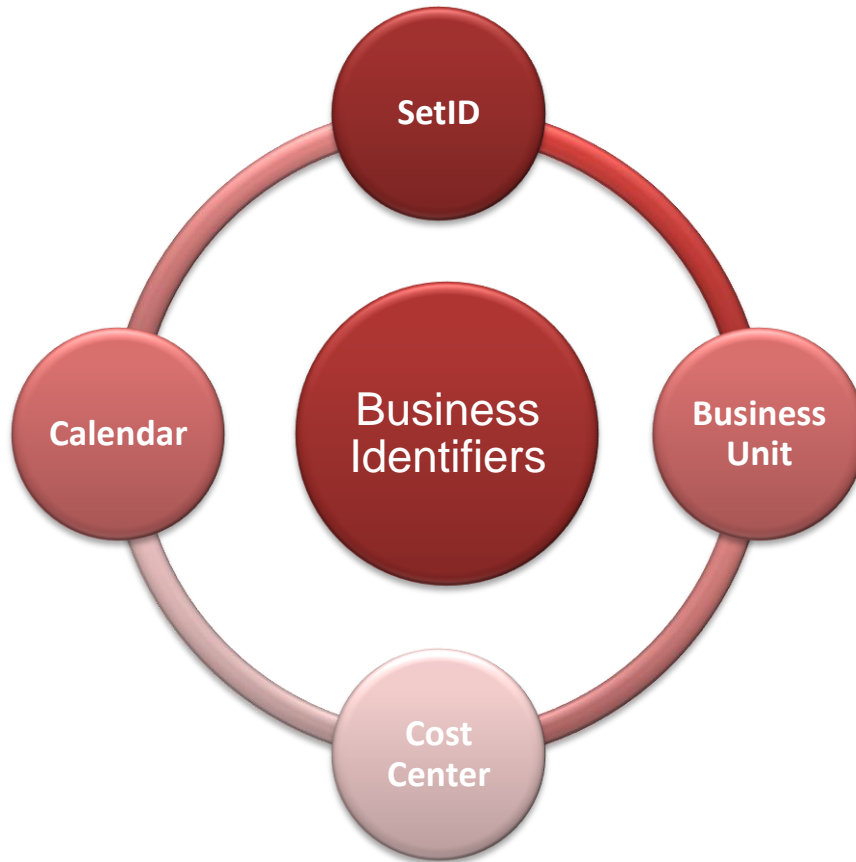
Lines to add:



In PeopleSoft, we use several elements to set up the financial records. The building blocks includes:

- Business Unit
- Department
- Cost Center

You will learn more about how each is used in the following section of the tutorial



Every organization will use several elements to establish its identity in PeopleSoft:

- SetID
- Business Unit
- Cost Center
- Department

Unit: DAL01 Journal ID: 0000000025 Date: 02/14/2011

Long Description: This is to move costs from SQM general to somewhere else in the test environment.

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: 2011

*Source: 6

Reference Number: 02/14/2011

Journal Class:

Transaction Code:

SJE Type:

Currency Defaults: USD / CRRNT / 1

[Attachments \(0\)](#) Commitment Control

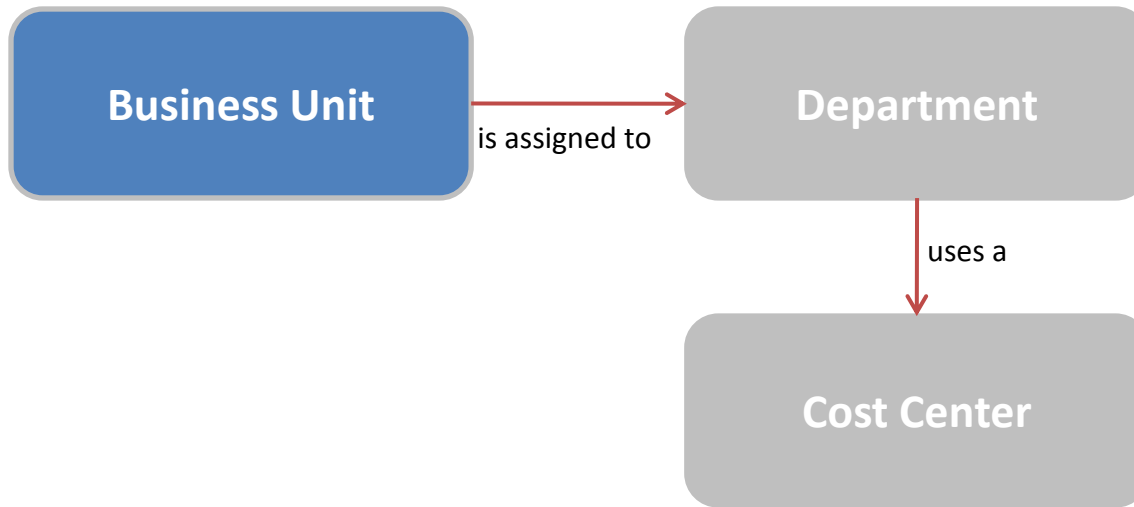
Reversal: Do Not Generate Reversal

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The SetID is used to establish a business and assign it to financial transactions while using the Financial Management System

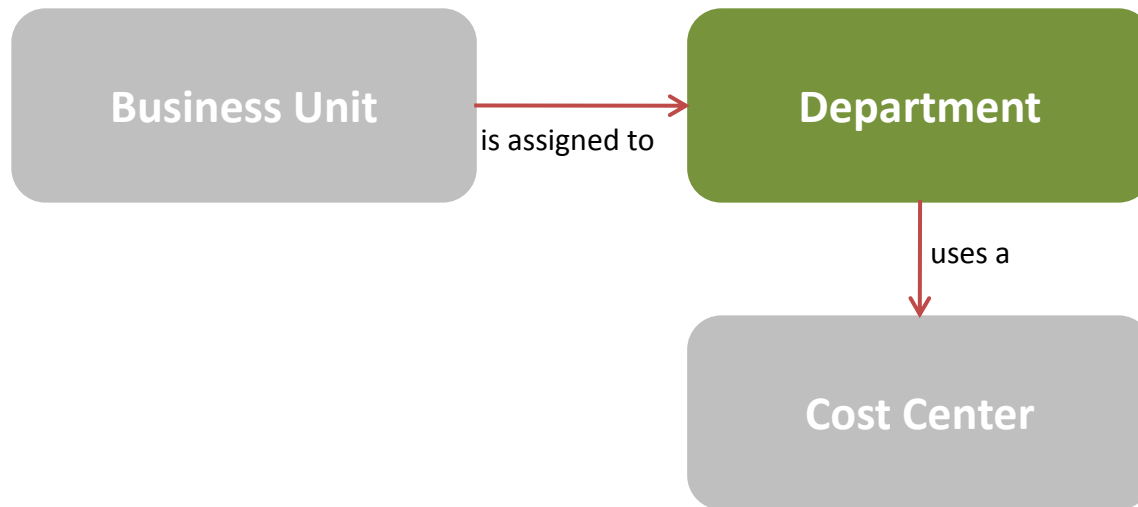
- The SetID for UT Dallas is **DAL01**
- It is created by PeopleSoft Administrators and used in Human Resources and Financial transactions.
- **Note: The SetID and Business Unit can be the same value.**



A business unit is used to group different businesses or universities in a single database

Our Business Unit
DAL01

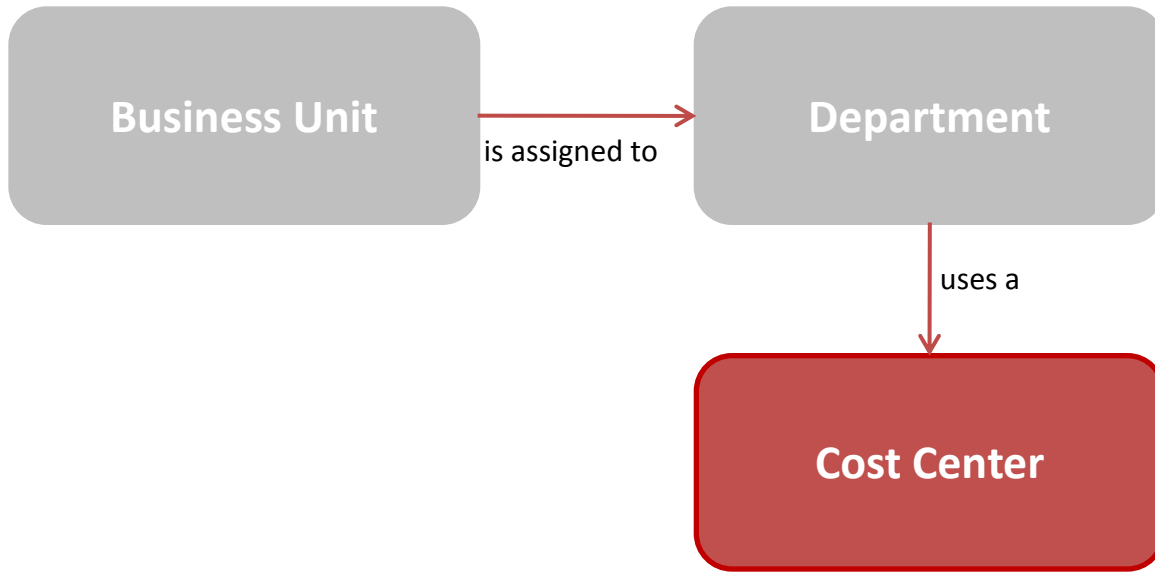
-
- Business units are established to identify each individual company or business entity
 - The business unit is a 5-character alphanumeric field that identifies the owner of the business transactions
 - Additional business units are used for grants, projects, billing and accounts receivables
 - It is required on all transactions



A **Department** is used to organize each school or division at UT Dallas

Examples of a department include School of Management or Information Resources

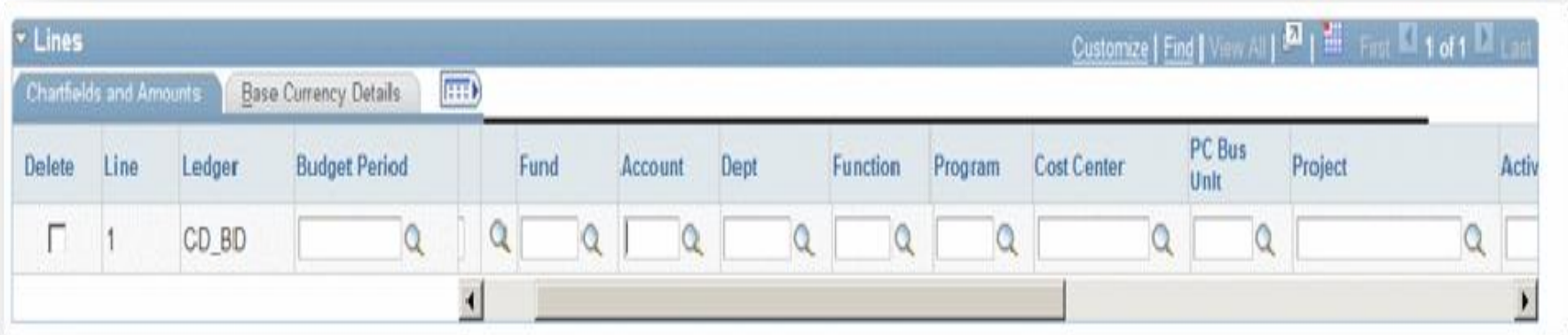
-
- The Department number is a six digit value that is assigned by the Office of Finance
 - A department number can be associated to multiple Cost Centers
 - It is required when you complete any financial transaction using Gemini Financials or eProcurement



A Cost Center is used to define a revenue and expenditure element within every department at UT Dallas

The Cost Center is an 8 digit number

The **Cost Center** is a part of an organization that does not produce direct profit and adds to the cost of running the university. It is required on all transactions on all financial transactions in PeopleSoft including IDT Journal Entry, Budget Transfer Journal, Budget Adjustment Journal, Billing Invoices, Travel Vouchers, etc.



Delete	Line	Ledger	Budget Period	Fund	Account	Dept	Function	Program	Cost Center	PC Bus Unit	Project	Active
<input type="checkbox"/>	1	CD_BD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


ChartField refers to the PeopleSoft term for the individual fields, within the Chart of Accounts. **ChartFields** provide the basic structure to segregate and categorize transactional and budget data.

A ChartField represents only one category of data, but it stores many values that are used to further categorize that same data.

This table lists and describes each of the values of the ChartField. Please review it now.

ChartField	Length	Description
Account	5	Identifies activities such as Revenue or Expense.
Department	6	Identifies the operating and academic units.
Class	2	Identifies the expense purpose defined by NACUBO and OMB A-21.
Program	5	Identifies tuition and fee types for reporting purposes.
Cost Center	Up to 10	Identifies the charge account similar to FRS account.
Project	Up to 15	Identifies specific contracts, grants and construction projects.
Activity	Up to 15	Identifies specific lines of funding or activities for a project/contract.

31021001



SpeedType	Fund	Account	Dept	Function	Program	Cost Center	PC Bus Unit	Project	Activity
<input type="text"/>	<input type="text" value="2101"/>	<input type="text" value="51000"/>	<input type="text" value="301000"/>	<input type="text" value="101"/>	<input type="text"/>	<input type="text" value="31021001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

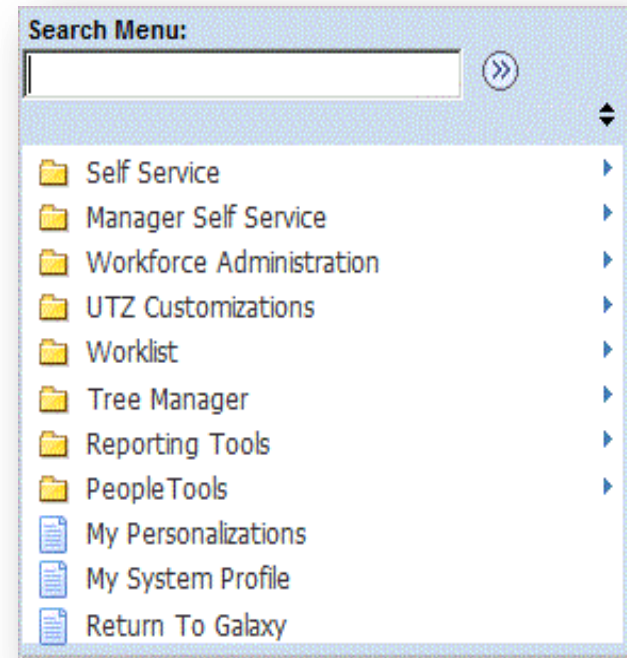
The **Speedtype** is the **same** as the **Cost Center**. Use it to shorten the fields you need to populate on the Accounting Line of a Journal.

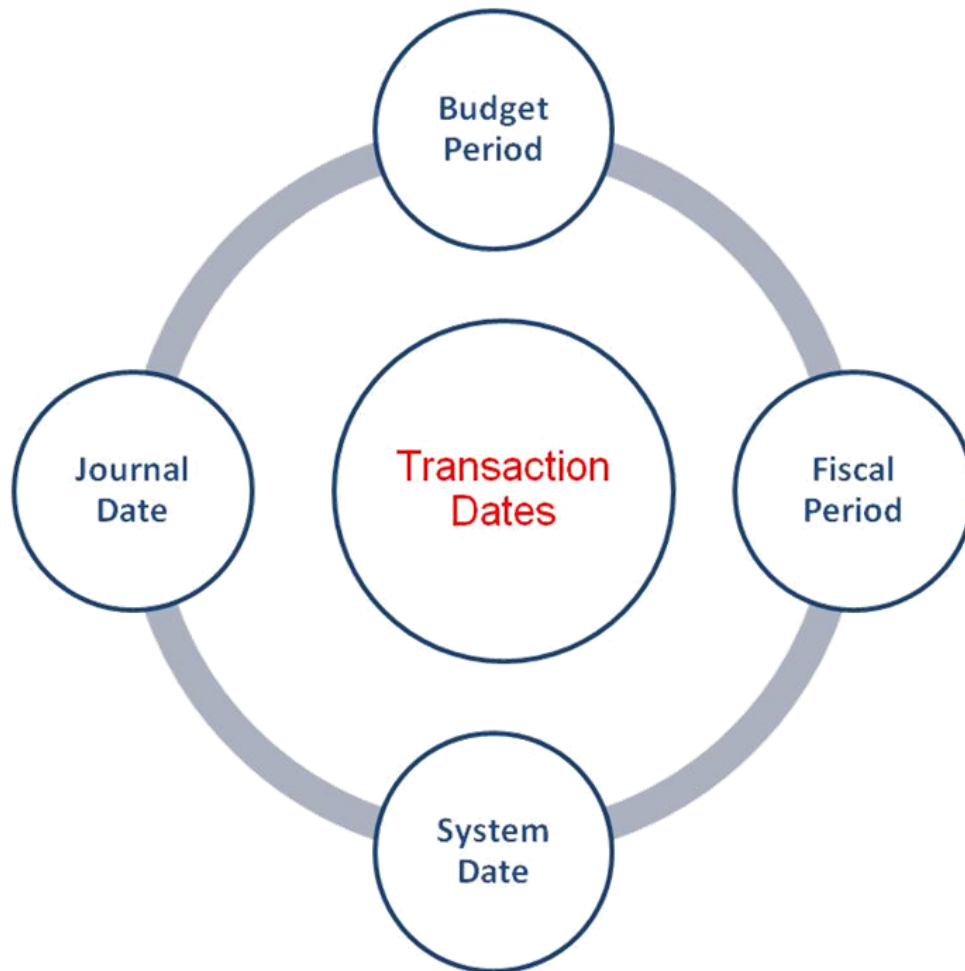


This section, **Accounting and Cost Centers**, presented how we manage financial transactions

You learned about the Business Unit, SetID, Cost Centers and SpeedTypes. When creating financial journals you will use these elements.

PEOPLESOFT TERMINOLOGY





Dates are very important. We use dates to as part of the transactional history of financial journals. There are several types of date activity that is tracked:

- Fiscal Period
- Budget Period
- Journal Date
- System Date



A detail calendar is used to identify accounting periods. When a journal transaction is created in PeopleSoft Financials, the calendar is used to translate the journal date into the correct posting period and year.

The Fiscal Year for UT Dallas is **September 1 through August 31.**

There are several types of dates functionality used in PeopleSoft. The table below describes the most used of those date functions.

Transaction Date	System Date	Budget Period
<ul style="list-style-type: none">• Created when you save a journal• Used to locate journal in the future	<ul style="list-style-type: none">• Used to determine certain dates such as Journal Date, Fiscal Period, etc.	<ul style="list-style-type: none">• Established by the Office of Finance<ul style="list-style-type: none">• Budget Year is the twelve months within the budget cycle• Usually September to August• Fiscal Month is the 30-31 days within each the Budget Year

Default Date (date and time of the server (UTC))

by this Date at: 26 MAR 2003

by this Date Range from: 26 MAR 2003 to: 26 MAR 2003

Effective / Invalid Indicator +/- 1 day(s)

Include NOTAM Indicator

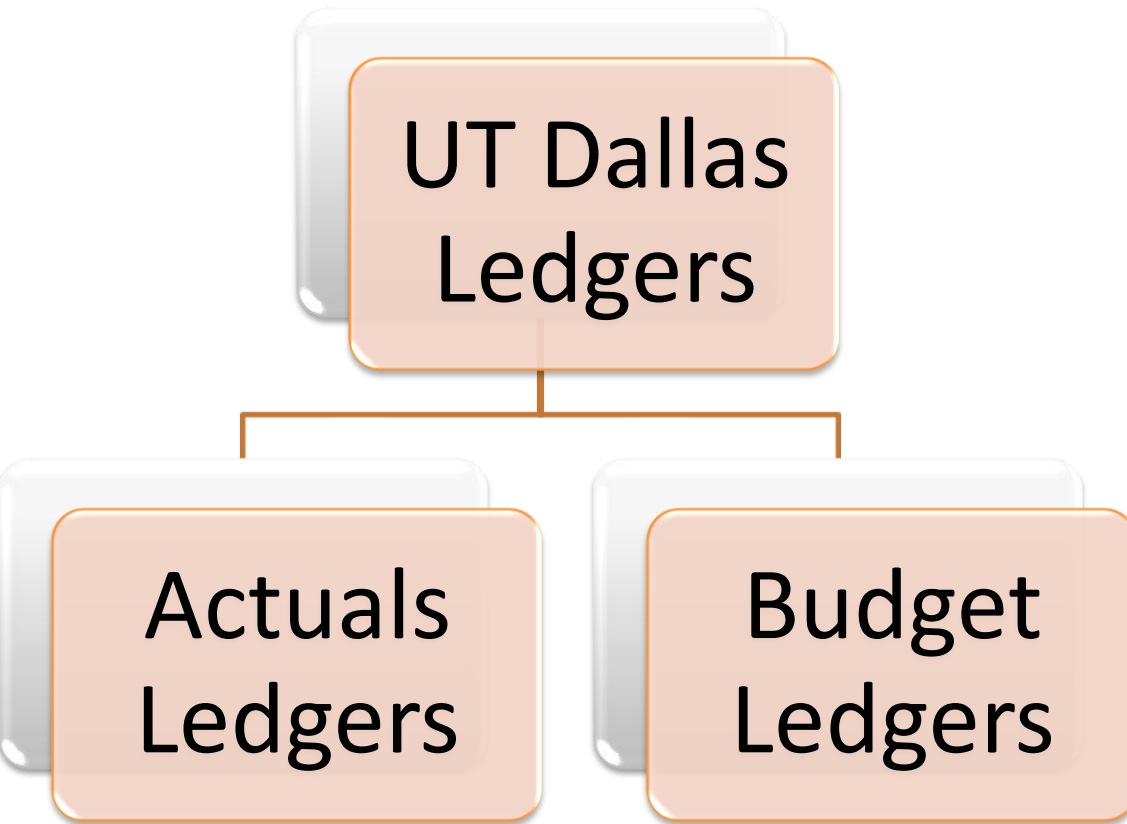
Help OK Cancel

An Effective Date is used to maintain and view a complete chronological record of historical, current and future data

We use it with all personnel history

Each time a new action is needed for a UT Dallas employee, a new row of data is added that includes the date when the action should go into effect. Using Effective Dating, you can have the following type of dates:

- Future – all rows that have an effective date greater than today
- Current – The row with the effective date closest to, but not greater than today
- History – All rows with an effective date less than the effective date on the current row

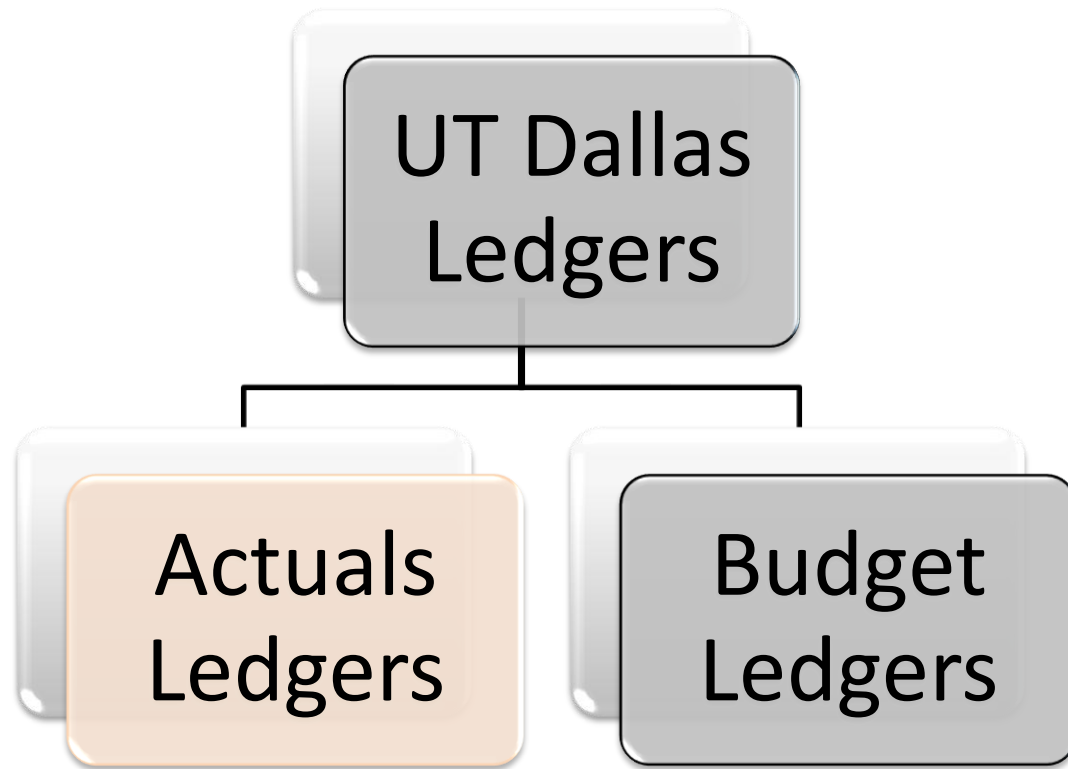


Ledgers store posted journals (or transactions) for a Cost Center by the Fiscal Period and Fiscal Year

They represent a set of books for UT Dallas organized by journal date, and/or accounting period

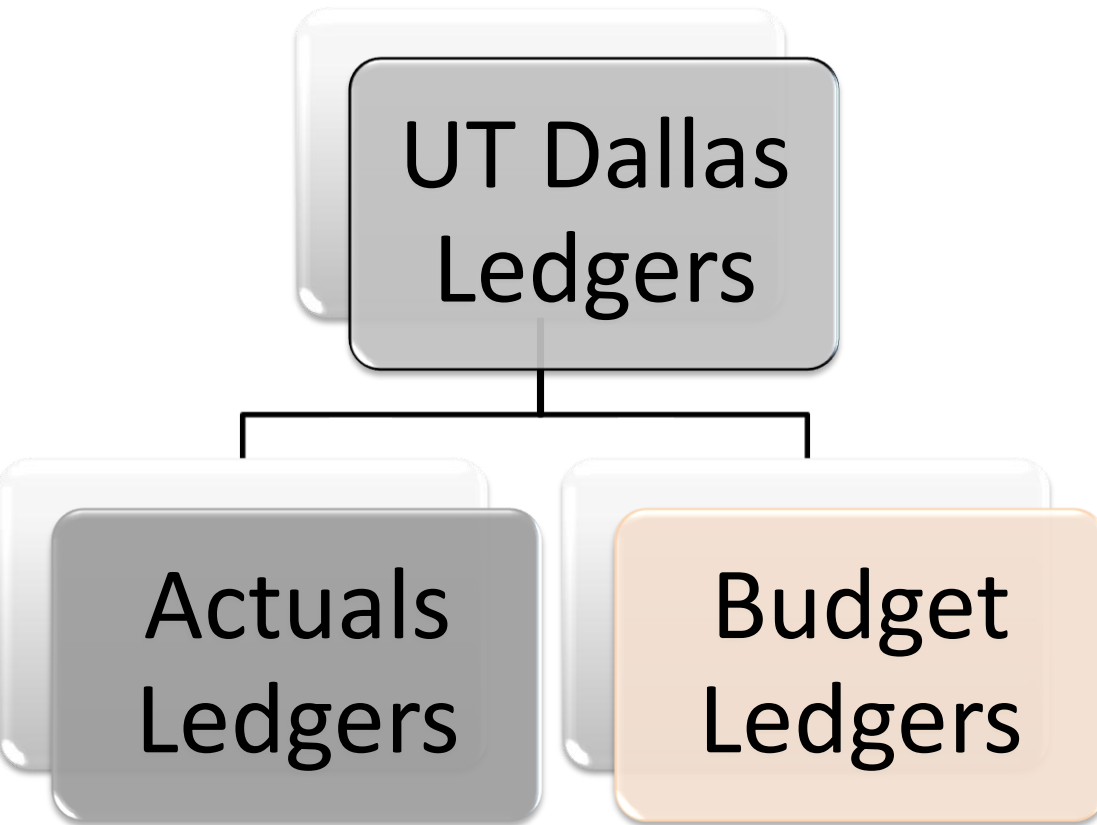
We use two groups of ledgers

- Budget Ledgers
- Actuals Ledgers



The Actuals Ledgers stores all “actual” revenue, expenditure, encumbrance and pre-encumbrance transactions

The ledger also includes transactions to asset, liability and fund balance (net asset) accounts



Budget Ledgers store the budget details for expenses and revenue

The ledgers are updated whenever a transaction successfully passes budget checking

We use the following Budget Ledgers:

- Revenue Budget Ledger (ORA)
- Expense Budget Ledger (OEA)
- Project/Grant Budget (PED)

- Calendars (and dates) are an important element in PeopleSoft
 - We use Effective Date, Transactions Dates (Journal Date) and Fiscal Period is help accurately store and well as retrieve information
- Ledger Groups and Ledgers are used to maintain the accounting of transactional activity
 - There are Transaction Ledgers (ACTUALS) and Budget Ledgers (ORA, OEA and PED)

PEOPLESOFT APPLICATION TOUR

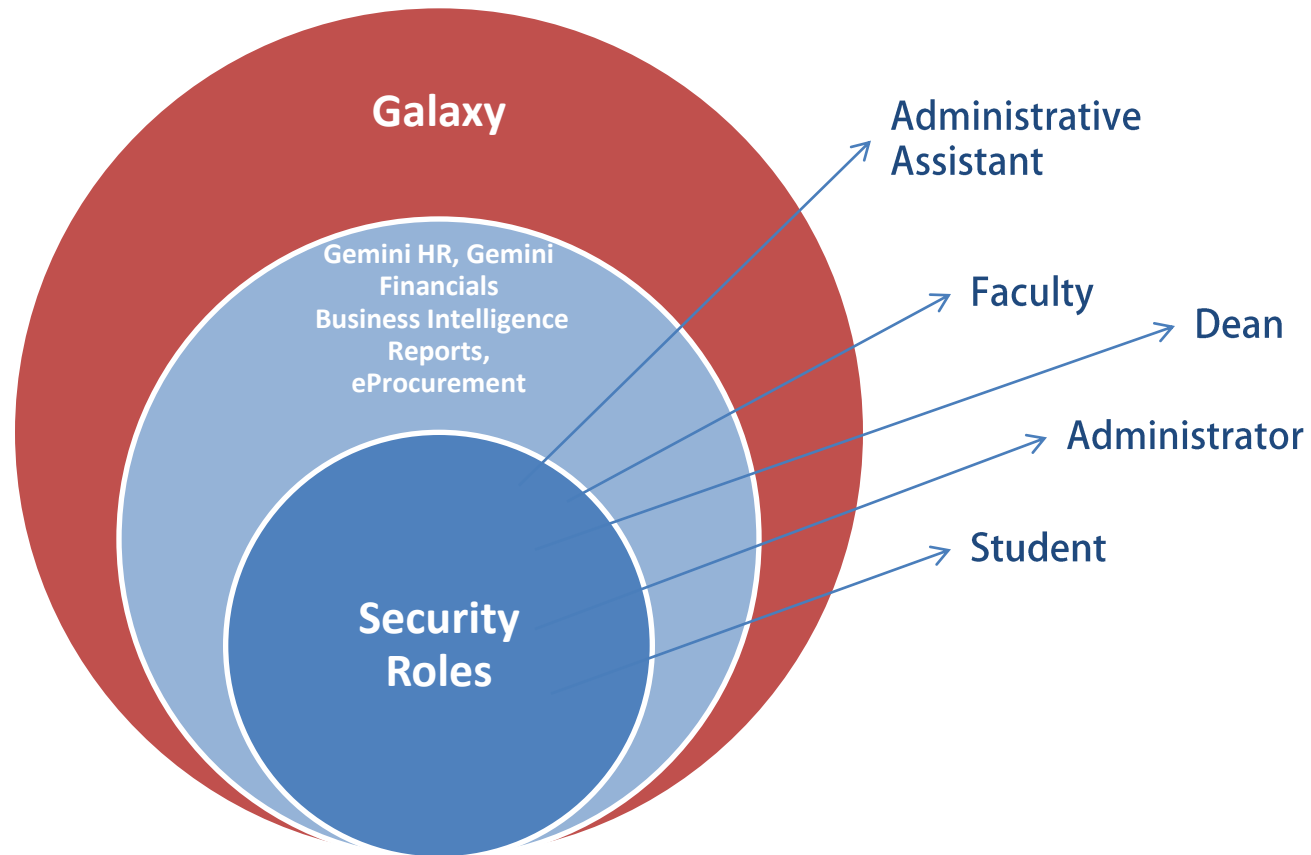
This table lists and describes each of the applications available in the PeopleSoft Financials applications

Name	Description	Navigation
Account Reconciliation	Displays the transactions (revenue and expenses) for a given Fiscal Period	General Ledger custom > Account Reconciliation
IDT Journal Entry	Tool used to create a journal to transfer expenses between cost centers & departments	General Ledger custom > IDT Journal Entry
Budget Overview	Tool used to view any transaction for a Cost Center during the Budget Period	Commitment Control > Review Budget Activities > Budget Overview
Budget Transfer	Tool used to create a journal to transfer budget for expenses only	Commitment Control > Budget Journal > Budget Transfer
Budget Journal	Tool used to create a journal to make an revenue or expense budget adjustment for a Cost Center	Commitment Control > Budget Journal > Budget Transfer
Ledger Inquiry	Tool used to view posted journals for a Cost Center during a Budget Period	General Ledger > Review Financial Information > Ledger

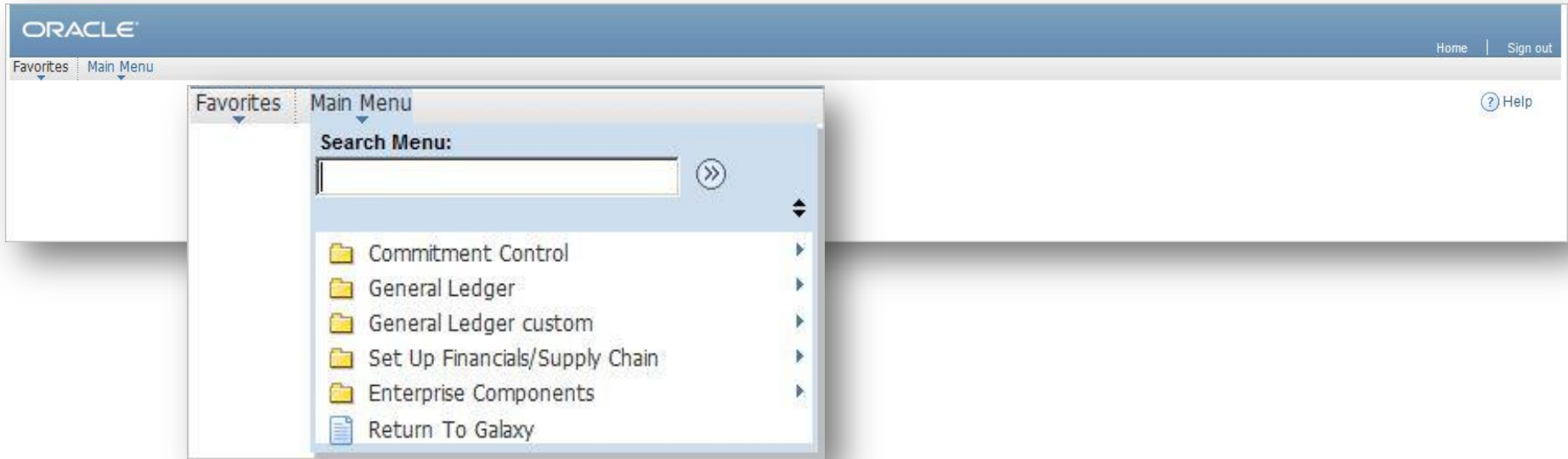
The screenshot displays the UT Dallas Galaxy portal interface. At the top, there is a navigation bar with the UT Dallas logo, the 'galaxy' brand name, and a search box labeled 'Search Galaxy'. Below the navigation bar, the page is organized into several sections:


- Personalization:** Shows 'Content Layout' and the date 'Thu, Jan 6, 11 5:49 PM'.
- My Email:** Includes a link for 'Outlook Webmail' to access a Microsoft Exchange mailbox.
- Toolbox:** Lists several applications:
 - Gemini Financials:** Access to the Financial Management System.
 - Gemini HR:** Access to the Human Capital Management System.
 - OnBase:** Document Management tool requiring a UTD network connection.
 - eProcurement:** Remote purchasing application for authorized users.
- My Menu:** Contains links for 'eLearning', 'My Parking', and 'Staff Tools'.
- System Alerts:** Features a 'Welcome to the QA Environment' message and a 'Routine Maintenance' notice for PeopleSoft systems.
- My Galaxy Training:** Provides access to various self-service training modules such as 'Employee Self Service', 'Financials', 'Human Resources', 'Manager Self Service', and 'Security'.

This is the portal page, Galaxy. Any available applications are found on this page. Access to an application is controlled by the PeopleSoft security.

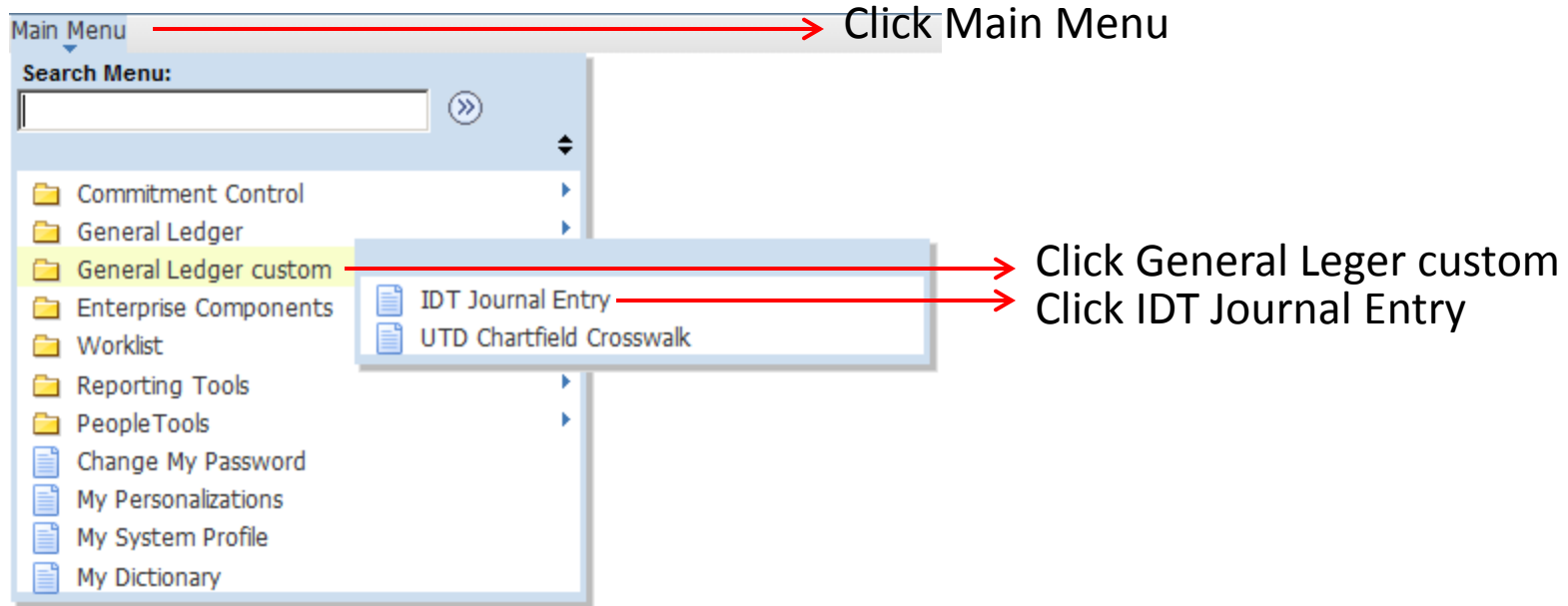


PeopleSoft Security is designed to manage access to data based on the role of the user. For instance, the data viewed by a Research Assistant and a Dean is different. The PeopleSoft Security team is responsible for establishing and managing the security roles within PeopleSoft, Business Intelligence Reporting and eProcurement.



This is an example of a typical PeopleSoft Financials application menu. After clicking Main Menu, you can click any of the available applications that display. Remember that when you see the , there are Sub-menus to view.

This demonstration shows how to use IDT Journal application.



The IDT Journal Entry application is used to transfer transactions between Cost Centers. You are using the ACTUALS ledger. The transaction has already posted but may be in error or not assigned to the correct Cost Center and Account.

You add details (purpose, amount, Cost Center, Account) of the transaction to a journal. The journal is processed.

Business Unit: DAL01
Journal ID: NEXT
Journal Date: 09/27/2011

Add

Find an Existing Value | Add a New Value

Using the Add a New Value folder tab

Click Add button

This is the IDT Journal Entry pages. There are two folder tabs available:

1. Find an Existing Value – use to find already entered journals
2. Add a New Value – use to create a new journal

The screenshot shows a web application interface for creating an IDT Journal Entry. The interface is divided into several sections:

- Navigation Tabs:** Header (selected), Lines, Totals, Errors, Approval.
- Unit:** DAL01
- Journal ID:** NEXT
- Date:** 09/27/2011
- Long Description:** A large text area for entering the purpose of the transfer.
- *Ledger Group:** A dropdown menu.
- Ledger:** A dropdown menu.
- *Source:** A dropdown menu with "IDT" selected.
- Reference Number:** A text input field.
- Journal Class:** A dropdown menu.
- Transaction Code:** A dropdown menu with "GENERAL" selected.
- SJE Type:** A dropdown menu.
- Adjusting Entry:** A dropdown menu with "Non-Adjusting Entry" selected.
- Fiscal Year:** A text input field.
- Period:** A text input field.
- ADB Date:** A date picker showing 09/27/2011.
- Checkboxes:** Auto Generate Lines, Save Journal Incomplete Status, and Autobalance on 0 Amount Line.
- Commitment Control:** A section with a "Commitment Control" label.
- Reversal:** Do Not Generate Reversal.
- Attachments (0):** A link to view attachments.
- Buttons:** Save, Notify, Refresh, Add, and Update/Display.
- Footer:** Header | Lines | Totals | Errors | Approval

Use the Header page to explain the purpose of the transfer, add the appropriate ledger and the supporting documentation. Include the following:

1. Long description (why are you performing the IDT transaction)
2. ACTUALS ledger group
3. Attachment supporting documentation

IDT Journal Entry - Lines

Favorites Main Menu > General Ledger custom > IDT Journal Entry

Header Lines Totals Errors Approval

Unit: DAL01 Journal ID: 0000001016 Date: 03/04/2011 Errors Only
Template List Search Criteria Change Values
Inter/IntraUnit Process: Edit Journal Process Line: 10

Lines

Select	Line	SpeedType	Fund	Account	Dept	Function	Program	Cost Center	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1		3408	51024	304112	101		34134003			
<input type="checkbox"/>	2		3910	48101	304240	101		34239003			
<input type="checkbox"/>	3		3408	10200	304112			34134003			
<input type="checkbox"/>	4		3910	10200	304240			34239003			

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
DAL01	4	3,400.00	3,400.00	✓	✓

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

Use the Lines page to add the Debit and Credits for the IDT. Need to supply:

1. SpeedType
2. Account
3. Amount
4. Journal Line Description

Cost Center Manager approval

The screenshot displays the 'Approval' tab of a Cost Center Manager interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the following information is shown: Unit: DAL01, Journal ID: 0000001062, Date: 03/05/2011. A 'Submit' button is highlighted with a red box. Below this is the 'Approval Status' section, which includes: Unit: DAL01, Approval Check Active: Y, Approval Status: Pending Approval, Approval Action: Approve, and a 'Deny Comments' text area. A red arrow points from the 'Submit' button to the 'Approval Status' section. Below the 'Approval Status' section is the 'UTD Actuals Approvals Stage 1' section, which contains a workflow diagram. The diagram shows three stages: 1. 'Approved' by John R Reeser (UTD JrnI CF1 From 03/23/11 - 05:02 PM). 2. 'Approved' by Daniel C Bochsler (UTD JrnI CF1 To 03/23/11 - 05:33 PM). 3. 'Not Routed' to Multiple Approvers (UTD IDT Final). A red arrow points from the 'Submit' button to the 'Multiple Approvers' box in the workflow diagram. At the bottom of the screenshot is an 'Approval History' section.

Clicking **Submit** activates the **Workflow** approval process. In FRS, this was the Signature Authority process. The approvers receive an alert. Using the **Approval** page, you can track the status of the IDT Journal.

SFS GL Terms & Concepts

Term / Concept	Definition
ChartFields	ChartFields can be thought of as “short codes” that represent a longer string of numbers used to categorize financial and budget transactions. Collectively, these basic fields make up the Chart of Accounts (COA). For example: Program, Fund, and Account.
Ledgers	Ledgers summarize posted general ledger journals for a set of ChartField values by accounting period and fiscal year. Multiple detail Ledgers can be linked together in a Ledger group.
Workflow	An automated process that allows journals to pass from one approver to another for approval / denial. Rules are set up in the system to determine the workflow paths and approval limits.
Budget Check	Compares encumbrance & expenditure transactions against remaining budget to determine if a transaction should be allowed to post.

Key Contacts

Application	Key Name	Email / Phone
Finance questions	Finance Help Desk	reporting@utdallas.edu
eProcurement questions	eProcurement Help Desk	eprocurement@utdallas.edu
Travel questions	Travel - Procurement	
Budget questions	Your Budget Analyst	
Purchasing, Check Request, Vendor setup questions	Paul Watson, Katie Simpson	
All training questions	Letitia Andrews or Patricia Roffe	pstraining@utdallas.edu

- Access to applications is controlled by a Security Protocol
 - Not everyone has access to the same applications
 - Access is role-based (Administrative Assistant, Faculty, Student, Administrator, etc)
- All applications are available from Gemini Financials, Gemini Human Resources, eProcurement or Business Intelligence Reports

If you would like to review a topic presented during this tutorial, use the navigation below to go back to that section

1. What is FMS?
2. FMS Modules
3. Accounting and Cost Centers
4. PeopleSoft Terminology
5. PeopleSoft Application Tour
6. Key Contacts
7. Summary

Thank You for participating in the PeopleSoft Financials Overview Tutorial!

There are other courses offered for Financials including:

- **PeopleSoft Account Reconciliation**
- **PeopleSoft IDT Journals**
- **PeopleSoft Commitment Control**
- **PeopleSoft and Auto Journal Entries Spreadsheet**
- **PeopleSoft Billing**

Visit the Training page at <http://www.utdallas.edu/ir/train/> to see the schedule and to register for classes