

peoplesoft conference 2018 notes

Session A



Accounts Payable Best Practices

Session A | Notes taken by Wendyl Aban

QUESTIONS ASKED

1. Kiva Quezada-Santee: Can you pay all vouchers at once in the system?
2. Silvia McCock: How do you pull/find different voucher(s) ID in the system?
3. Amy Larson-San Dieguito: Only last PO in a multiple PO voucher shows. Is there a way to show all PO's on the voucher?
4. Silvia McCock: Can you pay multiple vouchers with the upload template? Yes.
5. Kiva Quezada: Warrant Cancellation - PO has to be open for the cancellation to work properly.
6. Michelle Flores: Is the actual warrant customized. The bottom third piece is torn off and thrown away. Send a request for enhancement.

ACTION ITEMS

1. Wendyl to send Amy Larson quarterly AP User Group powerpoint to that will answer question #3
2. Breanna to send out information about how to reissue a PO that has been cancelled and crossed fiscal years

Excel & PeopleSoft (HCM Focus)

Session A | Notes taken by Rich Fayad

QUESTIONS ASKED

1. Can you use the "&" with the CONCATENATE?
 - a. Yes
2. Can you use the "&" to combine cells instead of CONCATENATE?
 - a. Yes, you just have to use caution to ensure you have the correct combination of cells and "&".
 - b. You will need to use the equal sign, first cell, "&", then second cell.
 - c. Can also use "&" to combine cells without any separators for vlookup
3. How does Proper work?
 - a. Demonstrated PROPER(text)
4. Did conditional formatting by position for turnover counts but not by employee, is there an easier way? Need count by position, who was in position at end of the year. Need position, id, and date.
 - a. Could try using a pivot table by position and use filters to get the counts.
 - b. Use CONCATENATE to combine fields in order to make them unique first.
 - c. Keep a master and formulas in a separate tab. Refresh the master and the formulas populate with results from the newly loaded master.
5. Use a table capture which is a Chrome extension on a query.
6. Any other Chrome add-ons for PeopleSoft?
 - a. Other hotkey is another type of add-on not specifically for PeopleSoft.

ACTION ITEMS

1. Third Thursday for Excel tips on new and existing queries.
2. Any other Chrome add-ons for PeopleSoft besides table capture and the one that lists the field names on the screens

Making Sure Employees Are Input and Paid Correctly

Session A | Notes taken by Chad Leptich & Darren Ortiz

QUESTIONS ASKED

1. What do you use as a drop dead date for Santee?
 - a. 15th of the month
 - b. First calc is the day before first calc.
 - c. CRC looks at calcs too in order to provide assistance (Becky)
2. What is the name of the workshop that we can attend to learn more about Job Data Sample Setups? (Warner)
 - a. Half-day “Payroll and Finance Data Entry and Module Interaction Troubleshooting Workshop” on Wednesday, November 7, 2018 from 1:00 - 4:30 pm at SDCOE (Linda Vista) in Learning Labs 3-4
3. Is there an easy way to copy one position to another? (Julian Elementary)
 - a. The Initialize button on add/update position info. Be sure to use the effective date correctly or in a way that gives flexibility.

ACTION ITEMS

1. Julian: Will be handling 1099s outside of PeopleSoft. How will info be provided to them? [Note from editor - is this note from this session?]

OTHER:

- All things start with Human Resources, and ends in finance.
- Have compassion for your fellow worker in payroll process.
- Colored sample looks like a great idea.
- Response to question about timing: The old DBT needs to be activated before a change to the department
- Sondra: Deadlines are so important

Payroll Processes That Aren't Routine

Session A | Notes taken by Silvia Avila & Taryn Tarighati

QUESTIONS ASKED

1. Is Excel to CI available on CRC website?
 - a. Yes, available (D.Sanchez)
2. M_AM_District_Balances query only shows active employees, not terminated employees?
 - a. Correct. Only active employees (S.Fernandez)
3. Is there a different versus the system inserting SWB or an employee? (L.Vaca)
 - a. No. Insert a row for SWB with correct effective date
4. Is there a query for Gen_Ded to show a list of employees even if they are inactive?
 - a. No. Submit a HT to CRC to create a query that includes all employees
5. Do you override rates for employees on SWB? (L.Vaca)
 - a. Yes, do rapid time and helps upload(E.Garcia)
6. Do you keep a separate database for your hourly rates? (spreadsheets for employees changing job positions)
 - a. We have spreadsheets that each month will get updated and that helps out a lot
7. How do you handle retros for employees on SWB?
 - a. We have a separate sub positions
8. Do overrides rates for create additional pay changes?
 - a. Yes, the only time it changes if there is a change with pay. Check end dates. Use day after term date
9. What advice would you give to your replacement?
 - a. Follow instructions. When employees are on SWB do not touch them
- 10.Oceanside - How do you code coaching for DBT? (P.Rubio)
 - a. Go to DBT (put coaching earn code), split % of full amount to go to each combo code.
- 11.On upload, can combo code be targeted? (J.Markley)
 - a. It is a customization.
- 12.Are summer hours related to PERS? Coded as sub positions
 - a. Retirement will send a notification to identify employees that need to be retirement eligible.

ACTION ITEMS

1. Notes: L.Vaca - Return from SWB before paysheets are created and system will not bring them back.

PeopleSoft Security 101

Session A | Notes taken by John Vaillancourt

QUESTIONS ASKED

1. Has EBS considered an automated process to remove the roles from a terminated employee versus asking the district to submit a Heat ticket to have them removed?
 - a. It has been considered but since employees can be employed at multiple districts and may still be serving at the old district during transition an automated solution has not been implemented.
2. When querying roles will it show employees that should be at other districts?
 - a. It will only show employees with roles at your district. However, an audit can be performed to identify employees that have left the district but still have access to your district's roles.
3. Is it better to copy the roles of another employee or should particular roles be specified?
 - a. Either way works. It is easier to copy the roles from one employee to another but it is helpful to know what roles an employee should have.
4. If we perform an audit is it necessary to open a Heat ticket for each finding?
 - a. The CRC will work with the client to work through findings. The submission of a single spreadsheet would be a good approach.
5. If districts have access to assign roles would they be predefined?
 - a. Yes, they would be predefined.

ACTION ITEMS

1. None recorded.

Purchasing Best Practices

Session A | Notes taken by Ashlee Cadwell

QUESTIONS ASKED

1. Will the GL Unit ever prepopulate on ePro screen like it used to?
 - a. Need enhancement request
2. On ePro screen clicking clear all will not clear the business unit.
 - a. An enhancement request will be needed for this.
3. On PO will Attention To name automatically show up if multiple names are used?
 - a. No
4. Is the budget check process running against vouchers?
 - a. unknown
5. Can blank page on stores backorders be fixed?
 - a. Consortium has an enhancement request for this.
6. How do we get rid of category codes?
 - a. Inactivate unwanted codes
7. Who has the authority to inactivate the category codes?
 - a. Usually the buyer has this
8. What are the ramifications of inactivating category codes that were used before?
 - a. Jocelyn not sure. Cher said original recommendation was to not inactivate codes that would be used.
9. What is tax exemption tied to? Category code? Can it be tied to category.
 - a. Tied to supplier but tax status can be edited in category
10. Why are category codes tied to object codes?
 - a. Delivered functionality
11. When you mass dispatch and store digitally are they kept by individual PO?
 - a. No, they are saved by bunch.

ACTION ITEMS

1. Chris will do enhancement request to prepopulate GL Unit on ePro screen.
2. Chris will do enhancement request to keep business unit on ePro screen when clicking clear all.
3. Jocelyn will find out if budget check process runs against vouchers still.
4. Sally will provide instructions on how to inactivate category codes.

5. Jocelyn will look into ramifications of inactivating codes
6. Category code default/override functionality is not working properly. Sally and Jocelyn said they would investigate. Jocelyn asked users for exact steps that lead to this.

Retiree Benefits

Session A | Notes taken by Von Nguyen

QUESTIONS ASKED

1. Is there a generic retiree position? (San Ysidro, Carlsbad)
 - a. Each position should have a unique position. Job codes are generic. (San Dieguito)
2. Who handles position management? (AR, EBS)
 - a. HR handles it all (Carlsbad)
 - b. HR handles the initial termination, and Payroll/Benefits does everything else (TM, Cajon Valley)
3. Who handles DBT?
 - a. Benefits handles DBT and manages (Poway)
4. How is communication handled between different teams? (TP, San Dieguito)
 - a. PCAs (Carlsbad)
 - b. Notify HR with paperwork (Poway)
 - c. Communication between Finance HR, Benefits and Payroll (payline override, all other items in payroll) due to strict controls. (TP, San Dieguito)
5. Are retirees maintained in Digital Schools, for those that use that system? (Lakeside)
 - a. Yes, double-entry (TP, San Dieguito)
 - b. Personnel does Digital School, I'm the only in HR who does with Benefits (Carlsbad)...We're using Digital Schools for ACA.
6. For those of you use Benefits in Digital Schools, what are you using to the Benefits? Does Digital Schools it send interface file? (CF, Poway)
 - a. It doesn't send an eligibility file to the carrier or doesn't feed into Benefits? (San Dieguito)
 - b. We handle our enrollment via Benefit Bridge to the broker (SV, Oceanside)
 - c. We use Digital Schools to track salary and benefits increases (Donna Caperton).
7. Can we future date open enrollment? (San Ysidro, Escondido Elementary)
 - a. We've done before (San Dieguito)
 - b. Yes, but just check with us since you should be aware that you have set up your dates (AR, EBS)
8. If retirees have a secondary position with a savings deductions, how is that handled (Poway)
 - a. I just show them the enrollment because the employee might have a big deduction that they do not need to take (Carlsbad)

- b. I show Payroll to terminate the benefits, but they still want them to apply them (Poway)

ACTION ITEMS

1. Can you add retiree encumbrance as you review the retiree benefits (LG, Cajon Valley)
2. How is COBRA handled with Retiree Benefits?

Site Budget Monitoring

Session A | Notes taken by Ron Pantaleon & Shauna Stark

QUESTIONS ASKED

1. Can columns on BUDGETS OVERVIEW be compressed?
 - a. Kay: Don't know if they would stay, can change order, sort, etc.
2. Is Budget Status Report as of today?
 - a. Kay: Yes, there isn't a period on the run control so it is as of today.
3. When you trained the sites, did you train principals or office staff?
 - a. Kay: I trained them both. The principle often sat in. I had the site staff run the computer so I could help them with the system and with Windows / Computers in general.
4. Do you let them see expenses allocated to their sites?
 - a. Yes: we show them that amount, donations, LCFF, site allocation \$25 per ADA, they can see those in the spreadsheet that Seth sends them.
5. When they get the spreadsheet, can they filter to see other sites?
 - a. Seth: Yes, they could filter it to see other sites.
6. Mark Pong: How often do you send it out?
 - a. Once per month
7. Do sites complain because it is a month behind? Out sites say they can't rely on it because it is a month behind? Do you have that?
 - a. Yes, we tell them that recent changes may not be reflected. Sometimes they say that the amount in the s/s is not what is really available, remind them that it is as of middle of month.
8. So you tell them when they are getting low on budget?
 - a. Yes, I contact sites to give them a heads up that they might want to watch a certain account.
9. Will you share the spreadsheet?
 - a. Yes my email is in the handout, feel free to email me for it
10. Mark Pong: Donation accounts: how often do you update that? B/C deposits are not always deposited right away?
 - a. Seth: They let people go negative because of this.
11. Olivia: Share favorite screen or query
 - a. Mark Pong: M_GL_DETAILS_PO because it shows all the detail including Journal entries.
 - b. Seth: Their sites don't have a lot of accounting experience, so they want it simple

c. Amy: They send one of the KK queries. Schedule queries is great.

12.T.Darr: How do districts handle extra hours questions from sites, maybe from people who are not in PS yet?

a. There is not a great way,

b. Kay: Some sites to manual encumbrances ; Seth: Have to remember that you have those manual encumbrances.

c. M_PA_TIMEFIELD_AUDIT: good query to see what is sitting out there, sees account code

13.Zandy: Have you implemented a soft close for the month?

a. Seth: Yes, we found that the middle of the month is best. If send it out at the wrong time, the encumbrance & transactions might not be

b. Mark Pong: want only one email for when payroll is done

i. Amy: Likes the multiple emails so she can start working with the data.

14.T.Darr:

a. M_GL_Detail shows posted and unposted unlike FAR_GL_DETAIL, it has an indicator to tell you whether something is posted or not.

15.L.Wigg: When you are processing for payment how long does it take to show up on reports

16.M. Satterlee: has two queries that help districts know what is processed.

17.Question re com warrant notification they don't know if something has been held or not. Seth has to ask someone in the AP department whether something is being held.

18.G. Breen: Is there a way to automate the work that Seth and others are doing?

a. Amy: BI Dashboard can help with that. End goal is to push a button and get info filtered and formatted. Has Budget & Transactions but no enc, so they will be working on them.

19.L.Lee: I set up reports to be scheduled and go to the sites with a run control for each site to give them just their info and I can update it as they want. Then works with the districts to help them understand what they are seeing.

a. Some districts leave out the payroll and only focus on what they have control over.

b. Olivia: Do you teach them to go into Budgets Overview? A: No, we send them the report.

c. Seth: They have classes for some site admins who want to see more of their data. Google share drive with instructions on how to do things like run a query.

d. Kay: Some districts do Monthly training to help them understand all of the date.

20.A pilot district, screens are cluttered with run controls, can that be cleaned up?
Kay: Run controls are here to stay for now.

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Session B



Accounts Payable Roundtable

Session B | Notes taken by Wendyl Aban

QUESTIONS ASKED

1. M.Flores (Lemon Grove): Having an issue with AP WorkCenter. Using the budget check process in a control district the processing takes about 15 minutes. It takes longer than budget checking each voucher. Does anyone else have this issue?
 - a. Yes.
2. Breanna Gentsch - Is there a bulk submit for approval?
 - a. A.Rangel (SDCOE) - There is a process, but due to security issues SDCOE cannot submit this process to districts as the moment.
3. Breanna Gentsch - What do districts do with open PO's as the fiscal year comes to a close to keep these open PO's from rolling into the next fiscal year?
 - a. Lemon Grove sends out a mass email to stop purchasing by mid-April so they can close all open PO's.
 - b. S.Walden (SDCOE) - While in Escondido, the CBO was the only person that can approve a purchase order past the purchasing cutoff date. The requester will have to give a compelling reason for this purchase.
 - c. Jonathan Meraz - Call the specific vendor (like Office Depot), and tell them to freeze the account past specified date.
4. Breanna Gentsch - Who has a reimbursement policy that is strictly enforced?
 - a. M.Flores (Lemon Grove) - New administration came in and instructed staff that they have to submit a PO for approval.
 - b. S.Walden - While in Escondido. If requester did not submit PO through system, then they are penalized a percentage or \$50 whichever is greater.
5. Do you reimburse gratuity on meals?
 - a. Jonathan M - Solana Beach does not reimburse.
 - b. A.Rangel - The board dictates how much can be reimbursed.

ACTION ITEMS

1. None recorded.

Excel & PeopleSoft (HCM Focus)

Session B | Notes taken by Rich Fayad

QUESTIONS ASKED

1. What do the quotes do in CONCATENATE?
 - a. The values within the quotes tells Excel that the values are not coming from a cell, in other words they are hard-coded values.
2. Practical uses of CONCATENATE?
 - a. Use CONCATENATE to combine Employee ID and Empl Record separated by a dash.
3. Can you only include the first few character of a cell when using CONCATENATE?
 - a. Yes, you can use the LEFT, RIGHT or MID functions within the CONCATENATE, e.g. =CONCATENATE(LEFT(B2,3),"-",C3) will take the left 3 characters in cell B2, and put a dash between them and the values in C3.

ACTION ITEMS

1. None recorded.

HR/Payroll (Larger District Focus)

Session B | Notes taken by Jason Cohee

QUESTIONS ASKED

1. Retired IA coming back, which Empl Class would the employee fall under?

ACTION ITEMS

1. Create answers to the chance questions and post/email out to attendees.

TAKE-AWAYS:

1. Difference in Pay 10 Month vs 12 Month.

HR/Payroll (Smaller District Focus)

Session B | Notes taken by Joan DeKoven & Von Nguyen

QUESTIONS ASKED

1. If you have an MCOP set up and it a separate line on the DBT why is it not following the DBT? (Laura-Encinitas)
 - a. This is because MCOP rolls up with salary and shows as REG pay. For an MCOP the DBT will need to have the REG separated out. Figure out the % of pay that the MCOP is and the % of pay that the salary is and split the #1 sequence out so it will follow correctly. If Additional pay it can have a separate line on the DBT. (Becky, EBS & Sondra, Ramona)
2. For a retiree has benefits, should the retiree position be primary? (BH,Lakeside)
 - a. Yes (BF, EBS)
3. If you hire someone at your district can you get an error message that says employee already has a primary job? (Courtney Foster-San Ysidro)
 - a. This can be ignored. Employee may have primary job at a different district.
 - b. Run the primary job query.
4. Add employment instance not showing correct comp rates is this fixed?
 - a. This is still being worked on.

ACTION ITEMS

1. Send out Primary job query.

Payroll Suspense

Session B | Notes taken by Silvia Avila

QUESTIONS ASKED

1. What steps you take to avoid suspense? (A. Galindo - SDCOE)
 - a. Run queries to see if any will hit suspense for timecards and paysheets and enter corrections.
2. When is the best time to clear queries? (A. Galindo - SDCOE)
 - a. After the first pre-calc.
3. Best practices to clear suspense?
 - a. Create a checklist (sample handout)
 - b. Run queries
4. If there is no budget assign, where everything goes?
 - a. It can be found on BetterPEDR under suspense
5. Encinitas has instructions to Do Not use Correct Suspense Entries screen (S.Smart)
 - a. Yes, they need to be cleared out
6. If changes to department and not DBT, it will charge to incorrect department.
7. If active DBT and changes, query only pulls positions with no active DBT
8. On Journal Entries (T. Darr, Carlsbad) how do you identify the changes after you saved the report?
 - a. Added months to identify the month changed. Employees have multiples changes in a month
9. Returning retirees - Retirement benefits goes to suspense. Known issue
10. If something went wrong with employees' check, the 3400 ends in suspense. If you are paying something on the off-cycle the system doesn't like it - known issue
11. When clearing and crossing funds, always clear to and from.
12. Navigation to clear suspense: Main Menu>GL>Journals>Suspense Correction>Correct Suspense Entries - You can find it on CRC Third Thursday Demo (3/2017)

ACTION ITEMS

1. None recorded.

Purchasing Roundtable

Session B | Notes taken by Ashlee Cadwell & Chris Manese

QUESTIONS ASKED

1. How does warehouse know what school to take items to if they don't get a hard copy of PO?
 - a. They can look in PS
2. How many sites have Sally and Mark visited?
 - a. 20
 - b. Another district will be visited tomorrow 10/23
3. How can new requester see reqs done by previous employee?
 - A. CRC can give access to this by HEAT Ticket
4. How can a site see all reqs done by their site?
 - A. pull query and sort by site.
 - B. maybe an access issue?
5. Can reqs show total amount on stores reqs?
 - A. it does not but Sally said to add this to action items
6. Change payment terms on PO

ACTION ITEMS

1. Need to add comments to POs that have already been completed
2. POs unknown (district specific) query that Debbie has make public for everyone
3. L.Holt wants query that shows all expenses, reqs and POs against a budget code
4. Make query M_REQ_PENDING_APPROVER_014 public for other district use.
5. District should be able to see requisition history from an employee that is no longer with the district. May need to submit a HEAT ticket or run queries.
6. Total dollar amount on the Stock Order, they don't know how much the dollar amount is for the req? Other districts run a query.
7. Notes on POs after its been dispatched/closed. Is there a way to add a notes field?
8. REQ_STATUS_APPROVER_ID - Query does not work, need to able to see each approver and how many pending reqs. There is a similar query available. Sher Hoff shared her private query: M_REQ_PENDING_APPROVER_014 which was made for her. EBS will develop a new query and make it public for district use.

ENHANCEMENT REQUESTS - Forms submitted by districts

(Purchasing: Requisitions)

E2: Add the field SUPPLIER NAME to the printed requisition form - Yes

E3: Add the Budget Code/ChartString and requisition number to the printed requisition form - Yes

E17: Add stock number to Requisition form - Yes

(Purchasing: ePro)

E1: Want the ability to save (Save for later) a partially completed requisition before entering the chartfields - Yes

E51: Ability to change the accounting date on ePro requisition - Yes

(Purchasing: Purchase Orders)

E16: Add site and requisition number in the purchase order inquiry page (within Review PO info) - Yes

E28: Update Default payment terms - Yes/No 50/50 - Requires more discussion with districts

E44: Ability to change the supplier after dispatching a PO - Yes

E45: Allow a buyer to change the PO UOM - Yes

(Purchasing: Purchase Orders PO Form)

E6: Print school district name on the ship to on PO - Yes

E8: Remove district code and the leading zeros from PO number - Yes

E9: Add Chartstring to PO - Yes/No 50/50

E10: Print Fixed Asset on PO when it is a fixed asset - Yes/No 50/50

E43: Add Page numbers to PO - Yes

E46: Make PO number larger on PO - Yes

(Purchasing: Integration)

E15: Set up PO Punch out for Amazon - Yes

E100: Mass upload template for non stock items

Query Manager FIN and Favorite Finance Queries

Session B | Notes taken by Darren Ortiz and John Vaillancourt

QUESTIONS ASKED

1. When are the next QM training sessions available? (J.Tarantino)
 - a. Nothing scheduled at the moment. Hoping to have them quarterly.
2. Is there a standard form to receive your superintendents authorization?
 - a. There is a form on the CRC website on the “Links” page in the “Requests” section.
3. Is there a way to share queries when a Query Manager leaves his/her district?
 - a. Share the queries with another query manager before you depart the district.

ACTION ITEMS

1. Have a centralized place to go to look at queries that benefits all districts.

Time-Saving Tricks

Session B | Notes taken by Shauna Stark

QUESTIONS ASKED

1. On Home page layout, how do I move My Reports to the right?
 - a. Leah showed and recommended keeping pagelets in their own window.
2. Removing tabs, would that work in HCM?
 - a. Yes, on any page, click on Personalization and look for tab order.
3. Once you set tabbing, does it work for all [screens} or just the one you updated?
 - a. Leah: Just the one you updated. There is a way to copy the tabbing, but I did not try that.
4. Miranda: If you put personalization, do those personalizations copy into the job data record? If set personalization on a page, does it also personalize. Like job data, if you add a row, will the tab order work for the new row?
 - a. Leah: Yes, I believe it will. I would assume so. I will check it in the system [see Action Items below for reply].
5. Will Ctrl-Shift_J help you find things in advanced search?
 - a. Leah: Yes: Did advanced search of "Account" to find queries with that field.
6. On HCM pages, do Ctrl-F: to find the record that you want.
 - a. [Update from Leah: The example that Miranda provided was looking for a specific Personnel Action Form on the PAF (SDCOE Custom).]

ACTION ITEMS

1. Find out if page personalizations work on the new line when adding a line on a page.
 - a. I tested Personalize Page using Enter Budget Journals in SDFX. See next page.

It looks like page personalization (tabbing) will work on new rows that are added, as long as the first row is set up with the personalization. Below is a screen capture of the page personalization. Notice that the tab numbering does not exist for Line 2, which indicates to me that whatever the tabbing order was set up for Line 1 would be followed with Line 2:

The screenshot shows the Oracle Budget Journals interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Commitment Control', 'Budget Journals', and 'Enter Budget Journals'. The Oracle logo is on the left, and 'Home', 'Worklist', and 'Sign out' are on the right. Below the navigation bar, there are buttons for 'OK', 'Cancel', 'Copy Settings', 'Share Settings', and 'Delete Settings'. The main section is titled 'Page Personalization' and contains several checkboxes for personalization settings. A section for 'Tabbing Order' includes buttons for 'Clear Tabbing Order' and 'Restore Default', and radio buttons for 'Include in Tabbing Order', 'Remove From Order', 'Move Up in Order', and 'Move Down in Order'. Below this is a 'Budget Header' section with fields for 'Unit 01100', 'Journal ID NEXT', 'Date 10/23/2018', 'Budget Header Status None', and 'Approval Header Status Not Submitted'. There are also buttons for '*Process Post Journal', 'Submit For Approval', and 'Process'. The main part of the screenshot is a table with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, SpeedType, Fund, Resource, Goal, Function, Object, Site, Oper Unit, Proj Year, Set Options, Currency, Amount, Rate Type, and Exchange. The table has two rows: Line 1 and Line 2. Line 1 has values for all fields, including 'KK_DET_BUD' for Ledger, '10/19' for Budget Period, '10/19' for Fund, '0915000' for Resource, '0000' for Goal, '0000' for Function, '00000570' for Object, '0000' for Site, '0000' for Oper Unit, '0000' for Proj Year, 'Set Options' for Set Options, 'USD' for Currency, and '1.00' for Exchange. Line 2 has 'KK_DET_BUD' for Ledger, and 'USD' for Currency, but other fields are empty. Below the table, there's a 'Lines to add' section with a 'From Line' field set to 29 and a 'To' field set to 30, and a 'Generate Budget Period Lines' button. A 'Totals' row is at the bottom of the table.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	Set Options	Currency	Amount	Rate Type	Exchange
	1	Not Submitted	KK_DET_BUD	10/19	10/19	0915000	0000	0000	0000	00000570	0000	0000	0000	Set Options	USD	1.00		1.00
	2	Not Submitted	KK_DET_BUD			1400	0915000							Set Options	USD			1.00

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Session C



Advanced DBT and Positions

Session C | Notes taken Leah Bubl & Joan DeKoven

QUESTIONS ASKED

1. Which district has the same person do DBT and Position update? Which district has different people? Is there Communication between the two?
 - a. One district: one updates the DBT and an email is sent to the person that updates the position change.
2. What do you do about july 1 dept changes.
 - a. District will have two record (answer)
 - b. Becky asked Joan how to do July 1 dept changes: future date to 7/1 some changes and wait for it to roll, and it depends on when the roll happens. SDCOE rolled 6/25.
 - c. Becky will sidebar with the district that is sitting next to Justine @ Oceanside on effective dating for DBT rolls-Teri Darr-Carlsbad
 - d. Becky will write out one page about best practice on how to roll DBT.
3. What query should be used that shows DBT for inactive positions and DBT is still active?
 - a. There are multiple queries for the DBT. These are on CRC website
4. What is the recommended way to correct a code that happened in a payroll run months before?
 - a. Have finance do a journal entry.
5. Do you have a list of queries that will help with DBT cleanup?
 - a. The list is on CRC Guides
6. Beth comment for Q10: Encinitas does a journal and a PAF is submitted to change funding.
7. Teri Darr _CarlsbadShort Work Break: staffing in June, July, and August. Can changes be done to position prior to short work break? If checkboxes are unchecked SWB is inserted on Job Data and makes them inactive. If job data row is inserted the line that flows through to Job Data can cause employee to receive pay. Payroll will have to be monitored to make sure there is not pay if position is changed.
8. Laura Vaca: will a course be created by CRC for DBT training
 - a. Send a message to Peyri

ACTION ITEMS

1. Becky will write out one page about best practice on how to roll DBT.
2. Becky will sidebar with the district that is sitting next to Justine @ Oceanside on effective dating for DBT rolls
3. Becky will send out list of queries for DBT clean up

Becoming a “Control Budget” District

Session C | Notes taken by Darren Ortiz

QUESTIONS ASKED

1. What are advantages and disadvantages between track and control?
 - a. When req comes through you know your control parameters, so fiscal team only has to check that chartfield is correct
2. How often do you have fiscal team clean up budgets?
 - a. Monthly
3. When is budget stopped?
 - a. At the requisition level
4. Where is Josh’s spreadsheet available?
 - a. Josh’s own personal spreadsheet

ACTION ITEMS

1. Create budgeting tool standard to all districts (Lisa Davis)
2. Better written queries for budgeting (Lisa Davis)

Benefits Best Practices

Session C | Notes taken by Todd Conn

QUESTIONS ASKED

1. Would like to see eligibility rules?
 - a. Will work with districts to confirm rules.
2. Terminations for benefits didn't terminate correctly?
 - a. Submit a heat ticket with a spreadsheet of employees that didn't terminate correctly.
3. If we have an employee who has to pay over time, can you use the paylines to do it?
 - a. Not sure you can at this time.

ACTION ITEMS

1. Update Benefits Guide to talk about On Demand Events and how to re-open or close old or current events.
2. Would like to delete unnecessary events (Pay, Misc, ect...).
3. OnLine Enrollment.
4. Errors that cause someone not get paid.
5. On final calc to get report of errors with employees who didn't get paid.

Excel & PeopleSoft (FIN Focus)

Session C | Notes taken by Kay Pugh

QUESTIONS ASKED

1. How did you get the formula to COPY all the way down?
 - a. Use the corner of the cell select; the cursor will turn into a + sign. You can click the corner and drag down or double-click. Often it will copy down as far as the column next to it has data.
2. How do you use CONDITIONAL FORMATTING (put the same color) across a row instead of a column?
 - a. It works the same as the column, you set the parameters to refer to information in any of the other cells. You can add a new Rule to create the conditional format you'd like if it doesn't currently exist as a part of the Excel version you are using. Select New Rule in the Conditional Formatting menu.
3. How did you widen the column so quickly?
 - a. You put the mouse on the the line between the column letter headers/labels and double-click. It will automatically make the column wide enough to accommodate the largest entry. It works for rows too by putting the cursor/mouse on the line between the row numbers off to the left and double-clicking.
4. How does the dollar sign work to restrict data when you copy a formula?
 - a. The dollar sign refers to an ABSOLUTE VALUE in a formula when you need some parameters not to vary when a formula is copied.
 - b. \$E2 will keep the column as E if a formula is copied left to right.
 - c. E\$2 will keep the row as 2 if a formula is copied top to bottom
 - d. \$E\$2 will keep cell E2 in the parameters of a formula no matter where that formula is copied in the spreadsheet.

ACTION ITEMS

1. Try to find a tutorial, away from Excel help, on how to do the conditional formatting across a row instead of down a column.

HCM Excel-to-CIs

Session C | Notes taken by Jason Cohee & Jim Collis

QUESTIONS ASKED

1. Can all of the fields on Position Data can be added via the Excel-to-CI? Can a position be inactivated (Change in status) or changed to another position number?
 - a. Contact the CRC and utilize a workflow for this, but we need to verify.
2. What is the timeline for submitting payline adjustment Excel-to-CI to be submitted?
 - a. 5 business Days
3. Would you be able to terminate time reporters with the time reporter data Excel-to-CI
 - a. Yes, that can be done.
4. What if you have a entries with different account strings in the Rapid Time Excel-to-CI?
 - a. That can be done.
 - b. You enter it with the combo-code not the account string.
5. Do changes in the absence balance adjustment get captured in history?
 - a. Yes.
6. DBT updates with Excel-to-CI by position?
 - a. One does not exist, unsure if possible. Added as action item.
7. Why is the retro split amongst many paylines?
 - a. For retirement purposes/reporting.

ACTION ITEMS

1. Time Reporter Data query to view Workgroup, task group, status etc.
2. There is an assign work schedule query to verify the results of the m_tl_sched_assign.
3. Do we have a CI form the DBT to add combo codes? Check into this.

HCM Excel-to-CIs

Session C | Notes taken by Jason Cohee & Jim Collis

QUESTIONS ASKED

1. All of these fields can be added via the Excel-to-CI? Position not being used, change the positions and move them to a new status?
 - a. Contact the CRC and utilize a workflow for this, but we need to verify.
2. What is the timeline for submitting payline adjustment Excel-to-CI to be submitted?
 - a. 5 business Days
3. Would you be able to terminate time reporters with the time reporter data Excel-to-CI?
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ACTION ITEMS

1. Time Reporter Data query to view Workgroup, task group, status etc.
2. There is an assign work schedule query to verify the results of the m_tl_sched_assign.
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Modules Overview for FIN

Session C | Notes taken by Ashlee Cadwell & Shauna Stark

QUESTIONS ASKED

Purchasing - Lorraine Hamann

1. POs can go to 3 email addresses. Could it go to AP as one of the three?
 - a. Yes, up to 3. AP could be one. At SDCOE, AP uses the receipt to know what is ready to be paid.
2. Do you have to manually type the email address?
 - a. If the correct email is on the supplier record, no, you don't have to type. But you can type it and ";" another email address.
3. How do you receive on open PO?
 - a. We receive on the amount of the bill including bill. Like Staples, if \$12 plus tax, that amount is received.
4. Do you do amount only for service?
 - a. No, just utilities. If have amount only PO, you receive the amount you are going to pay. The requester does the receiving ev?
5. M.Pong: Do you attach packing slip to each receipt?
 - a. Yes, we tell people to attach what they have.
 - i. M.Pong: Does it take a lot of time, that is what our sites say.
 1. If they have a scanner, it takes no time at all.
6. D.Caperton: At Vista we assigned AP a dept code email where POs get sent to so they can look things up by that dept code.
7. T.Douglas: If don't send a PO to the site, how do they know what POs have been sent?
 - a. The site goes into the system, pulls up Manage Requisitions and finds the PO number.

Ron: Project costing

8. No questions

Olivia: Hyperion

9. T.Douglas: Is Hyperion like BPS?
 - a. Shauna: Yes, it is a replacement with much more functionality.

ACTION ITEMS

1. None recorded.

Modules Overview for HCM

Session C | Notes taken by Janine Perez

QUESTIONS ASKED

1. Do we need assigned work schedule even though we are using Digital Schools (Vista)?
 - a. No, because it normally affects Absence Management.
2. What happens if you submit an absence via ESS and don't use it, can you delete it?
 - a. Yes, you can delete it.
3. If we run the retirement membership query and notice eligibility field 2 is blank, at what point do we contact the retirement dept.? RET_EE_MBSHP_INFO
 - a. Immediately.

ACTION ITEMS

1. None recorded.

Taking the Next Step With Employee Self-Service

Session C | Notes taken by Silvia Avila

QUESTIONS ASKED

1. How did employees submitted absences at D99 before implementing ESS AM?
 - a. They did it through paper.
2. How was the implementation at D99?
 - a. Communicate with employees about work schedule
 - b. Coaching employees
3. Escondido (not allowing employees to enter absences). District reset passwords and gives a generic password - employee receives an email as a notification.
4. Escondido - Limitation in ESS is Comp Time - District provides info
5. How to access their pay stub? Employees go through Poway website to pull ESS link
 - a. Go to CRC.sdcoe.net
6. How does the "Reports To" get updated when an employee changes work location?
 - a. HR will update the position to reflect new supervisor
 - b. Go to position screen and update reports to. This process will update all employees reporting to that person.

ACTION ITEMS

1. None reported.

peoplesoft conference 2018 notes

Session D



Excel & PeopleSoft (FIN Focus)

Session D | Notes taken by Kay Pugh

QUESTIONS ASKED

1. How did you get the formula to COPY all the way down?
 - a. Use the corner of the cell select; the cursor will turn into a + sign. You can click the corner and drag down or double-click. Often it will copy down as far as the column next to it has data.

ACTION ITEMS

1. None recorded.

Finance Panel (Open Forum)

Session D | Notes taken by Taryn Tarighati

QUESTIONS ASKED

1. Thanks to the EBS team for a great work. (S.Kruse)
2. In what ways are you trying to build bridges or in what ways are you seeing districts to do this?
 - a. (General question from Panelists)
3. How often Sandbox is getting refreshed? (S.Hoff)
 - a. Every two weeks
4. What kind of time frame do you have on TLNS? (S.Kruse)
 - a. I don't like doing anything without pilot. We are going to mock up and pilot. We need to have a base and go to district and get their idea. We have a plan to get our mock up by January first. Soon after that we'll finish collection of requirements and we get in Development mode. After that we have two phases:
 - i. Batch processing: the process will allow us to move the data once a day in the batch mode. Because Frontline doesn't have web channel.
 - ii. Data that you entered to time leave and substitute system will immediately be inside PeopleSoft.

We are looking at that probably being out next July in Production.
5. Is there any update on Hyperion with the fluid interface? (J.Galura)
 - a. No
6. The Fluid vs Classic, when does that piece come in? Is this just related to the Frontline? (S.Kruse)
 - a. All the screens in PeopleSoft will change. We do release it to couple of districts as a pilot first and we get suggestions and we move forward.

ACTION ITEMS

1. None recorded.

Handling Accruals

Session D | Notes taken by Jocelyn Milla

QUESTIONS ASKED

1. How to Process Accruals for Accounts Payable
 - a. Break down your rows
2. How do you know that these need to be accrued?
 - a. Remove 9510000 and 9510996 as these are already accrued
 - b. Run as of June 30 date
3. How do you get around with using the date?
 - a. Invoice date must be prior date.
 - b. If accruing, use June 30 as the Invoice date.
4. How do you make sure that you are paying the right PO?
 - a. Make sure that CW has the ok to pay.
5. Did you do a double check for incorrect date?
 - a. Yes
6. Are you keeping your spreadsheet for Accrual?
 - a. Only for last year.
7. Is this the spreadsheet you provide your Auditor? Yes.
8. How often do you do this? Only once.
9. How about if you have other invoices that you needed to pay?
 - a. They will have to be added to the spreadsheet.
10. How often do you typically do the 9910 process? Only on year end.
11. Do you roll all your POs? Yes
12. How did your PO rollover process? For Jamul(Melinda) it didn't work.
 - a. Del Mar - will not pay until it rolls.
13. Adriana, National Year End Issues. Ask the group any tips for year end.

a. Use the M_REQ_AVL_SOURCE to check the dates.

14. Are you able to do a trial run? Yes, this is what we did.

15. Don't close your POs yet?

16. Can you tell us your process on invoice without POs?

17. How do you handle those with no POs? Filter by blank POs.

18. Process for AR. a. Always accrue. Keeps a spreadsheet.

19. Comments RETRO Sheree Stopper: Ran the PEDR and did formulas.

ACTION ITEMS

1. None recorded.

HCM Panel (Open Forum)

Session D | Notes taken by Von Nguyen

QUESTIONS ASKED

1. In what way are you trying to building bridges or in what ways are you seeing districts do this?
 - a. HR and Payroll are linked. When they communicate, the pay process works well. (JC, EBS).
 - b. When there's a disconnect between HR and Payroll, there's impact on the payroll. (MS, Retirement)
 - c. In our districts, Benefits are working closely with Payroll to ensure that checks are processed correctly (SM, Oceanside).
2. What's the number one way we can make a substantial difference?
 - a. Sharing is the key among districts. (JD, EBS)
 - b. Credentials query are available to help identify employees with LLs and audit. (CC, Credentials)
 - c. Submit the HEAT tickets to report issues so that we can understand is happening. (SM, Oceanside)
 - d. Not just work within your district office, but also communicate to the school sites. For example, the combo-code information can affect your process so if the sites understand that process, then there's less likely a chance for problems. (LV, Poway)
3. What are common misconceptions people have? How can we combat these misconceptions and communicate more effectively?
 - a. The system just "did it" is a common misconception. There is a reason for everything. We have to make sure that everything is set up correctly. Blaming PeopleSoft is not a good reason. (SV, Oceanside)
 - b. An employee doesn't have to be your employee to be able to look them up in credentials. (CC, Credentials)
4. What is the best resource for people who want to dive deeper?
 - a. Networking (MS, Retirement)
 - b. It's good that we have this conference and exchange our contact information so that we can find another resource (SV, Oceanside)
 - c. CRC website is very detailed and comprehensive. (CC, Credentials)
5. How do you advise districts who don't adopt job cutoff date after the first calc? How do you get the HR staff to understand the implications of data entry after that date? (CV, Carlsbad)
 - a. We meet and calendar the last day to enter job data. For the one-off situations, we pick up the phone to talk about the implications for making changes. But by doing so, it's helped to minimize the confusion. (TP, San Dieguito)

- b. The first calc is really the time to audit, not enter information. (LV, Poway).
6. Is there a special way to communicate deadlines?
- a. We use Action Sheets (to signify of job changes or new hires) and Benefits decide what we do with it within the agreed-upon first calc deadline. It's keeping up the constant, open communication between the different teams. (SV, Oceanside).
7. How do you cross train new people in your department?
- a. Have the person who typically does that job document the procedures. Then we have another person who is independent follow those procedures to confirm if the documentation makes sense. (JD, EBS)
 - b. Use Sandbox to test or play with data (JC, EBS and AR, EBS).
 - c. Have the person review the CRC procedures (to know where to obtain resources), but have them go through the process (and understand why each step is done). (SV, Oceanside).
 - d. Give an overview of the process and also go through the procedures to learn to troubleshoot issues (MS, Retirement).
8. Do you think we can have a mini Conference at the district level?
- a. This would be the User Group conference that the PIT team has been promoting with topics being driven by user questions. (JD, EBS)
 - b. To add Joan's comment about the PIT User Group meeting, we can also go to your districts. Often times, we see that the business process doesn't match what the system is doing. If different teams at the district walk through different business processes, it would helpful to see what the impact is from different procedures. (AR, EBS)
 - c. You can use a conference between teams to show how one team's actions impacts another team's data. (LV, Poway)
 - d. Third Thursdays is another way to obtain information on different topics and contact with other districts. (TP, San Dieguito)

ACTION ITEMS

- 1. None recorded.

Making Sure Employees Are Input and Paid Correctly

Session D | Notes taken by Janine Perez

QUESTIONS ASKED

1. Lakeside: They said their departments need to be physically closer to each other.
2. Everyone is excited about the new training class that is being offered on Nov 7th.

ACTION ITEMS

1. None recorded.

Off-Line (HCM Districts Only) District Roundtable

Session D | Notes taken by Jim Collis

QUESTIONS ASKED

1. None recorded.

ACTION ITEMS

1. Expense vs encumbrance in downloads are still an issue.
 - a. Cajon has vendor ignore \$0 value transactions
 - b. Grossmont uses the BEDR/PEDR file as a

Query Manager HCM and Favorite HCM Queries

Session D | Notes taken by John Vaillancourt & Todd Conn

QUESTIONS ASKED

1. Will there be training for the expressions tab?
 - a. Yes. We are looking at creating an advanced query manager training.
2. Would you be able to download from PeopleSoft into Aries?
 - a. Not as of yet.
3. Is query manager view-only feature available to everyone.
 - a. No. You must take the class first to receive the view-only role.
4. Can we get support for troubleshooting a Query we create?
 - a. Just submit a Heat Ticket and we will try to help you with it.
5. Can there be a third Thursday for query manager so districts can share information.

ACTION ITEMS

1. A quarterly workshop would be helpful to share ideas and troubleshoot issues.
2. A Query Manager list or listserv so Q users can interact with each other would be helpful.

Time-Saving Tricks

Session D | Notes taken by Rhonda Caldwell & Andy Esserman

QUESTIONS ASKED

1. None recorded.

ACTION ITEMS

1. None recorded.