

PeopleSoft Training Activity Sheet

INTRODUCTION TO PEOPLESOFT - FINANCE

For use in training. Last updated August 5, 2016.

Activity 1: Searching for Records (Suppliers)

Directions: Navigate to **Main Menu > Suppliers > Supplier Information > Add/Update > Supplier**.

Make sure you are on the **Find an Existing Value** tab. Answer the questions about various Suppliers (vendors) in the training database at District 00700.

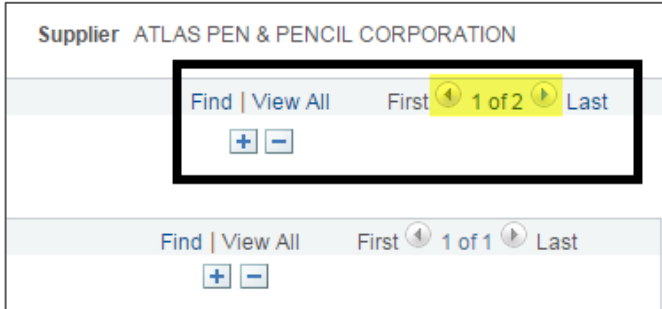
1. Find **Lakeshore**.
 - What is the **Supplier ID**? _____
 - What is the **City/State of Remit To Address**? _____
 - Click **Return to Search**. Notice the Supplier ID is filled in.
2. Find **Supplier ID C00087**.
 - What is the **Supplier Name**? _____
 - Click each tab along the top. Notice that there are matching links at the bottom of the page. Do the tabs and links go the same places? _____
 - Click the last portion of the breadcrumb (Supplier) to go back to where you started. Notice no fields are filled in except the Set ID.
3. Find **SDG&E**.
 - How did you find it, by short name or full name? _____
 - What is the **Supplier ID**? _____
 - Navigate back to the Suppliers search screen.
4. How many suppliers' names begin with "**edu**"? _____
 - Notice that EDUCATIONAL TESTING SERVICE has a short name of EDUCATIONA-002. What does the "002" represent? _____
 - Select Educational Testing Service (you can click any linked portion). Click **Next in List** and **Previous in List**. Notice that you can only go back/forward for the search results.
 - Navigate back to the Suppliers search screen.
5. How many suppliers' names *contain* the word "**california**"? _____
 - How do you do a wildcard "contains search"? _____
 - How many suppliers' names *contain* "**office**"? Try the wildcard search. _____
6. Add the Supplier screen to your Favorites. Add it with the default name ("Supplier").

Activity 2: Understanding Effective Dates

Directions: You should still be on the Supplier screen.

1. Find **Atlas Pen & Pencil Corporation (A00002)**.

- Click the **Address tab**. In the **Supplier Address area**, notice it says "1 of 2" at the top right.



What information do you see when you click the left and right arrows?

- What happens when you click **View All**? _____
- Click **View 1** to put it back.
- Turn on **Include History** (orange button at bottom-right of screen). What changes?

- Effective 02/25/2014, what was the Business address? _____
- On which date did the Business address change to 4400 E Main St? _____
- Navigate back to the Suppliers search screen.

2. Search for **Blick** but this time click the "Include History" checkbox first (before you hit search).

- The orange Include History button should be greyed out. Is it? (Y/N) _____

3. Fill in the blanks:

An **effective date** is a way to make changes to the system while maintaining the _____ of how it was before the change. Rather than deleting something or changing the original record, you add a new _____ and put a _____ on it. This means that you never update an old record. You always add a row and "effective date" it. The _____ record is always the newest record.

Activity 3: Run a Report

Directions: Navigate to **Main Menu > Purchasing > Purchase Orders > Reports > Requisition/PO Xref**. Refer to the directions in the Intro guide for the basic steps on running a report.

1. Run this purchase order report.
 - Click **Add a New Value** and add a run control ID (must be one word): *PO_REPORT_[Your initials]*
 - Enter parameters. For this exercise, enter a date range of *07/01/16 – 07/31/16* and **Business Unit = 00700**.
 - Click **Run**. Select the desired report and format. Notice **PO to Requisition XREF Report (POX4100)** is already checked. Leave it as a PDF. Click **OK**. This runs the report.
What is the **Process Instance #?** _____
 - If you want to check the status, go to **Process Monitor**. Look for *Success/Posted*. Click **Refresh** (repeatedly). Use the “Go back to...” link to get back to the previous screen.
 - The easiest way to get the report is from **Report Manager > Administration tab**. Look for your process instance number. Click the PDF link to retrieve the report.
 - Were you successful in opening the PDF? (Y/N) _____
2. Add the **Requisition/PO Xref** screen to your Favorites use default name (“Requisition/PO Xref”).
3. Now run a receipts report. From the middle of the breadcrumbs, navigate to **Purchasing > Receipts > Reports > Receipt Summary**.
 - On the **Find an Existing Value** tab, click **Search**. Notice there are search results! What happens if you pick the one that you made for the **PO to Requisition XREF Report?** _____
 - Use your run control ID from the last report but change the parameters for the date range of *11/1/15 - 12/31/15*.
 - Click **Run**. For this exercise, select **Receiver Summary Report (POX5001)** (already checked) and leave it as a PDF. Click **OK**. This runs the report. What is the **Process Instance #?** _____
 - We’re skipping the Process Monitor this time to show you another way to retrieve your report. Go straight to the **Report Manager > Administration tab**. Look for your process instance number (you may need to click the Refresh button). Click the PDF link to retrieve the report.
4. **True or False:** Every time you run a report, you always enter/find the run control ID, enter the parameters, click Run, monitor the report process (if desired), then view the report. _____

Activity 4: Add/Edit/Delete Favorites

Directions: Add, edit, and delete your Favorites.

1. Add one more screen to Favorites. Navigate to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**. Add it with the default name (“Regular Entry”).
2. Go to **Favorites > Edit Favorites** and rename your Favorites and the sequence. Save. Review.
 - Requisition/PO Xref – Change to “Requisition/PO Xref Report”
 - Regular Entry – Change to “AP Voucher - Regular Entry”
 - Supplier – Change to “Suppliers”
3. Delete your Favorites. Go to **Favorites > Edit Favorites**.
 - Click the **minus sign (-)** for each favorite to remove all of them. Click **Save**.
 - Review your Favorites in the menu. They should be gone. Only Recently Used should be left.