



List of Updated CRC Documentation

May 4, 2018

This document lists the SDCOE Customer Resource Center's (CRC) recently updated guides and job aids for PeopleSoft. The CRC had three goals: (1) to align documentation with the PeopleSoft Upgrade on May 7, 2018, (2) to update screenshots since the July 2017 "Tools" upgrade (when screens went from light blue to dark blue), and (3) as necessary, to add information since the Group 5 deployment.

These updated documents, and more, are available at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

_NEW - Documentation for PeopleSoft Upgrade 05/07/18

PeopleSoft Upgrade - New Functionality for Users 05-07-18.pdf

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This document provides screenshots and notes about the majority of the changes in PeopleSoft HCM, Employee Self-Service (Absences), and Finance as a result of the PeopleSoft upgrade occurring May 5-6, 2018. Version 1.0 published 04/26/18 (26 pp.)

Absence Management - AM1 Entry and AM2 Administrator

AM Absence Management Guide v5.0.pdf

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This Absence Management guide covers absence entry as well as administrative features such as viewing and adjusting absence balances. It has many samples of absence queries. Used for both AM1 and AM2 classes. Updated 5/1/18, v5.0 (107 pp.)

Absence Management - Other

Absence Management Combo Codes v2.0.pdf

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This job aid shows how to enter a combo code in Absence Management effective February 2017. Updated 5/1/18, Version 2.0. (9 pp.)

Accounts Payable – 1099

1099 Processing in PeopleSoft v5.0.pdf

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The purpose of this job aid is to provide directions for 1099 processing in PeopleSoft. This is a six-part process. Includes deadlines for 2018. Updated 5/1/18, v5.0. (27 pp.)



Accounts Payable - AP1 Accounts Payable

AP1 Accounts Payable Guide v6.0.pdf

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This AP guide is for staff responsible for creating, processing, inquiring, and/or approving AP vouchers. It includes information for creating and maintaining supplier records. Updated 5/1/18, v6.0. (159 pp.)

ExcelUploadforVoucher_v3.0.xlsm

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This file is the Direct Voucher Import spreadsheet. Instructions can be found in the AP1 guide (Direct Voucher Upload Process section).

Accounts Receivable - AR1 Accounts Receivable

AR1 Accounts Receivables Guide v5.0.pdf

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This guide is for staff responsible for entering items (invoices), receiving payments, making deposits and tracking collections in the PeopleSoft Accounts Receivable module. Updated 5/1/18, v5.0. (49 pp.)

Accounts Receivable - AR3 Billing

AR3 Billing and Express Deposits Guide v3.0.pdf

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FOR DISTRICTS THAT USE BILLING. This guide was created by the SDCOE Customer Resource Center for staff who create and maintain customer accounts used for invoice billing. It covers tasks related to customer management, billing, and depositing payments for invoices. Updated 5/1/18, v3.0 (64 pp.)

Benefits Administration - BA1 Benefits Administration

BA1 Benefits Administration Guide v7.0.pdf

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This guide covers triggering benefits administration, running benefits administration for multiple people (event maintenance), running benefits administration for individual participants, processing terminations for regular employees, processing terminations for employees receiving benefits continuation, and inquiring on the benefits administration process. Includes Benefit Sync directions. Updated 5/1/18, v7.0 (100 pp.)

Benefits Administration - Other

Alternative Retirement System (ARS) Guide v3.0.pdf

[View Download](#)

This guide covers the setup of Alternative Retirement System (ARS) record in PeopleSoft for an individual employee. It explains how to adjust Employee and Employer deductions/contributions when necessary. Updated 5/1/18, v3.0 (21 pp.)

Retiree Benefits Guide v2.0.pdf

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The Retiree Benefits Guide covers administrative process for organizations that offer benefits to their retired employees. Updated 5/1/18, v2.0 (77 pp.)



Budget Monitoring (Commitment Control) - KK1

KK1 Commitment Control Guide v6.0.pdf

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This guide is for staff responsible for reviewing, troubleshooting, managing, and approving budgets in the KK module. Covers reports and queries, entering and approving budget journals, importing journals, and working budgets. Updated 5/1/18, v6.0 (118 pp.)

Budget Monitoring (Commitment Control) - KK1 Import Budget Journals

BudgetJrnlUpload_Template_v2_CONTROL.xlsx

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FOR CONTROL DISTRICTS ONLY. New Budget Journal Template to use effective 12/28/17 for Control districts.

BudgetJrnlUpload_Template_v2_NONCONTROL.xlsx

[View Download](#)

FOR USE BY MOST DISTRICTS (NON CONTROL). New Budget Journal Template to use effective 12/28/17 for Non-Control districts.

MACRO_file.xlsm

[View Download](#)

Click Download. Use this macro in Part B of Importing Budget Journals v1.0.pdf.

Budget Monitoring (Commitment Control) - KK1 Import Working Budgets

JRNLI_WRK_SDFP_v2.xls

[View Download](#)

New Working Budget Template to use effective 12/28/17. Must use JRNLMCRO.xla with this template.

JRNLMCRO.xla

NOTE: Scroll down to the GL1 Use Excel to Create Journal Entries section and download the JRNLMCRO.xla file. This macro must be in the same folder as the Working Budget Excel template.



Employee Self-Service (ESS)

Earnings Code Descriptions v2.0.pdf

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This list shows the descriptions for earnings codes that may appear on employees' paychecks. NOTE: Not all organizations use all of these codes. Please contact your organization's Payroll Department for more information. Updated 5/3/18, v2.0 (1 p.)

PeopleSoft Employee Self-Service Guide v2.0.pdf

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This is a comprehensive guide for ESS (Employee Self-Service) users. Topics include how to log in, change your password, enroll in "Forgot My Password", edit personal information, view benefits, enter absences and view balances, approve absences (managers), and view paychecks. Updated 5/1/18, v2.0 (31 pp.)

PeopleSoft ESS Absence Request History Edit Cancel.pdf

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This is an excerpt from the ESS Guide v2.0. It contains a grid that shows scenarios for using "Edit" and "Cancel" buttons on ESS Absence Request History screen. Updated 5/1/18 (1 p.)

General Ledger - GL1 General Ledger

GL1 General Ledger Guide v6.0.pdf

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This guide is for staff responsible for entering and approving journals entries and auditor's transfers and maintenance in the General Ledger module. It covers journal creation, editing, submitting, approving, posting, verifying, and printing. Parts VIII and IX include reports and queries. Updated 5/1/18, v6.0. (159 pp.)

GL Trial Bal PS v8.1.xlsx

[View](#) [Download](#)

Spreadsheet used to view General Ledger Trial Balance for any Fund and Resource after entering query results for actuals and budgets.

General Ledger - GL1 Use Excel to Create Journal Entries

GL_Journal_Import_Staging[1].xlsx

[View](#) [Download](#)

Spreadsheet for entering journal data to import. Converts entries to text prior to pasting to GL Journal Template (Mod_JRNL1_PROD_v2).

JRNLMCRO.xla

[Download](#)

This is the same macro file used prior to 12/28/17 (no change). This macro must be in the same folder as the GL Journal and Working Budget Excel templates.

Mod_JRNL1_PROD_v2.xls

[View](#) [Download](#)

New GL Journal Template to use effective 12/28/17. Must use JRNLMCRO.xla with this template.



HCM - Excel/CI

ExcelToCI .vbs

[Download](#)

Required for ALL Excel/CI spreadsheets. Please use Internet Explorer to download this file using the Save As option with the File Type set to All Files and a File name of ExcelToCI .vbs.

RelLangMcro.xla

Please go to <http://crc.sdcoe.net/resources/peoplesoft/guides> to download this file using the Save option.

HCM - Excel/CI AM Balance Adjustment

AM Balance Adjustment Excel to CI Guide v2.0.pdf

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This guide explains how to use process AM balance adjustments through Excel to CI. Updated 5/2/18, v2.0 (39 pp.)

SDCOE_AM_Bal_Adj_Entry_Template.xlsm

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AM Balance Adjustment Entry Spreadsheet: Please use Internet Explorer to download this file.

SDCOE_CI_AM_ADJ_TEMPLATE_P.xls

[View Download](#)

AM Balance Adjustment Excel/CI Spreadsheet: Please use Internet Explorer to download this file.

HCM - Excel/CI Rapid Time

SDCOE_Rapid_Time_Entry_Template.xlsm

[View Download](#)

The Rapid Time Entry Template Spreadsheet used for entering time worked to be copied into the Rapid Time Excel/CI spreadsheet.

TL Rapid Time Excel CI Guide v2.0.pdf

[View Download](#)

This guide explains how to use Rapid Time through Excel to CI. It includes notes, deadlines, and cautions for using Rapid Time. Updated 5/2/18, v2.0. (123 pp.)

Human Resources - HR1 Salary Administration

HR1 Salary Administration Guide v6.0.pdf

[View Download](#)

This guide describes how to view, update, and add salary administration plans, salary grades, and steps. Lists queries you can use for Salary Administration. Updated 5/1/18, v6.0 (45 pp.)

Human Resources - HR2 Position Management

HR2 Position Management Guide v6.0.pdf

[View Download](#)

This guide explains how to view an existing position, create a new position from scratch and from a copy, and update a position. Explains how to update Job Data if position changes do not automatically flow through to the incumbent. Provides the person/desk/chair analogy. Updated 5/1/18, v6.0 (52 pp.)



Human Resources - HR3 New Hires & Job Data

HR3 New Hires and Job Data Guide v6.0.pdf

[View](#) [Download](#)

This guide covers entering new hires and transfers. It also provides information on maintaining job data, entering immunizations, and running reports. Updated 5/1/18, v6.0 (100 pp.)

Human Resources - HR4 Personnel Action Forms (PAF)

HR4 PAF Guide v6.0.pdf

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This guide covers the various Personnel Action Forms (PAF) in PeopleSoft. The PAF is a way to perform common jobs in PeopleSoft by routing them through the various people who must either review, add information, or approve before it goes on to the next reviewer. Updated 5/1/18, v6.0 (47 pp.)

Human Resources - HR5 DBT

DBT Rollover from 2018 to 2019 v1.0.pdf

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This job aid contains important information regarding things to do prior to and after the DBT rollover. Includes FAQs. Updated for 2018-19. Version 1.0, published 4/30/18. (3 pp.)

HR5 Department Budget Table Guide v5.0.pdf

[View](#) [Download](#)

This guide explains how enter the Department Budget Table data on a new position (budgets called combination codes for earnings, deductions and taxes), make modifications to DBT data for an existing position, run queries, and view encumbrance definitions. Updated 5/1/18, v5.0. (73 pp.)

Introduction to PeopleSoft - INTRO Course

Introduction to PeopleSoft Guide v3.0.pdf

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Use this guide to get started with PeopleSoft. Covers logging in to the Portal, launching apps, navigating, searching, running reports, personalizing PeopleSoft, and getting help. Updated 5/1/18, v3.0. (42 pp.)

Inventory - IN1 Inventory

Updated guide coming soon.



Payroll - PR1 Payroll

Monthly Payroll Processing in PeopleSoft v3.0.pdf

[View](#) [Download](#)

This helpful job aid includes definitions, a sample payroll calendar, and action items to help you with monthly payroll processing. Updated 5/1/18, v3.0 (8 pp.)

Payroll FAQs 2018.pdf

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FAQs for Additional Pay, General Deductions, Paysheets, and Queries. Updated 5/1/18, v1.0 (2 pp.)

PR1 Payroll Guide v6.0.pdf

[View](#) [Download](#)

This Payroll guide explains how to set up an employee Additional Pay, add an employee General Deduction, create employee Delayed Net Pay, complete Employee State and Federal Tax withholding data, set up employee direct deposits, reverse an employee payroll warrant, make Pay Sheet Adjustments, initiate off-cycle warrant processing, Retirement Reporting Codes, and run Monthly Payroll queries and reports. Updated 5/1/18, v6.0 (92 pp.)

Project Costing - PC1

PC1 Project Costing Guide v2.0.pdf

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FOR PROJECT COSTING DISTRICTS ONLY. This guide is for staff responsible for creating projects and making additions to a project. It covers how to use PeopleSoft to create activities, fund, track, and update projects. Updated 5/1/18, v2.0 (64 pp.)

Purchasing - PO1 Requisitions

PO1 Requisitions Flowchart.pdf

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A flowchart that illustrates the steps to creating a requisition. This is p.11 of the PO1 guide. (1 p.)

PO1 Requisitions Guide v6.0.pdf

[View](#) [Download](#)

This guide is for staff responsible for entering and maintaining requisitions for items to be purchased. Part III includes information for approving (for Managers). Updated 5/1/18, v6.0 (96 pp.)

Purchasing - PO2 Purchase Orders

Updated guide coming soon.

Purchasing - PO3 Receiving Goods & Returns to Vendor (RTV)

PO3 Receiving Goods and RTVs Guide v5.0.pdf

[View](#) [Download](#)

This guide is for staff responsible for receiving and returning goods using Purchase Orders. Updated 5/1/18, v5.0 (48 pp.)



Purchasing - PO4 Request for Quotes

Updated guide coming soon.

Query - QY1 Query Viewer

QY1 Query Viewer Guide v2.0.pdf

[View](#) [Download](#)

This guide covers how to use Query Viewer to run a query as HTML and Excel, as well as schedule a query. Sample Finance and HCM queries are provided. Updated 5/1/18, v2.0 (36 pp.)

Query - QY2 Query Manager Finance

QY2 Query Manager Finance v2.0.pdf

[View](#) [Download](#)

The QY2 guide covers how to use PeopleSoft Query Manager to edit existing queries created by the MITI project team and share queries with other users. NOTE: You must receive training in order to perform the functions in this guide. Updated 5/1/18, v2.0 (61 pp.)

QY2 Records and Fields Master List 05-02-18.xlsx

[View](#) [Download](#)

Lists the records and fields available to Finance "Q" users. Updated 5/2/18.

Query - QY3 Query Manager HCM

QY3 Query Manager HCM Guide v2.0.pdf

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The QY3 guide covers how to use PeopleSoft Query Manager HCM to create and edit private queries. NOTE: You must receive training in order to perform the functions in this guide. Updated 5/1/18, v2.0 (80 pp.)

QY3 Records and Fields Master List 05-02-18.xlsx

[View](#) [Download](#)

Lists the records and fields available to HCM "Q" users. Updated 5/2/18.

Time & Labor - TL1 Time & Labor

TL1 Time & Labor Guide v5.0.pdf

[View](#) [Download](#)

This Time & Labor guide explains how to enter positive and exception time as well as handle administrative features such as viewing and adjusting time worked. It also shows how to run T&L queries and reports. Updated 5/1/18, v5.0. (116 pp.)

Travel & Expenses - TE1

TA_ER Cheat Sheet.pdf

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Cheat sheet for data entry of TAs/ERs. Extracted from TE1 guide. (1 page).

TE1 Travel and Expenses for Employees Guide v3.0.pdf

[View](#) [Download](#)

FOR ORGANIZATIONS THAT USE T&E (SDCOE, LAKESIDE). This guide is for employees who enter travel authorizations (TAs) and expense reports (ERs). It explains how to create TAs, expense reports from TAs, and blank expense reports. Updated 5/1/18, v3.0. (53 pp.)



Travel & Expenses - TE2 Administrator

Business Unit Verification for TAs and ERs v2.0.pdf

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Use this job aid to check a Travel Authorization (TA) or an Expense Report (ER) that has been entered for an employee with multiple active positions to ensure that the correct GL Unit is designated on the TA or ER so that the correct LEA is printed on the warrant. Updated 5/3/18, v2.0 (4 pp.)

TE2 Travel and Expenses Administration Guide v2.0.pdf

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This guide is for staff responsible for Travel and Expenses Administration. It covers how to use PeopleSoft Finance to assign delegates, edit an employee's default ChartFields for a travel authorization (TA) or expense report (ER), view all TAs/ERs for the organization, run budget check on TAs, cancel TAs, audit TAs not expensed, and rollover TA encumbrances at the end of the year. Updated 5/1/18, v2.0. (53 pp.)

Travel & Expenses - TE3 Accounts Payable

TE3 Travel and Expenses for AP Guide v2.0.pdf

[View Download](#)

This guide is for AP staff responsible for auditing and approving TAs/ERs and creating AP vouchers to pay registration forms. Updated 5/1/18, v2.0 (11 pp.)

Year End Closing in Finance

PeopleSoft Finance Year End Closing Guide v4.5.pdf

[View Download](#)

This guide covers Year End Closing in PeopleSoft Finance for Accounts Payable, Accounts Receivable, General Ledger, and Commitment Control. Version 4.5, updated April 28, 2018 (86 pp.)

PeopleSoft Year End Closing Guide for Purchasing & Inventory v5.0.pdf

[View Download](#)

This guide covers Year End Closing in PeopleSoft Finance for Purchasing, and Inventory. Version 5.0, updated April 3, 2018 (86 pp.)

PeopleSoft Yearend Closing Important Dates 2018 v1.0.pdf

[View Download](#)

PeopleSoft Yearend Closing Important Dates for 2018 provides cut off dates for actions such as Deposits, Auditor's Transfers and Warrants. It also shows when yearend process will run as we cross over to a new fiscal year. (1 p.)