



University System of North Dakota

Higher Education Financials

## **Peoplesoft User Guide**

Peoplesoft (Release 8.4)

Version 1.0

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## Peoplesoft Icons Overview

- **Search** : Will do a search based on searching criteria and bring up valid values.
- **Clear** : Will clear the search dialog page of any values so that you can re-enter information.
- : Will bring up a list of valid values.
- : Will bring up a calendar that you can use to specify a date.
- : Click on the drop down box to see a list of valid values that you can choose from.
- **Hyperlink** : Click on the hyperlink to go to the specified page.
- **Save** : Will Save the page.
- **Refresh** : Will refresh the data on the Process Monitor.
- **Process** : Will initiate the process specified.
- **Return to Search** : Will return to the search dialog page.
- **Next in List** : Will show the next entry in the list.
- **Add** : Will add another value.
- **+** : Will add another line.
- **-** : Will delete another line.
- **Totals** Find | View All First 1 of 1 Last  
: Will allow you to view all or selected lines.
- **Select All** : Will select all values in the list.
- **Deselect All** : Will deselect all values in the list.
- **New Window** : Will open a new Peoplesoft Internet page.
- **Run** : Will run the process.
- **Lookup** : Will perform a search based on the searching criteria.
- : Will refresh or build the page.
- : Will create entries.
- : Will delete entries.

## Establishing Run Controls

Throughout this training manual the user will be exposed to examples of processes (i.e. journal edit process, journal post process, etc.) and how to create what is know as a run control. A run control is simply a database record that allows the user to define criteria for a specific process. The run control is saved after it is created and can be used again, or modified, as needed the next time the same process is run.

For example you can use the same journal edit run control each time you want to edit journal entries and simply change the selection criteria if you need to change the Business Unit, journal source, etc.

Run controls are stored by User ID, therefore each time you run a process, and choose the Update/Display option, the list of run controls that exist for your User ID will appear. If you run a process and select Add, then you will have to create a new run control before the process can be run.

## Setting up a Run Control

When you select a process two options will be available; adding a new run control or selecting an existing run control.

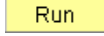
### Billing Interface

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

- For a new run control, select the “Add a New Value” tab and enter a name in the Run Control ID field and click “Add” .
- When you enter a description for a new Run Control ID, you can't leave spaces between the letters (use the underscore character \_ to separate words). You can for example use the name of the process or your name or a number. A new run control cannot be one you have used before. If you want to use an existing one select the search button.
- Existing run controls can also be used. Select the “Find an Existing Value” page. Select the Run Control from the List provided after clicking on “Search” . When clicking search a list of run controls will appear for you to choose from. Note that when search is used it usually pulls in your previous settings for that Run control.
- When you select Add or a Search value this opens the page where you define the process parameters.


## Running a Process

Specify the criteria you want the system to process then click on the “Run” button  to run the process and the process scheduler request, shown below, will appear.

Tips:




- Any field where the name has an asterix \* at the front are usually required fields
- Be careful of the field “process frequency”, it should always be “**always**”, **but** sometimes defaults in as never.
- In general you should **never** run the process by “all business units” if that option is available. You should usually always define a process by a Business Unit if available. (or at a lower level, like Project ID, when available).

**Receivable Update Request**

Run Control ID: AR [Report Manager](#) [Process Monitor](#) 

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**Process Request Parameters** Find | View All First 1 of 1 Last

\*Group Unit:    

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/1900 \*Accounting Date To: 12/06/2004

**Customer History Options**

User Defined

Payment Performance

DSO


SubCustomer

**Last Run On**

Last Run On:

Process Instance:


## Submitting a Process


You submit a process request from the Process Scheduler Request page. This page shows the options selected for a particular process request and what processes are available for submission. Select the options that you want to use in running your process and select the checkbox for each process that to be run. Clicking **OK**  will queue your process request.


### Process Scheduler Request

User ID: llangbein Run Control ID: n

---



Server Name: PSNT Run Date: 12/06/2004 

Recurrence:  Run Time: 3:41:05PM 

Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT
<input checked="" type="checkbox"/>	<a href="#">Interface &amp; VAT Defaulting</a>	BIJ0BI01	PSJob	(None)	(None)
<input type="checkbox"/>	Process VAT Defaults	BIPVAT00	SQR Report	Web	PDF

Note if you see a blue, underlined Description then this is a PSJob. This is a group of processes. Click on the PSJob to see which processes this job includes. You may need to set up the individual processes

## Job Detail

Main Job Name: BIJOBI01      Job Name: BIJOBI01      Interface & VAT Defaulting

Left | Right

Process List				
Process Name	Description	Process Type	*Type	*Format
BIJOBI01				
BIIF0001	Billing Interface	Application Engine	Web	TXT
BIPVAT00	Process VAT Defaults	SQR Report	Web	PDF

## Process Monitor

When you run a process, the system automatically starts Process Monitor. Process Monitor is a tool designed to track the status of all completed and pending Process Scheduler requests.

Depending on how much data you ask the system to retrieve, and depending on the system's current processing load, your report might take only a few moments or considerably longer to run. After clicking the "OK" button on the Process Scheduler request, you will be returned to the application page. This page usually has a process monitor on it and the number of your process is also given.

[Report Manager](#)    [Process Monitor](#)    Run

Process Instance: 176028

Click on the link to the process monitor.

Process List    [Server List](#)

View Process Request For

User ID:     Type:     Last:  Days    Refresh

Server:     Name:     Instance:  to

Run Status:      Save On Refresh

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
176028		SQR Report	BIPVAT00	llangbein	12/06/2004 3:41:05PM CST	Success	<a href="#">Details</a>
176018		PSJob	<a href="#">GL2PC_SF</a>	llangbein	12/06/2004 9:40:11AM CST	Success	<a href="#">Details</a>
175951		Application Engine	PC_INTFEDIT	llangbein	12/02/2004 11:42:37AM CST	Success	<a href="#">Details</a>
175950		Application Engine	PC_INTFEDIT	llangbein	12/02/2004 11:40:41AM CST	Success	<a href="#">Details</a>
175949		Application Engine	PC_INTFEDIT	llangbein	12/02/2004 11:38:26AM CST	Success	<a href="#">Details</a>

The Process Monitor displays current processes that were queued to run. There are six statuses that can be displayed in the status column. These are:

- **Queued** – Process is waiting to run
- **Initiated** – Process has begun
- **Processing** – Process steps are being executed
- **Error** – A problem with the process before it has started was detected
- **Unsuccessful** – A problem with the process occurred while the process was running
- **Successful** – The process is complete with no processing errors

The User List box will list the **User ID** that initiated the process.

The **instance column** identifies the instance number assigned to the process by the system. To check a process the instance number will provide an additional identification of the process.

Use the **Server, Type, Run Status, Last, and Instance** list boxes to limit the processes that Process Monitor displays.

Click **Refresh** to update this page with the latest system activity. If the **Run Status** column says **Initiated** or **Processing**, the report is still running. When it says **Success**, the system has finished running the report.

### Reviewing Run Process

When a Process is completed it will say Success. Click on the blue **Details** link to see the results of the process. This will take you into the results panel of your process. Under the actions on the right you will see four further links to review the individual process.

The first thing you should check is that the process has a **Began** and an **Ended** process time and the difference between the times should usually be more than 1 second. If the difference shows 0 seconds or just 1 then more than likely no data has been picked up to process. (hence the short processing time.)

[Process Detail](#)

Process	
<b>Instance:</b> 91320	<b>Type:</b> Crystal
<b>Name:</b> CA_LMT-	<b>Description:</b> CA_LMT-
Run	
<b>Run Control ID:</b> APPOST	<b>Update Process</b>
<b>Location:</b> Server	<input type="radio"/> Hold Request
<b>Server:</b> PSNT	<input type="radio"/> Queue Request
<b>Recurrence:</b>	<input type="radio"/> Cancel Request
	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	
<b>Request Created On:</b> 09/29/2004 4:18:38PM CDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 09/29/2004 4:18:36PM CDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 09/29/2004 4:18:42PM CDT	Batch Timings
<b>Ended Process At:</b> 09/29/2004 4:18:56PM CDT	<a href="#">View Log/Trace</a>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

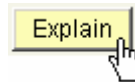
Once you have checked the process is finished click on the Action links.

#### Parameters

This shows the settings that the process ran under.

#### Message Log

The worth of the messages differ from module to module. Usually they provide some sort of information on how many items were successfully in processed or if there is an error it give you a message on what the error is.



You can drill down by clicking  to get a more detailed message.

#### View Log/Trace

These are where any reports are stored that you ran for the processes and the log reports for the process which are used by the technical people if there are any problems with the process. You can open your report from here or right click and save it to disk if it is a pdf format.

#### Viewing the View Log/Trace menu

When you drill down to the Log\Trace, if there is a report it will show up in the first row as a \*.PDF report or web (Crystal report). The **Trace File** is used by the technical people to look at that process in case of a problem. If Trace has been turned on then there will be a large file in this row which can be used to review the process. You will only need this file if you are reviewing the overall process for errors. The **Message Log** gives the messages that the process produced and can be used to check the process finished correctly and produced the correct files.

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AR30003_89107.PDF</a>	1,561	09/30/2004 10:43:50.620000AM CDT
<a href="#">Trace File</a>	0	09/30/2004 10:43:50.620000AM CDT
<a href="#">Message Log</a>	1,781	09/30/2004 10:43:50.620000AM CDT

## Effective-Dating

Information stored in critical Peoplesoft General Ledger tables is keyed by effective date, which is the date that the information will take effect. Storing information by effective date maintains historical, current, and future versions of critical data for quick retrieval. Effective dates are determined through the comparison of the system date to the effective date associated with the transaction being processed.

For example, if you plan to establish a new account as of April 1, 2003, create the new account with an effective date of 4/1/2003. No journals or transactions from the sub-module can be posted to the newly created account unless the transaction has an effective date equal to or greater than 4/1/2003.

PeopleSoft's effective-dated design enables an organization to anticipate, prepare for, and respond to changes easily. New Accounts, Fund Types, Class-Funding, and Departments can be created in the General Ledger system months before planned activation dates, and activity can be recorded for these new ChartField values when their effective dates become active.

Effective dates are accompanied by status codes of active and inactive. These codes enable the maintenance of historical changes within a table by recording the time period that the data is active along with the periods that the data is inactive. The inactive status is used to prevent the use of data outside of its active period while still allowing reporting of the same data within its active period. This is very useful for historical or comparison reporting.

## HELP! using PeopleBooks

### Peoplesoft Help Online

PeopleBooks Library is an HTML-based website containing documentation of PeopleTools and your Peoplesoft applications. PeopleBooks can be reached through the menu option Help on each page. PeopleBooks contains detailed information on how to use PeopleTools. There are books on development tools, PeopleCode, application engine, administration tools, process scheduler, integration tools, and reporting and analysis tools. PeopleBooks will open to the “home page” screen from which you can perform a variety of activities.

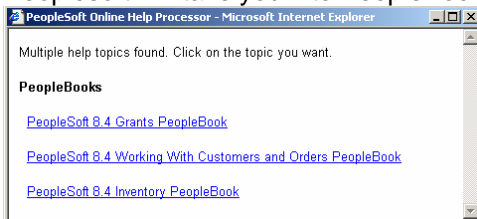
On the top right hand side of the screen you can see a blue link to Help:

[New Window](#) | [Help](#)

By clicking on this help it will take you directly to PeopleBooks. PeopleBooks is Peoplesofts online help library to help you with the page you are on.

Select the link: [Help](#)

Peoplesoft will take you into PeopleBooks or give you a selection of PeopleBooks to choose from



You should usually select the Grants PeopleBook.

When you click on a PeopleBook title the library home page, its opening page displays in your browser. In this case the [PeopleSoft 8.4 General Ledger People Book](#) was selected.

This should then open up a separate PeopleBooks Help page that discusses the information from which you selected the Help link in the first place.

To use more of PeopleBooks select the show buttons at the top of the page.



Click Show Reference Panel and Show Graphics. You will now see all Peoplesoft pages and the Reference panel will let you search for other items. To close them select Hide.

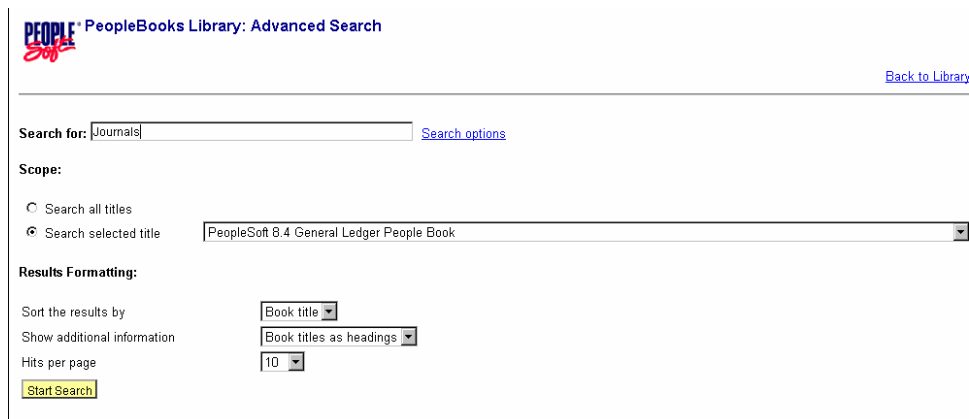
The PeopleBooks interface has three main parts:

- The document itself is displayed in a *document pane*. This document is an HTML file, which corresponds to a book section or chapter.
- Above the document is a *navigation pane*. This region contains a set of display options and navigation controls. The dark blue text at the top of the pane indicates the current PeopleBook title. In the navigation path at the bottom of the pane, the **bolded** text shows the current chapter name.
- On the left side of the screen, you will see a *reference pane* containing a **Contents**, **Index**, and **Search** tab. These tabs are used for exploring the document or locating a specific topic. The reference pane can be displayed or hidden

The **Search** tab enables you to perform a full-text search of the current PeopleBook or of the entire PeopleBooks library.



To perform a simple full-text search, type the text that you want to search for, then press Enter or click the **Search** button. The Search list box will display any topics found that contain the search string. Click the topic you want to read. You can also use the PeopleBooks Advanced Search page to expand or reduce the scope of your search. You navigate to the Advanced Search page by clicking the **Advanced Search** link on the Search Tab.



94 topic(s) found for "Journals"

**PeopleBooks : PeopleSoft 8.4 General Ledger People Book**

1. [Pages Used to Enter, Process, and Correct Entry Event Transactions in General Ledger](#) (0.95)  
Pages Used to Enter, Process, and Correct Entry Event Transactions in General Ledger. Page NameObject NameNavigationUsageEntry EventINSTALLATION\_EESE
2. [Pages Used for Standard Journal Entries](#) (0.93)  
Pages Used for Standard Journal Entries Page NameObject NameNavigationUsageStandard Journal DefinitionSJE\_STNDRD\_JRNLGeneral Ledger, Journals, Standar
3. [Pages Used to Produce Journal Reports](#) (0.91)  
Pages Used to Produce Journal Reports Page NameObject NameNavigationUsagePosted Journal Summary ReportRUN\_GLS7009General Ledger, Journals, Process Jou
4. [PeopleSoft General Ledger Reports](#) (0.91)  
PeopleSoft General Ledger Reports Report ID and NameDescriptionNavigationRun Control PageGLC1000Summary Ledger DefinitionDisplays information about su
5. [Pages Used to Perform Journal Edit](#) (0.90)  
Pages Used to Perform Journal Edit Page NameObject NameNavigationUsageRequestJOURNAL\_EDIT\_REGGeneral Ledger, Journals, Process Journals, Edit Journals
6. [Pages Used With Suspense and Journal Correction](#) (0.90)  
Pages Used With Suspense and Journal Correction Page NameObject NameNavigationUsageJournal Suspense CorrectionJRNL\_SUSP\_CORRGeneral Ledger, Journals, Jou
7. [Pages Used to Copy Journals](#) (0.89)  
Pages Used to Copy Journals Page NameObject NameNavigationUsageCopy Journals Request (Application Engine)JOURNAL\_COPY\_REGGeneral Ledger, Journals, Jou
8. [Page Used to Import Journals from Flat Files](#) (0.89)  
Page Used to Import Journals from Flat Files Page NameObject NameNavigationUsageFlat File Journal Import (Application Engine)LOAD\_JRNL\_PNLGeneral Ledge
9. [Pages Used to View the Status of Journals](#) (0.89)  
Pages Used to View the Status of Journals Page NameObject NameNavigationUsageJournal HeaderJOURNAL\_HEADER\_FSCGeneral Ledger, Journals, Process Journals
10. [Pages Used to Post Journals](#) (0.89)  
Pages Used to Post Journals Page NameObject NameNavigationUsageGL Process Date (general ledger process date)GL\_BU\_PROCESS\_DTSet Up Financials/Supply C

First  1-10 of 94  [Last](#)

[Back to Search](#) [Back to Library](#)

At the top of the page are the total number of hits found and the current query. At the top and bottom of the page is a **Back to search** link that will take you back to the Advanced Search page. At the bottom left of the page are four links to help you navigate among the results pages, if the total hits exceed the hit per page you specified. The **First** and **Last** links take you to the first and last results pages, respectively. The "Next"  and "Previous"  buttons take you sequentially forward and back through the results pages.

## Getting to Peoplesoft via the Web

People Books can be found on the Connect ND Website, <http://discovernd.com/connectnd.html>

HERMS	Database	Status	PeopleTools	Local Node	Messaging	Database Links	Refresh Date	Refresh Source	Refresh Security
DEMO	NDHO831	Available	8.19.11	NDHO83					DEMO
DEV	NDHD831	Available	8.19.11	NDHD83	NDFD83 NDSDB4				
TEST	NDHT831	Available	8.19.11	NDHT83	NDFT84 NDSST4				
QA	NDHQ831	Available	8.19.11	NDHQ83	NDFQ84 NDSQ84	NDSQ80	23APR2004	NDHP831	Yes
CONV	NDHC831	Available	8.19.11	NDHC83	NDFC84 NDSDB0	None	10JUN2004	NDHP831	No
SUP	NDHS831	Available	8.19.11	NDHS83	In Progress	In Progress	28JUNE2004	NDHI831	No
ITEST	NDHI831	Available	8.19.11	NDHI83	NDFI84 NDSI80	NDSI80	21MAY2004	NDHP831	Yes
PROD	NDHP831	Available	8.19.11	NDHP83	NDFP84 NDSDB0	NDSP84			
Finance	Database	Status	PeopleTools	Local Node	Messaging	Database Links	Refresh Date	Refresh Source	Refresh Security

Select Financials 8.4 SP1 at the top of the page. This takes you to Peoplesoft help

[Home](#) > [PeopleBooks Library](#)

Search

Search all PeopleBooks

Enter the word(s) to search for:

[Search](#) [Advanced Search](#)

## Welcome to the PeopleBooks Library

Choose a PeopleBook:

- [Using PeopleBooks](#)
- [Using PeopleSoft Applications](#)
- [About These PeopleBooks](#)
- [Crystal Reports for PeopleSoft](#)
- [PS/nVision](#)
- [PeopleCode Developer's Guide](#)
- [PeopleCode Reference](#)
- [PeopleSoft 8.4 Application Fundamentals for Financials Enterprise Service Automation and Supply Chain Management PeopleBook](#)
- [PeopleSoft 8.4 Asset Management PeopleBook](#)
- [PeopleSoft 8.4 Bank Setup and Processing PeopleBook](#)
- [PeopleSoft 8.4 Billing PeopleBook](#)
- [PeopleSoft 8.4 Bills and Routings PeopleBook](#)
- [PeopleSoft 8.4 Cash Management PeopleBook](#)
- [PeopleSoft 8.4 Collaborative Supply Management PeopleBook](#)
- [PeopleSoft 8.4 Contracts PeopleBook](#)
- [PeopleSoft 8.4 Cost Management PeopleBook](#)

[Home](#) > [PeopleBooks Library](#) > [PeopleSoft 8.4 General Ledger People Book](#) > [Preface](#)

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- Using Inter/intraUnit Processing in Gene
- Processing Value Added Tax (VAT) Tran
- Calculating Average Balances
- Processing Multiple Currencies in Peopl
- Performing Financial Consolidations
- Managing Interim and Year-End Closing
- Reviewing Financial Information
- Maintaining Standard Budgets in Peopl
- Archiving Ledgers and Journals
- Using Commitment Control in PeopleSc
- Journal Entry Approvals
- Using Entry Events in PeopleSoft Gener
- Government Reporting

## PeopleSoft 8.4 General Ledger People Book

The book provides you with the information you will need for implementing and using PeopleSoft General Ledger.

### Preface

This preface discusses:

- PeopleSoft application fundamentals
- Common elements in this PeopleBook.
- Pages with deferred processing.

### PeopleSoft Application Fundamentals

The *PeopleSoft General Ledger PeopleBook* provides you with implementation and processing information for your PeopleSoft General Ledger system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft to PeopleSoft General Ledger.

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*
- *Setting Up Global Options and Reports*