Howard University
PeopleSoft Implementation
Project

Financials
Frequently Asked Questions (FAQs)
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Overview

1. What is PeopleSoft Financials?

Answer: PeopleSoft Financials is the financials application suite that was implemented by Howard University to replace the old financial system, FRS.

PeopleSoft is one of the leading web-based Financial and Human Resource applications, designed to provide best practice business processes and systems capabilities. The PeopleSoft application suite is part of Oracle’s product line.

2. What has been implemented as a part of PeopleSoft Financials?

Answer: PeopleSoft Financials includes:

- General Ledger
- Accounts Payable
- Grants
  - Billing
  - Accounts Receivable
  - Contracts
- Asset Management
- Purchasing

3. What do Campus Requisitioners have access to in terms of viewing budgets and entering requisitions?

Answer: Campus Requisitioners can see expenditures and enter requisitions for goods, services, and equipment.

Requisitioners can:

- Look up the Crosswalk to find the FRS account equivalent in PeopleSoft.
- Inquire on the Department budget balances (pre-encumbrance, encumbrance, expense, and available balance).
- Inquire on the Project / Grant budget balances (pre-encumbrance, encumbrance, expense, and available balance).
- Enter a request for a purchase online.
- Approve a purchase request if authorized.
- Conduct a status check on their orders.

4. When did this go-live?

Answer: The go-live date to enter Purchase Orders and Requisitions Campus-wide for FY09 purchases of goods, services, and equipment was June 25, 2008. PeopleSoft Financials, including Accounts Payable, Accounts Receivable, Asset Management, Billing, Contracts, General Ledger, Grants, and Project Costing, went live July 1st.
5. What will be implemented in future phases?
Answer: Future phases of the implementation of PeopleSoft Financials will include:
   • Effort Reporting
   • Purchasing: P-Card
   • Expenses
   • Grants: Protocol Management
   • Enterprise Performance Management
   • PeopleSoft v9 Financials Upgrade

6. What budget information can I see in PeopleSoft?
Answer: To ensure that Requisitioners are able to access the information that they need, security to budgets has not been limited. Of course, Requisitioners are expected to access only the budget information for their areas of responsibility.

7. What 2008 encumbrances have rolled over into 2009? Did 2008 encumbrance dollars roll forward?
Answer: No open encumbrances were automatically brought from FRS into PeopleSoft. As invoices which reference prior year encumbrances are processed in FY2009, appropriate budget adjustments are being made to University funded accounts. Remaining balances on these open encumbrances are also recorded in PeopleSoft at that time with appropriate budget adjustments.
Benefits

Benefits of PeopleSoft Financials for End Users

Direct Benefits
- Eliminates burdensome paperwork
- Provides personalized web-based access to a centralized system of campus-wide transactions, records and information
- Provides better access to research and grants management tools
- Provides faster confirmation of grant award setup
- Provides real-time access for key reporting needs
- Provides enhanced reporting and data analysis capabilities
- Replaces outdated core administrative processes
- Improves processing of purchase requisitions and other documents
- Provides enhanced capability to track the status of your requisitions as they move through the purchasing process

Indirect Benefits
- Reduces the occurrence of processing delays and/or errors in administrative processing
- Provides support for efficient administrative practices such as –
  - Improved reporting capabilities for analyzing purchasing transactions. *This will provide better pricing and improved service levels and contract negotiation.*
  - Improved controlled payments to vendors through Accounts Payable. *This will provide automated and streamlined payment functions which will result in reduced processing times and increased efficiency.*
  - Contractual payments and special payment requirements can be tailored to specific vendors. Electronic payment processing will also be streamlined. *This will result in better vendor relationships.*
  - The integrated system positions the university to be competitive with other institutions by providing an information model that meets the needs of both faculty and staff.

What we can do in PeopleSoft that we couldn’t do in FRS?

Module: Asset Management

<table>
<thead>
<tr>
<th>Howard can track non-capitalized assets in a separate book from capitalized assets. There is a PeopleSoft audit to ensure that the $3,000 capitalization limit is met.</th>
<th>Howard can expense assets under $3,000 and can capitalize assets greater than $3,000, AND even though they expense them, they can track sensitive assets under $3,000, for example laptop computers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management integrates with Purchasing and Accounts Payable.</td>
<td>Assets can be created with information provided at time of Purchase Order creation.</td>
</tr>
<tr>
<td>Capital Leases can be tracked in PeopleSoft.</td>
<td>This was tracked on Spreadsheets before.</td>
</tr>
<tr>
<td>Assets can be tracked by project or department.</td>
<td>This information can be used to meet reporting requirements.</td>
</tr>
<tr>
<td>Federally owned equipment can be tracked in a separate book.</td>
<td>This capability meets reporting and legal requirements.</td>
</tr>
<tr>
<td>What we can do in PeopleSoft that we couldn't do in FRS?</td>
<td>How does this benefit Howard University?</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Module: Accounts Receivable</strong></td>
<td></td>
</tr>
<tr>
<td>Howard does not currently have an Accounts Receivable system.</td>
<td>PeopleSoft automates Accounts Receivable.</td>
</tr>
<tr>
<td>PeopleSoft automates the production of Customer Statements.</td>
<td>Month end balances with item detail can be communicated in a user-friendly format.</td>
</tr>
<tr>
<td>Aging reports are available.</td>
<td>This capability meets reporting requirements.</td>
</tr>
<tr>
<td>Conversations with Customers can be tracked online.</td>
<td>Useful for follow-up with customer activities, can be used as a tickler system for review follow-up.</td>
</tr>
<tr>
<td>Payments are recorded and applied to outstanding items. This can be done on an automated or manual basis.</td>
<td>Up-to-date balances and activity on an account can be seen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What we can do in PeopleSoft that we couldn't do in FRS?</th>
<th>How does this benefit Howard University?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module: Billing</strong></td>
<td></td>
</tr>
<tr>
<td>Invoice creation is automated for standard invoice formats.</td>
<td>Before created manually.</td>
</tr>
<tr>
<td>SF 1034/1035 and SF 270 formats created automatically.</td>
<td>Before would have to type these up manually.</td>
</tr>
<tr>
<td>Can set up multiple addresses and contacts for a single sponsor. Can send courtesy copy invoices and make changes to an address or contact quickly.</td>
<td>Job efficiency, sponsor satisfaction.</td>
</tr>
<tr>
<td>Billing sends items to Accounts Receivable automatically upon invoice creation.</td>
<td>Accounts Receivable tracking and integration.</td>
</tr>
</tbody>
</table>
Roles

1. **What are the roles in PeopleSoft Financials?**

   **Answer:** In the Budget and Requisition process, there are two distinct Requisitioner roles. They are the Requester and the Approver roles. Following is an overview of each role:

   **Requisition Requester**
   - Responsible for the data entry that initiates a requisition transaction.
   - May be filled by any level of staff within the Campus Community.
     In Colleges and Departments that lack administrative support, this role may be filled by a Director, Manager, Principal Investigator, or Professor.

   **Requisition Approver**
   - Responsible for entering the approval that completes a requisition transaction at the College or Department level.
   - Filled by a senior staff member who is authorized to approve requisition transactions.

2. **How do the Requester and Approver roles work together?**

   **Answer:** Once the Requester creates and saves a requisition, workflow moves the requisition to the appropriate Approver’s worklist for approval. Once the College or Department Approver approves the requisition it will flow to Materials Management for processing, unless it is a requisition for ISAS, Printing and Graphics, or Restricted Fund Accounting.

   If ISAS, Printing and Graphics or Restricted Fund Accounting review is required, once the College or Department Approver approves the requisition it will flow to one of these departments for review and approval. Once ISAS, Printing and Graphics or Restricted Fund Accounting has reviewed and approved the requisition, it will then flow to Materials Management.

3. **PeopleSoft?**

   **Answer:** As part of the Requisition function, Requester and Approver roles for budgets and requisitions were set up according to the information that was provided by Colleges and Departments in 2007.

   If your approval limit has changed or if the Departments, Grants, or Projects for which you submit or approve requisitions has changed for you since 2007, please complete an End User Access Request Form available at: [www.howard.edu/peoplesoft](http://www.howard.edu/peoplesoft).
Access

1. How do I get into PeopleSoft Financials?

Answer: Requisitioners will access PeopleSoft Financials by logging into PeopleSoft at the HU Leads website: https://huleads.howard.edu – using the same User ID and password that you currently use to access PeopleSoft Employee Self Service, Manager Self Service and Recruiting Solutions.

As of June 25th, when Requisitioners log into PeopleSoft, they are able to choose either the Human Resources or Financials link. In Financials you will be able to access budget information from the Main PeopleSoft menu by clicking on Commitment Control, Review Budget Activities, Budgets Overview. You will be able to access requisition information by clicking on Purchasing, Requisitions.

2. What if I do not have a PeopleSoft User ID and password? How do I get access?

Answer: If you do not currently have access to PeopleSoft Employee Self Service (ESS), contact the PeopleSoft Support Center (PSC) at 6-2020. You will be asked to provide your name, Howard email address, and Howard identification card number. You will be provided with a log on ID and an initial password. You will be prompted to change your password the first time that you log in to PeopleSoft.

You will then need to complete an End User Access Request Form which is available at www.howard.edu/peoplesoft to gain access to PeopleSoft Financials.

3. What if I log into PeopleSoft on the HU Leads website and click on the Financials link and it takes me to a PeopleSoft Sign On page?

Answer: If you sign on to PeopleSoft through the HU Leads website and click on the Financials link and it takes you to a PeopleSoft Sign On page, then you do not have access to PeopleSoft Financials. To correct this, please complete an End User Access Request Form available at: www.howard.edu/peoplesoft.

4. What if I log into PeopleSoft on the HU Leads website and click on the Financials link and it says that my password is invalid?

Answer: If you sign on to PeopleSoft through the HU Leads website and click on the Financials link and it says that your password is invalid, then go back to the HU Leads website by closing that page and click on the Change Password link. You will be prompted to change your password. Once you change your password, close the HU Leads webpage that you have open, and then log back in to the HU Leads website using your new password. You should then be able to get into PeopleSoft Financials. If you still get an error, contact the PeopleSoft Support Center at 6-2020.
5. **What if I cannot see a department, project or grant for which I need to create a requisition?**

**Answer:** If you cannot see a department, project, or grant for which you need to create a requisition, please complete an End User Access Request Form available at: www.howard.edu/peoplesoft.

6. **Will the system log me out if I take a short break?**

**Answer:** There are two types of time-outs that could affect you as a computer user, and they occur independently of each other.

One type of time-out occurs through your web browser, and is generated by the Howard Financials system. If you are logged into Howard Financials and have no activity in a browser window for approximately 30 minutes, the system displays a warning about being timed-out. To prevent being timed-out and logged off the Howard Financials system, click the OK button in the warning dialog box, or any link in the web browser that is logged into Howard Financials.

A different type of time-out occurs through your actual computer. If you do not provide any input to your computer for a period of 15 minutes, your computer’s screen will lock, and you will need to press control-alt-delete and enter your login information to unlock the screen. The desktop and anything you were working on will still be available, except that you may have been logged out of Howard Financials, as described above. This type of time-out was implemented as an additional information security measure.
System Configuration

**Turn OFF Pop-up Blockers**

When using PeopleSoft, ensure that all Pop-up Blockers are turned off.

Turn off your internet explorer Pop-up Blocker. To do this, in internet explorer click on Tools, Pop-up Blocker, Turn Off Pop-up Blocker.

Also, please keep in mind that ALL Pop-up Blockers should be turned off. Depending on what you have loaded on your computer, you may have more than one Pop-up Blocker. For example, other sources of Pop-up Blockers include Yahoo and Google toolbars, anti-virus software, anti-spyware software, etc.

Having a Pop-up Blocker turned on will prohibit you from being able to print a Requisition.

**Stay Current with Microsoft Updates**

When you get a message on your computer that asks you if you want to run a Microsoft update, say YES.

If you do not stay current with Microsoft updates, you are likely to have problems with PeopleSoft.
General Ledger

1. How do I tell the difference between a Department, Non-Grant Project, and Grant Project in PeopleSoft?

**Answer:** Departments begin with a number, from 1 to 9, and are a total of 6 digits.
Non-Grant Projects begin with a letter followed by 6 digits.
- Non-Grant Projects beginning with an R are Discretionary Accounts.
- Non-Grant Projects beginning with R1 are Financial Aid.
Grant Projects begin with a 0, and are a total of 7 digits.

2. What are the various HU ledgers and how do I know which one to use to look up the budget?

**Answer:** Ledger Groups are used to define what you will see when you create a Budget Overview. Ensure that you use the Ledger Group that is appropriate for the department, non-grant or grant projects that you are reviewing. There are 3 basic Ledger Groups to look up the budget:

1. For Department budget use the Ledger Group: CC_DEP
2. For Grants budget use CC_PG
3. For Non-Grant projects use CC_NONGRT
   - Examples of Non-Grant projects:
     - Discretionary Accounts
     - Construction Projects
     - Endowment Projects

3. What do the Budget Rollup Accounts in PeopleSoft equate to in FRS terms?

**Answer:** The Accounts displayed on the Budget Overview are the Budget Rollup Accounts.

Below are the Budget Rollup Accounts for:
- **Non-Grant Projects (excluding Financial Aid) =** Start with an A in PeopleSoft.
- **Departments =** Start with a B in PeopleSoft.
- **Grant and Financial Aid =** Start with a C in PeopleSoft.

<table>
<thead>
<tr>
<th>BUDGET ROLLUP ACCOUNTS</th>
</tr>
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<tr>
<td><strong>Non-Grant Projects Budget Rollup: (Excluding Financial Aid)</strong></td>
</tr>
<tr>
<td>o Non-Grant Projects begin with a letter followed by 6 digits.</td>
</tr>
<tr>
<td>o DOES NOT INCLUDE Financial Aid accounts, which begin with R1.</td>
</tr>
<tr>
<td><strong>PeopleSoft Account</strong></td>
</tr>
<tr>
<td>A500</td>
</tr>
<tr>
<td><strong>Department Budget Rollup:</strong></td>
</tr>
<tr>
<td>o Departments begin with a number, from 1 to 9, and are a total of 6 digits.</td>
</tr>
<tr>
<td><strong>PeopleSoft Account</strong></td>
</tr>
<tr>
<td>B510</td>
</tr>
<tr>
<td>B514</td>
</tr>
<tr>
<td>B517</td>
</tr>
<tr>
<td>B520</td>
</tr>
</tbody>
</table>
**Grant and Financial Aid Budget Rollup:**
- Grant Projects begin with a 0, and are a total of 7 digits.
- Financial Aid begins with R1.

<table>
<thead>
<tr>
<th>PeopleSoft Account</th>
<th>Description</th>
<th>FRS Budget Pools</th>
</tr>
</thead>
<tbody>
<tr>
<td>C510</td>
<td>SALARY FACULTY BUDGET</td>
<td>1000</td>
</tr>
<tr>
<td>C512</td>
<td>SAL-PDOCT/DOCT/GA BUDGET</td>
<td>1200</td>
</tr>
<tr>
<td>C513</td>
<td>SALARY NON FACULTY BUDGET</td>
<td>1300</td>
</tr>
<tr>
<td>C514</td>
<td>WAGES BUDGET</td>
<td>1500</td>
</tr>
<tr>
<td>C515</td>
<td>OVERTIME BUDGET</td>
<td>1600</td>
</tr>
<tr>
<td>C516</td>
<td>STUDENT WAGES BUDGET</td>
<td>1700</td>
</tr>
<tr>
<td>C517</td>
<td>FRINGE BENEFITS BUDGET</td>
<td>1900</td>
</tr>
<tr>
<td>C520</td>
<td>SUPPLIES &amp; EXPENSE BUDGET</td>
<td>2000</td>
</tr>
<tr>
<td>C525</td>
<td>PROCUREMENT CARD BUDGET</td>
<td>2000</td>
</tr>
<tr>
<td>C545</td>
<td>FOOD SERVICE COSTS BUDGET</td>
<td>4500</td>
</tr>
<tr>
<td>C549</td>
<td>RESEARCH PUBLICATIONS BUDGET</td>
<td>4300</td>
</tr>
<tr>
<td>C550</td>
<td>TRAVEL EXPENSE BUDGET</td>
<td>4000</td>
</tr>
<tr>
<td>C551</td>
<td>PATIENT CARE COSTS BUDGET</td>
<td>4100</td>
</tr>
<tr>
<td>C552</td>
<td>TRAINEE COSTS BUDGET</td>
<td>4200</td>
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<tr>
<td>C553</td>
<td>SUBCONTRACTOR COSTS &lt; 25K</td>
<td>4400</td>
</tr>
<tr>
<td>C554</td>
<td>FINANCIAL AID BUDGET</td>
<td>6000</td>
</tr>
<tr>
<td>C555</td>
<td>INCIDENTAL COMP BUDGET</td>
<td>6500</td>
</tr>
<tr>
<td>C556</td>
<td>SUBCONTRACTOR COSTS &gt; 25K</td>
<td>4400</td>
</tr>
<tr>
<td>C570</td>
<td>F&amp;A COSTS BUDGET</td>
<td>9000</td>
</tr>
<tr>
<td>C579</td>
<td>UNALLOCATED BUDGET</td>
<td>9900</td>
</tr>
<tr>
<td>C580</td>
<td>AUXILIARY ENTERPRISE BUDGET</td>
<td>8000</td>
</tr>
<tr>
<td>C600</td>
<td>EQUIPMENT/LIBRARY BK BUDGET</td>
<td>5000</td>
</tr>
<tr>
<td>C650</td>
<td>CAPITAL EXPENDITURE BUDGET</td>
<td>7000</td>
</tr>
</tbody>
</table>

### 4. What budget information is available in PeopleSoft?

**Answer:** Currently budget information for Departments and Projects (Grant and Non-Grant) has been loaded into PeopleSoft.

The budget amounts for Discretionary Accounts, or Projects that start with an R in PeopleSoft (Rxxxxxx), are displayed in the Associated Revenues field. Projects starting with R1 (R1xxxxx) can only be spent on Financial Aid.

### 5. What expenditures are currently available in PeopleSoft?

**Answer:** Department expenditures, or hard money expenditures, are current as of FY09, as Departments are on a fiscal year budget cycle that begins in July.

Projects with life cycles extending beyond one fiscal year are currently showing expenditures through 06/30/07. The monthly actual expenditures for the period from 07/01/07 through 06/30/08 will be loaded into PeopleSoft in the upcoming weeks.
Because actual expenditures for Projects with extended life are not current, workflow has been established so that all Grant requisitions are being reviewed by RFA (Restricted Fund Accounting) prior to approval. Requisitioners will be notified when year-to-date actual balances are finalized in PeopleSoft.

6. Will I get a notification if a requisition I enter does not pass budget checking?

**Answer:** Part of the creation of a requisition is the budget checking process which will tell you immediately whether or not the requisition will pass budget checking. If you do not budget check a requisition when you create it, you will have to check the status of the requisition to find out whether or not it passed budget checking. Departments are responsible for checking their requisitions periodically. You will not receive an email notification.

7. What happens if costs are charged to a depleted operating budget, how will the new system handle that situation?

**Answer:** When the funds in a budget are depleted or insufficient to transact a purchase through the requisition process, the requisition will error. When charges must be submitted against a budget that has insufficient funds, approval needs to be obtained from the Budget Office for hard money or RFA for grant money. The Budget Office or RFA will reallocate funds if necessary or ask you to direct the spending to a different department or project/grant.

8. What is the Chart of Accounts (COA)?

**Answer:** These are the fields and values used to record and classify an organization’s business transactions. The components that make up the Chart of Accounts and provide it with an overall structure are called ‘Chartfields’ in PeopleSoft. At HU the COA is made up of the following Chartfields:

- Account
- Department or Project
- Fund
- Program

9. What is Commitment Control (CC)?

**Answer:** Commitment Control is a feature in the PeopleSoft General Ledger module that enables Howard to control expenditures against predefined, authorized budgets. This feature ensures that budget commitments are kept.
Purchasing

1. **How do I create a Requisition?**

   **Answer:** For complete instructions on how to create single and multiple-line requisitions in Howard Financials you will access UPK by logging into PeopleSoft at the HU Leads website: https://huleads.howard.edu. Once you are logged on to the PeopleSoft Financials page, click on the HELP link which will take you to the PeopleSoft OnDemand link. Click the OnDemand Link to access UPK. From the UPK main menu go to the Materials Management/Create a Requisition lesson.

2. **Why hasn't a Purchase Order been created for my requisition?**

   **Answer:** There are several reasons your requisition may not be sourced to a purchase order. The requisition must be Approved and Budget Checked with a Budget Status of valid.

   If either or both of these conditions is met, go back into your requisition and look for header comments that may have been added by the buyer explaining what additional information is needed on the requisition.

3. **How do I cancel my requisition and return funds back to my budget?**

   **Answer:** If the requisition has not been budget checked, you can click the **RED X** on the upper right side of the online requisition to cancel. However, if the requisition has been budget checked, contact Materials Management for the complete instructions on how to cancel a requisition in Howard Financials.

4. **I get an error when I'm trying to budget check a requisition?**

   **Answer:** Check for these potential issues:

   1) Are the Fund and Program fields populated?
   
   If not the speedchart was probably not used. Put the department (or project) value into the SpeedChart field, click the lookup button, then select the speedchart.

   2) Is there a value in both the Department and Project field?
   
   If so, the Department may have defaulted in from your User's profile. If this is a requisition against a Project, delete the Department and resave the requisition.

   **NOTE** **YOU CANNOT HAVE A DEPARTMENT AND PROJECT ON THE SAME LINE**

   3) Does the Account field start with a 5 or 6?
   
   Expense Accounts will start with a 5 or 6. If the Account field does not start with a 5 or 6, delete the value in the Account field, then click the yellow Refresh button. Enter the correct Account, which will start with a 5 or 6.
5. Where do I go to inquire on the status of my requisition?

Answer: For complete instructions on how to inquire/track a requisition through the Howard Financials system to see if it has been sourced to a PO, dispatched (sent) to the vendor, etc., follow the instructions in the UPK Requisition Inquiry section by going to UPK, Materials Management, Requisition Status Inquiry.

6. How do I inquire on my department/project’s budget?

Answer: For complete instructions on how to inquire on a Department or Project budget, go to UPK, General Ledger, Inquire on a Department Budget, or Inquire on a Project Budget.

7. How will I submit a transaction that used to be processed by completing a Service Request form?

Answer: A comprehensive business process is currently being developed. This process and associated forms will be communicated once finalized. In the interim, continue to use the current process.

8. What do I do when I get a Correct ChartFields Combination on Line Number error when I try to save a requisition that I am entering?

Answer: When encountering this error – take the following corrective action:

Click on the schedule icon.
Click on the distribution icon.

Review the distribution line for appropriateness. Make any corrections and press the yellow OK.

9. What do I do when I get a Field is Required: REQUESTOR_ITEMS-INV_ITEM_ID error when I try to save a requisition that I am entering?

Answer: When encountering this error – take the following corrective action:
Click on the blue hyperlink “Requisition Activities”.

Click on the yellow “–” button.

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

Click on the “OK” button.
Click on the yellow “OK” button.
You should now be able to save your requisition provided everything else is entered correctly.
Grants Management

1. What budget information is available in PeopleSoft?

Answer: Currently budget information for Departments and Projects (Grant and Non-Grant) has been loaded into PeopleSoft.

2. Should I enter my Grants proposals into PeopleSoft?

Answer: No, you will not enter your Grants proposals into PeopleSoft. You will continue to enter them into Grants.gov and route hard copies to the Office of Sponsored Programs (OSP). Proposal and Award information will be loaded into PeopleSoft by OSP staff.

3. How are additional funding and supplemental payments handled?

Answer: Additional funding or receiving a supplement can happen at any time after a grant is initially setup. The additional funding may or may not extend the grant's end date. Once the supplement is received, OSP will forward the required documentation to RFA for processing in PeopleSoft.

4. How do I access my existing grant account in PeopleSoft?

Answer: You can identify the corresponding PeopleSoft account for your existing award by navigating to the "Crosswalk" table and entering the existing FRS account number.

5. How will I be notified that my new grant account has been set up in PeopleSoft?

Answer: Once the new grant account has been successfully setup, the Principal Investigator will receive an email notification from Restricted Fund Accounting summarizing the financial and non-financial details of the new award.

6. What is the process for establishing Pre-award/Advance Spending accounts?

Answer: Pre-award/Advance spending will be approved on a case-by-case basis using the OSP/RA Request for Advance Account form. Once approved, the project budget will be established by OSP and finalized by RFA.

7. How can I review the budget activities for my grant in PeopleSoft?

Answer: For complete instructions on how to inquire on a Department or Project budget, go to UPK, General Ledger, Inquire on a Department Budget, or Inquire on a Project Budget.
8. What if I have a Grant that has several funding sources (Cost Share) associated with it?

Answer: There are a few grants in PeopleSoft (less than 20 in total) that have a Cost Share fund attached to them.

- Fund 14 is used for the cost share portion funded by the University (the speedchart will be the Grant number + the suffix CS)
- Fund 24 is used for the cost share portion funded by Private funds (the speedchart will be the Grant number + the suffix PF)

When a Requester creates a requisition for a Cost Share Grant, he or she should know which portion of the Grant it should be charged to. For example, for Grant 0005573 which has cost share:

- If the intention is to charge to the Cost Share portion funded by the University, the speedchart 0005573CS should be used.
- If the intention is to charge to the Cost Share portion funded by Private Funds, the speedchart 0005573PF should be used.
- If the intention is to charge to the Grant itself, the speedchart 0005573 should be used.

When the correct speedchart is used, the correct Fund and Program will be automatically populated.
Central Receiving

1. How do I receive an item into the system?

Answer: Ninety-five percent of all items will be shipped and received thru Central Receiving. However, if an item is being shipped directly to your department, you will locate your requisition in the system and click the ‘Notify’ button located toward the bottom of the requisition. This will allow you to send an email to Central Receiving, informing them that you have physically received the item requested, thereby enabling them to receive the item into the system.
1. **What is a Maintenance Worksheet and what kinds of information does it contain?**

   **Answer:** The maintenance worksheets offer an environment for matching items, refunding items and creating write-offs as needed. The transactions from the maintenance worksheet create Pending Items or an additional row of activity to an item that has already been posted.

2. **How does one correct a payment created in error?**

   **Answer:** A user may unpost a payment if it has been created in error or it has been determined that the payment was applied to the wrong AR Item. When a payment that has been posted is later unposted the payment becomes available to be reapplied on a payment worksheet.

3. **How are Posting errors handled?**

   **Answer:** The Correct Posting Errors pages allow the user to correct these errors. The PeopleSoft system provides separate pages to correct posting errors for Online Items, External Items, Worksheets, Transfers, Unposting, and Payments.

4. **How are miscellaneous cash receipts handled?**

   **Answer:** When cash is received that does not directly correspond to a particular AR item, the deposit can bypass the cash application process. Such deposits are often called *miscellaneous cash receipts* or *non-AR cash*. These deposits can be booked in the system through a process called direct journaling.

5. **What are the components of the Payment Worksheet?**

   **Answer:** Working with a payment worksheet consists of the following basic steps:

   1. Build a worksheet using the Worksheet Selection page or add items to an existing worksheet.
   2. (Optional) View, add, change, or delete items.
   3. Handle payments (balance and apply payments) using the Worksheet Application page.
   4. View item details.
   5. Post the payment using the Worksheet Action page.
1. **When is training offered?**

   **Answer:** The PeopleSoft Financials training schedule and registration form are available at: [www.howard.edu/peoplesoft](http://www.howard.edu/peoplesoft). This website is up-to-date with current training information.

2. **Is there a printed training guide?**

   **Answer:** Training guides with step-by-step instructions are available at [www.howard.edu/peoplesoft](http://www.howard.edu/peoplesoft) and can be printed from your computer. Available guides include:

   - **General Ledger**
     - Crosswalk Look Up
     - Inquiring on a Department Budget
     - Inquiring on a Project Budget
   
   - **Materials Management**
     - Creating and Approving a Requisition
     - Budget Error
     - Splitting Distribution Lines on a Requisition
     - Requisition Status Inquiry
User Productivity Kit (UPK)

1. What does “UPK” stand for?

Answer: User Productivity Kit

2. What is UPK?

Answer: UPK is software that allows an organization to easily create training materials that can be used online by means of an internet browser. These training lessons can be accessed from your desk at any time, and specific topics relate to the various business processes and tasks of the University. HU is using UPK to provide online “help” related to the use of the new PeopleSoft systems.

3. Who should use UPK, and when?

Answer: UPK lessons will be useful to any HU employee that is new to PeopleSoft systems in general, and/or new to HU or a particular function. Some lessons are applicable to a very small number of HU staff, while others (e.g. creating requisitions for services or equipment for a Department) will be helpful to a large population.

These online training sessions can be useful reminders of how to do a process that happens only occasionally, and they will be a good supplement to training someone coming into a department for the first time.

4. How do I get to the UPK lessons?

Answer: You will access UPK by logging into PeopleSoft at the HU Leads website: https://huleads.howard.edu.

On the very first PeopleSoft screen, you will see a link for Help in the upper right corner. Click on that, and on the next screen, click on the link for OnDemand. When the “PeopleSoft User Productivity Kit” (UPK) page appears, there should be a list of topics with lessons down the left side. If you see no list, simply click on either the “All” radio button at the top of the list, or the button for “Applicable” – whichever is not already marked.

To gain access to a group or a specific lesson, click on the + (plus) mark to the left of the topic, to expand the lesson list underneath. Click on a topic name, then select either “See It!” or “Try It!” in the upper right section of the page.

5. What are “See It!” and “Try It!”?

Answer: UPK offers four different ways of using the training topics. Howard University has chosen to use two of these.

“See It!” is basically an automated demonstration of a process in PeopleSoft. The system “walks” through the process as it would appear to you in PeopleSoft. It can be viewed entirely automatically, or you can pause to study a screen or speed up through sections that are already familiar to you.
“Try It!” gives you an opportunity to do just that: read the instructions on the screen, then use your mouse and keyboard to complete the required action. If you do the action incorrectly, the system will give you an error message and ask you to try it again. This approach gives you a chance to practice without the risk of making a mistake with live data.

6. What subjects are covered by the UPK lessons?

**Answer:** As of July 2008, there are over 200 different topics, or subjects, covered by UPK lessons in Howard University’s PeopleSoft Financials and HCM systems. As the University adds more PeopleSoft functionality in the coming years, additional UPK lessons will be created to support the related HU business processes.

These lessons are in two main categories: Finance and Human Capital Management. Within each main category, there are several different groupings. For example, under Finance you will find Accounts Payable, Accounts Receivable, General Ledger, Materials Management, and several others. Under Human Capital Management there are lessons related to Recruiting processes and tasks, Manager Self Service, and so forth.

Within each grouping there are topics related to specific business processes and tasks. For example, under Finance/Materials Management, there are is a lesson about creating and approving a requisition; under Finance/Procurement, there is a lesson about how to look up the status of a purchase order. Under Human Capital Management/Manager Self Service, you will find lessons about how a manager can request a position or process an employee’s retirement.

7. How long does it take to complete a lesson?

**Answer:** This varies considerably. Some lessons are quite short and you will be able to complete them in “See It!” mode in just two or three minutes. Other lessons, for more complex processes, are quite lengthy, and you should allow ten or fifteen minutes. “Try It!” mode, where you are actually practicing the steps, will typically take a little longer.

To estimate how long you will need for a specific lesson, you may wish to use “See It!” mode manually. To do this, click Pause, which will change to Resume and use the “enter” key on your keyboard to progress quickly through the screens. This will give you an idea of the length of the lesson.
Help

1. **What if I have a question?**

   **Answer:** If you have a question, help is available on-line on every screen in PeopleSoft. PeopleSoft contains an interactive training tool called User Productivity Kit or UPK. You can access UPK by clicking on the Help link in the upper right hand corner when you are in PeopleSoft. Hold down the Control and Alt keys simultaneously, and click "On-Demand". UPK will open, click "All", and then select the topic that you wish to review.

   To access the UPK Quick Reference Guide for further information and instructions about UPK, log on to [www.howard.edu/peoplesoft](http://www.howard.edu/peoplesoft).

2. **If I have a question, can I talk to a person?**

   **Answer:** You can also call the PeopleSoft Support Center (PSC) by dialing 6-2020. PSC is responsible for providing immediate assistance, or elevating your request to a level where it can be accurately resolved. PSC will ask you to provide your Howard University identification card number. You will receive a HEAT ticket number for your service request.

3. **What is a HEAT ticket number?**

   **Answer:** When you contact PSC to report an issue, you will receive a HEAT ticket number. The HEAT ticket system tracks service requests and responses. Your HEAT ticket number will track your issue and any subsequent follow up services provided by PSC.