

PeopleSoft Financials Tools 8.59 Delta Guide

March 28, 2023

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Introduction

Welcome to the PeopleSoft Financials Tools 8.59 Upgrade Delta Guide

The PeopleSoft Financials Development Support and Training Teams are pleased to share the most recent upgrade with all users. The upgrade marks a significant change in the way users will navigate throughout the system. During the training session, new terminology will be introduced to help familiarize users with the new look and feel of the system and teach how to utilize the new homepages and tiles created to facilitate work in PeopleSoft Financials.

Basic functionality is still the same, and most items can still be accessed and utilized as they were in the previous version of the application. However, in addition to the new terminology and navigations, there are a few minor changes and some new features which are presented in this document.

LSU Health PeopleSoft Financials

Home Pages

A new landing page is now available once you launch PeopleSoft Financials. The new landing page is called "**My Financials Home**", and the title displays in the top left corner of the page. You will be returned to **My Financials Home** from anywhere in the system by clicking the **Home** icon.

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My Financials Home 🔻					< 1 of 7	· >
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The **Systems Notification** tile is the only tile defaulted to **My Financials Home**. It will display on **all** homepages. In this example, it provides information regarding what system and database you are using as well as the last refresh date. Messaging on the tile can be changed, so do not assume it is always the same.

Users can personalize **My Financials Home** by adding individual tiles for frequently used navigation collections or pages. For example, the **Speedtype Lookup** tile can be added to the **My Financials Home** page for quick access rather than searching for it in the various homepages. The steps for adding a tile to My Financials Home are outlined below.

First, click the Actions icon – three stacked dots – in the upper right corner of the page.

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	System Notificat PS975 TRN Notice: Pranaralah, Transrog The running Picegle Tools Mark State Health PTS Franciscu. date: 2023-02-4	ecpleSoft s system is \$5.05 for \$7 or LSU as terferab		
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Next, select the Personalize Homepage link from the drop-down menu

nanc	cials TRN 🏠 🗘 🔅 🧭
	Personalize Homepage
	Refresh
	New Window
	My Preferences
	Help
	Sign Out

Once on the **Personalize Homepage**, select the **Add Tile** link on the far right of the page opposite of the **Select Homepage Settings** title.

Cancel	Personalize Homepage	Save
Add Homepage	Common Settings	
My Financials Home	Show Notifications Panel No 0	
= LSU Health Financials	Selected Homepage Settings	Add Tile
= Asset Management	Homepage My Financials Home	

Select the **FSCM Navigation Collections** link. This is a list of available tiles from all homepages.

Add Tile	×
Search a Tile Tile name, tile category, or tile keyword Choose an Existing Tile	→
FSCM Navigation Collections	>
PeopleSoft Applications	>
Update Manager	>
Employee Self-Service	>

Scroll down until you find the **Speedtype Lookup** option and click the **Speedtype Lookup** link.



Click the **Save** button in the upper right corner of the page opposite the **Personalize Homepage** title.

Personalize Homepage	Save
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The tile displays on **My Financials Home**.

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My Financials Home 🔻							1 of 7	>
System Notifications		Speedtype Lookup						
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upgrade training. Upgrade training. This is a test instance for Li Health PS Financials. Last re-	su	Health						
Health PS Financials. Last re date: 2023-02-08	resn	riculti						

Navigation to another homepage may be accomplished by selecting the drop-down arrow to the right of **My Financials Home**. Select from the menu which homepage you wish to view. In this example, the **LSU Health Financials** page is selected.



The "LSU Health Financials" page is where users will access the tiles and navigation collections associated with requisitions and purchase order functions. Your access determines which tiles will be available on the page. Unlike the My Financials Home

page, users <u>cannot</u> add tiles to LSU Health Financials. Tiles that you may see on the LSU Health Financials are: Business Manager, Purchasing, ePro Requisitions (<u>LSUSH</u> only), and Reporting (in PS9FSRPT).

<u>NOTE: The Tiles shown on this page may vary from user to user. These are based on</u> <u>security access.</u>

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	LSU Health Financials					<	2 of 7	>
0		System Notifications PS9F5 TRN Notice: PeopleSoft Financials Training. This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU Health PS Francials. Last refresh date: 2023-02-08	Business Manager	Purchasing LSU Health				

Just as you can navigate between homepages from the drop-down menu to the right of the homepage name, you can also navigate between them using the page counter at the top right of the page. In the above screeenshot page counter display as < 2 of 7 >. The "7" indicates the total number of homepages to which the user has access. The "2" indicates homepage number currently being viewed, which is the LSU Health Financials page. The right arrow advances you to a new page, and the left arrow returns you to a previous page.

Personalize Homepage Settings – Notifications

Financials users receive notifications for items needing their attention, such as a requisition approval (via the Worklist), voucher approval or payment request approval. The **Bell** icon at the top right of the page now serves as the **Notifications** icon instead of the Flag in the Classic version. A little **flag** on the bell will display to indicate there is an action or alert available.

Default Display:

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	LSU Health Financials 🔻				2	<	2 of 7	>
9 ()	System Notifi PS9FSTRN Notice Financials Training: running PeopleToo upprade tra This is a test inais Health PS Financial date: 2023-	PeopleSoft This system is s 8.59.05 for ning. nce for LSU s. Last refresh	Business Manager	Purchasing LSU Health				

An alternative to using the **Bell** icon is using the **Notifications Panel**. The **Notifications Panel** defaults to the "No" position, meaning it does <u>not</u> display on the user's homepage. The user may choose to set the **Notifications Panel** to the "Yes" position and have the panel default onto **all** homepages to which the user has access. The **Notifications Panel** displays on the right side of all PeopleSoft homepages. This panel provides two options: **Actions** and **Alerts**. **Actions** are "actionable" items, such as approving a payment request, while **Alerts** are "informational" items, such as a voucher denial. Outlined below are the steps to turn the **Notifications Panel** to the "Yes" position.

Select the **Action** icon – the three stacked dots - at the top right of the page. Select the **Personalize Homepage** option.

	Menu 👻 Search in Menu	Q	👬 Financials TRN 🟠 🗘 🗄
LSU Health Financials 🔻			Personalize Homepage
	PS9FSTRN Notice: PeopleSoft Financials Training: This system is running PeopleTools 8.59.05 for	Business Manager	Refresh New Window My Preferences Help Sign Cut

On the **Personalize Homepage**, toggle the switch for the "**Show Notifications Panel**" from No to Yes.

Common Settings	Common Settings
Show Notifications Panel No 👔	Show Notifications Panel Yes 🤅 🤅
Selected Homepage Settings	Selected Homepage Settings

Click the **Save** button on the top right of the page opposite the **Personalize Homepage** title.

Personalize Homepage	Save
Common Settings	
Show Notifications Panel Yes 🕜 🛈	

You are returned to the LSU Health Financials page with the Notifications Panel displayed.

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LSU Health Financials *				Actions John
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As previously stated, the Notifications icon changed from the Flag to a Bell.

Old (Tools 8.57):



In the previous version, when selecting the **Notifications Flag**, the **Actions** option was highlighted in the drop-down. The **Alerts** option displayed a number on the tab indicating the number of alerts the user had.

New (Tools 8.59):

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	LSU Health Finance	ials 🔹					<	2 of 7	>
0		System Notifi PS9FSTRN Notice Financials Training running People Tool upgrade that This is a leaf insta Health PS Financial date: 2023-	: PeopleSoft This system is s 8.59.05 for ning. nce for LSU s. Last refresh	Business Manager	Purchasing LSU Health				
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In the new version, when selecting the **Notifications Bell**, the drop-down also defaults to **Actions**. The tab for **Alerts** does <u>not</u> display on the tab the number of alerts the user has; instead it is shown above the **Alert** list box. In this example, the user has 110 alerts.



In the new tools version, the "View All" link on the Notifications Panel displays at the bottom of the panel instead of the top.

Notifications Panel Actions Icon

The Notifications Panel includes an **'X'** to close the panel, a **Refresh** icon and **Actions** icon -three stacked dots - to change the default settings. Click the **Actions** icon (three stacked dots). The **Actions** icon contains the following links: *Open Actions View*, *View All Notifications* and *Settings*.



NOTE: In the screenshot below, view the Notifications Panel Actions icon (three stacked dots).

Select the **Settings** option.





The user may choose to display the full notifications text, and if desired, a set number of actions and alerts to display. If <u>any</u> entry is performed, select the **Done** button at the top right of the pop-up.

NOTE: The Advanced Notifications Settings link is not changeable by users. Please disregard link.

NOTE: When on the <u>Alerts</u> tab of the Notifications Panel, select the Actions icon (three stacked dots). Notice the "Open Action View" option <u>does not</u> appear in the menu selection.

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ſ	View All Notifications	
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Vou		×
Vou LSU Vou	INO has been denied cher 1d 00424696 for Business Unit	× ×

My Preferences

The General Settings panel for My Preferences is where the user may opt to make Navigational Personalizations. There are two Navigational Personalization options available: Tab over Lookup Button and Autocomplete. Both options have been in previous versions of PeopleSoft, so they should be familiar to users.

The **Tab over Lookup Button** defaults to "**No**". This indicates that the user may <u>not</u> tab over the various Lookup buttons within PeopleSoft. You would toggle the button to change it to "**Yes**" if you desire to "*turn on*" this feature. In this example, it will remain as "**No**".

The current version of the **Autocomplete** option is defaulted to the "**Yes**" position, meaning it is turned on for all users. Users may elect to switch the option to "**No**" so that it is turned off. This may be accomplished by selecting **My Preferences** from any homepage. Preferences are universal through the system, so by changing the **Autocomplete** default for one homepage, you change it for all.

- Select the Action icon three stacked dots in the top right of the screen.
- Select the **My Preferences** option.

C LSU Health Financials	My Preferences	🔚 Financials TRN	ଜ	Q	۵	: @
General Settings	General Settings				_	
A Notifications	✓ Navigation Personalizations					Save
🍟 Procurement 🗸 🗸	Tab over Lookup Button No					
	Autocomplete Yes					

- Toggle the option for **Autocomplete** to **No**.
- Click the **SAVE** button in the upper right corner of the screen.

NavBar Menu Appearance and Terminology Differences

The **NavBar** still serves as an alternative means of navigation within PeopleSoft. The **NavBar** appearance and some terminology has been updated, but the structure is essentially the same. By clicking the **NavBar**, the panel expands to the left to display menu options as in the previous version.

The **Recently Viewed** icon is now the **Recently Visited** icon, and the icon has changed from a *calendar* to a *clock*. The **My Favorites** icon is now just **Favorites**, and the icon has changed from a *star* to a *heart*. Lastly, the **Navigator** icon is now the **Menu** icon, and the icon has changed from a *book* to *lines*.



NOTE: The Create Requisition cart is for LSUSH users only.

The default **Menu** is organized alphabetically with a break between each alpha character. If desired, the user may change the order of the **Menu** from **Alphabetical** to **Standard**. In **Standard** order, menu items are viewed by *function*. Select **Settings** (gear icon) at the top right of the menu.

On the **Personalize** page, select **Standard** and, then **Save**.

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	Menu Order Alphabetical Standard								
NavB	lar Tiles ④								
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=	Favorites								
=	Menu								
=	Create Requisition								
=	Classic Home								

Select the Menu option to view the Standard order.

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NavBar: Menu	ı	٢
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Favorites	Allocations	>
=	Asset Management	>
Menu	Background Processes	>
1	Banking	×
Create Requisition	Billing	>

Recently Visited and Favorites Icons

Another new feature of Tools 8.59 is having the **Recently Visited** and **Favorites** icons in the left margins of homepages to facilitate quick access and navigation. The **Recently Visited** icon (clock) displays a list of previously visited pages. Simply click an option to navigate to that page again.



By selecting the **Favorites** icon (heart), the user's saved favorite pages display. Again, simply click an option to return to the page again.



PS/nVision

The navigation options that users will see in the **Reports** database for **PS nVision** have changed with Tools 8.59. Instead of seeing "Define Report Books" and "Define Report Request" in the menu, users will see "**PS/nVision Schedule Books**" and "**PS/nVision Schedule Requests**".

Old (Tools 8.57):

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Favorites 🔻	Main Menu 🐨		
Financials	Search Menu:	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	rch 🔊 Advanced Searc
My Reports Report ZZGLX001 - Account- Balance- Summary-All- 2022-02-28.pdf R Worklist Worklist Review a w	Grants Inventory Items	BI Publisher Connected Query	;]
	PeopleTools Project Costing Project Costing Project Costing Project Costing Purchasing Reporting Tools SCM Integrations	Pivot Grid Pivot Grid PS/nVision Query Report Manager	Define Report Book Define Report Request Define Scope LSU NVSRPT Prompt Indicator Register Drilldown Layout SpreadSheet API Sample Page

New (Tools 8.59):



Process Monitor

Several new features have been added to the Process Monitor for Tools 8.59. When you access the Process Monitor to review a process status, these new features will be evident.

- In the header section, directly below the **Refresh** button at the top right of the page, there are two new buttons: "**Clear**" and "**Reset**".
 - The **Clear** button removes all preset filters the user has entered into the header section.
 - The **Reset** button restores the Process Monitor settings to the default.
- The **Report Manager** link has moved slightly to the left of the Reset button.
- A new **Actions** column has been added to the Process List section. **Actions** will be displayed for each row in the Process Monitor.
 - The new **Actions** column provides access to the options under the **Details** link. Users will select **Actions** to get a drop-down list of available options. Users may also choose the **Details** link to select desired actions.

Old (Tools 8.57):

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elect	Instance	Seq.				MGONZA	Run Date/Time	Run Status	Distribution Status	Details			
Select	Instance 9650006	Seq.	BI Publisher	PSXPQRYRPT	0	MGONZA MGONZA	Run Date/Time 03/04/2022 6:15:00AM CST	Run Status Queued	Distribution Status N/A	Details Details			
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New (Tools 8.59):

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Appendix

Icons and Terminology

Icon	Term	Definition
டி	Home Icon	returns users to the homepage
Q	Search Icon	used to search for documents or menu options
4	Notification Flag	used to search for documents or menu options
1	Action Icon	used to perform various actions including signing out
\oslash	NavBar Icon	used to select the right side navigation and menu options
\Diamond	Favorites	used to select the right side navigation and menu options
()	Recent	used to select the right side navigation and menu options
LSU Health	Tile	Tiles are used as graphic representation of collections of pages and navigations
Requisitions Requisitions AddUpdate Requisitions Requester's Workbench Budget Check Document Status Manage Requisition Approvals Accounting Entries Change History	Navigation Collection	This is also known as a "NavCollection". These are groups of frequently used menu navigation links grouped together on a tile to facilitate ease of access in the system. The tiles and navigation collections can save users time by reducing the number of times they need to click menu options as well as alleviate issues when menu navigations are not easily remembered.

System

System Notifications

PS9FSPRD Notice: This system is the PS Financials Production system. Contact the support team with questions. LSU Health PS Financials Production (PS9FSPRD), 2023-03-10

Test:

System Notifications PS9FSSND Notice: This system is refershed weekly from production to support testing. Contact the support team with questions. This is a test instance for LSU Health PS Financials. Last refresh date: 2023-03-03

System Notifications

PS9FSPAT Notice: PeopleSoft Supply Chain testing: This system is running PeopleTools 8.59.05 for upgrade testing and review. This is a test instance for LSU Health PS Financials. Last refresh date: 2022-11-29

Users will see the System Notifications Notification Tile tile on the My Financials Home. It notifies the user which database they are in and for users to contact Support with

questions.

For Test instances (see second screenshot from SND and the third from PAT), the user will see a dynamic message noting the database name and the last refresh date for that instance.

Example of Homepages

My Financials Home:



LSU Health Financials:

	Menu - Search in Menu		Q with Financials TRN	Nŵ	Δ	:	Ø
LSU Health Fi	nancials 🔻				<	2 of 7	>
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0							
2							

NOTE: The Asset Management, Project & Receivables, General Ledger, and Procurement homepages are exclusively for staff in those departments. The average users will not have access to these pages.



Projects & Receivables *	Menu 👻 Search in Menu		٩	Financials TRN 🟠 🗘 🕴
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	Customers LSU Health	Customer Contract	Billing LSU Health	
	Accounts Rectivate	Commitment Control	Collections Workbench	

General Ledger:

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Procurement:

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	Suppliers LSU Health	LSU ePro Bayer Center	L.SU ePro Requisitions	
	etro Receiving			

Employee Self Service:

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NOTE: For additional information on PeopleSoft Financials End User Training, please refer to the <u>link below:</u>

LSU Health New Orleans: http://www.lsuhsc.edu/ps/support/fin_9_manuals.aspx