

Frequently Asked Questions about Financials (Updated March 24, 2005)

General

1. *What is the benefit of PeopleSoft®?*

PeopleSoft has many benefits. First of all, it's recent technology. Our current systems are old, not maintained or supported by the vendors who sold them, and are running on hardware that is becoming obsolete. With PeopleSoft we collect more, and more valid, data. PeopleSoft provides data editing which means preventing "garbage in/garbage out". Reporting is made more available to the users. They can run their own reports and put them in current desktop tools like Excel. We reduce data redundancy. The same data aren't replicated across several systems, because PeopleSoft is the system.

2. *When will training on PeopleSoft start?*

Starting in late summer 2004, a class called "How Business Will Change" was offered. This class describes a lot of the changes we'll see as we move into PeopleSoft Financials, and highlights some new things, too. In early 2005, the campuses will start holding classes on creating requisitions and creating journal entries, etc. Training will really kick into high gear beginning in April.

3. *What does June look like? Should we have all our work caught up or save some?*

Don't save work! Get caught up if you can. There's always more to come along.

4. *Could you provide a "sneak preview" for us...perhaps a document that shows some screen shots of how requisitions and journal entry will look?*

The functional and technical teams are working to complete the essential data and a few modifications. We don't want to put out too much too soon, because some things will look different at the time of go-live, and we don't want to confuse people. However, some screen shots and tidbits of information are now available in the "A Peek A Week" series on the Project Enterprise website.

5. *How will we log into Financials? Will we have a new website and a new sign-on and password?*

You will log into PeopleSoft just like you do now to enter your time. There will be a new link on the Portal Enterprise Menu (the left of the page you see after sign-on). Just what the link to Financials will be called hasn't yet been determined.

6. Will we have drop-down boxes that tell us what values are valid for a field?

Yes! Search fields for looking up values, and radio buttons with a short number of specific choices!

7. How will reports be distributed? By paper? Electronically?

In many cases, you will be able to run your own reports. Reports can be emailed, saved as spreadsheets and shared on local drives, shared via web pages, or distributed by paper.

8. Who will have access to reports?

Access to GL Inquiry Pages, which replaces WebFAST, will be given to all of those people who have WebFAST now. These pages will have more information and will serve, we hope, 95 percent of the Financial reporting needs. Access to other reports will depend on your “role” in the Financial systems. People who create requisitions will have access to different reports than those people who create journal entries online.

9. When do the processes run?

There are many different processes. Some—like the posting of journal entries—will run once a day, at night. Another—the process that moves requisitions to purchase orders—will happen several times a day.

10. If I'm having a problem creating a requisition or a journal entry, can someone else see what I'm doing and help me?

If you are in the process of creating a requisition or a journal entry, no one will be able to see what you're doing because nothing has been put into the database yet. If you run into problems at this point, you'll need someone to look over your shoulder. If the requisition or journal entry has been saved, others can look at it to help you identify problems or provide help.

11. What kind of support will be available for go-live and after?

The Purchasing and Accounting offices at each campus will be the first stop for support. The functional team and training teams in the Project Enterprise office will also be available. More information about support at go-live will be available as it gets closer.

Purchasing

1. Will the PeopleSoft system generate purchase orders?

Yes. You create a requisition, and a process that runs in the system turns those requisitions into POs. They can be faxed, emailed, or phoned to a vendor without printing.

2. Will employees be able to buy things without creating requisitions that go through Purchasing?

Yes, but according to APL 30, purchases except those listed in the APL should be made through a purchase order or through the Purchase card. You will have a way to create requisitions for those purchases that happen outside of the purchasing process, such as subscription and license fees that renew. It's called a Confirming Invoice requisition.

3. What is the limit for automatically approved requisitions?

The answer depends on the campus. The limits are set by the individual universities.

4. Does creating requisitions take more time than paying the bills?

At first, yes, because you will be learning a new task. Once you get used to it, there will not be a significant difference in the amount of time it takes.

5. Will we be able to do a partial requisition? One person to start it, and another to finish it?

Yes. You will be able to start it, and then put it on "hold" for someone else to finish.

6. Will everyone use Requisitions on PeopleSoft? Will no one use paper forms?

On some of our UMS campuses, those people who have never done requisitions online will continue to use paper. Implementation is being approached in a measured way—getting those who know how to create requisitions online trained first so that they may be mentors to the new users, sometime after go-live. On some campuses, people who do very few requisitions in a year may continue to have someone else enter them.

7. How will encumbrances as the result of requisitions happen?

"Budget checking" is a step in creating the requisition that may be done manually or left for the system to do. Budget checking creates a "pre-encumbrance." Once the requisition becomes a purchase order, the "pre-encumbrance" becomes an encumbrance.

8. How are requisitions approved?

Some requisitions will be automatically approved, if they are below the limit set for automatic approval for your campus. If they are above that limit, people on your campus will be designated as "requisition approvers" and will approve the requisitions online.

9. If a requisition doesn't pass the budget check, will that stop the requisition from being processed?

No. This was a decision made during the design phase by representatives from the campuses.

10. If the budget check doesn't stop the requisition, does this mean that the approver will have to check the account using GL Inquiry Pages before approving the requisition?

That is an option, yes, if the approver wants to assure there's money in his/her budget.

11. Will there be one purchase order form for the University System, or will each institution have its own?

The purchase order form is still being designed. There will be one for the System, but the purchase order from a campus will have that university's name prominently displayed on the form.

12. How will we correct a requisition or purchase order if we see that something on it isn't going to be right?

After you create the requisition, you can edit it until a system process turns it into a purchase order. At that point, you may have to contact someone with approval authority to change the purchase order.

13. Will we be able to tell who made changes to the purchase order? Invoice?

Yes, the user and date are available on an "activity log" for the purchase order and on Voucher Attributes for the invoice.

14. Will we be able to print purchase orders or invoices?

Purchase orders, yes. Invoices, no.

15. Will there be history for purchase orders? Will I be able to see what I ordered last year?

You will be able to see what you ordered in the years prior to conversion online in the legacy purchasing system. We will be converting open purchase orders and open vouchers to PeopleSoft.

16. Will IDOs change?

The actual form will have to change to allow for the new PeopleSoft ChartField Combinations that replace FAST accounts, but otherwise the form will not change.

17. Will we still order from Central Supply at UM the way we do now?

Yes.

18. Will e-procurement change?

Yes! It's getting even better! We will be implementing an electronic marketplace (to be called "e-marketplace")—one site where you can access, to start with, Boise-Cascade and Fisher. The plan is for more vendors to be added to make this even more useful in the future.

19. Will purchase cards change?

No.

20. Will we still be doing check requests?

Yes.

21. If we have to pay a referee, for example, how does the check get created? Do I create a requisition and it skips the purchase order?

If the payment is ongoing, you create a standing order requisition. The purchase order isn't skipped. If it's a one-time payment, the check will be created following your current process. You will not be able to decide to pay a referee and an hour later have the check through the purchasing system. You will need to plan ahead.

22. How will Utilities be paid?

Utilities will be paid in "control groups." Control groups in PeopleSoft are the equivalent of "batches" in the legacy purchasing system.

23. Is there a batch way to enter invoices?

Yes, by using a "control group" in PeopleSoft.

24. Will the bookstores continue to create their own purchase orders?

This is a campus decision. There is no reason to change what the bookstores do now because of PeopleSoft.

25. Will those using the bookstore software have to continue to do double entry for credit memos or to correct invoices?

No! There will be interfaces, and no need for duplicate entry exists for any external system that we know about!

26. What's being done about an URSUS interface? Will I have to enter my invoices only once, or continue to do them twice?

An interface will be made to URSUS. Currently an interface is being used only by UMaine, but will be extended to all campuses.

27. Will each campus have its own set of vendors?

There will be a record per vendor in PeopleSoft, but each vendor will have a set of information for each UMS institution, so a user can choose the set of information for that vendor that's appropriate for his/her campus when creating a requisition. Each week a report will be run to look for duplicate vendors in the system. Where there are duplicates that data will be "blended" into one vendor record.

28. Will I be able to enter any vendors I want into the system?

Not everyone creating requisitions will be able to enter vendors. At each

university a few people will be responsible for vendor creation and maintenance.

29. Will vendors' email addresses be available somewhere so that we can email a vendor and ask questions about products?

Yes! This will be made available because this question was asked!

30. What is receiving? Is it physical or systematic?

Receiving, when we are talking "PeopleSpeak," is a process, a task within PeopleSoft. You "receive" (take possession of) your order, and then in PeopleSoft, "receive" the goods. In the case of services, you confirm that they have been done.

31. How will we receive part of an order? We rarely get the whole order at once! What about backorders?

These situations can be managed in PeopleSoft and are a couple of the many things that will be explained in training. For those who do receiving now, it is very similar.

32. What happens with packing slips? Do we keep them? Mail them to the Accounts Payable office?

This is a campus decision. Packing slips are a good tool as documentation for the receiving activity.

33. What does it mean in your "Changes" document that invoices will be sent to a central office? Won't we continue to receive our own invoices?

There will be from one to five payables offices ("bill to" addresses) at each UMS institution. Invoices will be mailed to these central locations, where they will be entered.

34. How long will Match Exceptions remain in the system, and how long will they remain after being resolved?

Match Exceptions will remain in the system until they are resolved. Once they are resolved, they remain until the next Match cycle runs (later that day).

35. How will student refunds be done? Will they continue to go through Accounts Payable?

Yes.

36. What will happen to my worklist if I'm on vacation or away for a few days and there's no one to forward it to?

If you have no one else to forward it to, your worklist can sit until you return.

General Ledger

1. ***For those of us who print our account numbers on our envelopes-- will we need to order new envelopes?***

No. Continue to use the old ones until your supply runs out.

2. ***What do people do when they need to print new envelopes?***

Before printing new envelopes, check with the Accounting office at your university to determine what the mailroom is expecting.

3. ***Will we be able to get to information by vendor in the GL Inquiry Pages?***

In GL Inquiry Pages, you will be able to “drill” back to ChartField detail that contains the vendor name. You will not be able to search by vendor.

4. ***Will we be able to tell by looking at the GL Inquiry Pages who created the journal entry?***

Yes.

5. ***How will we see the data for FY 2005 for the nine months in the system prior to go-live?***

These data will be visible in the GL Inquiry Pages. WebFAST will still be available to view the prior nine months before go-live and past years of data that have been loaded into WebFAST. How long WebFAST will remain available has not yet been determined. Also available in GL Inquiry Pages will be the monthly balances for FY 2004.

6. ***What financial data will be in PeopleSoft at go-live?***

At go-live, the monthly balances for Fiscal Year 2004 will be available, and detail will be available for 2005. Data will be available also in GL Inquiry Pages and WebFAST.

7. ***Will there still be Petty Cash?***

Yes.

8. ***Will Benefactor change?***

Benefactor itself will not change. There will be an interface to move financial information from Benefactor to PeopleSoft, just as there is to move financial information to FAST.

9. ***Will anything about the cash receipts we put in ISIS change?***

Not on the data entry side. You will continue to use the ten-digit FAST-type account that ISIS is built to use. However, if you are looking up the information in GL Inquiry Pages, you will need to find the ChartField

Combination that matches the ten-digit account to look at the information.

10. ***Will we continue to get reports from Student Receivables like we do now so that we can verify the cash receipts entered?***

Yes, these reports come out of ISIS now and will continue to.

11. ***I use the third digit of the object code to track special one-time things in FAST. How will I do that in PeopleSoft?***

If you are using the third digit of the object code to track “project”-type expenses, you should request that a project code be added to the project ChartField.

Expenses (Reimbursements)

1. ***Who will be entering Expenses data into the system?***

At the July 5, 2005 go-live, System-wide Services employees will be using Self-Service pages to enter their own travel information. At the other campuses, an Accounts Payable or Travel office employee will enter all the travel reimbursement requests. During the spring, other campuses will be trained on Expenses Self-Service and will be able to switch to it as they decide they are ready.

2. ***When Expenses becomes self-service, what happens to the receipts? How do we verify the data entered?***

Receipts, along with a printed copy of the travel request, will be provided to the person processing the Expense reimbursement request.

3. ***When using Self-Service Expenses, how will the user know which ChartField Combination to use?***

A ChartField Combination will default into the Self-Service pages based on the user’s department. The approver may change the ChartField Combination.

4. ***Who approves the expenses reimbursement request?***

This will be determined at each university.

5. ***My boss is way too busy to enter her own expense reports. Can I be set up to do it for her?***

In Expenses, there is the ability to set up a “proxy” who can enter expenses for other people.

6. ***Are only travel expenses being paid out of the Expenses system?***

No. Other reimbursement requests will also be paid out of the Expenses system.