PeopleSoft Financials Course Content

Introduction to PeopleSoft 9.1

- Navigating PeopleSoft Applications
- Signing into PeopleSoft Applications
- Identifying PeopleSoft Internet Application (PIA) components
- Identifying Shortcut Keys
- Personalizing Content and Layout
- Adding Favorites
- Retrieving Data
- Using PeopleBooks
- Understanding System Structure
- Explaining the PeopleSoft Internet Architecture
- Discussing the Structure of PeopleSoft Tables and Relational Databases
- Illustrating Effective Dating Defining Business Units and Set IDs
- Identifying Types of PeopleSoft Tables
- Describing Business Units
- Explaining the Relationships of Business Units and Set IDs
- Using PeopleSoft Process Scheduler and Reporting Tools
- Describing PeopleSoft Process Scheduler
- Using the Process Monitor
- Identifying Reporting Tools
- Running Reports
- Performing Queries
- Submitting Reports Using PS/nVision
- Utilizing ChartFields
- Explaining ChartFields
- Identifying Delivered ChartFields
- Configuring ChartFields

Purchasing 9.1

- Business Process Overview
  - Understanding the PeopleSoft Purchasing Business Process Flow and Functionality
  - Understanding the Integration Points between PeopleSoft Purchasing and other PeopleSoft Applications
  - Understanding the Default Hierarchy
  - Finding Information About PeopleSoft Purchasing in Peoplebooks
- Establishing Business Units and Processing Options
  - Defining Installation Parameters
  - Creating PeopleSoft Purchasing Business Units
  - Creating PeopleSoft Purchasing Processing Options
- Setting Up Required Table Information
  - Creating Locations

- o Adding Ship To Locations
- o Setting Up User Preferences
- o Setting Up Requesters
- o Setting Up Buyers
- Determining Vendor Basics
  - o Configuring the Vendor Set Control Page
  - o Searching for a Vendor
  - o Adding a New Vendor
- Setting Up Purchasing Items
  - o Creating Item Categories
  - o Creating Purchasing Items
  - o Copying and Loading Items
  - o Approving Items
  - o Creating Units of Measure
  - o Setting Up a Purchasing Kit
- Creating Requisitions
  - o Explaining the Requisition Business Process Flow
  - o Describing Requisitions
  - o Creating Requisitions Online
  - o Managing the Requisition Reconciliation Workbench
  - o Describing the Process to Load Requisitions from other PeopleSoft Applications
- Sourcing Requisitions and Creating Purchase Orders
  - o Describing Sourcing
  - o Sourcing Requisitions Online
  - o Sourcing Requisitions by Using the Auto-select Requisitions Process
  - o Building Inventory Demand
  - o Using the Sourcing Workbench Component
  - o Identifying Sourcing Methods
  - o Configuring the PO Calculations Process
  - o Configuring the Create PO Process
- Managing Purchase Orders
  - o Explaining the Purchase Order Business Process and Structure
  - o Creating and Updating Purchase Orders
  - o Creating a Purchase Order by Copying from Another Document
  - o Using the Purchase Order Reconciliation Workbench
  - o Evaluating Options to Dispatch Purchase Orders
- Demonstrating Receiving
  - o Describing the Receiving Business Process
  - o Identifying Receiving Setup Information
  - o Defining Receipt Statuses
  - o Creating a Receipt with a Purchase Order
  - o Creating a Receipt Without a Purchase Order
  - o Describing How Purchasing Receipts Interface with Other PeopleSoft Applications
- Demonstrating the Change Order and Delete Functionality
  - o Describing the Change Order Template
  - o Creating Change Orders for Purchase Orders
  - o Viewing Purchase Order Change Order History
  - o Deleting a Purchase Order

- o Distinguishing Between Purchase Order Cancellations and Deletions
  - o Describing the Change Order Request Process
  - o Describing Requisition Change Order Tracking
  - o Describing Requisition Deletion
- Configuring Additional Procurement Options
  - o Describing Distribution Networks
  - o Setting Up Miscellaneous Charges/Landed Cost Templates
  - o Combining Miscellaneous Charges with Items on Purchase Orders
  - o Describing Procurement Cards
- Setting Up Sales and Use Tax
- Maintaining Price Adjustments
  - o Setting Up Vendor Price Adjustment Rules
  - o Setting Up Purchase Order Schedule Price Adjustments
- Creating and Using Purchasing Contracts
  - o Defining Contract Set Controls
  - o Explaining Master Contracts
  - o Creating Purchasing Contracts
  - o Generating Contract Purchase Orders
  - o Explaining Blanket Purchase Orders
- Using Commitment Control in PeopleSoft Purchasing
  - o Enabling Commitment Control in PeopleSoft Purchasing
  - o Demonstrating Document Tolerance Checking
  - o Demonstrating the Budget Checking Process

Account Payables 9.1

- Defining Core Tables
- Setting Installation Options
- Utilizing TableSets
- Establishing User Preferences
- Creating Locations
- Identifying Currency Options
- Defining ChartFields
- Creating Accounting Entry Templates
- Setting Up Sales and Use Tax Options
- Setting Up Payables Business Units
- Identifying General Ledger Business Units
- Viewing Commitment Control Options
- Creating a Payables Definition
- Modifying Payables Options
- Defining Banks
- Identifying Common Banking Terms
- Identifying the Basic Steps of Bank Setup
- Defining Banks
- Setting up Bank Branches
- Defining External Accounts
- Setting up Payment Data
- Entering Payment Terms Setting up Additional Payment Data

- Adding Vendors
- Explaining Vendors
- Establishing Vendor Information
- Adding Vendors
- Explaining Vendor Conversations
- Deactivating Vendors
- Entering Miscellaneous Data
- Enabling Entry Events
- Defining Landed Costs
- Processing Vouchers
- Identifying Voucher Basics
- Identifying Voucher Types
- Manually Uploading Vouchers
- Creating Quick Invoice Entries
- Closing, Unposting and Deleting Vouchers
- Updating Open Items
- Correcting Voucher Errors
- Approving Vouchers
- Utilizing Control Groups
- Creating Control Groups
- Deleting a Control Group
- Running the Control Group Register
- Creating Voucher Contracts
- Describing Voucher Contracts
- Establishing Contract Set Controls Defining Voucher Contracts
- Closing Voucher Contracts
- Processing Batch Vouchers
- Creating a Pay Cycle
- Identifying Payment Creation Steps
- Running the Pay Cycle
- Viewing Payment References
- Creating a Manual Positive Payment
- Managing Trouble Shooting
- Posting Payments
- Matching
- Explaining Matching
- Entering Match Rules and Tolerances
- Creating Debit Memos
- Viewing Matching Reports
- Creating and Managing Payments
- Using Express Checks
- Creating Manual Payments
- Canceling Payments
- Processing Escheated Payments
- Processing Rescheduled Payments
- Creating Drafts
- Running Batch Processes
- Running Journal Generator

- Viewing Open Liabilities Running Inquiries and Reports
- Viewing PeopleSoft Payables Inquiries
- Viewing Payables Metrics
- Running Payables Reports

Asset Management 9.1

- Business Process Overview
- Defining the Asset Lifecycle Management (ALM) Solution
- Describing the Asset Transaction Flow
- Describing Asset Management System Integration
- Describing the Implementation of Asset Management
- Describing the Conversion Process for Asset Management
- Navigating through Asset Management
- Defining General Options
- Setting Up Installation Options
- Defining User Preferences
- Defining Locations, Calendars and ChartField Values
- Setting Up Asset Management
- Creating Asset Books
- Creating Business Units
- Defining Open Periods
- Setting Up Value Added Tax (VAT) Defaults
- Adding Assets
- Describing the Methods for Adding Assets Online
- Describing the Tables Used for Asset Management
- Adding Assets Using Express Add
- Adding Assets Using Basic Add
- Identifying Hazardous Assets
- Managing Asset Insurance, Maintenance, Warranties and Repair
- Tracking Asset Insurance
- Defining and Tracking Asset Maintenance Tracking Asset Maintenance Contracts
- Creating and Applying Warranties
- Reviewing Maintenance History
- Maintaining Leased Assets
- Desribing Lease Types
- Defining Lease Payment Schedules
- Creating Leased Assets
- Defining Step Leases
- Generating Lease Reports
- Adjusting, Recategorizing and Transferring Assets
- Adjusting Asset Information
- Reviewing Asset Cost History
- Recategorizing Assets
- Transferring Assets Within and Between Business Units

- Summarizing Cost Rows
- Retiring and Reinstating Assets
- Retiring Assets Manually
- Retiring Fully Depreciated Assets Automatically
- Using the Disposal Worksheet to Retire Assets
- Describing Retirement Integration with Other PeopleSoft Applications
- Reinstating Assets
- Maintaining Parent and Child Assets
- Adding Parent and Child Assets
- Adjusting Parent and Child Assets
- Recategorizing Parent and Child Assets
- Performing Transfers of Parent and Child Assets
- Retiring of Parent and Child Assets Reviewing the Net Book Value of Parent-Child Assets
- Depreciating Assets
- Describing How Asset Management Calculates Depreciation
- Reviewing and Modifying Open Transactions
- Performing the Depreciation Calculation Process
- Recalculating Depreciation and Performing What-If Calculations
- Depreciating Assets – France
- Configuring and Depreciating Assets Using the Derogatory Method
- Creating Accounting Entries for Derogatory Depreciation
- Configuring and Reporting Business Tax
- Revaluing Assets
- Running Statutory Reports
- Depreciating Assets – India
- Describing Depreciation Processing for India
- Processing Tax Depreciation for India
- Depreciating Assets – Japan
- Using Special and Increased Depreciation Methods
- Using Advanced and Composite Depreciation
- Setting Up Currency Rounding Options
- Generating Local Tax Reports
- Calculating Consumption Tax When Selling Retired Assets
- Maintaining Asset Book Information
- Describing Asset Books and Required Information for Calculating Depreciation
- Describing Remaining Value and Life-to-Date Depreciation Methods
- Reviewing Changes Made to Asset Books Reporting and Charting Asset Information
- Describing Asset Management Reporting Options
- Generating Asset Management Reports
- Generating Asset Charts
- Generating Asset Accounting Entries
- Creating and Reviewing Accounting Entries
- Closing Depreciation
- Closing Asset Accounting Periods
- Listing Common Month-End Processes
- Allocating Depreciation Expense
- Describing Depreciation Allocation
- Defining Transaction Groups

- Creating Allocation Entries
- Integrating with PeopleSoft General Ledger
- Defining the General Ledger to Accept Journal Entries
- Defining the Link Between Asset Management and General Ledger
- Running the Journal Generator Process
- Integrating Asset Management with Other Products
- Integrating with PeopleSoft Purchasing and Payables
- Using On-Demand Processing
- Consolidating and Unitizing Assets
- Integrating with PeopleSoft Project Costing
- Planning for Capital Asset Acquisitions
- Describing Asset Budgeting and Capital Acquisition Planning
- Defining Capital Acquisition Plans (CAP) Link Assets to a CAP
- Review and Adjust CAP information
- Performing Mass Changes to Assets
- Defining and Running the Mass Change Process
- Reviewing the Results of Mass Change
- Running the Transaction Loader Process
- Final Course Activity
- Defining the Various Control Tables Required to Perform Transactions
- Calculating Depreciation on Open Transaction
- Creating Accounting Entries and Running Depreciation Close
- Running the Journal Generator Process
- Reviewing Results

E-procurement

- Creating requisition
- Managing requisition
- Reconciliation workbench
- Administer procurement.
- Setups and configurations.

General Ledger:

- Introduction
- Creation of Journals.
- Managing of Journals.
- Posting of journals.
- Processing of journals.
- Setups/Configurations.