PeopleSoft

KUMC

PeopleSoft Financials Data Warehouse

Procedural Reference

Table of Contents

Throughout this manual, the ✎ symbol indicates additional information on the left side of the page.

Overview

The PeopleSoft Financials Workbooks in the KUMC Data Warehouse provide access to PeopleSoft financial data through a web interface. The data available consists of payroll, purchasing, travel and IDB transactions similar to line items reported on the AM90/91 monthly report. Revenue is reported for revenue SpeedTypes. Both Summary and Detail reports are available. Data is refreshed daily.

The Summary report contains a table and a graph of data. The table portion displays a separate line for each budget category. The budget categories are 1005, Salary and Wages; 1745, Fringes, 2000, OOE; and 2005, Telephone and Networking. For revenue SpeedTypes, related revenue budget categories are displayed, each on a separate line. Budget/Revenue, Expenditure, Encumbrance and Balance values are displayed for each line.

The graph of the summary data is a column chart comparing the values in Budget/Revenue, Expenditure, Encumbrance and Balance in each budget category to each other.

The Detail report is a table of transactions similar to the detail page of the AM90/91, with the transactions in date order. Each line includes the Account Code, ID number, Source, Vendor, Description and related transaction amount. See the next page for information on the data displayed for each type of transaction.

Users are able to view or print information related to a Department or one or more SpeedTypes. Viewed data can also be exported to Excel for further analysis.

Overview *(continued)*

Description of transaction lines on detail report

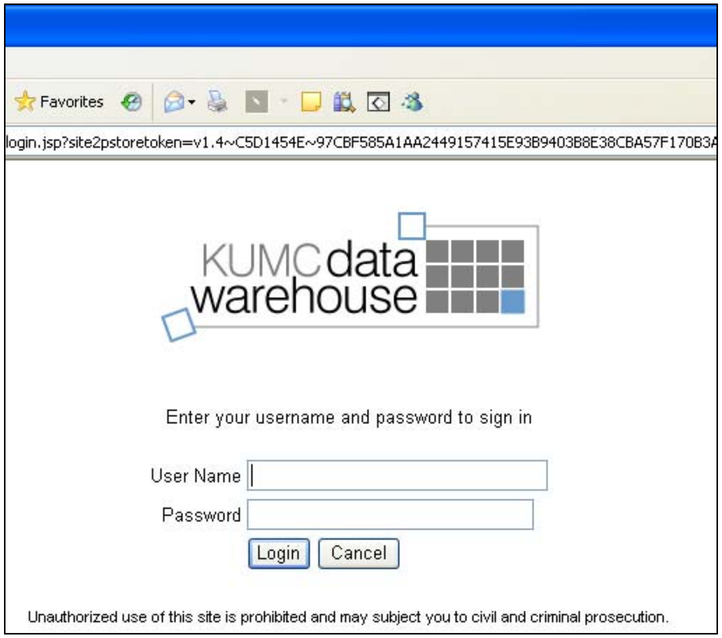
Transaction Type	ID	Source	Vendor	Descriptor	Value
Salary	Journal ID	Pay	Payroll Processing	Pay period number and start date	Expenditure
Fringes	Journal ID	Pay	Payroll Processing	Pay period number and start date	Expenditure
Retroactive Funding Adjustment	Journal ID	RFA	RFA – RetroActive Fndg Adj	Payroll Adjustments	Expenditure
Budget Adjustment	BAF number	Blank	Blank	Journal Entry or description entered by budget office staff	Budget/Revenue
Purchase Order	PO Number	PO	Vendor name	Distribution	Encumbrance
Voucher	Voucher number	AP	Vendor name	Line description from PO	Expenditure
BPC	BPC number	BPC	Business Procurement Card – KC	User name from BPC entry	Expenditure
IDB	Various - see below	Various	Various	Various	Expenditure
Telephone/Network	TELECOM	MYS MYW	MYSOFT-TMIS-*location* Billing	*Location* TeleCom Expense	Expenditure
Travel	Travel number	AP	Traveler	Blank	Expenditure
Airline Ticket Purchase	Voucher number	AP	UMB Bank Visa	AIRFARE traveler name	Expenditure
Revenue SpeedTypes Only:					
Beginning Balance	Journal ID	B3B	B3 Beginning Balance	FY #### beginning balance	Budget/Revenue
Revenue	Journal ID	AR	Accounts Receivable	AR Payment Transaction	Budget/Revenue
Deposit	Journal ID	ONL	Online Journal Entry	Line description from journal	Budget/Revenue

Abbreviations used in IDB IDs

Source	ID	Billing Department		Source	ID	Billing Department
BIO	BIOTECH	Biochemistry		LAR	LAR	Lab Animal Resources
FMO	FACMGMT	Facility Management		MYS	TELECOM	Telecommunications KC
IDB	IDB	Interdepartmental Billing		MYW	TELECOM	Telecommunications Wichita
IRB	INFORESR	Information Resource				

Navigation

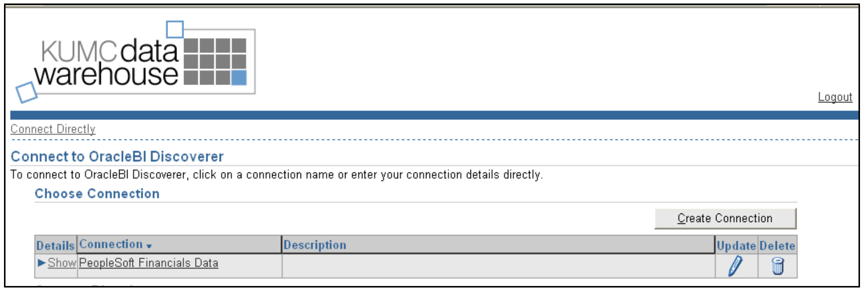
Step 1 You can enter https://dw.kumc.edu:4444/discoverer/viewer directly in the address bar in Internet Explorer.



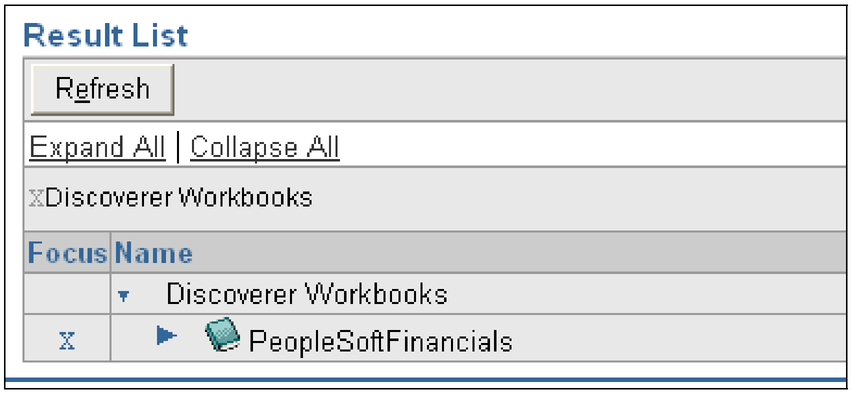
1. Double-click **PS-FIN Data Warehouse** icon on your desktop.

2. Enter your Novell user name in the **User Name** field.
3. Enter your Novell password in the **Password** field.
4. Click  .

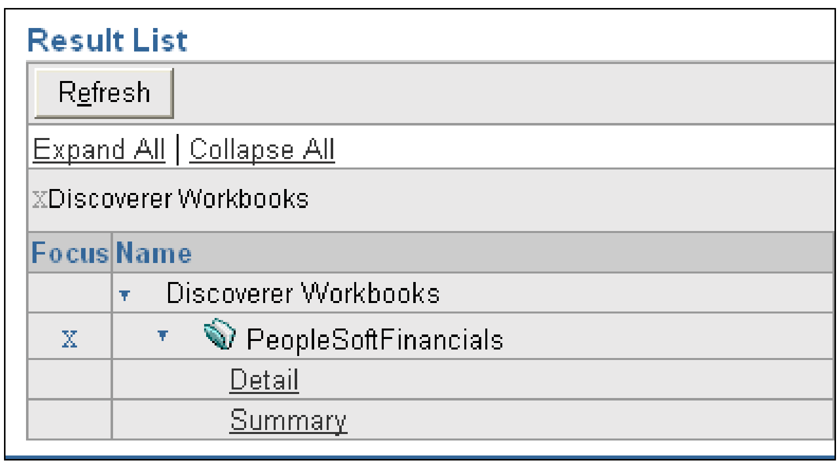
Connect



1. Click **PeopleSoft Financials Data** link.



2. Click (expand) next to PeopleSoft Financials Workbook.



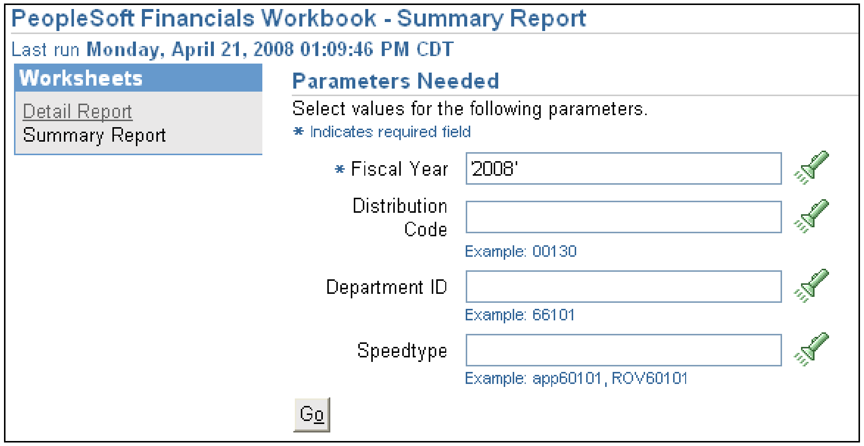
3. Click desired report type (Detail or Summary).

   For Summary report, go to page 7.

   For Detail report, go to page 10.

   After making your initial choice, you can switch report type by using the **Worksheets** menu at the left of the Parameters page.

Enter Parameters, Summary Report

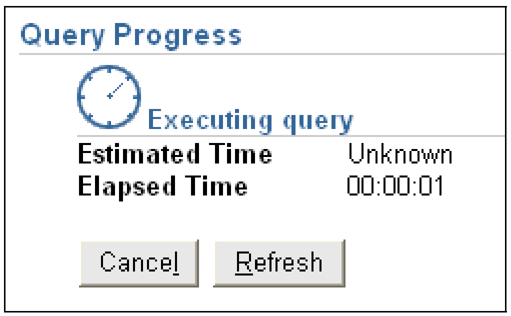


1. Enter parameters to obtain desired data.

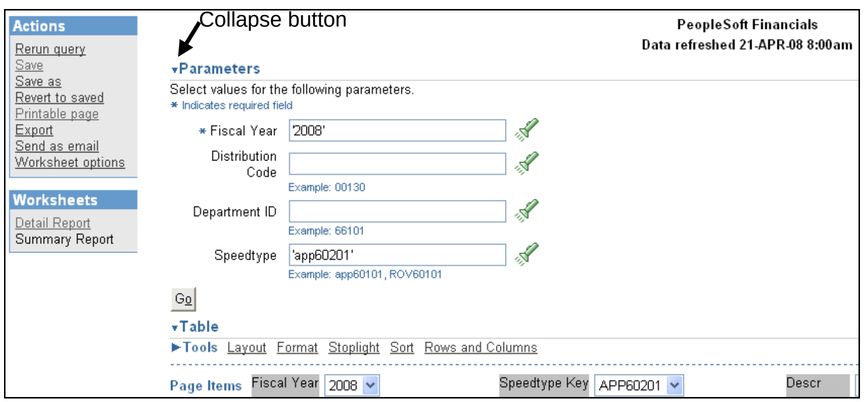
   Fiscal Year is required.

   Enter **Distribution Code** or **Department ID** or **Speedtype**.

2. Click Go .

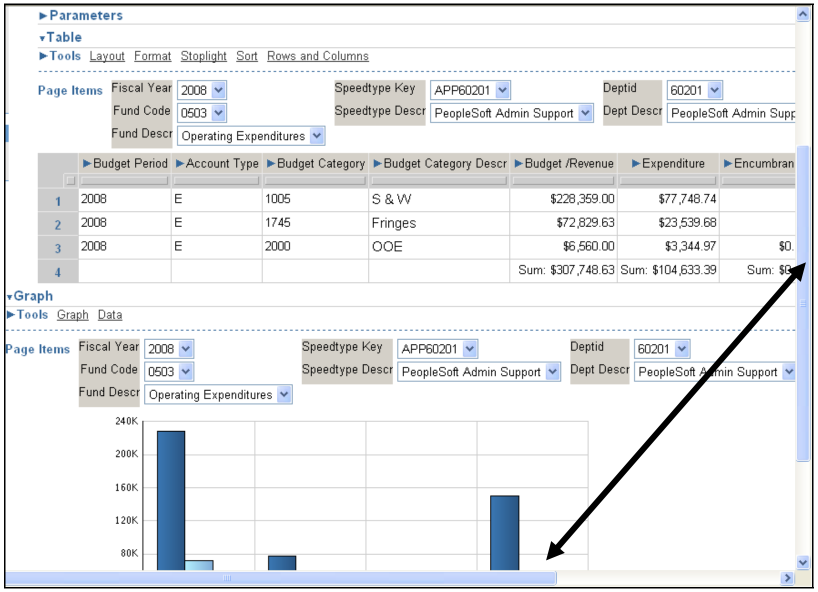


A Query Progress page will display while data is retrieved.

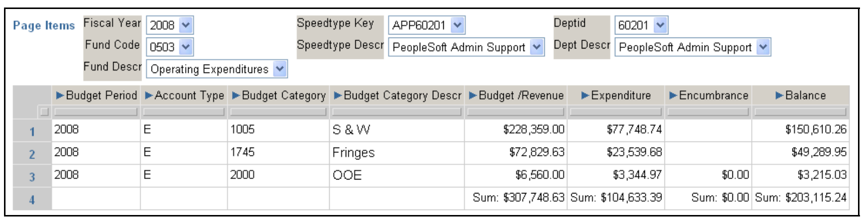


Optional: Once the query results are displayed, click (collapse) next to Parameters to view more data on the screen.

View Summary Data



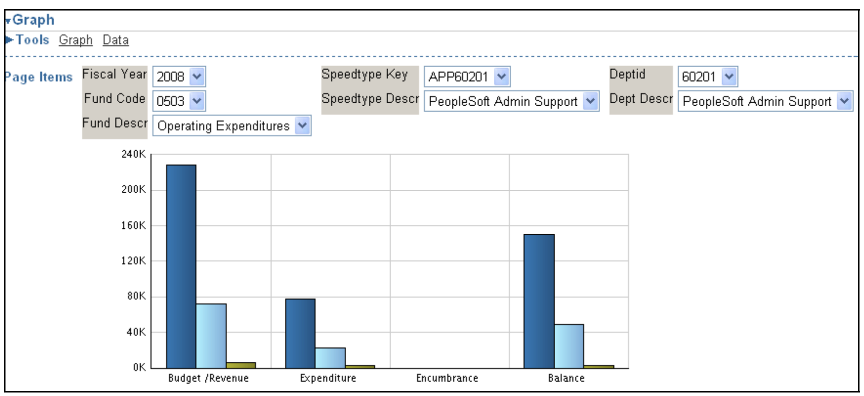
1. Use scroll bars to view additional data.



Page Items: Fiscal Year 2008; Fund Code 0503; Fund Descr Operating Expenditures; Speedtype Key APP60201; Speedtype Descr PeopleSoft Admin Support; Deptid 60201; Dept Descr PeopleSoft Admin Support

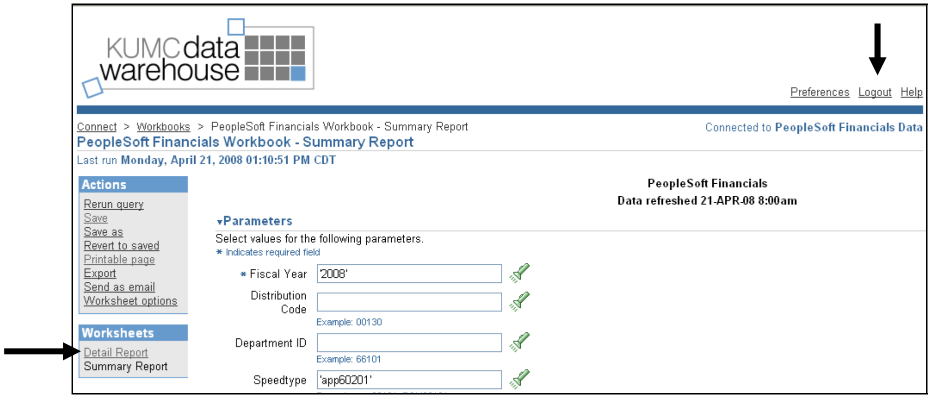
	Budget Period	Account Type	Budget Category	Budget Category Descr	Budget /Revenue	Expenditure	Encumbrance	Balance
1	2008	E	1005	S & W	$228,359.00	$77,748.74		$150,610.26
2	2008	E	1745	Fringes	$72,829.63	$23,539.68		$49,289.95
3	2008	E	2000	OOE	$6,560.00	$3,344.97	$0.00	$3,215.03
4					Sum: $307,748.63	Sum: $104,633.39	Sum: $0.00	Sum: $203,115.24

The table portion of the Summary report displays a separate line for each budget category. Budget/Revenue, Expenditure, Encumbrance and Balance values are displayed for each line.



The bottom portion of the Summary report contains a graph of the data. Each column of the graph represents a budget category.

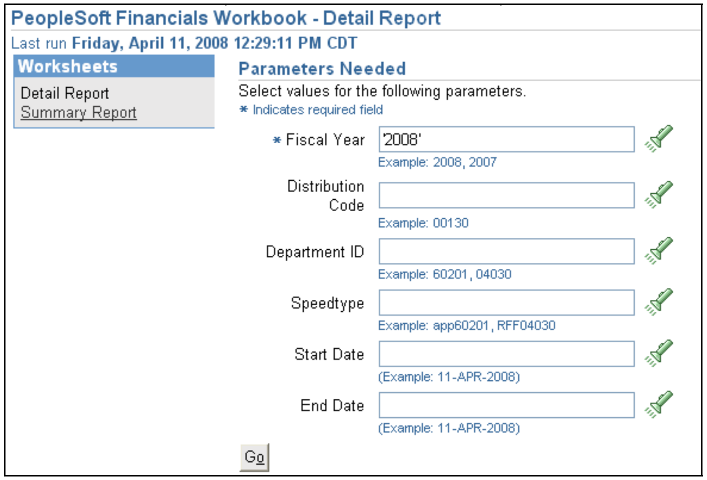
View Summary Data *(continued)*



2. Click as desired.

To …	**Click…**	**Go to Step…**
Query another SpeedType or Department	Scroll to parameters (expand if needed)	1 on page 7
View a Detail Report	Detail Report link in the Worksheets menu	1 on page 10
Exit the Data Warehouse	Logout link in the upper right corner of the page	

Enter Parameters, Detail Report



1. Enter parameters to obtain desired data.

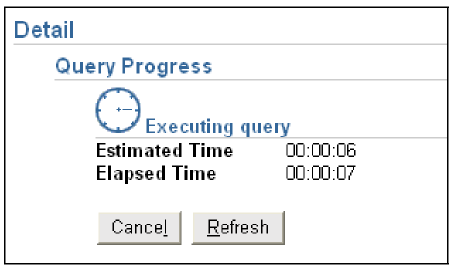
   Fiscal Year is required.

   Enter **Distribution Code** <u>or</u> **Department ID** <u>or</u> **Speedtype**.

   Optional: enter a date range by entering **Begin Date** and **End Date**.

2. Click Go .

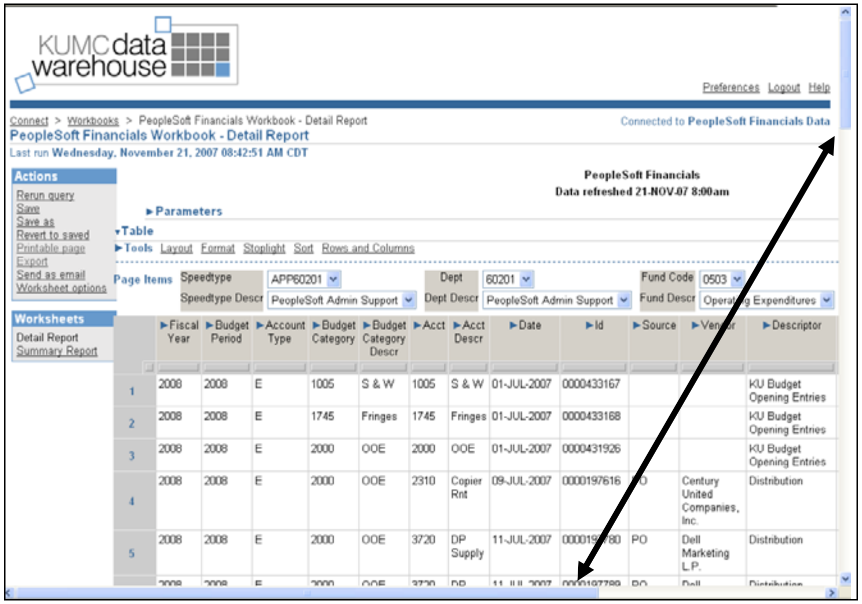
Step 1 Note the format for entering dates is dd-MMM-yyyy.

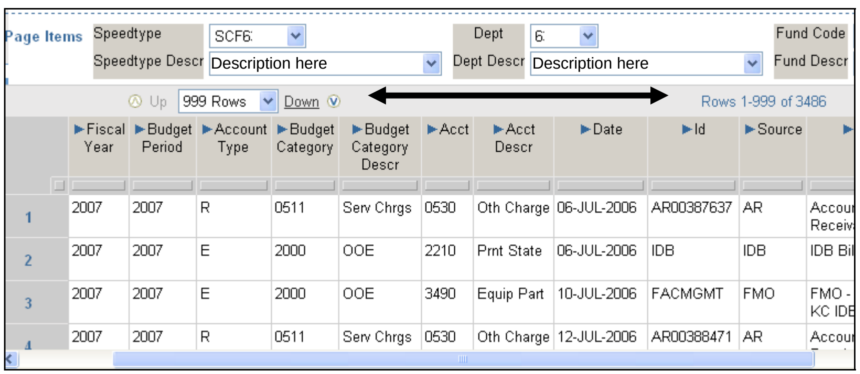


A Query Progress page will display while data is retrieved.

Optional: Once the query results are displayed, click (collapse) next to Parameters to view more data on the screen.

View Detail Data



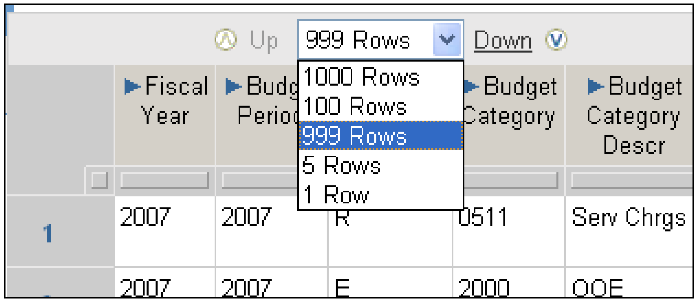


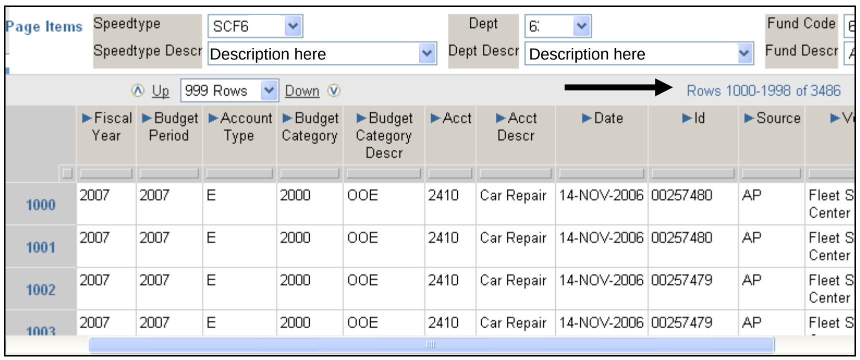
1. Use scroll bars to view additional data.

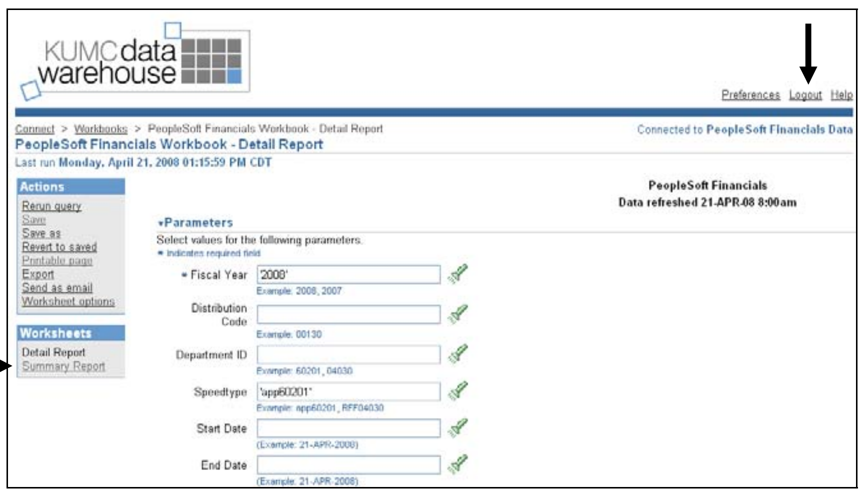
The maximum number of rows of data that can be displayed at one time is 999.

If there are fewer than 999 rows to display, this navigation bar does not appear.

View Detail Data *(continued)*







2. Click Down or (navigate down) to view next 999 rows.

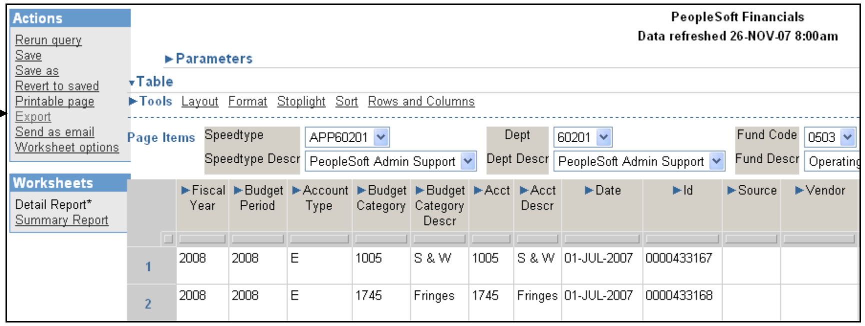
   You can select a different number of rows to navigate by from the drop down list. For example if you choose 999 rows from the list, when you click the button, you will move down 999 rows of data.

The screen refreshes and displays next set of data.

3. Click as desired.

To …	Click…	Go to Step…
Query another SpeedType or Department	Scroll to parameters (▶ expand if needed)	1 on page 10
View a Summary Report	Summary Report link in the Worksheets menu	1 on page 7
Exit the Data Warehouse	Logout link in the upper right corner of the page	

Export Data



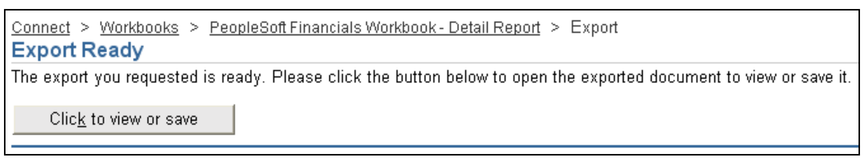
1. With desired data displayed, click **Export** link in the Actions menu.

   The Choose export type page is displayed.

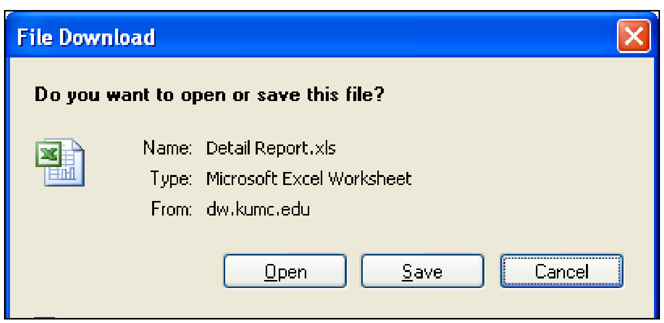
2. From the drop-down list, choose **Microsoft Excel Workbook (*.xls)**.

3. Click Export .

   The Export Ready page is displayed.



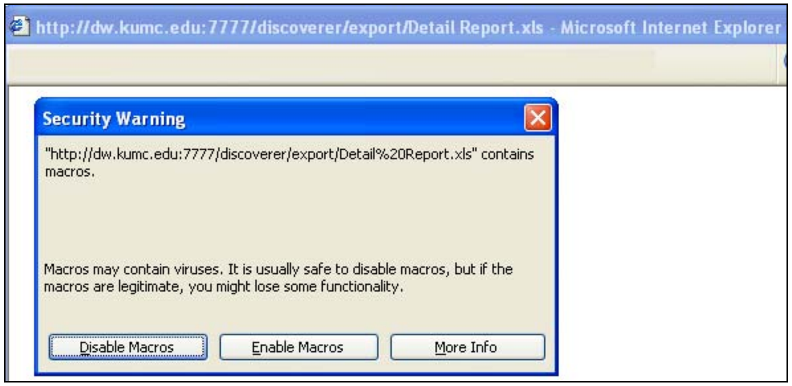
4. Click Click to view or save .



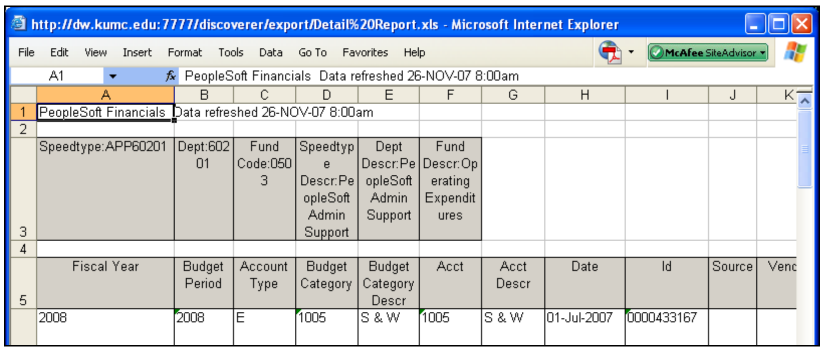
5. Click as desired.

To …	Click…	Go to Step…
View the report in a web version of Excel	Open	6
Save the report as an Excel file	Save	9
Cancel the export	Cancel	18

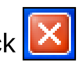
Export Data *(continued)*

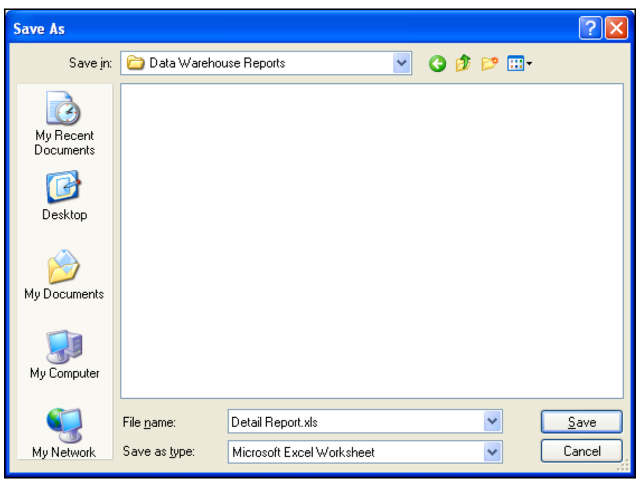


6. Click  .



The report is displayed in a browser window using a web version of Excel.

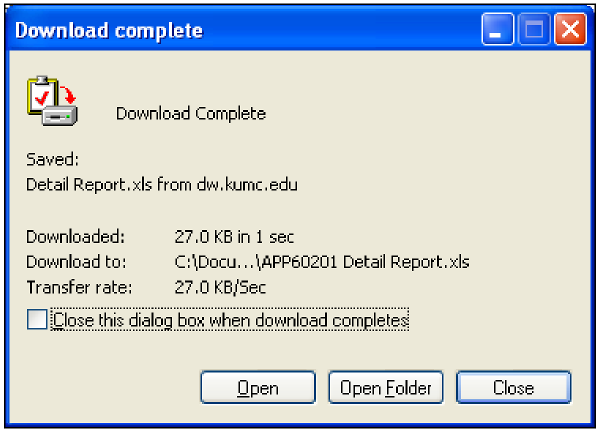
7. Click the **File** menu, then **Save As** to save the file.
8. Click  to close the spreadsheet window. Go to step 18.



A **Save As** dialog box is displayed.

9. Navigate to the target folder.
10. Modify the filename.
11. Click  .

Export Data *(continued)*



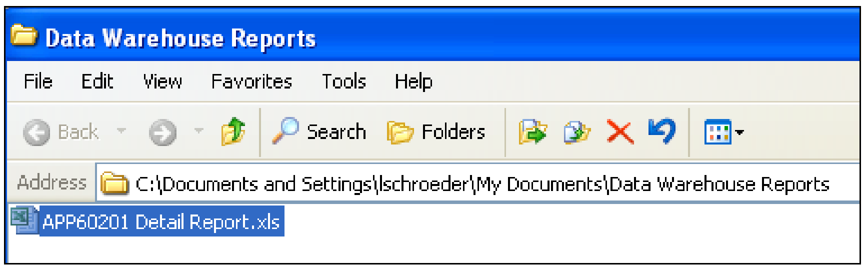
12. Do you see the download complete dialog box? ✎

    If **no**, go to step 18.
    If **yes**, go to step 13.

13. Click as desired.

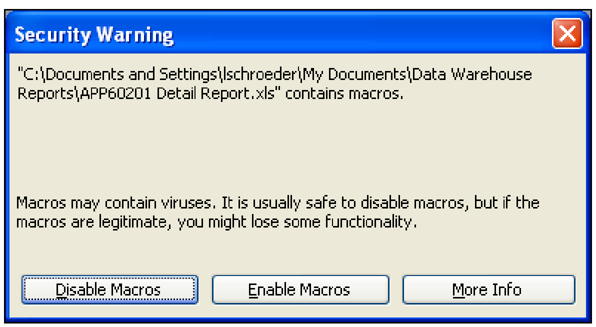
To …	Click…	Go to Step…
View the report in Excel	Open	15
View the folder in which the file was saved	Open Folder	14
Close the dialog box	Close	18

✎ **Step 12** Display of the download complete dialog box is controlled by the Internet Explorer options setting "Notify when downloads complete" on the Advanced tab.



The target folder is opened in a My Computer window.

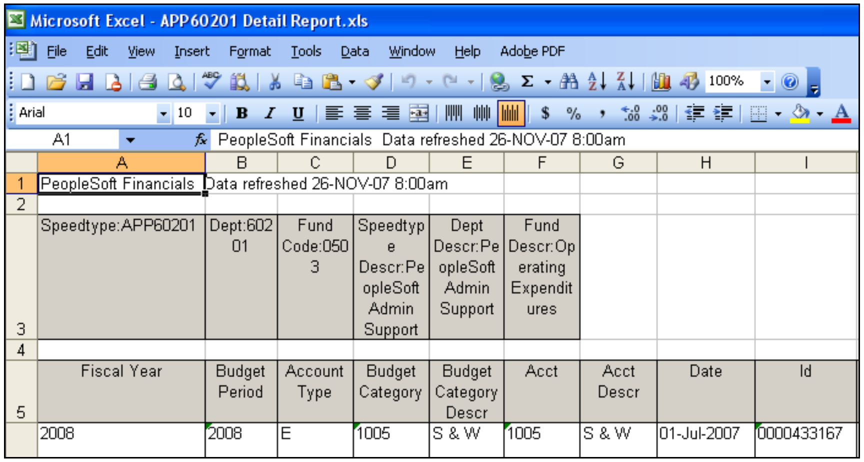
14. Double-click the filename to open the file in Excel.

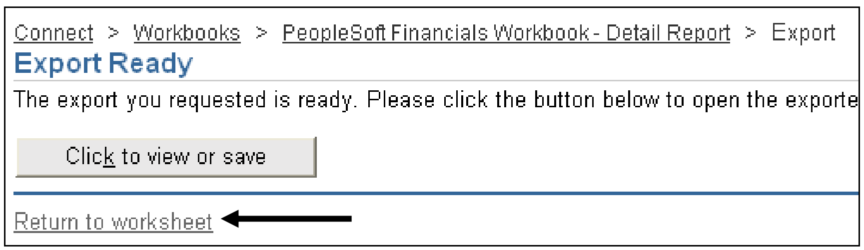


Excel is launched and the macro security warning displays.

15. Click Enable Macros .

<u>Export Data</u> *(continued)*

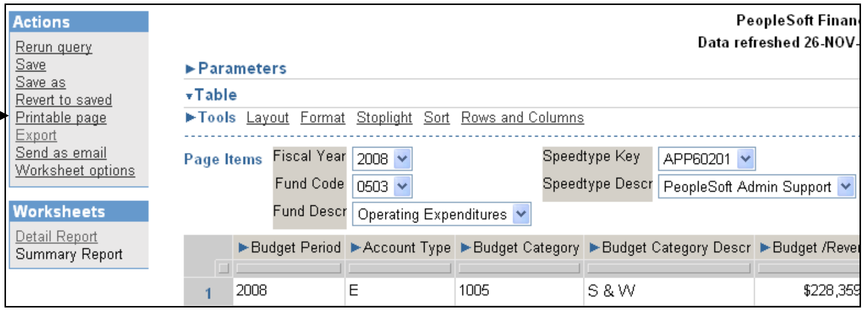


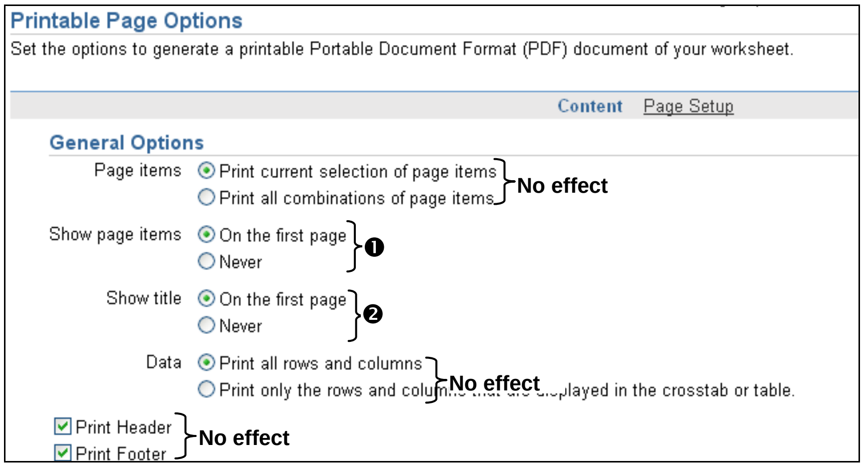


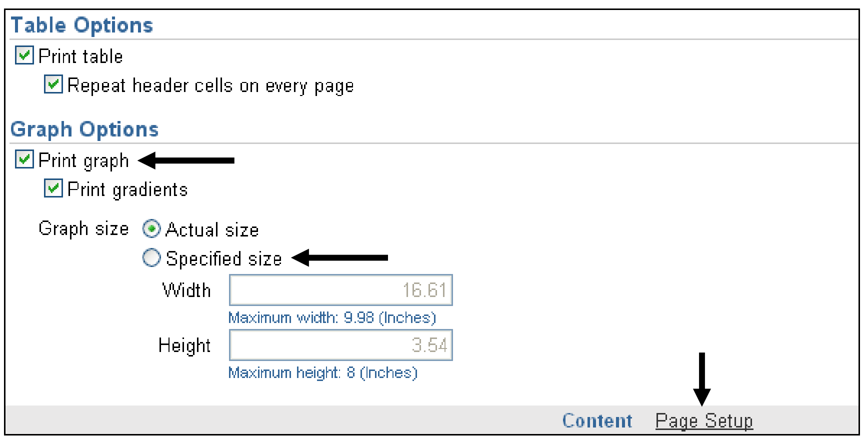
The report is displayed in Excel.

16. Use Excel's formatting, sorting and filtering tools to modify the report as needed.
17. Close Excel and return to the Data Warehouse window.
18. When export is complete, click **Return to worksheet** link to continue using the Data Warehouse.

Print Summary Report





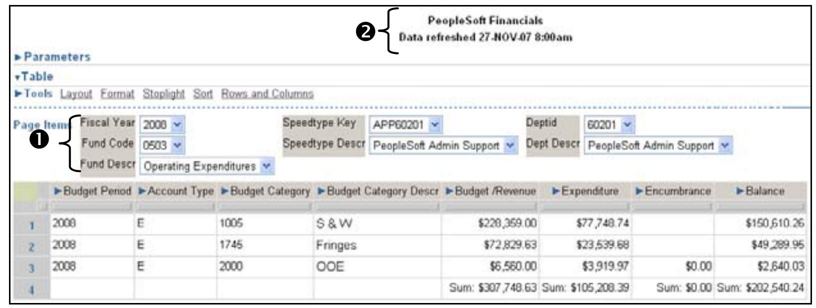


1. With summary report data displayed, click the **Printable page** link in the Actions menu.

   The Printable Page Options page is displayed, with a focus on the Content.

   This page allows you to select the items to print.

Below is a sample of the report data which is affected by the options choices at the left.

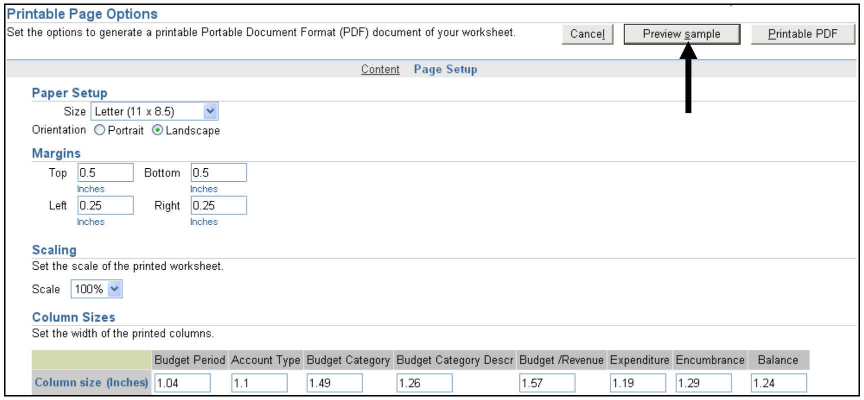


2. Do you want to print the graph?

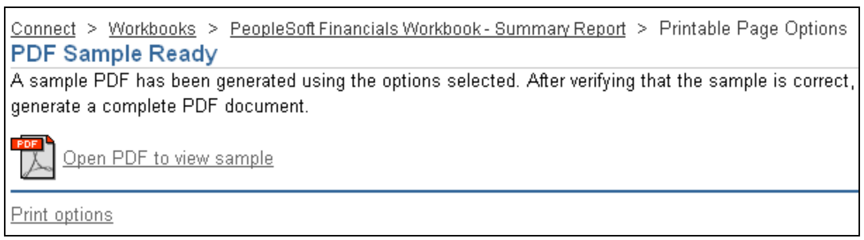
   If **no**, uncheck Print graph check box and go to step 6.

   If **yes**, go to step 3.
3. Click **Specified size** radio button
4. Enter 9 as the **Width**.
5. Enter 4 as the **Height**.
6. Click **Page Setup** link.

Print Summary Report *(continued)*



Step 8 For the Summary Report, there is no difference in output between Preview sample and Printable PDF. The advantage of using Preview sample is the ability to easily return to the Print options page to make any needed modifications.



7. Page Setup should default correctly.

   Orientation is set to **Landscape**.

   Margins are set to:

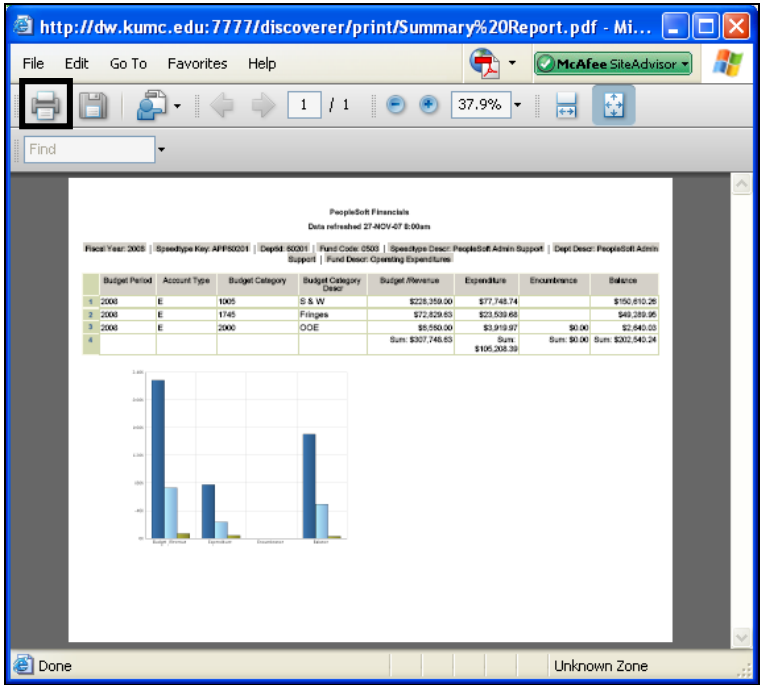
   Top: 0.5 Bottom: 0.5

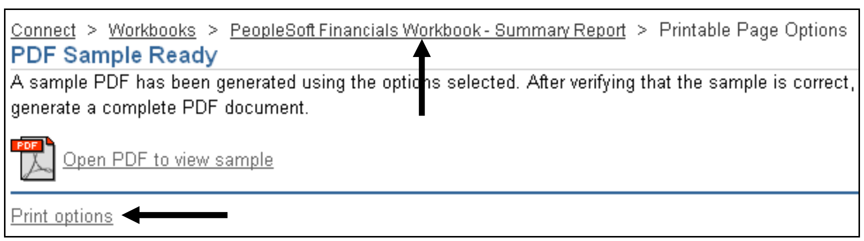
   Left: 0.25 Right: 0.25

8. Click Preview sample.

9. Click **Open PDF to view sample** link.

Print Summary Report *(continued)*





10. Do the print options need to be modified?

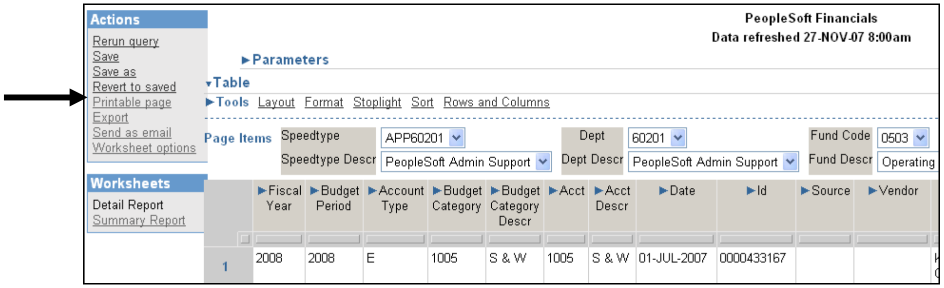
    If **no**, go to step 11.

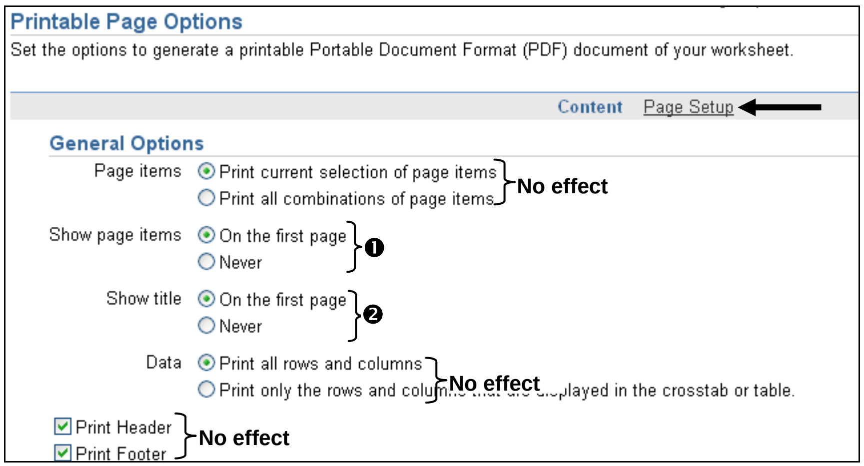
    If **yes**, to close the preview window and go to step 14.

11. Click to print the report.
12. Click to close the preview window.
13. Go to step 15.
14. Click **Print options** link on in the PDF Sample Ready page and return to step 2 to modify the graph or step 6 to modify the margins.
15. When printing is complete, click **PeopleSoft Financials Workbook-Summary Report** link at the top of the PDF Sample Ready page.

NOTE: Print options and page setup choices are retained only as long as you stay within the report. Settings are lost when changing to the Detail Report or when you Logout of the Data Warehouse.

Print Detail Report



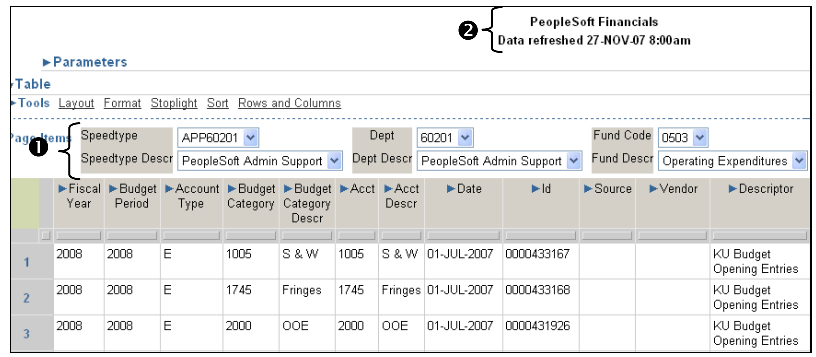


1. With detail report data displayed, click the **Printable page** link in the Actions menu.

   The Printable Page Options page is displayed, with a focus on the Content.

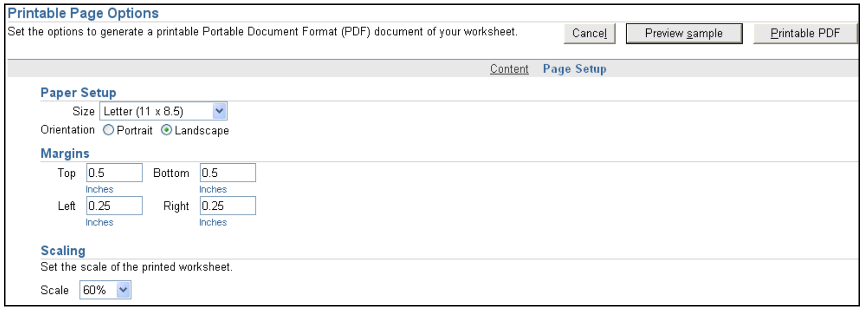
   This page allows you to select the items to print.

Below is a sample of the report data which is affected by the options choices at the left.



2. Click **Page Setup** link.

Print Detail Report *(continued)*



3. Page Setup should default correctly.

   Orientation is set to **Landscape**.

   Margins are set to:

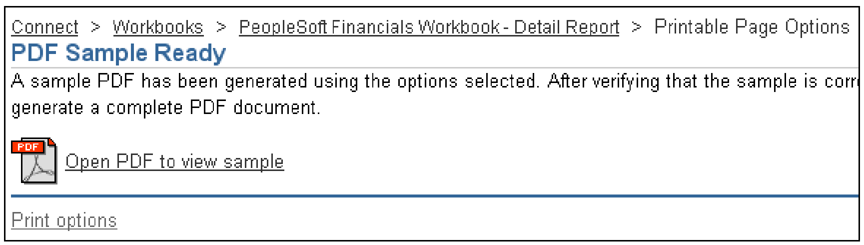
   Top: 0.5   Bottom: 0.5

   Left: 0.25   Right: 0.25

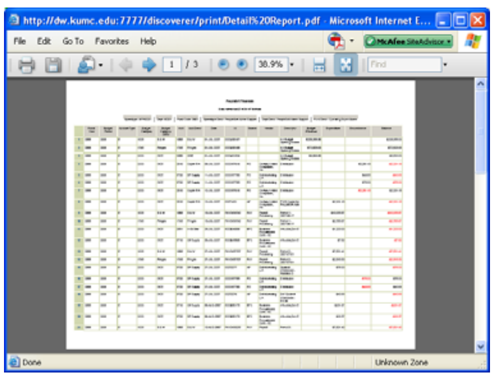
   Scale is set to 60%.

4. Click Preview sample.

✎ **Step 4** For the Detail Report, there is a difference in between Preview sample and Printable PDF. Preview sample generates a worksheet based on the first 50 rows of data. The advantage of using Preview sample is the ability to easily return to the Print options page to make any needed modifications.

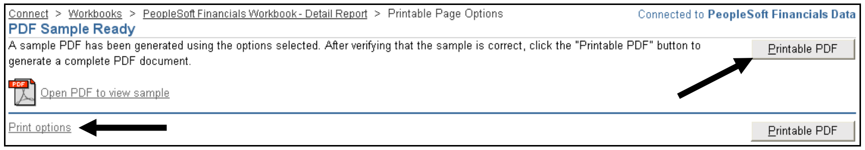


5. Click **Open PDF to view sample** link.



6. Click to close the preview window.

Print Detail Report *(continued)*

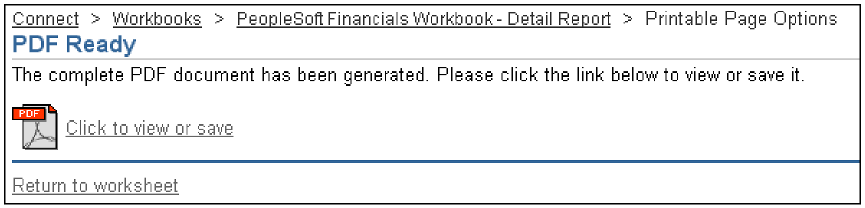


7. Do the print options need to be modified?

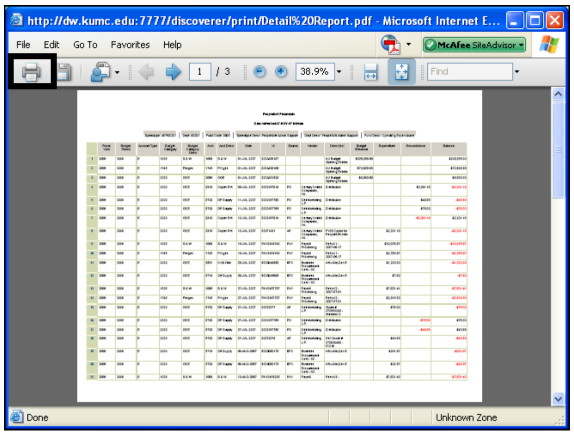
   If **no**, go to step 8.

   If **yes**, click **Print options** link on in the PDF Sample Ready page and return to step 3.

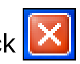
8. Click Printable PDF .

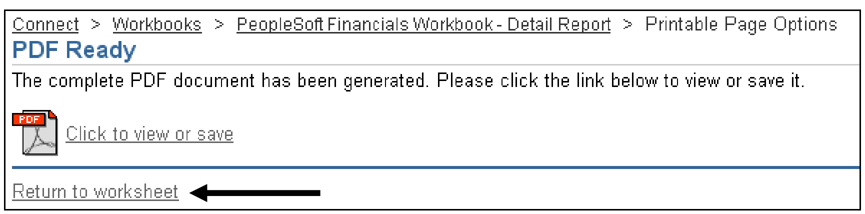


9. Click **Click to view or save** link.



10. Click  to print the report.

11. Click  to close the preview window.



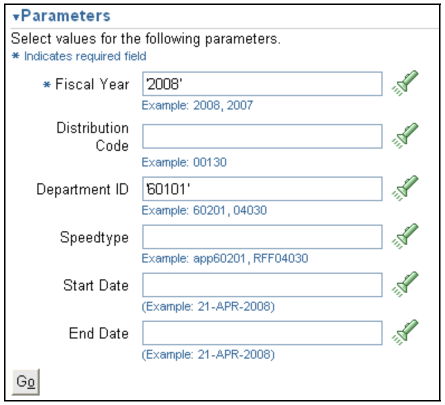
12. Click **Return to worksheet** link.

NOTE: Print options and page setup choices are retained only as long as you stay within the report. Settings are lost when changing to the Summary Report or when you Logout of the Data Warehouse.

VIEW MULTIPLE SPEEDTYPES

The Parameters portion of the detail report allows the user to query the data by distribution code, a single department, multiple departments, a single SpeedType or multiple SpeedTypes. When querying by distribution code or department, data for multiple SpeedTypes could be returned at one time. Viewing and exporting data sets for multiple SpeedTypes is different from viewing and exporting data for a single SpeedType.

View Multiple SpeedTypes



1. Enter **Fiscal Year** and **Distribution Code** in the related Parameters fields.

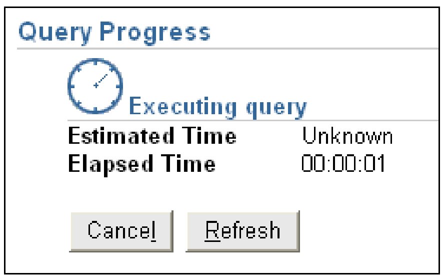
   OR

   Enter **Fiscal Year** and **Department ID** in the related Parameters fields.

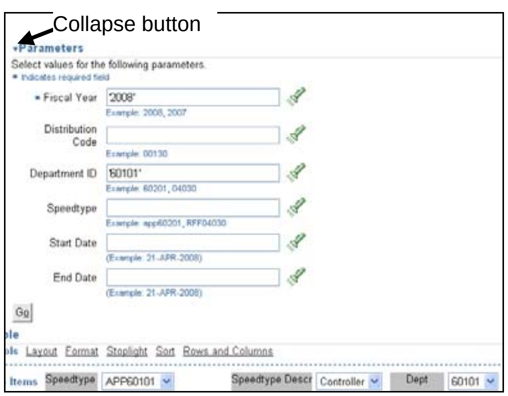
   OR

   Enter **Fiscal Year** and **SpeedTypes** separated by commas in the related Parameters fields.

2. Click Go .

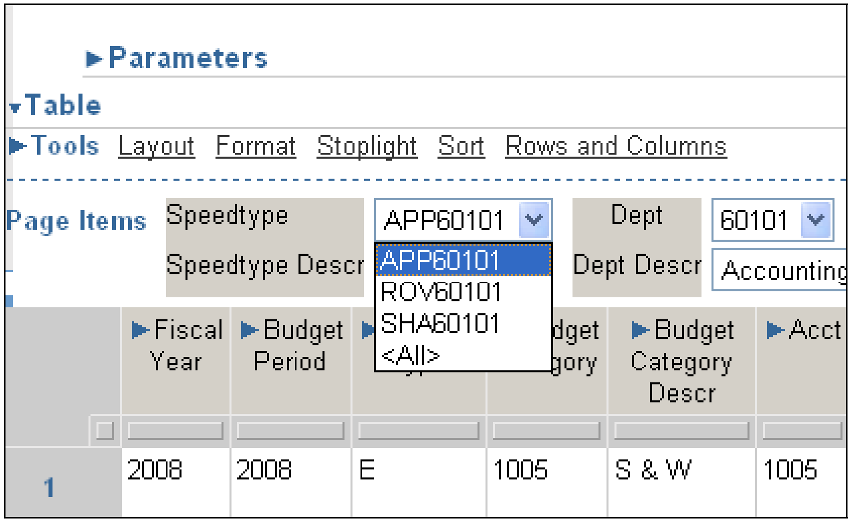


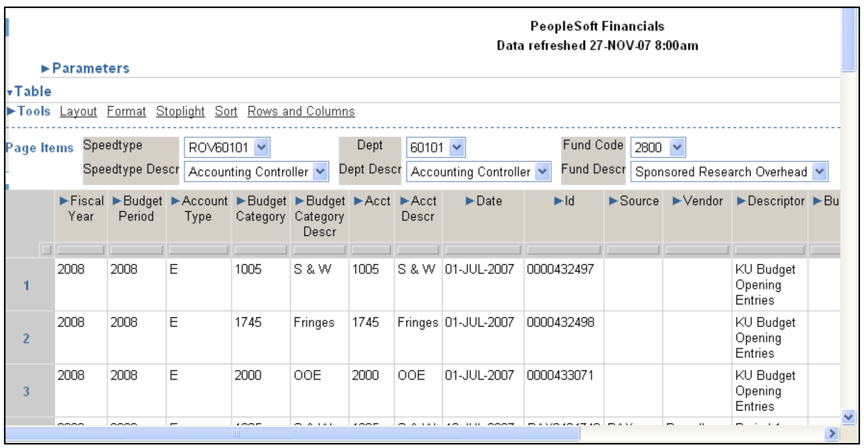
A Query Progress page will display while data is retrieved.



Optional: Once the query results are displayed, click (collapse) next to Parameters to view more data on the screen.

View Multiple SpeedTypes *(continued)*





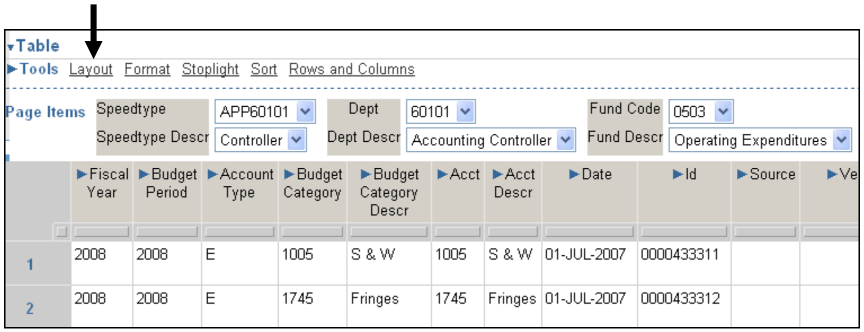
All SpeedTypes requested are retrieved. Transaction lines for the first SpeedType (in alpha/numeric order) are displayed in the table.

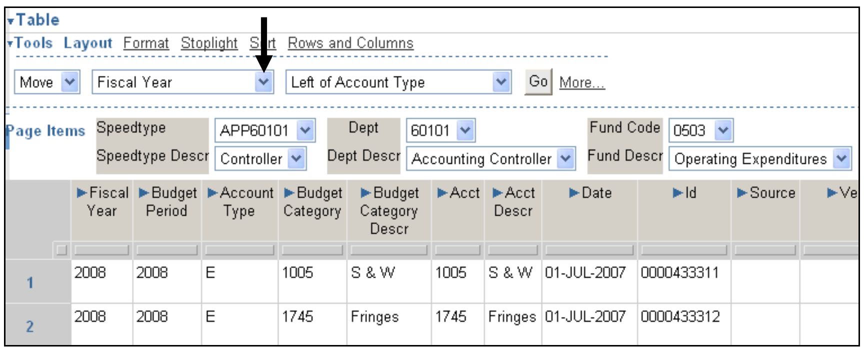
3. Click next to the **SpeedType** to display the list of SpeedTypes.
4. Click SpeedType to display.

The screen is refreshed, and displays transaction lines from selected SpeedType.

Only currently viewed data can be exported. In order to export all SpeedTypes at once, the SpeedType field must be moved from the Page Items area into the table grid.

Export Multiple SpeedTypes



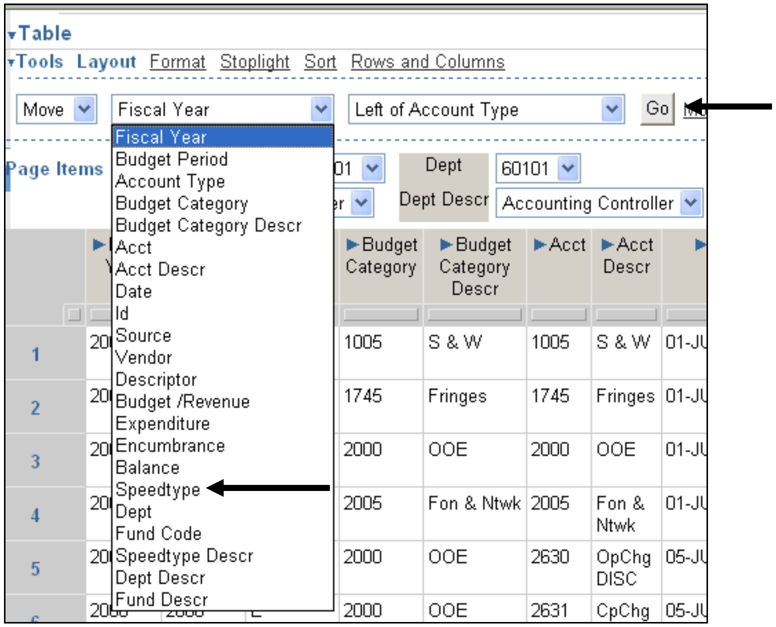


1. Click **Layout** on the Tools menu.

The screen is refreshed and the Layout tools appear.

2. Click for the field list.

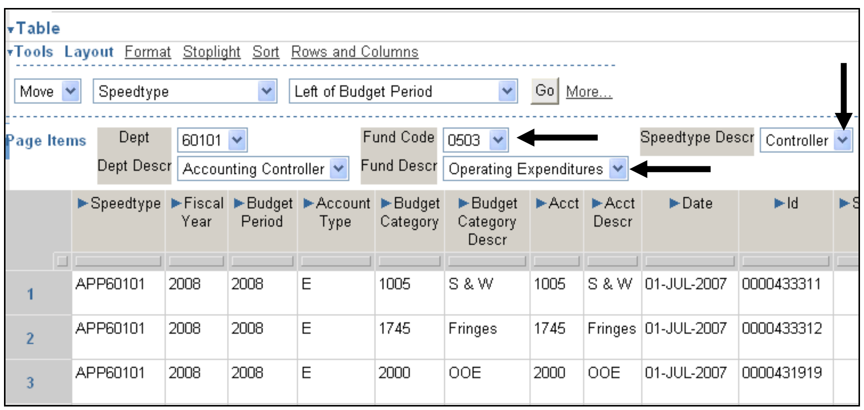
Export Multiple SpeedTypes *(continued)*



3. Click **SpeedType** in the list of fields.

   The position choice box changes to "Left of Fiscal Year".

4. Click Go.



The screen is refreshed with the SpeedType field displayed as the first column in the table. The data displayed is still limited to the first SpeedType.

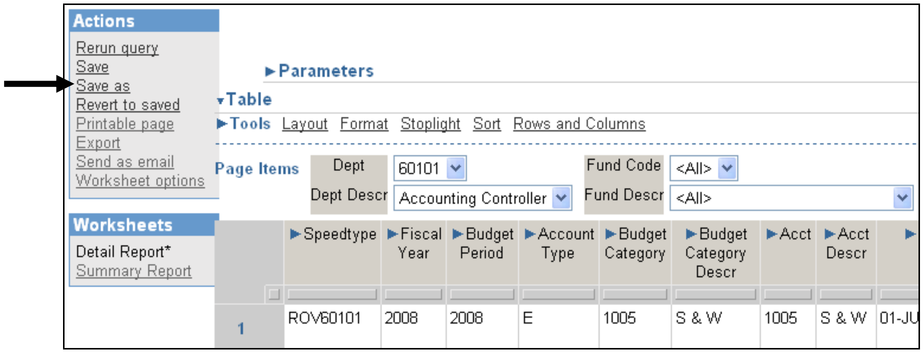
5. Click next to **Fund Code**.
6. Click <All>.
7. Click next to **Fund Descr**.
8. Click <All>.
9. Click next to **Speedtype Descr**.
10. Click <All>.

The screen refreshes after each drop-down choice is made. The resulting list of data displays the transaction lines in date order. Once the data is exported to Excel, it can be sorted by SpeedType.

11. Click **Export** link in the Actions menu.
12. Go to step 2 on page 13 (Export data).

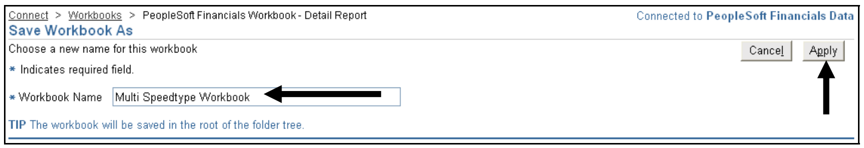
Once you have modified the layout of a report, you might want to save it as a separate workbook.

Save Workbook

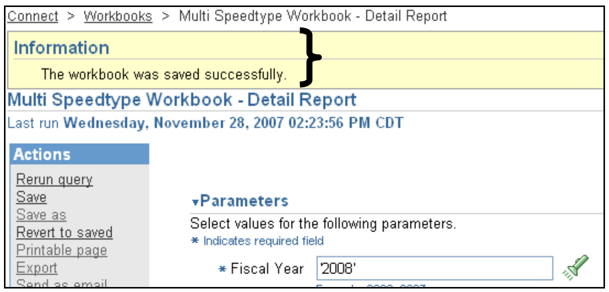


1. Click **Save as** in the Actions menu.

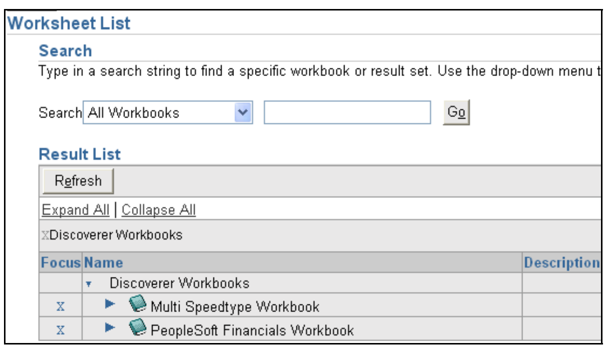
   The Save Workbook As page is displayed.



2. Enter **Workbook Name**.
3. Click  .



The report page displays with the **Information** message displayed at the top.



The next time you connect to PeopleSoft Financials Data, the new workbook appears in the list.

To delete a workbook, contact PeopleSoft Support at 8-1121.

Assistance

Questions regarding how to utilize the PeopleSoft Financials Workbooks in the Data Warehouse, how to navigate, and other technical or procedural problems with the system should be directed to PeopleSoft Support at ext **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.