


PeopleSoft

KUMC

**Financials Online Inquiries
Procedural Reference**

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

FINANCIALS ONLINE INQUIRIES

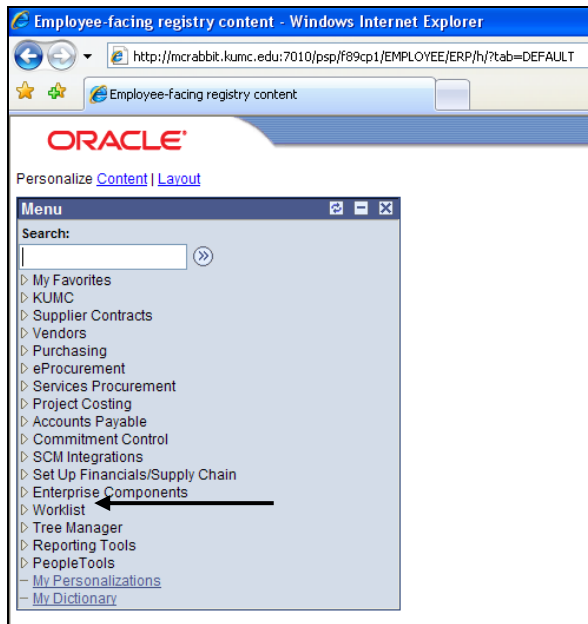
Overview

Online inquiries within PeopleSoft Financials provide a mechanism for users to either view or print information related to a single SpeedType and type of transaction. Whereas the AM90/91 report gives the user information about all financial activity for a SpeedType within a particular month, the inquiry panels provide a different focus on financial activity. These panels allow the user to concentrate on one type of transaction and view the activity for a SpeedType within a date range the user specifies.

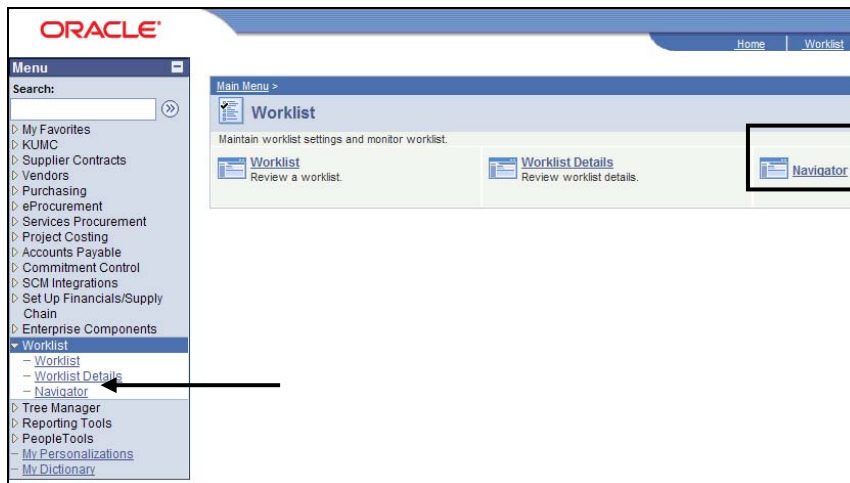
Inquiry	Description	PeopleSoft Process Icon
AP Transaction Details	Payments made to vendors from a SpeedType due to vouchers issued.	User Inquiry
Journal Entry Transaction	Credits and debits to a SpeedType due to journal entries created by Control and Reporting staff.	User Inquiry
IDB Expense Transactions	Expenses charged to a SpeedType due to Inter-Departmental Billing.	IDB
IDB Revenue Transactions	Revenue credited to a SpeedType due to Inter-Departmental Billing.	IDB
IDB Entry Inquiry	Detailed information for an Inter-Departmental transaction by the IDB Transaction ID number.	IDB

DISPLAYING THE NAVIGATION ICONS

Navigation



1. Click **Worklist** in the menu.

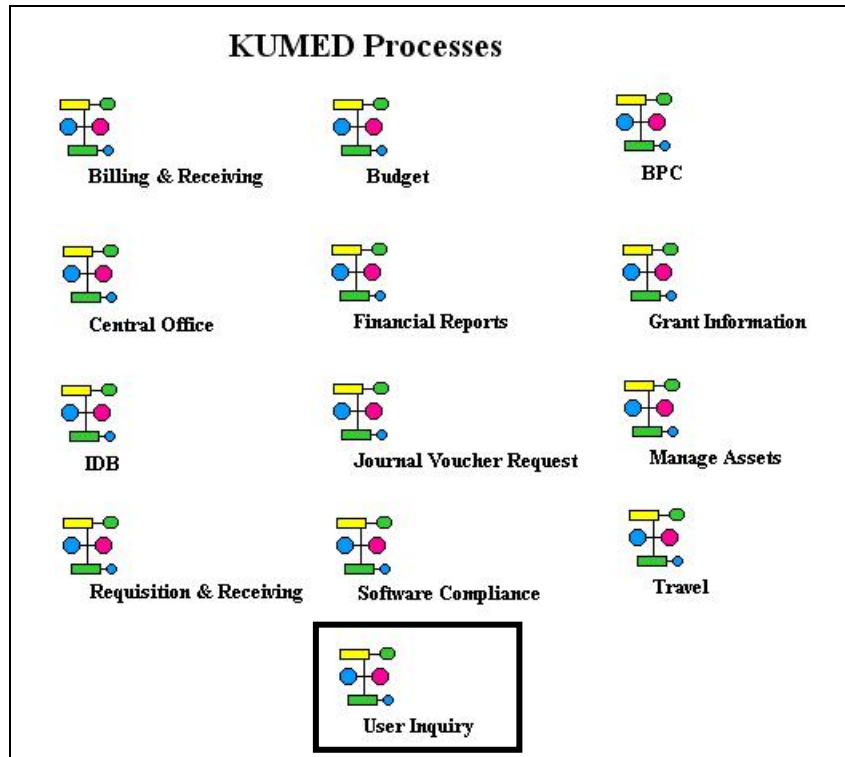


2. Click **Navigator** icon or menu item.

AP TRANSACTION DETAIL

Use AP Transaction Detail to view payments to vendors within a date range, charged to a SpeedType. Details include the Voucher ID, related PO number, Warrant number and date, and amount.

Navigation










1. Click **User Inquiry** icon.

2. Click **User Inquiry** icon.


AP TRANSACTION DETAIL

Navigation (continued)


 AP Transaction Detail	 Journal Entry Transactions
 Lookup Invoice or PO	View Original Invoice or Purchase Order in Stellent IBPM
 PO Activity Summary	 PO Inquiry
 PO Voucher	 Req/PO Cross Reference

KU AP Trans Detail PO
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: 

SpeedType Key:

[Basic Search](#)  [Save Search Criteria](#)

3. Click **AP Transaction Detail** icon.

4. Select KUMED or RINST in **SetID** field.

5. Enter **SpeedType**.

6. Click .



AP TRANSACTION DETAIL

View Data

KU AP Trans Detail PO

SetID: KUMED SpeedType: APP60101



ChartFields
Department: 60101 Fund Code: 0503 Program: 51620 Project:

From Date: To Date:  


KU AP Trans Detail PO




SetID: KUMED SpeedType: APP60101

ChartFields
Department: 60101 Fund Code: 0503 Program: 51620 Project:

From Date: 11/01/2005 To Date: 02/28/2006  

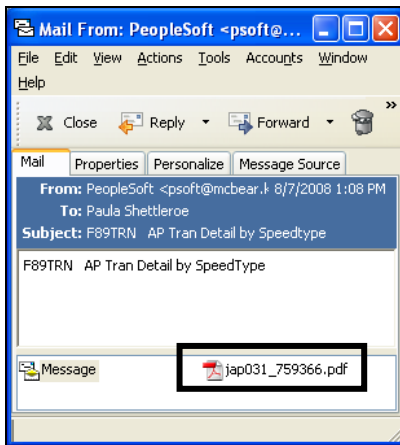
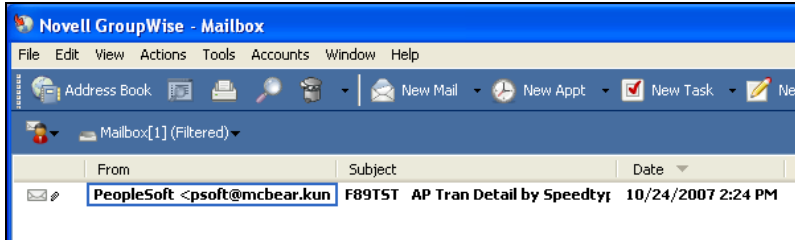
Voucher ID	PO ID	Invoice Date	Vendor	Warrant Number	Warrant Date	Distrib Ln Qty	Amount	Description	Account	BudRef
...00235035		11/01/2005	DEPARTMENT-001			1.0000	7.80	NOVEMBER 2005	2630	2006
...00235035		11/01/2005	DEPARTMENT-001			1.0000	0.20	NOVEMBER 2005	2631	2006
...00238119		01/19/2006	ROBERT WES-001	021504892	01/20/2006		38.00	InStateTrvl Lawrence KS	2511	2006
...00238131		12/01/2005	DEPARTMENT-001			1.0000	8.35	DECEMBER 2005	2630	2006
00238131		12/01/2005	DEPARTMENT-001			1.0000	0.16	DECEMBER 2005	2631	2006


 **Step 3** May need to adjust Scroll Area view to see all lines.

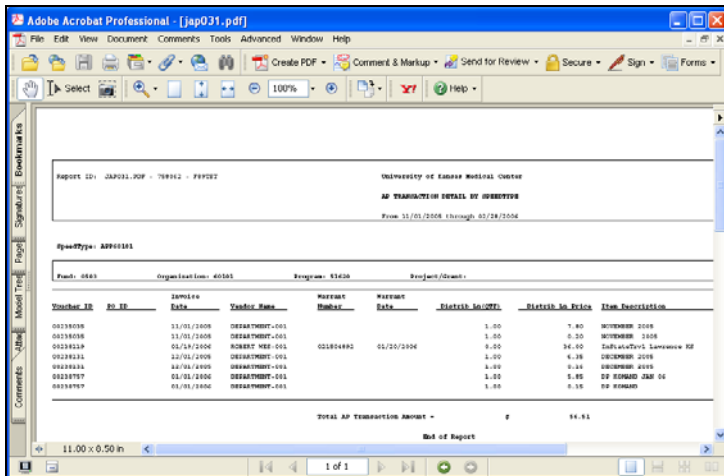
1. Enter the start and end dates for the inquiry in the **From Date** and **To Date** fields.
2. Click  (KU Transaction Detail Button) for a list of transactions for the specified date range.
3. PeopleSoft returns data for specified date range. 
4. Do you want to print a report of the data?
If **no**, click [KU_PROCESSES](#) to return to navigation icons.
If **yes**, go to step 5.
5. Click  (KU Expense Print Push Button). The report will be emailed to you.

AP TRANSACTION DETAIL


Print Report





 **Step 2** Right-click the attachment, choose Open from menu.



1. Open email containing report.

2. Open .pdf attachment. 

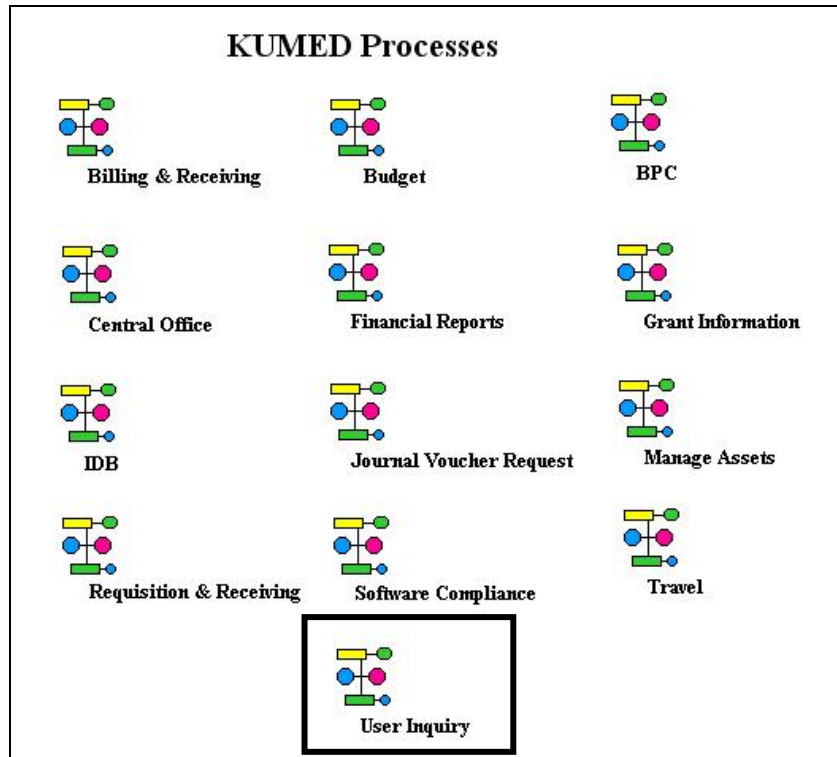
3. Click  (Print).

4. Click  to close Adobe Reader.

JOURNAL ENTRY TRANSACTIONS

Use Journal Entry Transactions to view credits and debits to a SpeedType due to Journal Voucher requests and Control and Reporting adjustments. Details include the Journal ID, Date, Source, Amount, and Description.

Navigation










1. Click **User Inquiry** icon.

2. Click **User Inquiry** icon.

JOURNAL ENTRY TRANSACTIONS

Navigation (continued)


 AP Transaction Detail	 Journal Entry Transactions
 Lookup Invoice or PO	View Original Invoice or Purchase Order in Stellent IBPM
 PO Activity Summary	 PO Inquiry
 PO Voucher	 Req/PO Cross Reference

Trans Detail JE Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:

SpeedType Key:

[Basic Search](#)  [Save Search Criteria](#)

3. Click **Journal Entry Transactions** icon.

4. Select KUMED or RINST in **SetID** field.

5. Enter **SpeedType**.

6. Click .

JOURNAL ENTRY TRANSACTIONS

View Data

Journal Details

SetID: KUMED SpeedType: APP60101 Controller: [?]

ChartFields

Department: 60101 Fund Code: 0503 Program: 51620 Project:

From Date: [] To Date: []

Journal Details

SetID: KUMED SpeedType: RFF60431 Human Resources Photo ID Badge: [?]

ChartFields

Department: 60431 Fund Code: 2600 Program: 51680 Project:

From Date: 11/01/2005 To Date: 02/28/2006

Scroll Area Find | View All First 1-10 of 10 Last

Journal ID	Date	Jrnl Source	Amount	Description	Account	Budget Reference	Operator ID	Status
S0000288	12/05/2005	ONL	-36.00	HR Serv 12-2(2099)	0530	2006	NJOLLY	Posted
S0000288	12/05/2005	ONL	-18.00	HR Serv 11-23(2099)	0530	2006	NJOLLY	Posted
S0000317	12/21/2005	ONL	-18.00	HR Serv 12-16(2099)	0530	2006	NJOLLY	Posted
S0000317	12/21/2005	ONL	-36.00	HR Serv 12-9(2099)	0530	2006	NJOLLY	Posted
S0000351	01/09/2006	ONL	-18.00	HR Serv 12-23(2099)	0530	2006	NJOLLY	Posted
S0000351	01/09/2006	ONL	-36.00	HR Serv 1-6(2099)	0530	2006	NJOLLY	Posted
S0000378	01/25/2006	ONL	-36.00	HR Serv 1-20(2099)	0530	2006	NJOLLY	Posted
S0000378	01/25/2006	ONL	-30.00	HR Serv 1-13(2099)	0530	2006	NJOLLY	Posted
S0000401	02/07/2006	ONL	-78.00	HR Serv 1-27(2099)	0530	2006	NJOLLY	Posted
S0000401	02/07/2006	ONL	-24.00	HR Serv 2-3(2099)	0530	2006	NJOLLY	Posted

Step 3 Positive amounts represent a decrease in dollars in the SpeedType. Negative amounts represent an increase in dollars in the SpeedType.

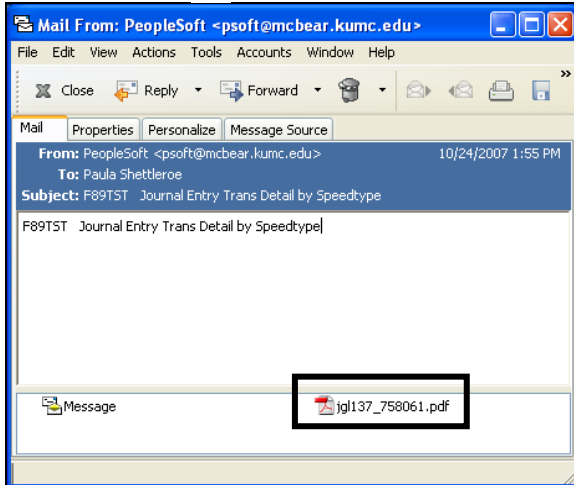
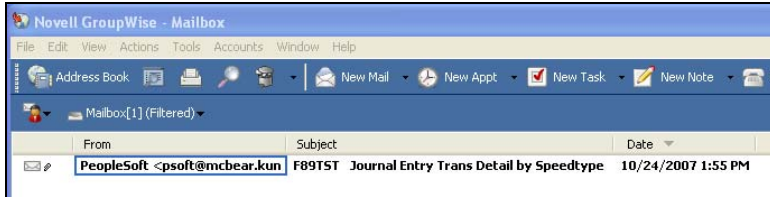
May need to adjust Scroll Area view to see all lines.


1. Enter the start and end dates for the inquiry in the **From Date** and **To Date** fields.
2. Click (KU Transaction Detail Button) for a list of transactions for the specified date range.

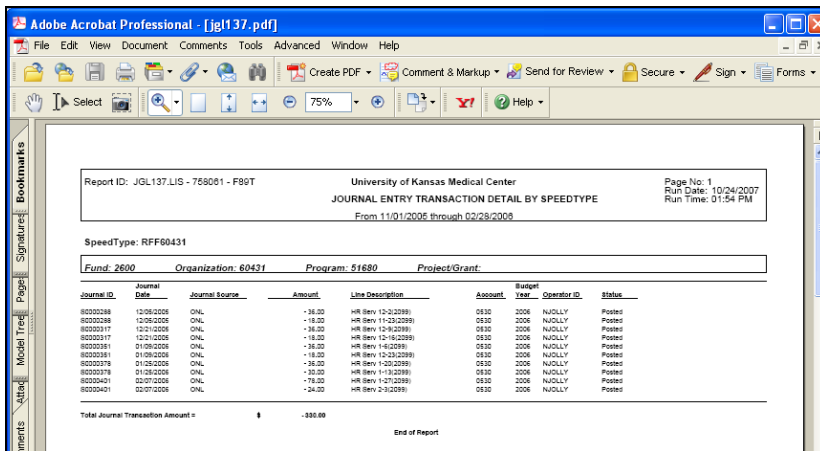
3. PeopleSoft returns data for specified date range.
4. Do you want to print a report of the data?
If **no**, click [KU_PROCESSES](#) to return to navigation icons.
If **yes**, go to step 5.
5. Click (KU Expense Print Push Button). The report will be emailed to you.

JOURNAL ENTRY TRANSACTIONS


Print Report




 **Step 2** Right-click the attachment, choose Open from menu.



1. Open email containing report.

2. Open .pdf attachment. 

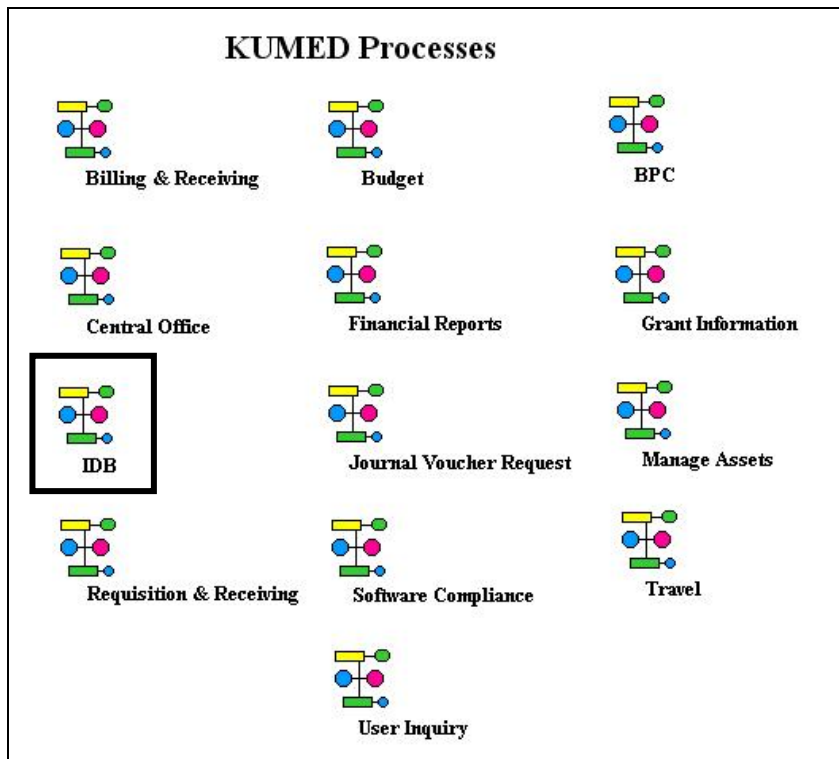
3. Click  (Print).

4. Click  to close Adobe Reader.

IDB EXPENSE TRANSACTION

Use IDB Expense Transaction to view charges to a SpeedType due to Interdepartmental Billing. Details include the IDB ID, Accounting Date, Service Date, Description and Amount.

Navigation



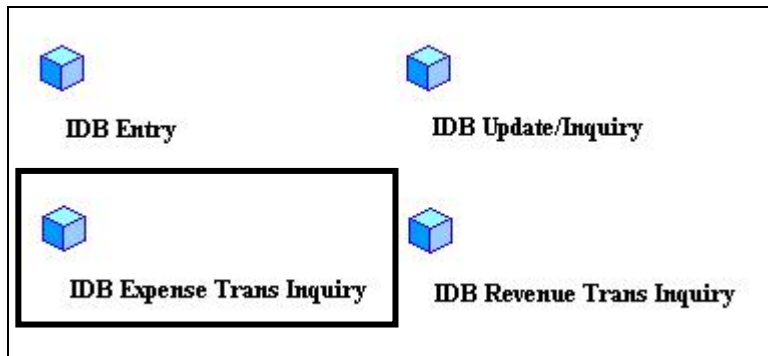
1. Click **IDB** icon.



2. Click **IDB** icon.

IDB EXPENSE TRANSACTION

Navigation *(continued)*



KU IDB Expense Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: =

SpeedType Key: begins with

[Basic Search](#)

3. Click **IDB Expense Trans Inquiry** icon.

4. Select KUMED or RINST in **SetID** field.

5. Enter **SpeedType**.

6. Click .



IDB EXPENSE TRANSACTION

View Data

IDB Expense

SetID: KUMED SpeedType: APP60101 Controller ?

ChartFields
 Department: 60101 Fund Code: 0503 Program: 51620 Project:

From Date: To Date:  EXPENSE 

It may take a long time for the report to run for large date ranges and possibly for monthly date ranges depending on the activity in the SpeedType.



Press OK to continue, or press Cancel to cancel the operation (0,0)

OK Cancel

IDB Expense


SetID: KUMED SpeedType: APP60101 Controller ?

ChartFields
 Department: 60101 Fund Code: 0503 Program: 51620 Project:


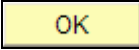


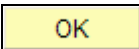
From Date: 11/01/2005 To Date: 02/28/2006  EXPENSE 

IDB ID	Accounting Date	Service Date	Description	Journal ID	Journal Date	Account	Stars Rev Ctl	Bud Ref	MonetaryAmt
0001941161	12/01/2005	12/01/2005	TRASH MICROFICHE PRINTER	FMO0357320	12/01/2005	2480		2006	28.00
0001942687	12/28/2005	12/31/2005	Intrastate Tolls - Dept	MYS0360343	12/28/2005	2072		2006	0.19
0001949877	12/28/2005	12/31/2005	Analog Service (Dial To	MYS0360343	12/28/2005	2052		2006	19.33
0001955904	01/25/2006	01/31/2006	Interstate Tolls - Dept	MYS0363186	01/25/2006	2072		2006	0.10
0001960893	01/25/2006	01/31/2006	Analog Service (Dial To	MYS0363186	01/25/2006	2052		2006	19.33

Save Return to Search

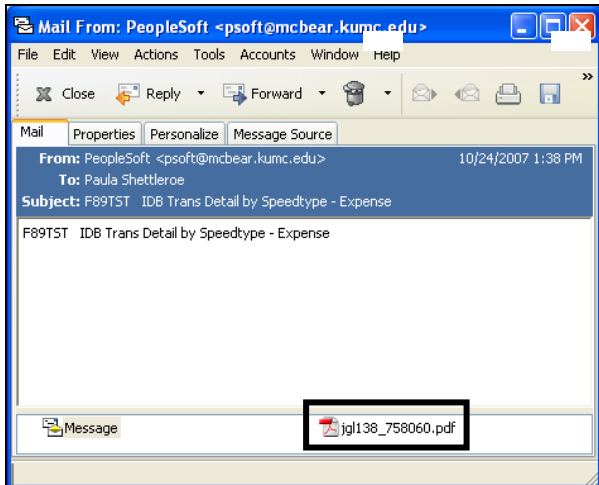
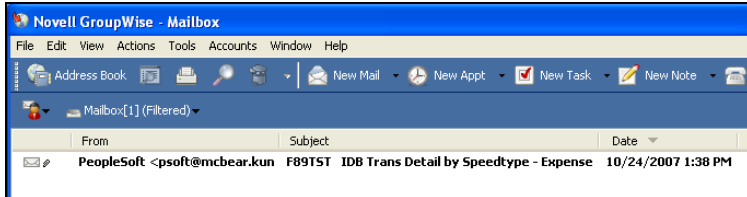
 **Step 5** May need to adjust Scroll Area view to see all lines.


IDB IDs starting with 9 indicate a manually entered transaction.
 IDB IDs starting with 0 indicate automatic billings (e.g. monthly phone charges).

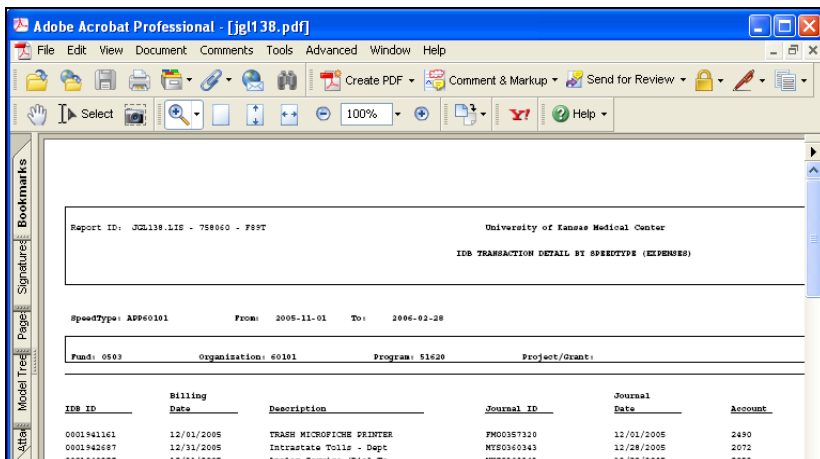
1. Enter the start and end dates for the inquiry in the **From Date** and **To Date** fields.
2. Click  (KU Transaction Detail Button) for a list of transactions for the specified date range.
3. PeopleSoft displays an advisory concerning large date ranges.
4. Click  .
5. PeopleSoft returns data for specified date range. 
6. Do you want to print a report of the data?
 If **no**, click [KU PROCESSES](#) to return to navigation icons.
 If **yes**, go to step 7.
7. Click  (KU Expense Print Push Button).
8. PeopleSoft again displays the advisory concerning large date ranges.
9. Click  . The report will be emailed to you.

IDB EXPENSE TRANSACTION

Print Report




 **Step 2** Right-click the attachment, choose Open from menu.



1. Open email containing report.

2. Open .pdf attachment. 

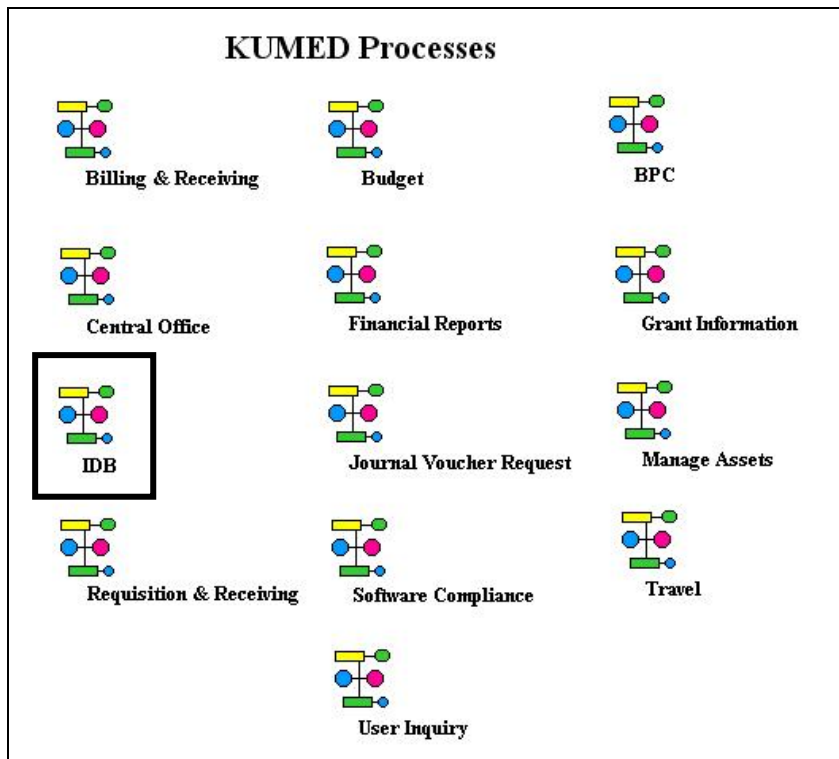
3. Click  (Print).

4. Click  to close Adobe Reader.

IDB REVENUE TRANSACTION

Use IDB Revenue Transaction to view credits to a SpeedType due to Interdepartmental Billing. Details include the IDB ID, Accounting Date, Service Date, Description and Amount.

Navigation



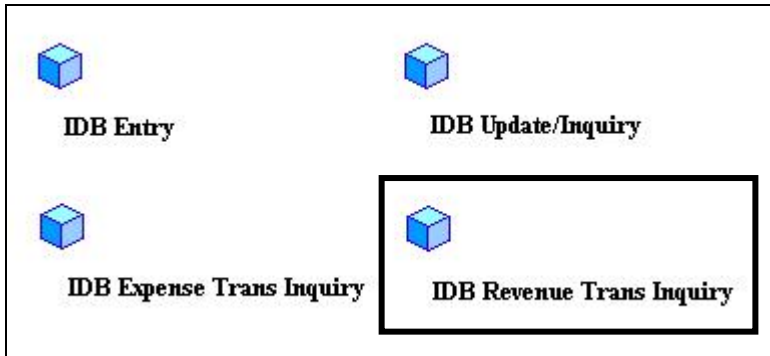
1. Click **IDB** icon.



2. Click **IDB** icon.

IDB REVENUE TRANSACTION

Navigation *(continued)*



KU IDB Revenue Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: =

SpeedType Key: begins with

 [Basic Search](#)

3. Click **IDB Revenue Trans Inquiry** icon.
4. Select KUMED or RINST in **SetID** field.
5. Enter the **SpeedType**.
6. Click .

IDB REVENUE TRANSACTION

View Data

IDB Revenue

SetID: KUMED SpeedType: SCF69490

ChartFields
 Department: 69490 Fund Code: 6594 Program: 90930 Project:

From Date: To Date: REVENUE

It may take a long time for the report to run for large date ranges and possibly for monthly date ranges depending on the activity in the SpeedType.

Press OK to continue, or press Cancel to cancel the operation (0,0)

OK Cancel

IDB Revenue

SetID: KUMED SpeedType: SCF69490

ChartFields
 Department: 69490 Fund Code: 6594 Program: 90930 Project:

From Date: 10/01/2005 To Date: 03/01/2006 REVENUE

Scroll Area Find | View 100 First 1-14 of 420 Last

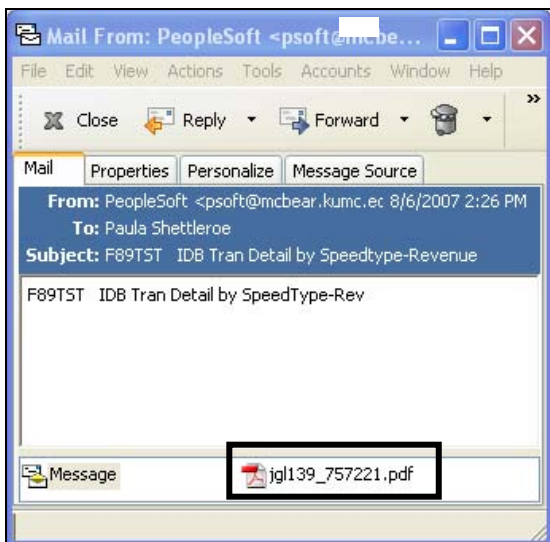
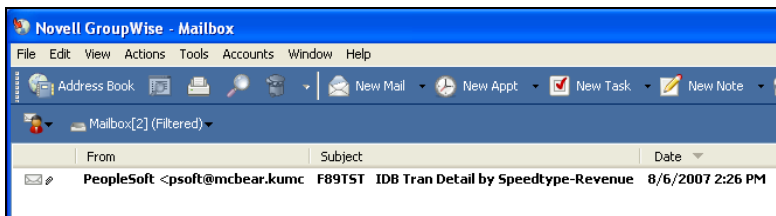
IDB ID	Service Date	Description	Intfc Cnt:	Journal ID	Jrnl Date	Acct	StarsRevCtd	Bud Ref	MonetaryAmt
9000074613	11/22/2005	Print Shop	24256	IDB0357305	12/01/2005	0590	2500	2006	-149.50
9000074620	11/22/2005	Print Shop	24261	IDB0357305	12/01/2005	0590	2500	2006	-49.00
9000074711	11/23/2005	Print Shop	24273	IDB0357305	12/01/2005	0590	2500	2006	-34.00
9000074729	11/23/2005	Print Shop	24286	IDB0357305	12/01/2005	0590	2500	2006	-71.50
9000074775	11/29/2005	Print Shop	24304	IDB0357305	12/01/2005	0590	2500	2006	-25.00
9000073606	10/31/2005	Print Shop	23942	IDB0357483	12/02/2005	0590	2500	2006	-201.50
9000073859	11/07/2005	Print Shop	24047	IDB0357483	12/02/2005	0590	2500	2006	-248.00
9000074525	11/18/2005	Print Shop	24207	IDB0357483	12/02/2005	0590	2500	2006	-55.75
9000074713	11/23/2005	Print Shop	24274	IDB0357483	12/02/2005	0590	2500	2006	-81.50
9000074779	11/29/2005	Print Shop	24308	IDB0357483	12/02/2005	0590	2500	2006	-771.08
9000074818	11/30/2005	Print Shop	24325	IDB0357483	12/02/2005	0590	2500	2006	-447.42
9000074833	12/01/2005	Print Shop	24333	IDB0357483	12/02/2005	0590	2500	2006	7.00
9000074836	12/01/2005	Print Shop	24335	IDB0357483	12/02/2005	0590	2500	2006	-220.00
9000074737	11/28/2005	Print Shop	24290	IDB0357654	12/05/2005	0590	2500	2006	-8.85


Step 5 May need to adjust Scroll Area view to see all lines.

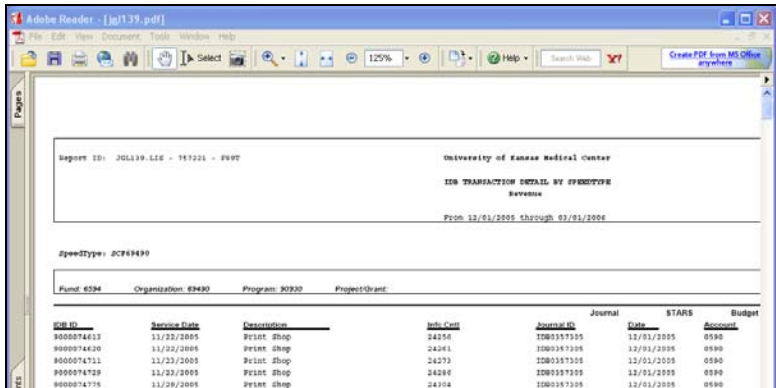
1. Enter the start and end dates for the inquiry into the **From Date** and **To Date** fields.
2. Click (KU Transaction Detail Button) for a list of transactions for the specified date range.
3. PeopleSoft displays an advisory concerning large date ranges.
4. Click .
5. PeopleSoft returns data for specified date range.
6. Do you want to print a report of the data?
 If **no**, click [KU_PROCESSES](#) to return to navigation icons.
 If **yes**, go to step 7.
7. Click (KU Expense Print Push Button).
8. PeopleSoft again displays the advisory concerning large date ranges.
9. Click . The report will be emailed to you.

IDB REVENUE TRANSACTION

Print Report




 **Step 2** Right-click the attachment, choose Open from menu.



1. Open email containing report.

2. Open **.pdf** attachment. 

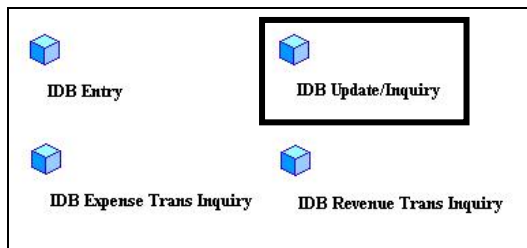
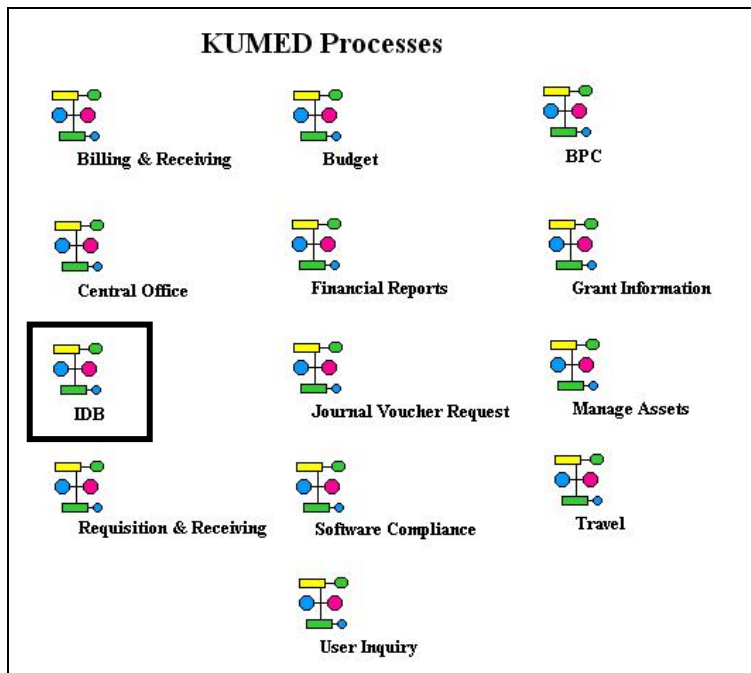
3. Click  (Print).

4. Click  to close Adobe Reader.

IDB INQUIRY

Use IDB Inquiry to view the details of a charge to a SpeedType due to Interdepartmental Billing. Only manual IDB entries (in which the IDB ID begins with nine) can be viewed.

Navigation



1. Click **IDB** icon.

2. Click **IDB** icon.

3. Click **IDB Update/Inquiry** icon.

IDB INQUIRY

View Data

IDB Online Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit: begins with

IDB ID: begins with ←

Department: begins with

Interfaced Flag

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Enter the IDB number for the transaction to be viewed in the **IDB ID** field.
2. Click **Search**.

IDB Online Entry

Billing Date: 08/03/2005

Interdepartmental Billing Online Entry

Seller's Business Unit: KUMED IDB Number: 90 13 Entered By: Brees, Gary Clark

*Buyer's SpeedType: FEE11401 KUMED School Of Nursing Miller, Karen L

*Seller's Service Code: 6083 Catering

Sellers Department: 60830 Hospital Authority Reimburse

Seller's Speedtype: RFI Hospital Authority Reimburse

Selling Price:

Description of Services:

Seller's Control Number: ?

Interfaced

3. PeopleSoft displays the detail of the IDB transaction.
4. Click [KU_PROCESSES](#) to return to navigation icons.

APPENDIX

Assistance

Direct questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system 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.