



Introductory Course

PeopleSoft v9.2 Introduction to Financials

Financials Supply Chain Management (FSCM)

PeopleSoft v9.2 Financials Introduction course is a one-day overview that will introduce students to the basics and core functionality of PeopleSoft Financials v9.2. Participants will walk away from the course with detailed knowledge of the common elements used in PeopleSoft Financials applications and an understanding of how financial information is structured within PeopleSoft.

- This course presents and demonstrates selected PeopleSoft v9.2 Financials modules and concepts.
- This class is not required but is recommended for anyone who is completely new to using PeopleSoft.

Prerequisites:

- PeopleSoft v9.2 Foundations (FSCM)

PeopleSoft Basics

In this lesson, students will be provided an introduction to basic elements of using PeopleSoft.

- Navigation and Terminology
- System Structure
- Effective Dating
- Running Processes and Reports

Business Units and SetIDs

The use of SetIDs and Business Units in PeopleSoft Financials is explored in this lesson, focusing on their differences and interrelation.

- SetIDs
- Business Units

Chartfields

This lesson will focus on how Chartfields are used in PeopleSoft General Ledger and various submodules

- Explaining Chartfields
- Configuring Chartfields

Chartfields (cont'd)

- Using Chartfields in Financials modules
- Running combination edits
- Reporting on Chartfields

Tree Manager

In this lesson we will explore how trees are used to structure data and enable the execution of processes and reports.

- Understanding Trees
- Building Trees
- Using Tress In Processes
- Using Tress In Reports

General Ledger Basics

Students will learn the basics of working within General Ledger.

- Journal vs. Ledger
- Entering Journals
- Editing And Posting Journals

General Ledger Basics (cont'd)

- Understanding GL Processes

Reporting on Financial Data

There are multiple ways to access financial data in PeopleSoft. This section will review some of those methods.

- nVision
- Inquiries
- Delivered Reports

Accounts Payable Introduction

Accounts Payable is the most widely used subledger module of PeopleSoft. We will talk about some of the basic functionality of this module to gain an understanding of how subledger data is processed and then fed into PeopleSoft General Ledger.

- Defining Workflows
- Worklists
- Workflow Notifications

PeopleSoft Query

PeopleSoft Query is a delivered tool that enables even non-technical users to write and run their own queries that retrieve and display data from underlying PeopleSoft data tables. Features of the query tool will be presented in this lesson.

- Running Queries and Exporting Query Results
- Scheduling Queries
- Adding Queries to My Favorite Queries List
- Creating a Query

PeopleSoft nVision

In this lesson we will discuss some of the basics of running PeopleSoft General Ledger reports using the nVision reporting tool.

- Running a report
- Working with nVision reports
- Using the drilldown tool