

Application	Module	Sub-Module/Business Function
FSCM		

**General Ledger (GL)**

Nightly Fin Process  
 On -Line Journal Entry  
 Flat File Import  
 Viewing ChartField Definitions  
 Creating and Posting a Journal Entry  
 Creating a Journal Entry using Speedtypes  
 Submit Journal for approval  
 Viewing Journal Approval  
 Approve Journal  
 Edit Journals  
 Inquiring on Ledgers and Journals  
 Marking a Journal for Posting and Running the Post Process  
 Closing an Accounting Period  
 Copying a Journal  
 Reviewing Open Item Accounts  
 Spreadsheet Journal Import  
 GL Close Multiple Ledgers  
 Journal Generation  
 App Messaging for CF's Fund, Non Grant Project, Program, and Account  
 Reports (TB, GL Activity, Ledger Summary)

**Real Estate module**

Basic leasing  
 Activate a Lease  
 Adding Capital Lease Assets  
 Adding Operating Lease Assets  
 Manage Interface to AP Billing  
 Manage Transaction Generator  
 Updating Lease Information

**Accounts Payable (AP)**

Budget Check Voucher (online)  
 Budget Check Voucher (batch)  
 Enter a Regular Voucher  
 Enter a PO Voucher  
 Submit Voucher for approval  
 Approving a Voucher  
 Voucher Post  
 Unpost a voucher  
 Voucher Close  
 Voucher Delete  
 Reviewing Voucher Information  
 Reviewing Posted Accounting Entries  
 Enter a Journal Voucher  
 Enterring Single Payment Voucher  
 Enter an Adjustment Voucher  
 Enter Reversal Voucher

Voucher Upload  
Voucher Build  
Paycycle Processing  
Express Payments  
Payment Post  
Payment Cancellation  
Create a manual payment  
Recreate a payment  
Place payment on Hold  
Removed Hold from payment

### **Accounts Receivable (AR)**

Updating a Customer  
Entering Customer Information  
Entering Pending Items  
Viewing All Items with Detail  
Viewing Item Activities  
Viewing Customer Aging  
Viewing All Deposits  
Processing an Aging Request  
Running the Aging Summary By Unit Report  
Viewing Customer Payments  
Viewing Item Accounting Entries  
Analyzing a Customer Account  
Applying Debits to Credits  
Applying Payments on a Worksheet  
Creating Accounting Entries and Setting Them to Post  
Creating and Setting Entries to Post  
Entering a Deposit and Applying Using a Worksheet  
Entering a Direct Journal Payment  
Entering a Pending Item Group and Setting It to Post  
Entering a Regular Deposit  
Entering an Deposit and Applying Using an Worksheet  
Entering an Direct Journal Payment  
Entering an Express Deposit  
Entering an Pending Item Group and Setting it to Post  
Entering Detail Reference Information  
Entering External Pending Item Groups  
Entering Online Pending Item Groups  
Maintaining Customer Contact Information  
Managing Accounts Using a Maintenance Worksheet  
Performing a Partial Payment Unpost  
Posting an Express Deposit  
Process and Print Customer Statements  
Processing and Printing Customer Statements  
Processing Payment Predictor  
Processing Receivables Update  
Processing Refunds  
Reviewing Maintenance Worksheet Item Accounting Entries

Running Receivables Update  
Running the Automatic Maintenance Process  
Running the Receivables Update Process  
Unposting a Payment Group  
Unposting Item Groups  
Unposting Maintenance Groups  
Using the Collections Workbench  
Using Worksheet Actions  
Using Worksheet Application  
Using Worksheet Selection  
Viewing an Partial Payment on an Worksheet  
Viewing Any Item Group  
Viewing Billings by Business Unit  
Viewing Customer Balances  
Viewing Customer History  
Viewing Customer Inquiry Items  
Viewing Customer Inquiry Profile  
Viewing Customer Payment History  
Viewing Incomplete Deposits  
Viewing Incomplete Payments  
Viewing item Activity Summary  
Viewing Pending Item Status  
Adding General Information for a New Customer  
Updating General Information for a Customer  
Entering a Bill  
Entering AR Distribution  
Viewing Bill Summary Information  
Using Express Bill Entry  
Processing Billing Interface  
Researching Invoiced Bill Lines  
Researching and Updating Non-Invoiced Bill Lines  
Researching Invoiced Bills  
Researching and Updating Non-Invoiced Bills  
Generating AP Vouchers  
Running Single Action Invoice Process  
Printing Consolidated Pro Formas  
Crediting an Entire Bill  
Entering an InterUnit Customer  
Assigning a Note to a Customer  
Changing Bill Status for a Group of Bills  
Copying a Bill  
Copying a Customer  
Correcting Billing Interface Errors  
Creating an InterUnit Bill  
Creating Charge Codes for a Bill Entry  
Crediting an Entire Bill and Rebill  
Finalizing and Printing an Invoice

## Billing

Processing an InterUnit Bill  
Running Currency Conversion Process  
Running the Load AR Pending Items Process  
Running the Load GL Accounting Entries Process  
Running the Pre-Load Processing  
Using Quick Customer Create  
Viewing Billing Interface Errors  
Viewing Interface Completions  
Viewing Interface Pending Activity

## Projects

Creating a Project  
Creating an Activity for a Project  
Maintaining Activity Status  
Entering Project Transactions  
Running the Pricing Engine  
Adding Team Members to a Project  
Tracking Costs from Payables  
Tracking Costs from Inventory  
Collecting Costs from Expenses

## Commitment Control

On-Line Budget Journal Creation/Post  
Adjusting a Budget by Period  
Batch Post Budget Journals  
Budget Import Process  
Reports (Budget Transaction Detail, Budget Status, HE Budget to Actuals)

## Allocations

Allocation Request  
Defining an Allocation Group  
Copying an Allocation Step  
Defining an Allocation Step  
Creating Allocation Entries

## Purchasing

Enter a Regular PO  
Enter an Express PO  
Approve PO Amounts  
Budget Check PO online  
Budget Check PO batch  
Dispatch a PO  
Create a change order  
Cancel a PO  
Close a PO  
Enter a Receipt  
Creating a Requisition  
Closing Requisitions  
Adding a Supplier User  
Adjusting the Status of a PO Receipt  
Analyzing Vendor Rebates  
Approve the Supplier  
Approving a Change Request  
Approving or Denying Requisition Amounts  
Approving or Denying Requisition ChartFields

Approving Purchase Order Amounts  
Approving Purchase Order ChartFields  
Budget Checking Requisitions  
Building PO Staging Table Rows  
Closing Receipts  
Copying a Requisition  
Create a PO Receipt  
Create a PO Voucher  
Create a Receipt  
Create a Requisition (Catalog Item) / WorkfDesired Approval  
Create a Requisition (Special Item) / WorkfDesired Approval  
Create a Requisition / WorkfDesired Approval  
Creating a PO by Copying a Contract  
Creating a PO by Copying a PO  
Creating a PO by Copying a Requisition  
Creating Change Orders From Approved Change Requests  
Creating Express Purchase Orders  
Creating Express Purchase Orders Activities  
Creating Express Purchase Orders from a Purchasing Kit  
Creating Purchase Order Activities  
Creating Purchase Orders from Catalog Items  
Defining Item Purchasing Attributes  
Defining Item Ship To Locations  
Dispatch a Change Order  
Dispatching Purchase Orders  
Editing a Purchase Order  
Entering a Requisition With a One-Time Address  
Entering Activity Information for a Requisition  
Entering Asset Details  
Entering Item Specifications  
Entering Manufacturer's Item Information  
Entering PO Change Orders  
Entering Project Information  
Entering Receipt Comments and Activities  
Entering Requisition Changes  
Entering Requisition Line Default Information  
Entering Requisition Line Details  
Entering Requisition Schedule Information  
Entering Standard Comments  
Entering Supplier User Setup  
Inquiring on Purchase Orders  
Modifying a PO Distribution  
PO Queries, SQR, BI Publisher, nVisions  
Processing Receipts  
Processing Supplier Approvals  
Receive a Change Order  
Reconciling Procurement Card Transactions Statements

Reopening Purchase Orders  
Reopening Requisitions  
Reserving Purchase Orders  
Review the PO  
Reviewing Buyer WorkCenter  
Reviewing Change Orders  
Reviewing Delivery and Comment Details  
Reviewing Document Status  
Reviewing PO Contracts  
Reviewing PO Document Status  
Reviewing Purchase Order Activity Summary Information  
Reviewing Purchase Order Change History  
Reviewing Receipt Information  
Reviewing Requisition Change History  
Running Financials and SCM Reports  
Running the PO Reconcile and Close Process  
Running the Purchase Order Creation Process  
Selecting Requisitions to Create a PO  
Source Requisition to a PO  
Staging Contract POs  
Using the Buyer's Workbench  
Using the Requester's Workbench  
Viewing Completed or Canceled Requisitions  
Viewing Dispatch History  
Viewing Distribution Details  
Viewing Purchase Order Data  
Viewing Purchase Order History  
Viewing Receipt Data  
Viewing Receipt History  
Viewing Requisition Data  
Viewing Requisition Details  
Viewing Voucher Data  
Viewing Voucher History  
Processing Physical Inventory  
Viewing Physical Inventory  
Creating Replenishment Requests  
Defining Inventory Item Units of Measure  
Defining Item Attributes at the Unit Level  
Defining Default Putaway Locations  
Entering Stockroom Feedback  
Running the Complete Putaway Process  
Entering Express Putaways  
Entering Express Issue  
Creating a Material Stock Request  
Entering Picking Feedback  
Depleting On Hand Quantities  
Defining Business Unit Item

## Inventory

- Setting Up Counting Events
- Creating Counting Events
- Using Manual Counting Events
- Viewing Counting Events
- Updating Stock Quantities
- Entering Quantity Adjustments
- Viewing Item Balances by Business Units
- Viewing Transaction History

## **Asset Management**

- Adding an Asset Using Basic Add
- Adding an Asset Using Express Add
- Adding Parent-Child Assets
- Adjusting Parent-Child Assets
- Adjust Cost
- Copying an Asset
- Creating Accounting Entries
- Modify / Delete Pending Asset Transactions
- Searching for an Asset
- Recategorizing Assets
- Adding Capital Lease Assets
- Adding Operating Lease Assets
- Adding Step Lease Assets
- Updating Lease Information
- Retiring Assets as a Trade-In
- Closing Depreciation
- Sending Asset Information to the PreAM Interface Table
- Closing an Accounting Period
- Transfer an asset
- Adjusting Asset Information
- Retiring Assets
- Processing Depreciation Calculations
- Run Asset History Report
- Running the Mass Change Process
- Viewing Depreciation

## **Grants**

- Creating Proposals
- Establishing the Proposal Budget
- Copying Proposal Information
- Viewing Proposal Budgets
- Submitting Proposals
- Generating Awards
- Managing Awards
- Managing Award Projects
- Managing Award Project Activities
- Managing Award Contracts
- Managing Award Budgets
- Reviewing Grants Information
- Performing Budget Inquiries
- Managing F&A Cost Calculations

- Copying Versions
- Activating a Contract/Award
- Running the Contracts/Billing Interface Process
- Running the Billing Interface Process
- Approving the Billing Worksheet
- Running the Projects/Contracts Interface Process
- Running the Retrieve Billing Items Process
- Viewing Billing Process Results
- Preparing a Revenue Recognition Plan for Processing
- Running the Revenue Recognition Process
- Closing Out an Award/Project

#### **Reporting Tools**

- nVision
- Queries

#### **Suppliers/1099s**

- Adding a Regular Supplier
- Inactivating Suppliers
- Adding Direct Deposit (ACH)
- Changing a TIN
- Reviewing Supplier Current Balances
- Reviewing Supplier Aging
- Updating an Address/Location
- Reviewing Supplier Balance by Class
- Withholding Invoice Line Updates
- Withholding Adjustments
- Running the Withholding Mismatch Report

#### **Banking**

- Load Statements
- Reconcile Statements

#### **Cash Management**

##### **PCard**

- SUA Processing
- Uploading JP Morgan Cardholder Profile
- Uploading JP Morgan Mapper File
- Running the Load Statement process
- Assigning Mass Proxies
- Reconcile Statement (Reallocating)
- Load Voucher Stage
- Voucher Build
- Manual (Record) Payment
- Assigning Proxy on Cardholder Profile
- Setting Up Default Distributions in PeopleSoft
- Purchase Details
- Splitting Transaction Lines
- Distribution Template

#### **Contracts**

- Creating a Contract Header
- Entering Billing Options
- Adding Contract Lines to a Contract
- Entering Amount Allocations for a Contract
- Verifying Account Distributions
- Assigning Project Information to Contract Lines
- Activating the Contract



Viewing Billing Plans  
Viewing the Definitions Page  
Creating Contract-Specific Milestones  
Updating Milestone Condition Status  
Reviewing Project Milestones  
Processing Milestones to Update Milestone Statuses  
Defining High-level Billing Plan Information  
Creating Billing Events for Percent Complete Billing Plans  
Linking Billing Events to Project Milestone  
Assigning Contract Lines to Billing Plans  
Managing Recurring Bills  
Defining a Billing Plan Using the Milestone Method  
Defining a Billing Plan Using the Immediate Method  
Defining a Billing Plan Using the As Incurred Method  
Defining a Billing Plan Using the Value based Method  
Defining a Billing Plan Using the Recurring Method  
Reviewing Billing Details  
Viewing Billing History  
Viewing Billing Plan Line Details  
Processing Expense Transactions into Project Costing  
Executing Billing for Fixed-Amount Contract Lines  
Executing Billing for Rate-Based Contract Lines  
Defining Revenue Plan Templates  
Creating Revenue Plans Using the Percent Complete Method  
Creating Revenue Plans Using the Milestone Method  
Creating Revenue Plans Using the Apportionment Method  
Creating Revenue Plans Using the As Incurred Method  
Assigning Contract Lines to Revenue Plans  
Previewing Revenue Plans  
Reviewing Revenue Plan  
Reviewing Revenue Plan Events  
Reviewing As Incurred Revenue  
Reviewing Milestone Revenue Plan Events  
Reviewing Apportionment Revenue Plan Events  
Reviewing Percent Complete Revenue Plan Events  
Generating Deferred Revenue  
Processing Amount-Based Revenue Lines  
Processing Rate-Based Revenue  
Previewing Revenue  
Viewing Deferred Revenue and Revenue Accounting Entries  
Reconciling Billing and Revenue  
Reversing Amount-Based Revenue  
Reversing Revenue for a Revenue Plan  
Reversing Revenue for a Revenue Plan Event  
Redistributing Amount-Based Revenue  
Preview Amount-Based Revenue  
Creating an Amendment

Entering Amendment Details  
Performing Amendment Allocation Changes  
Reviewing and Managing Amendment Details  
Running the Amendment Process  
Processing Contract Renewal  
Approving a Contract Renewal  
Entering Accounting Distributions  
Reviewing Accounting Distributions  
Reviewing Accounting Distributions for Discounts and Surcharges  
Creating Accounting Distributions for Interunit Transfers  
Reviewing As Incurred Billing Plan Statuses  
Reviewing Billing Activity for Any Billing Plan  
Reversing Billing Activity for Billing Plans  
Reviewing Billing Events  
Processing Limits  
Reviewing Limits  
Defining Notes for Internal Contract Components  
Pricing Amount-Based Contracts  
Adding Special Payment Terms  
Reviewing and Verifying Pricing is Complete  
Pricing Rate-Based Contracts  
Defining Tiered Pricing  
Processing Project Progress - Billing Plans  
Processing Billing for As Incurred Billing  
Processing Billing for Recurring Billing  
Processing Billing for All Other Billing Methods  
Assigning Contract Products to Billing Plans  
Assigning a Project and Activity to a Contract  
Assigning Rate Structures to Contracts  
Running the Pricing Application Engine Process  
Defining Support Teams  
Reviewing Contract Summaries  
Reviewing Contract AR Items  
Reviewing Contract Details  
Defining Prepaid Amounts  
Associating a Prepaid Amount to a Contract  
Defining Utilization Criteria  
Viewing Prepaid Utilization History  
Monitoring Prepaid Activity

**Expenses** Conus Load  
Update Bank/Address/Reports To for a User in HCM  
Add/Update Approver Assignments  
Classic: create expense report, one fund, more than one expense line.  
Use My Wallet for at least one line. Submit. WorkfDesired Ok? Email received  
Classic: create expense report, multiple funds/distributions, more than one  
Use Quick Fill for at least one line. Submit. WorkfDesired Ok? Email received by  
Classic: create expense report, one fund, more than one expense line.

Use Default Accounting for Report for at least one line. Submit. WorkfDesired  
Classic: create expense report, multiple funds/distributions, more than one  
Use Copy Expense Lines for at least one line. Submit. WorkfDesired Ok? Email  
Classic: create expense report by copying An Existing Report. Submit.  
Logged in as an approver: do an online budget check / is the override budget  
Batch Budget Check and then check KK entries  
Logged in as approvers: withdraw one report, send back one report, deny one  
Logged in as approvers: fully approve two  
Fluid: create five wallet entries. Some with/without information.  
Fluid: create expense report, one fund, more than one expense line.  
Use Add from My Wallet. Submit. WorkfDesired Ok? Email received by  
Fluid: create expense report, multiple funds/distributions, more than one  
Use Quick Fill for at least one line. Submit. WorkfDesired Ok? Email received by  
Fluid: create expense report, one fund, more than one expense line.  
Use Accounting Defaults for Report for at least one line. Submit. WorkfDesired  
Fluid: create expense report, multiple funds/distributions, more than one  
Use Copy Selected Expenses for at least one line. Submit. WorkfDesired Ok?  
Fluid: create expense report by using Copy To New Report. Submit.  
Action available in: My Expense Reports or Expense History  
Batch Budget Check and then check KK entries  
Logged in as approvers: withdraw one report, send back one report, deny one  
Logged in as approvers: fully approve two  
Expense Processing: Stage Payments  
Run Pay Cycle to pay Expense Reports  
Void/Reissue one classic and fluid  
Void one classic and fluid  
Run the Load Employee Data process  
Creating Travel Authorizations  
Copying Travel Authorization Expense Lines  
Adding Multiple Travel Authorization Expense Lines  
Viewing and Modifying Travel Authorizations  
Deleting Travel Authorizations  
Canceling Approved Travel Authorizations  
Attaching a Document to a Travel Authorization  
Rolling Over Travel Authorization Encumbrances  
Approving Travel Authorizations  
Creating Cash Advances  
Viewing Cash Advances  
Modifying Cash Advances  
Reconciling Cash Advances  
Deleting Cash Advances  
Closing a Cash Advance  
Attaching Documents to a Cash Advance  
Applying Cash Advances to an Expense Report  
Approving Cash Advances  
Reviewing Staged Cash Advance Payments  
Viewing Accounting Entries on a Cash Advance