



# *Noble Software Consulting IT Training*

## **PEOPLESOFT FINANCIALS REL 8.9 COURSE OVERVIEW**

*This course is targeted for implementation team members and is designed to provide a solid foundation for implementing PeopleSoft Financials for an organization. This course focuses on the flexibility that PeopleSoft Financials has to offer, and provides clients with a solid foundation on which to base their implementation decisions. This course covers information required to implement the PeopleSoft Financials system.*

## **PEOPLESOFT FINANCIALS REL 8.9 COURSE OUTLINE– 80 HRS**

### **❖ INTRODUCTION TO PEOPLESOFT FOR FMS 8.9**

#### **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

## **❖ GENERAL LEDGER REL 8.9**

### **Creating the General Ledger Structure**

- Basic Elements of PeopleSoft General Ledger
- Implementation Steps for PeopleSoft General Ledger
- PeopleSoft General Ledger Table Structure
- Establishing General Ledger Business Units
- Applying General Ledger Tableset Sharing

### **Setting Installation Options and Common Definitions**

- Setting Up Installation Options
- Establishing User Preferences
- Establishing Account Types

- Creating Detail Calendars
- Defining Business Calendars
- Defining ChartFields and ChartField Values

### **Planning and Creating PeopleSoft Trees**

- Defining the Significance of PeopleSoft Trees
- Defining Tree Manager Terminology
- Creating PeopleSoft Trees
- Modifying Trees Using Tree Manager

### **Preparing for Journal Processing**

- Defining Ledger Templates
- Defining Ledgers and Ledger Groups
- Associating Ledgers with a Business Unit
- Maintaining Accounting Periods
- Defining Journal Entry Templates
- Defining Journal Sources, Classes and Speed Types

### **Implementing ChartField Combination Editing**

- Defining ChartField Combination Edits
- Link Combination Edits to Business Units
- Building the Combination Edit Data Tables
- Maintaining Combination Edits
- Inquiring on Combination Edit Data
  
- Describing the Journal Process Flow
- Processing PeopleSoft General Ledger Data
- Reviewing Journals and Determining their Status
- Editing and Posting Journals

### **Maximizing PeopleSoft General Ledger Processing**

- Automating Journals

- Selecting a Statistical Method
- Setting Up Suspense Error Handling
- Analyzing Financial Information

### **Processing General Ledger Data Importing Spreadsheet Journals**

- Preparing the Workbook for Journal Upload
- Configuring the Spreadsheet
- Creating the Workbook
- Importing Spreadsheet Journals

### **Performing Year End Close**

- Defining PeopleSoft Year End Close
- Defining ChartField Value Sets
- Defining Closing Rules
- Processing PeopleSoft Year End Close
- Running the Closing Trial Balance Report
- Describing the Archiving Process

### **Implementing Interunit and Intraunit Accounting**

- Selecting an Appropriate Interunit Approach
- Defining Interunit and Intraunit Transactions
- Performing Required Interunit and Intraunit Setup
- Reconciling Interunit Activity
- Unposting Interunit Journals

### **Reporting Results with PS/nVision**

- Defining the PS/nVision Elements
- Creating PS/nVision Layouts
- Running PS/nVision Reports

### **Implementing Documenting Sequencing for General Ledger**

- Defining Document Sequencing
- Preparing for Document Sequencing
- Processing Document Sequencing

## ❖ **PAYABLES REL 8.9**

### **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

## **❖ RECEIVABLES REL 8.9**

### **Describe PeopleSoft Enterprise Receivables 8.9**

- Implementing Receivables
- Integrating with Other PeopleSoft Enterprise Products

### **Establishing PeopleSoft Receivables Business Units**

- Establishing a PeopleSoft Receivables Business Unit
- Defining SetIDs
- Using Record Groups

### **Defining Receivables Tables**

- Establishing Installation Options and User Preferences
- Setting up Core Credit and Collection Options
- Setting up Action Owners and Audit History
- Setting Up Payment Terms
- Establishing Reference Qualifier Codes
- Setting Up Detail Calendars
- Setting Up Receivables Options

### **Setting Up Customers**

- Entering and Maintaining Customer Information
- Modifying Customer Credit Profiles
- Establishing Customer Contacts

## **Defining Item Processing Tables**

- Setting Up Origin IDs
- Setting Up Distribution Codes
- Identifying System Functions
- Identifying Entry Types and Entry Reasons
- Establishing Item Entry Types

## **Entering Items**

- Entering Items Online
- Receiving External Pending Items
- Performing the Receivable Update Process

## **Managing Item and Customer Inquiries and Maintenance**

- Reviewing Item Information
- Updating Item Details
- Using Conversations
- Researching Customer Accounts

## **Defining Payment Processing**

- Setting Up Deposit Types
- Defining Bank Account Information
- Establishing Automatic Entry System Functions

## **Entering Payments**

- Entering Regular Deposits
- Entering Express Deposits
- Processing Cash Drawer Receipts
- Receiving Electronic Payments
- Correcting Errors in Deposits
- Journaling Payments Directly

## **Managing Payment Worksheets**

- Building Payment Worksheets
- Applying Payments Across Business Units
- Analyzing Overpayments
- Applying Underpayments
- Inquiring on Payments Set to Post
- Applying Payments to Items Using Multiple Currencies
- Running the Journal Generator Process
- Performing Payment Inquiries

## **Using Payment Predictor**

- Constructing Payment Predictor Methods
- Using the Payment Predictor Process
- Analyzing Payment Predictor Reports

## **Managing Item Maintenance**

- Using Maintenance Worksheets
- Unposting a Payment
- Using Transfer Worksheets

## **Using the Automatic Maintenance Process**

- Setting Up Automatic Maintenance
- Performing Automatic Maintenance

## **Aging Receivables**

- Defining History Elements
- Setting Up Aging Control Tables
- Creating History Inquiries and Aging Requests
- Generate Aging Reports

## **Setting Up Exception and Collection Processing**

- Describing Exception and Collection Processing
- Setting Up Actions and Action Templates
- Setting Up Collection and Assessment Rules

## **Using Credit, Collections, and Exceptions**

- Working with Actions
- Obtaining D&B Information

## **Generating Statements**

- Reviewing Customer and Item Information
- Explaining the Correspondence Process
- Creating Statements

## **❖ EXPENSES REL 8.9**

### **Defining General Options**

- Defining Installation Options for Expenses
- Setting Up Expenses Options
- Setting Up Expenses Business Units
- Defining DCAA Requirements (USA)
- Identifying Common Data and Global Features

### **Setting up Security and Approvals**

- Setting Up Expense Users and Permission Lists
- Defining Approval and Audit Rules
- Defining Approval Options

### **Setting Up Expenses Structure**

- Defining Business Rules for Expenses

- Setting Up Expense Management Functions
- Setting Up Locations and Rates
- Creating Expense Templates

### **Setting Up Employee Data**

- Loading Employee Data
- Maintaining Employee Profiles

### **Processing Travel Authorizations**

- Creating Travel Authorization Templates
- Creating Travel Authorizations

### **Processing Expense Transactions**

- Modifying User Defaults
- Processing Cash Advances
- Preparing Cash Advances
- Creating Time Reports

### **Approving Expense Transactions**

- Describing Summary Approval Options
- Performing Approvals and Audits
- Modifying Approved Transactions

### **Processing Payments**

- Describing the Expenses Payment Process
- Staging Payments for Processing
- Processing Payments in PeopleSoft Payables
- Sending Payments to Payroll
- Reviewing Payments

### **Integrating with PeopleSoft Project Costing**

- Processing Project-related Expense Transactions
- Sending Transactions to Project Costing

### **Integrating with PeopleSoft General Ledger**

- Posting Liabilities and Payments
- Examining Accounting Entries
- Establishing Links with the General Ledger
- Using the Journal Generator
- Rolling Over Travel Authorization Encumbrances

### **Managing Expense Transaction Exceptions**

- Canceling Expense Payments in Payables
- Unposting Expense Reports
- Modifying and Closing Cash Advances and Expense Reports
- Creating Accounting Adjustments for Expense Reports
- Reconciling Cash Advances

### **Processing External Data**

- Describing External Expense Data
- Reconciling Airline Tickets
- Processing Imported Credit Card Data
- Using Automated Teller Machine Data
- Using Benchmark Data

### **Examining and Archiving Expense Information**

- Running Expenses Queries
- Running Reports
- Archiving Expense Transactions

## ❖ ASSET MANAGEMENT REL 8.9

### **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**

- Describing 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