

PeopleSoft Financials Tools 8.55 Upgrade Delta Guide

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2017

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Welcome to the PeopleSoft Financials Tools 8.55 Upgrade Delta Guide!

Basic functionality is still the same, and most items can still be accessed and utilized as they were in the previous version of the application. However, there are a few minor changes and some new features which are presented in this document.

Query Manager

Query Prompts Dialog Box

With the PS Tools 8.55 version, there are two (2) new options associated with Query Prompts. These features may be utilized separately, together, or not at all. This document serves as a brief outline of the features. The information will be included in the Query Training manuals as well.

New Tools 8.55 Query Prompt Dialog Box

Edit Prompt Properties		
		ł
Field Name	*Heading Type	
Q FUND_CODE	RFT Short 🔽	
*Type	Heading Text	
Character 🗸	Fund	
*Format	*Unique Prompt Name	
	BIND2	٦
		_
Length 5		
Decimals		
*Edit Type	Prompt Table	
No Table Edit	FUND_TBL	
Tostas		
Default Value		
OK Cancel		

Query Prompt Optional Check Box

This checkbox is used to determine if a prompt is optional or required. The default is that the box is cleared, indicating that the prompt is a required value.

When checked, this means that the prompt entry for the field is optional. No value would be required at run time in the prompt box.

NOTE: If the prompt value is set to optional, the query result set may be too large since the results are not limited.

Edit Prompt Properties	
Field Name FUND_CODE Type Character Format Upper Length 5 Decimals	*Heading Type RFT Short Heading Text Fund *Unique Prompt Name BIND2
*Edit Type No Table Edit	Prompt Table
OK	

The screenshot depicts the FUND_CODE as Optional.

At run-time, a user would not be required to perform an entry in the run-time prompt dialog for the FUND_CODE.

TEST_MG_PROMP_OPTIONAL									
Dept:	1101500								
Fund:	Q								
Program:	% 🔍								
Class:	% 🔍								
Project:	%								
Begin Date:	07012016								
End Date:	End Date: 03312017								
OK	Cancel								

Query results would include any results for department 1101500 for 07/01/2016 - 03/31/2017. In this example, the optional dialog would work as if it were a wildcard returning any fund value entries for the department in that date range.

Reco	rds C	Query Expre	essions	Prompts Fie	elds C	riteria	Ha	iving	Depende	ency	Trar	nsformatio	ons View S	QL Run							
Dep	ot = 110	1500,Progr	am=%,Cla	ass=%,Proje	ect=%,B	legin	n Date	=2016	-07-01,8	End	Date=	2017-03	3-31								
View	v All Rer	run Query Dov	vnload to E	xcel Download	to XML								First	1-100 of 17	41 🕑 Las	st					
	Account	Line Descr	Line Date	Journal ID	Unit	Year	Period	Source	Dept	Fund	Class	Program	Project	Amount	Ref	Descr	Date	Status	Ledger	Budget Period	Posted
1	113830	Off-Cycle PPE 12-08- 2014 - Che	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	113	40130	20001	5101501013	-1322.220		Correction to Account 113830 O	11/30/2016	Р	ACTUALS		11/29/2016
2	113830	Monthly PPE 12-31-2014 Checks	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		2833.330		Correction to Account 113830 O	11/30/2016	P	ACTUALS		11/29/2016
3	113830	Monthly PPE 12-31-2014 Checks	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		-1511.110		Correction to Account 113830 O	11/30/2016	P	ACTUALS		11/29/2016
4	113830	Offcycle PPE 1-18-2016 - Check	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		-1632.300		Correction to Account 113830 O	11/30/2016	Р	ACTUALS		11/29/2016
5	113830	Off-Cycle PPE 12-08- 2014 - Che	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	113	40130	20001	5101501013	1322.220		Correction to Account 113830 O	11/30/2016	P	ACTUALS		11/29/2016
6	113830	Monthly PPE 12-31-2014	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		-2833.330		Correction to Account 113830	11/30/2016	Р	ACTUALS		11/29/2016

Query Prompt Default Value Entry Box

The Default Value Entry box is used to set a default value for the prompt. This value is used as the prompt value at run-time, if no other value is entered. At run-time, values entered in the Default Value box will display in the prompt entry box. This may be overwritten, if desired.

NOTE: If a Default Value is entered in the box, the query prompt Optional checkbox may not be selected at the same time. Default Values indicate that the prompt value is required.

The screenshot below displays that fund 113 is the default value for the prompt on the field FUND_CODE in the sample query.

Edit Prompt Properties										
Field Name FUND_CODE *Type Character	*Heading Type RFT Short V Heading Text Fund									
*Format Upper	*Unique Prompt Name BIND2									
Length 5 Decimals										
*Edit Type No Table Edit	Prompt Table									
Default Value 113										
OK Cancel										

At run-time, the prompt entry box displays the default.

TEST_MG_PROMP_OPTIONAL							
Dept:							
Fund:	113 🔍						
Program:	Q.						
Class:	Q.						
Project:	Q						
Begin Date:	31						
End Date:	1						
OK	Cancel						

As previously noted, this may be overwritten if another value is desired at runtime.

TEST_MG_PROMP_OPTIONAL							
Dept:	1101500						
Fund:	111 🔍						
Program:	%						
Class:	%						
Project:	%						
Begin Date:	07012016						
End Date:	03312017 3						
ОК	Cancel						

When the default value is overwritten in the prompt dialog at run-time, the query results will be limited to the prompt criteria entered.

Recor	rds Q	luery	Expressions	Prompts	Fields	C	criteria	Havi	ng De	pende	ency	Transfo	rmations	View S	Run						
Dep ∨iew	Vept = 1101500,Fund=111,Program=%,Class=%,Project=%,Begin Date=2016-07-01,End Date=2017-03-31 View All Rerun Query Download to Excel Download to XML First ④ 1-100 of 418 Last																				
	Account	Line Descr	Line Date	Journal ID	Unit	Year	Period	Source	Dept	Fund	Class	Program	Project	Amount	Ref	Descr	Date	Status	Ledger	Budget Period	Posted
1	113830	Monthly PPE 12- 31-2014 Checks	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		2833.330		Correction to Account 113830 O	11/30/2016	Ρ	ACTUALS		11/29/2016
2	113830	Monthly PPE 12- 31-2014 Checks	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		-1511.110		Correction to Account 113830 O	11/30/2016	Ρ	ACTUALS		11/29/2016
3	113830	Offcycle PPE 1-18- 2016 - Check	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	111	10105	00001		-1632.300		Correction to Account 113830 O	11/30/2016	Ρ	ACTUALS		11/29/2016

The default value for the prompt field is populated even if the user were to blank out the field value at run-time. In this example, the default for fund is 113. But, the user blanks out that field when entering the prompt values. The query results would still produce for fund 113.

TEST_MG_PROMP_OPTIONAL							
Dept:	1101500						
Fund:	Q						
Program:	%						
Class:	% 🔍						
Project:	%						
Begin Date:	07012016						
End Date:	03312017						
ОК	Cancel						

Reco	rds C	luery Expr	ressions	Prompts Fie	alds C	Criteria	a Ha	aving	Depende	ency	Trar	isformatio	ons View S	GQL Run							
Der	ot = 110	1500,Fund	=113,Proc	gram=%,Cla	ss=%,F	roje	ct=%,	Begin	Date=2	016-(07-01,	End Da	ate=2017-03	3-31							
						-	-	-													
Viev	/ All Rer	un Query Do	wnload to E	xcel Download	to XML								First 🧐	9 1-100 of 1	323 🕑 Las	t					
	Account	Line Descr	Line Date	Journal ID	Unit	Year	Period	Source	Dept	Fund	Class	Program	Project	Amount	Ref	Descr	Date	Status	Ledger	Budget Period	Posted
1	113830	Off-Cycle PPE 12-08- 2014 - Che	11/30/2016	6 GAC1116303	LSUSH	1 2017	7 5	GAC	1101500	113	40130	20001	5101501013	-1322.220		Correction to Account 113830 O	11/30/2016	P	ACTUALS		11/29/2016
2	113830	Off-Cycle PPE 12-08- 2014 - Che	11/30/2016	5 GAC1116303	LSUSH	1 2017	7 5	GAC	1101500	113	40130	20001	5101501013	1322.220		Correction to Account 113830 O	11/30/2016	P	ACTUALS		11/29/2016
3	221010	Accounts Payable	08/17/2016	APCLS92517	LSUSH	1 2017	7 2	P AP	1101500	113	90100	10001	5101501064	325.000	00242967	AP CLosure	08/17/2016	Р	ACTUALS		08/17/2016
4	420110	AR Billing Invoice	07/31/2016	3 ARBI693931	LSUSH	1 2017	7 1	в	1101500	113	20200	10001	110151155A	-2700.000	BILL_INVOI	AR Billing Invoice	07/31/2016	P	ACTUALS		09/18/2016
5	420110	AR Billing Invoice	09/01/2016	3 ARBI694718	LSUSH	1 2017	7 3	BI	1101500	113	20200	10001	110151155A	-2700.000	BILL_INVOI	AR Billing Invoice	09/01/2016	Р	ACTUALS		10/06/2016
		NIH														DMO Evened					

Purchasing and Accounts Payables Modules

Worklist Link Moved

The Worklist link is no longer located at the top right of the main menu page. The Worklist can be accessed from the Main Menu or the user can personalize their home page to add a Worklist pagelet.

NOTE: The Worklist Link differences are for both AP and PO.

A. To access the Worklist from the menu

Click Main Menu, Worklist > Worklist



B. Personalize the Homepage to Add the Worklist Pagelet

a. Click Personalize Content link



- b. Click the Worklist Checkbox
- c. **Save** the Worklist pagelet will be positioned at the top left of the page
- d. To move the pagelet to the center of the page or to the right, select the **LAYOUT** link

Pers	Personalize Home Page								
Personalize Content:									
	Tab Name	My Page ×							
	Welcome Message								
	Choose Pagelets:	Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.							
	Arrange Pagelets:	Go to Personalize Layout							
	PleSoft Applications WORKLIST Menu Menu - Classic Top Menu Features Descrip My Reports Main Menu	ption							

Tab Name My Page Basic Layout: 2 columns Oliver Selected 3 columns Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done. Add Pagelets: Go to # = Required - fixed position pagelet * = Required - moveable pagelet WORKLIST No Pagelets Selected- No Pagelets Selected-	Personalize Layout: My Page	Select 3
Basic Layout: O 2 columns Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done. Add Pagelets: Go to Personalize Content # = Required - fixed position pagelet * = Required - moveable pagelet Use the arrow to move WORKLIST to the Right Center Column: -No Pagelets Selected- No Pagelets Selected-	Tab Name My Page	columns option
Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done. Add Pagelets: Go to Personalize Content # = Required - fixed position pagelet * = Required - moveable pagelet Left Column: WORKLIST No Pagelets Selected- Right Column: -No Pagelets Selected- Use the arrow to move WORKLIST to the Right Column No Pagelets Selected-	Basic Layout: O 2 columns	5
Add Pagelets: Go to Personalize Content # = Required - fixed position pagelet * = Required - moveable pagelet Use the arrow to move WORKLIST to the Right Column: -No Pagelets Selected-	Click arrows to move pagelets up and down or into neighboring to remove the selected pagelet from your portal home page. R	g columns. Click "Delete Pagelet" lemember to click "Save" when done.
WORKLIST	Add Pagelets: Go to Personalize Cor # = Required - fixed position pagelet * = Required - moveable pagelet Left Column: WORKLIST Click on WORKLIST	No Pagelets Selected-

- e. Click **3 columns** to display three columns
- f. Click **WORKLIST** located in the Left Column. WORKLIST should be highlighted.
- g. Use the right arrow to move WORKLIST to your column of choice
- h. Click Save when the Layout is complete

Add Pagelets:	Go to	Personalize Co	ontent	
# = Required - fixed position pa	agelet			
* = Required - moveable pagel	iet			
Left Column:	0	Center Column:	Right Column:	
No Pagelets Selected	No F	agelets Selected	WORKLIST	
				Delete Pagelet
]
Save Can	cel			

C. Remove a Pagelet from your Home page

- a. Click the **Down Arrow** on the pagelet, select **Remove**, click the **YES** button to remove; Or
- b. Select the **Personalize Content** link on the Home Page; uncheck the pagelet you want to remove; **Save**

Worklist	
Worklist	Minimize Worklist Pagelet Settings
Review a worklist.	Remove

BI Publisher Reports Replacing Crystal Reports

NOTE: The Crystal Reporting feature is being replaced with BI Publisher Reporting. The BI Publisher Documentation for Schedule BI Query Reports or BI Publisher Query Viewer in its entirety can be found in the document entitled, "<u>BI Publisher Reports 9.2 pt 8.55</u>", which also contains a Report Conversion List. Please refer to the link at the end of this document.

BI Publisher Report Differences from Crystal Reports

Report naming convention changes from a very descriptive title to a 10 character code name. However, the Report Description very closely replicates the old Crystal Report name so it may be easily identified. We provide a Crystal to BI Publisher Report Conversion list.

- a. BI Publisher reports are run from within the main PeopleSoft pages and there is no separate log-in as there was with Crystal Reports.
- b. Users have the option to run a report to Excel as well as PDF output format.
- c. Users can run the report to the window, report manager, printer or email.
- d. Users do not have to export the report to save, simply select File, Save As.
- e. Users do not have to print the reports on legal paper. With BI Publisher, the scaling of reports from $8\frac{1}{2} \times 14$ down to $8\frac{1}{2} \times 11$ is easily accommodated when selecting **File**, **Print**.
- f. BI Publisher does not include the outline format in the left pane as Crystal does. So, users might find it a bit more challenging to search through large reports for a particular piece of information. In BI Publisher, once the report has been run, users may select the menu item called **Edit**, then select **Find**. A small search box will appear at the top right of the screen where the user may enter a value such as a project id or a department id and press the **Enter** key. The user will be directed to the page in the report containing that particular entry.
- g. Within the BI Publisher Reports, in many cases we were required to modify the formatting of the header information to allow the data to repeat over multiple pages. We have highlighted this data via shading to assist users in easily identifying the chartstring information.

Excel

Excel Row Limitation

The Tools Upgrade eliminated the PeopleSoft imposed Excel row limitation of 65,584 rows. You may now run Queries, nVision, and BI Publisher Reports to Excel that are larger than the 65K limitation. However, the Excel program itself does have built-in limits, some of which are listed below.

Microsoft Excel specifications and limits Applies To: 64 bit Excel 2016 Excel 2013 Excel 2010

Feature	Maximum limit
Total number of rows and columns on a worksheet	1,048,576 rows by 16,384 columns
Column width	255 characters
Row height	409 points
Page breaks	1,026 horizontal and vertical
Total number of characters that a cell can contain	32,767 characters
Characters in a header or footer	255
Maximum number of line feeds per cell	253
Hyperlinks in a worksheet	66,530 hyperlinks
Fields in a data form	32
Items displayed in filter drop-down lists	10,000

Worksheet and workbook specifications and limits

NOTE: For additional information on PeopleSoft Financials End User Training, please refer to the <u>link below</u>:

LSU Health New Orleans: http://www.lsuhsc.edu/ps/support/fin_9_manuals.aspx