



PEOPLESOFT

ACCOUNTS PAYABLE

PEOPLETOOLS 8.55 DELTA GUIDE

NOVEMBER 2017

VERSION CONTROL

Date	Task	Owner	Description
11/01/2017	Create	Barbara Doss	Create Delta document for PS Tools 8.55 Upgrade
11/20/2017	Review	Barbara Doss	Review with PS Training
11/30/2017	Review	Barbara Doss	Approve
04/23/2018	Update	Barbara Doss	Mask

Introduction

Welcome to the Accounts Payable 9.2/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.

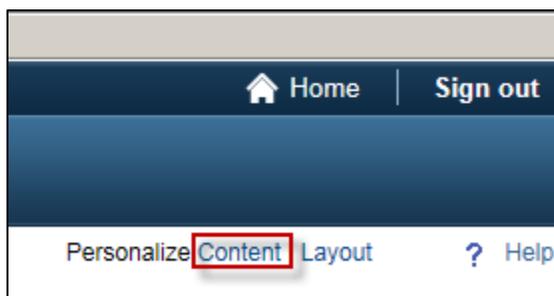
AP Worklist

The Worklist link is no longer located at the top right of the main menu page; it has been included as an option in the menu selection. To approve AP vouchers the user can select the worklist option from the menu and personalize their home page to add a worklist pagelet.

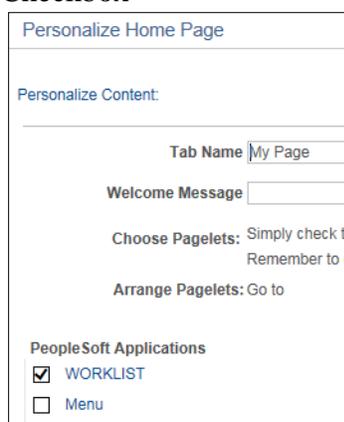
NOTE: The Worklist differences are for both AP and PO.

1. Personalize Home Screen to add Worklist Pagelet

- a. Click **Content** link

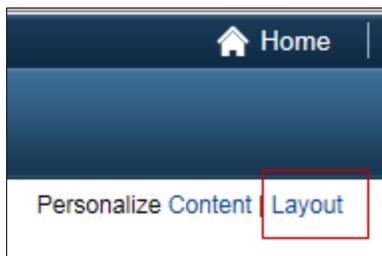


- b. Click the **Worklist** Checkbox

A screenshot of the 'Personalize Home Page' dialog box. The title bar reads 'Personalize Home Page'. Below the title bar, there is a section titled 'Personalize Content:'. This section includes a 'Tab Name' field with 'My Page' entered, a 'Welcome Message' text area, and a 'Choose Pagelets:' section with instructions 'Simply check the' and 'Remember to c'. Below this is an 'Arrange Pagelets: Go to' section. At the bottom, there is a section titled 'PeopleSoft Applications' with two checkboxes: 'WORKLIST' (which is checked) and 'Menu' (which is unchecked).

- c. **Save** – The Worklist pagelet will be position at the top left side of the page.

- d. To move the pagelet to the center of the page or to the right, select the **LAYOUT LINK**



Personalize Home Page

Personalize Content:

Tab Name x

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](#)

PeopleSoft Applications

- WORKLIST
- Menu
- Menu - Classic
- Top Menu Features Description
- My Reports
- Main Menu

Personalize Layout: My Page

Tab Name My Page

Basic Layout: 2 columns 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 [Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
WORKLIST	--No Pagelets Selected--	--No Pagelets Selected--

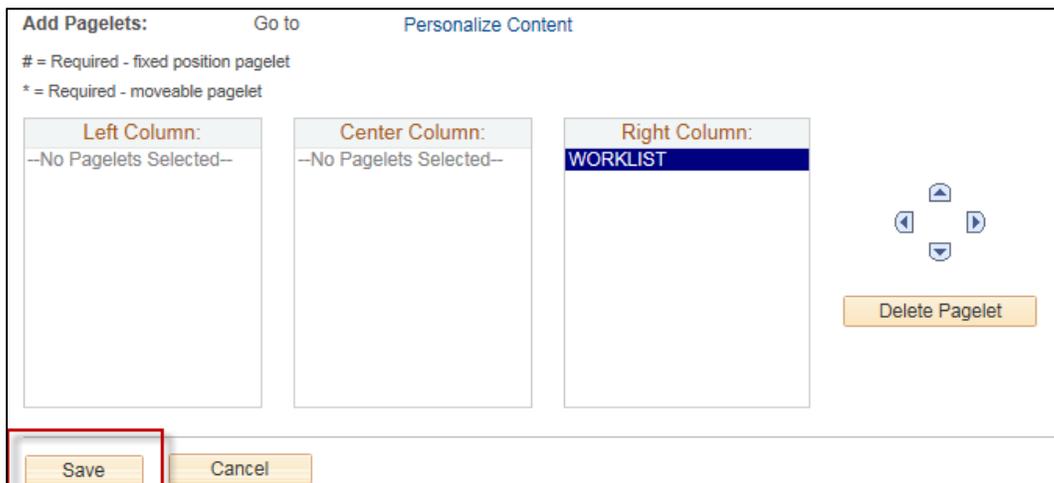
Click on WORKLIST

Select 3 columns option

Use the arrow to move WORKLIST to the Right Column

Delete Pagelet

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



2. Remove a pagelet from your Home page

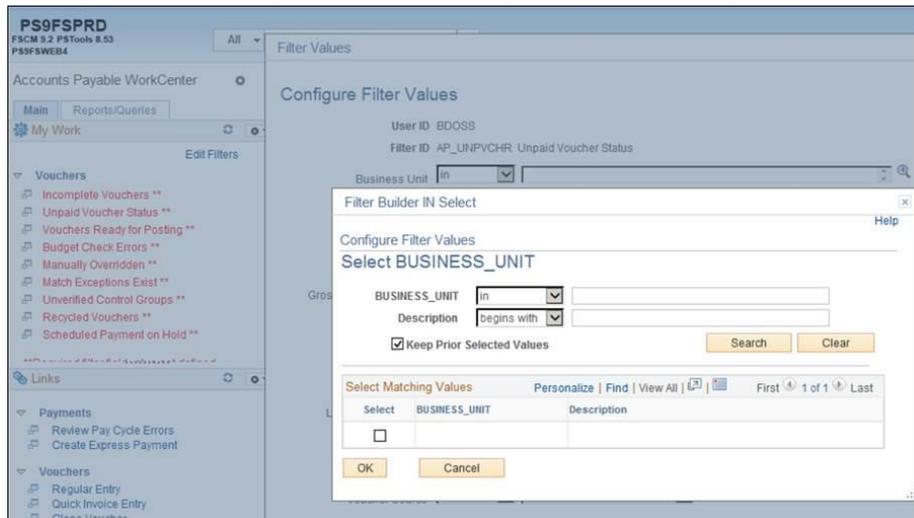
- a. Click the **Down Arrow** on the pagelet, select **Remove**, click the **YES** button to remove; Or
- b. Select the **Personalize Content** link on the Home Page; uncheck the pagelet you want to remove; **Save**



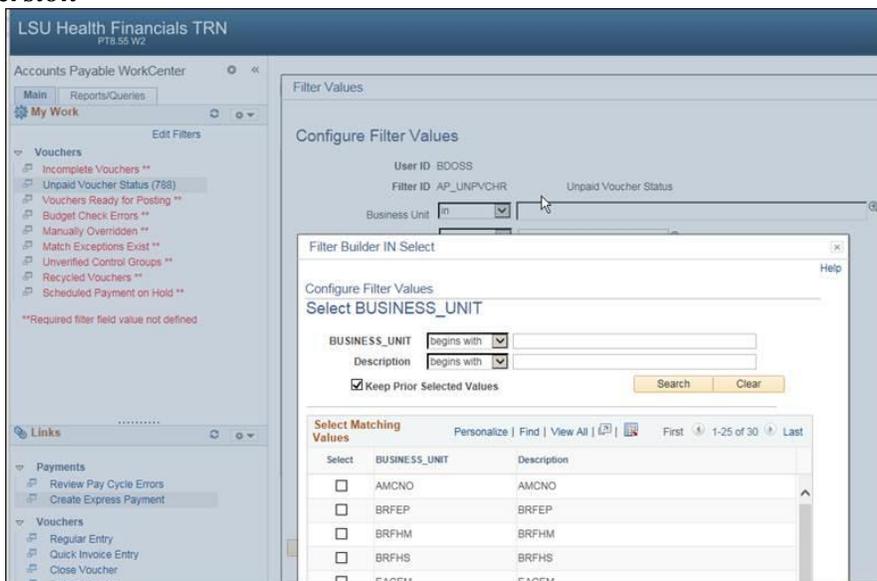
AP WorkCenter

For those who are responsible for multiple business units, you can now select the “in” filter to add multiple business units in **MY WORKS** for all options except Match Exceptions”.

8.53 Version



8.55 Version



Voucher Entry

1. The Invoice Line Amount

The Invoice Line Amount is no longer available at the time of entry, after copying from PO.

2. Invoice Line Calculate Button

The Invoice Line Calculate button has moved.

Voucher Close

1. Close Voucher

A Comment Box has been added under the Voucher Close option.

8.53 Version

PS9FSSND
FSCM 9.2 PTools 8.53
PS9FSWEBDEV12

Close Voucher | Voucher Details

Business Unit LAKMC Voucher 00124328 Action: ▼ Run

Supplier

Supplier 0000017033 MIDWEST MEDICAL SUPPLY COMPANY, L.L.C
 Short Name MMS-001

Voucher Information

Invoice 6867339	Origin ONL	Header Budget Status Valid
Date 09/13/2017	Group	Non-Prorated Budget Status Valid
Gross Amount 356.75 USD		Entry Status Postable
Related Voucher		Close Status Open

Process Manual Close

Manual Close Date 10/05/2017 Mark Voucher for Closure

Save
Return to Search
Previous in List
Next in List
Notify

8.55 Version

PS9FSSND
FSCM 9.2 PTools 8.53
PS9FSWEBDEV12

Close Voucher | Voucher Details

Business Unit LAKMC Voucher 00121077 Action: ▼ Run

Supplier

Supplier 0000038459 SIENNA CONSTRUCTION, LLC
 Short Name SIENNA-001

Voucher Information

Invoice SiennaPharmacyUpgrade040617	Origin ONL	Header Budget Status Valid
Date 04/06/2017	Group	Non-Prorated Budget Status Valid
Gross Amount 8,860.50 USD		Entry Status Postable
Related Voucher		Close Status Open

Process Manual Close

Manual Close Date 10/05/2017 Mark Voucher for Closure

Comments

Save
Return to Search
Previous in List
Next in List
Notify

This is the screen as it appears after Voucher Close with a comment added.

LSU Health Financials TST
PT8.55 W2

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit LSUSE	Invoice Date 02/21/2017
Voucher ID 00251624	Invoice No TEV022117
Voucher Style Regular	Invoice Total 226.20 USD
Supplier Name HIMABINDU VALLURU LSUHSC/CARDIOLOGY SHREVEPORT, LA 71103	
Entry Status Postable	Pay Terms Due Now
Match Status No Match	Voucher Source Online
Approval Status Approved	Origin ONL
Post Status Posted	Created On 04/06/2017 6:11AM
	Created By UHOLLO
Doc Tot Status Valid	Last Update 10/12/2017 10:10AM
Budget Status Valid	Modified By BDOSS
	ERS Type Not Applicable
Budget Misc Status Valid	Close Status Closed
*View Related Payment Inquiry <input type="checkbox"/> Go	Comments(1)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit LSUSE	Invoice Date 02/21/2017
Voucher ID 00251624	Invoice No TEV022117
Voucher Style Regular	Invoice Total 226.20 USD
Supplier Name HIMABINDU VALLURU LSUHSC/CARDIOLOGY SHREVEPORT, LA 71103	
Entry Status Postable	Pay Terms Due Now
Match Status No Match	Voucher Source Online
Approval Status Approved	Origin ONL
Post Status Posted	Created On 04/06/2017 6:11AM
	Created By UHOLLO
Doc Tot Status Valid	Last Update 10/12/2017 10:10AM
Budget Status Valid	Modified By BDOSS
	ERS Type Not Applicable
Budget Misc Status Valid	Close Status Closed
*View Related Payment Inquiry <input checked="" type="checkbox"/> Go	Comments(1)

Return to Search | Notify | Refresh | Add

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Voucher Comments (Maximum number of characters allowed for comments is 254)

Comments:

test

250 characters remaining

Payment Document Status

1. The Bank Account number is now masked.

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Pay Cycle	Seq Num	Bank Account	Bank Account #	Description	Supplier Name	Supplier ID	Supplier Location	Address
HCSD	1524	HQAP	7 xxxxxx	JPMorgan Chase Bank, N.A. AP	PATHOLOGY GROUP OF LOUISIANA	0000003093	0000000001	5339 DR

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Bank Account	Bank Account Number	Description	Supplier Name	Supplier ID	Supplier Location	Address
HQAP	*****4293	JPMorgan Chase Bank, N.A. AP	PATHOLOGY GROUP OF LOUISIANA	0000003093	0000000001	5339 DR