PeopleSoft Financials Tools 8.55 Upgrade Delta Guide

November 30, 2017

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Welcome to the PeopleSoft Financials Tools 8.55 Upgrade Delta Guide!

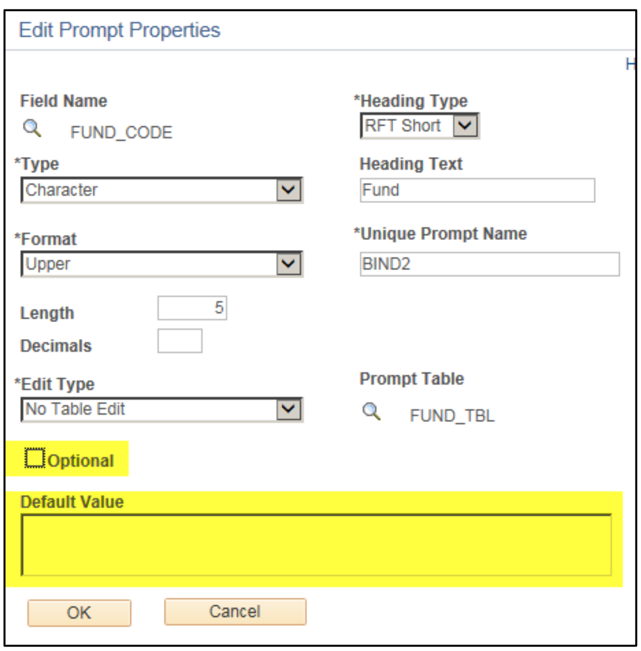
Basic functionality is still the same, and most items can still be accessed and utilized as they were in the previous version of the application. However, there are a few minor changes and some new features which are presented in this document.

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



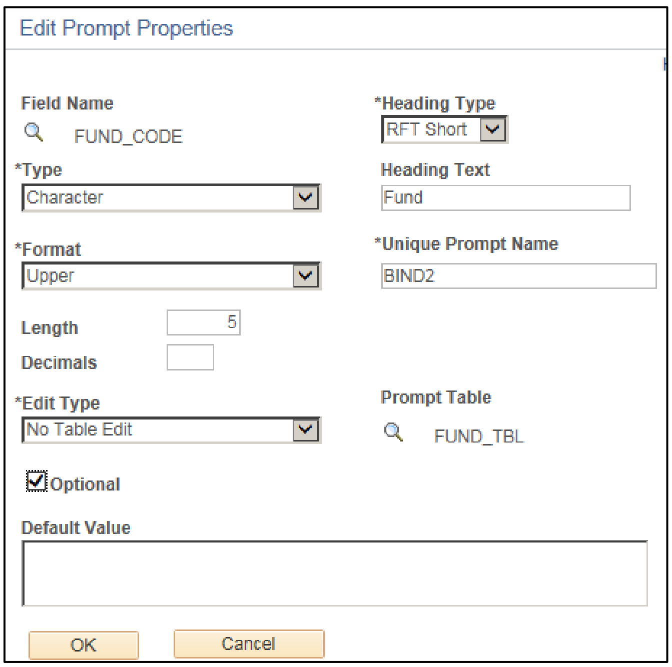
Query Prompt Optional Check Box

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.

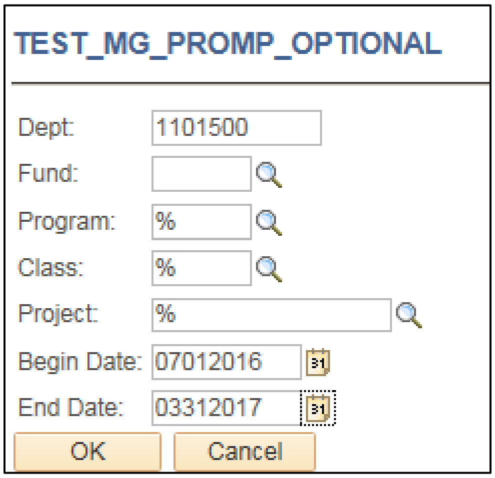
When checked, this means that the prompt entry for the field is optional. No value would be required at run time in the prompt box.

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

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.



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.

Records | Query | Expressions | Prompts | Fields | Criteria | Having | Dependency | Transformations | View SQL | Run

Dept = 1101500,Program=%,Class=%,Project=%,Begin Date=2016-07-01,End Date=2017-03-31

View All | Rerun Query | Download to Excel | Download to XML

First 1-100 of 1741 Last

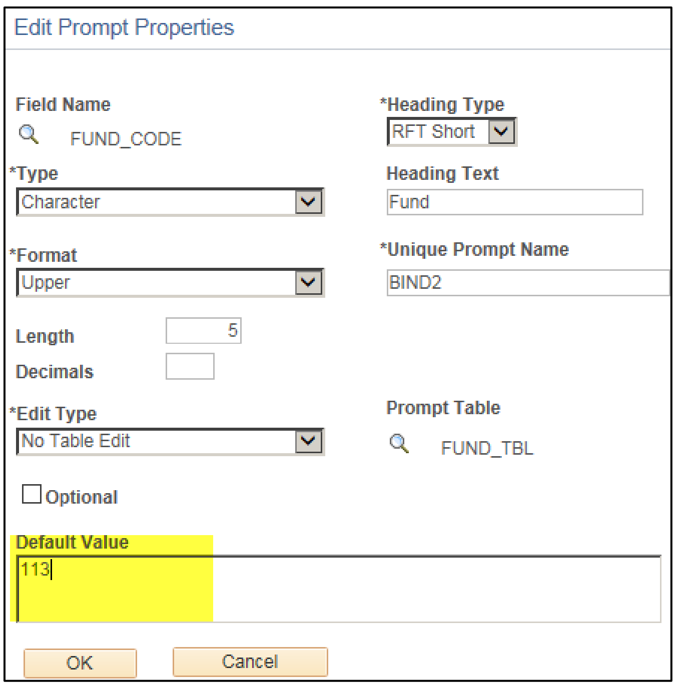
	Account	Line Descr	Line Date	Journal ID	Unit	Year	Period	Source	Dept	Fund	Class	Program	Project	Amount	Ref	Descr	Date	Status	Ledger	Budget Period	Posted
1	113830	Off-Cycle PPE 12-08-2014 - Che	11/30/2016	GAC1116303	LSUSH	2017	5	GAC	1101500	113	40130	20001	5101501013	-1322.220		Correction to Account 113830 O	11/30/2016	P	ACTUALS		11/29/2016
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	P	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	P	ACTUALS		11/29/2016

Query Prompt Default Value Entry Box

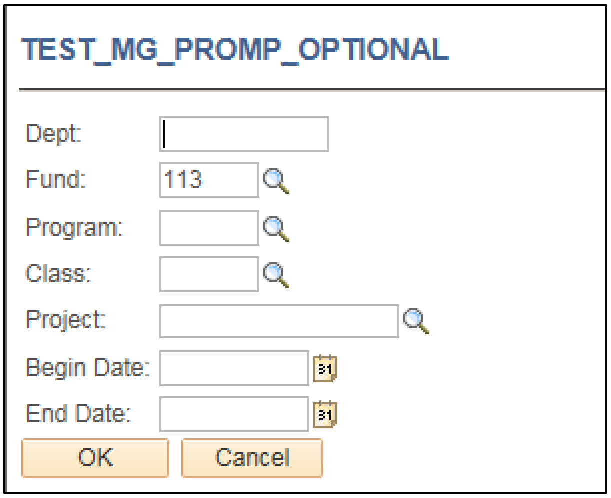
The Default Value Entry box is used to set a default value for the prompt. This value is used as the prompt value at run-time, if no other value is entered. At run-time, values entered in the Default Value box will display in the prompt entry box. This may be overwritten, if desired.

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.

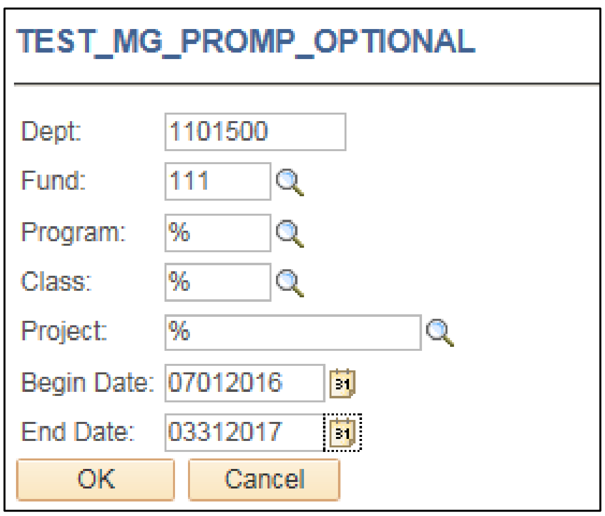
The screenshot below displays that fund 113 is the default value for the prompt on the field FUND_CODE in the sample query.



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



As previously noted, this may be overwritten if another value is desired at run-time.



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

Records | Query | Expressions | Prompts | Fields | Criteria | Having | Dependency | Transformations | View SQL | Run

Dept = 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 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	P	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	P	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	P	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:	
Program:	%
Class:	%
Project:	%
Begin Date:	07012016
End Date:	03312017

OK | Cancel

Records | Query | Expressions | Prompts | Fields | Criteria | Having | Dependency | Transformations | View SQL | Run

Dept = 1101500,Fund=113,Program=%,Class=%,Project=%,Begin Date=2016-07-01,End Date=2017-03-31

View All | Rerun Query | Download to Excel | Download to XML   First 1-100 of 1323 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	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
2	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
3	221010	Accounts Payable	08/17/2016	APCLS92517	LSUSH	2017	2	AP	1101500	113	90100	10001	5101501064	325.000	00242967	AP CLosure	08/17/2016	P	ACTUALS		08/17/2016
4	420110	AR Billing Invoice	07/31/2016	ARBI693931	LSUSH	2017	1	BI	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	ARBI694718	LSUSH	2017	3	BI	1101500	113	20200	10001	110151155A	-2700.000	BILL_INVOI	AR Billing Invoice	09/01/2016	P	ACTUALS		10/06/2016
		NIH														PMS Expend					

Purchasing and Accounts Payables Modules

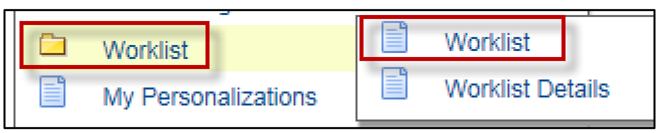
Worklist Link Moved

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.

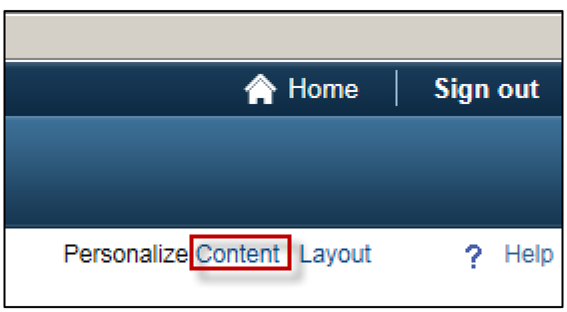
A. To access the Worklist from the menu

Click **Main Menu**, **Worklist** > **Worklist**

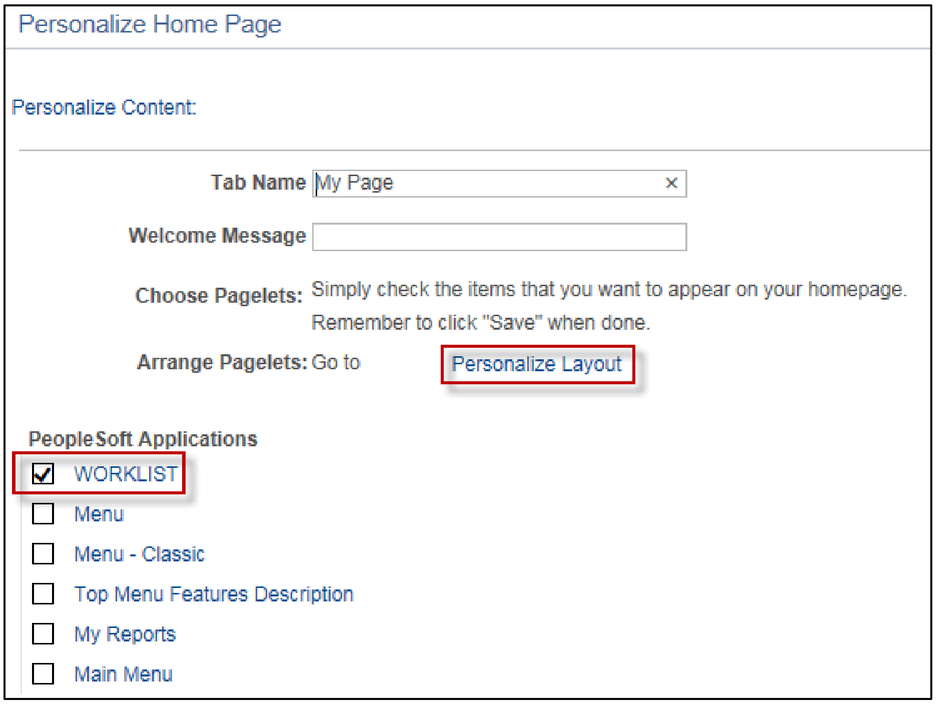


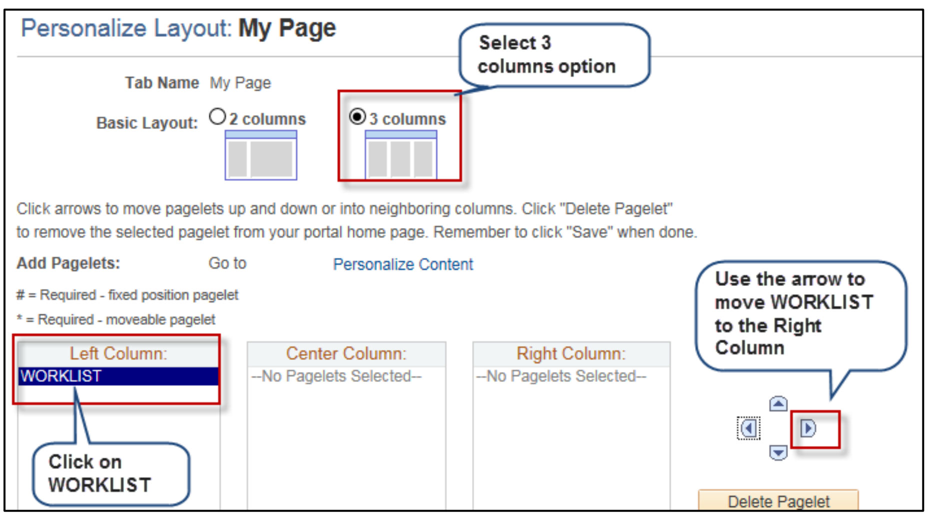
B. Personalize the Homepage to Add the Worklist Pagelet

a. Click Personalize **Content** link

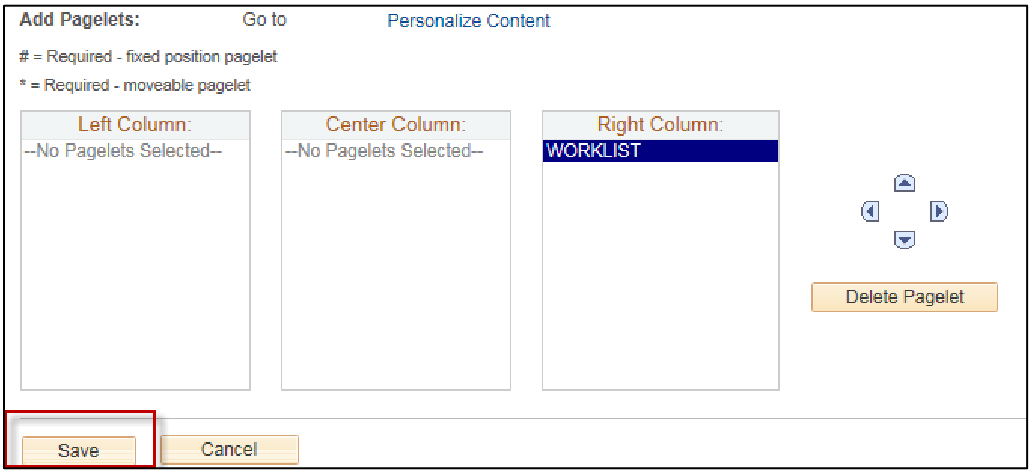


b. Click the **Worklist** Checkbox
c. **Save** – the Worklist pagelet will be positioned at the top left of the page
d. To move the pagelet to the center of the page or to the right, select the **LAYOUT** link





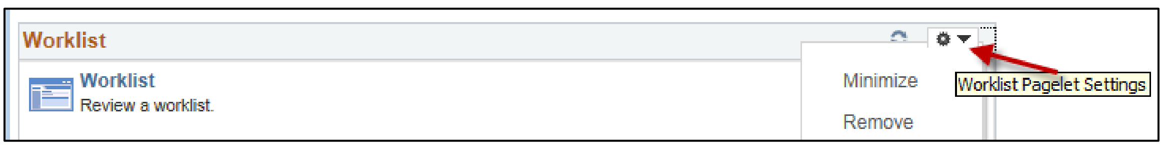
e. Click **3 columns** to display three columns
f. Click **WORKLIST** – located in the Left Column. WORKLIST should be highlighted.
g. Use the right arrow to move WORKLIST to your column of choice
h. Click **Save** when the Layout is complete



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**



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, "BI Publisher Reports 9.2 pt 8.55", 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 ½ x 14 down to 8 ½ x 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

Worksheet and workbook specifications and limits

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

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

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