FISCAL AFFAIRS

FINANCIAL MANAGEMENT SYSTEM
(FMS)

Navigation Reference Guide

June 2004

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Introduction to Financial Management System

PeopleSoft version 8 applications are 100% browser based, work in an internet environment, and hence called PeopleSoft Internet Architecture. It provides universal access through a web browser, and enhanced self-service web functionality. This Web-based design, menu driven structure, and intuitive user interface makes PeopleSoft Applications easy to learn and navigate.

SFSU is implementing the following modules of the PeopleSoft Finance Application version 8.4:

Financial Management System (FMS)
> ➢ General Ledger
> ➢ Accounts Payable
> ➢ Procurement

SFSU Financial Management Systems is scheduled to "go-live" in July 1, 2004.

Navigation Reference Guide

Overview

This guide was designed to provide guidance and introduction in the use of the Financial Management System (FMS). Included is basic terminology, how to navigate through the system application menu, pages and getting online help by using PeopleBooks.

Objectives

> ➢ Introduction to (FMS) Financial Management System – PeopleSoft Finance Application version 8.4
> ➢ Signing into PeopleSoft Finance Database
> ➢ Understanding basic terminology
> ➢ Navigating through the system
> ➢ Working with pages
> ➢ Getting help

Chapter 1 – Getting Started

Signing in to Financial Management System Database:

Clicking on the following link will display the "PeopleSoft 8 Sign in" page.

1. Type in your **User ID** and initial **Password** (both are case sensitive; **ALL CAPS**)

    o   User ID is your current MVS ID and the password will be provided to you by the trainer.

2. Click the **Sign in** button.

The following **Home Page** is displayed.
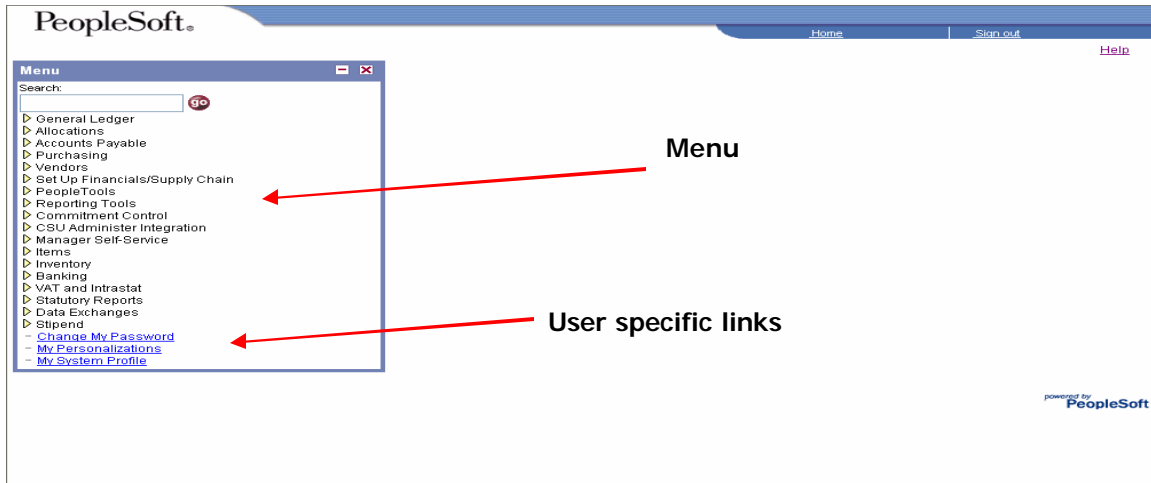
The main or home page contains a general list (Menu) of areas that you can link to and also includes user specific links such as (Change My Password, My Personalization's, and My System Profile).

Depending on the security level, the menu may have more or less items than the one shown above.

Changing your password

The password initially assigned to you is a temporary password. Once you have logged into the system, you should change this temporary password immediately. **Remember that your password must be at a minimum of 8 characters long (password must contain at least one number and one special character (such as "&" or "*") with either 6 other alpha or numeric characters.** Follow these steps to change your password:

Click on the "**Change My Password**" link at the bottom of the **Menu**:

Click on the "Change My Password" link at the bottom of the Menu.
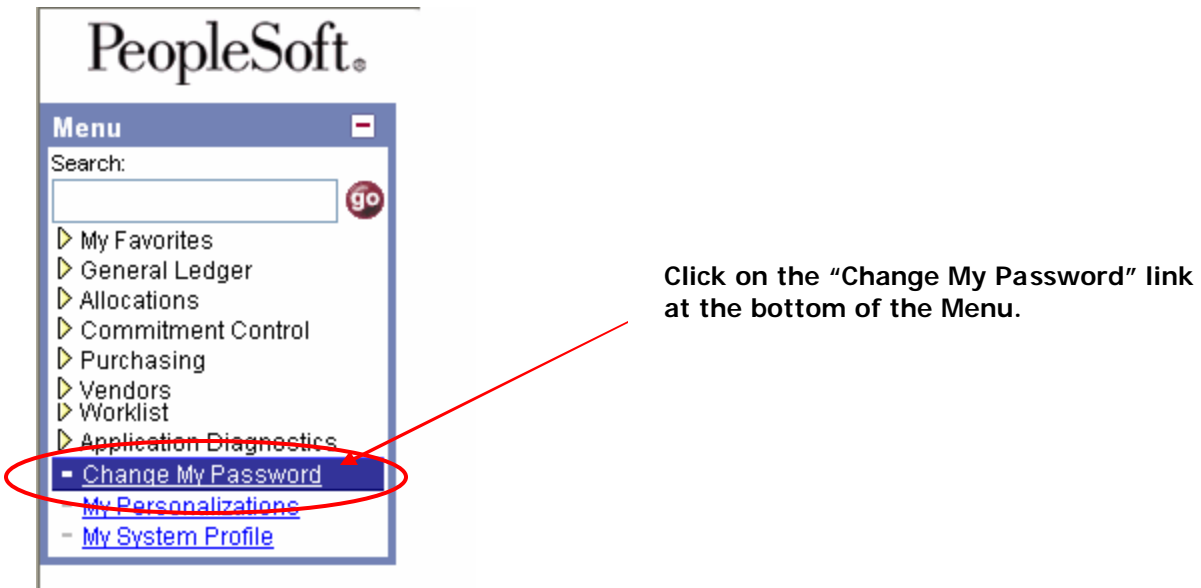
The "**Change Password**" page is displayed with your user id and name. Enter the current password, new password, confirm password, and click on the "**Change Password**" button as shown below.

Once you click on the **"Change Password"** button, and click **"Return"** the following "**Saved**" message flashes in the upper right hand side corner of the page and your new password is now in effect.

Click "Return" here and the following "Saved" message flashes in the upper right hand corner

Signing out from PeopleSoft Database

To sign out from the finance application, just click on the "Sign out" link at the top of the page as shown below.
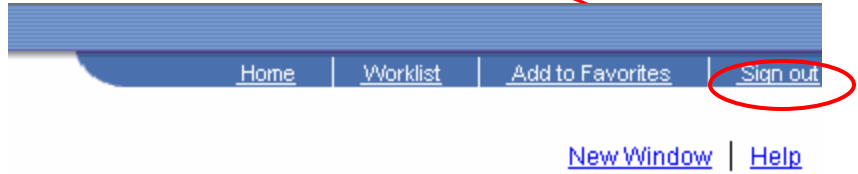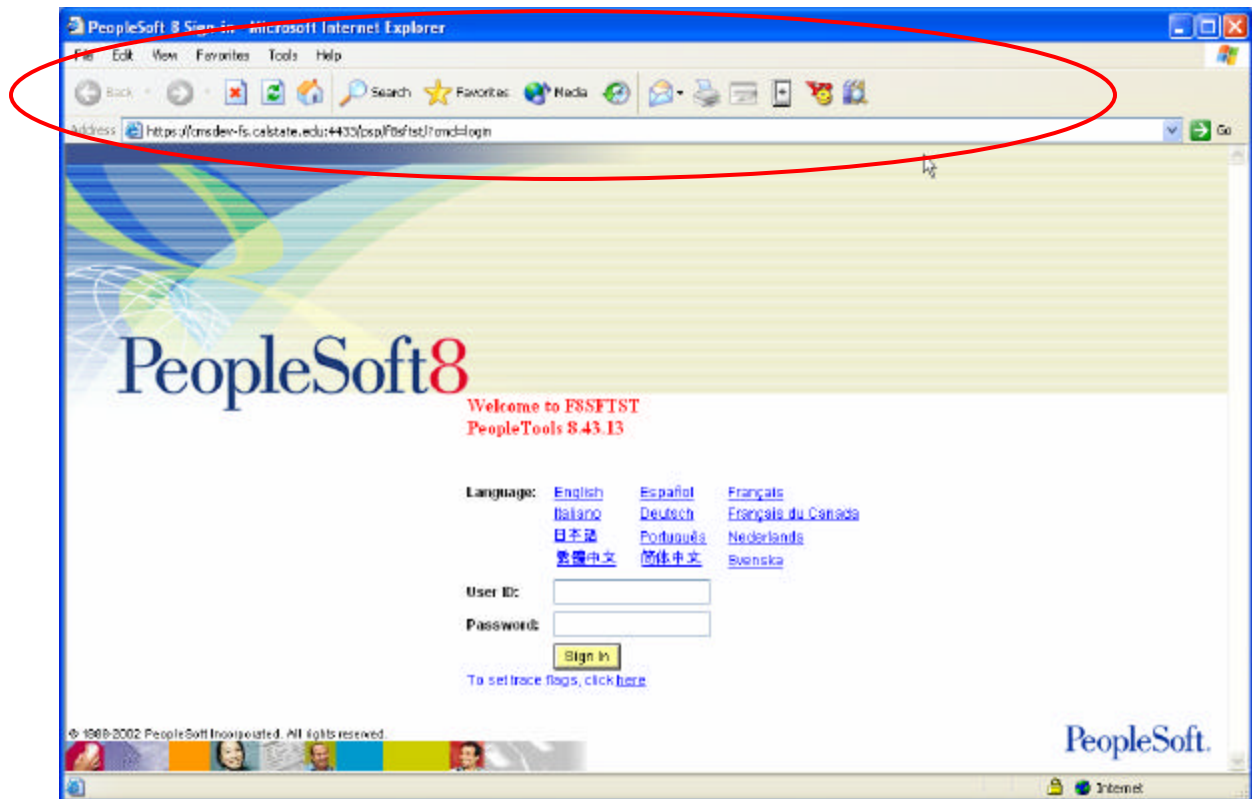
Chapter 2 – Understanding Navigation

PeopleSoft applications are made up of navigational structure, components, and pages. These elements help to enter new data, change, modify or delete existing data.

Web Based Application

Even though FMS is a web based application it is **not recommended** that the **web browser tool bar** be used when logged into PeopleSoft and therefore you are **never use the Back button on the web browser tool bar.**
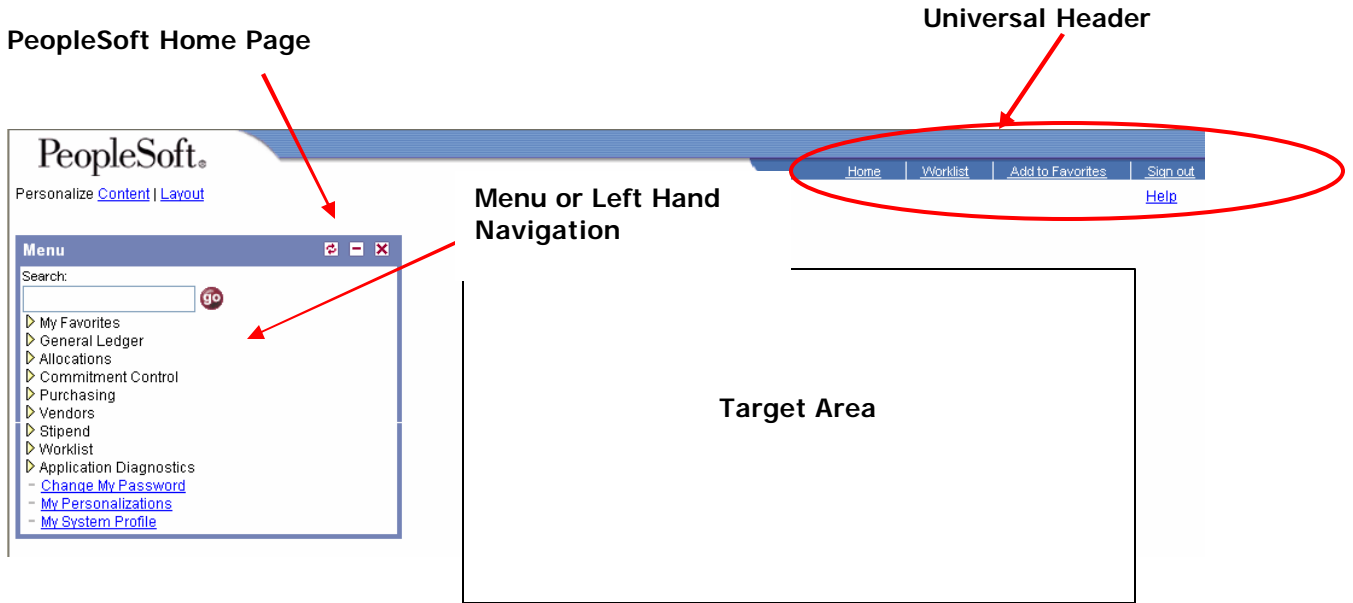
PeopleSoft Home Page

Each time you sign in to PeopleSoft, the PeopleSoft **"Home Page"** is displayed. PeopleSoft "**Home Page"** consists of **Universal Header, Menu or Left Hand Navigation**, and the **Target Area**.

Universal Header

PeopleSoft Home Page

Menu or Left Hand Navigation

Target Area

Universal Header (Home Page)

The **Header** area is located at the top upper right hand side of a page and remains static as you navigate through different pages. The Navigation Header contains the following navigation links/tools: **Home, (Worklist N/A) Add to Favorites and Sign out**.

Click the Home link to return to the Home page of the application.
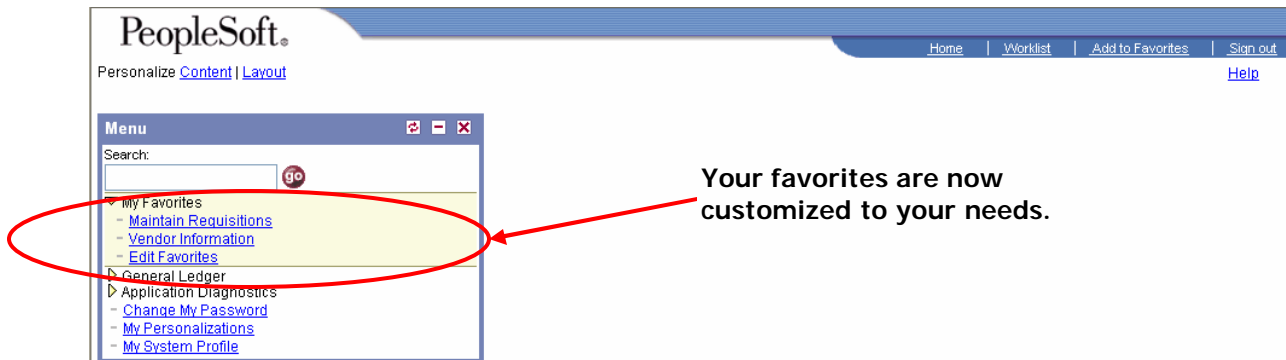
Favorites

Add to Favorites allows you to create a list of book marks to your favorite folders/pages. Once you add a favorite page, it is maintained in the **"My Favorites"** folder in the menu.
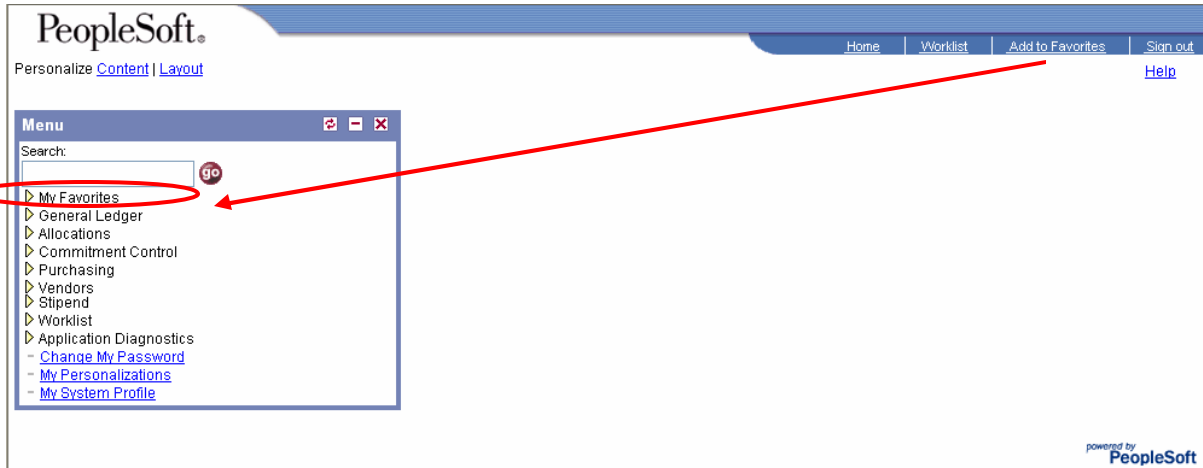
To add to your "**Favorites**" go to the menu and click on the folder, (drilling down to the component) then click on the sub folder and click on the selected component that you'd like included as a **"Favorite"**. Once the component that you want is displayed, click **"add to Favorites"** from the Universal Header located in the upper right hand corner of the screen. Below is an example of your "Favorites" after you've completed this task.

"My Favorites"

**Your favorites are now customized to your needs.**

The customization of **"My Favorites"** is specific to your login and each user can create their own list of **"Favorites"**. Click Home to go back to the **"home page"** and you may continue to work or click **"sign out"** from the application.

Menu or Left Hand Navigation

Menu contains the folder list, user specific hyperlinks, and helps to navigate through different pages.

PeopleSoft uses hierarchical type of navigation and contains a list of folder drilldowns or dropdowns. This folder drilldown structure expands and collapses based on the selection.
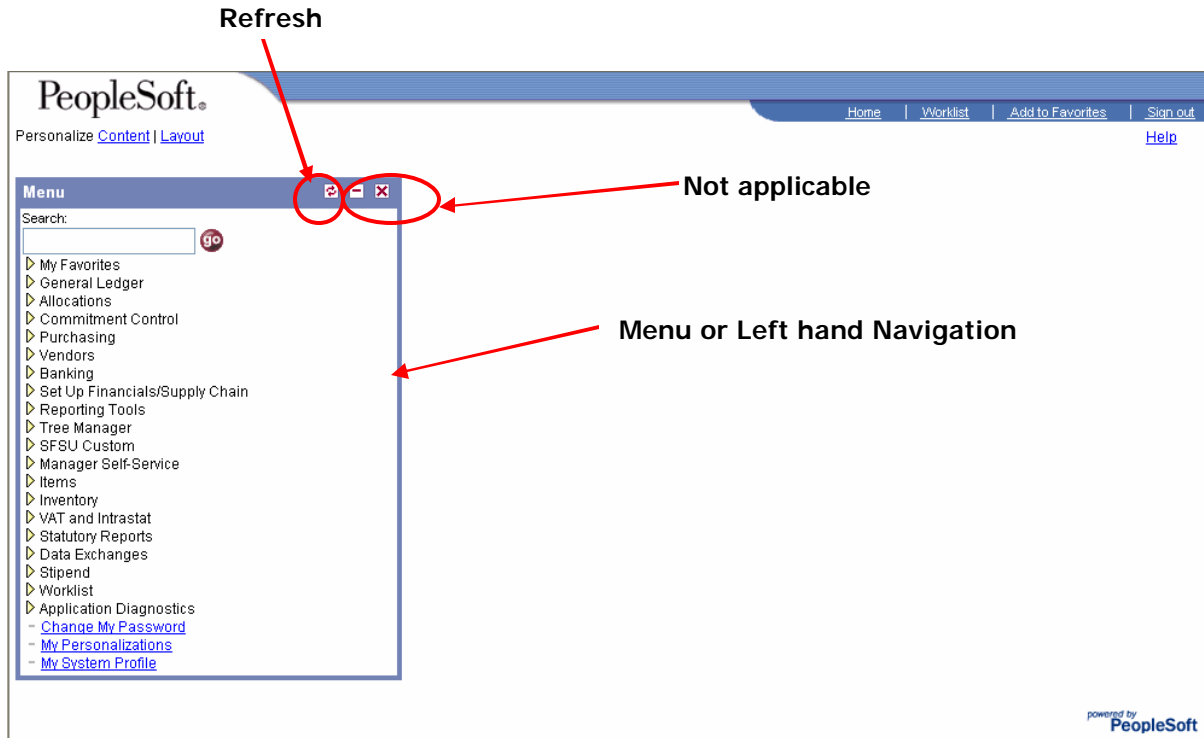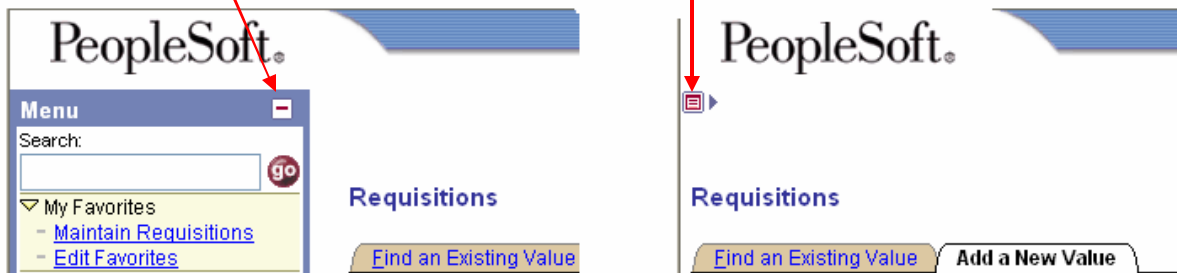

Refresh

The **refresh** is located on the upper right hand corner of the **left hand navigation** bar and is there to return to the main menu.

Minimize the Menu

When drilling down within the folders to subfolder and components you can **minimize the menu** clicking on the and the menu closes leaving this icon for re-opening the menu when needed.

By minimizing your menu the component / that you're viewing is now more fully displayed.


Click here to open up menu
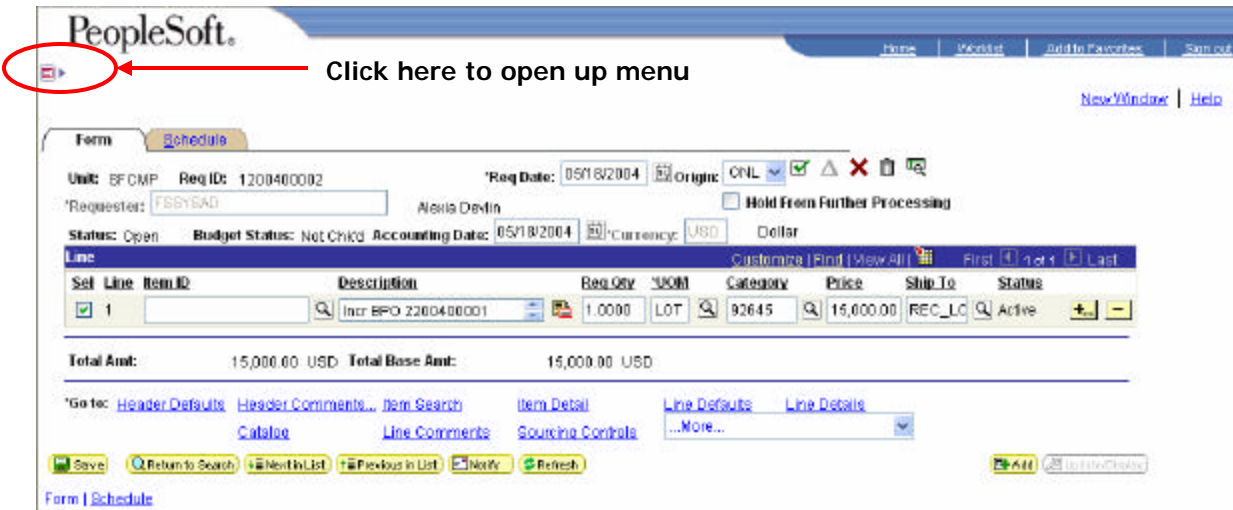
Folders/ Sub-folders/Components and Target Area

The menu is made up of **folders, sub-folders and components** and may also include **"sub-folders".**

Components are groups of related pages pertaining to a specific task and displayed in the same window. You can access a **component** through the **left hand navigation**.

Target Area is the area in the browser window where the **components** are loaded.
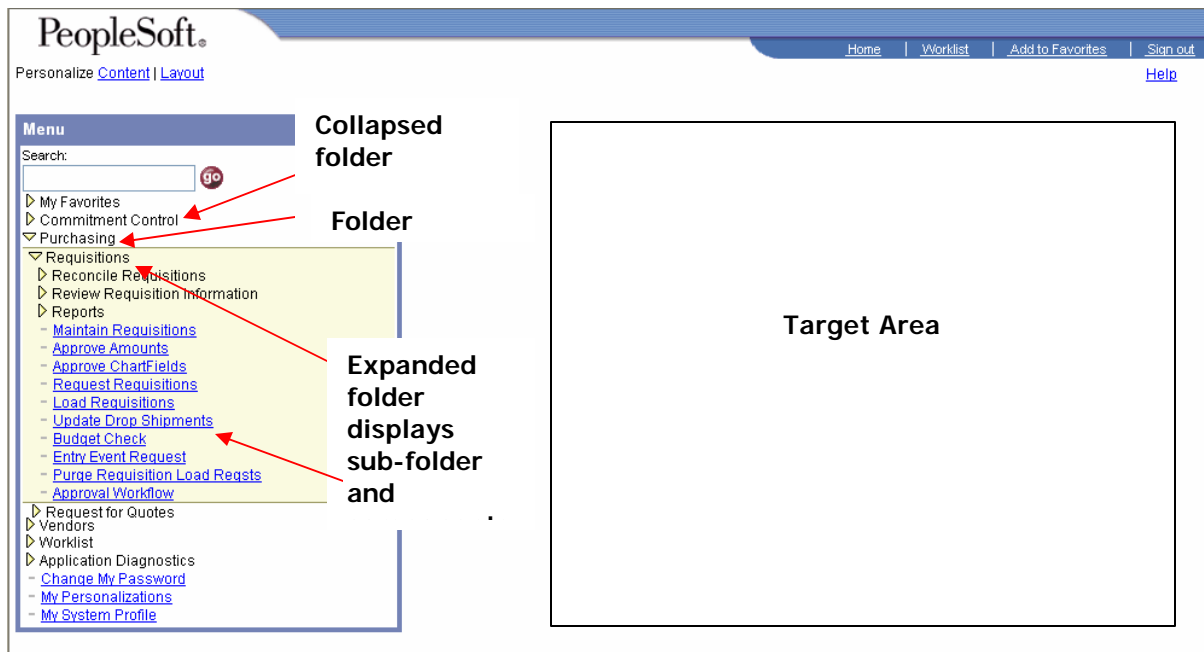
## Chapter 3 – Navigation through the system

Accessing information stored in the system is called **Navigation**. Once you are logged into the finance application, the Home Page is displayed. From the Home Page you navigate through the Menu or Left Hand Navigation column to select a folder of activity (page) you want to work on.

To begin navigation:

Step 1 – Click on a selected folder from the menu column. *For example you want to see what vendors are in our system.* Click on "**Vendors**" folder. This action expands and displays the contents of this folder.

Step 2 - Clicking on "**Vendor Setup/Maintenance**" sub folder displays its contents or hyper links to components (pages).

Step 3 – Clicking on "**Vendor Information**" hyperlink displays the corresponding page.

Step 1	Step 2	Step 3
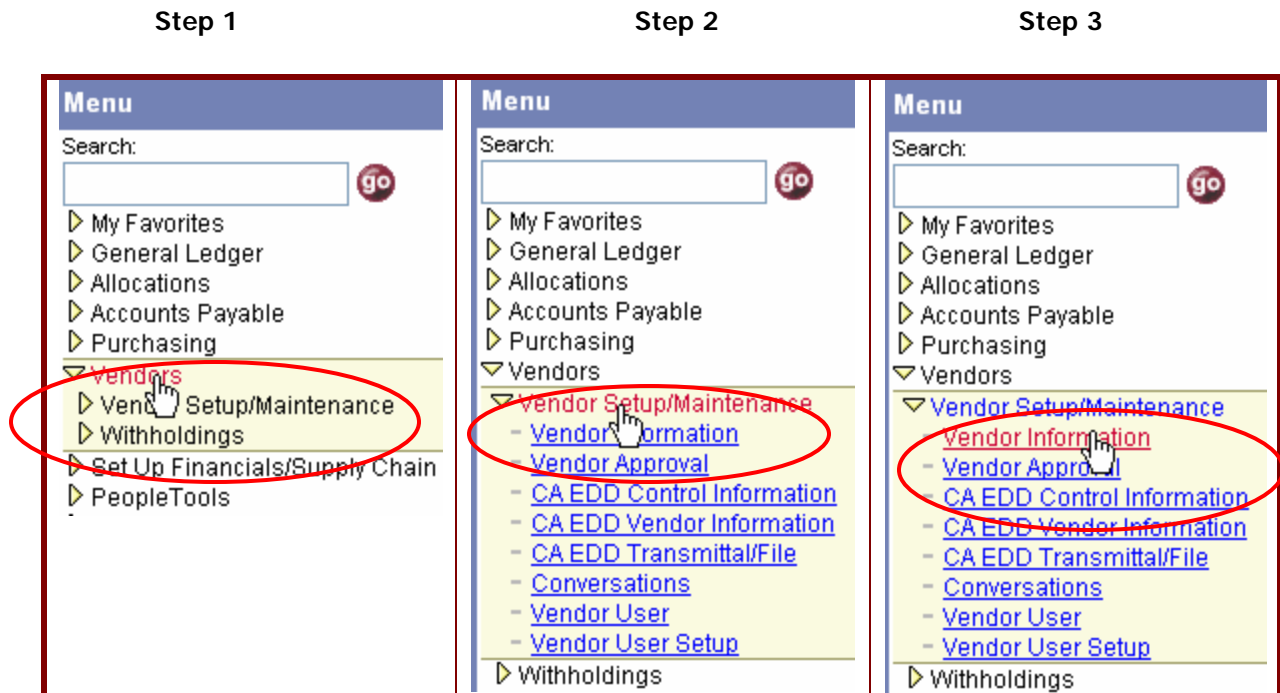
The following convention shows the Navigation (Accessing a page) steps:

Navigation: Vendors → Vendor Setup/Maintenance → Vendor Information

Understanding page elements

Before you start working with pages, it will be helpful to understand the different **elements in a page.**

New Window

New Window allows you to work in different areas of the system. Clicking on this link opens a new browser **window** with the same page you are working on.

New window

Fields

Fields are a defined area of space on a page where information is displayed, entered or edited. There are different types of data entry fields i.e. text or edit box, comment box, drop down list box, prompt box, etc.

Page Tabs

Each **tab** in a component contains a related page.

Page Tabs are group of related pages in a component that you are working with and allow you to navigate through the component. White colored tab and standing out in front indicates the current page that is viewed.

Text or Edit Box

Text or Edit box allows you to enter any type of data (character or numeric) into the field.

Note: The instruction provided on the actual Search page is misleading. When leaving search criteria blank or using the % wildcard, the system will provide a maximum of 300 values only-not necessarily all the values contained in the system. It is always better to use search criteria to limit the search which will provide you with a more accurate list of values.

By clicking on the expand view icon ![icon] your Text or Edit box expands allowing you to view data you've entered. You can use character or numeric text in this field.

Check Boxes

Check Boxes allow you to turn "On" of "Off" the options that are available. Clicking once in the check box selects (ON) the option and clicking again on the selected box (OFF) deselects the option. You can select more than one option at a time.

Comment Box

Comment boxes allows you to enter several lines of information i.e. comments or long descriptions by using either character or numeric text in this field.

Comments:
Please expedite

Add your comments here!

Dropdown List Box

Dropdown list box allows you to choose a value from a list of values. Clicking on the down arrow button expands and shows the values in the list. You may select one value from the predefined list.

Dropdown List box

Magnifying Glass

Find an Existing Value | Add a New Value

Business Unit: = | SFCMP
Requisition ID: begins with
Requisition Status: =
Origin: begins with
Requester: begins with
Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Prompt Edit Box

Prompt Edit Box

Prompt edit box allows you to enter the value in the text box or select a value from a pre-defined list.

Magnifying Glass
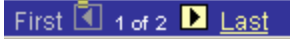
Clicking the **magnifying glass** displays a list of values.

Record (row) Counter or Navigator

Record (row) counter or navigator shows multiple rows and the arrows allow you to navigate to desired record/row.

Use these buttons to add or delete row(s)   .

Clicking on the **View All** function on the blue navigation bar allows the user to control what is visible on the screen. You may see one line or all if you are working on a multiple line document or you

may view one line at a time by using the front and   back arrows on the navigation bar.
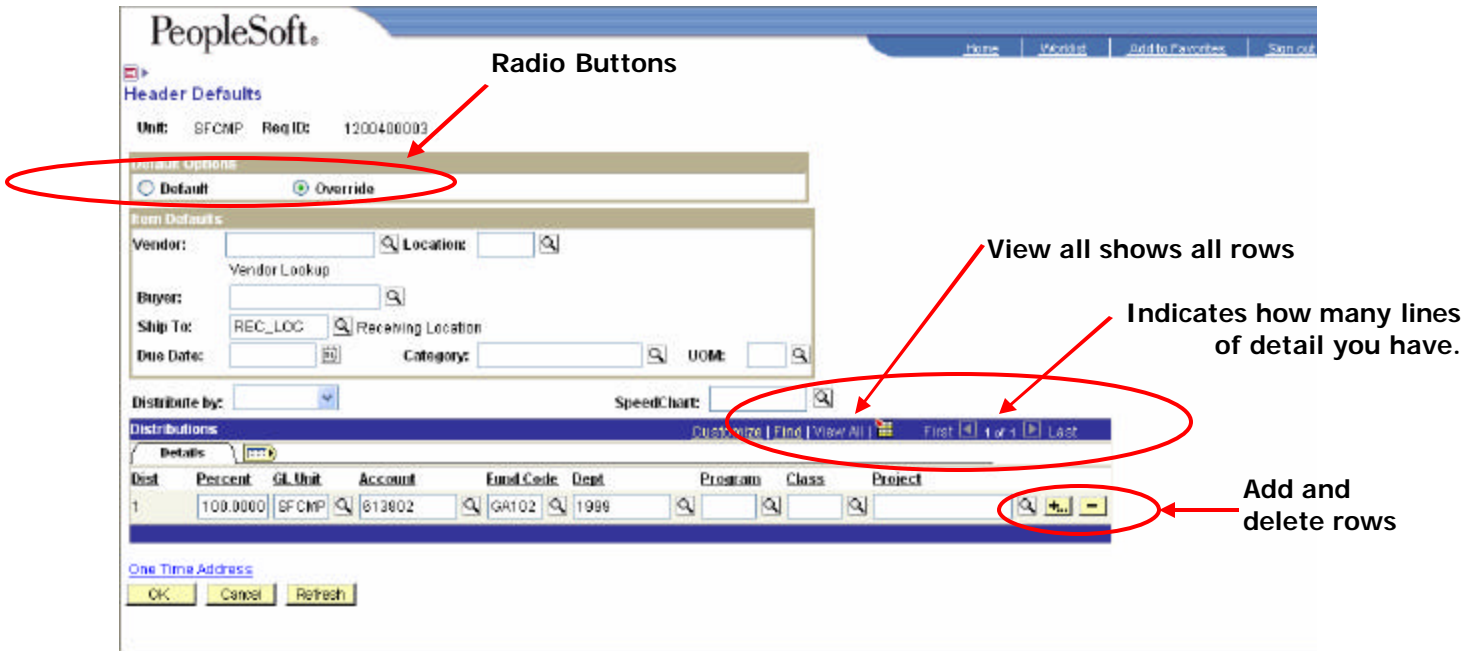
Radio Buttons

Radio Buttons represent a group of options from which you can select only one option.

Sorting Data Columns

When the search criteria displays it will view <u>numerically</u>. By clicking on the **Category Description**

The columns will sort <u>alphabetically</u> and in return clicking on Category will put the search back in numerical order.
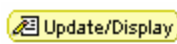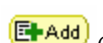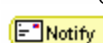
Required Fields*
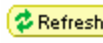
Required fields are denoted with an asterisk *****. **Hint: Not always**; when you try to save a page without entering value in a "**Required field**", the field background color is changed to red and an error message will be displayed.

Related Pages / Hyperlinks

Related pages / Hyperlinks allow you to navigate to related components without leaving from the page (record) you are working on.
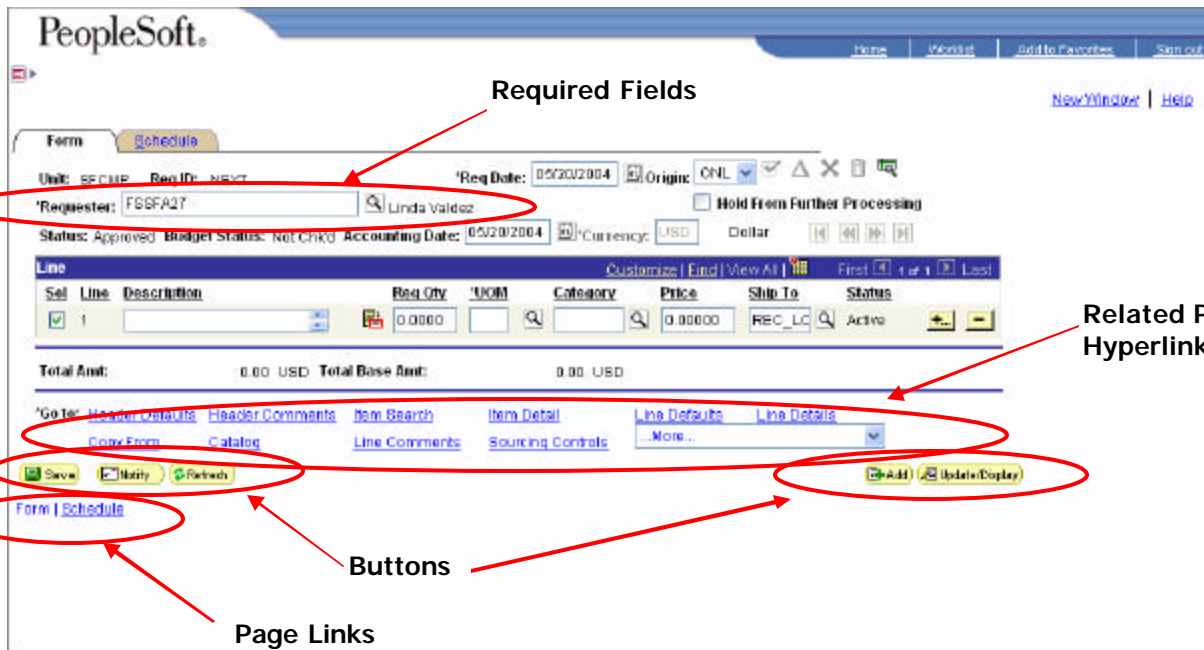
Buttons

These **buttons** allow you to perform various commands like Save, Return to Search, Add a record, etc.

> **🖫 Save**   Sends information entered on the page to the database

> **🔁 Refresh**   Validates all data entered on the page

> **📝 Update/Display**   Accesses existing rows of data in the database

> **➕ Add**   Create a new entry, i.e. requisition

> **📧 Notify**   N/A

Page Links

Page Links provide access to related pages of a component i.e. works similar to page tabs.

Search/Look up page

Once you navigate through the folders in the Menu column and click on the required component/link, the search or look up page is displayed. There are different search options available:

Advance Search Page

Advance search page provides more search fields to narrow the search by entering different search criteria.
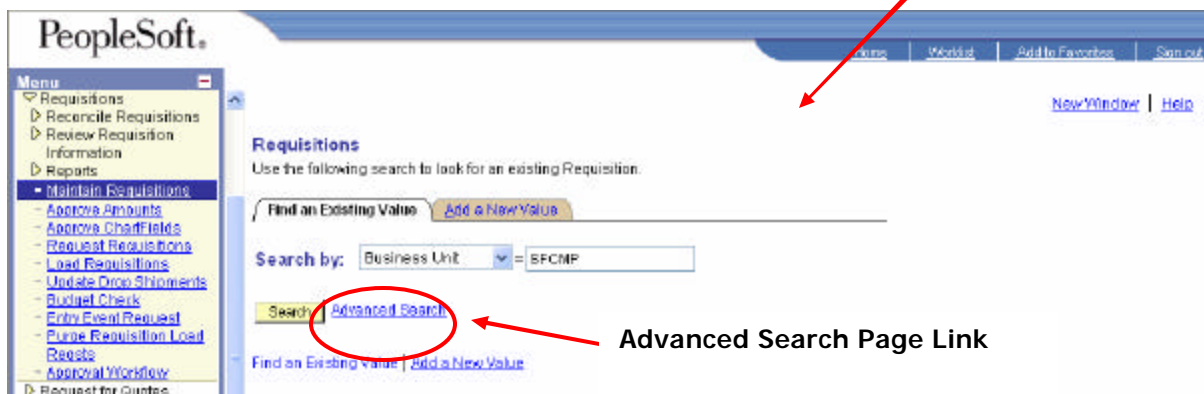
Advance Search Screen

Magnifying Glass

Basic Search Page Link
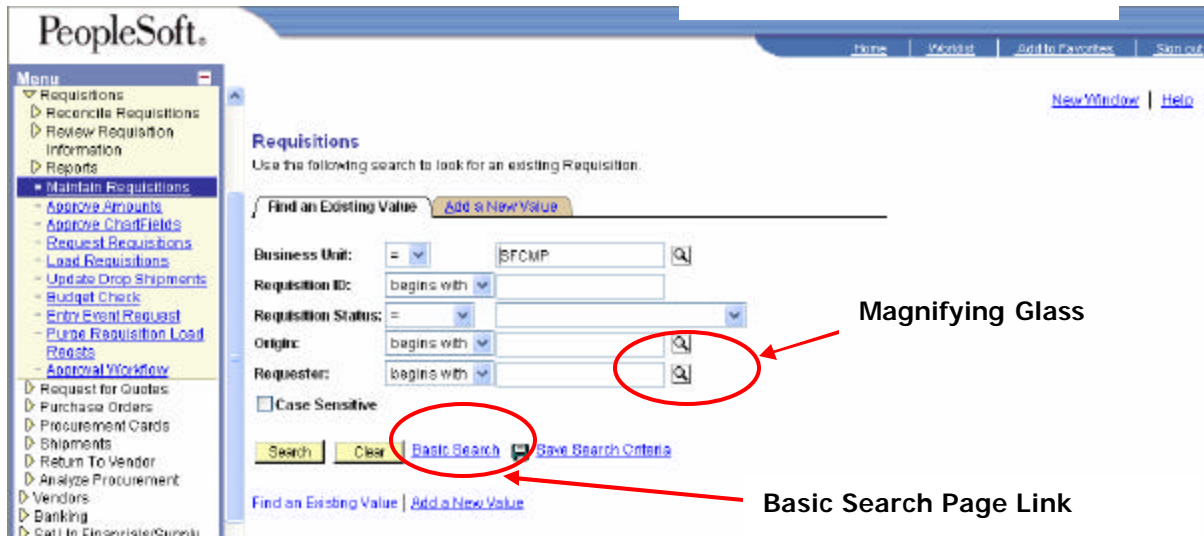
Another way to search is by using the **"magnifying glass"** , just click and a drop down list will appear to choose from.

Basic Search Page

Basic search page provides one or two fields to provide the search criteria. When searching you may have several items come up from your search. If your search exceeds 100 then the screen will display the number of items found in your search and will display the first 100 items.

Basic Search Page Link

Advanced Search Page Link

You my retrieve up to 300 items with only the first 100 displayed. By clicking on the icon ▶ Last you can view more of the search.

Basic Search Screen

Search Criteria

By default, the SetID value – "SFCMP" is displayed. If you need to change this value you can either enter the value or choose the required SetID from the look up list by clicking on the button. If you don't provide any additional search criteria and click on the Search button located on the basic search screen, the system retrieves all vendor records (rows) that belong to "SFCMP" SetID as shown above.

To narrow the search and reduce the number of rows retrieved, provide additional search criteria. You can enter one or more characters in the criteria field or use the "%" wild card - "%" substitutes for any number of characters. The system retrieves only the first 300 rows or records as the search result. Out of these 300 rows, only the first 100 rows are displayed.

Row Navigation Buttons

Use the **Row Navigation buttons** to view and select required record.

For example if you want to search for all vendor names starting with "Radio" enter "radio%" (upper or lower case doesn't matter), and click on the [Look Up] button. This brings (all vendors who belong to "SFCMP" SetID, and their Short Vendor Name begins with "Radio") only rows or records and you can select the required row by clicking on any of the hyper link as shown below:

Select the vendor by clicking on any of the fields from the search result display and the following page (component) will be populated with the vendor number selected.

Chapter 4 – Using Keyboard Shortcuts

Using Keyboard Shortcuts

Working in an internet browser-based environment can often be mouse intensive. However, PeopleSoft offers keyboard navigation alternatives to using the mouse. These shortcuts are classified into two categories:
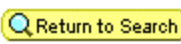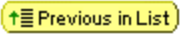
- Hot keys.

- Access keys.

To view a printable list of these shortcuts while online, press Ctrl+K while in a search or transaction pag
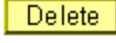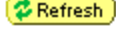
Note: Certain browsers may treat access keys and hot keys differently. See Customer Connection for more specific information on browser differences.
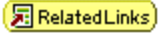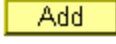
Hot Keys

Hot keys perform immediate actions. When pressed, the designated actions occur. Notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Hot Key	Button or Link	Action
Alt+1	🖫 Save	Save page in a transaction. Move to the Search or Add button on a Search or Look Up page. Move to the OK button on a secondary page.
Alt+2	🔍 Return to Search	Return to the search page from the transaction page.
Alt+3	↓ Next in List	View next row in list when button is active.
Alt+4	↑ Previous in List	View previous row in list when button is active.
Alt+5	🔍 📅	Opens Look Up page. Opens the calendar prompt.
Alt+6	🗗 🗗 🗗 Related Links	Opens the pop-up window on a page.

Alt+7	⊞ ⊞... Add	Inserts one or more rows in a grid or scroll area.
Alt+8	⊟ Delete	Deletes row in a grid or scroll area.
Alt+0	♻ Refresh	When in Expert Entry mode, validates data entered on the page.
Alt+ .	▶	Next set of rows in grid or scroll area.
Alt+ ,	◀	Previous set of rows in grid or scroll area.
Alt+ /	Find	Find data in grid or scroll area.
Alt+ '	View All	View all rows of data in grid, scroll area, or search page results list.
Alt+ \	Add a New Value Find an Existing Value	Toggles between Add a New Value and Find an Existing Value in a Search page.
Ctrl+ J	--	Displays system information.
Ctrl+ K	--	When in a search page or transaction page, opens a page with a list of keyboard navigation shortcuts using hot keys and access keys.
Ctrl+ Y	--	Toggles menu between collapse and expand.
Ctrl+ Tab	--	Toggles focus throughout the page.
Enter	OK Search Look Up	Activates the OK button, where appropriate. On a Search page, activates the Search button. On a Look Up page, activates Look Up button.
Esc	Cancel	Activates the Cancel button, where appropriate.

Access Keys

Access keys move the focus of your cursor to a particular button on a page. Pressing Enter executes the command—the equivalent clicking the appropriate button.

The following table outlines the shortcuts you may use in place of clicking the equivalent action button with your mouse. After pressing the desired key combination, you must then press the Enter key to execute the action. For example, to save a page press Alt+1 followed by Enter. Note that some access keys have multiple actions assigned to them, and the usage depends on the currently active page.

You can also use access keys for page tabs to help you move between pages in a component. Identify these access keys by noting the letter in the page tab name that is underlined. To open a page, press Alt and the underlined letter, and then press Enter to execute the action.

Access Key	Button	Action
Alt+9	Help	Accesses the Help line.
Alt+ \	Update/Display Include History Correct History	Toggles between action modes on the toolbar in a transaction page.
Ctrl+ Z		Accesses the search box of the menu.

Menu Navigation Access Keys

Navigate between menus using Ctrl+Z. This will move the focus of your cursor to the menu. From the menu, use your tab key (or shift-tab for reverse direction) to navigate through the menu.

Chapter 5 - Getting Help

You may contact **5-Help** or <u>fivehelp@sfsu.edu</u> and they will either assist you with your questions or forward you to a Fiscal Affairs FMS Lead in the specific application that you are inquiring about. During our start-up period June 2004 through December 2004 Fiscal Affairs will also have available for you a lab that you can bring your questions too and a Fiscal Affairs Functional Support Staff member will assist you one on one. **The Lab hours are Monday – Friday, 2pm to 4pm in OLD ADM 103.**

Please visit our web site http://fiscaff.sfsu.edu/ for additional information regarding trainings available and other documentation that may be more specific to a particular application.