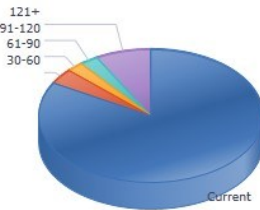


PeopleSoft Tips Tricks ...

Reviewing Receivables Activity for a Business Unit

To better manage accounts receivable aging balances, there are a variety of navigations to view transactional detail, summary, or charting. The figure below represents charting navigation that includes 2 and 3 dimensional bar, horizontal bar, line chart, pie chart, or stacked bar chart.

- Receivable Work Center>Unit Aging
 - Unit Aging Chart (tab)
 - Select type of chart in the Chart Type drop down and click 'Draw Chart'



New Feature in PeopleSoft to View Approvers

A new feature has been added in PeopleSoft in Regular Entry for accounts payable vouchers. You can now view the approvers in the Invoice Information tab by clicking on the Preview Approval link.

The screenshot displays the Oracle PeopleSoft interface for an invoice. The main window shows invoice details for Business Unit 11000, Voucher ID 00012911, with a total amount of 500.00. An 'Approval History' pop-up window is open, showing the approval path for 'BUSINESS_UNIT=11000, VOUCHER_ID=00012911:initiated'. The approval path includes five approvers:

Approver #	Name	Description
Approver #1	Workflow E-mail Receiver	Workflow E-mail Receiver
Approver #2	Larshus, Jeffrey L.	Larshus, Jeffrey L.
Approver #3	Martin, Larry J.	Martin, Larry J.
Approver #4	Hoff, Melanni J.	Hoff, Melanni J.
Approver #5	Kmetz, Rachel Ann	Kmetz, Rachel Ann

The interface also shows a 'Distribution Lines' table at the bottom with columns for Line, Merchandise Amt, Quantity, GL Unit, Account, Oper Unit, Fund, Dept, Program, Class, PC Bus Unit, and Project. The first line shows a merchandise amount of 200.00 and a quantity of 1.

New PeopleSoft Links and Queries—Workflow

OMB has added links and queries for 1099s to the Accounts Payable WorkCenter. The links can be found under the Main tab and the queries under the Reports / Queries tab.

The screenshot shows the Oracle STFP Accounts Payable WorkCenter interface. The top navigation bar includes the Oracle logo and the text "STFP". Below this, the "Accounts Payable WorkCenter" title is displayed. The interface is divided into two main sections: a left-hand navigation pane and a right-hand content area. In the navigation pane, the "Main" tab is highlighted with a red box. Underneath, there are sections for "My Work" and "Links". The "Links" section is expanded to show a tree view with categories: Vouchers, Inquiry, Purchasing Card, Payments, and 1099s. A red arrow points to the "1099s" category, which is further expanded to show sub-items: Adjust Withholding, Supplier Balance by Class, and Update VoucherLine Withholding. The right-hand content area displays a "Welcome to Accounts Payable WorkCenter" message, followed by introductory text and a list of actions available for each pagelet.

The screenshot shows the Oracle STFP Accounts Payable WorkCenter interface, similar to the first one. The top navigation bar includes the Oracle logo and the text "STFP". Below this, the "Accounts Payable WorkCenter" title is displayed. The interface is divided into two main sections: a left-hand navigation pane and a right-hand content area. In the navigation pane, the "Reports/Queries" tab is highlighted with a red box. Underneath, there are sections for "Queries" and "Vouchers". The "Queries" section is expanded to show a tree view with categories: Query Manager, Vouchers, Purchasing Card, and 1099's. A red arrow points to the "1099's" category, which is further expanded to show sub-items: Payments by Date, Vouchers by Account, Withholding Mismatch Report, and YTD Reportable Amounts by BU. The right-hand content area displays a "Welcome to Accounts Payable WorkCenter" message, followed by introductory text and a list of actions available for each pagelet.