

Department of Finance

PeopleSoft Finance Enhancements



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
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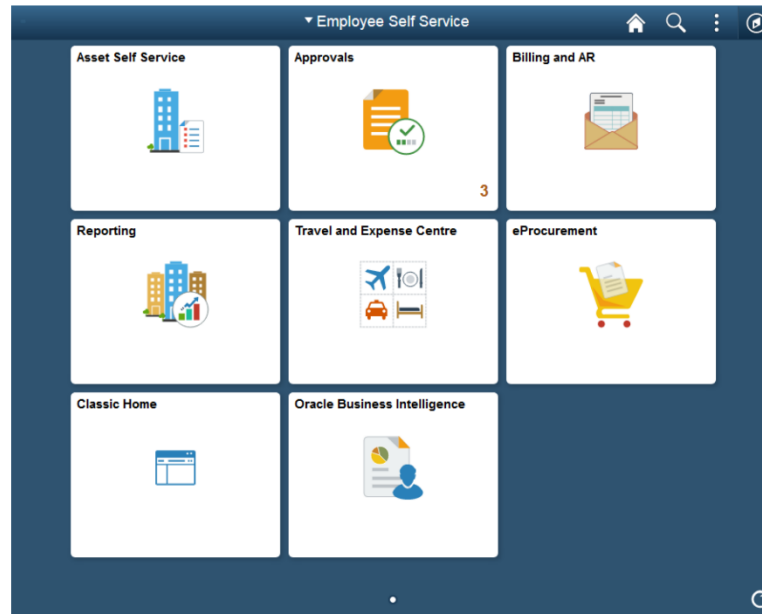
Section 1

New Fluid Interface

PeopleSoft Fluid

Fluid is a new user interface for PeopleSoft designed to provide users with an intuitive experience in navigating the PeopleSoft system. The new tile interface is specifically designed for use on smartphones and tablets, but can also enhance productivity on desktops and laptops.

New Fluid Homepage:



Key highlights:



Easy access to approvals



Faster load times

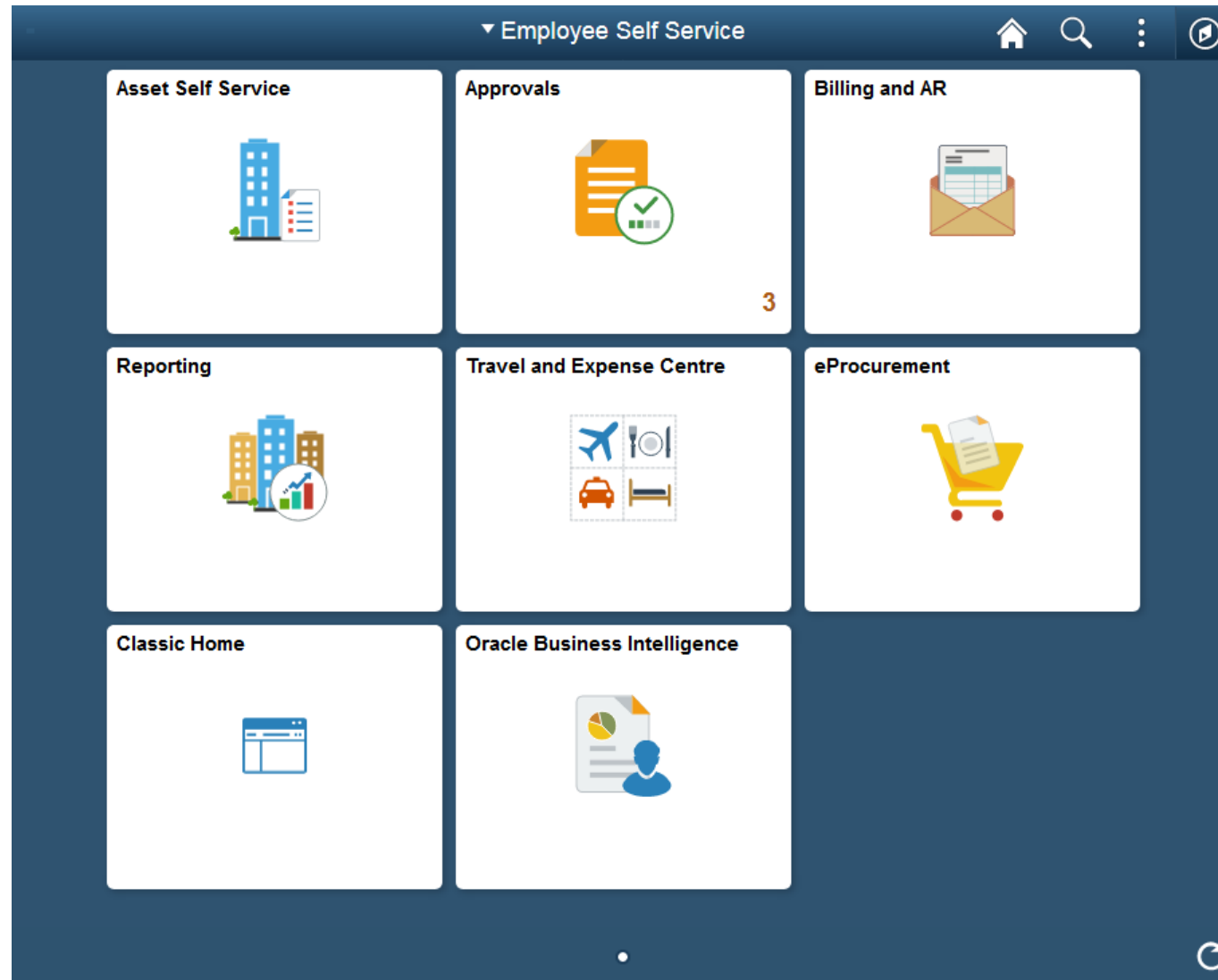


Mobile friendly




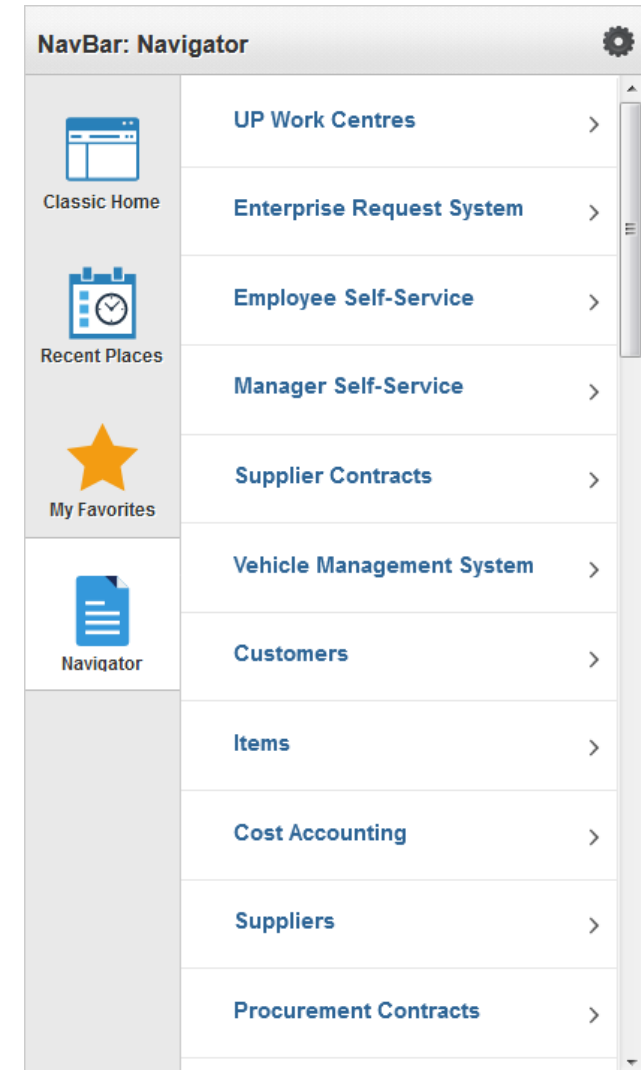
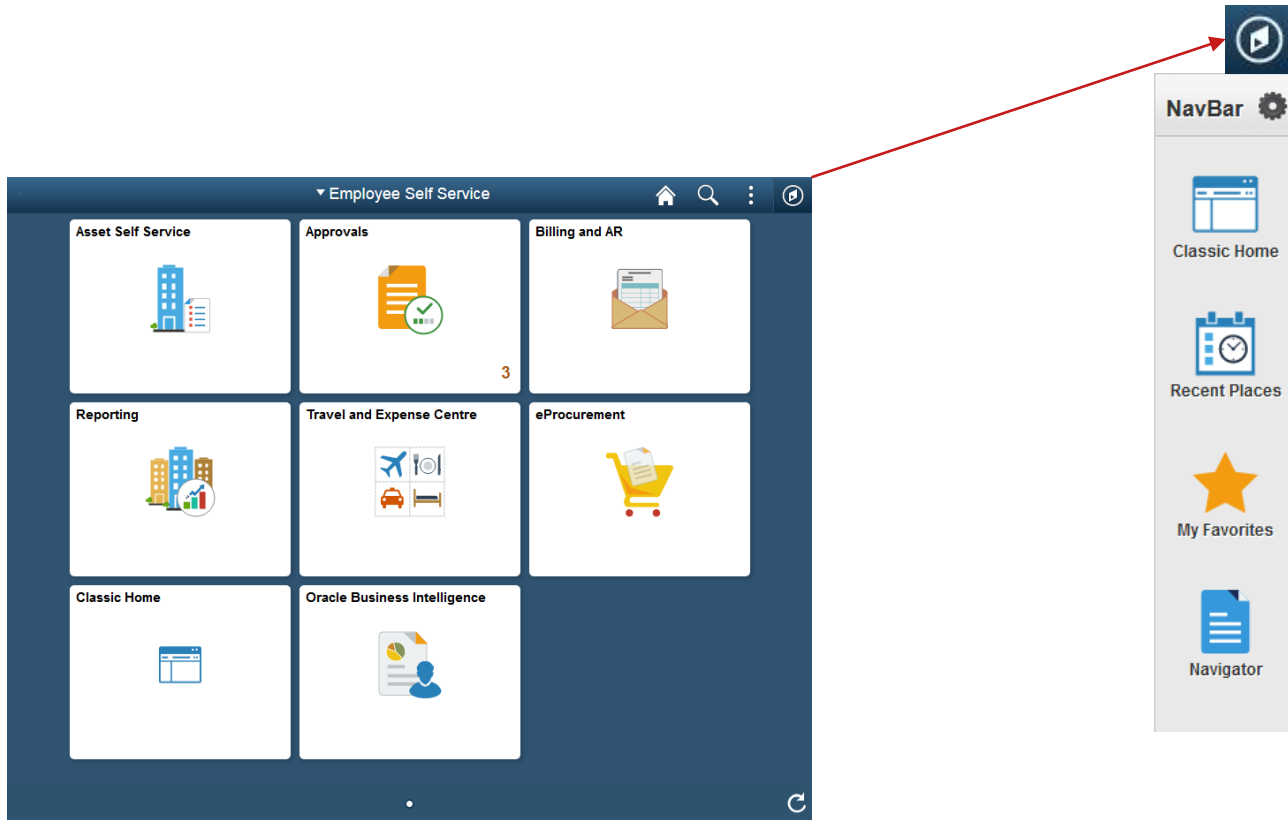
Tile-based navigation

Example of Tiles



Fluid NavBar - Navigator

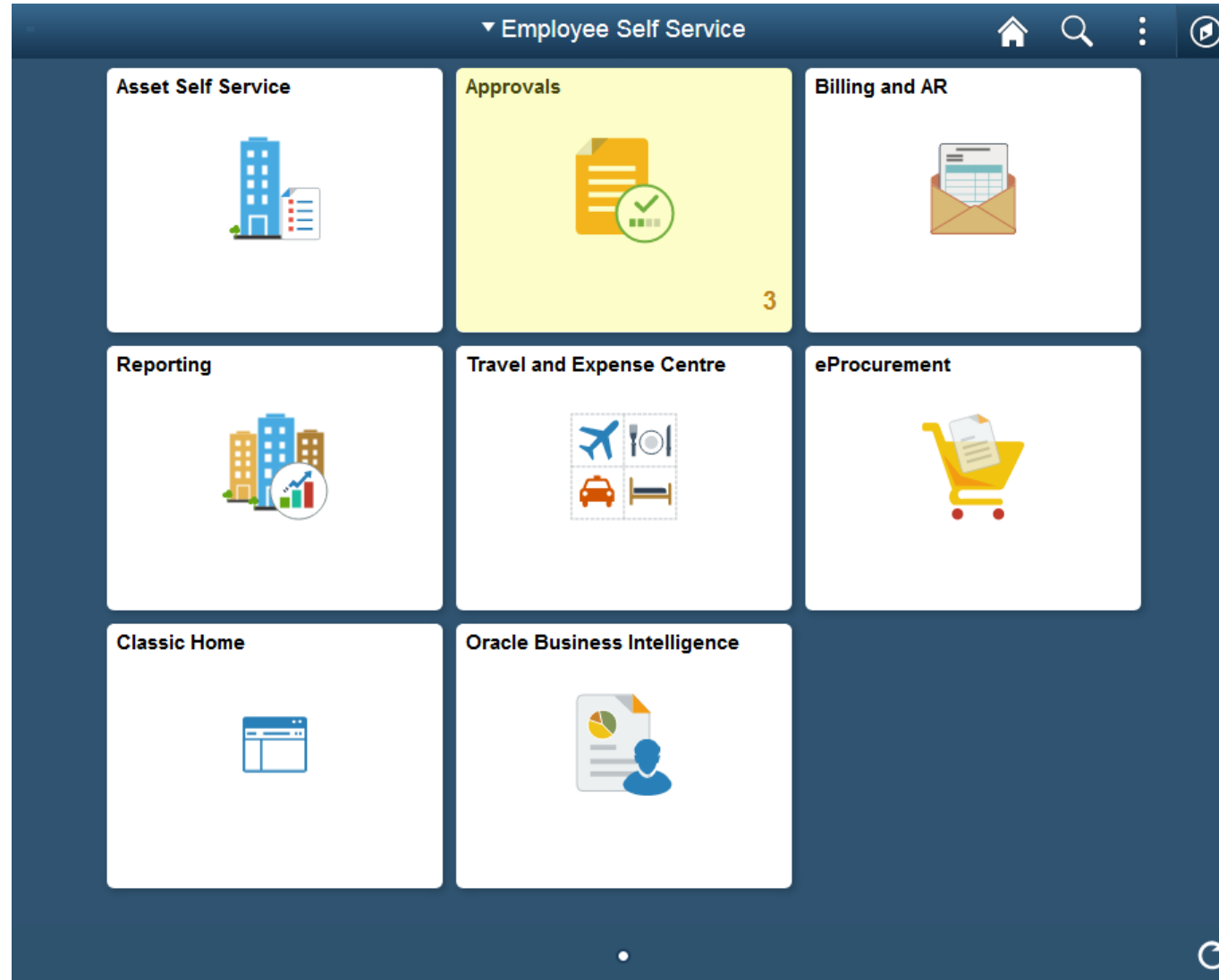
- Click on the  icon and to display the NavBar
- The NavBar Displays Recent Places, Favourites and Navigator
- Navigator replaces the the old “Main Menu” and is used to navigate to various system functions



Section 2

Manager Approvals

Navigation to Approvals



Example of Pending Approvals

The side pane allows the filtering per type of transaction

Approvals can also be viewed by Date, From and Requestor

Employee Self Service Pending Approvals

View By: Type

- All (5)
- Expense Report (2)
- Journal Entry (1)
- Requisition (1)
- Travel Authorization (1)

All			5 rows
Requisition	UP000 / 0000682947 Dockrat,Riaaz	Routed	>
5,839.22 ZAR	⚠ Medium Priority	2018/09/12	
Expense Report	0000099404 / EXTRA ORD PROF: Cell phone exp	Routed	>
472.90 ZAR		2018/09/14	
Travel Authorization	Thabo Lengana - 0000020900 / EANM Annual Congress	Routed	>
407.93 ZAR		2018/09/17	
Journal Entry	UP000 / 0001099720 / 2018-09-17 / UP000 Britz,Liana	Routed	>
1,039,569.60 ZAR		2018/09/17	
Expense Report	Addisu Endalew Zeru - 0000099575 / Postgraduate Research Consumab	Routed	>
1,116.65 ZAR		2018/09/17	



Requisition approval page

Navigation back to Pending Approval worklist

Approval options are displayed on the top of the page

Details of the selected requisition are displayed

The budget status informs whether sufficient funds were available for the requisition

Click on the line items to **view line details**

The screenshot shows a web interface for a Requisition. At the top, there is a navigation bar with a back arrow and the text 'Pending Approvals', and a title 'Requisition'. On the right side of the navigation bar are icons for home, search, and a menu. Below the navigation bar, the requisition details are displayed: 'Brochure A4-DL' with a value of '5,839.22 ZAR'. A status bar indicates '1 line(s) are pending your approval'. On the right side, there are three buttons: 'Approve' (green), 'Deny', and 'More'. Below this is a 'Summary' section with a grid of fields: Business Unit (UP000), Routed Date (September 12, 2018), Requester (Dockrat,Riaaz), Requisition ID (0000682947), Requisition Date (September 12, 2018), Entered by (Dockrat,Riaaz), and Budget Header Status (Valid). There is also a link for 'Edit Requisition'. Below the summary is a 'Lines' section with a dropdown menu set to 'Pending' and 'All'. A table shows one row for '1 Brochure A4-DL' with a value of '5,839.22 ZAR'. Below the table are sections for 'Approver Comments' (a text area) and 'Approval Chain' (a link with a right arrow).



Requisition line details

Navigation back to the requisition header is displayed on the top

Line details are displayed and the shipping information

Click on the line item to view the distributions (including project details)

Click on line comments and attachments to open up a box that allows the viewing of the attachment

Approval Line Detail

[Back to Header](#)

Brochure A4-DL
5,839.22 ZAR

Line Details

Business Unit	UP000	Requisition ID	0000682947
Line	1	Item ID	
Supplier	UVO COMMUNIC01	Quantity	1 EA
Price	5,839.22 ZAR	Ship To	0400500328

Shipping Information

Schedule	Ship To	Quantity	Price	Amount	Attention	Due Date	
1	0400500328	1 EA	5,839.22 ZAR	5,839.22 ZAR	Dockrat,Riaaz	2018-09-12	>

More Information

Line comments and attachments >

Requisition Line Comments and Attachments x

Business Unit: UP000
Requisition ID: 0000682947

Line 1
Item Description: Brochure A4-DL

▼ **Comment 1**
<<Brochure for DHET Training>>

Sequence	Attached File
1	UVO_Quote.pdf



Requisition approval page

The screenshot displays a web interface for requisition approval. At the top, there is a navigation bar with a back arrow, the text 'Pending Approvals', and a title 'Requisition'. Below this, the requisition details are shown: 'Brochure A4-DL' with a value of '5,839.22 ZAR'. A status bar indicates '1 line(s) are pending your approval'. Three buttons are visible: 'Approve' (highlighted in green), 'Deny', and 'More'. A light blue callout box highlights these buttons. Below the summary, a 'Summary' section provides details: Business Unit (UP000), Routed Date (September 12, 2018), Requisition ID (0000682947), Requisition Date (September 12, 2018), Requester (Dockrat, Riaaz), Entered by (Dockrat, Riaaz), and Budget Header Status (Valid). A 'Lines' section shows a table with one line item: '1 Brochure A4-DL' with a value of '5,839.22'. A 'Pending' filter is active. Below the table, there are fields for 'Approver Comments' and 'Approval Chain'. A modal window is open over the 'Approve' button, titled 'Approve', with 'Cancel' and 'Submit' buttons. The modal contains the text 'You are about to approve this request.' and a text area for 'Approver Comments'. A red arrow points from the 'More' button in the top bar to the modal's 'Submit' button.

- Approval buttons are located at the top of the page
- More contains the pushback option, to allow the requestor to edit and resubmit

Tick the selected lines to **approve/deny**

- Comments can be provided
- If “denied” or “pushed-back” a comment is mandatory to facilitate correction
- Click on submit for final submission



Section 3

CC Transactional Report

PeopleSoft Finance

CC Transactional Report

NEW

Cost Centre Transactional Report

A new PeopleSoft cost centre report has been developed to provide users with a **detailed listing** of cost centre transactions.

This report works in a similar manner to a credit card statement, providing a breakdown of all transactions for a cost centre. The following elements make up this report:

1. One year view of a selected Cost Centre
2. Detail of all transactions on the Cost Centre
3. Type of transaction (e.g. voucher, expense report, journal etc)
4. Document number and the description
5. Pending transactions (committed funds)
6. Closing balance available

Key highlights:



Credit card style report



Single report with all CC detail



Detailed breakdown of all movement of funds

Navigation to CC Transactional Report

Click on the report for "CC Transactional Report"

The screenshot displays the 'Employee Self Service' interface. On the left, a navigation pane lists several reports: 'CC Summary / Detail', 'CC Transactional Report', 'Detail Expense Listing', and 'Cost Centre Attributes'. A red arrow points from a text box above to the 'CC Transactional Report' link. The main content area is titled 'Reporting' and contains a 'Cost Centre Summary' section. This section includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section follows, with two dropdown menus: 'User ID begins with' (set to 'U24009904') and 'Run Control ID begins with'. There is also a 'Case Sensitive' checkbox. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A secondary search section is partially visible below, with buttons for 'Find an Existing Value' and 'Add a New Value'. The top right of the interface features navigation icons for home, search, and help, along with the text 'New Window | Help'.



Create a report

To find a report previously created, click on "Find an Existing Value"

To create a new report click on "Add a New Value"

Employee Self Service

Reporting

New Window | Help

CC Transactional Report

Find an Existing Value | Add a New Value

User ID: U24009904

Run Control ID: Default_Report

Add

Find an Existing Value | Add a New Value

- These reports are created only on your own profile and do not effect other users
- In this example a new report is created, called "Default_Report"
- Keep report names short and do not uses spaces between words



Populating report parameters

The screenshot displays the 'Reporting' section of the 'Employee Self Service' portal. The left sidebar contains navigation options: 'CC Summary / Detail', 'CC Transactional Report' (highlighted), 'Detail Expense Listing', and 'Cost Centre Attributes'. The main content area is titled 'Reporting' and includes a sub-tab 'Cost Centre/Project Statement'. The form contains the following fields:

Run Control ID	Default_Report
User ID	U24009904
Business Unit	UP000
Cost Centre	E00105
Project	
Budget Period	2018
*Report Format	PDF

Below the form is a 'Submit' button. At the bottom of the form area, there are three navigation buttons: 'Return to Search', 'Previous in List', and 'Next in List'. The top right of the page features a navigation bar with icons for home, search, and a menu, along with the text 'New Window | Help | Personalize Page'.

Complete the fields for Cost Centre, Project (if available) and Budget.

The dropdown menu for report format allows Display (view on screen), PDF and XLS

Click on Submit to run the report



Viewing a report

A PDF file will be downloaded and the data will also be displayed in the table below

Pending transactions (commitments) are displayed as the last items in the list of transactions

Department of Finance

DETAIL TRANSACTIONAL REPORT PER COST CENTRE/PROJECT

Print Date: 19 September 2018
Print Time: 7:52:31 AM
Report By: U24009904

As at Date	2018-09-19
Cost Centre	E00105 - Visual Arts
VAT Recovery	0%
Project ID / Description	

Date	Document Type	Document Number	Description	Amount
2018-01-01			Budget Available	200,000.00
2018-01-01	Journal	0001073920/2	Facilities Maint Job Cards / A YVH Journal 1 Jan 2018 reversal 1073913 provision encumbrances 2017 -	836.78
2018-01-10	Inventory REQ	0000615126/2	0000615126 / INDEX TABS: WIT # PRESS TABS IEA	-140.40
2018-01-10	Inventory REQ	0000615132/1	0000615132 / Clean - Cloth - Waste (White Cotton)	-646.52
2018-01-10	Inventory REQ	0000615126/1	0000615126 / FILE:LEVER ARCH BLUE (02) PVC #3045 280 X 317 X 68MM	-728.60
2018-01-10	Inventory REQ	0000615126/9	0000615126 / PENCIL:3H STEADTLER IEA	-38.75
2018-01-10	Inventory REQ	0000615126/10	0000615126 / ERASER:PENCIL PILOT #EE-102 60X11X22MM IEA	-30.16
2018-01-10	Inventory REQ	0000615126/6	0000615126 / PUNCH:UNO SENIOR HEAVY DUTY #PUNSNR - 50 PAGE-2X HOLE	-873.56
2018-01-10	Inventory REQ	0000615126/7	0000615126 / BOOK:HARD COVER NOTE A4 288 PAGE F&M QUARTER BOUND	-56.38
2018-01-10	Inventory REQ	0000615126/8	0000615126 / PAD:TELEPHONE MESSAGE A6 #UP PRINT 200SHTSPAD	-196.45
2018-01-10	Inventory REQ	0000615126/3	0000615126 / PEN:BLACK PENTEL ROLLERBALL BL107	-58.24
2018-01-10	Inventory REQ	0000615126/5	0000615126 / STAPLER: PAPERPRO #1210 10-65 SHEETS IEA	-745.76
2018-01-31	Journal	0001073548/95	OPROEPE - VISUELE KUNSTE / NIR J18018119 Telephone Costs: Main Campus. Nadine Stanton x2712	-588.10
2018-01-31	Journal	0001073548/495	HUUR - VISUELE KUNSTE / NIR J18018119 Telephone Costs: Main Campus. Nadine Stanton x2712	-1,610.00
2018-02-05	Voucher (Invoice)	01036142/1 (0000055479)	Vendor: NASHUA KOPANO (VOORHEEN RC&C) /	-1,888.85
2018-02-05	Voucher (Invoice)	01035724/2 (0000055673)	Vendor: NASHUA KOPANO (VOORHEEN RC&C) /	-56.70
2018-02-05	Voucher (Invoice)	01035724/1 (0000055673)	Vendor: NASHUA KOPANO (VOORHEEN RC&C) /	-560.98
2018-02-05	Voucher (Invoice)	01036001/1 (0903299942)	Vendor: KONICA MINOLTA SOUTH AFRICA (HUUR/DUPL) /	-268.16
2018-02-05	Voucher (Invoice)	01035228/1 (00IN026721)	Vendor: ADLERS / Catering	-285.00
2018-02-07	Voucher (Invoice)	01033904/21 (0000214756)	Vendor: SEBENZA PAINTERS CC / WO - 0000309177 Shop MCT17 - Please can you send a locksmith to cut and replace a key for door nr 2-19d	-836.78
2018-02-09	Voucher (Invoice)	01037448/1 (00MJ048464)	Vendor: DELTA 7 CC / Chemicals for art consumable (Quotation attached)	-2,675.00
2018-02-16	Inventory REQ	0000625088/3	0000625088 / FILING:DIVIDER SET #7050 PVC A4 MULTI-PUNCHED A-Z VERSAFILE	-87.44
2018-02-16	Inventory REQ	0000625088/2	0000625088 / FINGER CONE #0 OR #12 DIAMETER=17MM DEPTH=27MM #FCO	-14.24
2018-02-16	Inventory REQ	0000625088/4	0000625088 / BATTERY:PENLIGHT 1.5V #AA MN1500-LR6 4PK	-77.13
2018-02-16	Inventory REQ	0000625088/1	0000625088 / PAPER:FLIP CHART BOND 80 GRMS 50/PK	-240.50
2018-02-21	Vehicle Booking	VH2018-02-21BX00033076	Aphane,Lucky Madumetja / REMOVE ART SCULPTURE / SOUTH	-56.47
2018-02-22	Inventory REQ	0000626497/4	0000626497 / Clean	-130.93
2018-02-22	Inventory REQ	0000626497/2	0000626497 / PEN:BLACK ARTLINE MARKER PERMANENT MED BULLED PT EK70	-152.56
2018-02-22	Inventory REQ	0000626497/1	0000626497 / TAPE:ADHESIVE MAGIC TRANSP.3M #810 24MM X 50M BOXIE	-177.24
2018-02-22	Inventory REQ	0000626497/3	0000626497 / PEN:WHITEBOARD BLACK PENFLEX #WB15 BULLET POINT IE	-32.40
2018-02-23	Voucher (Invoice)	01042351/1 (0000960977)	Vendor: NASHUA TSHWANE / PCA4 from SKC/BORDIC transparencies	-503.08
2018-02-26	Inventory REQ	0000627488/2	0000627488 / EXAM BOOK:NO 4 GREEN PK100	-331.80
2018-02-26	Inventory REQ	0000627488/1	0000627488 / EXAM BOOK:NO 4 PURPLE PK100	-333.12
2018-02-26	Inventory REQ	0000627488/3	0000627488 / EXAM:REGISTRATION SLIP (PRINT ON " CANARY YELLOW ") 100/PK	-50.00
2018-02-28	Journal	0001077850/30	BINDERYE Visual Arts / B GM: BINDERYE	-400.00
2018-02-28	Journal	0001077075/3	Posta Services 4402 / B GM: POSTAL SERVICES	-46.00
2018-03-01	Journal	0001080905/98	OPROEPE - VISUELE KUNSTE / NIR J18028119 Telephone Costs: Main Campus. Nadine Stanton	-905.86

Query: UP_CC_CRD_QRY
Report: UP_CC_CRD

Page 1 of 8

Date	Document Type	Document Number
		----- Pending Payments Start -----
2018-12-31	Purchase Order	0000604356/1
2018-12-31	Purchase Order	0000593630/1
2018-12-31	Purchase Order	0000561206/1
2018-12-31	Requisition	0000684711/1
2018-12-31	Requisition	0000684711/2
		----- Pending Payments End -----



Section 4

Oracle BI

ORACLE BI

business intelligence

Oracle BI is a set of business intelligence (BI) tools that enable viewing, interrogation and reporting of PeopleSoft data.

Custom BI reports have been created by the Department of Finance to enhance the ability of staff to analyse, report and plan based on **real time** financial data.

These factors are critical to empower UP staff in the management of UP funds.



Immediate access to real-time data

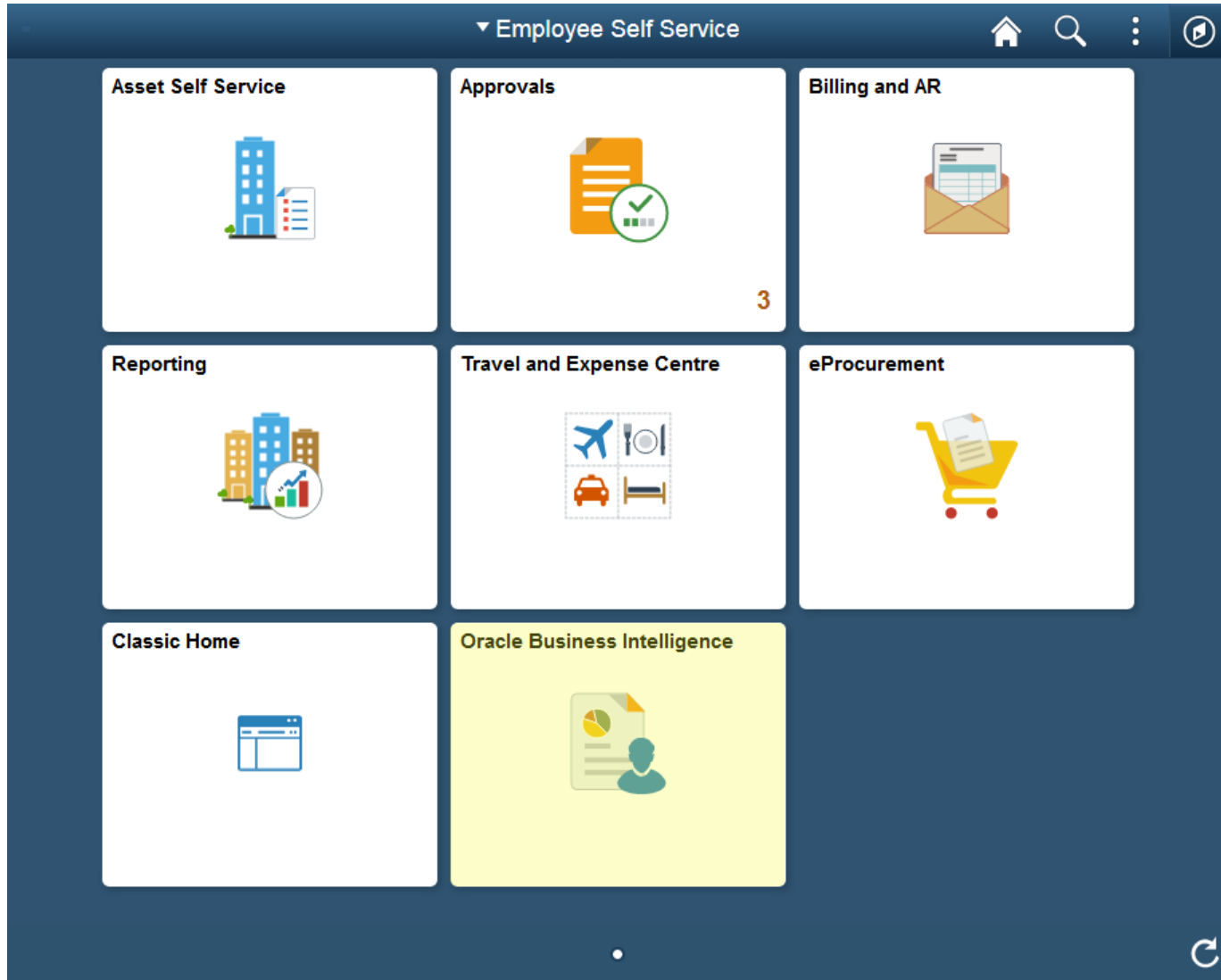


Faster reporting, analysis and planning



Better business decisions

Navigation to Oracle BI



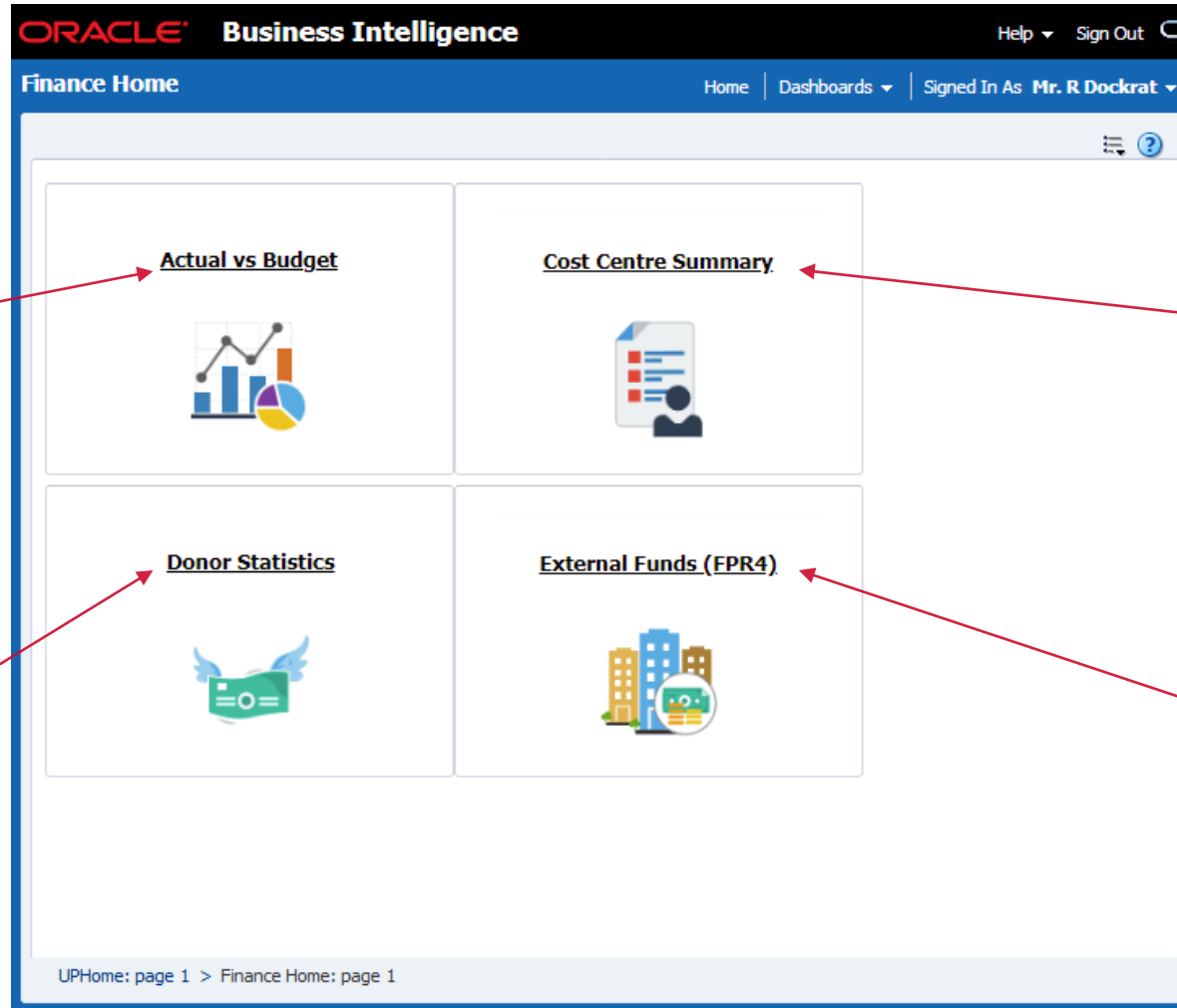
Oracle BI - Homepage

The screenshot shows the Oracle Business Intelligence homepage. At the top, the header includes the Oracle logo, 'Business Intelligence', and user options like 'Help' and 'Sign Out'. Below this is a blue navigation bar with 'UPHome' and 'Signed In As Mr. R Dockrat'. The main content area features a large 'Welcome to ORACLE Business Intelligence' message and a 'Data refreshed as at: 2018/10/03' timestamp. Four main navigation tiles are visible: 'Finance' (with a money icon), 'Human Resources' (with a group of people icon), 'Student Financials' (with a graduation cap icon), and 'Financial Aid' (with a bar chart icon). On the left, a sidebar menu is partially visible under 'Employee Self Service', listing options like 'Asset Self Service', 'Approvals', 'Billing and AR', 'Reporting', 'Travel and Expense Centre', 'eProcurement', 'Classic Home', and 'Oracle Business Intelligence'. A red arrow points from a callout box to the 'Finance' tile.

Navigate to the Finance BI Reports



Finance BI Reports



Real time view of Fund E Cost Centre spending compared to budgeted expenditure

An overview of all cost centre balances within a selected department or faculty

Breakdown of donation income per source and period

Summarised view of all contract income and expenditure per faculty

Access in Oracle BI is replicated from existing PeopleSoft Access



Example of Actual vs Budget Report

The tabbed interface, allows switching between different reports and graphs

Report parameters can be filtered

Click on "Apply" to run the report

The screenshot shows the Oracle Business Intelligence interface for Budgetary Control. It features a tabbed interface at the top with three tabs: 'Actual vs Budget', 'Actual vs Budget - Operating Expenses Graph', and 'Actual vs Budget - Staff Expenses Graph'. Below the tabs is a filter section with dropdown menus for Fiscal Year (2018), Fund Code (E), Faculty or Support Services (TUKSSPORT), Department (All Column Values), Cost Centre Code (All Column Values), and Cost Centre Status (A;I). There are 'Apply' and 'Reset' buttons. The main content area displays a table titled 'ACTUAL vs BUDGET: 2018 00023 TUKSSPORT'. The table has 11 columns: Cost Centre Code, Cost Centre Description, Department, Opex Budget, Opex Actuals (incl committments), Opex Available, Opex Available (%), Staff Budget, Staff Actuals, Staff Available, and Staff Available (%). The 'Grand Total' row shows a total budget of 5,942,443 and actuals of 4,068,446, with 32% of the budget available.

Cost Centre Code	Cost Centre Description	Department	Opex Budget	Opex Actuals (incl committments)	Opex Available	Opex Available (%)	Staff Budget	Staff Actuals	Staff Available	Staff Available (%)
E01906	TuksSport	TuksSport UP Funds	1,478,290	292,190	1,186,100	80%	29,029,495	22,134,217	6,895,278	24%
E01983	Sport + Property Management	TuksSport FacilitiesManagement	367,503	168,808	198,695	54%	4,569,926	3,357,466	1,212,460	27%
E0W272	TuksSport Institutional	TuksSport UP Funds	2,372,500	1,957,500	415,000	17%	-	-	-	-
E0W285	Sport & Property Managm Instit	TuksSport FacilitiesManagement	644,150	627,320	16,830	3%	-	-	-	-
E0X946	USSA Contribution - Institutio	TuksSport UP Funds	200,000	197,220	2,780	1%	-	-	-	-
E0X947	Scientific Support to Clubs -I	TuksSport UP Funds	700,000	693,338	6,662	1%	-	-	-	-
E0X948	First Aid - Institutional	TuksSport UP Funds	180,000	132,070	47,930	27%	-	-	-	-
Grand Total			5,942,443	4,068,446	1,873,997	32%	33,599,421	25,491,683	8,107,738	24%

UPHome: page 1 > Finance Home: page 1 > Budgetary Control: Actual vs Budget

Navigation panel



Print and Export Reports

The screenshot displays the Oracle Business Intelligence interface for Budgetary Control. The report title is 'Actual vs Budget' for the year 2018, fund code E, and department TUKSSPORT. The table below shows the comparison between budgeted and actual expenses across various cost centers.

Cost Centre Code	Cost Centre Description	Department	Opex Budget	Opex Actuals (incl committments)	Opex Available	Opex Available (%)	Staff Budget	Staff Budget (%)
E01906	TuksSport	TuksSport UP Funds	1,478,290	292,190	1,186,100	80%	29,029,495	
E01983	Sport + Property Management	TuksSport FacilitiesManagement	367,503	168,808	198,695	54%	4,569,926	
E0W272	TuksSport Institutional	TuksSport UP Funds	2,372,500	1,957,500	415,000	17%	-	
E0W285	Sport & Property Managm Instit	TuksSport FacilitiesManagement	644,150	627,320	16,830	3%	-	
E0X946	USSA Contribution - Institutio	TuksSport UP Funds	200,000	197,220	2,780	1%	-	
E0X947	Scientific Support to Clubs -I	TuksSport UP Funds	700,000	693,338	6,662	1%	-	
E0X948	First Aid - Institutional	TuksSport UP Funds	180,000	132,070	47,930	27%	-	
Grand Total			5,942,443	4,068,446	1,873,997	32%	33,599,421	

An options menu is open over the table, showing options such as 'Printable PDF', 'Printable HTML', 'Print', 'Export to Excel', 'Refresh', and 'Clear My Customization'. A red arrow points from a text box to the menu icon in the top right corner of the report area.

Click on the options menu icon to export or print the report



Contact:

Faculty Accountants

Belinda Murowanidzwa	012 319 2386
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Jaywanti Pillay	012 420 5059
Lesego Moeng	012 420 4770
Lindiwe Tshehla	012 420 2118
Mariette Engelbrecht	012 420 4642
Matsimele Mphahlele	012 420 2839
Mmaletamo Modikoe	012 529 8090
Motshabi Khoza	012 420 6525
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Riana Venter	012 420 4971
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