# Table of Contents

Table of Contents.................................................................................................................. 2
Overview ........................................................................................................................................ 4
Learning Objectives .................................................................................................................. 5
PantherSoft Glossary .................................................................................................................. 6
Logging in to PantherSoft Financials ......................................................................................... 13
Access to PantherSoft Financials and Access Requests ......................................................... 16
Header & Menu Navigation ......................................................................................................... 19
   Main Menu > My Personalizations ....................................................................................... 24
Favorites ...................................................................................................................................... 26
Personalize Homepage Content & Layout ................................................................................ 30
How to Search ............................................................................................................................ 38
   Lookup Glass ....................................................................................................................... 38
   Search Operators ................................................................................................................ 42
   Navigating Search Results ................................................................................................... 44
Screen Navigation & Functionalities ......................................................................................... 46
   Customizing Grids ............................................................................................................... 50
      Drag and Drop Feature ................................................................................................... 52
   Line Expansion & Retraction ............................................................................................... 53
   Add & Delete Rows ............................................................................................................ 55
   Add & Edit Comments and Attachments .......................................................................... 56
   Freeform Text Field Pop-Out ............................................................................................. 58
Establishing a Run Control ID .................................................................................................. 59
   Run Control IDs ................................................................................................................. 60
      Entering Parameters and Selecting Values .................................................................... 61
Chartfields and Speedtypes ....................................................................................................... 63
   Using Speedtypes .............................................................................................................. 64
Approving Transactions ............................................................................................................ 65
   Workflow ............................................................................................................................ 65
      Requisition Approval Workflow ..................................................................................... 65
      Expense Report Workflow .............................................................................................. 66
      Travel Authorization & Cash Advance Approval Workflow ........................................ 67
Smart Internal Billing Approval Workflow ................................................................. 68
Commitment Control Budget Journal Approval Workflow ....................................... 69
Commitment Control Budget Transfer Approval Workflow ....................................... 69
Approving via Email Link .......................................................................................... 70
Approving via Worklist ............................................................................................ 71
Approving Via Mobile Device ................................................................................... 71
Delegating Alternate Workflow Approver ................................................................. 74
Document Approval Status ....................................................................................... 76
Online Inquiry by Module .......................................................................................... 77
Requisition Inquiry .................................................................................................... 77
Purchase Order Inquiry ............................................................................................ 80
Travel Authorization and Expense Report View ....................................................... 87
  Viewing a Travel Authorization ............................................................................... 87
  Viewing an Expense Report .................................................................................... 89
WorkCenters ............................................................................................................. 92
  Working with WorkCenters .................................................................................... 95
Overview

PeopleSoft originally offered human resources and finance applications. Over the years, it has developed tools and applications for general business processes such as materials management and e-business in addition to applications for specific industries, such as the automotive, communications, and higher-education fields.

Oracle's PeopleSoft applications are designed to address the most complex business requirements. They provide comprehensive business and industry solutions, enabling organizations to increase productivity, accelerate business performance, and provide a lower cost of ownership through a single system of record entry and reporting.

FIU owns the PeopleSoft Suite which includes: Financials, Campus Solutions, and Human Resources.

PantherSoft Financials is FIU’s system for conducting all of its financial operations related to purchasing goods and services, employee travel and expense, financial reporting, budgeting, grants, financial administration, and asset management.

Campus Solutions is a comprehensive suite of software specifically designed for the changing needs of higher education institutions. Through Campus Solutions, users can set up the student financials foundation, activate and enroll students and calculate their tuition. Participants also learn how to disburse financial aid, bill customers, and process refunds.

This manual should be used as a reference tool in order to use the FIU PantherSoft system efficiently. It covers navigation, valuable terminology, search tips, roles, etc. This course has no pre-requisites and is recommended for anyone using the PeopleSoft system.
Learning Objectives

By the end of this training users will be able to:

- Navigate FIU PeopleSoft pages easily.
- Define key PantherSoft terminologies, specifically as it relates to FIU’s utilization of PeopleSoft.
- Successfully navigate PantherSoft including logging in/out.
- Use breadcrumbs to access subfolder’s contents efficiently.
- Personalize homepage in order to retrieve frequently used modules.
- Illustrate how to add and delete your favorites for faster navigation.
- Identify and define key fields commonly found across PantherSoft modules.
- Recall the criteria for creating a Run Control ID.
- Request job-specific roles by submitting an Access Request Form.
- Recall the steps, rules, and importance of delegating approval workflow correctly.
- Use the worklist to maximize efficiency.
A

**Account**: Identifies transactions based on the object of the event. This chartfield is used to classify transactions in the accounting systems as Assets, Liabilities, Revenues, Expenses or Equity. Accounts are also revenue and expense items that appear on the statement of revenues and expenditures (profit & loss).

**Accounting Date**: The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same, but not always.

**Accounting Period**: The accounting period is equivalent to a calendar month beginning with the first month of the fiscal year. For example, the fiscal year runs from July 1st to June 30th. July would be considered Period 1, August Period 2, and so on.

**Accounts Payable**: The record of money that the University owes to outside vendors.

**Accounts Receivable**: The record of money that is owed to the University.

**Activity**: These are specific tasks within a project.

**Activity Number**: Tracks revenues and expenses for a specific activity using a distinct fund, program code, site and department (organization) string.

**Actuals Ledger**: (General Ledger) Represents the place in PeopleSoft where all non-budget financial transactions are posted. i.e. Displays the actual Revenues and/or Expenses posted for the periods. This is the data used for external financial reporting.

**Adjustment Period**: An additional accounting period in the PeopleSoft Financials system, used to store adjusting entries (typically made between fiscal years by the University's General Accounting Office).

**AG_Related**: An expense ledger that shows detail for the Restricted Agriculture funds.

**Alternate Account**: Classifies the nature of a transaction utilizing the State standard General Ledger code. Each “account” chartfield must be mapped to an alternate account.

**Allocation**: The movement of actual dollars, based on certain rules, performed with a journal (either automated or manual).

**Approval Page**: The tab on a journal that displays whether that journal has been approved, sent back (also known as “recycled”), or denied.

B

**Blanket Purchase Orders**: Purchase orders used to make multiple purchases from a single vendor during a fiscal year (e.g., lab supplies, mice, space rental, consulting services, etc.). BPO's always have a due date of June 30th.

**Budget Check**: A PeopleSoft process that checks to ensure that an available budget exists and the chartstring has funds available.

**Budget Exception**: Represents transaction items that have failed Budget Check.
Budget Journal: A commitment control journal used to establish a budget for a particular chartstring.

Budget Period: The interval of time which is recognized as a unit for budgetary and reporting purposes. This is equivalent to the fiscal year for operating funds. Projects have one budget period for the life of the project.

Budget Reference: This is an optional field. It identifies the aid year for financial awards. Also used by the College of Medicine to identify the academic period.

Budget Transfer: The process used to move budget dollars between chartstrings.

Business Meal: A Business Meal is a formal category of expense in which a group of individuals go out for a meal for a specific business purpose (for instance, as part of a job interview). The IRS requires the following information be provided related to Business Meals: the business purpose of the event, the location of the event, the people in attendance, the date of the event. In contrast, a “travel meal” is simply a meal that you eat while you are traveling, (e.g., as part of a conference or a trip.)

Business Unit: In the General Ledger, an entity with its own set of balanced books, which maintains its own set of transactions. (In other modules, the business unit provides a way of distinguishing entities which may have unique operating rules.)

Set ID (Business Unit): Code that is used to group and share configuration data across the application. PeopleSoft allows us to maintain more than one Business Unit for the general ledger. For example at FIU, we create most of our control records (i.e. Accounts, Department ID, Activity #) under SetID ‘FIU01’ and it allows the entire university to use those values.

Cash Advance: An employee may request an advance to help defray out of pocket cost when traveling outside of the vicinity of the university. Note: there must be a travel authorization on file in order to receive a cash advance.

Chart of Accounts: Refers to the area of PeopleSoft concerned with the creation and maintenance of the University’s accounting structure. The chart of accounts serves as the basis for recording the day-to-day financial operations of the University and its structure uses “chartfields” to record the financial effect of transactions. The use of chartfields separates the unique aspects of each transaction into relational segments for summarization and reporting.

Chartfield: An individual field representing a portion of the accounting structure. Chartfield values represent account numbers, department codes, and so on. Each chartfield captures a different element of information regarding the transaction (e.g., who, what, why, how, where). At FIU, Activity Number, Cost PID, and Projects are examples of Chartfields.

Chartstring: A set of chartfields “strung” together to represent the proper categorization of a financial transaction. The use of multiple chartfields allows for flexible reporting of the financial aspects of projects, activities, programs, events, etc., that occur across FIU organizations or funds.

Collected Revenue: Money that FIU has received from outside customers billed through the PeopleSoft Billing module.

Combination Editing: Certain rules that govern which chartfield combinations are valid and which combinations are not.
Commitment Control: The part of PeopleSoft Financials that deals with budgets. Reports drawn on Commitment Control generally show budget, revenue and expenses.

Control: The act of placing restrictions on how certain monies are spent. Control is typically used in reference to sponsored projects.

Custom Report: Reports within PeopleSoft that were developed by UVM programmers. These reports can be changed and enhanced with additional programming effort.

Cost PID: A Chartfield that tracks revenues and expenses for a specific faculty member or faculty allocation.

Delivered Report: Standard reports that were received as part of the PeopleSoft package.

Deny: Not approving a request such as a Travel Authorization, Expense Report or Smart Internal Bill. In order to deny, the manager must submit a comment.

Department: Identifies an organizational unit. To be considered a Department, the unit must serve a distinct function or discipline, having a manager with subordinates, and have a budget. This is a common value across all Panther Soft systems (i.e. Campus Solutions, HR, Financials).

DETAIL_KK Ledger: The ledger that stores information for all expense transactions at the detail account level for fiscal year 2008 and forward.

DETAIL_Rev Ledger: The ledger that stores information for all revenue transactions at the detail account level for fiscal year 2008 and forward.

Drill Down: The ability in PeopleSoft to click on hyperlinks in order to move from a transaction back to its source.

Employee Self-Service: In PeopleSoft Financials, the place where users can create (modify, delete, view and print) cash advance requests, travel authorizations and expense reports.

Encumbrance: Amount for which there is a legal obligation to spend in the future. A Purchase Order is a typical encumbrance transaction.

Expense: Financial activity when a payment has been processed for a voucher. An invoice is generally the catalyst for the payment process.

Expense Report: A record of business-related expenses submitted for reimbursement through the PeopleSoft Travel and Expense module.

Education & General (E & G) Funds: Includes funds for instruction, academic support, general and administrative activities, and plant operations and maintenance. Sources of funds are appropriated from general revenue, lottery funds and tuition.

F&A: Refers to a percentage of the total grant award which is charged for Facilities and Administration expense. Also known as overhead or indirect cost.
Fund Affiliate: Used to correlate transactions between fund when using a single intra-unit account.

Fund Code: Identifies major funding sources that the University must report on separately. Each fund has its own rules spending and receiving money.

FSCM: Financials Supply Chain Management, the PeopleSoft Financials system.

General Ledger: The final ledger in the financial system which holds all financial transactions used for external and summary financial reporting and financial management.

Grants: Money awarded to departments for the purpose of providing products and/or services for a specific project.

In Process: Refers to the status of a report instance in the process monitor. It means that the report has been successfully started, but is not yet complete. It may also refer to the status of an expense report requiring approval by multiple departments—where one or more departments have approved the report and one or more have not yet approved it.

Inquiry: A tool for pulling together information in PeopleSoft Financials. Inquiries are similar to reports except that the results can be viewed in screen or run to the screen (or to Excel) rather than to a .pdf file.

Journal Entry: Adjustment made directly in the General Ledger.

Journal ID: Transaction identification number used to identify Journal Entries. This number appears on budget detail reports and is used to research budget line item details.

Journal: The official record of financial transactions that are recorded in PeopleSoft, journals are used to move dollars between chartstrings.

Journal Post Date: The date that a financial transaction is accounted for in the general ledger.

KK: Abbreviation for Commitment Control, the part of PeopleSoft Financials that deals with budgets.

Ledger: Represents a repository for a set of data for each business unit or entity. Updated by budget checking (in the case of commitment control ledgers), or by journal entries.

Ledger Group: Stores ledger information in operations, project costing, and sponsored projects on the detail account level (child) or the budgetary (parent) level in the form of expenses or revenue.

Ledger Inquiry Sets: Represents a family of Ledger Groups, allowing users to see both expense and revenue simultaneously.

Lifespan: PeopleSoft functionality that allows you to see the lifecycle of a requisition (e.g., when a PO was created, when it was invoiced, when payments were made, etc.).

Manager Self-Service: It refers to the pages where managers would go to approve travel and expense reports and view requisitions (also accessible through the “worklist” link).
PC Business Unit (project costing business unit): Used for Construction projects (FCN01), FIU Research Central (FSR00) and for Grants (FSR01).

Pending: In process, but not yet complete (i.e., in the Process Monitor, under Approval Status).

PeopleBooks: The reference materials furnished by PeopleSoft, accessible through the Help link in the upper right corner of many pages.

Pre-Encumbrance: Amount expected to spend, but for which there is no legal obligation to pay. A requisition is typically a pre-encumbrance transaction.

Process Monitor: A PeopleSoft tool used for viewing the status of a report. (It serves as the gateway for picking up reports which you have requested from the system.)

Profiles and Preferences: The area of PeopleSoft where changes are made to adjust how certain information appears on the user’s screen.

Program Code: This code identifies the primary mission or activity being reported such as instruction, research, public service, financial aid, student activities, etc. Also known as the PCS code and is a required code for state reporting and financial statements preparations.

Project: Tracks projects where the University is required to report fiscal activities on a “life-to-date” basis. Projects accumulate financial information related to a specific project or group of activities from all financial resources. Projects have a specific beginning and end date.

Project Costing: PeopleSoft module where projects are created and managed.

Proxy Access: One employee can assign another employee authority to access and report expense information on their behalf. The employee who has been assigned is the Proxy.

Purchase Orders: A legal contract prepared in advance of the purchase, created by Procurement Services from requisitions entered by departments. Purchase orders are used to order goods or services from vendors.

Query: A tool used to retrieve data from PeopleSoft, based upon specified criteria.

Reconciliation: An accounting process that uses two sets of records to ensure figures are accurate and in agreement. Reconciliation is the key process used to determine whether the money leaving an account matches the amount spent, ensuring the two values are balanced at the end of the recording period.

Record Definitions: The record definitions are the design specifications that determine the structure of your PeopleSoft application data tables and online processing. In the PeopleSoft database, tables are represented as record definitions. In PeopleSoft Query, tables are also called records.

Report: Reports are used to bring back data based on a set of criteria you specify. Reports are “jobs” that need to be processed by the system. In PeopleSoft Financials, reports use a Run Control ID and present information in .pdf file format.

Requisition: Requisitions are orders to be placed with vendors for good or services that are not placed on the PCard. Requisitions create pre-encumbrances of funds.

Role: Refers to PeopleSoft security. The role identifies the particular PeopleSoft functionality that an individual is able to access.
Run Control ID: A Run Control ID saves a set of criteria used to create a report. The criteria can be changed, but the Run Control ID itself cannot be renamed or deleted.

Send Back: In the Travel and Expense module, an approver can send an expense form back to the originator for additional information. The status of the expense form changes to “pending.”

Site: Identifies the campus or location to which the transaction is identified, such as On-Line, Study Abroad and Medical Locations.

SpeedChart: A speedtype used when creating requisitions that populate other Chartfields automatically such as: Program, Fund, Site, Activity Number and/or Project, and Department. It is commonly found in Requisitions, Credit Cards, and Student Financials.

SpeedType: A shortcut key utilized to auto-populate a specific combination of ChartField values commonly used by a department/business unit. This greatly increases journal entry efficiency and reduces errors.

SQL: Structured Query Language: a computer language that is used to enter, manipulate and select data from a PeopleSoft database.

Task: Tracks expenses that have a similar purpose that are not identified in another existing ChartField. Used with projects.

 Tables: The table is made up of columns (Fields) and rows (Data). Columns determine how the data will be stored. Rows represent the actual data stored in the database.

Travel Authorization: The PeopleSoft transaction (and/or the accompanying document) that places an encumbrance against the budget in anticipation of a planned trip.

Tree: A tree is a graphic representation of the hierarchical relationships of data in the database. Trees provide a way to organize related data in a logical manner and give a visual summary of the tremendous amount of detailed data the system stores. Multiple trees may refer to the same data but organize it in different ways.

Tree Viewer: Functionality within PeopleSoft Financials that allows one to see the hierarchical relationship of chartfield values.

Unit: Identifies the legal entity within the University, including FIU, FIU Foundation, Wolfsonian, etc.

Vendor: An individual or company that does business with or provides a service for the University.

Views: A view is a virtual table created from the result of queries run against one or more tables. The FIU_GL_TRANDATA_VIEW is used at FIU to capture data for some of our financial reports.

Voucher: The PeopleSoft accounting document that serves as the basis for cutting checks and recording financial transactions to pay a vendor. (Purchase Order invoices and Check Request forms are assigned voucher numbers during data entry.)
**Worklist:** The place in PeopleSoft Financials where a manager will find financial transactions needing approval.
Logging in to PantherSoft Financials

It is recommended you access and navigate the system in one of the following browsers:

- Internet Explorer
- Mozilla Firefox

Chrome is not supported by PantherSoft Financials.

A user can login to PantherSoft Financials via either the myFIU Portal or the Financials Direct URL.

**Via myFIU Portal**

1. Open Mozilla or Internet Explorer browser window.
2. Enter my.fiu.edu in the browser address.
3. Click **Login to MyFIU**

4. On the below enter your Panther ID and Password, then click **Log In**.

The below screen appears.

5. From this homepage: **Main Menu>Financials System Admin**
Because user logged in through my.FIU.edu, when choosing Financials System Admin, user is automatically redirected to the Financials Homepage. See screen below.
Via direct Financials URL: http://financials.fiu.edu

It is recommended to save the address in Internet Favorites for easy retrieval.

1. Enter http://financials.fiu.edu in your browser.
2. Enter your Panther ID & Password into the corresponding fields. Then, click the Sign In button.

The PantherSoft Financials Home Page appears.
Access to PantherSoft Financials and Access Requests

All employees initially have access to this system once they are employed by the university and have been setup within the the Human Resources system. Initial acces, Role001, includes access to View:

- Travel Authorizations
- Expense Reimbursements (Travel and Non-Travel related)
- Asset Control

Depending on your role with the university, you may request additional access to PantherSoft Financials.

Access to additional functions within PantherSoft Financials could include:

- Area Budget Manager (Approving Transactions)
- Entering Requisitions
- Hold or Approve a credit card for a department
- Billing other Departments for services rendered (Smart Billing)
- Reporting
- Travel Authorizations
- Expense Reimbursements (Travel and Non-Travel related)
- Asset Control

In order to request additional access, users must complete a User Access Request Form. This form is found within the PantherSoft Financials system.

1. Main Menu>Access Request System>Access Request. The below screen appears.
2. Click Add a New Value tab.

NOTE: The Find an Existing Value tab allows users to check on the status of submitted requests.
3. The **Empl ID** box will be pre-filled with the Panther ID of the logged in user. However, to request access on behalf of someone else, delete the pre-filled number and use the PID number of the user needing access.

4. Click **Add**.

5. Add a brief description in the **Description** field, then select the required Access Role(s).

**NOTE:** Also note Roles 002, 017, and 018 require additional information.
6. Click **Submit** button.

7. Once submitted, the Access Request Form header will change to include a Request ID as well as the Request Status. To view approval flow and status details, click the **Approval Status** tab above the header.
Header & Menu Navigation

Each user’s homepage will look different as far as Main Menu selections, but the header functionalities remain the same for all users throughout navigation of the entire system.

From the header, user can access Search, and enable other functions like Add to Favorites, and Worklist. This section explains the homepage functionalities, along with the breadcrumbs feature in greater detail.

A. Search

The search bar allows the user to search any topic within Financials. There is also an Advanced Search option that allows for additional parameters to be entered in order to narrow results.

1. Enter Search value in the Search Box. For this example we used Purchasing.

Note: Leaving the search parameter as “menu” only searches the navigations within the Main Menu. Changing the parameters to “All” searches the entire Financials system.

Search Results will display. Each link in blue is a clickable link. Also note there are additional result pages that can be accessed by clicking the arrows or the actual page numbers in the top right hand corner of the page.
Advanced Search

1. Click on Advanced Search.

In this example, user entered a value before clicking Advanced Search, the entry populated in the Keywords field on the Advanced Search screen (see below). If user had left it blank, keyword field would have appeared blank. Multiple fields can be used at once.

2. Choose applicable fields and enter search Values. Common search value fields include the following:

   **Search In** – Search in Menu options or All. Can be changed by clicking drop down arrow.

   **Keywords** – Use the Search Tips hyperlink for different ways to search values. To search multiple words at once, separate them by comma. (i.e Purchasing, Requisitions)

   **With this Exact Phrase** – enter in an exact phrase, for example “Define Report Request”

   **With any of these words** – enter any words separated by comma.

   **Exclude** – system will not bring back any links that contain that word. For example, Keywords: Purchasing Exclude: Orders. None of your results will include anything with the word “Order”. The exclusion is very specific to the exact word. Links with the word “Orders” will come up but not “Order.”
Last Search Results

Pop-up window appears with the very last search results.

Clicking the Refine Search link in the top right corner, takes user back to Advanced Search screen.

<table>
<thead>
<tr>
<th>Search Results for &quot;Purchasing&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchase Orders</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 19:00:48</td>
</tr>
<tr>
<td>View purchase order information.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Close Purchase Orders</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 19:55:34</td>
</tr>
<tr>
<td>Close qualifying POs and produce the Purchase Order Reconciliation report.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Purchase Order History</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 19:03:00</td>
</tr>
<tr>
<td>View purchase order data in the procurement history table.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Purchase Order Lists</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 19:00:12</td>
</tr>
<tr>
<td>View data in the current purchase order tables.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Standard Purchase Variance</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 18:59:43</td>
</tr>
<tr>
<td>Report purchase price variance recognized at receipt of standard coated item.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Total Purchase Variance</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 18:36:42</td>
</tr>
<tr>
<td>Report on purchase price or exchange rate variance for landed cost components.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Open Purchase Order Report</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 18:23:39</td>
</tr>
<tr>
<td>List open purchase orders for the budget year-end process.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Purchase Details</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-03 13:59:10</td>
</tr>
<tr>
<td>List the purchase detail by employee, merchant, and supplier.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>GPO Purchases</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-02 19:55:38</td>
</tr>
<tr>
<td>Run a report listing the amount spent with a single GPO across all distributors.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
<tr>
<td><strong>Purchase Exceptions</strong></td>
</tr>
<tr>
<td>Last Updated Date: 2015-01-03 13:59:10</td>
</tr>
<tr>
<td>List exceptions to various types of exception conditions.</td>
</tr>
<tr>
<td>Application: PS FSCM - Fin, Supply Chain</td>
</tr>
</tbody>
</table>
B. Universal Navigations

Universal Navigations are available within the upper left areas of the header, and are available throughout a user’s navigation within PantherSoft.

The Universal Navigation links function as follows:

i. **Home** – Returns the user back to their Home screen from anywhere within PantherSoft Financials.

ii. **MyFIU** - Routes the user to the MyFIU homescreen.

iii. **Worklist** - Opens the Worklist page to view, assign priority to, reassign, and process worklist items.

iv. **Add to Favorites** - When a user finds that they are frequenting a particular page, it is suggested to add that page to favorites for easy retrieval. See the “Favorites” section of this manual.

v. **Sign Out** - Logs the user out of PantherSoft. If the user has multiple windows open, clicking **Sign Out** will sign them out of all instances of the system within the same browser.
C. Top Menu Navigation Bar

Users will utilize the Top Menu Navigation Bar to navigate through the various modules and corresponding pages within PantherSoft Financials. This can be done by utilizing **Favorites** menu, where user-saved favorites can be found. Users can also utilize the **Main Menu** to drill through modules and related screens.

**Main Menu**

1. Click **Main Menu** and navigate through the drop-down menu options.

2. Once on a screen, accessed via the **Main Menu**, breadcrumbs visually display the user’s navigation path and give access to the content of subfolders.
Main Menu > My Personalizations

Users can modify some of the navigation features within PantherSoft, such as whether the cursor returns to the home position during a prompt lookup as the user types to suggest appropriate values.

1. Click the My Personalizations link on the bottom of the Main Menu.

2. Click the Personalize Navigation Personalizations link.

**NOTE:** This is the only option category the user may edit. The others are not to be changed; they should stay as defaulted.

The options for personalizing navigations are listed.

3. Each option provides a drop-down box to modify how PeopleSoft responds to the input from the user. The most common personalization option defaults overridden are **Drop down Menu Sort Order** and **Autocomplete**.

**Drop down Menu Sort Order** – this personalization is used to presort the drop-down menus.
Autocomplete – this personalization is enabled for any field with a prompt edit defined for it. The system will do a prompt lookup as the user types to suggest appropriate values and return. This is particularly useful when doing data entry, to avoid the cursor returning to the home position within a field before the user can complete entry of values (i.e. SpeedCharts)

The remaining options specify which page elements should be skipped when the Tab key is pressed.

4. Click the **OK** button.

NOTE: In order to see details regarding the available Personalization Options, the user can click the **Explain** link.
Located within the Top Menu Navigation Bar, the Favorites Menu allows users to quickly access commonly used navigations within PantherSoft Financials. Here, users can also access Recently Used pages, Add to Favorites and Edit Favorites.

1. Click **Favorites**.

The first portion of the dropdown contains ‘Recently Used’ pages, which were recently accessed by the user.

Below the ‘Recently Used’, under ‘My Favorites’ the user will have the ability to access, edit, or add to the **Favorites** menu.

**NOTE:** The saved Favorite should appear on the list under the name it was assigned by the user.
Add to Favorites

When a user finds that they are frequenting a particular page, it is suggested to add that page to the Favorites menu for easy retrieval.

For this example, the Create / Modify screen for Travel and Expense will be added the the Favorites menu via the Add to Favorites link.

Main Menu>Employee Self Service>Travel and Expenses Center>Create/Modify

1. Click Add to Favorites from the Favorites menu or from the Universal Navigations in the top right hand corner on the screen.
2. Enter a Unique Description in the pop-up as some screens have the same name, then click **OK**.

![Add to Favorites](image)

A link to this page, with the Unique Description given, will then appear under the **Favorites** menu for future ease of access.

![Favorites](image)
Editing Favorites

The Favorites menu can be changed or re-organized by choosing the Edit function.

1. Click **Edit Favorites** under the Favorites menu.

2. From the **Edit Favorites** screen, users can rename favorite links, change sequence, and delete favorites.

   ![Edit Favorites Screen](image)

   NOTE: In order to change the sequence of the favorites, the user must place a numerical value for each favorite under the **Sequence number** column. Favorites are in alphabetical order by default.

3. Click the **Save** button.
Personalize Homepage Content & Layout

When initially logged in, the user is presented with the PantherSoft Financials Homepage. Content within the main body of this page, below the header bar, is broken up into Pagelets. These are designed to provide users easy access to main links they may need to access regularly.

These can be added, removed and arranged via the Personalize Content | Layout links.

Personalize Content

Personalizing the homepage’s Content allows the user to customize what Pagelets will appear.

1. Select the Content link from the upper left area of the PantherSoft window.
The below screen appears. From this page, users can customize the content that shows up on the homepage.

2. Make desired changes and selections.
3. Click **Save**.

**Tab Name** – displays the page user is currently on.

**Welcome Message** – user can enter text and the text will appear in the left hand corner of the homepage upon next login.

**Choose Pagelets** – directions on what to do on this page

**Arrange Pagelets** – shortcut to Layout

**PeopleSoft Applications** – selecting any of these applications places the application on the homepage for selection.
In the previous example, we entered a welcome message of “Panther Pride!”. The **Menu** and **eProcurement Requisitions** Pagelets were selected to display on the homepage. Below is the final result upon clicking **Save**.

![Image of the Financials System](image)

**NOTE:** Certain Pagelets are restricted to a user’s access to specific security roles.
Personalize Layout

Personalizing the homepage’s layout allows the user to customize where on the home screen menus will appear.

1. Select the Layout link from the upper left area of the PantherSoft window.

The Personalize Layout screen appears.

2. At Basic Layout, select the number of columns in which to divide the homepage.
3. In the **Left Column** box, select the title of the Pagelet to be moved. In this example, the **eProcurement Requisitions** pagelet has been selected.

![Diagram of pagelet selection](image)

4. Utilize the directional buttons to move the selected pagelet into another column or above/below another within the same column. In this example, the **eProcurement Requisitions** pagelet was moved to the **Center Column** box and below the **FIU Smart Billing** pagelet.

![Diagram of pagelet movement](image)

**NOTE:** Users may also elect to delete pagelets by selecting the name of a pagelet within one of the layout columns and clicking the **Delete Pagelet** button.

5. Click the **Save** button to save the layout changes and display the homepage.

![Diagram of save action](image)
The homepage displays with the layout changes.

Drag-and-Drop may also be used to move the pagelets on the homepage.

1. Place the mouse pointer on the title bar of the pagelet to be moved, until it changes to a four-headed arrow.
2. Hold down the mouse button and drag the pagelet to another location on the homepage.
3. Release the mouse button to drop the pagelet in the new location.

NOTE: A pagelet can only be dropped within the column layout selected from the Layout link.
The homepage displays with the layout changes.

Pagelets can also be **Minimized** (collapsed), **Maximized** (expanded) or **Removed** directly from the homepage.

1. Selections can be made visible by selecting the dropdown menu button at the top-right corner of any Pagelet on the homepage.

Or, if Pagelet is Mimized, the following dropdown will appear.
Help Link

On each page in PantherSoft, there is a Help link located usually to the right hand side of the screen.

Clicking Help on any PantherSoft Page opens a pop-up window with links to Peoplebooks, which are the Operational Manuals provided by Oracle Support. In this example, we clicked Help on the Create a Travel Authorization Screen.

An additional window opened up with links to Peoplebooks. Notice that the topics will vary based on which screen the user clicks help. In this example, the topics are on Travel Authorizations.

Choose a Topic

- PeopleSoft Financials and Supply Chain Management 9.2: PeopleSoft Expenses, Entering Travel Authorization Information and Detail Expense Lines
- PeopleSoft Financials and Supply Chain Management 9.2: PeopleSoft Expenses, Approving Travel Authorizations
How to Search

Lookup Glass

The Lookup Glass icon provides access to the Lookup page, where a user can search for values when either doing data entry or searches. This data can, then, be pulled through to the corresponding field on the screen from which the Lookup page was accessed.

The following steps detail the basic functionalities and differences between Partial, Basic, and Advanced Lookup options accessed after clicking on the Lookup Glass icon.

1. Partial Typing Lookup allows the user to search for values by typing partial values, which can narrow the search.
   a) Type a partial value into the search field.
   b) Click on the Lookup Glass icon.
A list of matching values that Begin With the partial value entered in the prompt field, under Search Results. Select any link for the value you wish to pull over.

![Image of PeopleSoft interface]

**c)** The value, including all related corresponding data, then pulls over to the prompt field within the original screen.

![Image of resolved value]

2. Basic Lookup is the default for most *Lookup* pages.

   a) After clicking the **Lookup Glass** icon, the *Lookup* page becomes available in a pop-up.

![Image of Lookup page]

**NOTE:** All available options will show initially under the Search Results. If immediately visible, the user may select the desired entry without further searching.
b) Search By allows the user to select which column of available data to search within.

![Search By example](image1)

The user can search through available data by entering a value and clicking the **Look Up** button.

![Look Up example](image2)

NOTE: The Basic Search functionality defaults all searches to “begins with”. For example, “Description begins with PC” will return all values that start with “PC”.

d) Navigate through the Search Results and select the clickable link value for the result you desire.

![Search Results example](image3)
e) The value, including all related corresponding data, then pulls over to the prompt field within the original screen.

3. Advanced Lookup

a) After clicking the **Lookup Glass** icon, the *Lookup* page becomes available in a pop-up. Click the **Advanced Lookup** link.

b) The Advanced *Lookup* page allows the user to specify additional search criteria within one or more of the available columns of data for the prompt field.
c) Search options allow the user to narrow the criteria to search by a variety of different search options.

<table>
<thead>
<tr>
<th>Search Operators</th>
<th>Begins With</th>
<th>Contains</th>
<th>= (equal)</th>
<th>Not ≠ (not equal)</th>
<th>&lt; (less than)</th>
<th>&lt;= (less than or equal to)</th>
<th>&gt; (greater than)</th>
<th>&gt;= (greater than or equal)</th>
<th>Between</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Returns all values that start with.</td>
<td>Returns all values that have what is entered within it.</td>
<td>Returns exact matches.</td>
<td>Returns all values that do not match.</td>
<td>Returns all values that are less than what is entered.</td>
<td>Returns all values equal to and below what is entered.</td>
<td>Returns all values greater than what is entered.</td>
<td>Returns all values equal to and above what is entered.</td>
<td>Shows two prompts, and allow the user to assign a range of values.</td>
</tr>
</tbody>
</table>

![Search Options Diagram](image-url)
d) In this example, the criteria specified has returned all Location Descriptions that “contain 1136”. Click the **Look Up** button.

![Look Up button](image1.png)

e) Navigate through the Search Results and select the clickable link value for the result you desire.

![Search Results](image2.png)
f) The value, including all related corresponding data, then pulls over to the prompt field within the original screen.

![Image](image-url)

4. Using the Wildcard “%”

The wildcard “%” value is a convenient tool to use when users may not know the exact value.

For example if you are looking for a Location Code beginning with 0022 by putting the % sign at the end, the results will include all locations that start with 1104.

![Image](image-url)

**Navigating Search Results**

For multiple rows of search results, the navigation to view them will be available for selection in the blue bar above the visible rows of data.

If desired, the user can elect to have visible all rows of search results by selecting the **View All** link.
NOTE: If there are more rows of results than can be displayed, refine search parameters to reduce results.

To navigate forward and backward through results, use the corresponding arrows. The user can check the range of results they have navigated to between these arrows.

To navigate to the first or last page of the results, use the First and Last links. Again, the range of results being viewed will be visible between the navigation arrows.
Screen Navigation & Functionalities

The goal of this section is to review the basic screen details and functionalities found within all PantherSoft modules (i.e. eProcurement, Travel & Expense, etc.). The availability of these functions depends on which module the user is working within.

Header Information

Screen headers, found along the top portion of various document entry and status screens, provide identifying and detailed information.

Required Fields

Any PantherSoft field with an asterix (*) beside it requires that a value be entered.
Attempting to save or submit a screen lacking required values (*) will result in the field appearing in red.

**Common Buttons**

The following provides a brief overview of the common functionalities found throughout PantherSoft Financials. The descriptions and screenshots that follow will further review the usage of these functions.

<table>
<thead>
<tr>
<th><strong>Common Buttons Used Within PantherSoft</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>![Date Icon]</td>
</tr>
<tr>
<td>![Expand &amp; Retract Icon] &amp; ![String Icon]</td>
</tr>
<tr>
<td>![View All Icon]</td>
</tr>
<tr>
<td>![List Icon]</td>
</tr>
<tr>
<td>![Comments &amp; Attachments Icon] &amp; ![Attach Icon]</td>
</tr>
</tbody>
</table>

**Calendar**

Every date field includes a built-in calendar.

1. Click on the **Calendar** icon.
2. A calendar will display for the user to use. Select desired date by navigating the calendar.

3. The selected date will populate in the prompt field from the previous screen.

Vertical Line Expansion & Retraction
Expands & Retracts, respectively selected line with additional, nested lines of data found below.

1. Clicking on the grey triangle that faces right will expand the line to show what is nested below.
2. Clicking on the grey triangle that faces down will retract the line back to its original state.
Customizing Grids

For most grids, you can customize the order of the columns, the sort order, which columns are frozen, and which columns are hidden. Users can also choose to share your grid customizations with other users or copy another user's setting. Users can control the settings on the Personalize Column and Sort Order page by clicking the Customize link in the header or footer bar of the grid. The personalizations that you make for a grid will remain until you change them.

For this example, click the Personalize link on the Payment Document Status Inquiry page.

To change the column order:

1. In the Column Order grid of the grid personalization page, select the column that you want to move.
   - To select multiple columns in succession, press the shift key as you select additional column names.
   - To select multiple columns that are separated from each other, press the ctrl key.
   - If your grid contains tabs, the system displays the tab separators in the Column Order table. Users can move the tab separator just as you would a regular column, thus altering the number of columns that the system displays at once.

2. Click the up or down arrow buttons to move the column up or down in the list.
   - If you move a frozen column after an unfrozen column, the system disables the frozen setting.

3. Repeat steps one and two to move any additional columns.

4. Click the OK button to save your changes and return to the transaction page.
To hide a column:

1. In the Column Order grid of the grid personalization page, select the column that you want to hide.
   
   To select multiple columns in succession, press the shift key as you select additional column names.
   To select multiple columns that are separated from each other, press the ctrl key.

2. Select the Hidden check box.
   
   Note that when you use the find feature in the grid, the system won’t search any columns that you set as hidden.

3. Click the OK button to save your changes and return to the transaction page.

To freeze a column:

1. In the Column Order grid of the grid personalization page, select the column that you want to freeze.
   
   A frozen column remains immobile when you use the grid's horizontal scroll bar.

   **Note:** Any columns that the developer already defined as frozen appear with the Frozen check box selected. Users can override this setting by clearing the check box.

2. Select the Frozen check box.
   
   The system automatically freezes all columns above it in the Column Order grid. If you move a frozen column after an unfrozen column, the system disables the frozen setting.

3. Click the OK button to save your changes and return to the transaction page.
Drag and Drop Feature

Similar to how grid columns are organized via the **Personlize** link, users may utilize the Drag and Drop feature to reorder columns.

1. From the header of any column, click and hold the title until the title is shown hovering over the grid. The title can then be moved to any location within the grid. In the below example, the **Date** column is being moved to be shown before the **Expense Type** column.

2. Release the mouse to relocate the column to its new location.
Line Expansion & Retraction

In Panthersot, the grey triangle to the left of a line denotes line expansion. The selected line will show with additional, nested lines of data found below.

1. Clicking on the grey triangle that faces right will expand the line to show what is nested below.

2. Clicking on the grey triangle that faces down will retract the line back to its original state.
These icons expand & retract, respectively additional accounting and chartfield data that may be nested in additional accounting lines. This functionality shows how to expand lines horizontally.

1. Clicking on the [icon] to expand all tabs to show on the same line.

![Accounting Lines](image1.png)

NOTE: All tabs from the first screenshot are expanded across the same line, resulting in the need to use your browser's horizontal scrollbar to view all column data.

2. Clicking on the [icon] to retract all line columns back into their corresponding tabs.

![Accounting Lines](image2.png)
Add & Delete Rows

When working in data entry screens, the add & delete buttons may be present to adjust the number of rows present.

1. In order to add a row, click the **Plus (+)** button. A new row will then appear below the original.

   ![Add Row Example]

   **NOTE:** PantherSoft Financials’ data entry screens will require all new rows have date entered before allowing the user to save & proceed. Missing information will be highlighted in red.

2. In order to delete a row, click on the **Minus (−)** button. The corresponding row will be deleted.

   ![Delete Row Example]
Add & Edit Comments and Attachments

Line comments and attachments can be added via the Comments icon.

1. Click on the Comments “Add” icon (💬).

<table>
<thead>
<tr>
<th>Price</th>
<th>Total</th>
<th>Details</th>
<th>Comments</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>61.2400</td>
<td>306.20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The Line Comment screen will appear as a pop-up, displaying a field where the user can add comments.

3. If an attachment needs to be added, click the **Add Attachments** button.
4. The File Attachment window will appear in a pop-up, where attachments can be added by clicking the **Browse** button and locating the file to be added. Once located, click the **Upload** button.

5. Prior to fully submitting the additions to the Line Comments screen, Comments & Attachments can be reviewed and edited from the Line Comments screen. In order to submit, click the **OK** button.

6. Once Comments and Attachments have been saved, the Comments “Add” icon changes to the Comments “Edit” icon ( ![Edit icon](edit_icon.png)). If edits need to be made, clicking this icon will re-open the Line Comments pop-up.
Freeform Text Field Pop-Out

When entering freeform text into a textbox, it is possible to expand the box for all data to be visible while typing.
Establishing a Run Control ID

When generating reports out of the Peoplesoft system, users must first establish a Run Control ID. A Run Control ID saves a set of criteria used to create a report. The criteria can be changed, but the Run Control ID itself cannot be renamed or deleted. This set of criteria becomes the parameters the system uses to run the reports and generate results. All Financial reports that can be generated via Peoplesoft must first establish a Run Control ID.

When the user wants to run the same report again, simply use ‘Find an Existing Value’ to retrieve saved Run Control IDs. For example, if a user wanted to run a General Ledger Activity Report, for one of their activity numbers, the Run Control ID could possibly be: GL_ACTIVITY_110########.

Establishing a run control alleviates the user of having to define the report parameters each time the report is run.
Run Control IDs

The first step is to establish the Run Control ID. This step is only necessary once per report type.

In the below example, we are running the General Ledger Activity Report for Activity Number 1104120007. On subsequent reports, user can use the search feature under “Find an Existing Value” to locate a created Run Control.

1. **Main Menu>General Ledger>General Reports>Ledger Activity**
2. Choose “Add a New Value”
3. Enter the Name of the **Run Control ID** (maximum 30 characters).
4. Click **Add**.

![Image of General Ledger Activity screen]

**Note:** the Run Control ID should make sense to the report. Avoid vague Run Control IDs like “summary” or “weekly”. Use underscores instead of spaces when creating run controls.
Entering Parameters and Selecting Values

The below screen appears in which the parameters/criteria are entered. User completes the screen inputting the parameters. Parameters will vary by report and desired results. For example, the below report allows you to enter budget “periods”. User may want the report to bring back Period 1-3 and the next time, user may want the same results but for periods 4-6.

5. Enter Parameters.
6. Select checkboxes that apply.

7. Click **Refresh** to expand the screen to view all selectable/fillable fields.

Use the Sequence Field to identify the order in which the Chartfield will display on the report. “Value” and “To Value” fields can be populated with the same value to search within one value, or a range of values to yield a range of information. In this example, we are looking for transactions under one account 112005, within one Activity number, 1104120007.

8. Click **Save**.
Once parameters and values have been setup for your Run Control, you can access and run reports via the Run Control ID that is saved within your profile.
### Chartfields and Speedtypes

In PeopleSoft financial applications, the individual fields in your accounting structure are called Chartfields. Chartfields are used to classify accounting transactions created in subsystems or entered directly into the general ledger.

The following are the fields that make up FIU’s chart of accounts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>A unit or business unit is an organization or organizational subset that is independent with regard to one or more accounting or operational functions. Examples: FIU01, FIU02, FIU06</td>
</tr>
<tr>
<td>SpeedType</td>
<td>A SpeedType is a code that represents a combination of ChartField values. Using SpeedTypes simplify the entry of ChartFields that are commonly used together.</td>
</tr>
<tr>
<td>Account</td>
<td>Identifies transactions based on the object or nature of the event to which they relate. This ChartField is used to classify transactions in the accounting systems as Assets, Liabilities, Revenues, Expenses or Equity. It further breaks down this classification by types such as rent revenue, fees, travel expenses, etc..</td>
</tr>
<tr>
<td>Alternate Account</td>
<td>Classifies the nature of a transaction utilizing the State standard General Ledger code. Each &quot;account&quot; ChartField must be mapped to an alternate account. Used for standard reporting only.</td>
</tr>
<tr>
<td>Department</td>
<td>Identifies an organizational unit. To be considered a Department the unit must serve a distinct function or discipline, have a manager with subordinates, and have a budget. This is a common value across all PantherSoft systems (Campus Solutions, HR, and Financials).</td>
</tr>
<tr>
<td>Site</td>
<td>Identifies the campus or location to which the transaction is identified, such as on-line, study abroad, medical locations.</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Identifies major funding sources that the University must report on separately. Each fund has its own rules for spending and receiving money.</td>
</tr>
<tr>
<td>Program Code</td>
<td>This code identifies the primary mission or activity being reported such as instruction, research, public service, administrative support, plant operation and maintenance, financial aid, student activities, etc. The numbering scheme has been set by the State. Also known as the PCS code and is a required code for State reporting and financial statements preparation.</td>
</tr>
<tr>
<td>Activity Number</td>
<td>A code used to track revenues and expenses for a specific activity using a distinct fund, program code, site and department (organization) string.</td>
</tr>
<tr>
<td>Cost PID</td>
<td>Tracks revenues and expenses for a specific Faculty member.</td>
</tr>
<tr>
<td>Budget Reference</td>
<td>Identifies the aid year for financial awards. Also used by College of Medicine to identify the academic period.</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>Used for Construction projects (FCN01), FIU Research Central (FSR00) and for Grants (FSR01).</td>
</tr>
<tr>
<td>Project</td>
<td>Tracks projects where by the University is required to report fiscal activities on a “life-to-date” basis.</td>
</tr>
<tr>
<td>Activity ID</td>
<td>Activities are the specific tasks within a project.</td>
</tr>
</tbody>
</table>
Using Speedtypes

Speedtypes, are frequently used when entering financial transactions within modules. Speedtypes allow users to enter a commonly-used combination of accounting Chartfield values, rather than entering these in individually and repeatedly.

The speedtype will autopopulate these specific fields and greatly increase journal entry efficiency and reduce errors.

The Chartfields originated from these Speedtypes document the specifics of how money is used within the University.

1. Enter the Speedtype into the SpeedChart, searchable field and click the Enter key on your keyboard.

2. Once entered, the Speedtype populates all corresponding Chartfield values.

NOTE: The above screenshots are from the Requisition – Review and Submit screen, where Chartfields are located within different tabs (Chartfields2 & Chartfields3) under the Accounting Lines. Other modules may display them differently.
Approving Transactions

After submitting transactions within Financials, the transaction then routes through the approval process. Depending on the transaction type and Chartfield information entered, a user’s HR Supervisor, Expense Manager, University Prepay Auditor etc. may be involved in the approval process.

Workflow

The workflow functionality enables users to view the workflow approval process. When a transaction is submitted the notification process is put in action. The appropriate users are notified when they are required to perform a function: pending approvals, requests, or transfers. The user is notified via Email with an electronic message.

Requisition Approval Workflow

<table>
<thead>
<tr>
<th>Requisition Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>System has initiated the approval routing process and requisition is waiting approval action and requires Budget Checking. Approver(s) receive email notification to Approve</td>
</tr>
<tr>
<td>Approved</td>
<td>Requisition is approved. Approver and Requester will be unable to make any further changes and the request is ready to be selected for Purchase Order processing. Final Approval triggers an email notification to Requester</td>
</tr>
<tr>
<td>Deny</td>
<td>If Approver denies the Requisition, the Requester will receive an email with comments, Requester can make changes to the Requisition and resubmit for approval (if needed)</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the requisition on hold, the Requester will receive an email notification with comments</td>
</tr>
</tbody>
</table>

OSRA Approval is only for Office of Sponsored Research Projects (FSR01)

The Project Manager must approve the requisition if they are the same as the Requester.

Information Technology for all Audio Visual, Data Processing & Network category codes
Expense Report Workflow

<table>
<thead>
<tr>
<th>Expense Report Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>System has initiated the approval routing process and ER is waiting approval action and requires Budget Checking prior to Approval. Approver(s) receive email notification to Approve</td>
</tr>
<tr>
<td>Approve</td>
<td>ER is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy</td>
</tr>
<tr>
<td>Send Back</td>
<td>If Approver Sends Back the ER, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the ER and resubmit for approval (if needed)</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the ER on hold, the Traveler or Proxy will receive an email notification with comments</td>
</tr>
</tbody>
</table>
### Travel Authorization & Cash Advance Approval Workflow

#### Travel Authorization (TA) - Activity #
- **HR Supervisor**
- **Expense Manager**

#### Travel Authorization (TA) - Project #
- **HR Supervisor**
- **Project Manager (PM)**
- **Supplemental Approver (OSRA)** - Fund code 660-665, all dollar amounts and any Grant & Foundation related

#### Cash Advance (CA)
- **HR Supervisor**
- **Prepay Auditor**

<table>
<thead>
<tr>
<th>TA &amp; CA Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>System has initiated the approval routing process and TA or CA is waiting approval action; TA requires Budget Checking prior to Approval. Approver(s) receive email notification to Approve</td>
</tr>
<tr>
<td>Approve</td>
<td>TA or CA is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy</td>
</tr>
<tr>
<td>Send Back</td>
<td>If Approver Sends Back the TA or CA, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the TA and CA and resubmit for approval (if needed)</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the TA or CA on hold, the Traveler or Proxy will receive an email notification with comments</td>
</tr>
</tbody>
</table>
Smart Internal Billing Approval Workflow

<table>
<thead>
<tr>
<th>SIB Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>System has initiated the approval routing process and Smart Internal Bill is waiting approval action. Approver(s) receive email notification to Approve.</td>
</tr>
<tr>
<td>Approved</td>
<td>Smart Internal Bill is approved. Approver and Requester will be unable to make any further changes and the request is ready to be processed. Final Approval triggers an email notification to Requester.</td>
</tr>
<tr>
<td>Deny</td>
<td>If Approver denies the Smart Internal Bill, the Requester will receive an email with comments, Requester will need to submit a new Smart Internal Bill request for approval (if needed).</td>
</tr>
</tbody>
</table>
Commitment Control Budget Journal Approval Workflow

1. **Budget Journal**
   - OFP Personnel (Auto Approve if entered by OFP Personnel)
   - Journal in Approved status able to be posted

Commitment Control Budget Transfer Approval Workflow

1. **Budget Transfer**
   - Budget Mgr for Org Dept. of Monetary Source
   - Budget Manager for Org Dept. listed as Reviewer
   - User entering transfer (Self-Approved)
   - Journal in Approved status able to be posted
Approving via Email Link

When there is a financial transaction in need of approval, the approver receives an email. In the email, the approver will see a link.

1. Click the Approve link to route directly to the transaction in need of approval.

A Requisition has been entered which requires your attention.

Details
Requester: Allen, Brent Orlando
Requisition ID: 0000166877
Supplier ID: 0000005095 OFFICE DEPOT INC
Entered Date: 07/13/2016
Total Req. Amount: $94.29

Distributions
OL-BU ORG Dept Activity Nbr PC-BU Project Account Amount
FIU01 124401000 FSR01 800001263 773301 94.29

Line Items
Line Nbr Description Category Quantity Price Amount
1 XEROX(R) Vitality( 64533 1 94.29 94.29

You can navigate directly to the approval page by clicking the link below.

Approve Requisition
Approving via Worklist

Approvers can log directly into the Financials system to approve transactions.

1. Login to PantherSoft Financials.
2. Click Worklist.
3. Any transactions waiting for your approval will appear. Click the link in the Link column to view and approve transaction.

Approving Via Mobile Device

1. Log on using your mobile device to https://m.fiu.edu or download the FIU Mobile app. Click on myFIU below:
2. Enter your AD credentials:

3. Click on the button on the top right of the screen to view the tabs. Note: If you are also a student, your student information folder is displayed by default.

4. Click on the Employee tab and find the Approvals link:
5 Click on **Financials Approvals**
Delegating Alternate Workflow Approver

To enable another user to complete the approval process on your behalf follow the navigation below:

1. **Main Menu>My System Profile**

   The General Profile Information page opens. In the “Alternate User ID” box enter the Panther ID for the user you want to set as an Approver. To search for the Panther ID of a user **click the Look Up button** to the right of “Alternate User ID.”
2. Select the Search by: **Description** and enter the last name of the alternate user to the right of the **begins with** box.

3. Click the **Look Up** button and select the user you want.

4. In the **From Date** and **To Date** select the desired time frame for this user to Approve transactions on your behalf. **Click**

**Note:** Any pending transactions in the Approvers queue prior to the “From Date” you have entered will not route to Alternate Approver. Email notifications of new transactions pending approvals during the selected time frame will not be sent to Alternate User. Alternate User needs to log-into PantherSoft Financials to view pending approvals.

Any transactions in user’s queue prior to the date of delegation will not route. They will need to be rerouted in order to move it within the approval workflow. Email controller@fiu.edu with the Type of transaction id (ie, Req#, Expense Report ID, etc.) & the alternate approver’s Panther ID with a justification requesting reroute of the transaction.
Document Approval Status

When reviewing inquiry or status screens for documents that require approval, the Document Approval Status icon will be available to review approver(s) and their contact information.

1. Click on the Document Approval Status icon ( ).

2. The Approval Status screen will appear as a pop-up window, displaying the Approver(s) for the document and the status (i.e. Pending, Approved, Denied, etc.)

3. To view contact information for the Approver(s), click on the approver's name.
Online Inquiry by Module

Each module has an “Inquiry” and or “View” option in which a user can drill down when doing budget research. Users can view encumbrances, payments, vouchers and even journals to help verify data on their DT report.

Requisition Inquiry

Requisition Inquiry allows you to verify/view the data included on your DT report. It includes functionality that allows the user to research associated PO and Vouchers, chartfield strings attached, etc.

In this example, we are taking a Requisition from our same DT report that was on the Miscellaneous Charges line. Refer to page with the actual DT report (page #)

Remove DT reports screenshots from this section

To inquire upon the identified Requisition #162007, user would then have to login to PantherSoft and use the Inquiry option.

1. Copy Requisition ID from DT report with preceding zeroes.
2. **Main Menu>Purchasing>Requisitions>Review Requisition Information>Requisitions.**
3. Enter the **Requisition ID.**
4. Click **OK.**

![Requisition Inquiry](image)

Requisitions>Req Inquiry page appears. **Any value highlighted in blue and underlined is a link that allows you to drilldown to additional details.**

1. Click on Requisition to drilldown to Requisition Details
Requisition Details lists all the requisition line items entered for the requested good(s) or service(s). It shows the Supplier and the Merchandise Amount which should match the amount associated to the Requisition ID found on the list of entries from the DT Report (as shown on page 26).

2. Click on the Schedule Details icon to drill down to schedule details and further to the requisition distribution details. (below screenshot)

3. Click on the “More” tab, to view the Buyer ID and the category for the line item. (Category is associated to a general expense account, which defaults on the requisition line distribution.) Refer to Appendix
The schedule details icon is at the end of the line. After clicking on the Schedule Details icon, this window appears. It includes the Ship To location, and a link to the Distribution details. The More arrow icon can be clicked to view the entire line.

4. To drilldown to the Requisition Distribution lines click on the “Distribution Details” icon.

Distribution Information window appears showing chartfield used for expenses.

5. Click Return.
6. Click on the **Status** tab.

“Y” in a column indicates that **all** the requisition lines have been sourced to a PO, received, and vouchered. “P” in a column indicates that **some** requisition lines, not all, have been processed. The “Y” and “P” are links that allows you to drill down to the associated PO, Receipt and Voucher.

By clicking on the links in blue (Y, P, N), user can find additional information. See Financial Reporting 101 manual for further details or the Procure to Pay Manual.

**Purchase Order Inquiry**

1. Navigate to **Main Menu>Purchasing>Purchase Orders>Review PO Information>Activity Summary**
2. Enter your PO number
3. Click **Search** button

The Purchase Order Inquiry Page appears which shows the Encumbrance Balance and the lines associated to the Requisition. One PO can be associated to many Requisitions.
From this page user can drilldown to the PO Activity Summary by clicking on “Activity Summary” link.

User can also drilldown to the PO Line Schedules by clicking on Schedule Details icon to further drilldown to the PO Distribution lines.

4. Click Activity Summary
You can also view the amount that the PO was created for and the amount received (by user) and matched & invoice (by accounts payables)

By Clicking on the individual tabs, you can view their pertaining information or extend all tabs at once.

5. If you click on the Receipt tab, you can view the receipt #, by clicking on the icon at the end of the line.

The below screen appears.

6. Click Go Back to Activity Summary to return to the Activity Summary Page.
7. Click on the Invoice tab, click on the icon highlighted to view the voucher.
The below screen appears.

8. Click on the link in the Voucher column

Voucher Inquiry window appears on a new page.
To go back to previous PO pages, click on the **Activity Summary** page tab

9. From the Activity Summary tab, click on the **Activity Summary** link
10. To review the matched tab, click on the Puzzle icon, to be routed to the Voucher information as well as the receipt tab.

The below screen appears.
Travel Authorization and Expense Report View

Viewing a Travel Authorization

In order to view a Travel Authorization in the system a user must use the TA view navigation. User may want to view a travel authorization for its details, status, and accounting details. In this example, we are looking at TA #0000105133 that was a part of the DT report.

1. Main Menu>Employee Self Service>Travel and Expenses>Travel Authorization>View
2. Enter and select the TA number.

On the above screen, one piece of important information is the Status of the TA. If the TA has been approved, it is safe to assume it has been budget checked. Budget checked Travel Authorizations create an encumbrance. Once the Expense Report has been budget checked and posted, an expense is created.
3. The TA opens up for review. Click Accounting Defaults to see Chartfield information.
Viewing an Expense Report

An expense report may be viewed to review Chartfields used, dates, amounts, etc.

Main Menu>Travel and Expenses>Expense Reports>View

1. Enter the Expense Report ID. If you do not recall the Report ID, click Search to see all Expense Reports you’ve generated.

Since Expense Report numbers are unique, when entering the number system takes you directly to the report.
The screen below appears.

2. Click on Expense Details in the top right corner
Important on this screen is a link to the linked TA (if one has been linked). Clicking on the link and following the directions in the TA View section will allow user to drill down the TA without having to navigate again.

3. Click Summary to return.

(see if defined in the Access Request and Roles section..if not, move it there)
WorkCenters are designed for specific roles and enable operations users with the ability to access various pages, perform their tasks, view exceptions, alerts, links, reports, and queries all in one area. Day-to-day activities are conveniently displayed on one page which reduces the time required to navigate through menus. WorkCenters are available for General Ledger, Accounts Payable, Purchasing, Travel and Expense, and Asset Management.

**Note:** Workcenters are highly configurable and deliver personalized content based on the user’s individual roles and permissions.

This image depicts an example of a general WorkCenter.

The WorkCenter navigation is located on the left side of the page and contains two tabs: **Main** and **Report/Queries**.
The Main Tab consists of the following standard pagelets:

**My Work & Links.**

**My Work** – This is a personalized workload that displays work assignments.

**Links** – This pagelet allows users to navigate to key functions of the application.

Users can include additional internal or external links.

When any transaction links are selected under “My Work” the information will be displayed on the target content area (right side of the WorkCenter). The target area is where you complete your required transaction.

Below is a general example of a user selecting a transaction that requires approval.
The Reports/Queries Tab consists of the following standard pagelets:

**Queries** – This pagelet will allow users access to public and personal queries as well as Pivot Grids, PsQueries and PsQuery Manager.

**Reports and Processes** – This pagelet allow users access to reports they have generated and processes they need to run. For example, users can access the Reporting Console so they can have direct access to their process and report outputs.

**Note:** Pagelets are highly configurable and based on the user’s individual roles and permissions; therefore not all icons may appear to all users.
In addition to viewing Pending Approvals, Pending Activities, Alerts Reports/Queries (Note: Required tasks will vary for users) users are able to view an analysis of data with Bar Charts, Line Charts, Pie Charts or Horizontal Bar Charts.

Below is a general example of a Pie Chart.

By selecting the following icon the user is able to pick the desired chart to illustrate and compare data.

Notice how the data is now being reflected as a Bar Chart.
Note: Pagelets are highly configurable and based on the user’s individual roles and permissions; therefore not all icons may appear to all users.

The filter feature enables users to specify desired data to analyze.

Below is a general example of the filter feature that allows the user to select or deselect specific dates and display data in a bar chart.

Note: System Administrators design and create specific links and pages that operations users are able to view and access.