PeopleSoft®

PeopleSoft Financials Portal Pack 8.8 and ESA Portal Pack 8.8 PeopleBook

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PeopleSoft Financials Portal Pack 8.8
and ESA Portal Pack 8.8 PeopleBook
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Open Source Disclosure

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About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications.*

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date The last date for which a report or process includes data.

Business Unit An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

Description Enter up to 30 characters of text.

Effective Date The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

Once, Always, and **Don't Run** Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.

Select Always to run the request every time the batch process runs.

Select Don't Run to ignore the request when the batch process runs.

Report Manager Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Financials Portal Pack and ESA Portal Pack Preface

This preface discusses:

- Related documentation.
- Common elements in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, it either requires no additional explanation or it is documented with the common elements for the section, chapter, or PeopleBook.

Related Documentation

This PeopleBook provides information about PeopleSoft Financials and Enterprise Service Automation (ESA) Portal Pack pagelets. However, additional information describing the applications that enable the portal pack pagelets appears in PeopleBooks that are specific to those applications.

Additional information about portals appears in the *PeopleSoft Enterprise Portal PeopleBook* as well as the current installation guides *(Portal Solutions Installation Guide* and *Portal Products Installation Guide)* posted on the PeopleSoft Customer Connection website.

See Also

PeopleSoft Enterprise Portal PeopleBook

Common Elements in this PeopleBook

	Click the Customize button to personalize the display of a pagelet. If you do not specify values on a pagelet's personalization page, the pagelet either does not display any data or it uses the default settings configured by your system administrator. Pagelets that do not have customization options do not display this button.
Actual	Displays the amount in thousands that was actually spent during that time period.
Budget	Displays the amount in thousands budgeted for a specific time period, such as a month or a fiscal quarter.
Budget Ledger and **Ledger**	Specify the budgeted ledger and actual ledger of the business unit that you want to compare.
Business Unit	Select a business unit associated with your user ID.

ChartField or **ChartField Value Set**	Select ChartField to select all values for a ChartField. Select ChartField Value Set to select a specific value.
Commitment Control	Select to see a journal that compares budget and actual ledgers within a Commitment Control ledger group.
Display Currency and **Rate Type**	Indicate the currency you want to use for the pagelet and the type of exchange rate for converting currency amounts.
Field Name, Value By, or **Field Value**	Use these fields to narrow the search to all values for a field name, a specific field value, or a ChartField value set.
Include Encumbrance	Select to see ledger entries that show the amount you are authorized to spend, not the actual transactions.
Include Pre-Encumbrance	Select to see ledger entries that show the amount you expect to spend, not any actual transactions.
Variance Amount	Displays the positive or negative difference between actual and budgeted amounts along with the currency.

PART 1

Configuring PeopleSoft Financials and ESA Portal Packs

CHAPTER 1

Getting Started with PeopleSoft Financials and ESA Portal Packs

This chapter provides an overview of the PeopleSoft Financials and Enterprise Service Automation (ESA) Portal Packs and discusses:

- PeopleSoft Financials Portal Pack and ESA Portal Pack overview.
- PeopleSoft Financials Portal Pack and ESA Portal Pack implementation.
- PeopleSoft Financials Portal Pack and ESA Portal Pack comparison.

PeopleSoft Financials Portal Pack and ESA Portal Pack Overview

The PeopleSoft Financials Portal Pack and ESA Portal Pack each provide a collection of pagelets which can be individually selected to appear on a corporate intranet or extranet homepage. The individual pagelets provide information gathered from various PeopleSoft Financials and ESA applications.

PeopleSoft Financials Portal Pack and ESA Portal Pack Comparison

The PeopleSoft Financials Portal Pack and ESA Portal Pack can be delivered to users through the PeopleSoft Enterprise Portal or through the application portal in the FSCM database. The two portal packs include pagelets that provide at-a-glance access to key financial and operational data. They are intended to supplement the PeopleSoft Financials and ESA applications and other portal applications with content-rich pagelets.

The Financials and ESA Portal Packs are targeted for multiple roles in your organization. The Financials Portal Pack focuses specifically on the C-level executive (CEO, CFO, and COO), controller, financial executive, and department manager, and these roles should all be associated with employees in your organization. The ESA Portal Pack is intended for project managers, program managers, services controllers, and department managers. The portal pack supports roles that are associated with employees and roles that are associated with projects.

Both portal packs deliver pagelets which provide summary views of data that currently exists in your organization. Each pagelet is associated with a PeopleSoft Financials or ESA product (such as PeopleSoft General Ledger, Payables, or Project Costing) as well as the appropriate portal registry structures. If a pagelet displays a graph, placing the cursor over a portion of the graph enables users to view details such as the name of a department or the exact number that the graph element represents.

Some pagelets are associated with a personalization page that provides the ability to select how the pagelet filters and displays information. Links on the pagelets open pages in an application (such as a page in PeopleSoft Contracts or Receivables) to view more detailed transaction information.

PeopleSoft Financials Portal Pack and ESA Portal Pack Implementation

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources is in the preface in the PeopleSoft Financials, Enterprise Service Automation, and Supply Chain Application Fundamentals PeopleBook, with information about where to find the most current version of each.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “PeopleSoft Application Fundamentals PeopleBook Preface”

CHAPTER 2

Setting Up PeopleSoft Financials Portal Pack

This chapter discusses:

- Prerequisites for PeopleSoft Financials Portal Pack.
- Using roles and permission lists for the Financials Portal Pack.

Prerequisites for the Financials Portal Pack

Before you can view and use the pagelets in the Financials Portal Pack, you must:

1. Install the Financials (FSCM) database on your system.
2. Install the enabling FSCM application.

   For a pagelet's enabling application, refer to the table in "Using Roles and Permission Lists."
3. Specify pagelet security for each user ID on the ChartField Pagelet Security page to access information on the PeopleSoft General Ledger Actual vs Budgeted pagelet.

   See Chapter 4, "Using Pagelets Enabled by PeopleSoft General Ledger," page 15.

   Note. ChartField pagelet security applies only to the Actual vs Budgeted general ledger pagelet. For each user ID that can view pagelet information, specify values for the DEPTID (department ID) and OPERATING_UNIT ChartFields.
4. Specify the default settings on a personalization page (if a pagelet has a personalization page) before you can use the pagelet.

   The system uses these settings to retrieve the transactional information that appears on the pagelet. To open a personalization page, click the Customize button in the upper right corner of the pagelet.

   Note. When you select a pagelet to display on the homepage, the system informs you if you need to set up personalization settings for the pagelet. The pagelet displays a message such as *There is no information in Personalization page*.
5. Ensure that required prerequisite job processes appear on the portal menu navigation.

   For the AP CFO Portal Job process, navigate to PeopleTools, Portal, Structure & Content. In the Folders box, click Accounts Payable, Batch Processes, then Vouchers. In the Content References box, click the Edit link for AP CFO Portal Job to access the Content Reference Administration component. On the Content Ref Administration page, clear the *Hide from portal navigation* option.

For the Receivables Update Pagelet Statistics process, navigate to PeopleTools, Portal, Structure & Content. In the Folders box, click Accounts Receivable, then Update Receivables. In the Content References box, click the Edit link for Update Pagelet Statistics to access the Content Reference Administration component. On the Content Ref Administration page, clear the *Hide from portal navigation* option.

6. Grant security access to run a prerequisite process by navigating to PeopleTools, Security, Permission & Roles, Permission List.

   In the permission list that you select, navigate to the Pages tab and scroll to the appropriate Menu Name. Click the Edit Components link and select the Authorized? check box for the component that runs the required process.

   For the AP CFO Portal Job process, the menu name is ENTER_VOUCHER_INFORMATION and the component is AP_CFOP_JOB.

   For the Receivables Update Pagelet Statistics process, the menu name is MAINTAIN_ RECEIVABLES and the component is AR_CFOLOAD.

For more information on implementing portal packs, see the *PeopleSoft Portal Products 8.8 Installation Guide* on the PeopleSoft Customer Connection Web site.

Using Roles and Permission Lists for the Financials Portal Pack

We deliver roles and permission lists in the FSCM database, and you can use this sample data as an example for configuring your security.

When you install a portal pack, pagelets become available for access from both the Enterprise Portal homepage and the FSCM database's application homepage for authorized users. Because pagelets are assigned to specific permission lists instead of to specific roles, the system connects your role (assigned at login to your user ID) with the appropriate permission lists to display authorized pagelets.

This table lists pagelets for the enabling applications and their associated permission lists.

Enabling Financials Application	Pagelet	Permission List
Payables	Average Days in Payables	EPAP1400
	Payables Discounts	EPAP1400
	Top Vendors by Expenditure	EPAP1400
General Ledger	Actual vs Budgeted	EPCF1300
	Expense Variance	EPCF1300

Enabling Financials Application	Pagelet	Permission List
	Gross Margin	EPCF1300
	Lapsing of Appropriation	EPCF1300
	My Budget Alert	EPCF1300
	Operating Budget Variance	EPCF1300
	Project Revenue Variance	EPCF1300
	Expiring Projects	EPCF1300
Receivables	Aging Summary	EPAR8000
	Average Time to Resolve	EPAR8000
	Days Sales Outstanding	EPAR8000
	Deduction by Dollar Amount	EPAR8000
	Deduction by Reason	EPAR8000
	Outstanding Balances	EPAR8000
	Past Due Balances	EPAR8000
	Sales New/Existing Customers	EPAR8000
	Top Customer Sales Balances	EPAR8000
	Bad Debt Write-off by Customer	EPAR8000
Treasury Management	Bank Contacts	EPCF1200
	Reconciliation Aging	EPCF1200

Enabling Financials Application	Pagelet	Permission List
Contracts	Top Five Contracts	EPCA5000
Program Management	Critical Issues by Project	EPPG7100

On your homepage, click the Personalize Content link to access a list of all the pagelets to which you have access, and add one or more of them to your homepage. Click the Layout link to arrange the pagelets on your homepage.

CHAPTER 3

Setting Up PeopleSoft ESA Portal Pack

This chapter discusses:

- Prerequisites for the ESA Portal Pack.
- Using roles and permission lists.

Prerequisites for the ESA Portal Pack

Before you can view and use the pagelets in the ESA Portal Pack, you must complete these steps:

1. Install the Financials (FSCM) database on your system.
2. Install the enabling FSCM applications.
3. To find a pagelet's enabling application, refer to the table in "Using Roles and Permission Lists."
4. Using PeopleTools security, assign pagelet permission lists to the roles that need access to each ESA Portal Pack pagelet.

   The section called "Using Roles and Permissions Lists" identifies the permission lists that are authorized to use each ESA Portal Pack pagelet.
5. Specify the ESA Portal Pack pagelet defaults for the entire installation so that users can access the majority of the ESA Portal Pack pagelets without having to personalize each one first.

   The system applies these settings to retrieve transactional information that appears on the pagelet. Users who choose to customize their settings can override the defaults. System defaults are established by navigating to Setup Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults.
6. (Optional) If you implement PeopleSoft Expenses, schedule the Expenses Pagelet Processing engine.

   This process converts expense data to various currencies so that the Total Expense Costs Operational Threshold Alert (OTA) and Transactions in Progress pagelets can provide data in a currency that is meaningful to each user and render data more rapidly. This process is scheduled by navigating to Setup Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults. Select Total Expense Costs in the Operational Threshold Alerts group box, click the Go to Expenses Pagelet Processinglink, and launch a recurring process from the Expenses Pagelet Processing page.
7. (Optional) If you use the Services Forecasting feature of PeopleSoft Program Management, define the rules for calculating resource capacity and utilization for each human resource (HR) business unit.

   The utilization calculations for a business unit only include resources that are associated with job codes that are specified in the utilization definition for the business unit.

   See Chapter 4, "Using Pagelets Enabled by PeopleSoft General Ledger," page 15.

8. (Optional) If you use the Services Forecasting feature of PeopleSoft Program Management, schedule the Utilization and Capacity Application Engine process (RS_AGG_ENG) to create resource utilization and capacity data.

   This process creates resource utilization and capacity data for the Forecast Utilization OTA and Actual to Forecast Utilization OTA.

   See *PeopleSoft Services Forecasting 8.8 PeopleBook*, “Analyzing Resource Utilization,” Updating Resource Utilization Data.

9. (Optional) To reflect unique personal preferences, users can personalize the settings for each pagelet on a corresponding personalization page.

   The system uses these personalized settings to retrieve transactional information that appears on the pagelet. To open a personalization page, click the Customize button in the upper right corner of the pagelet.

10. (Optional) If you implement PeopleSoft Resource Management and use the Resources Needing Assignments pagelet, each user must set up options in the My Workbench Options component (RS_MYWKBNCH_OPT) in Resource Management.

    Refer to the *PeopleSoft Resource Management PeopleBook* for details on setting up values for the Resources Needing Assignments pagelet.

    Because there are no ESA Portal Pack system defaults available for this pagelet, each user must do *one* of the following:

    - Navigate to Resource Management, Define User Options, My Workbench Options and specify the appropriate parameters.
    - Click the Customize icon button on the Resources Needing Assignments pagelet to access the My Workbench Options component and specify the appropriate parameters.

See Also

PeopleSoft Enterprise Portal PeopleBook

Using Roles and Permission Lists for the ESA Portal Pack

The PeopleSoft ESA Portal Pack delivers roles and permission lists in the FSCM database, and you can use this sample data as an example for configuring your security.

When you install a portal pack, pagelets become available for authorized users from both the Enterprise Portal homepage and the FSCM database application homepage. Because pagelets are assigned to specific permission lists instead of to specific roles, the system connects your role (assigned at login to your user ID) with the appropriate permission lists to display authorized pagelets.

The following table lists pagelets for the enabling applications and their associated permission lists.

Enabling ESA Application	Pagelet	Permission List
ESA Portal Pack	All personalization pages for the pagelets that use this permission list	EPCO8000
	Media Sources	EPCO8000
	Operational Threshold Alert	EPCO8000
	Operational Threshold Chart	EPCO8000
Contracts	All pagelets and personalization pages for PeopleSoft Contracts	EPCA5000
Expenses	All pagelets and personalization pages for PeopleSoft Expenses	EPCF1100
Program Management	All pagelets and personalization pages for PeopleSoft Program Management	EPPG7100
Project Costing	All pagelets and personalization pages for PeopleSoft Project Costing	EPPG7100
Proposal Management	All pagelets and personalization pages for PeopleSoft Proposal Management	EPPM2000
Resource Management	All pagelets and personalization pages for PeopleSoft Resource Management	EPRS6000

On your homepage, click the Personalize Content link to access a list of all the pagelets to which you have access, and add one or more of them to your homepage. Click the Layout link to arrange the pagelets on your homepage.

PART 2

Using PeopleSoft Financials Portal Pack

CHAPTER 4

Using Pagelets Enabled by PeopleSoft General Ledger

This chapter discusses how to:

- View actual versus budgeted information.
- View expense variances.
- View gross margins.
- View lapsing of appropriation.
- View budget alerts.
- View the operating budget variance.
- View project revenue variances.
- View unbilled balances to projects expiring.

Viewing Actual Versus Budgeted Information

To define ChartField security for the Actual vs Budgeted pagelet, use the ChartField Pagelet Security component (GL_PE_CF_SEC_COMP).

This section discusses how to:

- Apply ChartField security for actual versus budgeted information.
- View actual versus budgeted information.
- Personalize the actual versus budget view.
- Compare ledger details.

Pages Used to Access and View Actual Versus Budgeted Information

Page Name	Object Name	Navigation	Usage
ChartField Pagelet Security	GL_PE_CF_SEC_PAGE	Set Up Financials/Supply Chain, Security, ChartField Pagelet Security	Enable additional security for the Actual vs Budgeted pagelet by restricting data access to specified department IDs and operating units.
Actual vs Budgeted pagelet	GL_PE_ACTVBUD	Click the Personalize Content link on the PeopleSoft homepage. Select Actual vs Budgeted.	View actual amount compared to budgeted amount for a specified time period, and view the positive or negative variance.
Actual vs Budgeted Personalization page	GL_PE_ACTVBUD_PRS	Click the Customize button on the Actual vs Budgeted pagelet.	Define default display information for the Actual vs Budgeted pagelet.
Compare Ledgers page	INQ_COMPARE_PNL	Click an account on the Actual vs Budgeted pagelet.	Specify the ledger data you want to compare by period and view comparison results.

Applying ChartField Security for Actual Versus Budgeted Information

Access the ChartField Pagelet Security page.

Field Name Associated a User ID with selected department IDs and operating unit ChartField values. Your role determines how many department IDs or operating units are accessible to your user ID. For each user ID, and for every department ID and operating unit associated with a particular user ID, you must register the ChartField value information on this page to enable desired pagelet access for the user, including blank values. When users sign in to the portal, information that appears on the pagelets is limited to the specified values.

For example, the table below contains ChartField values for department IDs and operating units that are associated with a specific user ID. Prior to applying ChartField pagelet security, you may want to create a similar table as an implementation guide, noting all user IDs in your organization that require pagelet access and their associated department IDs and operating units.

User ID	Department ID	Operating Unit
VP1	100 200 300 400	CALIFORNIA NEW YORK LONDON TOKYO
VP2	200 400	NEW YORK CALIFORNIA
VP3	300 400	LONDON CALIFORNIA
VP4	400	CALIFORNIA

When you set up security for pagelet data, users can use only the specified department IDs and operating units ChartField values. This limitation enables you to exercise specific controls over the data that a user sees on the pagelet. However, the security you set up on the ChartField Pagelet Security page applies only to the Actual vs Budgeted pagelet data and not to the PeopleSoft General Ledger that provides data to the pagelet.

Pagelet security is more restrictive than application security. Once a user accesses an application page, he or she uses the security that is set up for the application.

See Chapter 2, “Setting Up PeopleSoft Financials Portal Pack,” Using Roles and Permission Lists for the Financials Portal Pack, page 6.

Viewing Actual vs Budgeted Information

Access the Actual vs Budgeted pagelet.

Account Displays the top five accounts based on selections from the personalization page.

Personalizing the Actual Versus Budget View

Access the Actual vs Budgeted Personalization page.

Actual vs Budget Personalization page

Actuals Ledger and **Budget Ledger**	Specify the actual and budgeted ledgers of the business unit that you want to compare.
From and **To Period**	Select a range of ledger accounting periods for the specified year.

Comparing ledger Details

Access the Compare Ledgers page.

The system uses the information that you specify in the inquiry and ChartField Criteria sections to compare summary total amounts for the selected ChartField Account for the ledger, and for the indicated time period. Note that options set in the inquiry section are derived from options specified on the Actual vs Budgeted Personalization page.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Reviewing Financial Information,” Comparing Across Ledgers

Viewing Expense Variances

This section discusses how to:

- View expense variances.
- Personalize expense variance.
- Compare standard ledgers.
- View Commitment Control budget overviews.

Pages Used to View Expense Variances

Page Name	Object Name	Navigation	Usage
Expense Variance pagelet	GL_PE_02	Click the Personalize Content link on the PeopleSoft homepage. Select Expense Variance.	View the top five expense variances between amounts budgeted and actual expenses.
Expense Variance Personalization page	GL_PE_02_PRS	Click the Customize button on the Expense Variance pagelet.	Define default display information for the Expense Variance pagelet.
Compare Ledgers page (for standard ledgers)	INQ_COMPARE_PNL	Click a ChartField value that is displayed on the Expense Variance pagelet.	Specify the ledger data you want to compare by period and view comparison results.
Budgets Overview page (for Commitment Control ledgers)	KK_INQ_BD_OVW	Click a ChartField value that is displayed on the Expense Variance pagelet.	The search page is populated with values from the selected ChartField. Click the Search button to view the Budget Overview page.

Viewing Expense Variances

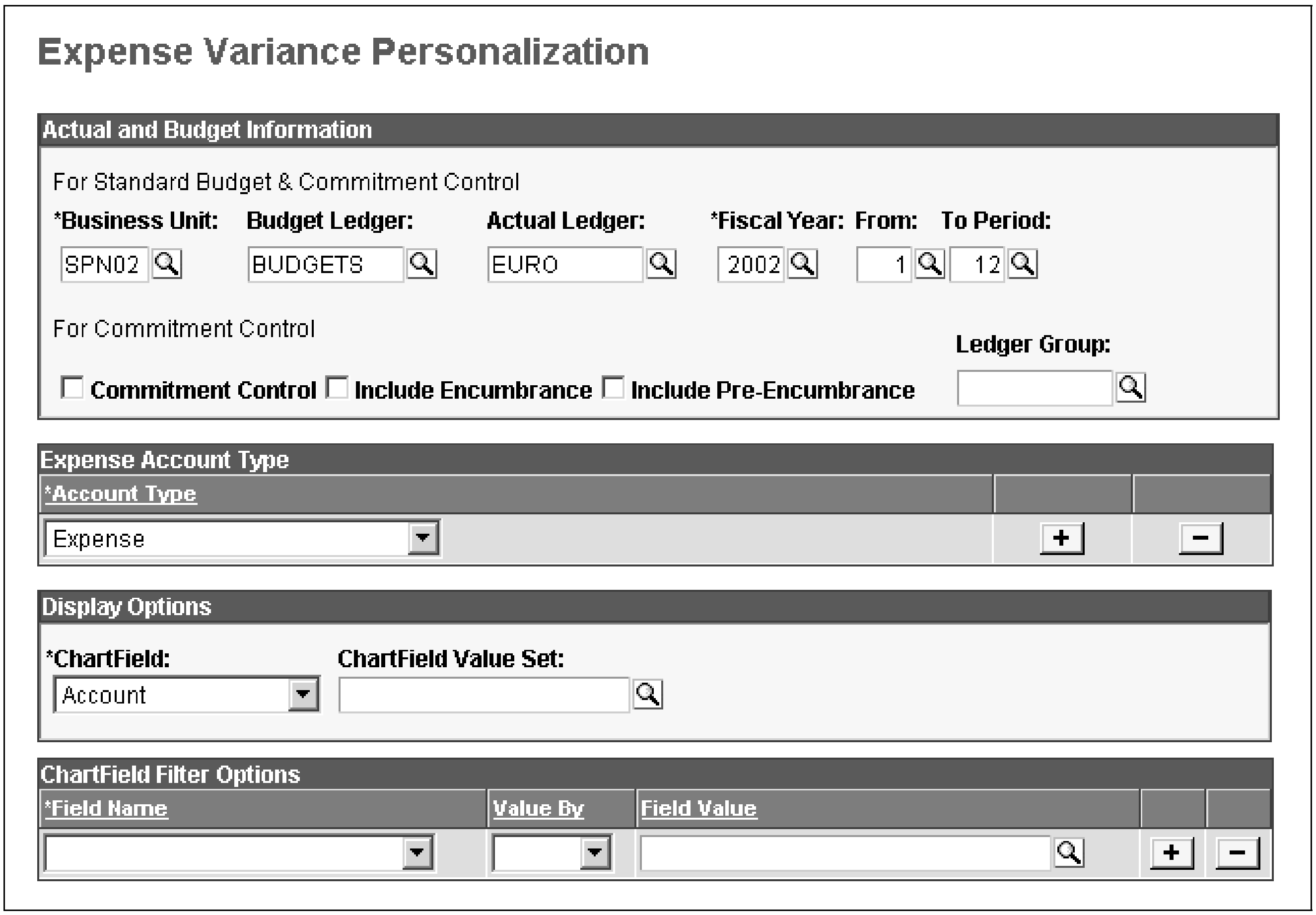
Access the Expense Variance pagelet.

Account Displays up to the top five ChartField values (for example, *Account*, *Department*, *Fund Code*, and so forth) with the most expense variances based on the ChartField or ChartField Value Set you select on the Expense Variance Personalization page.

Variance Percentage Displays the difference between actual and budgeted amounts as a positive or negative percentage.

Personalizing Expense Variance

Access the Expense Variance Personalization page.



Expense Variance Personalization page

From and **To Period** Select a range of ledger accounting periods for the specified year.

Ledger Group Select a specific Commitment Control ledger group.

Comparing Standard Ledgers

Access the Compare Ledgers page.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Reviewing Financial Information," Comparing Across Ledgers

Viewing Commitment Control Budget Overviews

Access the Budget Overview Page.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Inquiring on Budgets and Transaction Activities," Creating and Reviewing Budget Overview Inquiries

Viewing Gross Margins

This section discusses how to:

- View gross margins.
- Personalize Gross Margins.
- View ledger details.

Pages Used to View Gross Margins

Page Name	Object Name	Navigation	Usage
Gross Margin pagelet	GL_PE_04	Click the Personalize Content link on the PeopleSoft homepage. Select Gross Margin.	View a bar graph that shows the top five or bottom five gross margins.
Gross Margin Personalization page	GL_PE_04_PRS	Click the Customize button on the Gross Margin pagelet.	Define default display information for the Gross Margin pagelet.
Ledger page	INQ_DETAIL_LEDGER	On the pagelet graph, click a bar that represents the department for which you want to view ledger details.	View ledger details for the department represented in the bar graph.

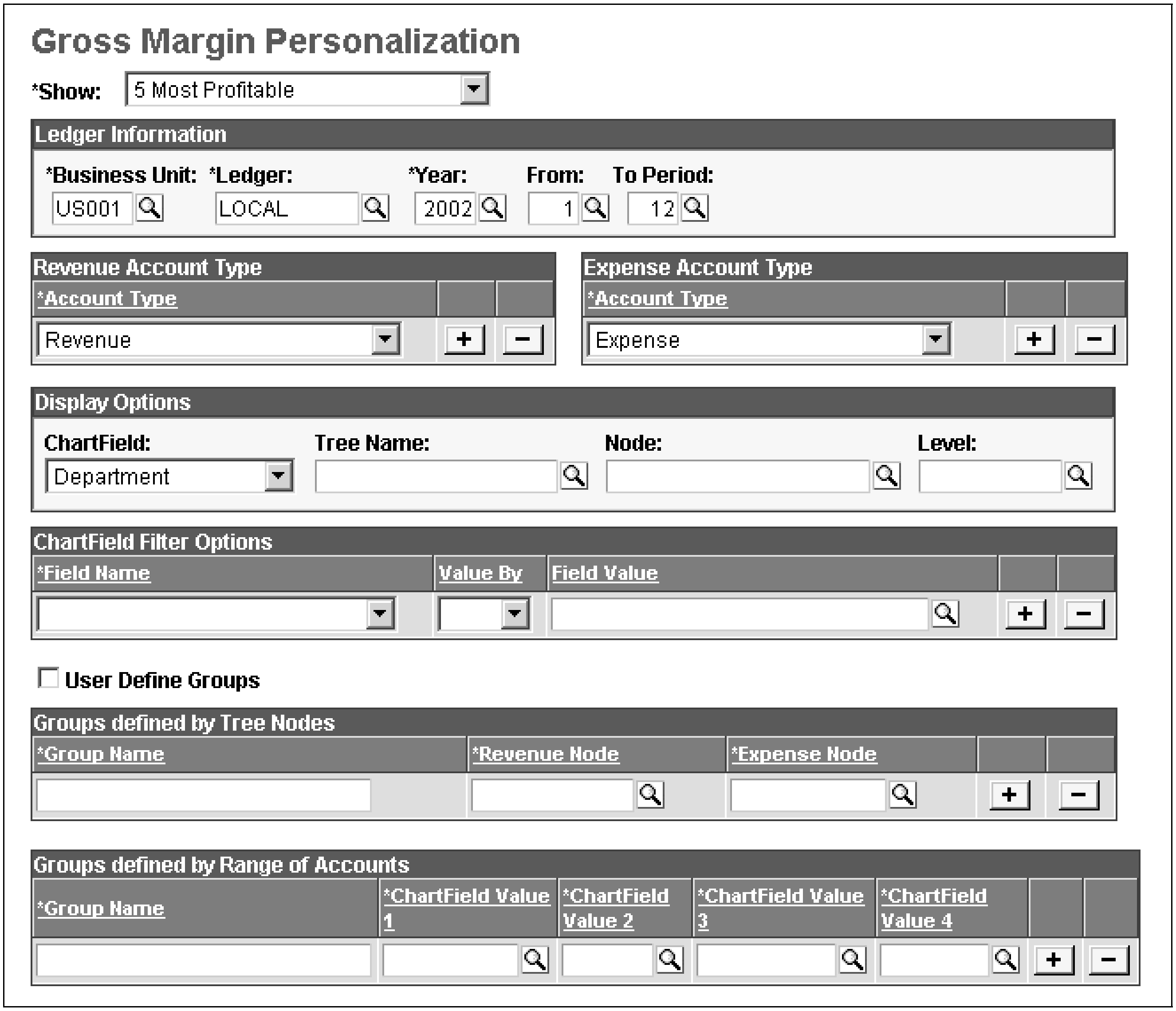
Viewing Gross Margins

Access the Gross Margins pagelet.

The bar graph scale adjusts to fit both positive and negative data. Hold your cursor over a bar to see the name of the department (or any display ChartField you chose) and the exact gross margin percent.

Personalizing Gross Margins

Access the Gross Margin Personalization page.



Gross Margin Personalization page

Show — Select whether the pagelet displays the *5 Least Profitable* or *5 Most Profitable* gross margins.

From and **To Period** — Select a range of ledger accounting periods for the specified year. If you enter a range with more than five accounting periods, the Gross Margin pagelet displays only the five most profitable or least profitable departments.

Revenue Account Type and **Expense Account Type** — Select the account types that correspond to revenue and expense .

ChartField, Tree Name, Node, or **Level** — Use these fields as needed to narrow the display to a PeopleSoft internal ChartField, or to a ChartField and its associated Tree Name, Node, and/or Level. You can leave a field blank, fill in a valid value. If you leave the Tree Name, Node, or Level field blank, the system will use all the values for that ChartField.

Field Name, Value By, or **Field Value** — Use these fields to narrow the search to all values for a field name, a specific field value, or a ChartField ValueSet.

User Define Groups — Select this option if you want to create a new user-defined group.

Groups Defined by Tree Nodes or **Groups Defined by Range of Accounts** — If you selected the User Define Groups option, use these group boxes to create either a group defined by a tree node or a group defined by a range of accounts.

Viewing ledger details

Access the Ledger page.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Reviewing Financial Information,” Viewing the Ledger Details

Viewing Lapsing of Appropriation

This section discusses how to:

- View the lapsing of appropriation.
- Personalize lapsing of appropriation.

Pages Used to View Lapsing of Appropriation

Page Name	Object Name	Navigation	Usage
Lapsing of Appropriation pagelet	GL_PE_08	Click the Personalize Content link on the PeopleSoft homepage. Select Lapsing of Appropriation.	View a list of projects according to their expiration dates and the total amount unbilled.
Lapsing of Appropriation Personalization page	GL_PE_08_PRS	Click the Customize button on the Lapsing of Appropriation pagelet.	Define default display information for the Lapsing of Appropriation pagelet.

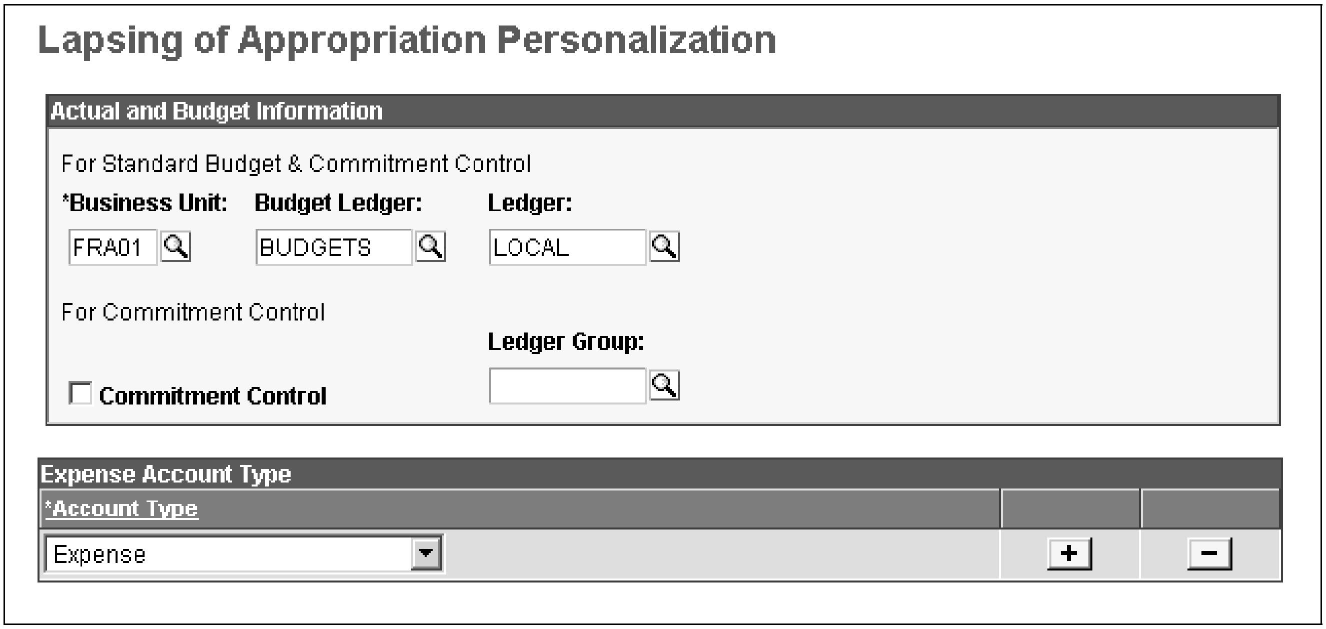
Viewing the Lapsing of Appropriation

Access the Lapsing of Appropriation pagelet.

Unbilled Amount — The total amount of the balance that has not been billed.

Personalizing Lapsing of Appropriation

Access the Lapsing of Appropriation Personalization page.



Lapsing of Appropriation Personalization page

Commitment Control and **Ledger Group**	Select the Commitment Control option to calculate the unbilled appropriation in a Commitment Control ledger group. Use Ledger Group to select a specific Commitment Control ledger group.
Expense Account Type	Select the account used for expenses that you want to view.

Viewing Budget Alerts

This section discusses how to:

- View budget alerts.
- Personalize my budget alerts.
- View budget details.

Pages Used to View Budget Alerts

Page Name	Object Name	Navigation	Usage
My Budget Alert pagelet	GL_PE_03	Click the Personalize Content link on the PeopleSoft homepage. Select My Budget Alert.	View the top five alerts by the actual amount or by the percentage remaining in the budget.
My Budget Alert Personalization page	GL_PE_03_PRS	Click the Customize button on the My Budget Alert pagelet.	Define default display information for the My Budget Alert pagelet.
Budget Details page	KK_INQ_BDT_STATUS	Click a ChartField value on the My Budget Alert pagelet.	The search page is populated with values from the selected ChartField. Click the Search button to display the Budget Details page.

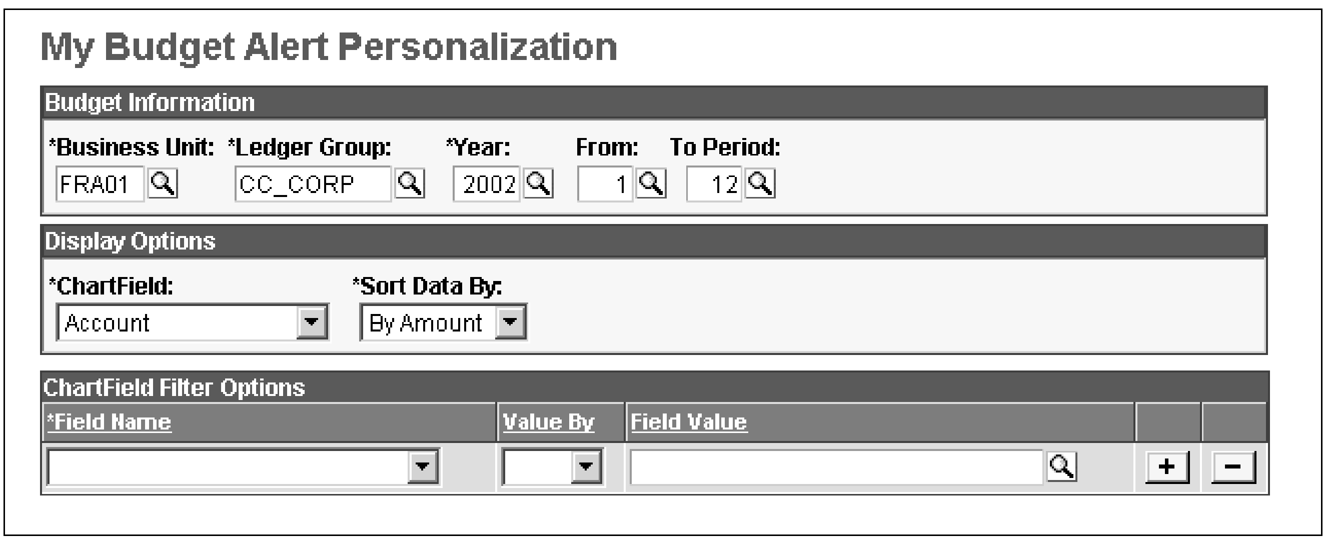
Viewing My Budget Alerts

Access the My Budget Alert pagelet.

Refresh Click to update and redisplay the data on the page.

Personalizing My Budget Alerts

Access the My Budget Alert Personalization page.



My Budget Alert Personalization page

Ledger Group Select a specific Commitment Control ledger group.

Sort Data By Select whether pagelet data is sorted *By Amount* or *By Percent*.

Viewing budget details

Access the Budget Details page.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction Activity

Viewing Operating Budget Variances

This section discusses how to:

- View the operating budget variance.
- Personalize operating budget variance.
- Compare standard ledgers.
- View Commitment Control budget overviews.

Pages Used to View Operating Budget Variances

Page Name	Object Name	Navigation	Usage
Operating Budget Variance pagelet	GL_PE_06	Click the Personalize Content link on the PeopleSoft homepage. Select Operating Budget Variance.	View the top five variances between budgeted amounts and actual expenses. This pagelet can display the amount budgeted, actual amount spent, variance amount, and variance percentage.
Operating Budget Variance Personalization page	GL_PE_06_PRS	Click the Customize button on the Operating Budget Variance pagelet.	Define default display information for the Operating Budget Variance pagelet.
Compare Ledgers page (for standard ledgers)	INQ_COMPARE_PNL	Click a ChartField value on the Operating Budget Variance pagelet.	Specify the ledger data you want to compare by period and view comparison results.
Budgets Overview page (for Commitment Control ledgers)	KK_INQ_BD_OVW	Click a ChartField value on the Operating Budget Variance pagelet.	The search page is populated with values from the selected ChartField. Click the Search button to view the Budget Overview page.

Viewing Operating Budget Variances

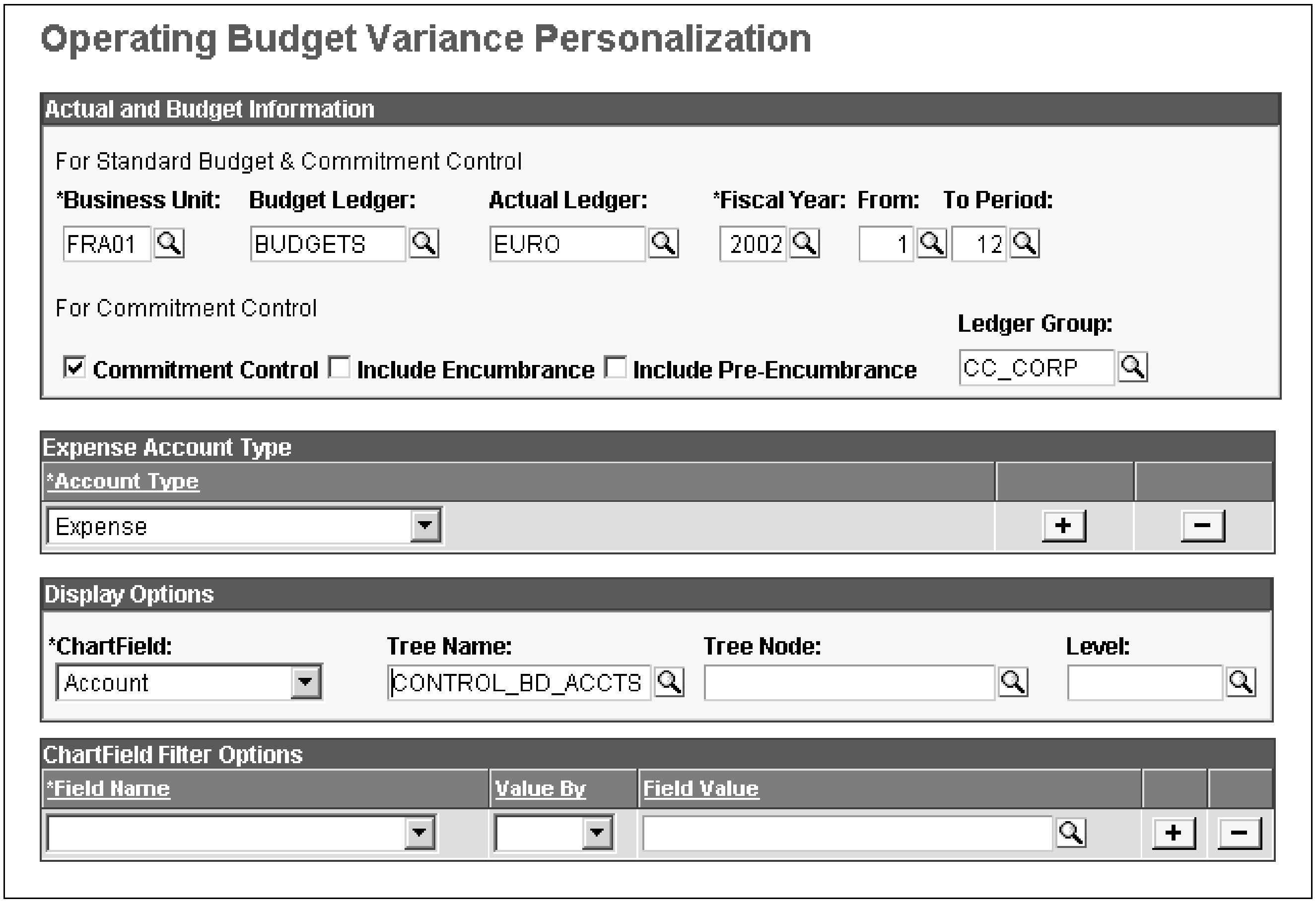
Access the Operating Budget Variance pagelet.

Account Displays up to the top five ChartFields (for example, *Account, Department, Fund Code,* and so forth) with the most expense variances based on the ChartField and/or ChartField Value Set you select on the personalization page.

Variance Percentage Displays the difference as a percentage.

Personalizing Operating Budget Variance

Access the Operating Budget Variance Personalization page.



Operating Budget Variance Personalization page

From and **To Period**	Select a range of ledger accounting periods for the specified year.
Ledger Group	Select a commitment control ledger group.
Expense Account Type	Select the account type that is associated with expenses.

Comparing standard ledgers

Access the Compare Ledgers page.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Reviewing Financial Information,” Comparing Across Ledgers

Viewing Commitment Control Budget Overviews

Access the Budgets Overview page.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Inquiring on Budgets and Transaction Activities,” Creating and Reviewing Budget Overview Inquiries

Viewing Project Revenue Variances

This section discusses how to:

- View project revenue variances.
- Personalize project revenue variance.
- Compare standard ledgers.
- View Commitment Control budget overviews.

Pages Used to View Project Revenue Variances

Page Name	Object Name	Navigation	Usage
Project Revenue Variance pagelet	GL_PE_05	Click the Personalize Content link on the PeopleSoft homepage. Select Project Revenue Variance.	View the top five variances between budgeted amounts for a project and actual expenses.
Project Revenue Variance Personalization page	GL_PE_05_PRS	Click the customize button on the Project Revenue Variance pagelet.	Define default display information for the Project Revenue Variance pagelet.
Compare Ledgers page (for standard ledgers)	INQ_COMPRE_PNL	Click a ChartField value on the Project Revenue Variance pagelet.	Specify the ledger data you want to compare by period and view comparison results.
Budgets Overview page (for Commitment Control ledgers)	KK_INQ_BD_OVW	Click a ChartField value on the Project Revenue Variance pagelet.	The search page is populated with values from the selected ChartField. Click the Search button to view the Budget Overview page.

Viewing Project Revenue Variances

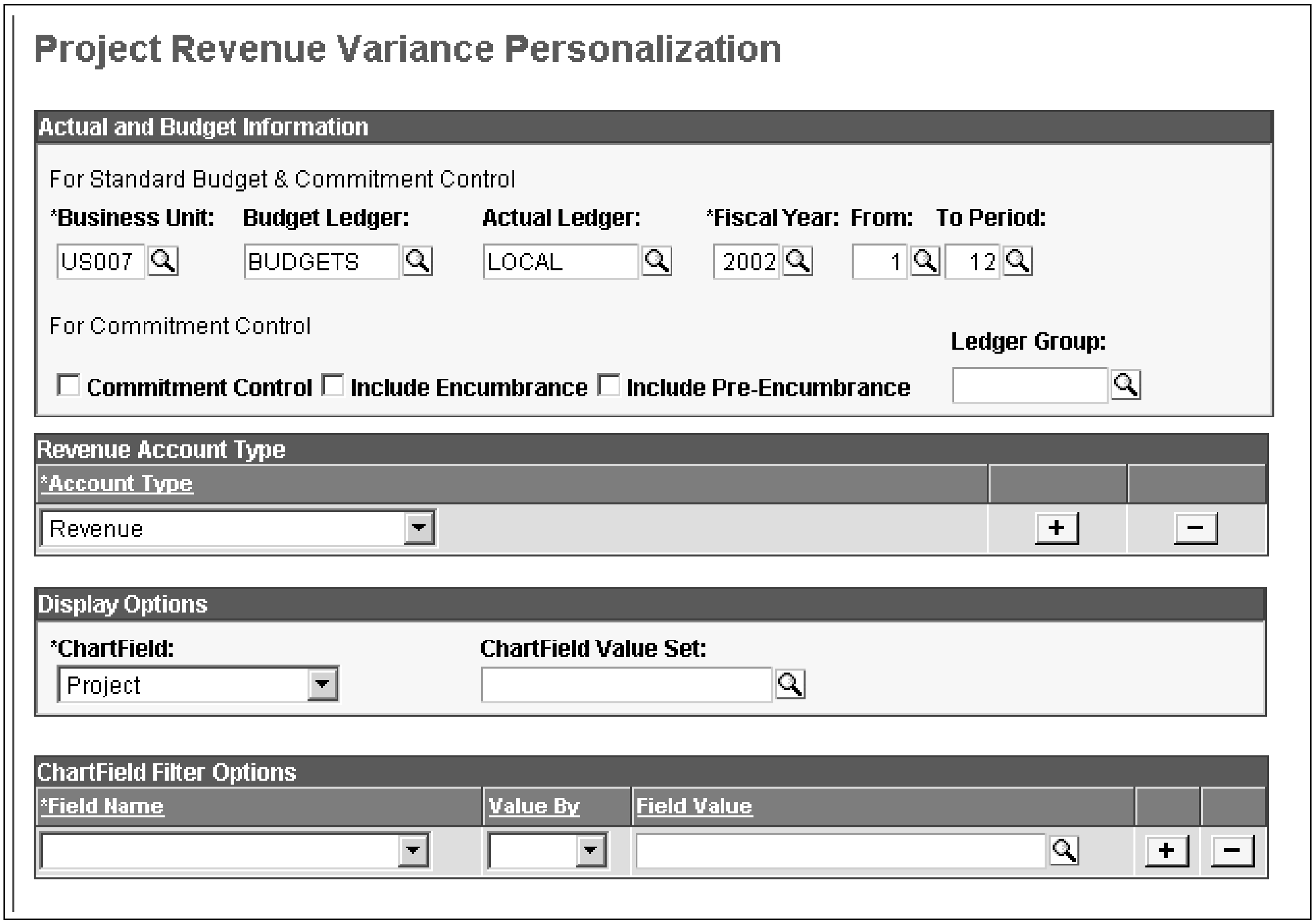
Access the Project Revenue Variance pagelet.

Project Displays up to the top five ChartFields (for example, *Project, Department, Fund Code,* and so forth) with the most revenue variances based on the ChartField and/or ChartField Value Set you select on the personalization page.

Variance Percentage Displays the difference as a percentage.

Personalizing Project Revenue Variance

Access the Project Revenue Variance Personalization page.



Project Revenue Variance Personalization page

ChartField Although you can select any ChartField, it is recommended that you select *Project* because this personalization page specifically sets up a pagelet to display project revenue variance data.

From and **To Period** Select a range of ledger accounting periods for the specified year.

Ledger Group Select a specific Commitment Control ledger group.

Revenue Account Type Select the account type that is associated with revenue.

Comparing standard ledgers

Access the Compare Ledgers page.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Reviewing Financial Information,” Comparing Across Ledgers

Viewing Commitment Control budget overviews

Access the Budgets Overview page.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Inquiring on Budgets and Transaction Activities,” Creating and Reviewing Budget Overview Inquiries

Viewing Unbilled Balances to Projects Expiring

This section discusses how to:

- View unbilled balances to projects expiring.
- Personalize unbilled balances to projects expiring.

Pages Used to View Unbilled Balances

Page Name	Object Name	Navigation	Usage
Expiring Projects pagelet	GL_PE_07	Click the Personalize Content link on the PeopleSoft homepage. Select Expiring Projects.	View a list of projects, the amounts unbilled, and project expiration dates.
Unbilled Balances to Projects Expiring Personalization page	GL_PE_07_PRS	Click the Customize button on the Expiring Projects pagelet.	Define default display information for the Expiring Projects pagelet.

Viewing Expiring Projects

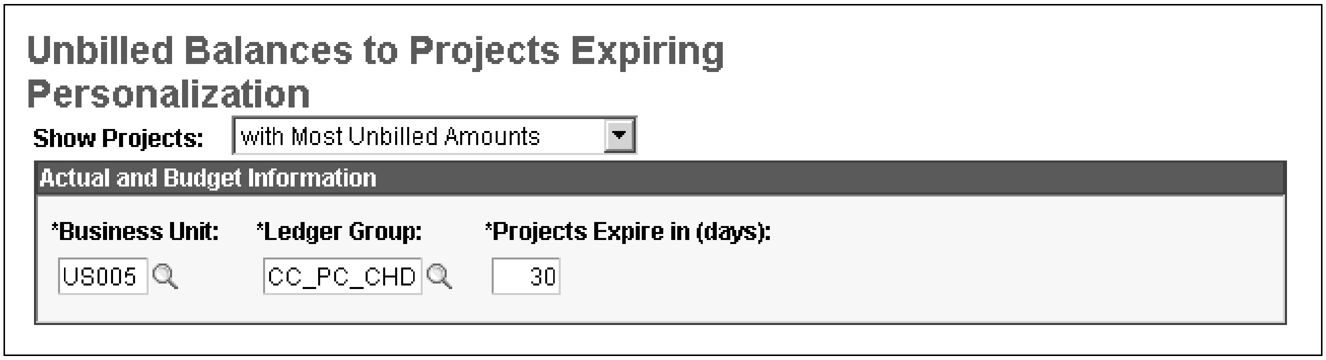
Access the Expiring Projects pagelet.

Unbilled Amount The amount of the balance that has not been billed.

Expiration Date The date a project ends. This date was entered when the project was added to the system.

Personalizing Unbilled Balances to Projects Expiring

Access the Unbilled Balances to Projects Expiring Personalization page.



Unbilled Balances to Projects Expiring Personalization page

Ledger Group

The Expiring Projects pagelet retrieves data only from Commitment Control ledgers. Select a specific Commitment Control ledger group.

Projects Expire in (days)

Enter the number of days before the project expires. The system uses this information to select only projects that expire within the number of specified days.

CHAPTER 5

Using Pagelets Enabled by PeopleSoft Payables

This chapter discusses how to:

- Set up PeopleSoft Payables for the PeopleSoft Financials Portal Pack.
- View average days in payables.
- View payables discounts.
- View top payables vendors by expenditure.

Setting Up PeopleSoft Payables for the PeopleSoft Financials Portal Pack

If you are currently using PeopleSoft Payables and want to use the Payables pagelets in the PeopleSoft Financials Portal Pack, you must schedule and run the AP CFO Portal Job (APCFOP). The AP CFO Portal Job consists of the application engine process (AP_CFOP_JOB) that summarizes transaction data by month and converts different currency amounts to the currency specified on the run control. The data is stored in summary tables and displays on pagelets according to your personalized settings.

Note. Run the AP CFO Portal Job before customizing personalization pages to obtain field data. Depending on your data volume, it is recommended to run the CFO Portal Job independent from other processes to minimize data contention.

Page Used to Set Up PeopleSoft Payables for the PeopleSoft Financials Portal Pack

Page Name	Object Name	Navigation	Usage
AP CFO Portal Job	AP_CFOP_JOB_RQST	Accounts Payable, Batch Processes, Vouchers, AP CFO Portal Job	Specify a run control ID, currency, and rate type and run the AP CFO Portal Job (APCFOP), which creates summary data used by PeopleSoft Payables pagelets in the PeopleSoft Financials Portal Pack.

Viewing Average Days in Payables

This section discusses how to:

- View average days in payables.
- Personalize average days.
- View average days information by business unit.

Pages Used to View Average Days in Payables

Page Name	Object Name	Navigation	Usage
Average Days in Payables pagelet	AP_CFOP_AVG_MAIN	Click the Personalize Content link on the PeopleSoft homepage. Select Average Days in Payables.	View a bar graph that displays average days for the periods specified on the Average Days Personalization page.
Average Days in AP Personalization	AP_CFOP_AVG_PERS	Click the Customize button on the Average Days in Payables pagelet.	Define default display information for the Average Days in Payables pagelet.
Average Days by Business Unit	AP_CFOP_AVG_DTLS	Click a bar on the graph displayed on the Average Days in Payables pagelet.	View details of each period shown on the bar graph, such as the name of the business unit and the average days per business unit.

Viewing Average Days in Payables

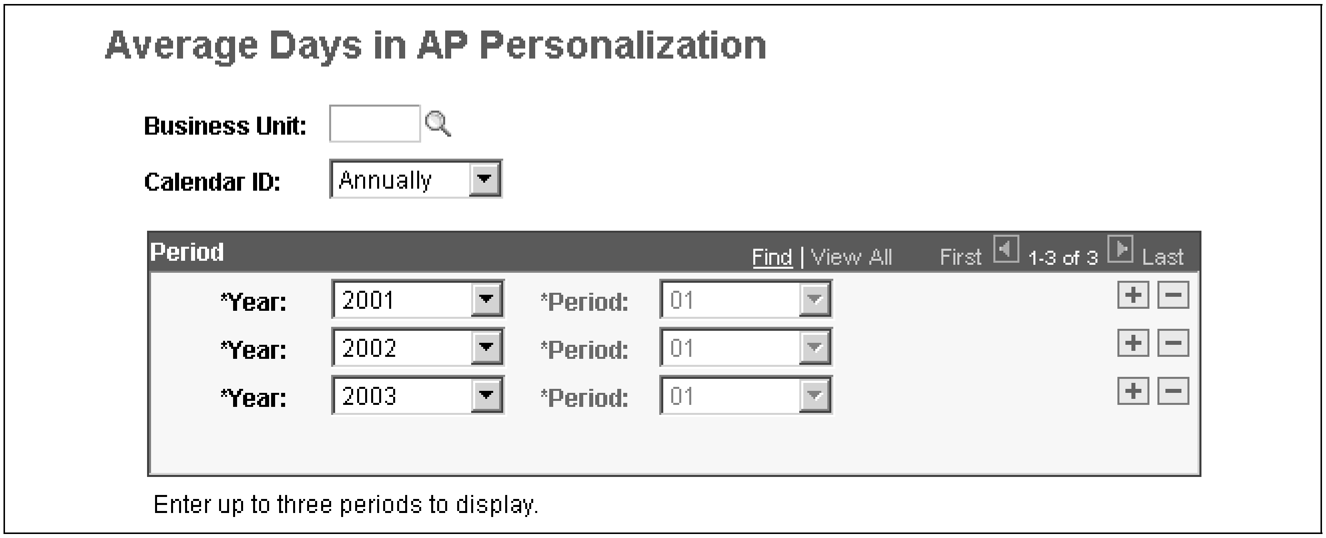
Access the Average Days in Payables pagelet.

This pagelet displays the average number of days it takes to pay invoices for the periods specified on the Average Days Personalization page. Average days are determined by calculating the difference between the invoice date and payment date on all paid vouchers for the specified periods.

Click a bar on the graph to view details.

Personalizing Average Days

Access the Average Days in AP Personalization page.



Average Days in AP Personalization page

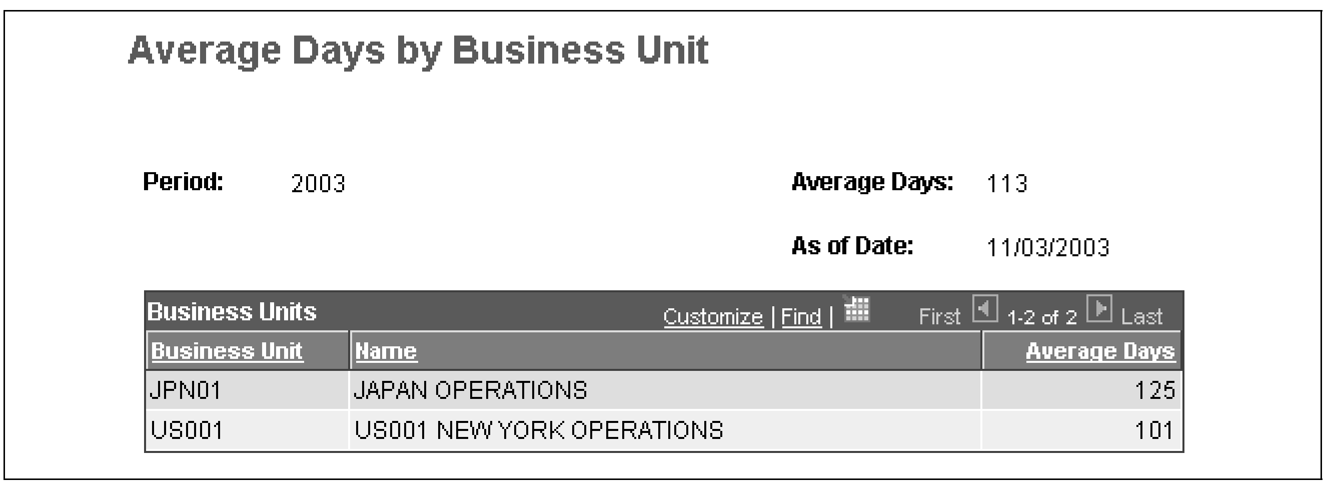
Business Unit Enter a business unit or leave the field blank to view average days for all business units. Leave the field blank to view all business units on the Average Days by Business Unit page.

Calendar ID Select *Monthly*, *Annually*, or *Quarterly*. This will affect the type of period that appears in each Period field.

Year and **Period** Define up to three accounting periods to display on the Average Days in Payables pagelet.

Viewing Average Days Information by Business Unit

Access the Average Days by Business Unit page.



Average Days by Business Unit page

Note. The Business Unit field on the Average Days in AP Personalization page must be blank in order to access this page.

Average Days Number of average days represented by a bar on the bar graph.

Click the column headings to sort data in ascending or descending order.

Viewing Payables Discounts

This section discusses how to:

- View payables discounts.
- Personalize payables discounts.
- View discounts by business unit.

Pages Used to View Discounts

Page Name	Object Name	Navigation	Usage
Payables Discounts pagelet	AP_CFOP_DSCNT_MAIN	Click the Personalize Content link on the PeopleSoft homepage. Select Payables Discounts.	View a bar graph that displays the discount taken or lost amounts per business unit for the periods specified on the Discounts Personalization page.
Discounts Personalization	AP_CFOP_DSCNT_PERS	Click the Customize button on the Payables Discounts pagelet.	Define default display information for the Payables Discounts pagelet.
Discounts by Business Unit	AP_CFOP_DSCNT_DTLS	Click a bar on the graph displayed on the Payables Discounts pagelet.	View details on discounts and vouchers.

Viewing Payables Discounts

Access the Payables Discounts pagelet.

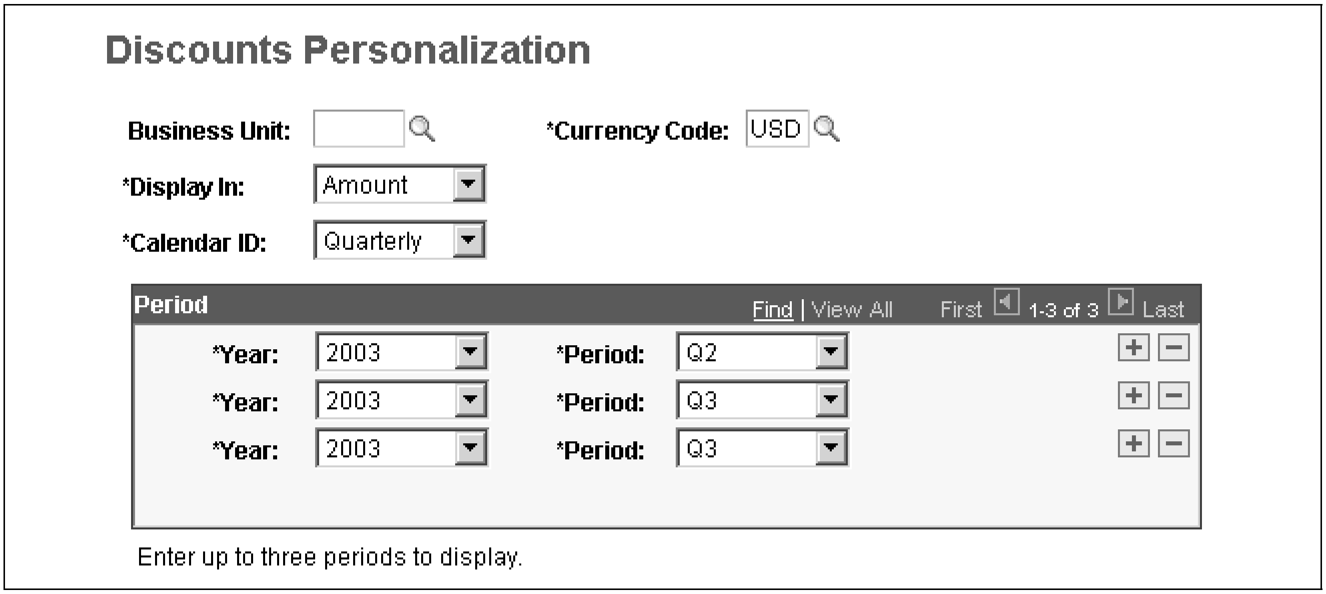
The value of the discount lost or taken can be displayed as a percentage or as an amount. If it is displayed as a percentage, the sum of the percentage lost and the percentage taken is 100 percent.

Click a bar on the graph to view details for a business unit.

Note. You can only drill down to view business unit details if there are multiple business units.

Personalizing Payables Discounts

Access the Discounts Personalization page.



Discounts Personalization page

Business Unit

Enter a business unit or leave the field blank to view discounts lost and taken for all business units. Leave the field blank to view all business units on the Discounts by Business Unit page.

Display In

Select *Amount* or *Percentage.*

Calendar ID

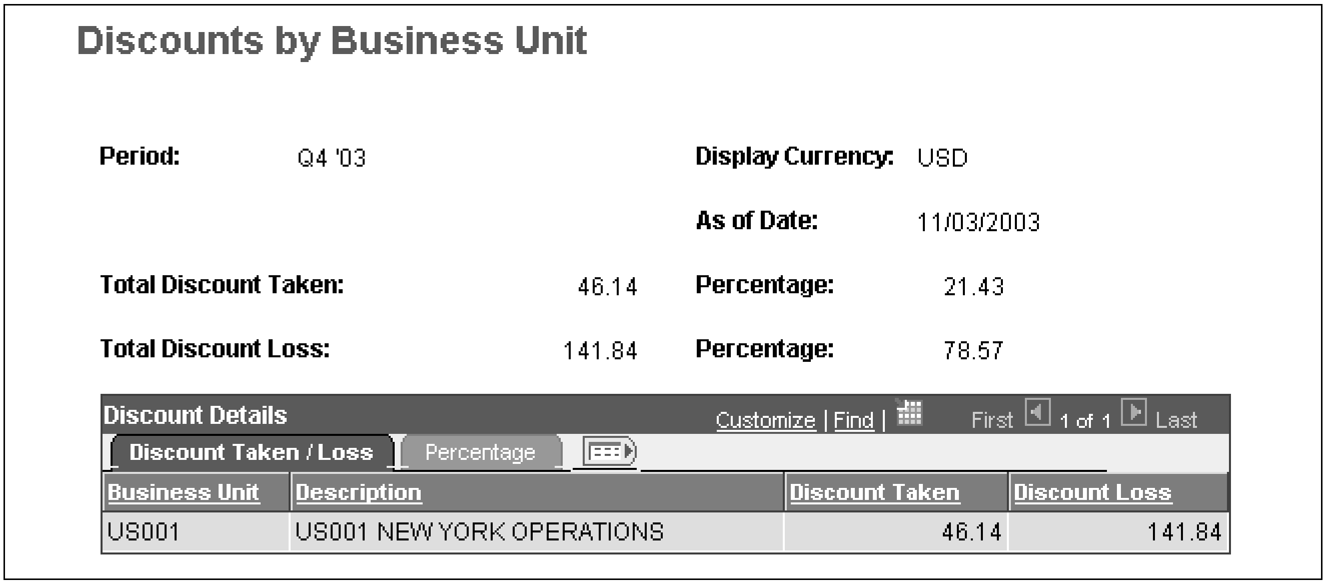
Select *Monthly, Annually,* or *Quarterly.* This will affect the type of period that appears in the Period field.

Year and **Period**

Define up to three accounting periods to display on the Payables Discounts pagelet.

Viewing Discounts by Business Unit

Access the Discounts by Business Unit page.



Discounts by Business Unit page

Note. The Business Unit field on the Discounts Personalization page must be blank in order to access this page.

On the Discount Taken / Loss tab, view the total discounts taken and lost for each business unit. Click the Percentage tab to view the percentage of vouchers taken and lost.

Viewing Top Payables Vendors by Expenditure

This section discusses how to:

- View top payables vendors by expenditure.
- Personalize top vendors.
- View top vendor details.

Pages Used to View Top Payables Vendors by Expenditure

Page Name	Object Name	Navigation	Usage
Top Vendors by Expenditure pagelet	AP_CFOP_VNDR_MAIN	Click the Personalize Content link on the PeopleSoft homepage. Select Top Vendors by Expenditure.	View expenditure amounts for the top five Payables vendors over the periods specified on the Top Vendors Personalization page.
Top Vendors Personalization	AP_CFOP_VNDR_PERS	Click the Customize button on the Top Vendors by Expenditure pagelet.	Define default display information for the Top Vendors by Expenditure pagelet.
Top Vendors Details	AP_CFOP_VNDR_DTLS	Click the name of the vendor or the Details button on the Top Vendors by Expenditure pagelet.	View vouchers for any vendor.

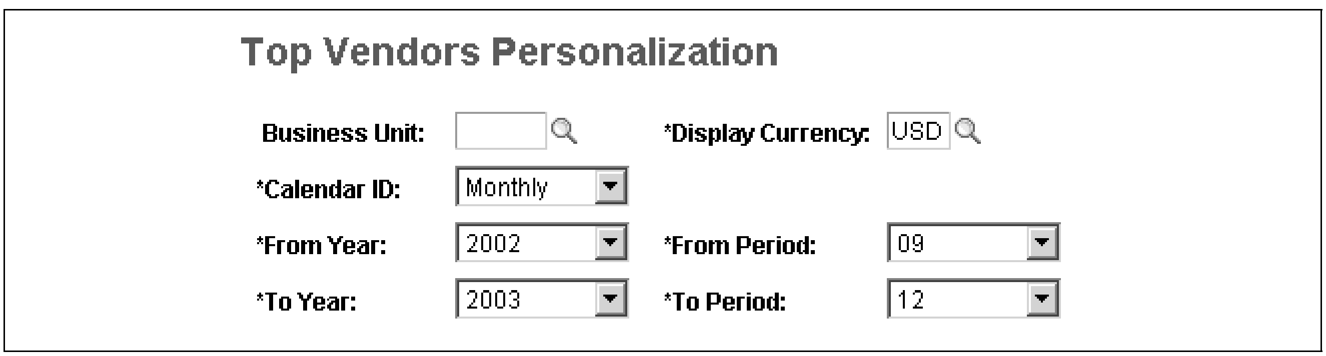
Viewing Top Payables Vendors by Expenditure

Access the Top Vendors by Expenditure pagelet.

This page displays the top five payables vendors and their amounts sorted from highest to lowest. You can also view total expenditures from additional vendors by clicking the Other Vendor link.

Personalizing Top Vendors

Access the Top Vendors Personalization page.



Top Vendors Personalization page

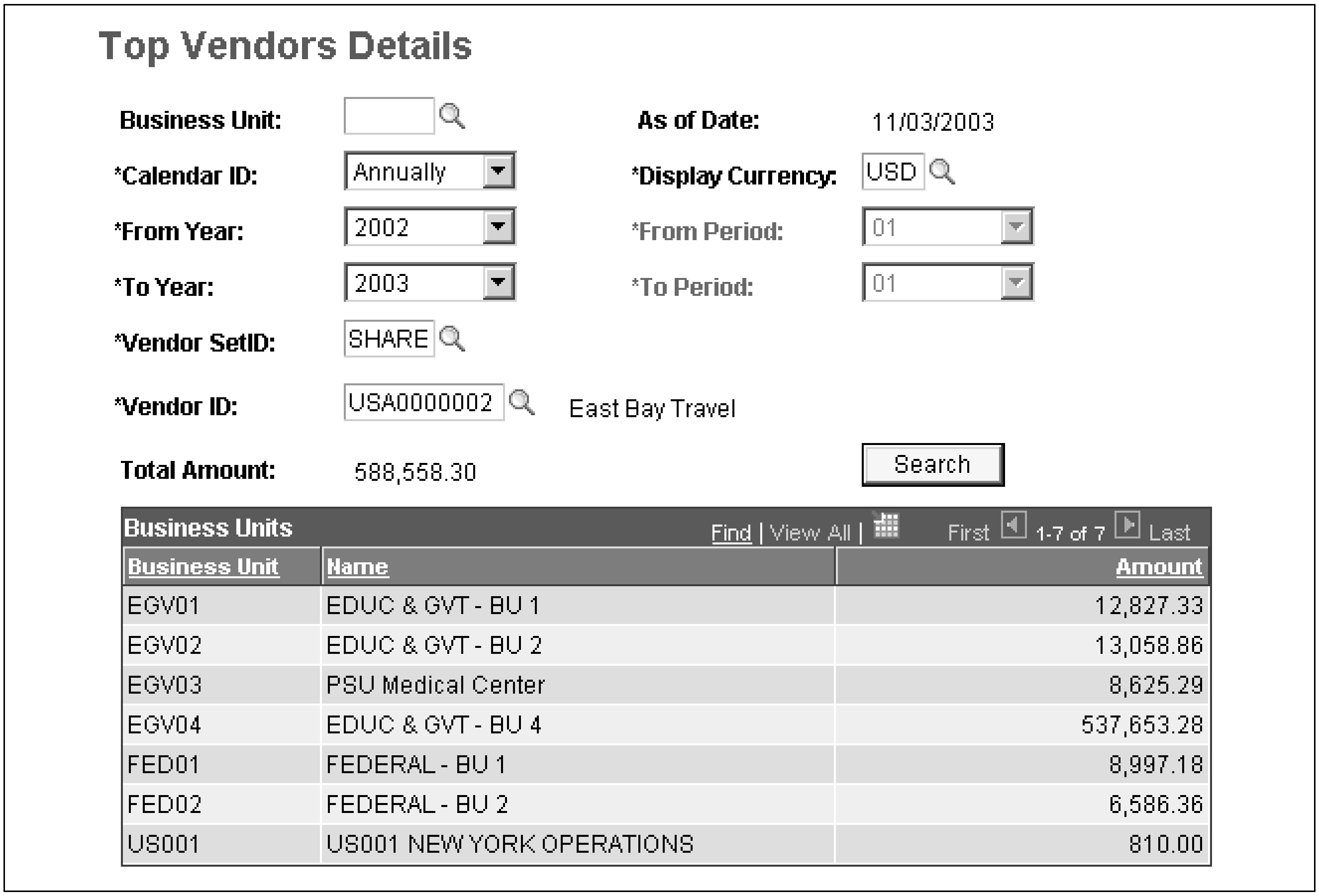
Business Unit Enter a business unit or leave the field blank to view top vendors for all business units.

Calendar ID Select a calendar option: *Quarterly, Monthly,* or *Annually.*

From Year and **To Year** Select the range for which you want to display the data.

Viewing Top Vendor Details

Access the Top Vendors Details page.


Top Vendors Details

Business Unit:
As of Date: 11/03/2003
*Calendar ID: Annually
*Display Currency: USD
*From Year: 2002
*From Period: 01
*To Year: 2003
*To Period: 01
*Vendor SetID: SHARE
*Vendor ID: USA0000002 East Bay Travel
Total Amount: 588,558.30
Search

Business Units Find | View All | First 1-7 of 7 Last

Business Unit	Name	Amount
EGV01	EDUC & GVT - BU 1	12,827.33
EGV02	EDUC & GVT - BU 2	13,058.86
EGV03	PSU Medical Center	8,625.29
EGV04	EDUC & GVT - BU 4	537,653.28
FED01	FEDERAL - BU 1	8,997.18
FED02	FEDERAL - BU 2	6,586.36
US001	US001 NEW YORK OPERATIONS	810.00

Top Vendors Details page

Change the field values as needed to view details on a different business unit, currency, time period, or vendor. When you click the Search button, the system retrieves and displays vouchers that meet your criteria.

Vendor ID To see details on a different vendor, enter a different vendor ID. To see details on all vendors, leave this field blank.

CHAPTER 6

Using Pagelets Enabled by PeopleSoft Receivables

This chapter discusses how to:

- Set up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack.
- View aging summary information.
- View average days to resolve.
- View days sales outstanding (DSO).
- View deduction by dollar amount.
- View deduction by reason.
- View outstanding and past due balances.
- View sales to new and existing customers.
- View top customer sales balances.
- View top customer write-offs.
- View write-off trends.

Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack

If you are currently using PeopleSoft Receivables and want to use the Receivables pagelets in the PeopleSoft Financials Portal Pack, you must schedule and run the Receivables Update Pagelet Statistics application engine process (AR_CFOLOAD). The Update Pagelet Statistics process summarizes transaction data and converts different currency amounts to the currency specified on the run control. The data is stored in summary tables and is displayed on pagelets according to your personalized settings.

Page Used to Set Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack

Page Name	Object Name	Navigation	Usage
Update Pagelet Statistics	AR_ CFOLOAD_RQST	Accounts Receivable, Receivables Update, Update Pagelet Statistics	Run a process that creates summary data used by PeopleSoft Receivables pagelets in the PeopleSoft Financials Portal Pack. Select the currency and rate type used to display the data on pagelets.

Viewing Aging Summary Information

This section discusses how to:

- View aging summary information.
- Personalize aging summary.

Pages Used to View Aging Summary Information

Page Name	Object Name	Navigation	Usage
Aging Summary pagelet	AR_PE_AGING_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Aging Summary.	View a bar graph that shows the total aging amount in up to five aging categories.
Aging Summary Personalization page	AR_PE_AGSUM_PRS	Click the Customize button on the Aging Summary pagelet.	Define default display information for the Aging Summary pagelet.

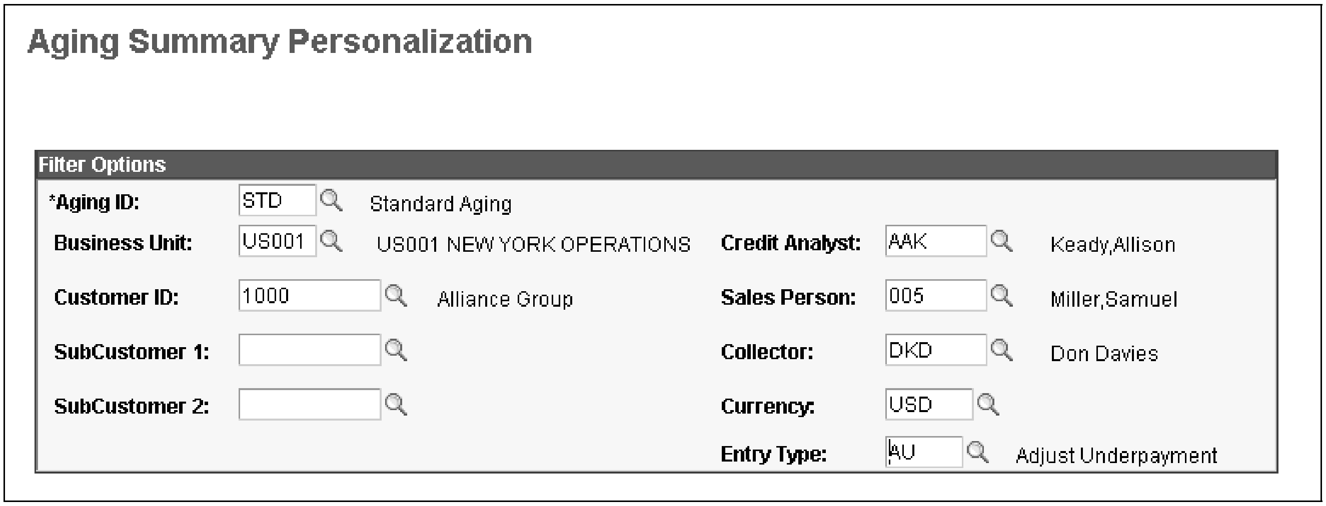
Viewing Aging Summary

Access the Aging Summary pagelet.

This pagelet uses a bar graph to display the total aging amount by aging category. Data is filtered by specifying parameters on the Aging Summary Personalization page.

Personalizing Aging Summary

Access the Aging Summary Personalization page.



Aging Summary Personalization page

Aging ID Select an aging category to display items that are part of the age range specified by the aging ID.

Entry Type Select an entry type to display the items for an entry type in a category.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, "Using Pagelets Enabled by PeopleSoft Receivables," Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Average Days to Resolve

This section discusses how to:

- View average time to resolve.
- Personalize average time to resolve.

Pages Used to View Average Time to Resolve

Page Name	Object Name	Navigation	Usage
Average Time to Resolve pagelet	AR_PE_DEDAVG_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Average Time to Resolve.	Display the average time to resolve a deduction over a user defined period using a bar graph.
Average Time To Resolve Personalization page	AR_PE_DEDAVG_PRS	Click the customize button on the Average Time to Resolve Deduction pagelet.	Define default display information for the Average Time to Resolve Deduction pagelet.

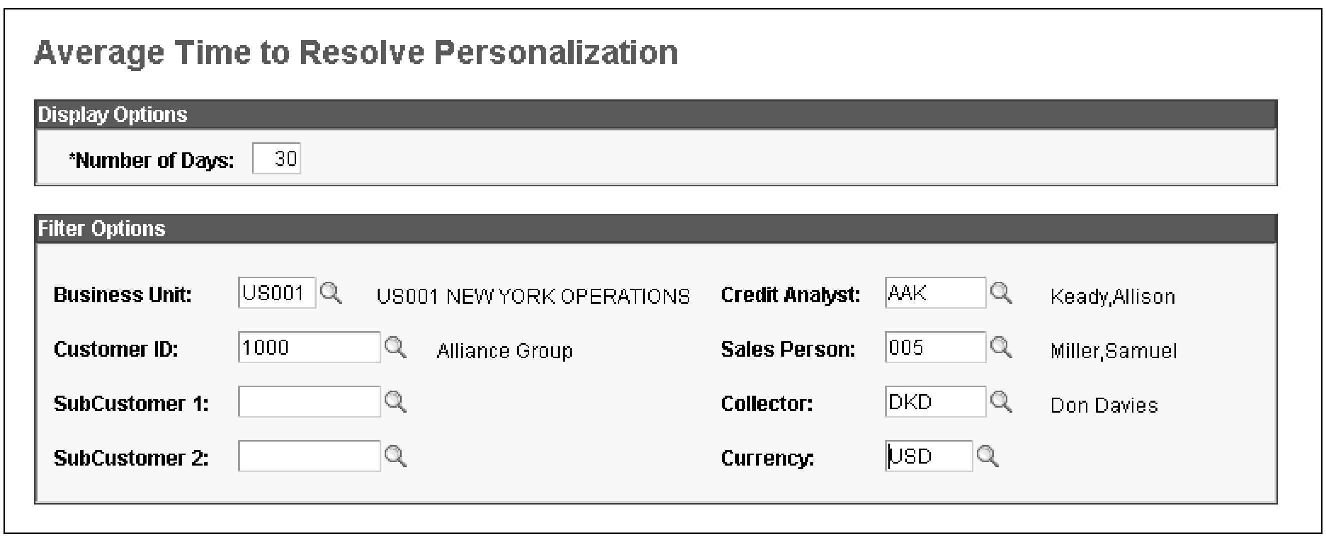
Viewing Average Time to Resolve

Access the Average Time to Resolve pagelet.

This pagelet uses a bar graph to display the average number of days it took to resolve deductions in each time period. For example, if each time period is 30 days, it shows the average resolution time over the last 30 days, the next 31 to 60 days, and so on.

Personalizing Average Time to Resolve

Access the Average Time to Resolve Personalization page.



Average Time to Resolve Personalization page

Number of Days Enter the number of days for each period in the Time Frame axis.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, "Using Pagelets Enabled by PeopleSoft Receivables," Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Days Sales Outstanding

This section discusses how to:

- View days sales outstanding.
- Personalize days sales outstanding.

Pages Used to View Days Sales Outstanding

Page Name	Object Name	Navigation	Usage
Days Sales Outstanding pagelet	AR_PE_DSO_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Days Sales Outstanding.	View a bar graph that shows the days sales outstanding for up to five time periods.
DSO Personalization page (days sales outstanding personalization page)	AR_PE_DSO_PRS	Click the Customize button on the Days Sales Outstanding pagelet.	Define default display information for the Days Sales Outstanding pagelet.

Viewing Days Sales Outstanding

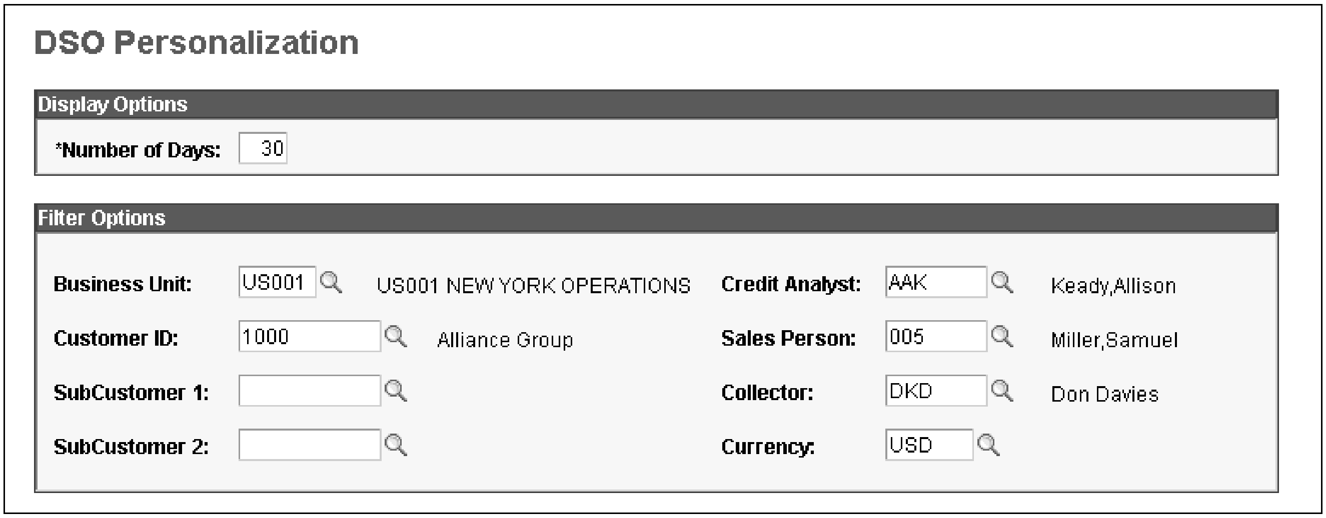
Access the Days Sales Outstanding pagelet.

This pagelet uses a bar graph to display the days sales outstanding by time frame. Data is filtered by specifying parameters on the Days Sales Outstanding (DSO) Personalization page. Calculations used to display the bar graph are as follows:

Calculated Amount	Calculation Method
Ending Customer Balance	Add all customer balance amounts in the Item table (PS_ITEM) for a given time frame.
Sales in Period	Add all entry amounts in the Item Activity table (PS_ITEM_ACTIVITY) for all entry types that make up the customer history ID of SALES for a given time frame.
Days Sales Outstanding	Ending Customer Balance * 30 / Sales in Period

Personalizing Days Sales Outstanding

Access the DSO Personalization page.



DSO Personalization page

Number of Days Indicate the number of days you want to see in the Time Frame axis of the bar graph on the Days Sales Outstanding pagelet.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process in order for the pagelet to display the correct data.

See Also

Chapter 6, “Using Pagelets Enabled by PeopleSoft Receivables,” Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Deduction by Dollar Amount

This section discusses how to:

- View deductions by dollar amount.
- Personalize deduction by dollar amount.

Pages Used to View Deduction by Amount

Page Name	Object Name	Navigation	Usage
Deduction by Dollar Amount pagelet	AR_PE_DEDAMT_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Deduction by Dollar Amount.	Display the current deduction amount and the previous year deduction amount over a user defined period on a stacked bar graph.
Deduction by Amount Personalization page	AR_PE_DEDAMT_PRS	Click the customize button on the Deduction by Dollar Amount pagelet.	Define default display information for the Deduction by Dollar amount pagelet.

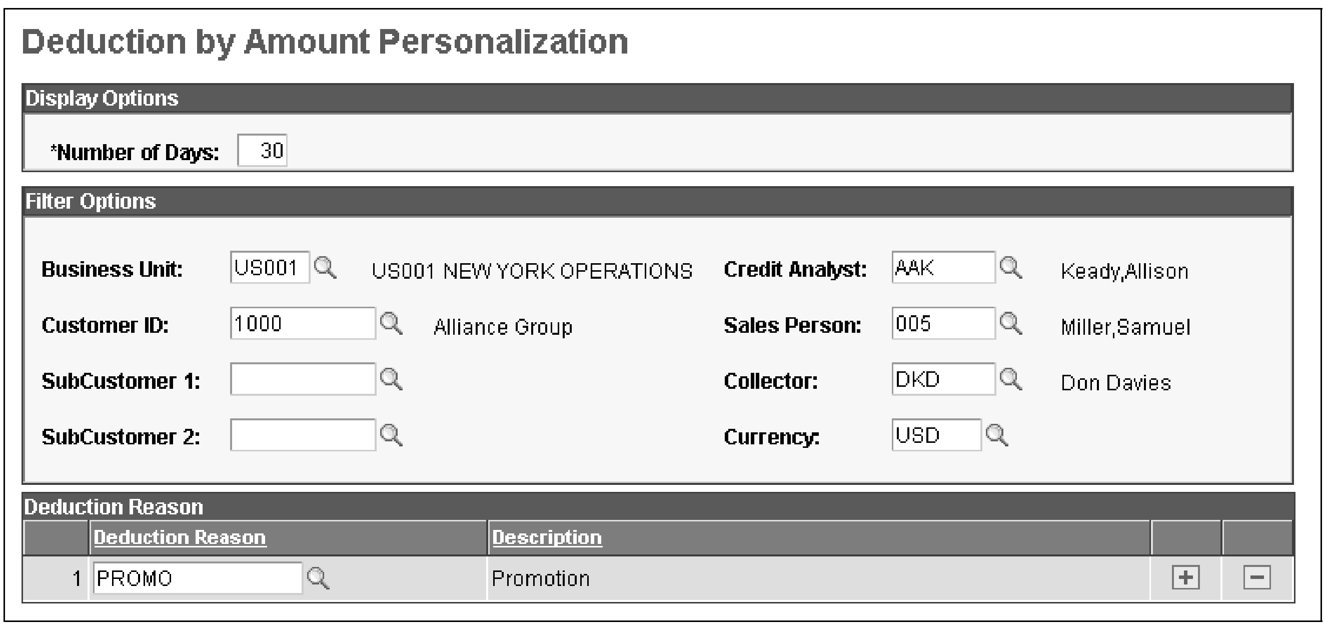
Viewing the Deduction by Dollar Amount

Access the Deduction by Dollar Amount pagelet.

The deduction amount pagelet displays the total amount of deductions over a user defined period of time and is compared against the same period in the previous year. The period of time is user-defined on the Dollar Amount Personalization page.

Personalizing Deduction by Dollar Amount

Access the Deduction by Amount Personalization page.



Deduction by Amount Personalization page

Number of Days Enter the number of days for each period of the period.

Deduction Reason Enter each deduction reason for the deductions that you want to include in the dollar amount.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, "Using Pagelets Enabled by PeopleSoft Receivables," Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Deduction by Reason

This section discusses how to:

- View deduction by reason.
- Personalize deduction by reason.

Pages Used to View Deduction by Reason

Page Name	Object Name	Navigation	Usage
Deduction by Reason pagelet	AR_PE_DEDRSN_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Deduction by Reason.	Display deductions by reason in a table format, listing the reason, current amount and currency, count of deductions making up the current amount, and the comparison amount and currency.
Deduction by Reason Personalization page	AR_PE_DEDRSN_PRS	Click the customize button on the Deduction by Reason pagelet.	Define default display information for the Deduction by Reason pagelet.
Item List - Advanced Search page	ITEM_LIST	Click the Deduction Reason link on the Deduction by Reason pagelet.	Update search parameters to create a list of items with a specific deduction reason.

Viewing the Deduction by Reason

Access the Deduction by Reason pagelet.

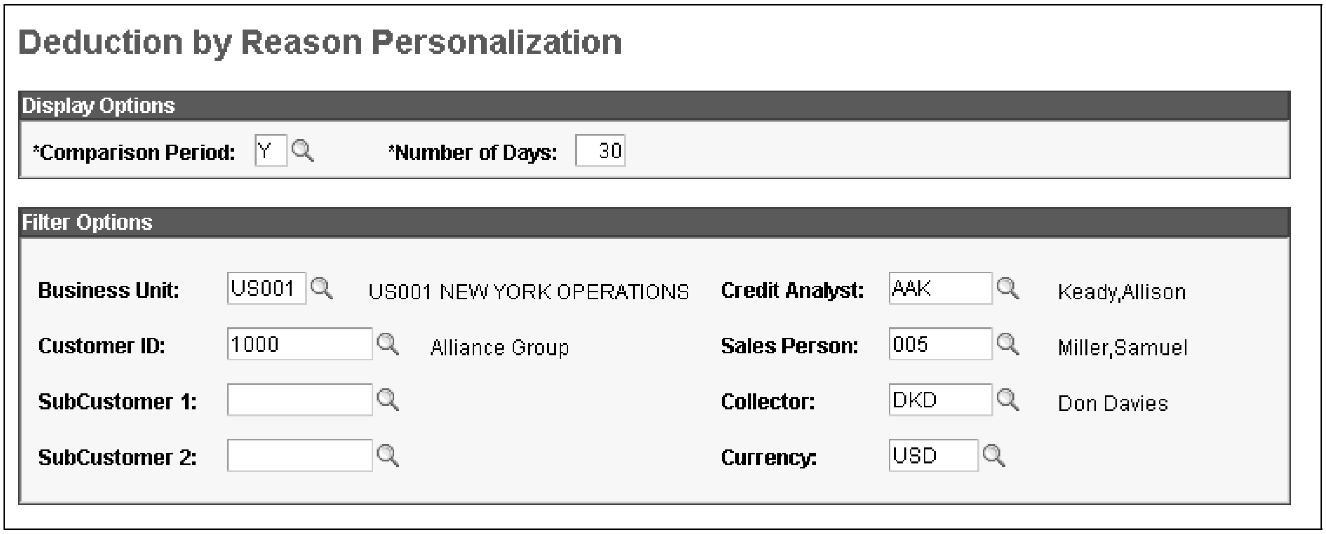
Deduction Reason Displays the description for the reason. Click a link to access the Item List - Advanced Search page, where you enter search criteria to display a list of items with a specific deduction reason. The system automatically populates the search criteria on the Advanced Search page using the data that you entered on the Deduction by Reason Personalization page. Modify the criteria if necessary.

Current Amount and **Count** The total amount and count of deductions in the current period.

Prior Amount and **Count** The total amount and count of deductions for the previous year or period.

Personalizing Deduction by Reason

Access the Deduction by Reason Personalization page.



Deduction by Reason Personalization

Display Options

*Comparison Period: Y *Number of Days: 30

Filter Options

Business Unit:	US001	US001 NEW YORK OPERATIONS	Credit Analyst:	AAK	Keady,Allison
Customer ID:	1000	Alliance Group	Sales Person:	005	Miller,Samuel
SubCustomer 1:			Collector:	DKD	Don Davies
SubCustomer 2:			Currency:	USD	

Deduction by Reason Personalization page

Comparison Period Select a value that determines the length of the comparison period. Options are:

Y: Compares the period of time to the same period in the prior year.

P: Compares the period of time to prior period of time. For example, if the period of time is 10 days, it compares the past 10 days to the past 11 to 20 days.

Number of Days Enter the number of days for the comparison period.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, "Using Pagelets Enabled by PeopleSoft Receivables," Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Outstanding and Past Due Balances

This section discusses how to:

- View outstanding balances.
- View past due balances.

Pages Used to View Outstanding and Past Due Balance Information

Page Name	Object Name	Navigation	Usage
Outstanding Balances pagelet	AR_PE_OUTBAL_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Outstanding Balances.	View customer accounts with large open balances.
Past Due Balances pagelet	AR_PE_PASTDU_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Past Due Balances.	View customer accounts with collection problems.
Account Overview - Balances page	CUST_BALANCES_HDR	Click a customer on the Outstanding Balances or Past Due Balances pagelet.	View a wide range of information about a customer's balances and use links to view items that comprise each balance.

Viewing Outstanding Balances

Access the Outstanding Balances pagelet.

Customer Displays up to five customers that have a large outstanding balance. The pagelet displays only corporate customer balances.

Click a customer to access the Account Overview - Balances page, where you view detailed information regarding the outstanding balance.

Amount Displays the total amount owed to your organization regardless of the payment due date.

See Also

PeopleSoft Receivables 8.8 PeopleBook, "Researching Customer Accounts," Reviewing Customer Account Information

Viewing Past Due Balances

Access the Past Due Balances pagelet.

Customer Displays up to five customers that have a large unpaid balance past a specified due date. The pagelet displays only corporate customer balances.

Click a customer to access the Account Overview - Balances page, where you view detailed information regarding the outstanding balance.

Amount Displays the total amount of the unpaid balances past the specified due date.

See Also

PeopleSoft Receivables 8.8 PeopleBook, “Researching Customer Accounts,” Reviewing Customer Account Information

Viewing Sales to New and Existing Customers

This section discusses how to:

- View sales to new and existing customers.
- Personalize new and existing customers.

Pages Used to View Sales to New and Existing Customers

Page Name	Object Name	Navigation	Usage
Sales New/Existing Customers pagelet	AR_PE_SALES_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Sales New/Existing Customers.	View a bar graph that compares the sales to new and existing customers over a period of time.
New and Existing Customers Personalization page	AR_PE_SALES_PRS	Click the Customize button on the Sales New/Existing Customers pagelet.	Define default display information for the Sales New/Existing Customers pagelet.

Viewing Sales to New and Existing Customers

Access the Sales New/Existing Customers pagelet.

The bar graph’s scale adjusts to fit both positive and negative data. Hold your cursor over a bar to see the name of the customer and the exact sales amount.

Amount The amount of sales for new or existing customers. Amounts are displayed in hundreds, thousands, millions, and so forth, depending on the size of the smallest amount.

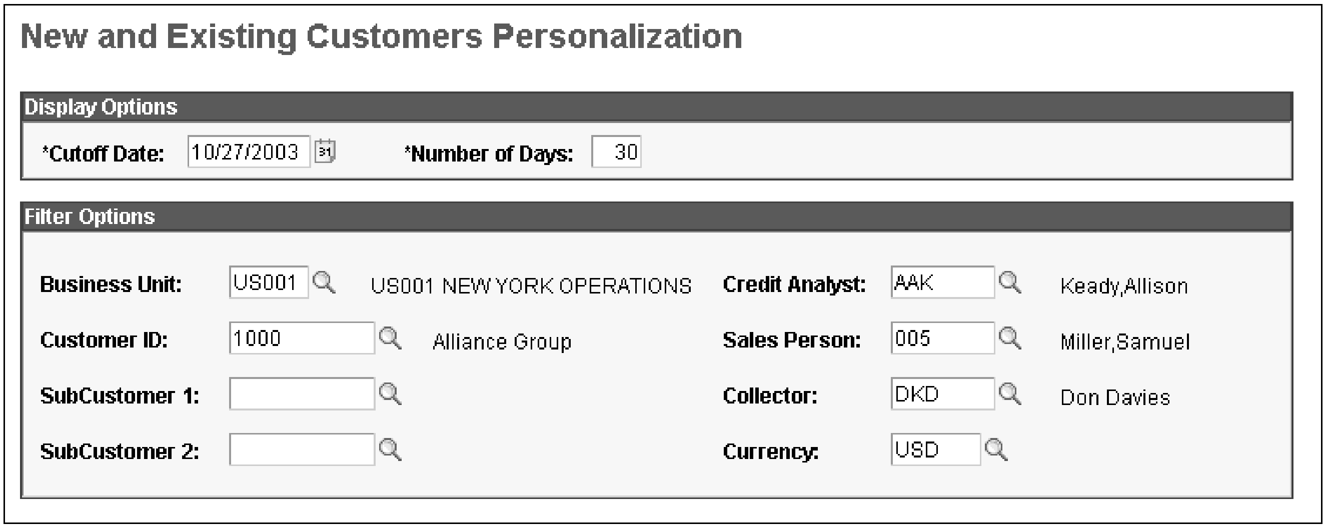
Timeframe The number of days displayed.

In displaying the bar graph, the following criteria are used:

- To determine Sales to New Customers, a customer is considered “new” if the date the customer was added to the system is greater than the cutoff date entered on the New and Existing Customers Personalization page.
- To determine Sales to Existing Customers, a customer is considered “existing” if the date the customer was added to the system is less than the cutoff date entered on the New and Existing Customers Personalization page.
- Sales are calculated by adding the entry amounts in the Item Activity table (PS_ITEM_ACTIVITY) for all entry types that make up the customer history ID of SALES.

Personalizing Sales to New and Existing Customers

Access the New and Existing Customers Personalization page.



New and Existing Customers Personalization page

Cutoff Date and **Number of Days**: Indicate the cutoff date and the number of days to use on the Time frame axis of the Sales New/Existing Customers pagelet bar graph. The cutoff date is used in determining whether a customer is new or existing.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, "Using Pagelets Enabled by PeopleSoft Receivables," Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Top Customer Sales Balances

This section discusses how to:

- View top customer sales.
- Personalize top customers sales balances.

Pages Used to View Top Customer Sales Balances

Page Name	Object Name	Navigation	Usage
Top Customer Sales Balances pagelet	AR_PE_TOPCST_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Top Customer Sales Balances.	View the sales balances and the percentage of total sales for up to five corporate customers.
Top Customers Personalization page	AR_PE_TPCST_PRS	Click the Customize button on the Top Customer Sales Balances pagelet.	Define default display information for the Top Customer Sales Balances pagelet.
Account Overview - Balances page	CUST_BALANCES_HDR	Click a customer on the Top Customer Sales Balances pagelet.	Use to view a wide range of information about a customer's outstanding balance or past due balance and use links to view items that comprise each balance.

Viewing Top Customer Sales Balances

Access the Top Customer Sales Balances pagelet.

Click a customer link to access the Account Overview - Balances page.

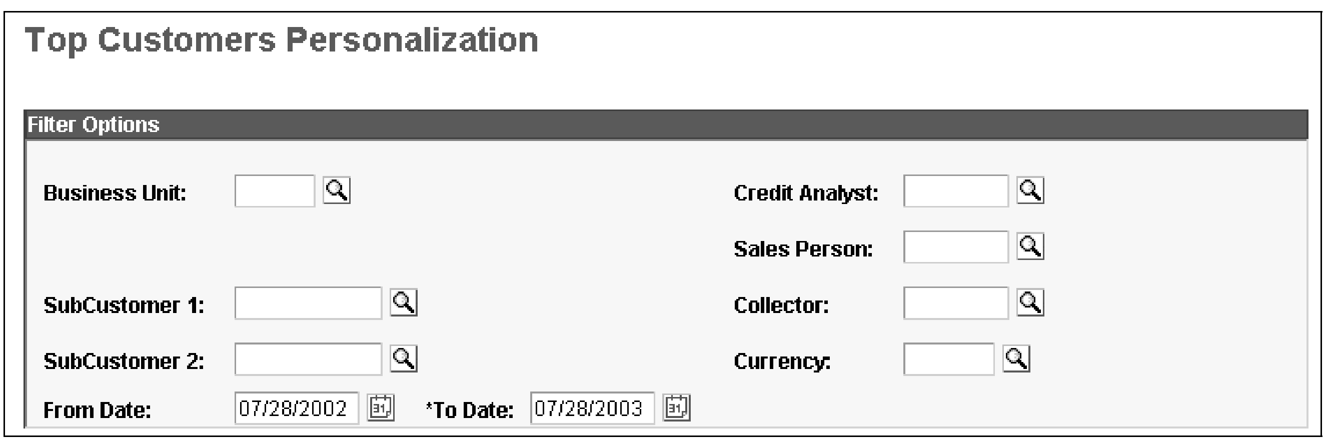
% (percent) Represents percentage of total sales contributed by this customer.

See Also

PeopleSoft Receivables 8.8 PeopleBook, "Researching Customer Accounts," Reviewing Customer Account Information

Personalizing Top Customer Sales Balances

Access the Top Customers Personalization page.



Top Customers Personalization page

From Date and **To Date** Defining a date range is required.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, “Using Pagelets Enabled by PeopleSoft Receivables,” Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Top Customer Write-offs

This section discusses how to:

- View top customer write-offs.
- Personalize top customer write-offs.

Pages Used to View Top Customer Write-offs

Page Name	Object Name	Navigation	Usage
Bad Debt Write-off by Customer pagelet	AR_PE_DETWO_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Bad Debt Write-off by Customer.	View the balances that have been written off for up to five top corporate customers.
Customer Write-off Personalization page	AR_PE_DETWO_PRS	Click the Customize button on the Bad Debt Write-off by Customer pagelet.	Define default display information for the Bad Debt Write-off by Customer pagelet.
Account Overview - Balances page	CUST_BALANCES_HDR	Click a customer on the Top Customer Sales Balances pagelet.	View a wide range of information about a customer’s outstanding balance or past due balance and use links to view items that comprise each balance.

Viewing the Top Customer Write-offs

Access the Bad Debt Write-off by Customer pagelet.

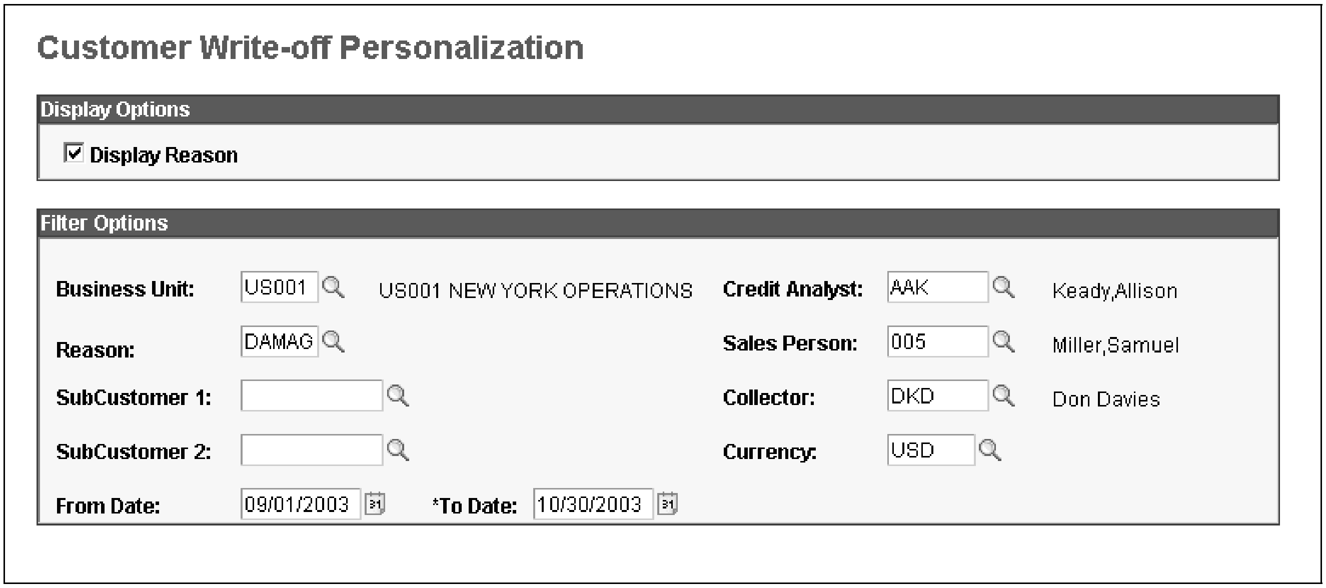
Click a customer link to access the Account Overview - Balances page, where you view various customer balances and use links to view a list of items included in each balance.

See Also

PeopleSoft Receivables 8.8 PeopleBook, “Researching Customer Accounts,” Reviewing Customer Account Information

Personalizing Top Customer Write-offs

Access the Customer Write-off Personalization page.



Customer Write-off Personalization page

Display Reason	Select this option if you want to display the write-off reason on the pagelet broken down by customer and reason code. If this option is not selected, the write-off reason is not displayed and the amount is broken down by customer only.
From Date and **To Date**	Defining a date range is required.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, “Using Pagelets Enabled by PeopleSoft Receivables,” Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

Viewing Write-off Trends

This section discusses how to:

- View write-off trends.
- Personalize write-off trends.

Pages Used to Write-off Trends

Page Name	Object Name	Navigation	Usage
Write-off Trends pagelet	AR_PE_WO_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Write-off Trends.	Display the amount written off over a user defined period using a bar graph.
Write-off Trends Personalization page	AR_PE_WO_PRS	Click the Customize button on the Write-off Trends pagelet.	Define default display information for the Write-off Trends pagelet.

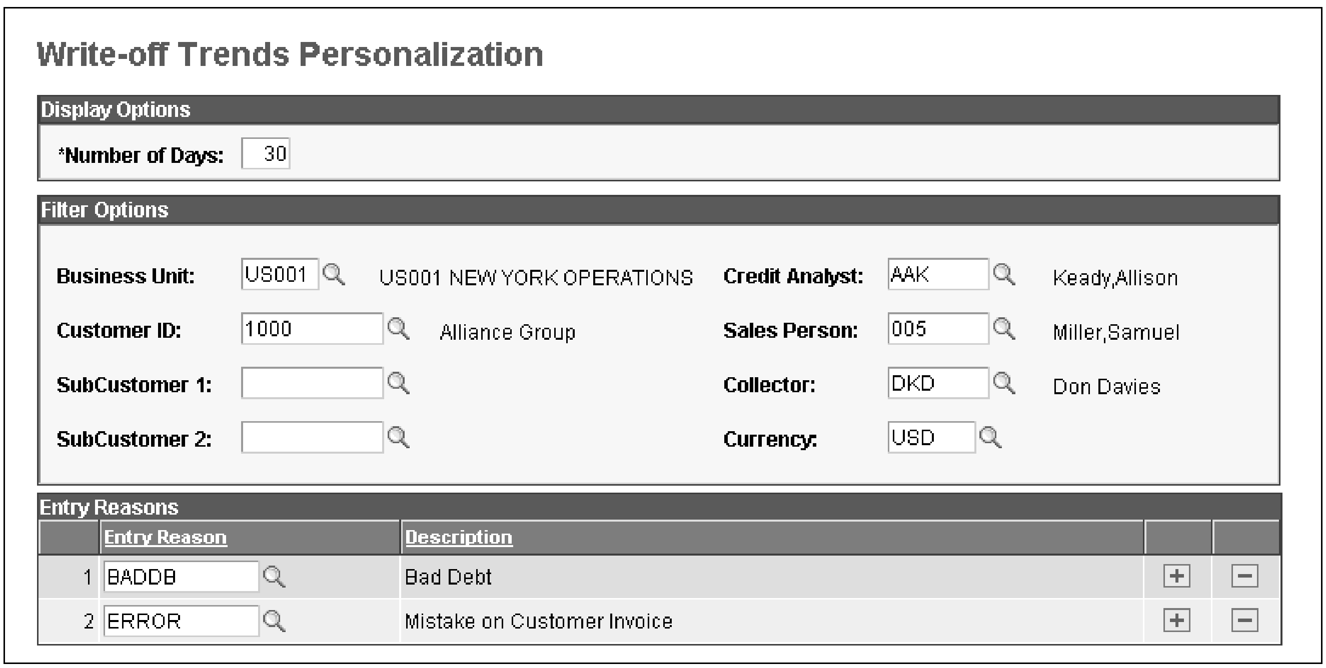
Viewing Write-off Trends

Access the Write-off Trends pagelet.

The graph displays the amount written off over a user defined period. For example, if the period is 30 days, it shows the total amount of items written off in the past 30 days, the next 31 to 60 days, and so on.

Personalizing Write-off Trends

Access the Write-off Trends Personalization page.



Write-off Trends Personalization page

Number of Days Select the number of days for each period of time.

Entry Reason Enter each entry reason for the write-off items that you want to include in the dollar amount.

Note. When you change any personalization options, you must run the Update Pagelet Statistics process for the pagelet to display the correct data.

See Also

Chapter 6, "Using Pagelets Enabled by PeopleSoft Receivables," Setting Up PeopleSoft Receivables for the PeopleSoft Financials Portal Pack, page 39

CHAPTER 7

Using Pagelets Enabled by PeopleSoft Treasury Management

This chapter discusses how to:

- View bank contacts.
- View bank statement reconciliation aging information.

Viewing Bank Contacts

This section discusses how to:

- View bank contacts.
- Personalize bank contacts.
- Review financial contact information.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Setting Up Banks and Counterparties,” Defining Financial Contacts

Pages Used to View Bank Contact Information

Page Name	Object Name	Navigation	Usage
Bank Contacts pagelet	TR_PE_BANK_CONTACT	Click the Personalize Content link on the PeopleSoft homepage. Select Bank Contacts.	View information for an individual bank contact as defined on the Bank Contacts Personalization page.
Bank Contacts Personalization page	TR_PE_BNKCPRS	Click the Customize button on the Bank Contacts pagelet.	Define default display information for the Bank Contacts pagelet.
Financial Contacts page	TR_CONTACT_PNL	Click the name of a bank contact on the Bank Contacts pagelet.	View and edit information about bank contacts.

Viewing Bank Contacts

Access the Bank Contacts pagelet.

You can maintain up to five bank contacts for each user ID.

Name	Click a bank name link to access the Financial Contacts page, where you can view and update information. If you edit a bank contact, the system stores the changes to that contact in a table specific to the user ID, and only that user ID can view the contact information.

Note. No information appears for this pagelet until you define default bank contact information on the Bank Contacts Personalization page. However, once defined, your personalization settings are stored in the system indefinitely. If you deactivate this pagelet from your homepage, then reactivate it at a later time, you do not need to redefine your personalization settings.

Personalizing Bank Contacts

Access the Bank Contacts Personalization page.

Select up to five contacts to display on the Bank Contacts pagelet.

Because contacts are tied to bank codes and bank codes are associated with SetIDs, you can only access contacts that are associated with the SetIDs assigned to your user ID.

Reviewing Financial Contact Information

Access the Financial Contacts page.

Viewing Bank Statement Reconciliation Aging Information

This section discusses how to:

- View bank statement reconciliation aging information.
- Personalize bank statement reconciliation aging information.
- Review bank statement information.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Reconciling Statements,” Reviewing Bank Statement Information

Pages Used to View Bank Statement Reconciliation Aging Information

Page Name	Object Name	Navigation	Usage
Reconciliation Aging pagelet	TR_PR_RCNAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Reconciliation Aging.	View unreconciled items grouped by number of days the item has been unreconciled and the total unreconciled amount of each group.
Bank Reconciliation Aging Personalization page	TR_PR_RCNPRS	Click the Customize button on the Reconciliation Aging pagelet.	Define default display information for the Reconciliation Aging pagelet.
Bank Statement Inquiry page	BNK_RCN_STMT_GEN	Click a Group link on the Bank Reconciliation Aging pagelet	View detailed information for unreconciled transactions and generate an Account Register report. (To view the resulting report, navigate to the Process Monitor.)

Viewing Bank Statement Reconciliation Aging

Access the Reconciliation Aging pagelet.

The page displays up to four groups of unreconciled transaction information categorized by Group.

Group A transaction is grouped by the number of days it has had an unreconciled status. Group categories are *0-30, 30-60, 60-90,* and *90+*.

Count Total number of unreconciled transactions.

Amount Total dollar amount of unreconciled transactions.

Note. No information appears for this pagelet until you define default bank contact information on the Bank Reconciliation Aging Personalization page. However, once defined, your personalization settings are stored in the system indefinitely. If you deactivate this pagelet from your homepage, then reactivate it at a later time, you do not need to redefine your personalization settings.

Personalizing Bank Statement Reconciliation Aging

Access the Bank Reconciliation Aging Personalization page.

Specify the Bank ID and Account # (account number) for the unreconciled items that you want to display on the Reconciliation Aging pagelet.

Reviewing Bank Statement Information

Access the Bank Statement Inquiry page.

CHAPTER 8

Using Pagelets Enabled by PeopleSoft Contracts

This chapter discusses how to personalize and view the top five contracts.

Personalizing and Viewing the Top Five Contracts

This section discusses how to personalize and view the top five contracts.

Pages Used to Personalize and View the Top Five Contracts

Page Name	Object Name	Navigation	Usage
Top Five Contracts pagelet	CA_PE_TOPCON_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Top Five Contracts.	View the five largest contracts that meet the filtering criteria specified on the Top Five Contracts Personalization page.
Personalization Top Five Contracts	CA_PE_TOPCON_PRS	Click the Customize button on the Top Five Contracts pagelet.	Define default display information for the Top Five Contracts pagelet.
Contract General	CA_HDR_PNL	Click a contract number displayed on the Top Five Contracts pagelet.	View details for a specific contract shown on the Top Five Contracts pagelet.

Viewing Top Five Contracts

See Chapter 11, "Using Pagelets Enabled by PeopleSoft Contracts," Viewing Top Five Contracts, page 79.

Personalizing Top Five Contracts

See Chapter 11, "Using Pagelets Enabled by PeopleSoft Contracts," Personalizing Top Five Contracts, page 80.

CHAPTER 9

Using Pagelets Enabled by PeopleSoft Program Management

This chapter discusses how to personalize and view critical issues by project.

Personalizing and Viewing Critical Issues by Project

This section discusses how to:

- View critical issues by project.
- Personalize the Critical Issues by Project pagelet.

Pages Used to Personalize and View Critical Issues by Project

Page Name	Object Name	Navigation	Usage
Critical Issues by Project pagelet	PC_PE_CRIT_BY_PROJ	Click the Personalize Content link on the PeopleSoft homepage. Select Critical Issues by Project.	View a maximum of the top five projects that have the most open critical issues.
Personalize Critical Issues by Project	PC_PE_CRIT_PRS	Click the pagelet's Customize button.	Define default display information for the Critical Issues pagelet.

Viewing Critical Issues by Project

See Chapter 13, "Using Pagelets Enabled by PeopleSoft Program Management," Viewing Critical Issues by Project, page 122.

Personalizing Critical Issues by Project

See Chapter 13, "Using Pagelets Enabled by PeopleSoft Program Management," Personalizing Critical Issues by Project, page 123.

PART 3

Using PeopleSoft ESA Portal Pack

CHAPTER 10

Understanding ESA Pagelets

This chapter provides an overview and discusses how to:

- Administer system defaults for ESA Portal Pack Pagelets.
- View Operational Threshold Alerts.
- Use the Media Sources pagelet.
- Use ESA Navigation Collections.

Understanding ESA Pagelet Types

ESA pagelets provide a variety of data derived from ESA applications. Pagelets are grouped in functional classifications based on the type of information displayed, the purpose and use of the information, and how pagelet values are calculated. This section discusses:

- Operational summary pagelets
- Operational Threshold Alerts (OTA)
- Transactions in progress (TIP)

Operational Summary Pagelets

Operational Summary pagelets provide users with an overview of summarized data for specific applications. Many of these analytics provide a detailed view of indicators that are specific to the application and its business processes. These are the Operational Summary pagelets delivered in PeopleSoft ESA Portal Pack:

- Most Recent Contracts (PeopleSoft Contracts)
- Top Five Contracts (PeopleSoft Contracts)
- Contract Milestone Metric (PeopleSoft Contracts)
- Contract Product Metric (PeopleSoft Contracts)
- Contract Status Metric (PeopleSoft Contracts)
- Total Predicted Expenses (PeopleSoft Expenses)
- Top Projects (PeopleSoft Project Costing)
- Top 5 Issues (PeopleSoft Program Management)
- Change Control Analysis (PeopleSoft Program Management)
- Estimate to Complete (PeopleSoft Program Management)

- Critical Issues by Project (PeopleSoft Program Management)
- My Program (PeopleSoft Program Management)
- Issues by Priority (PeopleSoft Program Management)
- Issues by Priority by Project (PeopleSoft Program Management)
- Proposal Operational Summary (PeopleSoft Proposal Management)
- Proposal Resource Demand (PeopleSoft Proposal Management)
- Proposal Revenue Pipeline (PeopleSoft Proposal Management)
- Resources Needing Assignments (PeopleSoft Resource Management)

Operational Threshold Alerts

Operational Threshold Alerts (OTAs) provide managers with real-time feedback and advance warning about processes that may not be generating expected results. OTAs identify information that is specific to an application and enable real-time monitoring according to tolerance levels that are defined by the user. Although OTAs are enabled by specific modules, the data they provide often span multiple ESA applications. OTAs are displayed on the Operational Threshold Alert pagelet, and some OTAs can also be displayed on the Operational Threshold Chart pagelet.

These are the Operational Threshold Alerts delivered in PeopleSoft ESA Portal Pack:

- Contract Revenue Forecast (PeopleSoft Contracts)
- Contract Sales (PeopleSoft Contracts)
- Total Expense Costs (PeopleSoft Expenses)
- Budget to Forecast Time (PeopleSoft Program Management)
- Projects Predicted to be Late (PeopleSoft Program Management)
- Actual to Forecast Utilization (PeopleSoft Program Management)
- Forecast Utilization (PeopleSoft Program Management)
- Budget to Actual Cost (PeopleSoft Project Costing)
- Budget to Actual Time (PeopleSoft Project Costing)
- Gross Margin (PeopleSoft Project Costing)
- Projects Over Budget (PeopleSoft Project Costing)

Transactions in Progress

Transactions in Progress (TIP) pagelets are tools to help managers easily identify work that is currently under way. By monitoring TIP pagelets, executives and managers can gain insight into potential problem areas and take the necessary actions to resolve any issues. These are the Transactions in Progress pagelets delivered in PeopleSoft ESA Portal Pack:

- Expenses Not Submitted (PeopleSoft Expenses)
- Expenses Recorded/Not Approved (PeopleSoft Expenses)
- Expenses Approved/Not Paid (PeopleSoft Expenses)

- Time Reports Not Submitted (PeopleSoft Expenses)
- Time Recorded/Not Approved (PeopleSoft Expenses)
- Expenses in Progress (PeopleSoft Project Costing)
- Expenses Time in Progress (PeopleSoft Project Costing)
- Inventory in Progress (PeopleSoft Project Costing)
- Unpriced in Progress (PeopleSoft Project Costing)

Common Elements Used in this Chapter

Calendar ID	Select a calendar identifier to indicate the types of periods to use for the analysis. For example, a pagelet may give a user the option to view data according to a quarterly calendar or monthly calendar.
My Projects	Select this option to view and analyze only projects included in the My Projects list for the user.
Number of Prior Periods	Enter the number of prior calendar periods over which an analysis occurs.
Restore Defaults	Click this button to reinstate the administrator default settings for a pagelet or OTA personalization page.
Show Only if Alert	Selecting this option indicates that an OTA will display only if the measurement reaches the threshold at which an alert is triggered.
Specify	Select this option to use a particular business unit and enter the business unit in the provided field. This option is available if you do not want to use the default business unit value associated with your user ID.
Alert Threshold	Enter the tolerance value that will trigger an alert, using the unit of measure that is displayed in parentheses. When a measurement reaches the alert threshold, the Operational Threshold Alert pagelet displays a red indicator for that particular OTA. Personalization settings determine whether an alert means the measurement is above or below the alert threshold.
User Preferences	When displayed within the Business Unit group box, selecting this option indicates that the Business Unit will be based on the User's preferred Business Unit as defined on the Operator Default table.
Visual indicators	Visual indicators provide status or priority information for pagelet data. When an indicator is used for an OTA, it displays the status of an OTA in relation to the alert threshold defined on the OTA's personalization page. The indicators are: • Green: the measurement has not reached the alert threshold defined on the OTA's personalization page, which means that the OTA does not indicate a problem area.

- Red: the measurement has reached or is beyond the alert threshold defined on the OTA's personalization page, indicating that the user should investigate the issue.

Visual indicators are also used to display priority information:

- Green means low priority.
- Red means high priority.

Administering System Defaults for ESA Portal Pack Pagelets

To display a pagelet, you must define and filter the data that appears on the pagelet. Most pagelets obtain their data from one or more ESA applications, and there are system rules that you can establish to define how ESA Portal Pack pagelets display data by default to users. By defining default settings at the system level, you can improve the chances that any time a user selects a pagelet for viewing, the pagelet will display data that is relevant to that user. Each user can override the system settings and modify, or personalize, the filtering rules to control what data is displayed. This section discusses how to define system defaults for ESA pagelets.

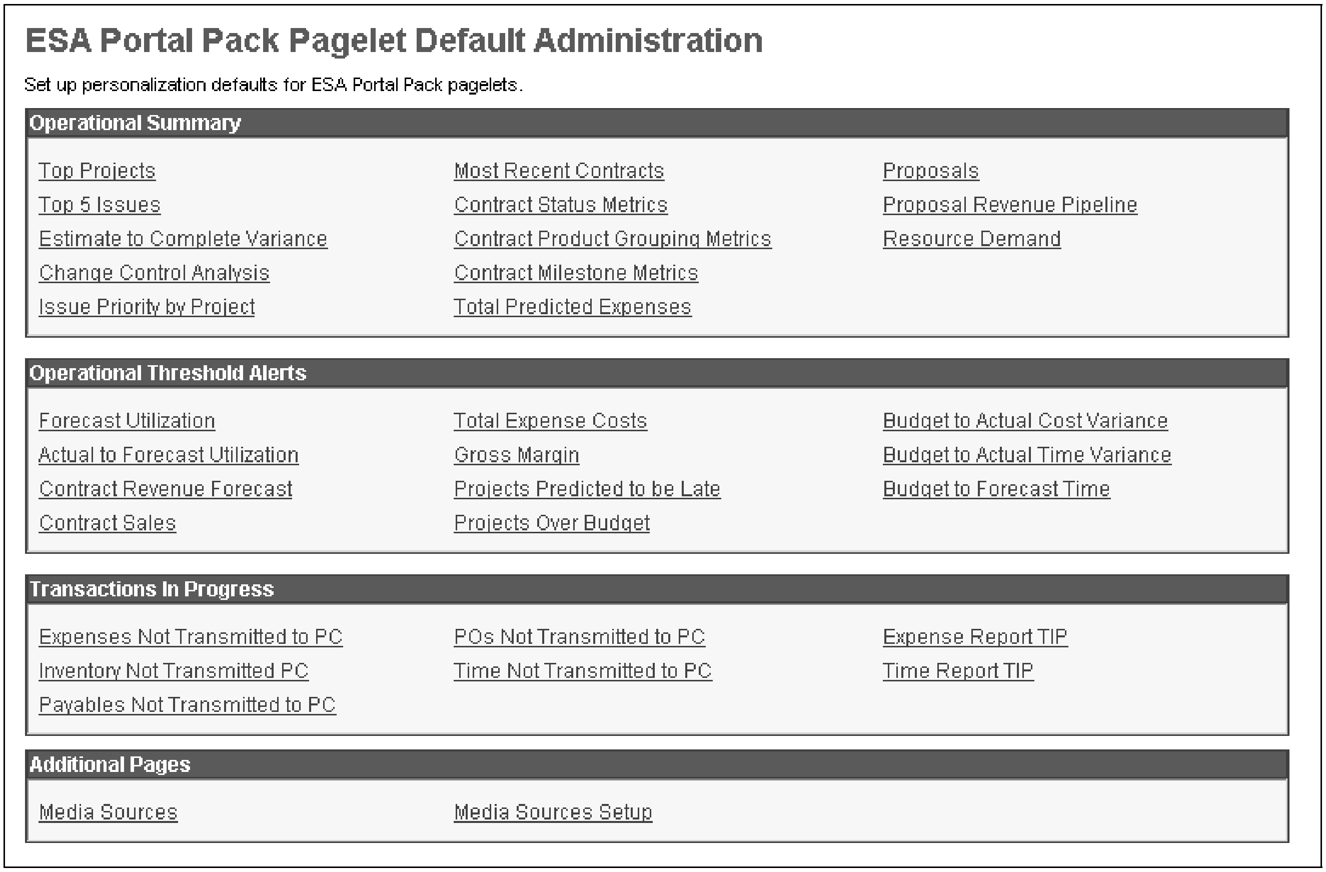
Note. Not all ESA Portal Pack pagelets use default values at the system level, and these pagelets do not appear on the ESA Portal Pack Pagelet Default Administration page. Pagelets that do not allow for an administrator to enter default filters can be set up and personalized by clicking the Customize button in the top right corner of the pagelet.

Page Used to Administer ESA System Defaults

Page Name	Object Name	Navigation	Usage
ESA Portal Pack Pagelet Default Administration page	PC_ESA_PPACK_ADMIN	Set Up Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults	Provides links to pages that define default personalization settings for ESA Portal Pack pagelets.

Defining Default Values for ESA Pagelets

Access the ESA Portal Pack Pagelet Default Administration page.



ESA Portal Pack Default Administration page

This page serves as a starting point to define a set of filtering rules for each ESA Portal Pack pagelet, and these rules apply to all users of the pagelets, regardless of their business units or roles.

By convention, pagelets normally display up to five rows of data. Specific setup information for each pagelet is available in the chapter of this PeopleBook that discusses ESA Portal Pack information for each pagelet's enabling application. For example, the enabling application for the Top Projects pagelet is PeopleSoft Project Costing, so you can find the necessary setup information in the chapter "Using Pagelets Enabled by PeopleSoft Project Costing."

On the administration page, pagelets are grouped by type: Operational Summary, Operational Threshold Alerts (OTAs), Transactions in Progress, and Additional Pages.

Operational Summary

Click a link in the Operational Summary section to access a page where you define the default filtering rules for the data that the respective pagelet displays.

Operational Threshold Alerts

Click a link in the Operational Threshold Alerts section to access a page where you define each OTA's filtering rules. To display an OTA, a user must click the Customize icon on the Operational Threshold Alert pagelet, and select the desired OTA(s) on the Personalize Operational Threshold Alerts page.

Note. When you set up filtering rules for an individual OTA, you are not personalizing the Operational Threshold Alert pagelet itself. You are only setting up data for *one* of the alerts that a user can choose to display on the Operational Threshold Alert pagelet.

Transactions in Progress

Click a link in the Transactions in Progress section to access a page where you define the default filtering rules for the data that the respective pagelet displays.

Additional Pages

Click the Media Sources link to access the Personalize Media Sources page, where you can select up to five links to any URL that will be listed on the pagelet by default.

Click the Media Sources Setup link to access the Media Sources Setup page, where you can add links to new online publications or web addresses and deactivate or modify existing ones.

Viewing Operational Threshold Alerts

Operational Threshold Alerts (OTAs) display data that identify and monitor real-time information according to tolerance levels that you define. Setup information for each OTA is available in the chapter of this PeopleBook that discusses ESA Portal Pack information for the OTA's enabling application. For example, the enabling application for the Contract Sales OTA is PeopleSoft Contracts, so you would find the necessary setup information in the chapter "Using Pagelets Enabled by PeopleSoft Contracts."

This section discusses how to:

- Set up Operational Threshold Alerts.
- Use the Operational Threshold Alert pagelet.
- Use the Operational Threshold Chart pagelet.
- Personalize Operational Threshold pagelets.

Pages Used to View Operational Threshold Alerts

Page Name	Object Name	Navigation	Usage
Operational Threshold Alert pagelet	PC_PE_OTA_LIST	Click the Personalize Content link on the PeopleSoft homepage.	View up to five Operational Threshold Alerts that display real-time monitoring data according to tolerance levels that you define.
Operational Threshold Chart pagelet	PC_PE_OTA_CHART	Click the Personalize Content link on the PeopleSoft homepage.	View an Operational Threshold Alert that displays a real-time monitoring chart according to tolerance levels that you define.
Personalize Operational Threshold Alerts page	PC_PE_OTA_PRS	• Click the Customize button on the Operational Threshold Alert pagelet • Click the Customize button on the Operational Threshold Chart pagelet	Select the OTAs to display on the Operational Threshold Alert or Operational Threshold Chart pagelets. Access the page to personalize individual OTA tolerance levels.

Setting Up Operational Threshold Alerts

The overall tasks involved in using Operational Threshold Alerts are:

- Define default filter values for each OTA by accessing the OTA's personalization page from the ESA Portal Pack Pagelet Default Administration page.
- Select to display the OTA pagelet by clicking the Content link on the PeopleSoft homepage.
- Click the Customize button on the OTA pagelet to access the Personalize Operational Threshold Alerts page and select the OTA(s) you want to display on the OTA pagelet.

The first two items in the list above should be completed before proceeding to the tasks that follow this section.

See Also

Chapter 10, "Understanding ESA Pagelets," Defining Default Values for ESA Pagelets, page 70

Using the Operational Threshold Alert Pagelet

Access the Operational Threshold Alert pagelet.

View a list of up to five OTAs that were selected on the Personalize Operational Threshold Alerts page. The data that is displayed result from the tolerance level parameters you set up on the individual OTA's personalization page.

Threshold Alert Title of the OTA selected on the Personalize Operational Threshold Alerts page. If the title is displayed as a link, click the link to access a page in the enabling application that displays further details.

Target The target value, expressed as a percentage or as an amount, that is specified in the OTA's personalization settings. When a measurement reaches the alert

	threshold, this triggers an alert. Personalization settings determine whether an alert means the measurement is above or below the target.
Actual	Calculated value for the operational metric based on the OTA's personalization settings.
Curr (currency)	Currency code of operational metrics that display monetary amounts.
% Variance	Calculated value based on the formula: ((Target - Actual) / Target) * 100
As of Date	This indicates the date that data was last summarized when the OTA is calculated based on summary data from a batch process. The default is the current date.

If no personalization options have been specified by the administrator or by the user, an error message is displayed on the pagelet. Users can specify that the pagelet should only display alert conditions. If data is retrieved for the pagelet but the pagelet only displays alert conditions, the pagelet displays a message indicating that all the selected operational thresholds are within acceptable tolerances.

Click the Customizebutton to access the Personalize Operational Threshold Alerts page, where you can select up to five OTAs to display on the pagelet.

Using the Operational Threshold Chart Pagelet

View a bar chart for an OTA that was selected on the Personalize Operational Threshold Alerts page. The data that is displayed result from the tolerance level parameters you set up on the individual OTA's personalization page. Only one OTA can be displayed on the chart pagelet at a time.

If no personalization options have been specified at the system level or by the user, an error message is displayed on the pagelet.

Click the Customize button to access the Personalize Operational Threshold Alerts page, where you can select an OTA to display on the chart pagelet.

Personalizing Operational Threshold Alert Pagelets

Access the Personalize Operational Threshold Alerts page.

Personalize Operational Threshold Alerts

User ID: VP1 **Name:** Kenneth Schumacher

Select up to five Operational Threshold Alerts. Optionally, select one Threshold Chart.

Select	Chart	Threshold Alert	Personalize
☑	☐	Budget to Actual Cost	
☑	☐	Budget to Actual Time	
☑	☐	Budget to ETC Time	
☐	☐	Contract Revenue Forecast	
☐	☐	Contract Sales	
☐	☐	Gross Margin	
☑	☐	Projects Predicted Late	
☑	☐	Projects Over Budget	
☐	☑	Actual to Forecast Utilization	
☐	☐	Forecast Utilization	
☐	☐	Total Expense Costs	

Personalize Operational Threshold Alerts page

In the Select column, indicate up to five OTAs that you want to display on the Operational Threshold Alerts pagelet. In the Chart column, select no more than one OTA to display on the Operational Threshold Chart pagelet.

Click a button in the Personalize column to access the individual OTA's personalization page, where you can specify the tolerance level parameters for the OTA.

Using the Media Sources Pagelet

The Media Sources pagelet can display data not only from PeopleSoft applications, but it can also display links to any content accessible to the user via an URL. The links must be created and maintained in PeopleTools before they are available on the pagelet's setup component.

This section discusses how to:

- Set up media sources.
- Personalize media sources.
- View the Media Sources pagelet.

Pages Used to Set Up Media Sources

Page Name	Object Name	Navigation	Usage
Media Sources Setup	GM_PE_3RD_ADMIN	Click the Media Sources Setup link on the ESA Portal Pack Pagelet Default Administration page	Set up a content link so that it can be available as an option to display on the Media Sources pagelet.
Personalize Media Sources	GM_PE_3RD_MEDIAPRS	Click the Media Resources link on the ESA Portal Pack Pagelet Default Administration page	Select up to five online publications that will display as links on the Media Sources pagelet by default.
Media Sources pagelet	GM_PE_3RD_MEDIA	Click the Personalize Content link on the PeopleSoft homepage.	View the Media Sources pagelet containing up to five links to content.

Setting Up Media Sources

Access the Media Sources Setup page.

Media Sources Setup page

This page enables you to update or add links that provide access to various information sources that are either internal or external to your organization.

Note. Before using this page to modify links or add to the existing list delivered by PeopleSoft, you must create those links on the URL Maintenance page (PeopleTools, Utilities, Administration, URLs).

Publication Title Enter the title that will display as a link on the Media Sources pagelet. A Media Source cannot be deleted, but you can replace it by changing this field and the URL Identifier or inactivating it.

URL Identifier Select a URL for this media source from a list that is created on the PeopleTools URL Maintenance page. A Media Source cannot be deleted, but you can replace it by changing this field and the Publication Title or inactivating it.

Active Select this option if you want this media source to be available as a user choice on the Personalize Media Sources page. A media source cannot be deleted, but you can prevent users from seeing and accessing it for the pagelet by *not* selecting this option.

Long Description Enter text to describe the media source's content. The text in this field is displayed on the Personalize Media Sources page to help users determine if the media source is of interest.

See Also

PeopleSoft Server Tools Administration PeopleBook: PeopleTools Utilities, Administration Utilities, URL Maintenance

Personalizing Media Sources

Access the Personalize Media Sources page.

On this page, an administrator selects up to five default media sources to display on the Media Sources pagelet. The selections made on this page appear when the user first chooses to display the pagelet. Users can retain the system's default publication links specified on this personalization page or modify the list by clicking the Customize button on the pagelet itself.

You can add more available selections to this page by using the Media Sources Setup page.

Viewing the Media Sources Pagelet

Access the Media Sources pagelet.

This pagelet displays up to five links from which you can access online media. Click the Customize button to access the Personalize Media Sources page, where you can change the list of links that are available on the pagelet.

Using ESA Navigation Collection Pagelets

This section discusses the following:

- Understanding Navigation Collection Pagelets.
- Setting up Navigation Collection Pagelets.

Understanding Navigation Collection Pagelets

Navigation Collections are sets of links into your PeopleSoft Financials and Supply Chain Management (FSCM) database, and they are organized to support your users' ability to perform key business processes in a services organization. The ESA Portal Pack delivers Navigation Collection pagelets to facilitate the performance of key business processes. The primary users of these pagelets are directors, resource supervisors, project and program managers, resources, and contract and billing administrators. System administrators can modify a Navigation Collection pagelet to include links to any component or page in the PeopleSoft FSCM database.

The business processes supported by these Navigation Collection pagelets are:

- Managing proposals.

- Managing contracts.
- Managing departments.
- Managing project accounting.
- Managing programs and projects.
- Resource self-service.

Setting Up Navigation Collections

The ESA Navigation Collections are public Navigation Collections that users can select to display by clicking the Content link on the application portal home page, and from the Cross-Financials category, selecting one or more of the pagelets. The permission lists associated with each user's role in the FSCM database determine which pages the user can access. If, through PeopleTools Security, a user does not have access to a component or page which appears on the Navigation Collection Pagelet, the hyperlink to the component or page and will not even appear in the pagelet.

An administrator can modify the Navigation Collection pagelets by accessing the Enterprise Components, Portal Utilities, Navigation Collections page. On this page, you search for the Navigation Collection that identifies the business process you want to change, select the Edit hyperlink associated with its name, and begin to add or edit links on the Maintain Collection page. For more information on maintaining Navigation Collections, refer to the Enterprise Portal PeopleBook.

See Also

PeopleSoft Enterprise Components, "Using Navigation Collections"

CHAPTER 11

Using Pagelets Enabled by PeopleSoft Contracts

This chapter discusses how to:

- View and personalize top five contracts.
- View and personalize most recent contracts.
- View and personalize contract status metrics.
- View and personalize contract milestone metrics.
- View and personalize contract product group metrics.
- Use Operational Threshold Alerts (OTAs) for PeopleSoft Contracts.

Viewing and Personalizing Top Five Contracts

This section discusses how to:

- View the five largest contracts.
- Personalize the Top Five Contracts pagelet.

Pages Used to View and Personalize Top Five Contracts

Page Name	Object Name	Navigation	Usage
Top Five Contracts pagelet	CA_PE_TOPCON_PAGE	Click the Personalize Content link on the PeopleSoft homepage. Select Top Five Contracts.	View the five largest contracts that meet the filtering criteria specified on the Top Five Contracts Personalization page.
Personalization Top Five Contracts	CA_PE_TOPCON_PRS	Click the Customize button on the Top Five Contracts pagelet.	Define default display information for the Top Five Contracts pagelet.
Contract General	CA_HDR_PNL	Click a contract number displayed on the Top Five Contracts pagelet.	View details for a specific contract shown on the Top Five Contracts pagelet.

Viewing Top Five Contracts

Access the Top Five Contracts pagelet.

This pagelet displays the largest five contracts, their amounts, and the corresponding customer name. The contracts display in descending order based on the contract amount and filtering criteria set up on the personalization page. If more than five contracts meet the filtering criteria due to several contracts having the same amount, the contracts with the most recent contract sign dates display.

Contract ID Click this link to access the Contract General page for a specific contract. This link is not available if you do not have authorization to access the page.

Amount Displays the contract amount which equals the current total amount minus discounts plus non-inclusive prepaids.

Personalizing Top Five Contracts

Access the Personalization Top Five Contracts page.

Personalization Top Five Contracts page

Business Unit Select a business unit for the contracts that you want to display on the Top Five Contracts pagelet.

Currency Code Select the currency code in which to display the contract amount on the Top Five Contracts pagelet. The system uses the value that you select to filter the contracts that display. For example, if you select *USD*, contracts with a contract currency other than *USD* will not appear on the page.

From Sign Date and **To Sign Date** Define the range of contract sign dates for which you want to display data on the Top Five Contracts pagelet.

You can optionally filter the contracts that display on the Top Five Contracts pagelet by specifying values for the following fields:

- Legal Entity
- Region Code

- Contract Type
- Contract Status
- Sold To Customer
- SubCustomer 1
- SubCustomer2

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Creating Contracts”

Viewing and Personalizing Most Recent Contracts

This section discusses how to:

- View the most recent contracts.
- Personalize the Most Recent Contracts pagelet.

Pages Used to View and Personalize Most Recent Contracts

Page Name	Object Name	Navigation	Usage
Most Recent Contracts pagelet	CA_PE_RCNT_W (wide), CA_PE_RCNT_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage. Select Most Recent Contracts.	View the most recently signed contracts that meet the filtering criteria specified on the Personalize Most Recent Contracts page.
Most Recent Contracts	CA_PE_RCNT_MORE	Click the More link on the Most Recent Contracts pagelet.	View additional recently signed contracts that meet your filter criteria.
Contract Summary	CA_CONTR_SUM_PNL	Click a contract number displayed on the Most Recent Contracts pagelet.	View details for a specific contract shown on the Most Recent Contracts pagelet.
Personalize Most Recent Contracts	CA_PE_RCNT_PRS	• Click the Customize button on the Most Recent Contracts pagelet. • Click the Most Recent Contracts link on the ESA Portal Pack Pagelet Default Administration page.	Define default display information for the Most Recent Contracts pagelet.

Viewing Most Recent Contracts

Access the Most Recent Contracts pagelet.

This pagelet displays the five contracts with the most recent sign date. The contract number, signed on date, and contract status display. The contracts display in descending order based on the contract sign date and the filtering criteria set up on the personalization page.

Contract Number Click this link to access the Contract Summary page for a specific contract. This link is not available if you do not have authorization to access this page.

More Click to access the Most Recent Contracts page where you can view all contracts meeting the filtering criteria. This link appears on the page if more than five contracts meet the filtering criteria specified on the personalization page.

Viewing Additional Details

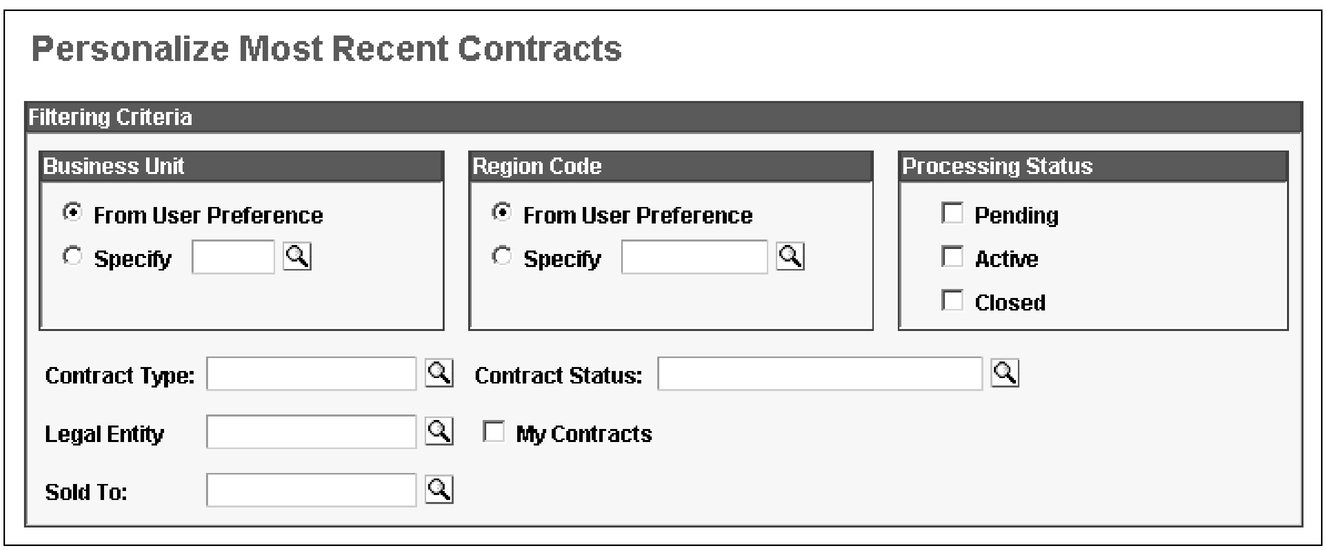
Access the Most Recent Contracts page.

This page displays all contracts meeting the filtering criteria set up on the Most Recent Contracts Personalization page. In addition to the contract number, signed on date, and contract status, the contract description, customer, and contract amount display.

Amount Displays the contract amount which equals the revised gross amount minus revised discounts plus non-inlcusive prepaids.

Personalizing Most Recent Contracts

Access the Personalize Most Recent Contracts page.



Personalize Most Recent Contracts page

Depending on your role, you access this page in one of two ways:

- Administrators access the Personalize Most Recent Contracts page by clicking the Most Recent Contracts link on the ESA Portal Pack Pagelet Default Administration page. The administrator uses this page to set up default filtering criteria for all ESA pagelets.
- Other users access this page by clicking the Customize button on the Most Recent Contracts pagelet.

Business Unit

You can view contracts on the Most Recent Contracts pagelet from your user preference's business unit or select a different business unit.

From User Preference	Select to view only those contracts with the contracts business unit specified in your user preferences.
Specify	Select to view contracts from a business unit other than the contracts business unit specified in your user preferences. If you select Specify, you must specify a business unit value.

Region Code

You can view contracts on the Most Recent Contracts pagelet from your region code or select a different region code.

From User Preference	Select to view only those contracts with the region code specified in your user preferences.
Specify	Select to view contracts from a region code other than the region code specified in your user preferences. You can specify a new region code or leave this field blank. If you leave this field blank, the system searches all regions when selecting the contracts to display on the Most Recent Contracts pagelet.

Processing Status

You can view contracts with a specific processing status or select multiple statuses.

Pending	Select to view contracts with a processing status of *Pending*.
Active	Select to view contracts with a processing status of *Active*.
Closed	Select to view contracts with a processing status of *Closed*.
My Contracts	Click to indicate that the Most Recent Contracts pagelet should display only those contracts that you have designated as part of your My Contracts list. If you do not have any contracts in your My Contracts list, the system does not display any data on the Most Recent Contracts pagelet.

You can optionally filter the contracts that display on the Most Recent Contracts pagelet by specifying values for the following fields:

- Contract Type
- Contract Status
- Legal Entity
- Sold To

Restore	Click to restore the default selection criteria set by the pagelet administrator. This button does not display if you accessed this page through the ESA Portal Pack Pagelet Default Administration page.

Viewing and Personalizing Contract Status Metrics

This section discusses how to:

- View the contract status metric information.
- Personalize the Contract Status Metric pagelet.

Pages Used to View and Personalize Contract Status Metrics

Page Name	Object Name	Navigation	Usage
Contract Status Metric pagelet	CA_TICS_METR_STAT	Click the Personalize Content link on the PeopleSoft homepage. Select Contract Status Metric.	View and analyze the status of your contracts.
Personalize Contract Status Metric	CA_TICS_OPR_STAT	Click the pagelet's Customize button.	Define default display information for the Contract Status Metric pagelet.

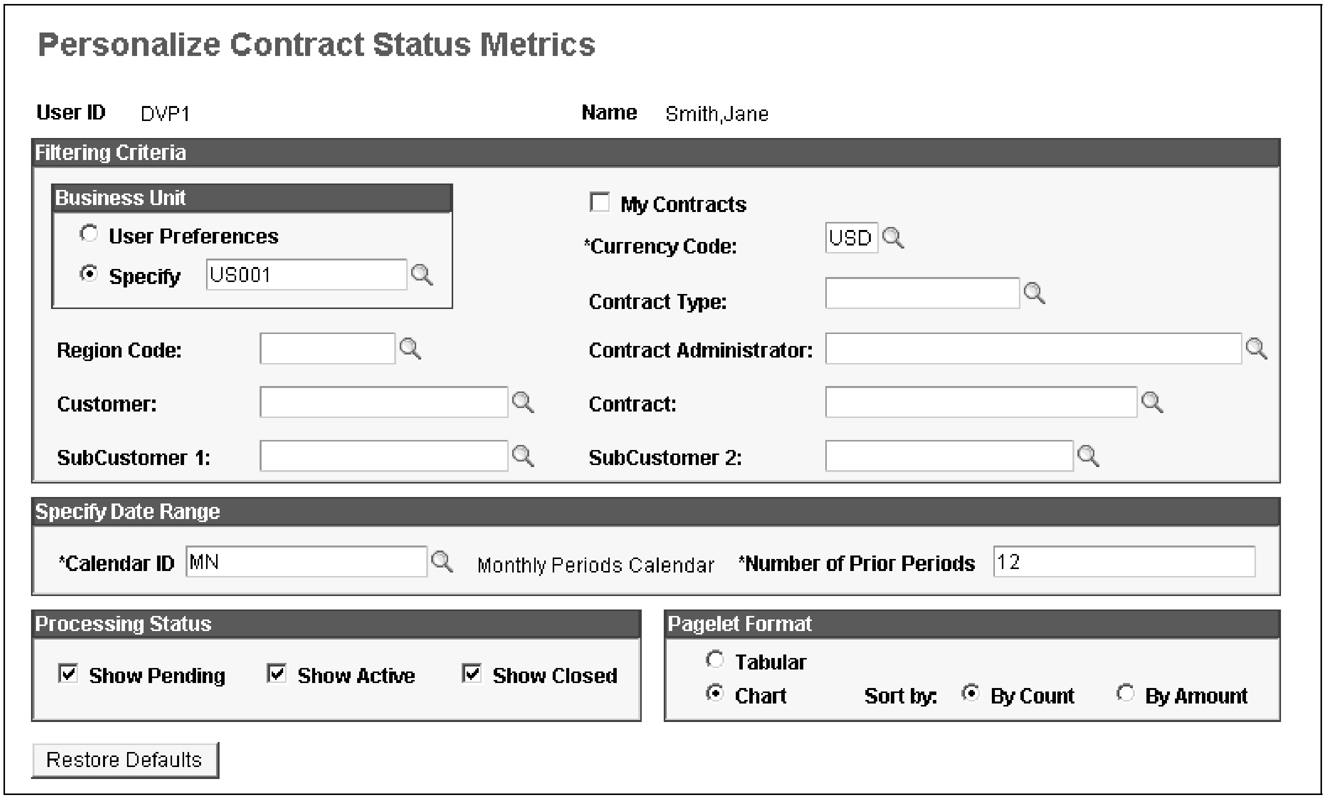
Viewing Contract Status Metrics

Access the Contract Status Metric pagelet.

Here you can view the current contract count by status.

Personalizing Contract Status Metrics

Access the Personalize Contract Status Metrics page.



Personalize Contract Status Metrics page

Filtering Criteria

Use the fields to filter the contracts that you want to display. You can view contracts on the Contract Status Metric pagelet from your user preference's business unit or select a different business unit.

Specify Date Range

Select the calendar and period over which the system displays contract status.

Calendar ID	Select a calendar for the system to use when displaying contracts on the pagelet.
Number of Prior Periods	Enter a number of periods for the system to use to obtain the contract status that will appear on the pagelet. The system will start from the prior period and count backward for the specified number of periods. The system requires this field in order to display the contract status on the pagelet. The system uses the contract sign date to compare with the date ranges specified by the number of periods.

Processing Status

Select the contract processing statuses for the system to display on the Contract Status Metric pagelet.

Pagelet Format

Select either Tabular or Chart to indicate how the system should display the contract milestones on the pagelet. If you chooseChart,specify whether the system should sort the data by count or amount.

Viewing and Personalizing Contract Milestone Metrics

This section discusses how to:

- View the contract milestone metric information.
- Personalize the Contract Milestone Metric pagelet.

Pages Used to View and Personalize Contract Milestone Metrics

Page Name	Object Name	Navigation	Usage
Contract Milestone Metric pagelet	CA_TICS_METR_MS	Click the Personalize Content link on the PeopleSoft homepage. Select Contract Milestone Metric.	View and analyze the status for each milestone for all of your contracts that are in *active* status.
Personalize Contract Milestone Metrics	CA_TICS_OPR_MS	Click the pagelet's Customize button.	Define default display information for the Contract Milestone Metric pagelet.

Viewing Contract Milestone Metrics

Access the Contract Milestone Metric pagelet.

The Contract Milestone Metric pagelet provides you with information on the contract's impact on billing and revenue.

Note. The Contract Milestone Metric pagelet select data from active contracts only.

Milestone Status Up to date status on milestones associated with contracts. The status may be *Pending* or *Ready.*

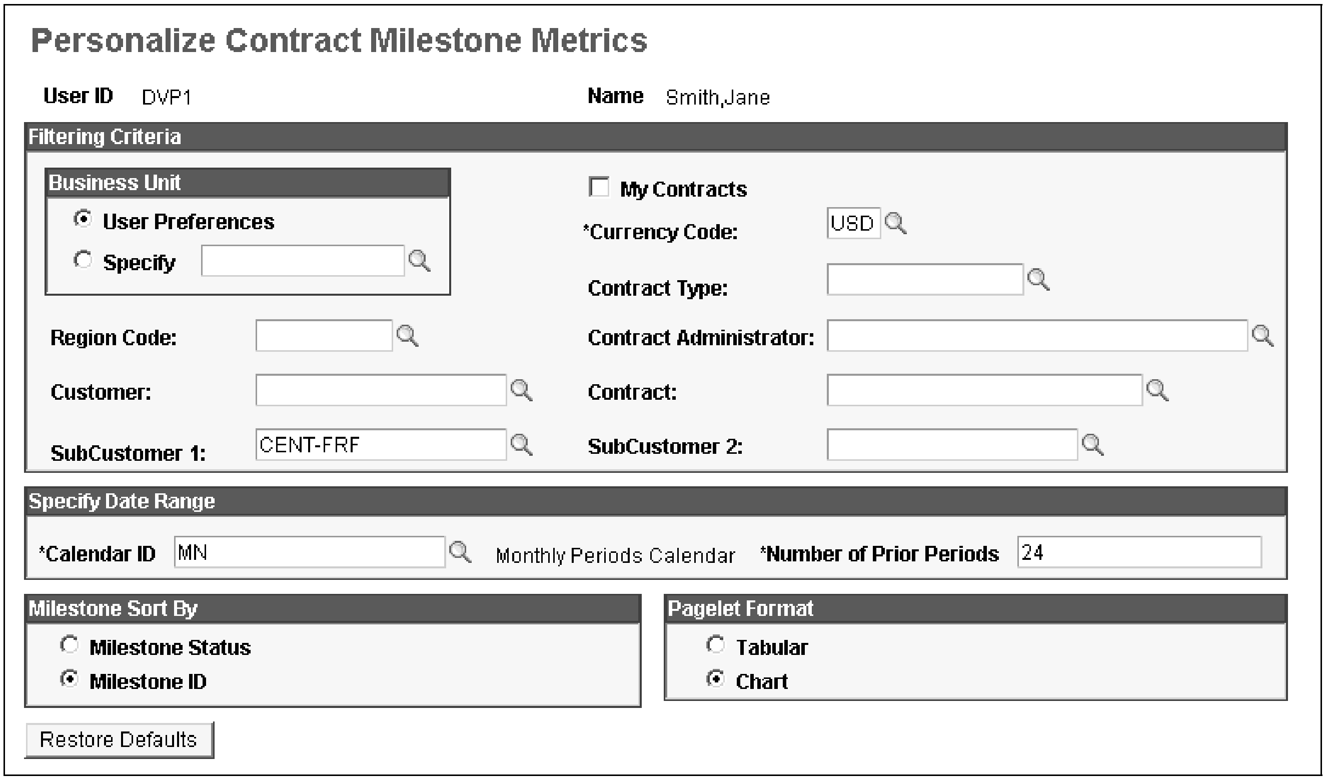
Contract Count Total number of contracts.

Revenue Plan Impact Count Provides the number of existing milestones that impact revenue.

Billing Plan Impact Count Provides the number of existing milestones that impact billing.

Personalizing Contract Milestone Metrics

Access the Personalize Contract Milestone Metrics page.



Personalize Contract Milestone Metrics page

Filtering Criteria

Use the fields to filter the contracts that you want to display. You can view contracts on the Contract Milestone Metric pagelet from your user preference's business unit or select a different business unit.

Specify Date Range

Select the calendar and period over which the system displays contract milestones.

Calendar ID Select a calendar for the system to use when displaying contract milestones on the pagelet.

Number of Prior Periods Enter a number of periods for the system to use to obtain the contract milestones that will appear on the pagelet. The system will start from the prior period and count backward for the specified number of periods. The system requires this field in order to display the contract status on the pagelet. The system uses the contract sign date to compare with the date ranges specified by the number of periods.

Milestone Sort By

Select either Milestone Status or Milestone ID to indicate how the system should order the contract milestones on the pagelet.

Pagelet Format

Select either Tabular or Chart to indicate how the system should display the contract milestones on the pagelet.

Viewing and Personalizing Contract Product Group Metrics

This section discusses how to:

- View the contract product group metric information.
- Personalize the Contract Product Group Metric pagelet.

Pages Used to View and Personalize Contract Product Group Metrics

Page Name	Object Name	Navigation	Usage
Contract Product Group Metric pagelet	CA_TICS_METR_PROD	Click the Personalize Content link on the PeopleSoft homepage. Select Contract Product Group Metric.	View and analyze product group information for all of your contracts that are in *active* status.
Personalize Product Grouping Metrics	CA_TICS_OPR_PROD	Click the pagelet's Customize button.	Define default display information for the Contract Product Group Metric pagelet.

Viewing Contract Product Group Metrics

Access the Contract Product Group Metric pagelet.

The Product Group Metric pagelet provides you with information on the number of products and services sold by product grouping and the total value of those sales.

Note. The Contract Product Group Metric pagelet select data from active contracts only.

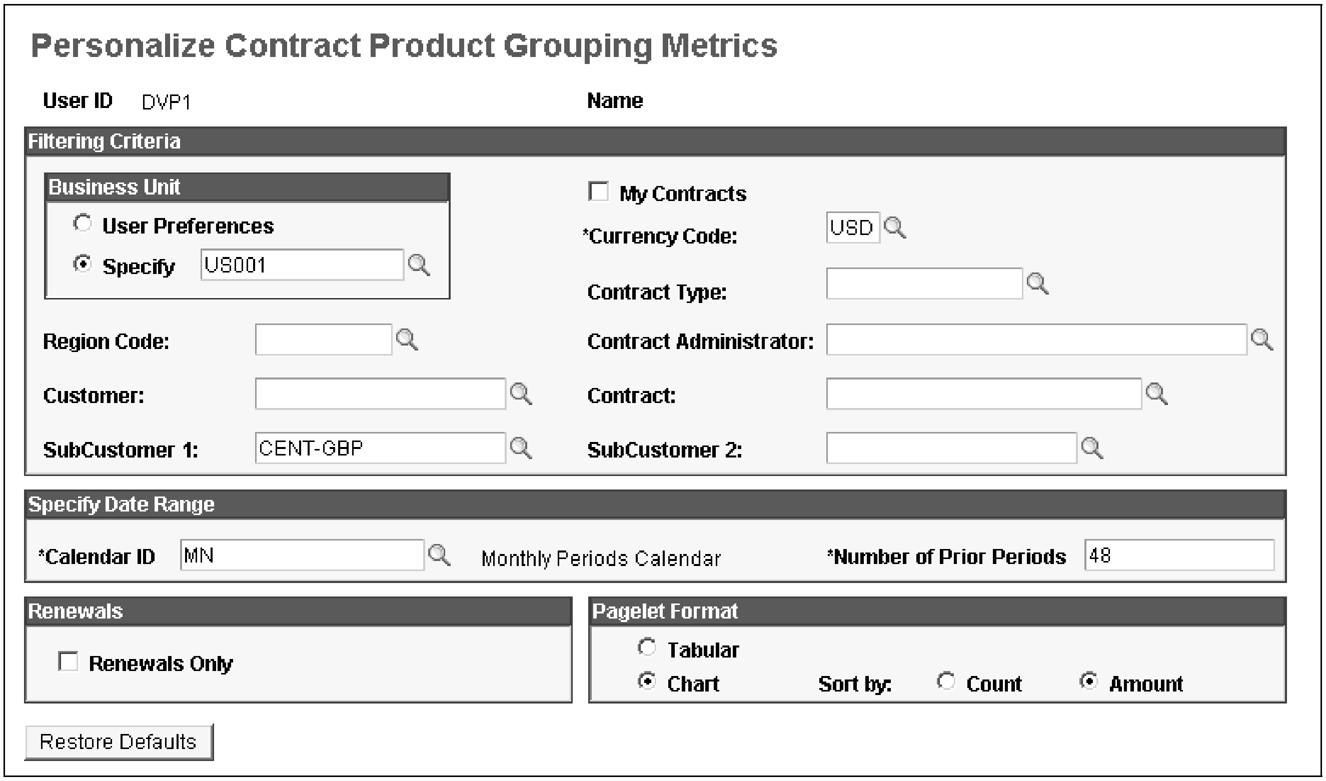
Product Group Provides the product grouping name per contract.

Number of Records Provides the number of products and services sold by product grouping.

Amount Total value of sales by product grouping.

Personalizing Contract Product Group Metrics

Access the Personalize Contract Product Grouping Metrics page.



Personalize Contract Product Grouping Metrics page

Filtering Criteria

Use the fields to filter the contracts that you want to display. You can view contracts on the Contract Milestone Metric pagelet from your user preference's business unit or select a different business unit.

Specify Date Range

Select the calendar and period over which the system displays contract milestones.

Calendar ID	Select a calendar for the system to use when displaying contract milestones on the pagelet.
Number of Prior Periods	Enter a number of periods for the system to use to obtain the contract milestones that will appear on the pagelet. The system will start from the prior period and count backward for the specified number of periods. The system requires this field in order to display the contract status on the pagelet. The system uses the contract sign date to compare with the date ranges specified by the number of periods.

Renewals

Select the Renewals Only check box to have the system display only renewable products on the pagelet.

Pagelet Format

Select either Tabular or Chart to indicate how the system should display the contract milestones on the pagelet. If you chooseChart,specify whether the system should sort the data by count or amount.

Using OTAs in PeopleSoft Contracts

This section discusses OTA calculations and how to personalize:

- Contract Revenue Forecast.
- Contract Sales.

An OTA must be selected on the Personalize Operational Threshold Alert page before it is displayed on a pagelet. OTAs are viewed on the Operational Threshold Alert pagelet with data that is personalized at the system administrator level or by the user. One of the PeopleSoft Contracts OTAs—Contract Revenue Forecasting—can also be viewed on the Operational Threshold Chart pagelet.

Understanding OTA Calculations in PeopleSoft Contracts

This section discusses calculations for these operational threshold alerts:

- Contract Revenue Forecast.
- Contract Sales.

Calculating Contract Revenue Forecast

The Contract Revenue Forecast Operational Threshold Alert provides a projection of future revenue.

The system pulls future revenue from the Contracts Forecast table. The system calculates the forecast revenue number by summing the values in the amount field. This forecast excludes forecasts for recurring fee revenues and for renewal products not yet renewed.

Note. If contracts business unit security is enforced and if the contracts business unit is not specified on the personalization page, the system calculates only the forecast pertaining to the contracts business unit to which the user has security access.

Calculation Contract Sales

The Contract Sales Threshold Alert provides the total amount of sales for selected contracts.

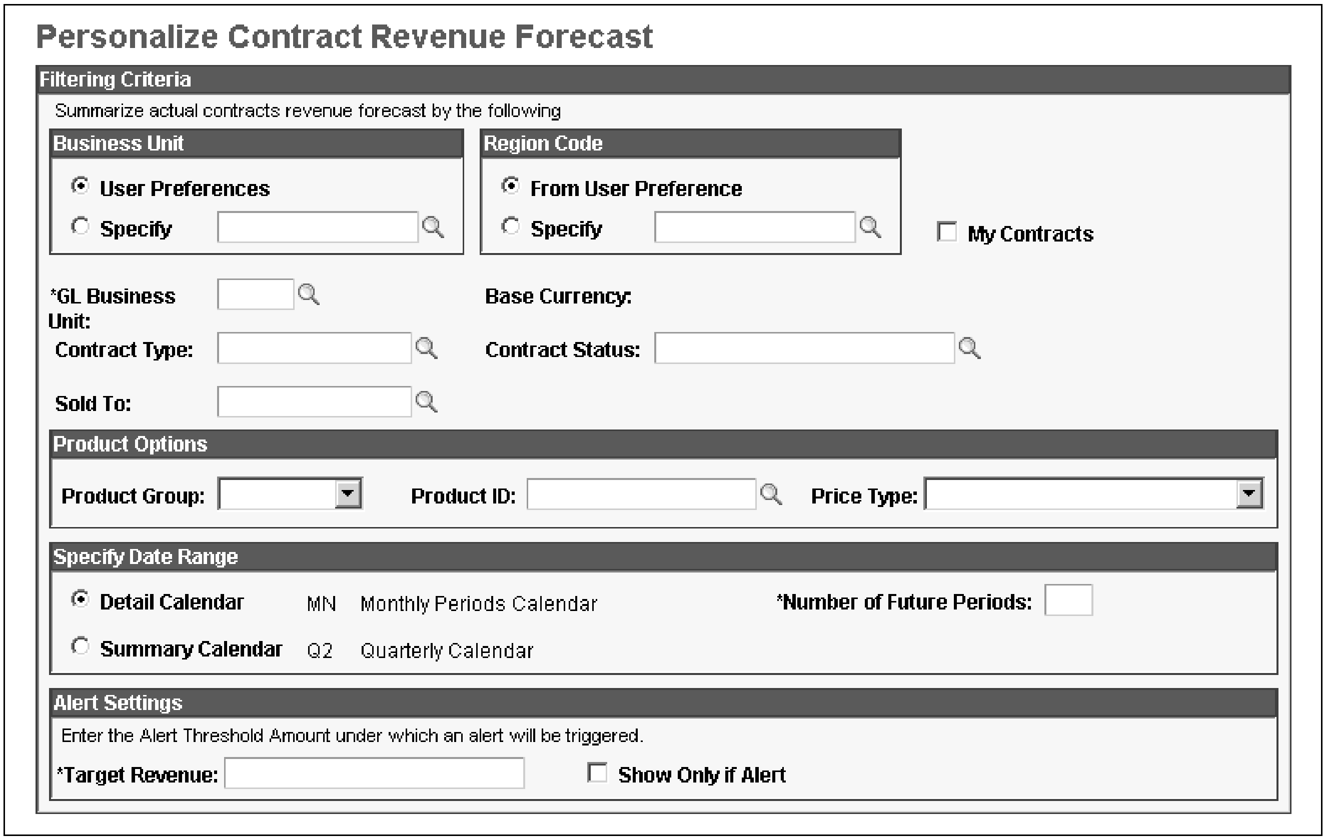
The sales amount is the total of the gross amount minus any discounts, plus any surcharges, and plus any non-inclusive prepaids. For each contract, where the contract signed date falls with the specified period, the system subtracts the discounts and add surcharges from the revised gross amount.

Pages Used to Personalize OTAs for PeopleSoft Contracts

Page Name	Object Name	Navigation	Usage
Personalize Operational Threshold Alerts	PC_PE_OTA_PRS	• Click the Customize icon on the Operational Threshold Alert pagelet • Click the Customize icon on the Operational Threshold Chart pagelet	Select the OTAs to display on the Operational Threshold Alert or Operational Threshold Chart pagelets. Access the page used to personalize individual OTA tolerance levels.
Operational Threshold Alert	PC_PE_OTA_LIST (wide), PC_PE_OTA_LIST_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage.	View up to five Operational Threshold Alerts that display real-time monitoring data according to tolerance levels that you define.
Operational Threshold Chart	PC_PE_OTA_CHART	Click the Personalize Content link on the PeopleSoft homepage.	View an Operational Threshold Alert that displays a real-time monitoring chart according to tolerance levels that you define.
Personalize Budget to Forecast Time Variance	PC_PE_BETV_PRS	• Click the Contract Revenue Forecast link on the ESA Portal Pack Pagelet Default Administration page. • Click the Personalize icon for this OTA on the Personalize Operational Threshold Alerts page.	Define default data for calculating and displaying the Budget to Forecast Time Variance OTA.
Personalize Contract Revenue Forecast	CA_PE_CFR_PRS	• Click the Contract Revenue Forecast link on the ESA Portal Pack Pagelet Default Administration page. • Click the Personalize icon for this OTA on the Personalize Operational Threshold Alerts page.	Specify the business unit, region code, product options, date range, and alert settings for the Contract Revenue Forecast OTA. The Contract Revenue Forecast Operational Threshold Alert provides a projection of future revenue.
Personalize Contract Sales	CA_PE_SALES_PRS	• Click the Contract Sales link on the ESA Portal Pack Pagelet Default Administration page. • Click the Personalize icon for this OTA on the Personalize Operational Threshold Alerts page.	Specify the business unit, region code, date range, and alert settings for the Contract Sales OTA.

Personalizing Contract Revenue Forecast

Access the Contract Revenue Forecast Personalization page.



Personalize Contract Revenue Forecast page

This Operational Threshold Alert (OTA) provides a projection of future revenue.

Business Unit

You can view forecasted contract revenue on the OTA pagelet from your user preference's business unit or select a different business unit.

User Preferences Select to have the system display forecasted revenue for only those contracts with the contracts business unit specified in your user preferences.

Specify Select to have the system display forecasted revenue for contracts from a business unit other than the contracts business unit specified in your user preferences. You can specify a new business unit or leave this field blank. If you leave this field blank, the system searches for contracts under all business units to which you have permission to access according to your security setting.

Region Code

You can view forecasted contract revenue on the OTA pagelet from your region code or select a different region code.

From User Preference Select to view forecasted revenue for only those contracts with the region code specified in your user preferences.

Specify Select to view forecasted revenue for contracts from a region code other than the region code specified in your user preferences. You can specify a new region code or leave this field blank. If you leave this field blank, the system searches all regions when selecting the contracts to display on the OTA pagelet.

My Contracts Click to indicate that the Contract Revenue Forecast pagelet should display only those contracts that you have designated as part of your My Contracts list.

GL Business Unit (PeopleSoft General Ledger business unit) Select a PeopleSoft General Ledger business unit to filter contracts based on a specific GL business unit.

Base Currency Displays the base currency for the selected GL Business Unit.

Contract Type Select to view forecasted revenue for contracts of a specific contract type. Selecting a contract type is optional.

Contract Status Select to view forecasted revenue for contracts with a specific contract status. Selecting a contract status is optional. Contract status values include: *Active* and *Pending.*

Sold To Select to view forecasted revenue for contracts with a specific sold to customer. Selecting a sold to customer is optional.

Product Options

Product Group Select to view forecasted revenue for contract lines containing a specific product group.

Product ID Select to view forecasted revenue for contract lines containing a specific product ID.

Price Type Select to view forecasted revenue for contract lines containing specific price types. Price type values include: *Rate, Percent, Amount,* and *Recurring.*

Specify Date Range

Select the calendar and period over which the system should forecast contract revenue. You must select either Detail Calendar or Summary Calendar. Depending on this selection, the system uses the appropriate calendar ID from the Installation table (INSTALLATION_CA).

Detail Calendar Select to use the periods defined in the detail calendar to sum and display forecasted revenue on OTA pagelet or chart. If you select Detail Calendar, the system uses CALENDAR_ID_2 from the Installation table.

Summary Calendar Select to use the periods defined in the summary calendar to sum and display forecasted revenue on the OTA pagelet or chart. If you select Summary Calendar, the system uses CALENDAR_ID from the Installation table.

Number of Future Periods Select the number of future periods, as defined in the detail or summary calendar, over which the system should forecast contract revenue. This field is required. The system uses the contract's accounting date to compare with the date ranges specified by the number of periods.

Alert Settings

Target Revenue Enter the target alert threshold that will trigger a red alert visual indicator to appear on the OTA pagelet if the contract revenue forecast falls under the target revenue value. A green indicator appears in the OTA pagelet if the revenue forecast equals or exceeds the target revenue indicating that the revenue forecast is acceptable.

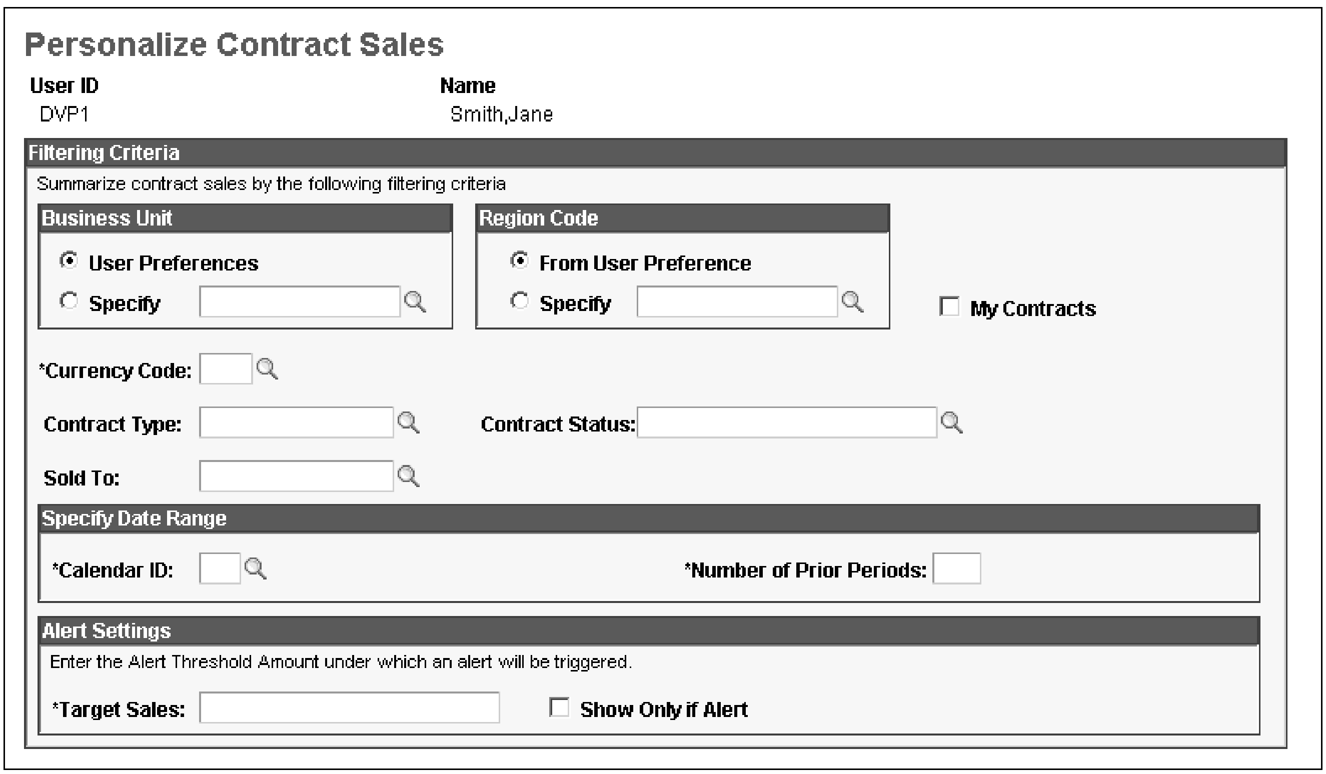
Show Only if Alert Select this option for the OTA to appear on the OTA pagelet only if the revenue forecast falls under the alert threshold. Clear this option for the OTA to appear on the pagelet if the revenue forecast falls above, equals, or falls below the target revenue value.

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Managing Revenue Recognition”

Personalizing Contract Sales

Access the Contract Sales Personalization page.



Personalize Contract Sales page

This Operational Threshold Alert (OTA) provides the total amount of sales for selected contracts. The total contract sales amount displayed includes the revised gross amount minus revised discounts, plus non-inclusive prepaids.

Business Unit

You can view contract sales on the OTA pagelet from your user preference's business unit or select a different business unit.

User Preferences Select to have the system display contract sales for only those contracts with the contracts business unit specified in your user preferences.

Specify Select to have the system display contract sales for contracts from a business unit other than the contracts business unit specified in your user preferences. If you select Specify, you must specify a business unit value.

Region Code

You can view contract sales on the OTA pagelet from your region code or select a different region code

From User Preference Select to view contract sales for only those contracts with the region code specified in your user preferences.

Specify Select to view contract sales for contracts from a region code other than the region code specified in your user preferences. You can specify a new region code or leave this field blank. If you leave this field blank, the system searches all regions when selecting the contracts to display on the pagelet.

My Contracts Click to indicate that the OTA pagelet should display contract sales for only those contracts that you have designated as part of your My Contracts list.

Currency Code Select a currency for the system to use when displaying contract sales amounts on the OTA pagelet. The system uses the value that you select to filter the contracts that display. For example, if you select *USD*, contracts with a contract currency other than *USD* will not appear on the page.

Contract Type Select to view contract sales for contracts of a specific contract type. Selecting a contract type is optional.

Contract Status Select to view contract sales for contracts with a specific contract status. Selecting a contract status is optional.

Sold To Select to view contract sales for contracts with a specific sold to customer. Selecting a sold to customer is optional.

Specify Date Range

Select the calendar and period over which the system should calculate contract sales.

Calendar ID Select a calendar for the system to use to calculate the total contract sales for displaying on the OTA pagelet.

Number of Prior Periods Enter a number of periods for the system to use to obtain the total contract sales that will appear on the OTA pagelet. The system will start from the prior period and count backward for the specified number of periods. The system requires this field in order to display the contract sales on the Operational

Threshold Alert pagelet. The system uses the contract sign date to compare with the date ranges specified by the number of periods.

Alert Settings

Target Sales Enter the target alert threshold that will trigger a red alert visual indicator to appear on the OTA pagelet if the contract sales fall under the target sales value. A green indicator appears in the OTA pagelet if the contract sales forecast equals or exceeds the target sales indicating that the contract sales forecast is acceptable.

Show Only if Alert Select this option for the OTA to appear on the OTA pagelet only if the contract sales fall under the alert threshold. Clear this option for the OTA to appear on the pagelet if the contract sales fall above, equal, or fall below the target sales value.

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Managing Revenue Recognition”

CHAPTER 12

Using Pagelets Enabled by PeopleSoft Expenses

This chapter provides an overview of pagelets in PeopleSoft Expenses and discusses how to:

- View and Personalize Total Predicted Expenses.
- Use Operational Threshold Alerts (OTAs) for PeopleSoft Expenses.
- View and Personalize Transactions in Progress (TIP) for PeopleSoft Expenses.

Understanding the Pagelets Designed for PeopleSoft Expenses

There are three types of pagelets designed for PeopleSoft Expenses:

- Operational Summary pagelet for total predicted expenses.
- Operational Threshold Alert pagelet for total expense costs.
- Transactions in Progress pagelets for expense reports and time reports.

All PeopleSoft Expenses pagelets display data based on filter criteria defined on an administrator setup page or a user personalization page. What PeopleSoft Expenses displays on the pagelet also depends on which view the administrator or user selects: by department ID or by project ID. If PeopleSoft Expenses is set up to display data based on a department view, then PeopleSoft Expenses will filter by GL business unit and department ID. If PeopleSoft Expenses is set up to display data based on a project view, then PeopleSoft Expenses will filter by project business unit and project ID. You can also choose specific project IDs or filter by My Projects or Project Manager.

Note. Before PeopleSoft Expenses can display data in the Total Predicted Expense pagelet or an OTA pagelet, the administrator must define the calendar ID and the number of periods that the Expenses Pagelet Processing process uses to populate the summary tables.

The Expenses Pagelet Processing process converts expense data to various currencies so that the Expenses pagelets can provide data in a currency that is meaningful to each user. The process also summarizes the information, which renders data in pagelets more rapidly.

Schedule this process by navigating to Travel and Expenses, Audit, Process Pagelet Info.

See Chapter 12, “Using Pagelets Enabled by PeopleSoft Expenses,” Administering Expense Report and Time Report Pagelets, page 116.

Common Elements Used in This Chapter

Calendar ID

Select a calendar to use in conjunction with Number of Future Periods or Number of Past Periods to define the date range for PeopleSoft Expenses to retrieve pagelet data. Valid values are monthly, depending on how it is defined in the Budget Period Calendar (CAL_DEFN_TBL and CAL_BP_TBL).

PeopleSoft Expenses requires this field in order to display the Total Predicted Expenses pagelet and only the administrator can set it up. This information applies to both Total Predicted Expenses and OTA. However, in OTA, Calendar ID is used in conjunction with Number of Past Periods.

No. of Future Periods (number of future periods) or **No. of Past Periods** (number of future periods)

Enter a number of future periods for PeopleSoft Expenses to obtain the total travel authorization amounts that appear on the Total Predicted Expenses pagelet. The maximum number of periods is 12.

Enter a number of past periods for PeopleSoft Expenses to obtain the expense line detail amounts that appear on the OTA pagelet. The maximum number of periods is 12.

PeopleSoft Expenses requires this field in order to display the Total Predicted Expenses pagelet or the OTA, and only the administrator can set it up.

View by Department

Select to set the default view for the pagelet to filter by GL Business Unit and Department ID. If selected, the GL business unit defaults from the employee profile. The administrator cannot specify a department ID; employees must enter this information from their personalization page.

PeopleSoft Expenses automatically selects the View by Department option if PeopleSoft Project Costing is not installed.

GL Business Unit

Select to use the GL business unit defined in the user profile or specify a different business unit. You can change the business unit according to your role-level security rules.

GL ChartFields

The ChartField list varies, depending on the ChartFields used by the customer.

View by Project

Select to set the default view for the pagelet to filter by PC Business Unit and Project ID. If selected, you must also select a PC business unit.

If PeopleSoft Project Costing is not installed, PeopleSoft Expenses does not display the View by Project option.

PC Business Unit

If you selected to view by project, then you must indicate a project business unit for PeopleSoft Expenses to use. Select Projects User Preferences to use the project business unit stored in the user profile or select Specify to enter a different business unit to filter on.

If PeopleSoft Project Costing is not installed, PeopleSoft Expenses does not display these options.

Project Filters

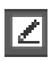
Select Project ID to filter by one or more projects. The administrator cannot specify a project ID; employees must enter this information on their personalization page.

Select Project Manager to filter by project managers and project business unit. If selected, the project ID will be pulled from the project manager table (PS_PROJECT_MGR) based on the operator ID (OPRID) of the user logged in. Only project managers who have projects under the specified project business unit will appear as valid choices.

Select My Projects to filter projects based on the My Projects list and project business unit. The project ID will be defaulted based on what the user enters on their My Projects list (PC_OPRID_PRJACT).

Select No Additional Filters to indicate that you only want to filter on a PC business unit.

If PeopleSoft Project Costing is not installed, PeopleSoft Expenses does not display these options.



Click to customize the criteria used to filter on for the pagelet.

Search

Click to search the criteria specified and obtain the listing of TIP data.

Reset

Clears all search criteria and any transaction results.

Restore Defaults

Select to erase any user settings made on the page and return to the defaults the administrator established.

Transaction Inquiry Page

Click this link to access the Transaction in Progress page to view details about the transactions that appear on the pagelet.

Go to Expenses Pagelet Processing

Click to run the Expenses Pagelet Processing process. Before PeopleSoft Expenses can display data in a pagelet, run the Expenses Pagelet Processing process to populate the summary tables with precalculated amounts. In addition, the monetary currency for project filtered data displays in the currency set for that particular project business unit. The Expenses Pagelet Processing process also pulls travel authorization data from within the periods defined by the administrator. This link is found only on the Administer pages, not the Personalization pages.

Return to Homepage

Click to return to the portal main menu where the pagelet resides with the updated filtered results.

Viewing and Personalizing Total Predicted Expenses

This section provides an overview of the Total Predicted Expenses pagelet and discusses how to:

- Set up defaults.
- View the pagelet.
- Personalize the pagelet.

Understanding Total Predicted Expenses

The Total Predicted Expenses pagelet displays travel authorization data based on filter criteria entered on an administrator setup page (Administer Total Predicted Expenses) or a user personalization page (Personalize Total Predicted Expenses). What PeopleSoft Expenses displays on the pagelet also depends on which view the administrator or employee selects—by department ID or project ID. If PeopleSoft Expenses is set up to display travel authorization data based on a department view, then PeopleSoft Expenses filters by GL business unit and department ID. If PeopleSoft Expenses is set up to display travel authorization data based on a project view, then PeopleSoft Expenses filters by PC business unit and project ID. Employees can also choose specific project IDs or filter by My Projects or Project Manager.

The administrator accesses the Administer Total Predicted Expenses page through the portal main menu to set and store the defaults for all users. Only the administrator can set the defaults for the Calendar ID and Number of Future Periods fields, and these fields are display-only on the employee's Personalize Total Predicted Expenses page. The administrator also sets the default view (by department or by project).

Click the Customize button in the title bar of the Total Predicted Expenses pagelet to access the Personalize Total Predicted Expenses page and specify project IDs or department IDs in which to filter on. PeopleSoft Expenses initially populates the Personalize Total Predicted Expenses page with defaults provided from the Administer Total Predicted Expenses page. PeopleSoft Expenses checks user security at the PeopleSoft Expenses business unit level to insure that employees can only select or see data in the business unit to which they are authorized to access. Click the Restore Default button on the Personalize Total Predicted Expenses page and PeopleSoft Expenses restores the filter criteria back to what is set on the Administrator Total Predicted Expenses page.

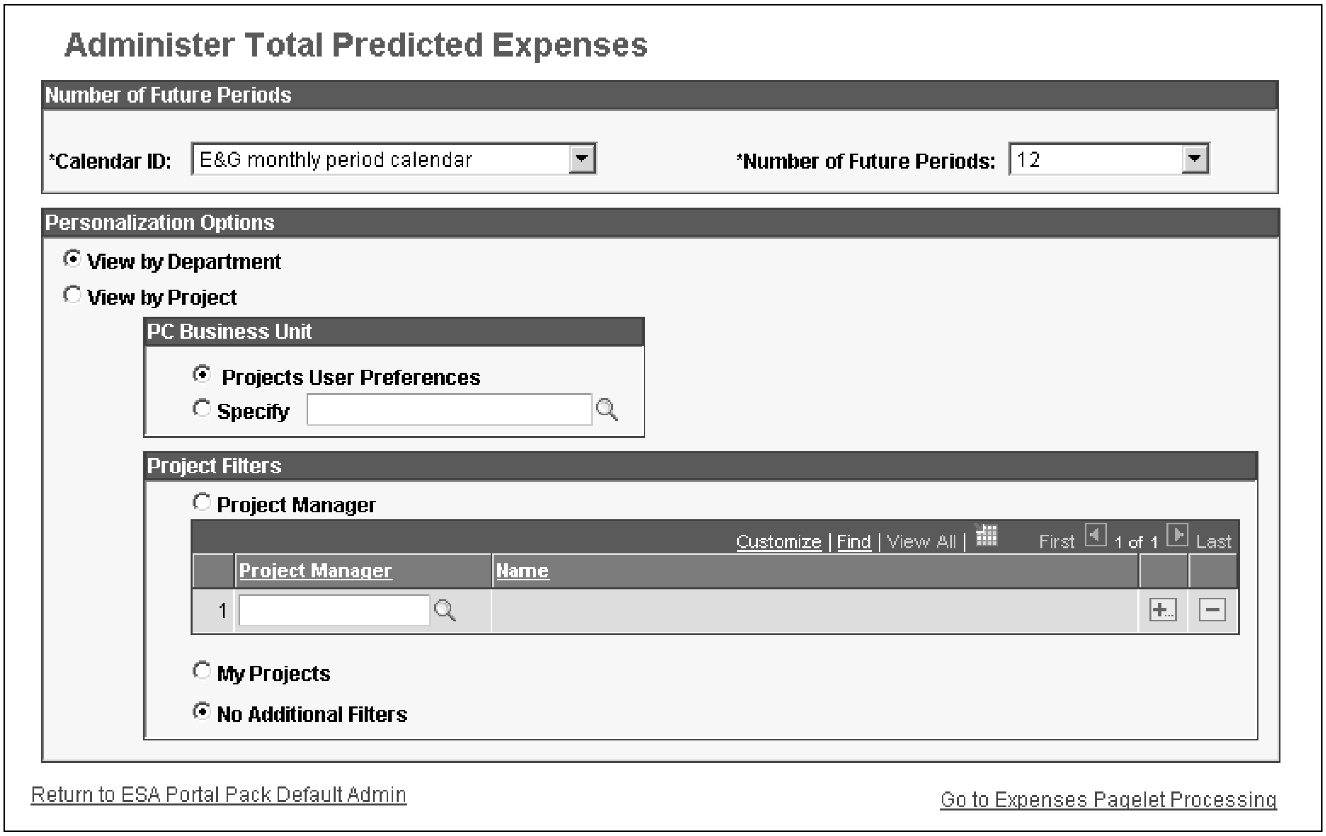
The Total Predicted Expenses Summary page allows further filtering before PeopleSoft Expenses displays total authorized travel amounts. Employees can change or refine their search by filtering by Expenses Billing Code, My Projects, Project Manager, and various ChartFields. The travel authorizations listed as a result of the search with the filtering criteria are linked to allow you to drill down to a specific travel authorization for further analysis.

Pages Used to Set Up, View, and Personalize Total Predicted Expenses

Page Name	Object Name	Navigation	Usage
Administer Total Predicted Expenses	EX_PE_PRED_PRS	Set Up Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults, Total Predicted Expenses	Set up defaults and define the calendar ID and periods to filter on for the Total Predicted Expenses pagelet.
Total Predicted Expenses (pagelet)	EX_PE_PRED_TA_WD, EX_PE_PRED_TA_NR	Click the Personalize Content link on the PeopleSoft homepage. Select Total Predicted Expenses.	Displays travel authorization data based on filter criteria set up by the system administrator and the user. **Note.** The size of the pagelet depends on if you have personalized the layout for your portal homepage for two columns or three columns. To view Billable, Non-Billable, and Internal travel authorization amounts, use a wide Layout.
Total Predicted Expenses	EX_PE_PRED_MOR	Click the More link on the Total Predicted Expenses pagelet.	Displays more travel authorization data. **Note.** PeopleSoft Expenses displays only the More link if there are more than five Department IDs or Project IDs, depending on how you set up your system.
Total Predicted Expense Summary	EX_PE_PRED_SUM	• Depending on how you set up your system, click a Department ID or Project ID link on the Total Predicted Expenses pagelet. • Travel and Expenses, Real-Time Analysis, Predicted Expenses Summary	Enter more filter criteria (optional) and click Go to view list of travel authorizations.
Personalize Total Predicted Expenses	EX_PE_PRED_PRS	Click the Customize button on the Total Predicted Expenses pagelet.	Set up user-specific defaults to filter on for the Total Predicted Expenses pagelet.

Setting Up Defaults for the Total Predicted Expenses Pagelet

Access the Administer Total Predicted Expenses page.



Administer Total Predicted Expenses page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Viewing the Total Predicted Expenses Pagelet

Access the Total Predicted Expenses pagelet.

Department or **Project**	Click on the link in the Department or Project column to access the Total Predicted Expenses Summary page and drill down to a specific travel authorization.

PeopleSoft Expenses displays the total amount of approved travel authorizations, which is a result of the filtering criteria from the Administer Total Predicted Expenses and Personalize Total Predicted Expenses pages. PeopleSoft Expenses sorts the rows based on amounts and displays the highest amount first. PeopleSoft Expenses also displays the base currency for the business unit.

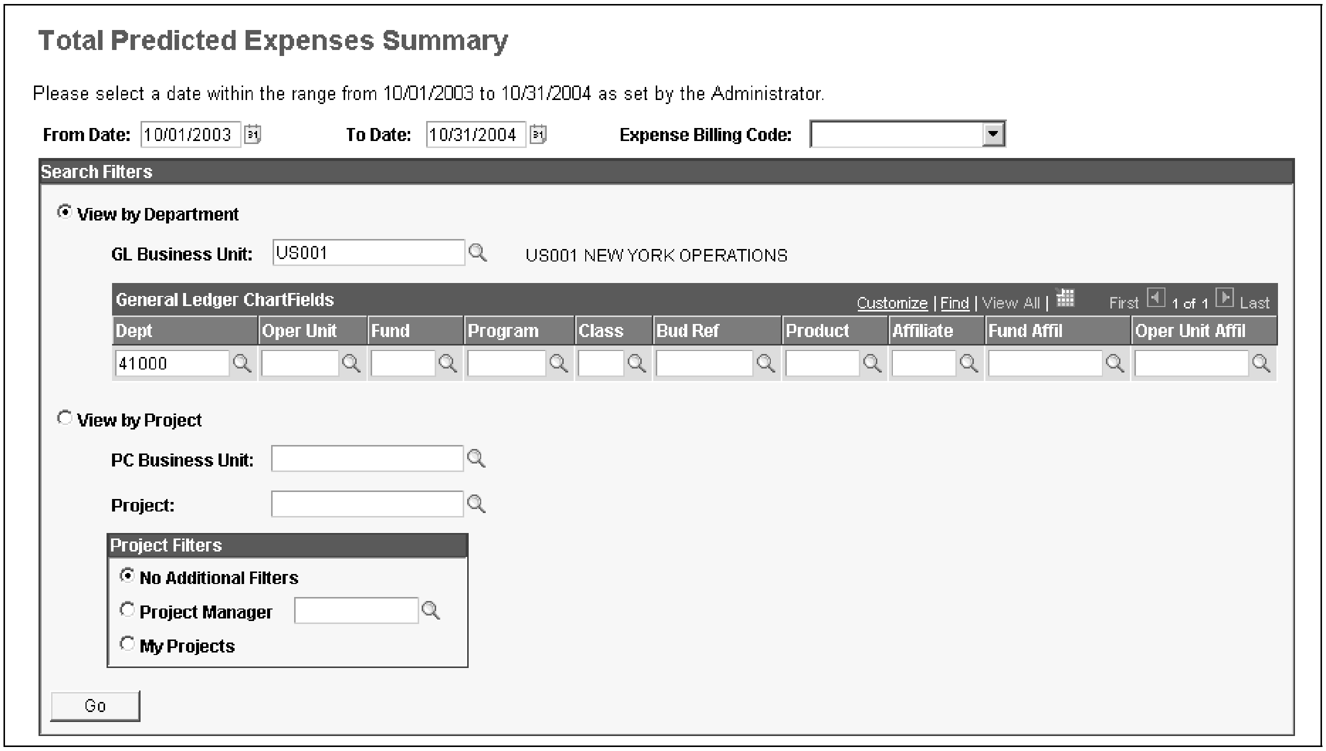
The pagelet displays information about the criteria PeopleSoft Expenses used to derive the total predicted expenses:

- GL business unit.
- Date when the Expenses Pagelet Processing process was last executed (for example, the data is only current up to the date displayed).
- View type (department or project). This message changes, depending on what filter criteria was selected.

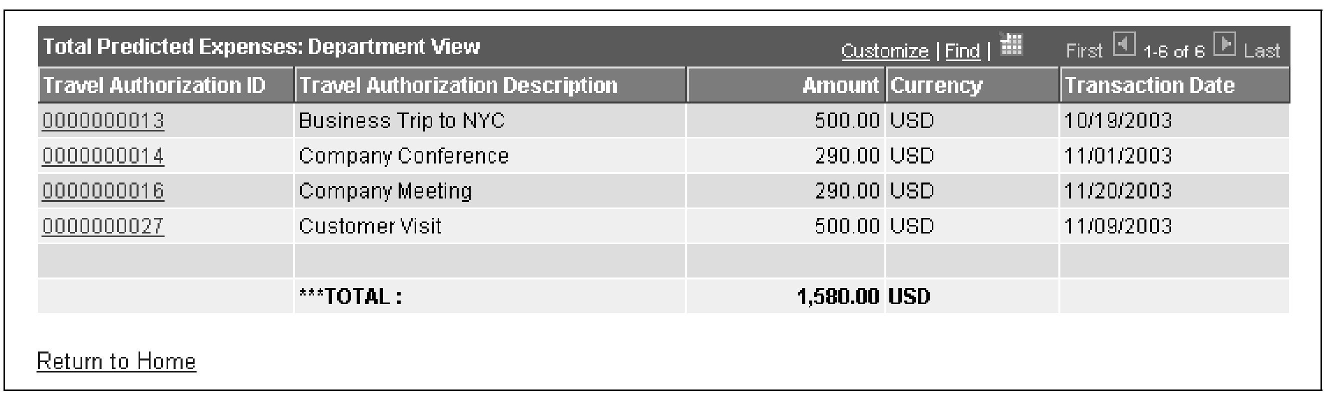
Note. PeopleSoft Expenses only displays five rows of data. If there are additional rows, PeopleSoft Expenses displays a More link that takes you to an expanded view of the Total Predicted Expenses pagelet.

Viewing the Total Predicted Expenses Summary Page

Access the Total Predicted Expenses Summary page.



Total Predicted Expenses Summary page (1 of 2)



Total Predicted Expenses Summary page (2 of 2)

From Date and **To Date**

Enter dates to filter on. You can only filter within the dates set by the administrator. If you enter dates outside the range, a message notifies you that it is not a valid date. The date is pre-populated with the date range that the administrator defined in the Administrator page.

Expense Billing Code

Enter a billing code to filter on. If none is specified, PeopleSoft Expenses retrieves all billing codes.

Search Filters

PeopleSoft Expenses automatically populates information in this section based on the filtering criteria used on the Total Predicted Expenses pagelet; however, you can modify the fields to obtain a different listing of travel authorizations to search on. If PeopleSoft Project Costing is not installed, PeopleSoft Expenses does not display any project-related fields.

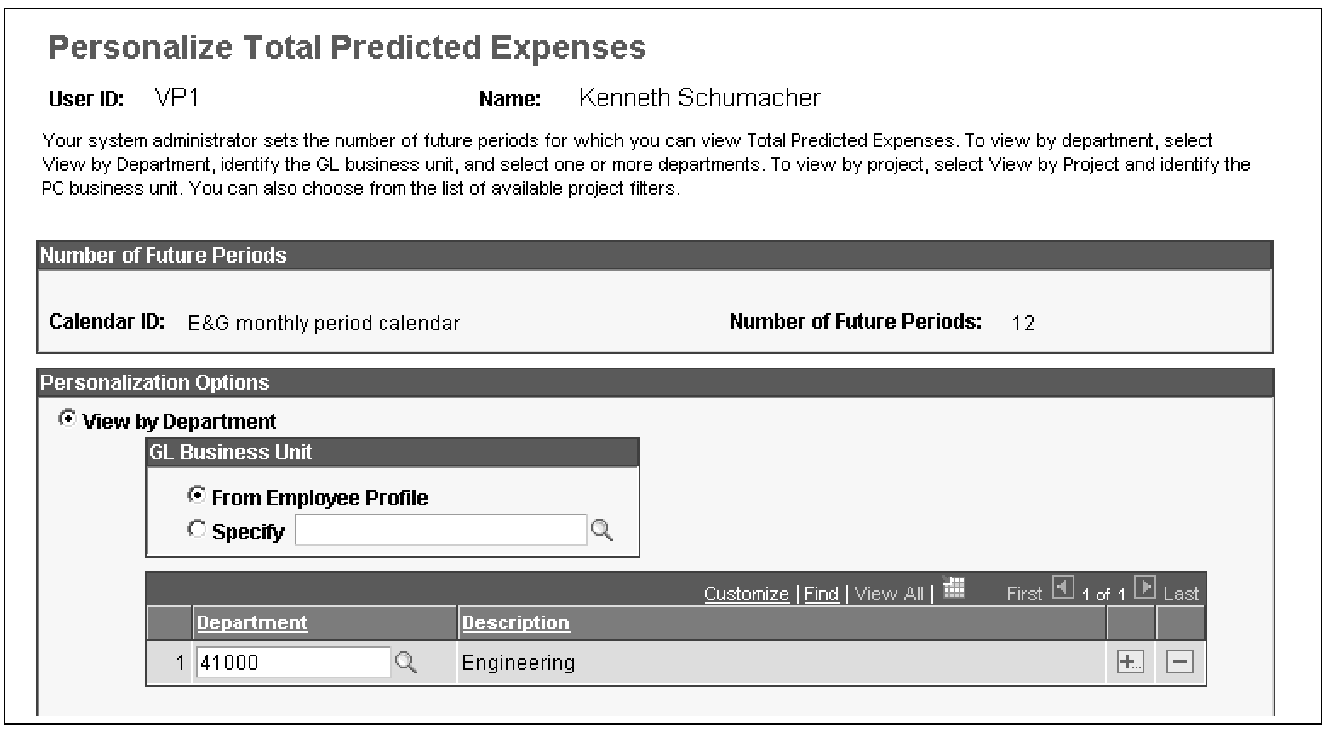
Go Click to display a list of total approved travel authorizations that fall within your selection criteria.

Total Predicted Expenses: Department View or Project View

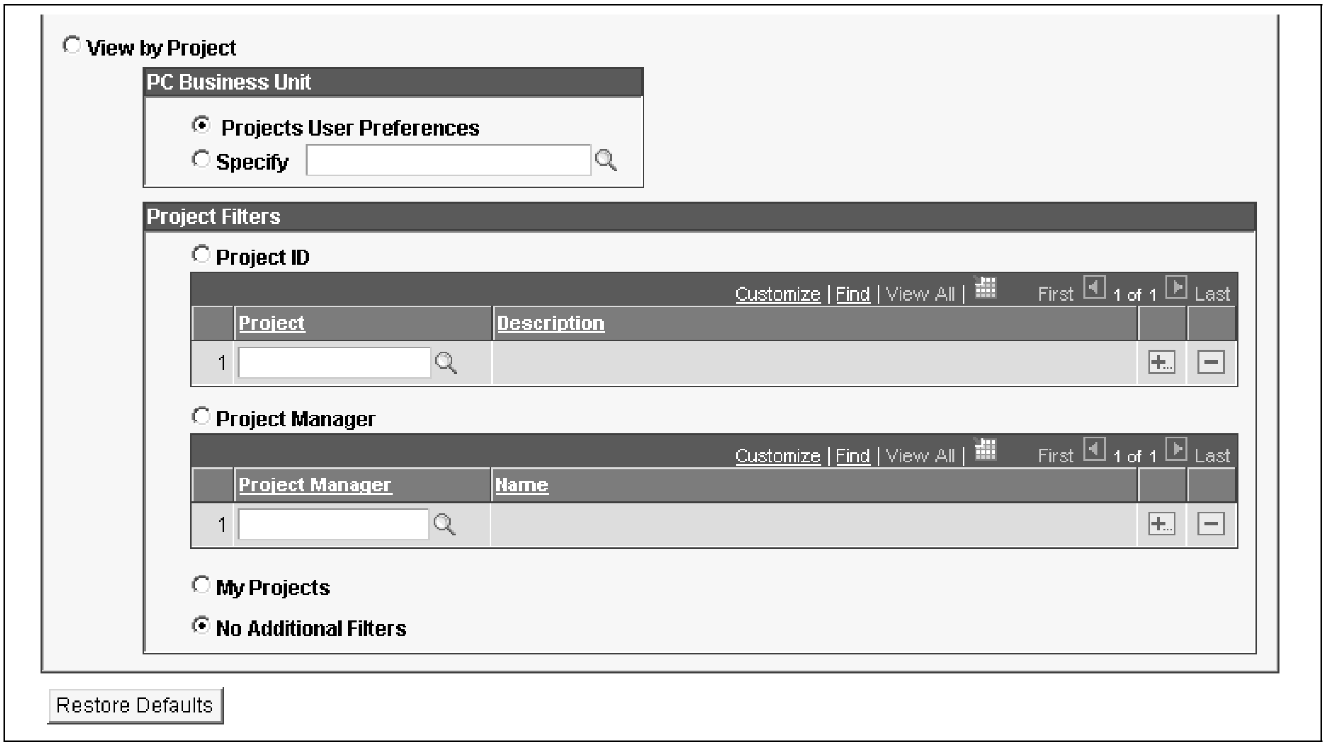
Travel Authorization ID Click a link in the column to drill down to a specific travel authorization report for further analysis. PeopleSoft Expenses displays the Travel Authorization - Travel Authorization Summary page in display-only mode for the travel authorization you selected. From the Travel Authorization - Travel Authorization Summary page, PeopleSoft Expenses provides a Return to Predicted Expenses link, which returns you to the Total Predicted Expenses Summary page.

Personalizing Your Total Predicted Expenses Pagelet

Access the Personalize Total Predicted Expenses page.



Personalize Total Predicted Expenses page (page 1 of 2)



Personalize Total Predicted Expenses page (page 2 of 2)

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Note. If PeopleSoft Project Costing is not installed, the View by Project option, PC Business Unit and Project Filters are hidden.

Using Operational Threshold Alerts (OTAs) for PeopleSoft Expenses

This section provides an overview of personalizing operational threshold alerts and discusses how to personalize and view the Total Expense Costs OTA pagelet.

Understanding the Total Expense Costs OTA

The Total Expense Cost OTA reflects the total amount of all pending, submitted, approved, partially approved, staged, paid, on hold, and posted expense lines within PeopleSoft Expenses. PeopleSoft Expenses ignores expense lines with a status of closed or denied and ignores expenses that are not reimbursable.

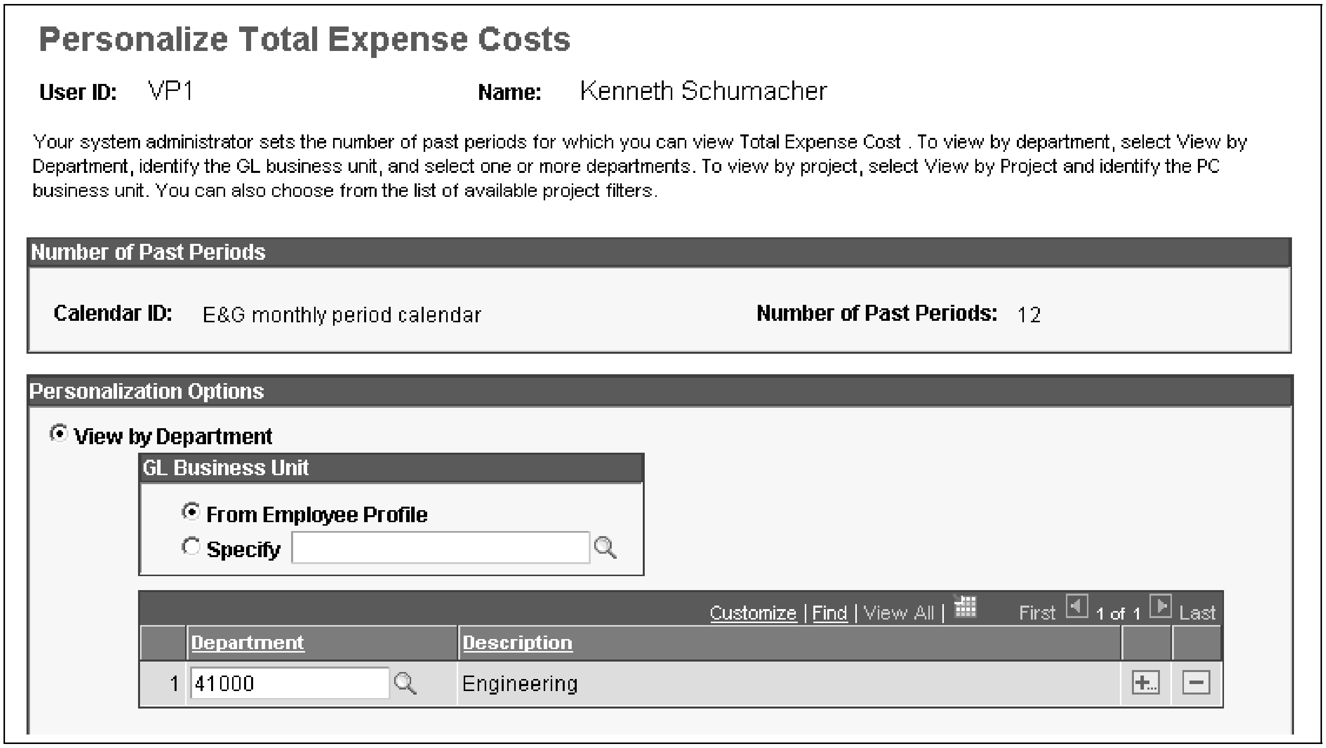
You must select the Total Expense Costs OTA on the Personalize Operational Threshold Alerts page before PeopleSoft Expenses displays the information on the pagelet. View OTAs on the Operational Threshold Alert pagelet with data personalized by an administrator or user.

Pages Used to Personalize OTAs for PeopleSoft Expenses

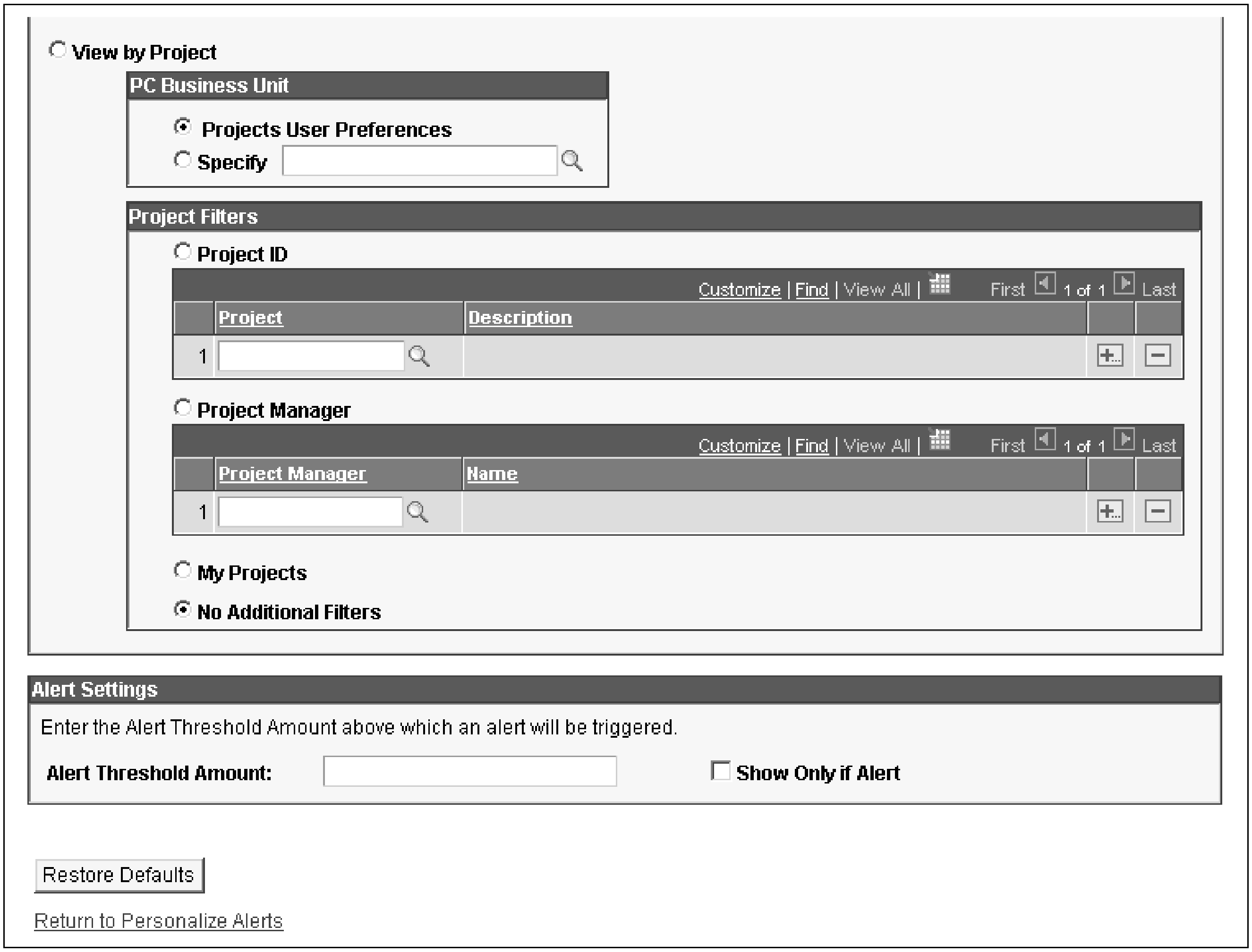
Page Name	Object Name	Navigation	Usage
Personalize Operational Threshold Alerts	PC_PE_OTA_PRS	• Click the Customize button on the Operational Threshold Alert pagelet. • Click the Customize button on the Operational Threshold Chart pagelet.	Select the OTAs to display on the Operational Threshold Alert or Operational Threshold Chart pagelets. Access the page to personalize individual OTA tolerance levels.
Operational Threshold Alert (pagelet)	PC_PE_OTA_LIST	Click the Personalize Content link on the PeopleSoft homepage.	View up to five Operational Threshold Alerts that display real-time monitoring data according to tolerance levels that you define.
Operational Threshold Chart (pagelet)	PC_PE_OTA_CHART	Click the Personalize Content link on the PeopleSoft homepage.	View an Operational Threshold Alert that displays a real-time monitoring chart according to tolerance levels that you define.
Personalize Total Expense Costs	EX_PE_TEXP_PRS	Click the Personalize button for this OTA on the Personalize Operational Threshold Alerts page.	Define default data for calculating and displaying the Total Expense Costs OTA.

Personalizing Total Expense Cost

Access the Personalize Total Expense Costs page.



Personalize Total Expense Costs page (1 of 2)



Personalize Total Expense Costs page (2 of 2)

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Alert Threshold Amount	Enter an Alert Threshold dollar amount that triggers an alert. When the Expenses dollar amount exceeds the target threshold, the OTA page displays a red indicator.
Show Only if Alert	Select to indicate that an OTA displays only if the measurement threshold reaches the level at which an alert or warning is triggered.
Return to Personalize Alerts	Click to return to the Personalize Operational Threshold Alerts page.

Note. You can only set the Alert Settings under the User Personalization page. The fields are hidden to the administrator.

Viewing and Personalizing Transactions in Progress (TIP)

This section provides an overview of Transactions in Progress (TIP) and discusses how to:

- View expense and time report data.
- Personalize TIP pagelets.
- Administer TIP pagelets.

Understanding Transactions in Progress

PeopleSoft Expenses is comprised of transactions that are in various stages. PeopleSoft Expenses provides a tool for executives, managers, and auditors to easily identify and track transactions in progress so that they can gain insight into potential problem areas. TIP data focuses attention on what needs to be resolved to ensure that your expenses system runs smoothly.

The TIP functionality selects expense report and time report data based on filter criteria specified on the search and the personalization pages. While TIP pages provide detail data using robust selection criteria, the pagelets provide a quick glance, on your homepage, of the progress of time reporting and expense processing.

The Transactions in Progress page consists of three parts: the TIP Stage is listed at the top, for example, *Time recorded / not approved;* the TIP Search part of the page enables you to specify the parameters of a search; and the TIP List displays the expense reports or the time reports that make up the transactions in progress data.

TIP Stages

TIP stages are transactions that have not gone through the entire business process. A series of TIP stages exists for each product: PeopleSoft Project Costing and PeopleSoft Expenses. TIP stages are dependent upon installed applications.

There are five TIP stages for PeopleSoft Expenses:

1. Expenses estimated but actual expenses not submitted. This stage identifies expense reports with a status of *pending.* (EXESTNE)
2. Expenses recorded but not approved. This stage identifies expense reports with a status of *submitted, partially approved,* and *approved.* (The approver approved the expense, but a prepayment audit has not been performed.) (EXRECNA)
3. Expenses approved but not paid or reimbursed. This stage identifies expense reports in *approved for payment* status. (EXAPRNP)
4. Time estimated but actual time not entered. This stage identifies time reports with a status of *pending.* (TEESTNE)
5. Time recorded but not approved. This stage identifies time reports with a status of *submitted* and *partially approved.* (TERECNA)

For TIP stages 1 and 4, targeted at pending transactions, PeopleSoft Expenses uses the creation date to calculate the days inactive amount. There is no need to evaluate the approval level in this instance because the TIP stage refers to pending transactions.

For TIP stages 2 and 5, targeted at transactions in the approval process, PeopleSoft Expenses uses the submission date to calculate the days inactive amount. This is true for all approval levels. The only exception is that if the approval level is *None*, then the transaction is not a part of this TIP stage because the transaction goes from pending to approved for payment automatically. There is no approval process for those transactions with approval level of *None*.

For TIP stage 3, targeted at transactions in the payment process, PeopleSoft Expenses uses the last approval date, the last audit date, or the submission date to calculate the days inactive amount. The evaluation of the approval level drives which date Expenses uses to calculate days inactive:

- *N* (None): PeopleSoft Expenses uses the last approval date if this field is updated automatically upon submission. If the approval date field is not updated when employees submit the transactions, then Expenses uses the submission date.
- *A* (Approver only): PeopleSoft Expenses uses the last approval date, as long as the approval date field is updated after each approver approves the transaction. Users must ensure that the approval date field is updated after each approver approves the transaction.
- *E* (Approver & Prepayment auditor): PeopleSoft Expenses uses the last audit date.
- *S* (Approver & Post payment auditor): Same as approval level *A*.
- *T* (Post payment auditor only): Same as approval level *N*.
- *U* (Prepayment auditor only): Same as approval level *E*.

Viewing and Personalizing Transactions in Progress

This section discusses how to:

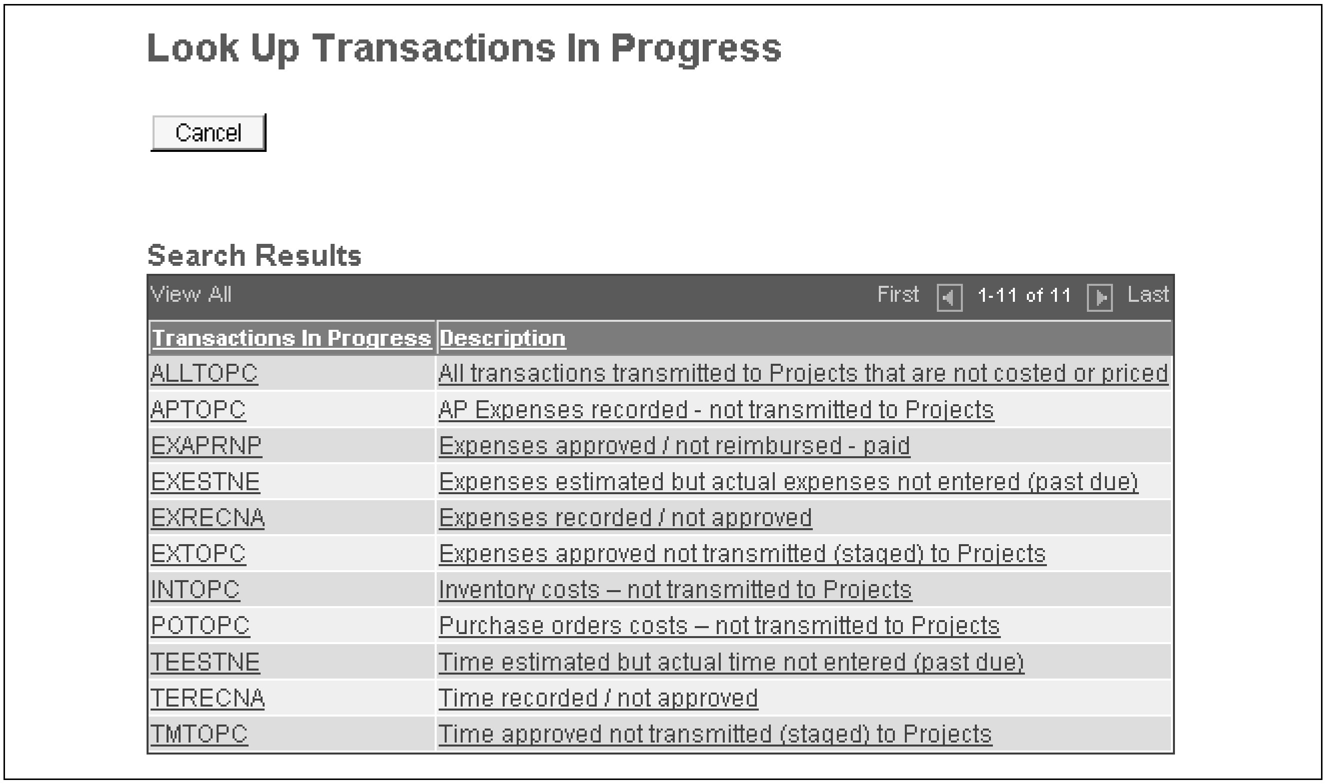
- Understanding how to search for transactions in progress.
- View transactions in progress detail.
- View transactions in progress charts.

Pages Used to View and Personalize Transactions in Progress

Page Name	Object Name	Navigation	Usage
Transactions in Progress - Expenses (Details)	EX_TIP	Travel and Expenses, Review Transactions in Progress Manager Self-Service, Travel and Expenses Center, Analysis, View Transactions in Progress	Add a transactions in progress, specify criteria, and click Search to display a list of expense and time report transactions in progress.
Transactions in Progress - Expenses (Graphical)	EX_TIP2	Travel and Expenses, Review Transactions in Progress, click the Graphical View link Manager Self-Service, Travel and Expenses Center, Analysis, View Transactions in Progress, click Search, then the Graphical View link.	Uses the search criteria to display a graphical view of expense and time report transactions in progress.
Personalize Transactions in Progress for Expense Reports	EX_PE_TIP_PRS	Click the Customize button on a TIP pagelet for expense reports. To access the administrator pages, click Setup Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults, Expense Report TIP link.	Define default display information for TIP pagelets for expense reports.
Personalize Transactions in Progress for Time Reports	EX_PE_TIPTE_PRS	Click the Customize button on a TIP pagelet for time reports. To access the administrator pages, click Setup Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults, Time Report TIP link.	Define default display information for TIP pagelets for time reports.

Understanding How to Search for Transactions in Progress

In order to view PeopleSoft Expenses TIP pagelets, you must “add” a TIP stage type for each of the 5 expense reports and time reports. Click the Add a New Value link, and then use the Look up button to obtain the search results. After selecting a TIP stage type, you can specify your search criteria defaults in the Transactions in Progress - Expenses (Details) page. Note that though there are 11 TIP stages listed; only 5 belong to PeopleSoft Expenses.



Transactions In Progress	Description
ALLTOPC	All transactions transmitted to Projects that are not costed or priced
APTOPC	AP Expenses recorded - not transmitted to Projects
EXAPRNP	Expenses approved / not reimbursed - paid
EXESTNE	Expenses estimated but actual expenses not entered (past due)
EXRECNA	Expenses recorded / not approved
EXTOPC	Expenses approved not transmitted (staged) to Projects
INTOPC	Inventory costs – not transmitted to Projects
POTOPC	Purchase orders costs – not transmitted to Projects
TEESTNE	Time estimated but actual time not entered (past due)
TERECNA	Time recorded / not approved
TMTOPC	Time approved not transmitted (staged) to Projects

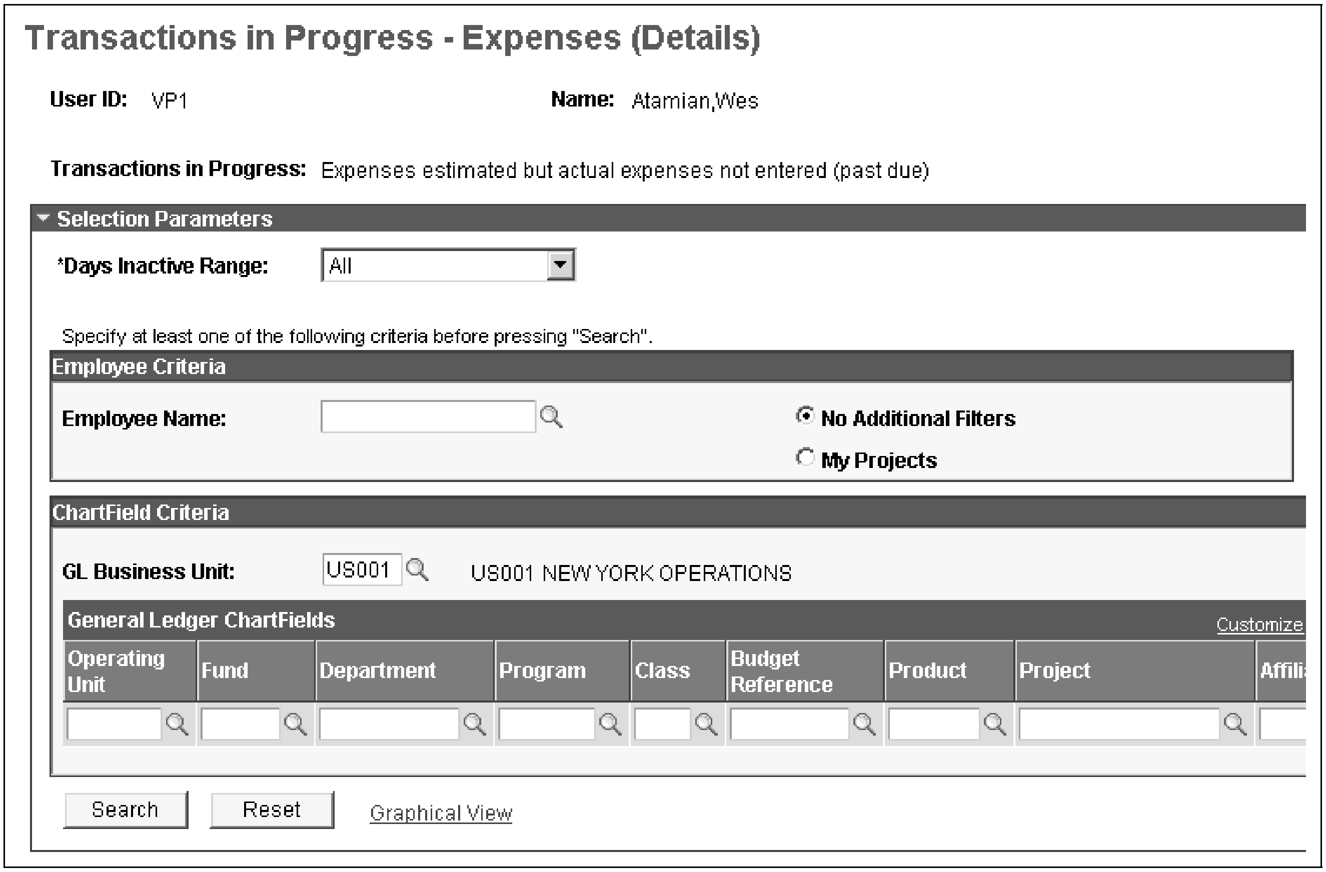
Look Up Transactions In Progress search results page

Choose a TIP link, click the Add button, and select the link again from the search results to go to the (Details) Page and specify your default search criteria.

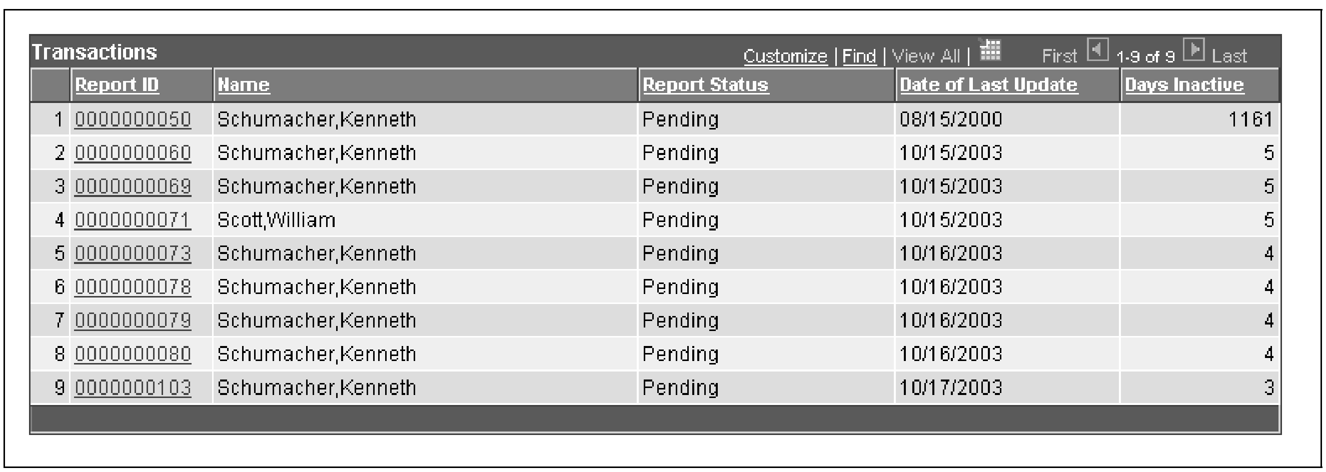
Note. If you select a PeopleSoft Project Costing TIP stage, the PeopleSoft Project Costing TIP inquiry page appears.

Viewing Transactions in Progress (Details)

Access the Transactions in Progress - Expenses (Details) page.



Transactions in Progress - Expenses (Details) page (1 of 2)



	Report ID	Name	Report Status	Date of Last Update	Days Inactive
1	0000000050	Schumacher,Kenneth	Pending	08/15/2000	1161
2	0000000060	Schumacher,Kenneth	Pending	10/15/2003	5
3	0000000069	Schumacher,Kenneth	Pending	10/15/2003	5
4	0000000071	Scott,William	Pending	10/15/2003	5
5	0000000073	Schumacher,Kenneth	Pending	10/16/2003	4
6	0000000078	Schumacher,Kenneth	Pending	10/16/2003	4
7	0000000079	Schumacher,Kenneth	Pending	10/16/2003	4
8	0000000080	Schumacher,Kenneth	Pending	10/16/2003	4
9	0000000103	Schumacher,Kenneth	Pending	10/17/2003	3

Transactions in Progress - Expenses (Details) page (2 of 2)

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

You must specify at least one of the following fields in order to process your search: GL Business Unit, Project Costing Business Unit, My Projects, Project Manager, or Employee Name.

Days Inactive Range

Displays the number of days since the last activity.

Select *31 to 60, 61 to 90, <31, >90,* or *All.*

PeopleSoft Expenses calculates days inactive using the:

- Creation date for Expenses not Submitted and for Time Reported but not Submitted.
- Submission date for Expenses Recorded but not Approved and for Time Recorded but not Approved.
- Last approval date, audit date, or submission date for Expenses Approved but not Paid, depending on the approval rules. If the transaction is not approved, PeopleSoft Expenses uses the submission date; if it has only manager approval, PeopleSoft Expenses uses the approval date; and if it has pre-audit approval, PeopleSoft Expenses uses the audit date.

Enter the remaining search criteria to filter transactions in progress. Click the Search button for PeopleSoft Expenses to retrieve and display a list of transactions in progress.

Note. PeopleSoft Expenses saves your selection criteria (by User ID and TIP stage) so you do not need to re-enter the criteria each time you access this page.

Graphical View

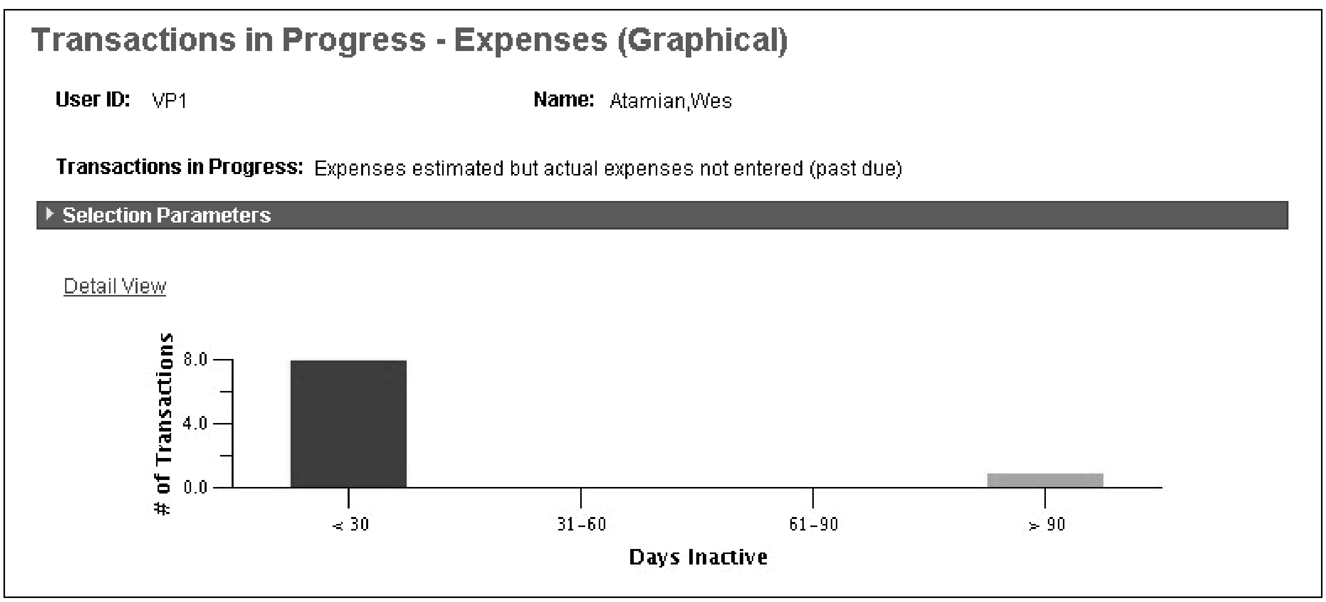
Click to see the Transactions in Progress - Expenses (Graphical) page. This link only appears if there is data in the Transactions grid.

Report ID

Click to drill down to the Expense Reports or Time Reports Detail page. Click the Return to TIP Inquiry Page link to return to the TIP Inquiry page.

Viewing Transactions in Progress Charts

Access the Transactions in Progress - Expenses (Graphical) page



Transactions in Progress - Expenses (Graphical) page

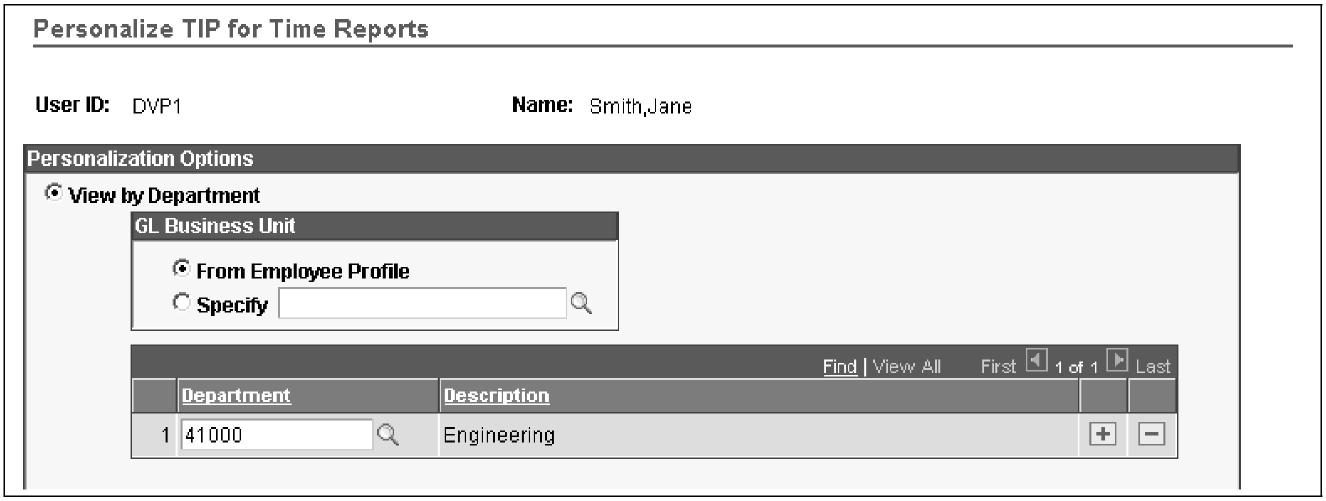
This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Expand Selection Parameters to display the filtering options that were used to select the transactions in progress for the chart. Note that those parameters are now read-only.

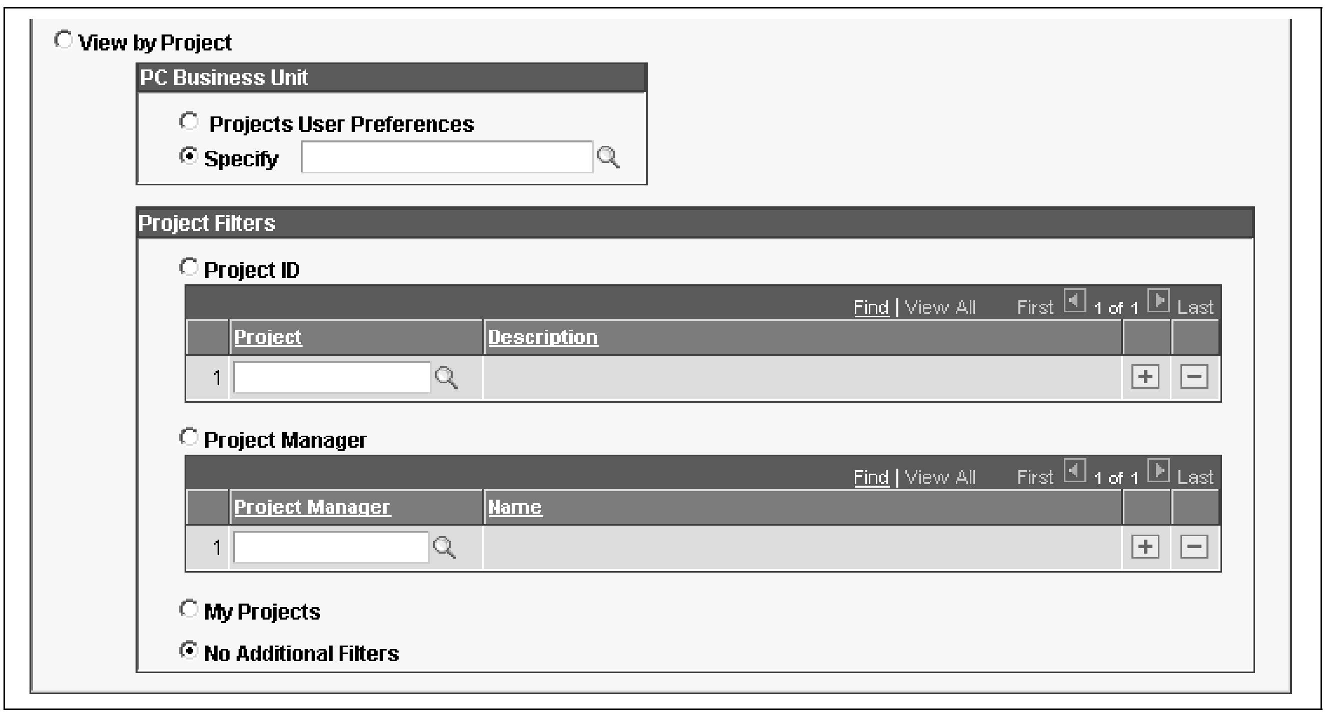
Click the Detail View link to go back to the Transactions in Progress - Expenses (Details) page.

Personalizing Transactions in Progress

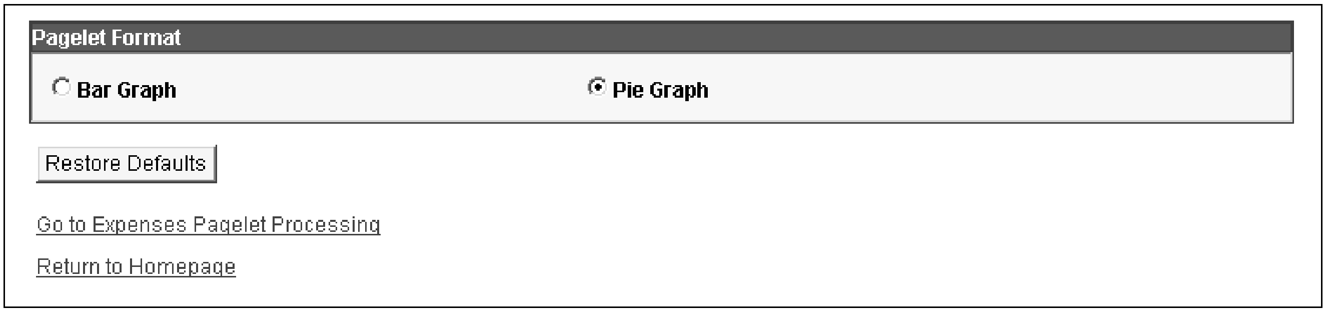
Access the Personalize TIP for Time Reports or the Personalize TIP Expense Reports page.



Personalize TIP for Time Reports page (1 of 3)



Personalize TIP for Time Reports page (2 of 3)



Personalize TIP for Time Reports page (3 of 3)

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

This page automatically populates with defaults provided from the system administrator personalization page. The parameters specified on this page filter and define the default data that PeopleSoft Expenses displays on a TIP pagelet.

Bar Graph	Select to view search results as a bar graph.
Pie Graph	Select to view search results as a pie graph.

Note. The administrator sets the defaults for displaying TIP pagelets as a Bar Graph or a Pie Graph.

If a user personalizes a time report pagelet and changes the default selection for Bar Graph or Pie Graph, the two time report pagelets will be displayed the same way. That is, both time report pagelets can be displayed either as a bar graph or as a pie graph, not one of each.

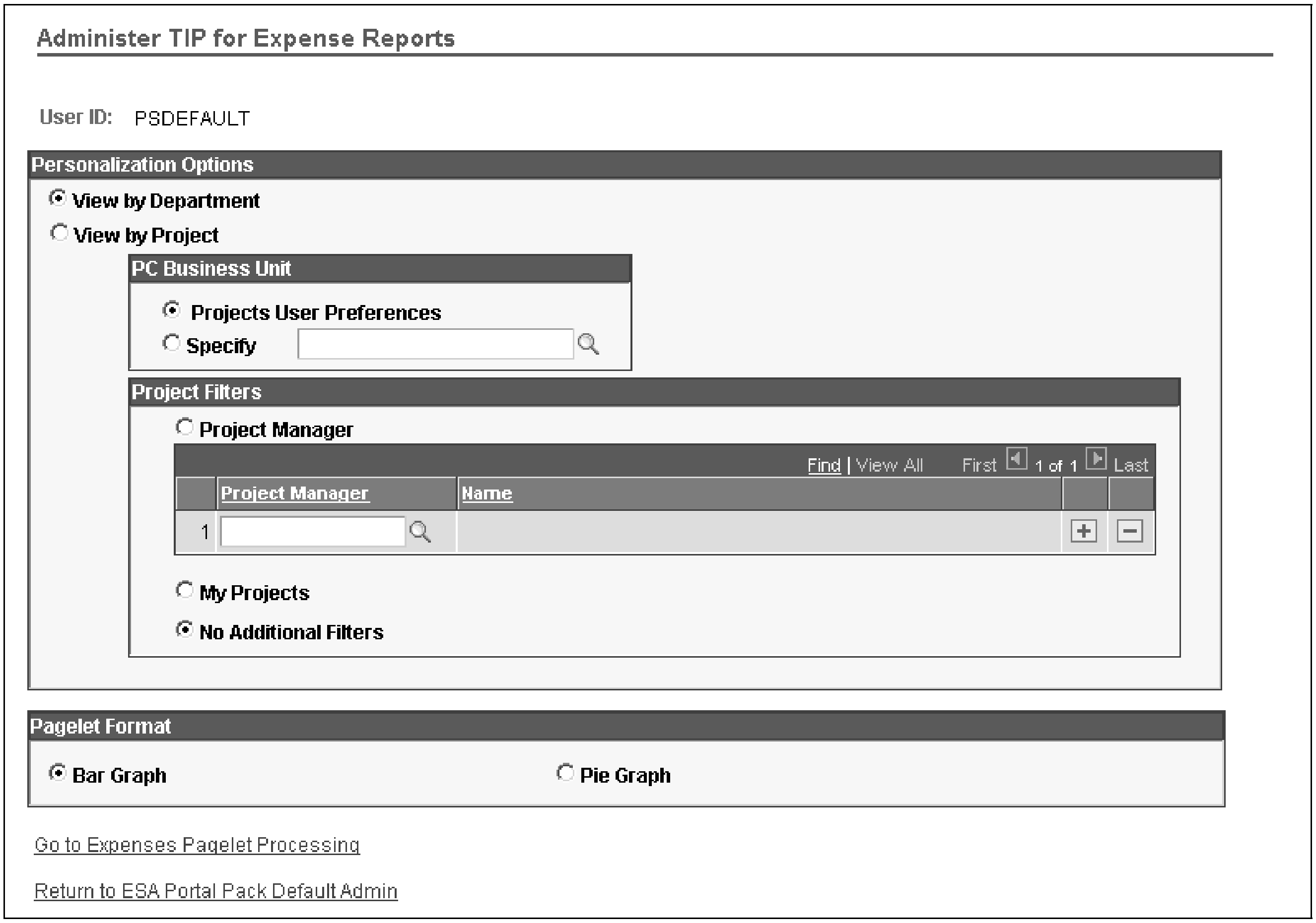
Similarly, if a user personalizes an expense report pagelet and changes the default selection for Bar Graph or Pie Graph, the three expense report pagelets will be displayed the same way. That is, the three expense report pagelets can only be displayed either as a bar graph or as a pie graph, not one of each.

Administering Expense Report and Time Report Pagelets

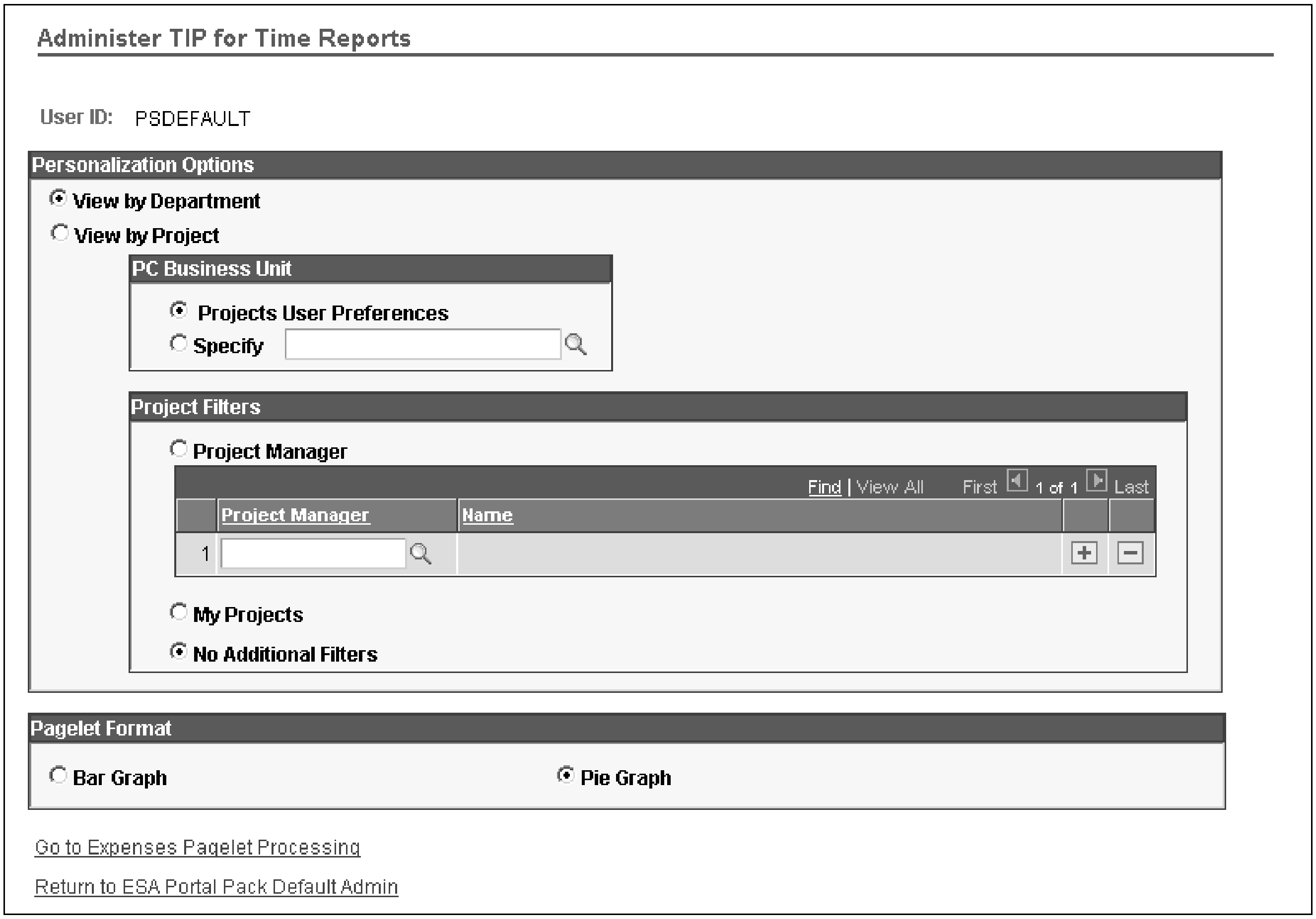
Access the Administer TIP for Expense Reports or the Administer TIP for Time Reports page.

To obtain data for PeopleSoft Expenses pagelets, an administrator must define filter criteria and then run the Expenses Pagelet Processing process. This process converts expense data to various currencies so that the Total Expense Costs Operational Threshold Alert (OTA) and Transactions in Progress pagelets can provide data in a currency that is meaningful to each user and render data more rapidly. This process is scheduled by navigating to Travel and Expenses, Audit, Process Pagelet Info.

The administration and processing functionality is the same for Expense Report pagelets and for Time Report pagelets.



Administer TIP for Expense Reports page



Administer TIP for Time Reports page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Note. In the Administer TIP for Time Reports page, users will only see the View by Project and No Additional Filters options.

Go to Expenses Pagelet Processing

Click to run the process that populates the tables that enable you to view transactions in progress data and pagelets.

CHAPTER 13

Using Pagelets Enabled by PeopleSoft Program Management

This chapter discusses how to:

- View and personalize programs.
- View and personalize top five issues.
- View and personalize critical issues by project.
- View and personalize issues by priority.
- View and personalize issues by priority by project.
- View and personalize estimate to complete.
- View and personalize change control analysis.
- Use Operational Threshold Alerts (OTAs) for PeopleSoft Program Management.

Viewing and Personalizing Programs

This section discusses how to:

- View My Program.
- Personalize the My Program pagelet.

Pages Used to View and Personalize Programs

Page Name	Object Name	Navigation	Usage
My Program pagelet	PGM_PE_MYPGM (wide), PGM_PE_MYPGM_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage. Select My Program.	View the specified program and the top 4 worst health projects.
Personalize My Program	PGM_PE_MYPGM_PRS	Click the pagelet's Customize button.	Define default display information for the My Program pagelet.

Viewing My Program

Access the My Program pagelet.

This pagelet displays the selected program and the top four projects that have the worst health within the program selected on the pagelet's personalization page. The displayed projects are one level down from the selected program on the Enterprise Program Tree.

Project (ID)

Click this link for the selected program to access the Review Program page, which provides more detailed information about the program and projects under the program.

When you click a link for one of the projects under the program, the pagelet transfers you to the Flexible Analysis page for the selected Project ID. This provides users cost drilldown functionality and the ability to reconfigure flexible analysis cost columns.

Program

This field indicates if it is a program or a project.

Process Status

This field displays the processing status of the project. Possible values are: *Pending, Acitve,* or *Inactive.*

Project Manager

This field displays the current manager of the project.

Project Type

This field indicates the Type of the project.

Project Status

This field displays the state of the project in its progress toward completion.

% Complete

This field displays the percentage of the project work that is complete. This value can be entered by a project team member or automatically calculated by the system.

Health

This field uses a visual indicator to display whether the health of a project is

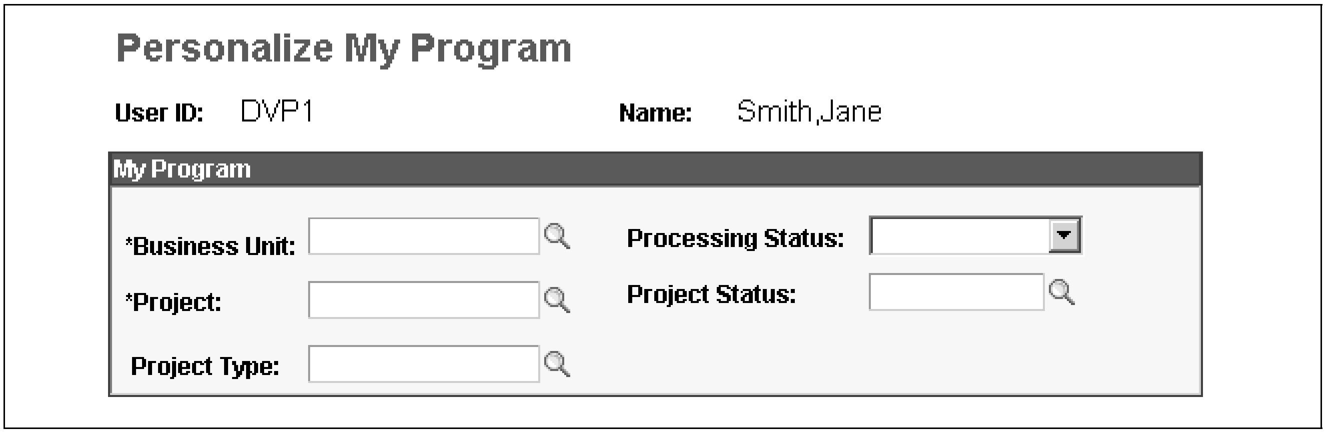
- Good (green diamond).
- Fair (yellow triangle).
- Poor (red square).

Health As Of

This field displays the date on which the project was last calculated or the date on which the health was entered or updated.

Personalizing My Program

Access the Personalize My Program page.



Personalize My Program page

Use the fields to filter the program and projects that you want to display on the My Program page.

Viewing and Personalizing Top Five Issues

This section discusses how to:

- View top five issues.
- Personalize the Top 5 Issues pagelet.

Pages Used to View and Personalize Top Five Issues

Page Name	Object Name	Navigation	Usage
Top 5 Issues pagelet	PGM_PE_TISU (wide), PGM_PE_TISU_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage. Select Top 5 Issues.	View up to five projects or programs that have the highest number of open high priority issues.
Personalize Top 5 Issues	PGM_PE_TISU_PRS	Click the pagelet's Customize button.	Define default display information for the Top 5 Issues pagelet.

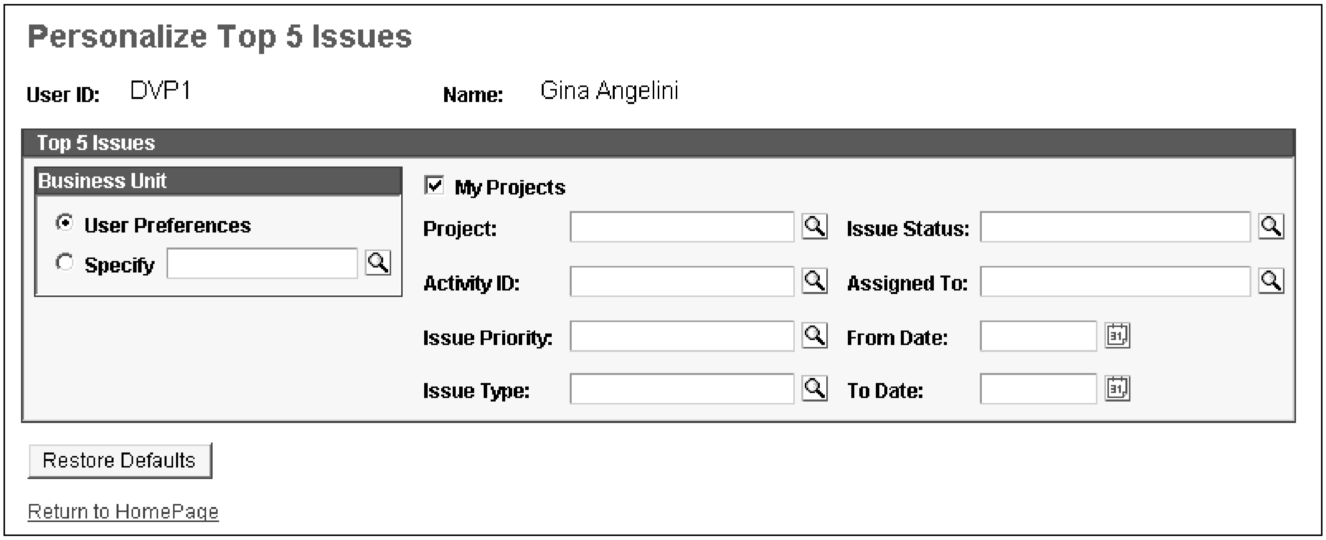
Viewing Top 5 Issues

Access the Top 5 Issues pagelet.

This pagelet displays the top 5 issues for a selected program or project. The system determines the top 5 issues by selecting the issues with the highest priority (high, medium and low) first. Then the system selects the oldest issues, according to the Issue Entered Date, second. Only issues without resolutions display. You select the program or project to monitor, and the Top 5 Issues pagelet displays the top 5 Issues that it encounters in the specific project or program. Each issue ID hyperlink that the system displays takes you the Issues page.

Personalizing Top 5 Issues

Access the Personalize Top 5 Issues page.



Personalize Top 5 Issues page

Use the fields on the Personalize Top 5 Issues page to filter the projects or programs and issues that you want to display on the Top 5 Issues pagelet.

The system does not display the Restore Defaults button if you access this page from the ESA Pagelet Default Administration page since an administrator is setting up the defaults. Clicking this button delete the user’s personalization settings when the page is saved and restores the administrator’s default settings.

Viewing and Personalizing Critical Issues

This section discusses how to:

- View critical issues by project.
- Personalize the Critical Issues by Project pagelet.

Pages Used to View and Personalize Critical Issues

Page Name	Object Name	Navigation	Usage
Critical Issues by Project pagelet	PC_PE_CRIT_BY_PROJ	Click the Personalize Content link on the PeopleSoft homepage. Select Critical Issues by Project.	View a maximum of the top five projects that have the most open critical issues.
Personalize Critical Issues by Project	PC_PE_CRIT_PRS	Click the pagelet’s Customize button.	Define default display information for the Critical Issues pagelet.

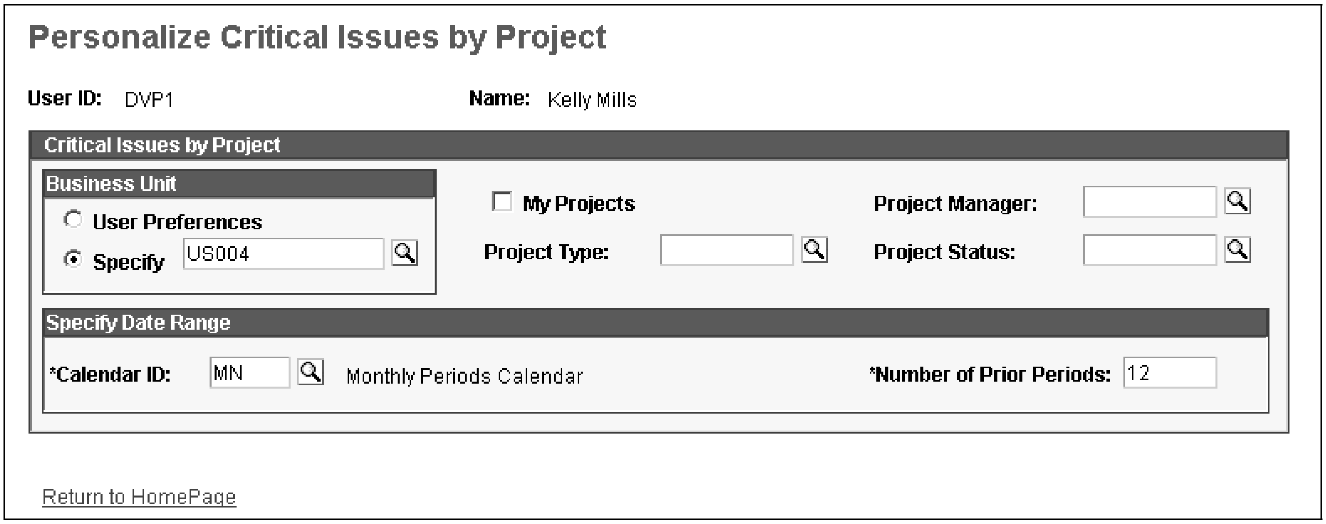
Viewing Critical Issues by Project

Access the Critical Issues by Project pagelet.

This pagelet displays the top five projects that have the greatest number of unresolved issues designated as high priorities. Each Project ID is displayed as a link that accesses the Issue Management component of the selected Project ID. This enables users to view and update various elements of the issue.

Personalizing Critical Issues by Project

Access the Personalize Critical Issues by Project page.



Personalize Critical Issues by Project page

Use the fields to filter the projects you want to display on the Personalize Critical Issues by Project page.

Viewing and Personalizing Issues by Priority

This section discusses how to view issues by priority.

Page Used to View and Personalize Issues by Priority

Page Name	Object Name	Navigation	Usage
Issues by Priority pagelet	PC_PE_ISU_CNT_PRIO	Click the Personalize Content link on the PeopleSoft homepage. Select Issue Priority.	View a chart that displays all the high, medium, and low issues that are assigned to the user.

Viewing Issues by Priority

Access the Issues by Priority pagelet.

This pagelet displays a bar chart that depicts the number of open issues assigned to the User ID. Each issue priority is represented by a colored bar that functions in two ways:

- When the cursor is placed on a bar, this displays the number of issues for that priority level.
- Click a bar to access the user’s Resource Workbench page, from which the user can view and update any issues.

Viewing and Personalizing Issues by Priority by Project

This section discusses how to:

- View issues by priority by project.
- Personalize the Issues by Priority by Project pagelet.

Pages Used to View and Personalize Issues by Priority by Project

Page Name	Object Name	Navigation	Usage
Issue Priority by Project pagelet	PC_PE_PRIO_BY_PROJ	Click the Personalize Content link on the PeopleSoft homepage. Select Issue Priority by Project.	View a maximum of the top five projects that have the greatest number of open issues.
Personalize Issue Priority by Project	PC_PE_PRIO_PRS	Click the pagelet's Customize button.	Define default display information for the Issues by Priority by Project pagelet.

Viewing Issues by Priority by Project

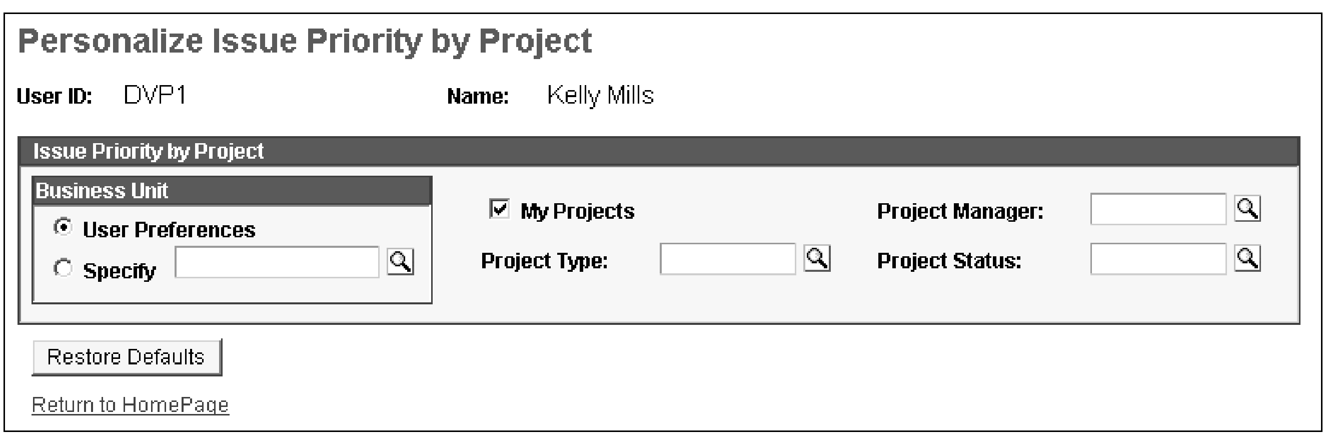
Access the Issue Priority by Project pagelet.

This pagelet displays the top five projects that have the greatest number of issues and sorts the issues by priority. Each Project ID is displayed as a link that accesses the Project Summary page for the selected Project ID.

Click one of the indicators that represents high, medium, or low priorities to access the Issue Management component for the selected project and issue priority. If there is only one issue at that priority level, the Issue Management component is displayed. When there is more than one issue, a list of links is displayed and the user can select a particular issue.

Personalizing Issue Priorities by Project

Access the Personalize Issue Priority by Project page.



Personalize Issue Priority by Project page

Use the fields to filter the projects you want to display on the Personalize Issue Priority by Project page.

Viewing and Personalizing Estimates to Complete

This section discusses how to:

- View estimates to complete information.
- Personalize the Estimates to Complete pagelet.

Pages Used to View and Personalize Estimates to Complete

Page Name	Object Name	Navigation	Usage
Estimate to Complete pagelet	PC_PE_ETC_VARIANCE	Click the Personalize Content link on the PeopleSoft homepage. Select Estimate to Complete.	View estimate to complete date variance for a maximum of five projects with the greatest variance.
Personalize Estimate to Complete	PC_PE_ETC_PRS	Click the pagelet's Customize button.	Define default display information for the Estimate to Complete pagelet.

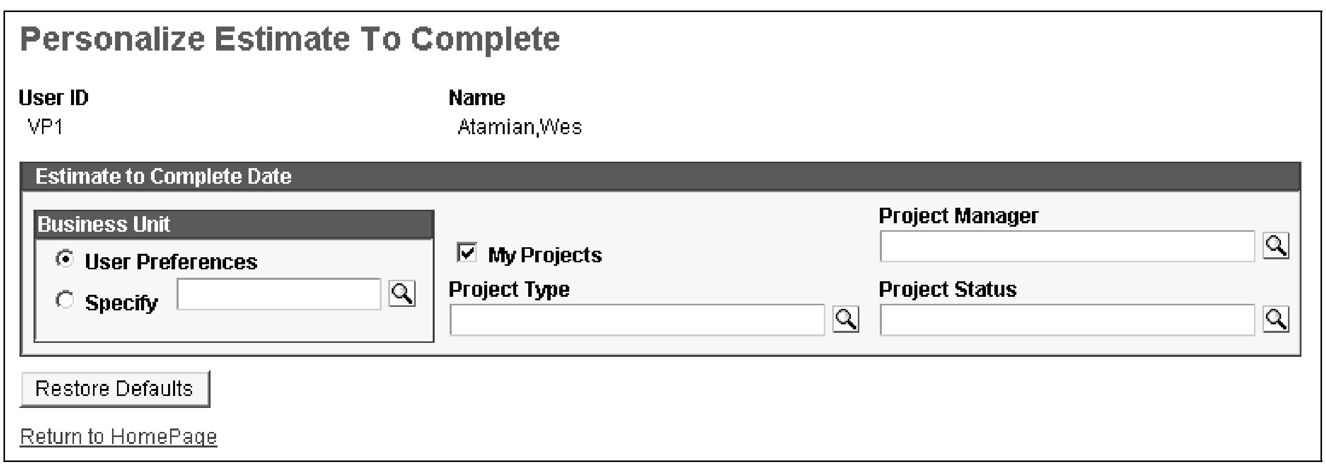
Viewing Estimate to Complete

Access the Estimate to Complete pagelet.

The pagelet displays a bar graph of a maximum of five projects with the greatest variance. Clicking the Show All / Enhanced link accesses the Estimate to Complete Variance page, which contains more details about date and time variance.

Personalizing the Estimate to Complete Pagelet

Access the Personalize Estimate to Complete page.



Personalize Estimate to Complete page

The parameters specified on this page filter the projects that result in being listed on the Estimate to Complete pagelet.

The Restore Defaults button is hidden if this page is accessed from the ESA Pagelet Default Administration page because an administrator is setting up the defaults. If this page is accessed by a user, clicking the Restore Defaults button delete's the user's personalization settings when the page is saved and restores the administrator's default settings.

Viewing and Personalizing Change Control Analysis

This section discusses how to:

- View change control analysis information.
- Personalize the Change Control Analysis pagelet.

Pages Used to View and Personalize Change Control Analysis

Page Name	Object Name	Navigation	Usage
Change Control Analysis pagelet	PC_PE_CHG_ANALYSIS	Click the Personalize Content link on the PeopleSoft homepage. Select Change Control Analysis.	View top five projects with the highest number of changes.
Personalize Change Control Analysis	PC_PE_CHG_PRS	Click the pagelet's Customize button.	Define default display information for the Change Control Analysis pagelet.

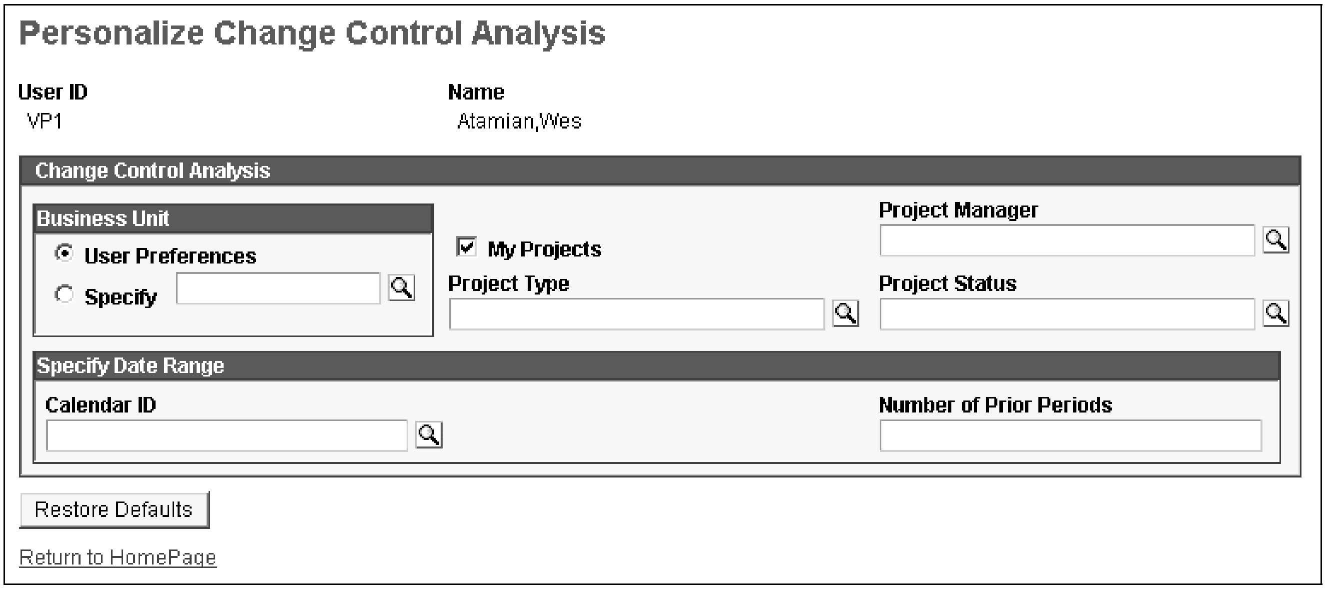
Viewing Change Control Analysis

Access the Change Control Analysis pagelet.

The pagelet displays a list of the top five projects that have the highest number of changes. Clicking the Show All / Enhanced link accesses the Change Control Analysis page, which contains more details about project changes.

Personalizing the Change Control Analysis Pagelet

Access the Change Control Analysis page.



Personalize Change Control Analysis page

The parameters specified on this page filter the projects that result in being listed on the Change Control Analysis pagelet.

Projects can be further filtered by selecting a Calendar ID and specifying the Number of Prior Periods from which to select projects.

The Restore Defaults button is hidden if this page is accessed from the ESA Pagelet Default Administration page because an administrator is setting up the defaults. If this page is accessed by a user, clicking the Restore Defaults button delete’s the user’s personalization settings when the page is saved and restores the administrator’s default settings.

Using OTAs for PeopleSoft Program Management

This section provides an overview of OTAs in PeopleSoft Program Management, and discusses how to personalize OTAs.

An OTA must be selected on the Personalize Operational Threshold Alerts page before it is displayed on a pagelet. OTAs are viewed on the Operational Threshold Alert pagelet with data that is personalized at the system administrator level or by the user. Two of the PeopleSoft Program Management OTAs—Forecast Utilization and Actual to Forecast Utilization—can also be viewed on the Operational Threshold Chart pagelet.

See Also

Chapter 3, “Setting Up PeopleSoft ESA Portal Pack,” page 9

Understanding OTA Calculations in PeopleSoft Program Management

This section discusses calculations for these OTAs:

- Budget to Forecast Time Variance

- Projects Predicted Late
- Forecast Utilization.
- Actual to Forecast Utilization.

Calculating Budget to Forecast Time Variance

The following table lists the calculations for the Budget to Forecast Time Variance OTA:

Variable	Calculation Method
Budget Hours	Sum of the values in the Project Summary table RESOURCE_QUANTITY field for rows belonging to the Projects Budget analysis group.
Estimated Remaining Hours	Sum of the values from the Forecasting Detail table (TOTAL_HOURS + REMAINING_HRS) for rows in the most current forecast horizon.
Actual Hours	Sum of the values in the Project Summary table RESOURCE_QUANTITY field for rows belonging to the Projects Cost analysis group.
Estimated Hours	Estimated Remaining Hours + Actual Hours
Percent Variance	((Estimated Hours - Budget Hours) / Budget Hours) * 100

For this OTA, the unit of measure is converted to “hours,” or the row is excluded from the calculation if the unit of measure cannot be converted to hours.

Calculating Projects Predicted to be Late

The calculation for the Projects Predicted to be Late OTA is as follows:

Variable	Calculation Method
Project Estimated Completion Date	The maximum COMPLETION_DATE on the Forecasting Detail table for the most current forecast horizon for each project.
Number of Projects Predicted to be Late	Count of the projects where the Estimated Completion Date is less than the value in the Project End Date field on the Project table.

Calculating Forecast Utilization

The Forecast Utilization OTA compares forecasted utilization with capacity for a specified group of resources and period of time. This table lists the calculations for the Forecast Utilization OTA:

Variable	Calculation Method
Forecasted Hours	The estimated total number of project and personal hours for the specified period of time that are entered in Services Forecasting that a resource plans to engage in activity that the organization treats as *utilized* time.
Capacity Hours	The standard hours less company holiday hours for the resources that are included in the utilization analysis.
Forecast Utilization	The total number of hours that a resource plans to engage in activity that the organization treats as *utilized* time divided by the resource's capacity for a given period of time. This percentage is the total forecasted utilized hours divided by the number of capacity hours in the same period.

The system compares the forecast utilization percentage to the alert threshold percent value that is specified by an administrator or personalized by each user. If the forecast utilization equals or exceeds the alert threshold, a green visual indicator appears on the OTA pagelet. If the forecast utilization is below the alert threshold, a red alert visual indicator appears on the OTA pagelet.

Each user can determine the scope of the Forecast Utilization OTA by adjusting the OTA's personalization settings. The OTA allows for filtering resources by requiring the user to select a human resources (HR) business unit and the number of future weeks over which the analysis is to take place. The user has the option of further filtering the scope of the analysis by specifying one or more locations or one or more departments within the HR business unit.

You can click Forecast Utilization in the Operational Threshold Alert pagelet to access the Utilization Parameters - Business Units or Organizational Units page in the PeopleSoft Program Management Services Forecasting feature to launch a resource utilization interactive report. You can filter the interactive report by HR business unit, department, location, job code, employee ID, and range of weeks to include in the report.

Note. Time reporting codes that qualify as utilized time are specified in the Utilization Definition component (RS_AGG_DEF) in PeopleSoft Program Management.

Calculating Actual to Forecast Utilization

The Actual to Forecast Utilization OTA compares actual utilization with forecasted utilization for a specified group of resources and period of time. This table lists the calculations for the Actual to Forecast Utilization OTA:

Variable	Calculation Method
Actual Utilization	A percentage equal to the actual resource hours entered, that are not denied, in PeopleSoft Expenses for the specified period of time, divided by resource capacity for that period of time.

Variable	Calculation Method
Forecast Utilization	A percentage equal to the forecasted resource utilized hours for the specified period of time entered in Services Forecasting divided by the resource capacity for that period of time.
Actual to Forecast Utilization Variance	The actual utilization percentage minus the forecast utilization percentage. The system compares the absolute value of the variance to the alert variance threshold percentage value that is specified by an administrator or personalized by each user. If the variance is less than or equal to the alert variance threshold percentage, a green visual indicator appears on the OTA pagelet. If the variance exceeds the alert variance threshold percentage, a red alert visual indicator appears on the OTA pagelet. For example, if actual utilization is *70%* and forecast utilization is *85%*, the variance is *–15%*. If the alert variance threshold percentage value is *10%*, a red alert visual indicator appears because the absolute value of the variance is greater than the alert variance threshold.

You can click Actual to Forecast Utilization in the Operational Threshold Alert pagelet to access the Utilization Parameters - Business Units or Organizational Units page in the PeopleSoft Program Management Services Forecasting feature to launch a resource utilization interactive report. You can filter the report by HR business unit, department, location, job code, employee ID, and range of weeks to include in the report.

Pages Used to Personalize OTAs for PeopleSoft Program Management

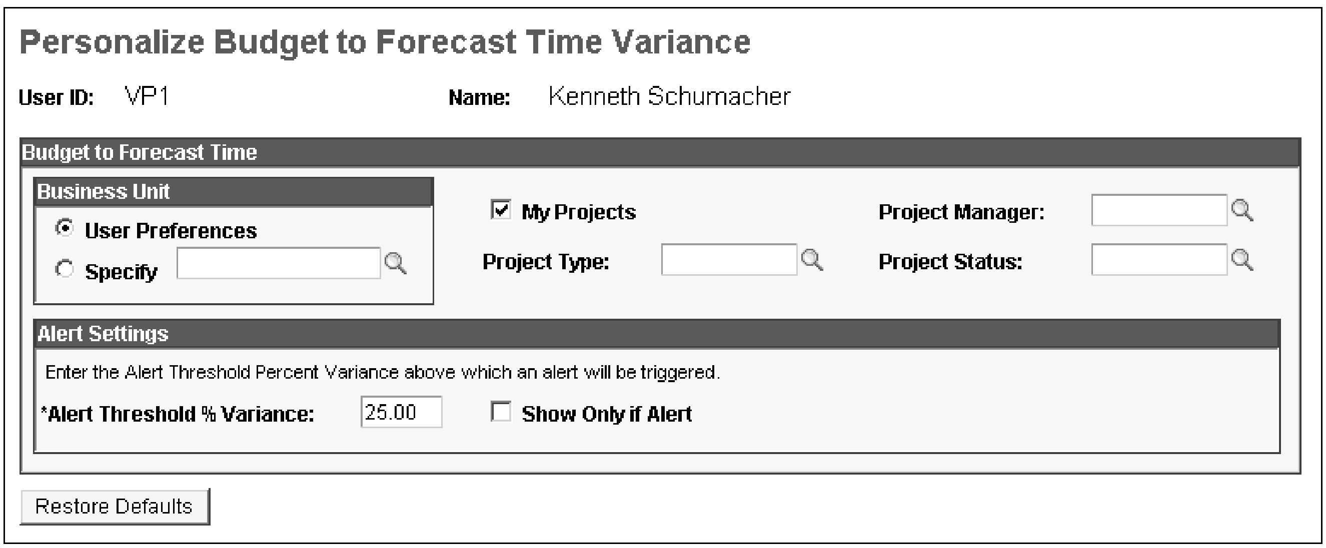
Page Name	Object Name	Navigation	Usage
Personalize Operational Threshold Alerts	PC_PE_OTA_PRS	• Click the Customize icon on the Operational Threshold Alert pagelet • Click the Customize icon on the Operational Threshold Chart pagelet	Select the OTAs to display on the Operational Threshold Alert or Operational Threshold Chart pagelets. Access the page used to personalize individual OTA tolerance levels.
Operational Threshold Alert	PC_PE_OTA_LIST (wide), PC_PE_OTA_LIST_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage.	View up to five Operational Threshold Alerts that display real-time monitoring data according to tolerance levels that you define.
Operational Threshold Chart	PC_PE_OTA_CHART	Click the Personalize Content link on the PeopleSoft homepage.	View an Operational Threshold Alert that displays a real-time monitoring chart according to tolerance levels that you define.

Page Name	Object Name	Navigation	Usage
Personalize Budget to Forecast Time Variance	PC_PE_BETV_PRS	• Click the Budget to Forecast Time Variance link on the ESA Portal Pack Pagelet Default Administration page. • Click the Personalize icon for this OTA on the Personalize Operational Threshold Alerts page.	Define default data for calculating and displaying the Budget to Forecast Time Variance OTA.
Personalize Projects Predicted to be Late	PC_PE_PJLT_PRS	• Click the Projects Predicted to be Late link on the ESA Portal Pack Pagelet Default Administration page. • Click the Personalize icon for this OTA on the Personalize Operational Threshold Alerts page.	Define default data for calculating and displaying the Projects Predicted to be Late OTA.
Personalize Forecast Utilization	RS_PE_RSFU_PRS	• Set Up Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults, ESA Portal Pack Pagelet Default Administration Click Forecast Utilization on the ESA Portal Pack Pagelet Default Administration page. • Click the Customize icon on the Operational Threshold Alert pagelet or Operational Threshold Chart pagelet. Click the Personalize icon on the Forecast Utilization row on the Personalize Operational Threshold Alerts page.	Specify the business unit, date range, filter, and alert threshold percentage for the Forecast Utilization OTA.

Page Name	Object Name	Navigation	Usage
Personalize Actual to Forecast Utilization	RS_PE_RSAU_PRS	• Click Actual to Forecast Utilization on the ESA Portal Pack Pagelet Default Administration page. • Click the Customize icon on the Operational Threshold Alert pagelet or Operational Threshold Chart pagelet. Click the Personalize icon on the Actual to Forecast Utilization line on the Personalize Operational Threshold Alerts page.	Specify the business unit, date range, filter, and alert variance threshold percentage for the Actual to Forecast Utilization analysis.

Personalizing Budget to Forecast Time Variance

Access the Personalize Budget to Forecast Time Variance page.



Personalize Budget to Forecast Time Variance page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Personalizing Projects Predicted to be Late

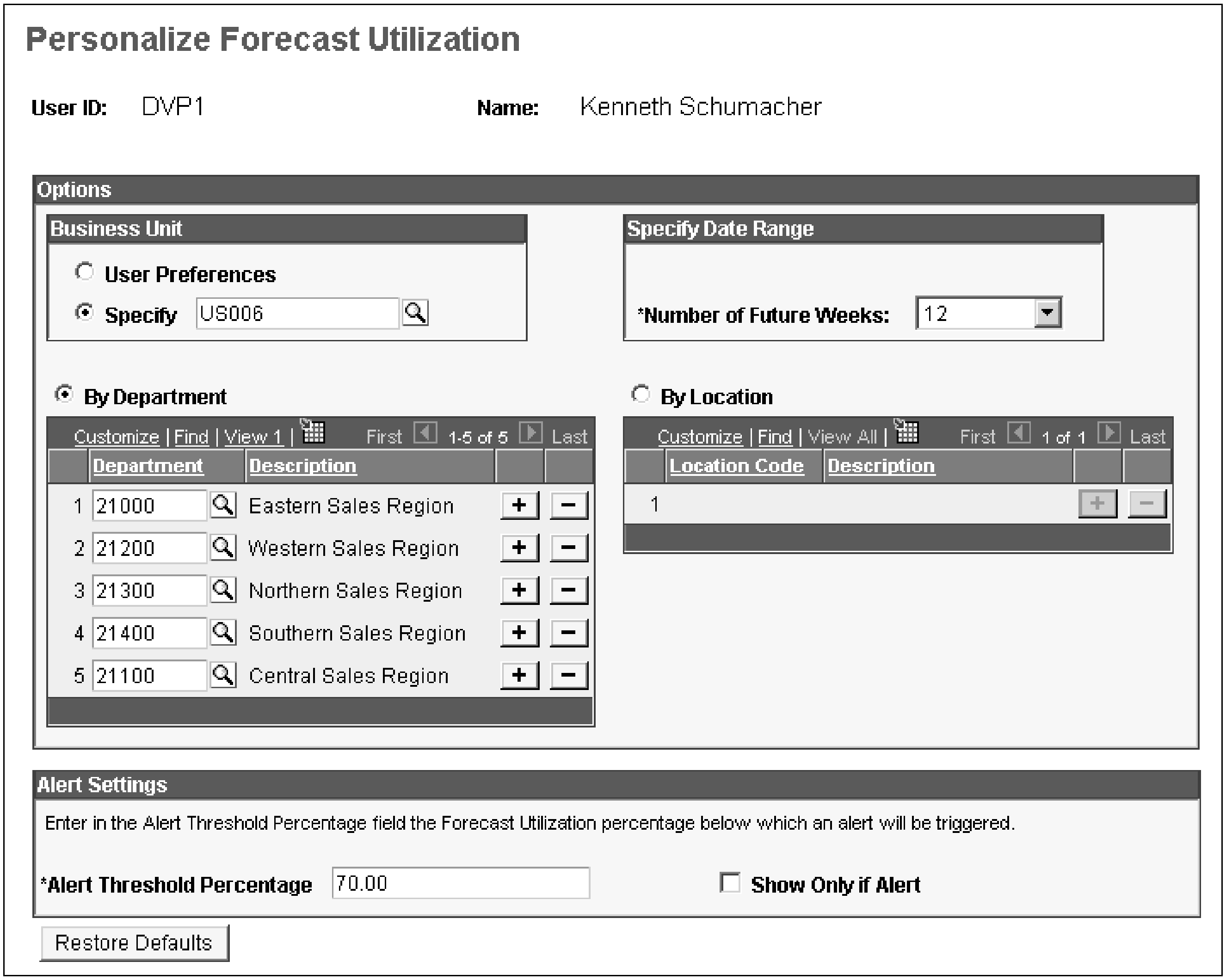
Access the Personalize Projects Predicted to be Late page.

Personalize Projects Predicted to be Late page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Personalizing Forecast Utilization

Access the Personalize Forecast Utilization page.



Personalize Forecast Utilization page

Administrators establish default values for the Forecast Utilization OTA pagelet and chart for each business unit. Users can overwrite the business unit default values when they personalize the Forecast Utilization OTA.

You must select an HR business unit to identify the resources to evaluate in the OTA pagelet or chart. You can view resources from your HR business unit, or select a different business unit. You can also narrow the list of resources to evaluate based on department or location. If you do not specify a department or location, the system evaluates all resources based on the utilization definition of the business unit that you select.

User Preferences

Select to analyze resources from your HR business unit based on the utilization definition.

Note. You define the billing actions, time reporting codes, and job codes that constitute utilized time for each HR business unit in the Utilization Definition component in PeopleSoft Program Management.

Specify

Select Specify and enter an HR business unit to analyze resources from a business unit other than the HR business unit that is defined in the utilization definition.

Number of Future Weeks Select the period over which utilization is analyzed. The system starts with the current week and counts forward for the specified number of weeks. Utilization is calculated for the entire number of weeks as if it were one rolling period.

Note. For the Forecast Utilization OTA, the current calendar week counts as week *01*.

The maximum number of weeks that can appear on the OTA chart is five weeks.

By Department Select By Department to analyze utilization for one department or multiple departments in aggregate. Click Look up Department to choose from a list of departments. Add as many departments as required.

The default value for administrators is the administrator's department and business unit from the Job record (JOB). The default value for individual users is specified by the administrator.

By Location Select By Location to analyze utilization for one location or multiple locations in aggregate. Click Look up Location Code to choose from a list of locations. Add as many locations as required.

The default value for administrators is the administrator's location and business unit from the Job record. The default value for individual users is specified by the administrator.

Alert Threshold Percentage Enter the minimum acceptable forecast utilization percentage. If forecast utilization falls below the alert threshold percentage, a red alert visual indicator appears in the OTA pagelet. If forecast utilization equals or exceeds the alert threshold percentage, a green visual indicator appears in the OTA pagelet indicating that the forecast utilization is acceptable.

Enter the percentage as a whole or mixed number, such as *85* for 85 percent, or *75.5* for 75.5 percent. Enter a positive number.

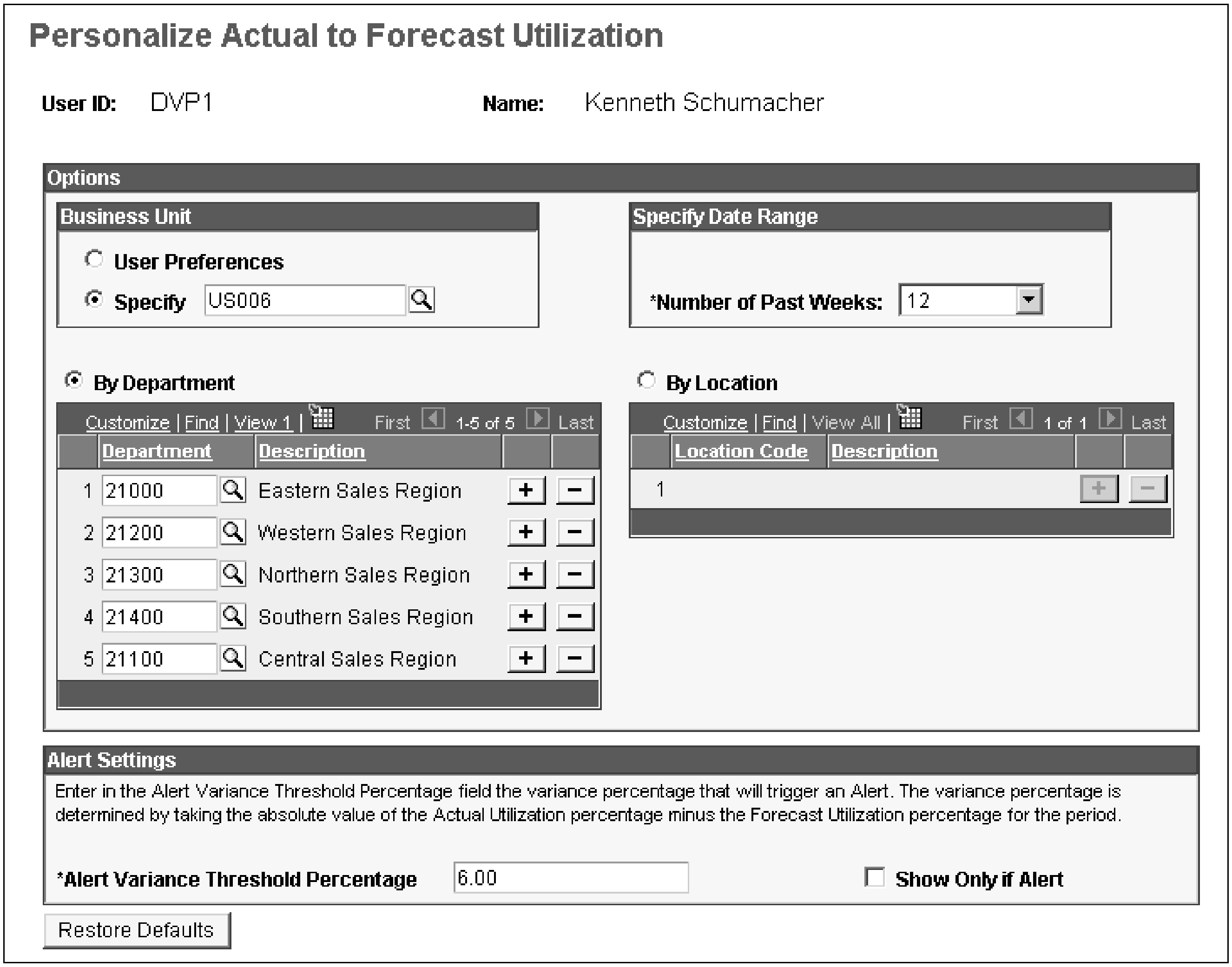
Show Only if Alert Select for the OTA to appear on the pagelet or chart only if forecast utilization falls below the alert threshold percentage. Clear this option for the OTA to appear on the pagelet or chart if forecast utilization falls above, equals, or falls below the alert threshold percentage.

Restore Defaults Select to restore the values on this page to the global default values that are established by the administrator.

This button does not appear for administrators who access the page from the Setup Financials/Supply Chain folder.

Personalizing Actual to Forecast Utilization

Access the Personalize Actual to Forecast Utilization page.



Personalize Actual to Forecast Utilization page

You specify business unit, department, and location information in this page in the same way as the Personalize Forecast Utilization page.

Number of Past Weeks

Specify the number of past weeks to analyze. The system starts from the previous week and counts back for the specified number of weeks. Utilization is calculated for the entire number of weeks as if it were one rolling period.

Note. The Actual to Forecast Utilization OTA pagelet and chart does not include the current calendar week in the analysis. The most recent calendar week (prior to the current week) counts as *01*.

The maximum number of weeks that can appear on the OTA chart is five weeks.

Alert Variance Threshold Percentage

Enter the actual to forecast utilization variance percentage that triggers an alert on the OTA pagelet. The variance is the absolute value of the actual utilization percentage minus the forecast utilization percentage. If the variance is less than or equal to the value that you enter, a green visual indicator appears on the OTA pagelet. If the variance exceeds the value that you enter, a red alert visual indicator appears on the OTA pagelet.

Enter the percentage as a whole or mixed number, such as *10* for 10 percent, or *15.5* for 15.5 percent. Enter a positive number.

CHAPTER 14

Using Pagelets Enabled by PeopleSoft Project Costing

This chapter discusses how to:

- View and personalize top projects.
- Use OTAs for PeopleSoft Project Costing.
- View transactions in progress for PeopleSoft Project Costing.

Viewing and Personalizing Top Projects

This section discusses how to:

- View the top projects by budget amount.
- Personalize the Top Projects pagelet.

Pages Used to View and Personalize Top Projects

Page Name	Object Name	Navigation	Usage
Top Projects pagelet	PC_PE_TOP_PROJS (wide), PC_PE_TOP_PROJS_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage. Select Top Projects.	View budget amounts for the top five projects using the filtering criteria specified on the Personalize Top Projects page.
Personalize Top Projects	PC_PE_TOP_PRS	• Click the Top Projects link on the ESA Portal Pack Pagelet Default Administration page • Click the Customize button on the Top Projects pagelet	Define default display information for the Top Projects pagelet.

Viewing Top Projects by Budget Amount

Access the Top Projects pagelet.

This pagelet displays the top five projects with the largest budgets sorted from high to low.

Project ID Unique project identifier that is displayed as a link. Clicking the link accesses the Project Summary page for that particular project.

Percent Complete This value indicates the progress of the project and is calculated or entered manually, depending on project setup parameters. This field is not available on the narrow version of this pagelet.

Cost Amount This value is calculated using the Project Cost analysis group. The system adds values from the Resource Amount field of the Project Summary table for all project rows that have an analysis type within the Cost analysis group.

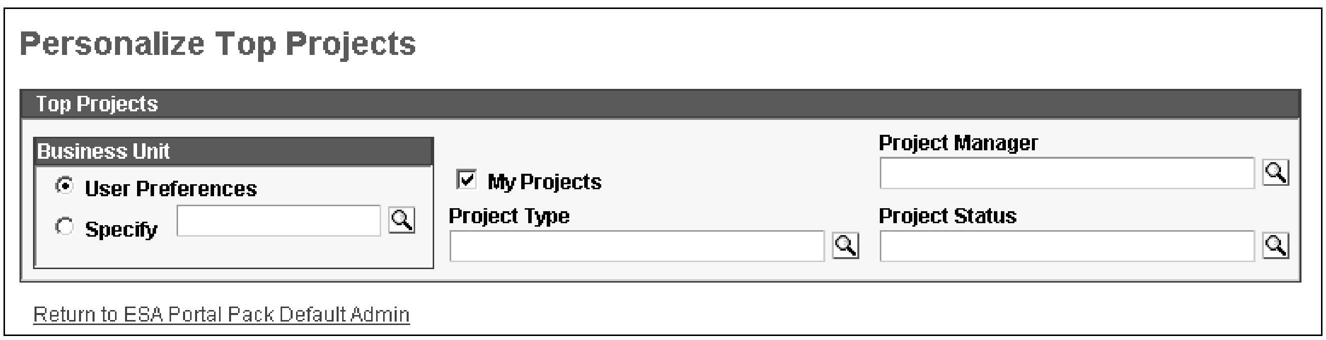
Budget Total This value is calculated using the Project Budget analysis group. The system adds values from the Resource Amount field of the Project Summary table for all project rows that have an analysis type within the Budget analysis group.

Cost Variance This value is calculated: Cost Amount - Budget Total. This field is not available on the narrow version of this pagelet.

Currency Code This currency code indicates the base currency for the Business Unit.

Personalizing Top Projects

Access the Personalize Top Projects page.



Personalize Top Projects page

Use the fields to filter the projects you want to display on the Top Projects pagelet.

Using OTAs for PeopleSoft Project Costing

This section discusses OTA calculations and how to personalize:

- Budget to actual cost variance.
- Budget to actual time variance.
- Gross margin.
- Projects over budget.

An OTA must be selected on the Personalize Operational Threshold Alerts page before it is displayed on a pagelet. OTAs are viewed on the Operational Threshold Alert pagelet with data that is personalized at the system administrator level or by the user. Two of the PeopleSoft Project Costing OTAs—Budget to Actual Cost and Budget to Actual Time—can also be viewed on the Operational Threshold Chart pagelet.

See Also

Chapter 3, “Setting Up PeopleSoft ESA Portal Pack,” page 9

Understanding OTA Calculations for PeopleSoft Project Costing

This section discusses the calculations for PeopleSoft Project Costing’s operational threshold alerts.

Calculating Budget to Actual Cost Variance

Calculations for the Budget to Actual Cost Variance OTA are as follows:

Variable	Calculation Method
Budget Cost	Sum of the values in the Project Summary table RESOURCE_AMOUNT field for rows belonging to the Projects Budget analysis group.
Actual Cost	Sum of the values in the Project Summary table RESOURCE_AMOUNT field for rows belonging to the Projects Cost analysis group.
Percent Variance	((Actual Cost - Budget Cost) / Budget Cost) * 100

Calculating Budget to Actual Time Variance

Calculations for the Budget to Actual Time Variance OTA are as follows:

Variable	Calculation Method
Budget Hours	Sum of the values in the Project Summary table RESOURCE_QUANTITY field for rows belonging to the Projects Budget analysis group.
Actual Hours	Sum of the values in the Project Summary table RESOURCE_QUANTITY field for rows belonging to the Projects Cost analysis group.
Percent Variance	((Actual Hours - Budget Hours) / Budget Hours) * 100

Calculating Gross Margin

Calculations for the Gross Margin OTA are as follows:

Variable	Calculation Method
Total Revenue Recognized	Fixed Fee Revenue Recognized + Rate-based Revenue Recognized
Actual Costs	Sum of the values in the Projects Summary table RESOURCE_AMOUNT field for rows belonging to the Projects Cost analysis group that is defined for the project.
Gross Margin	((Total Revenue Recognized - Actual Costs) / Total Revenue Recognized) * 100

Calculating Projects Over Budget

Calculations for the Projects Over Budget OTA are as follows:

Variable	Calculation Method
Budget Cost	Sum of the values in the Project Summary table RESOURCE_AMOUNT field for rows belonging to the Projects Budget analysis group.
Actual Cost	Sum of the values in the Project Summary table RESOURCE_AMOUNT field for rows belonging to the Projects Cost analysis group.
Number of Projects Over Budget	Count of the projects in the Project Summary table where Actual Cost is greater than Budget Cost.

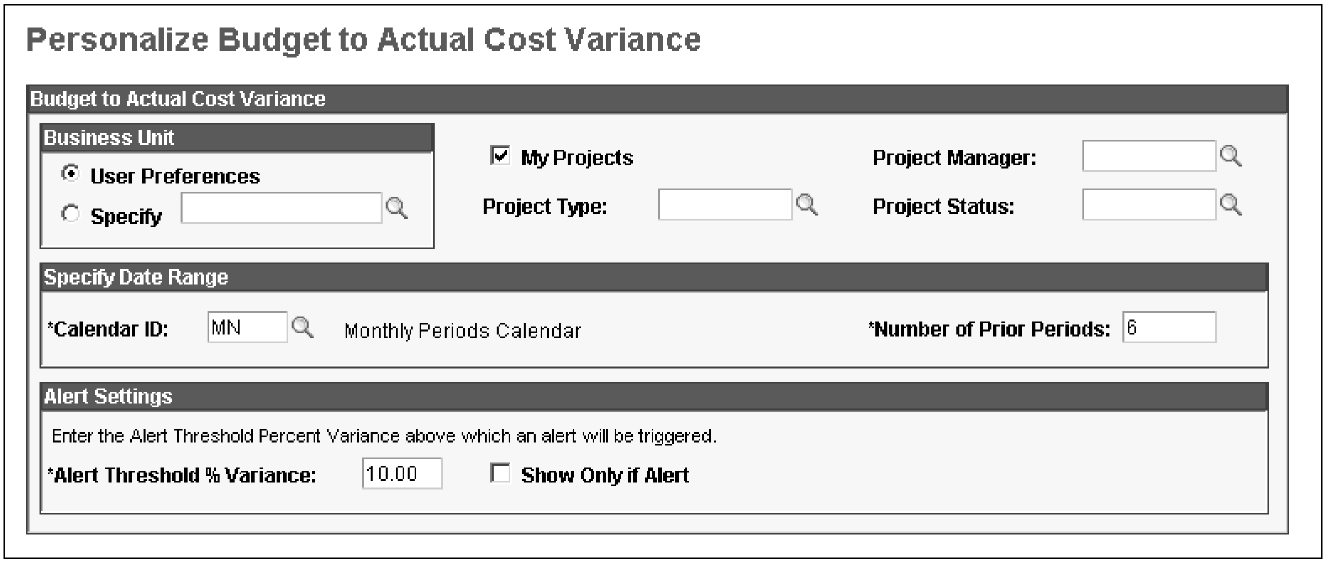
Pages Used to Personalize Operational Threshold Alerts for PeopleSoft Project Costing

Page Name	Object Name	Navigation	Usage
Personalize Operational Threshold Alerts page	PC_PE_OTA_PRS	• Click the Customize button on the Operational Threshold Alert pagelet • Click the Customize button on the Operational Threshold Chart pagelet	Select the OTAs to display on the Operational Threshold Alert or Operational Threshold Chart pagelets. Access the page to personalize individual OTA tolerance levels.
Operational Threshold Alert pagelet	PC_PE_OTA_LIST (wide), PC_PE_OTA_LIST_N (narrow)	Click the Personalize Content link on the PeopleSoft homepage.	View up to five Operational Threshold Alerts that display real-time monitoring data according to tolerance levels that you define.

Page Name	Object Name	Navigation	Usage
Operational Threshold Chart pagelet	PC_PE_OTA_CHART	Click the Personalize Content link on the PeopleSoft homepage.	View an Operational Threshold Alert that displays a real-time monitoring chart according to tolerance levels that you define.
Personalize Budget to Actual Cost Variance	PC_PE_BACV_PRS	• Click the Budget to Actual Cost Variance link on the ESA Portal Pack Pagelet Default Administration page • Click the Personalize button for this OTA on the Personalize Operational Threshold Alerts page	Define default data for calculating and displaying the Budget to Actual Cost OTA.
Personalize Budget to Actual Time Variance	PC_PE_BATV_PRS	• Click the Budget to Actual Time Variance link on the ESA Portal Pack Pagelet Default Administration page • Click the Personalize button for this OTA on the Personalize Operational Threshold Alerts page	Define default data for calculating and displaying the Budget to Actual Time OTA.
Personalize Gross Margin	PC_PE_GRMG_PRS	• Click the Gross Margin link on the ESA Portal Pack Pagelet Default Administration page • Click the Personalize button for this OTA on the Personalize Operational Threshold Alerts page	Define default data for calculating and displaying the Gross Margin OTA.
Personalize Projects Over Budget	PC_PE_OVER_PRS	• Click the Projects Over Budget link on the ESA Portal Pack Pagelet Default Administration page • Click the Personalize button for this OTA on the Personalize Operational Threshold Alerts page	Define default data for calculating and displaying the Projects Over Budget OTA.

Personalizing Budget to Actual Cost Variance

Access the Personalize Budget to Actual Cost Variance page.



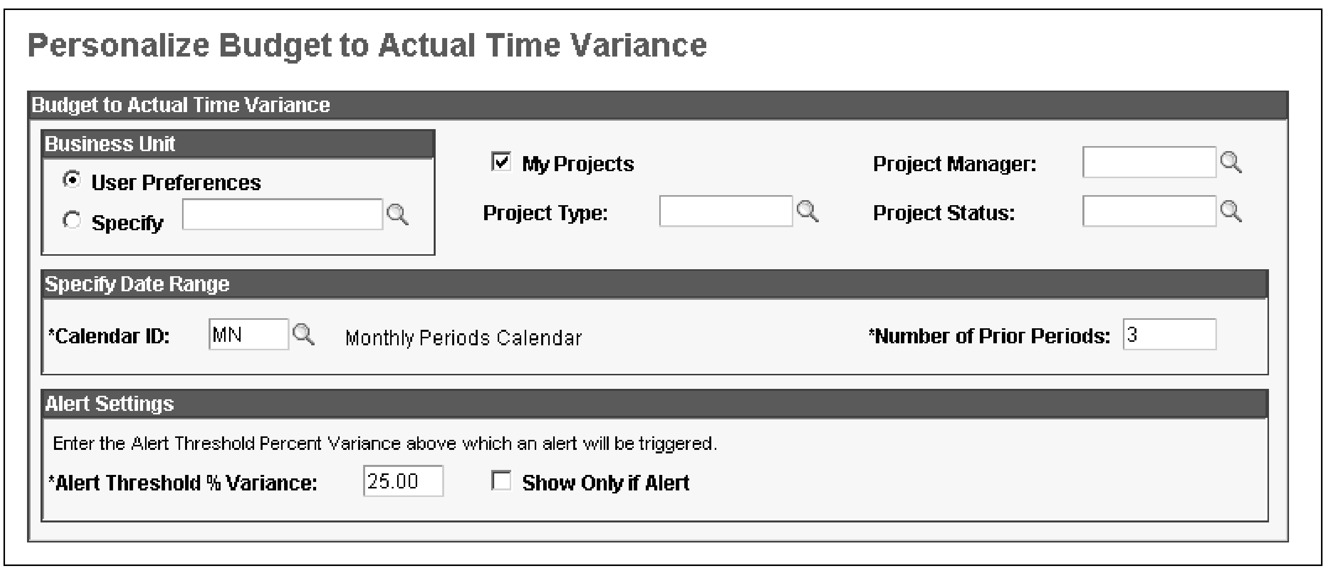
Personalize Budget to Actual Cost Variance page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

The Budget to Actual Cost OTA is displayed on the Operational Threshold Alert pagelet as a link that can access the Budget Analysis page. It can also be displayed as a bar chart on the Operational Threshold Chart pagelet.

Personalizing Budget to Actual Time Variance

Access the Personalize Budget to Actual Time Variance page.



Personalize Budget to Actual Time Variance page

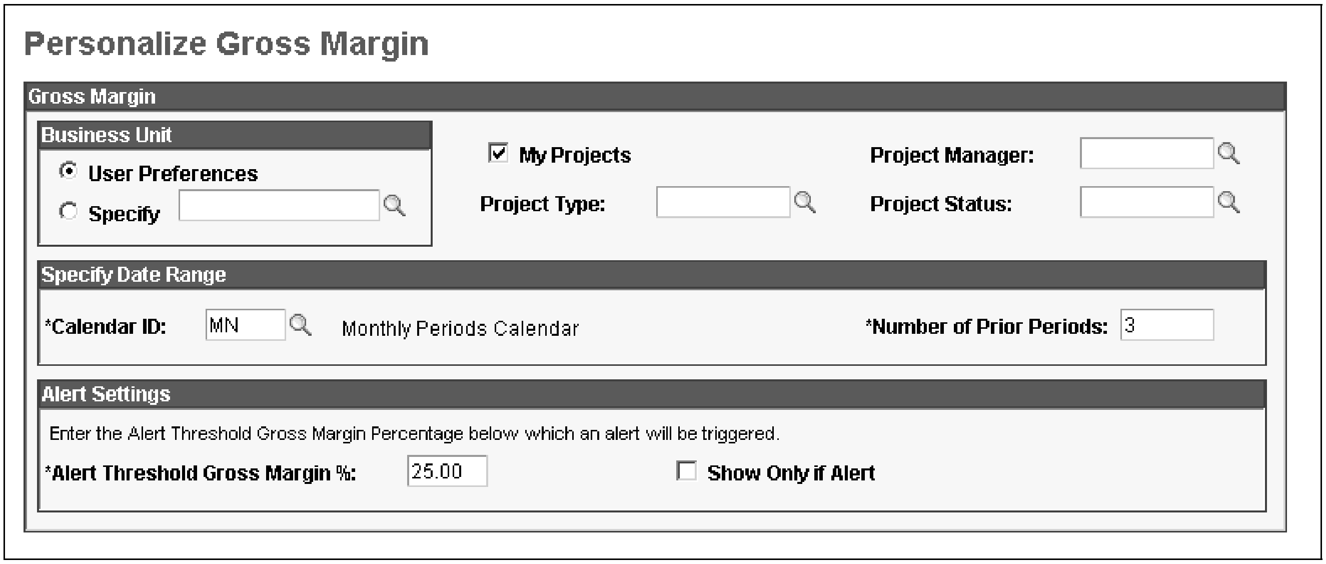
This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

For this OTA, the unit of measure is converted to “hours,” or the row is excluded from the calculation if the unit of measure cannot be converted to hours.

The Budget to Actual Time OTA is displayed on the Operational Threshold Alert pagelet as a link that can access the Budget Analysis page. It can also be displayed as a bar chart on the Operational Threshold Chart pagelet.

Personalizing Gross Margin

Access the Personalize Gross Margin page.

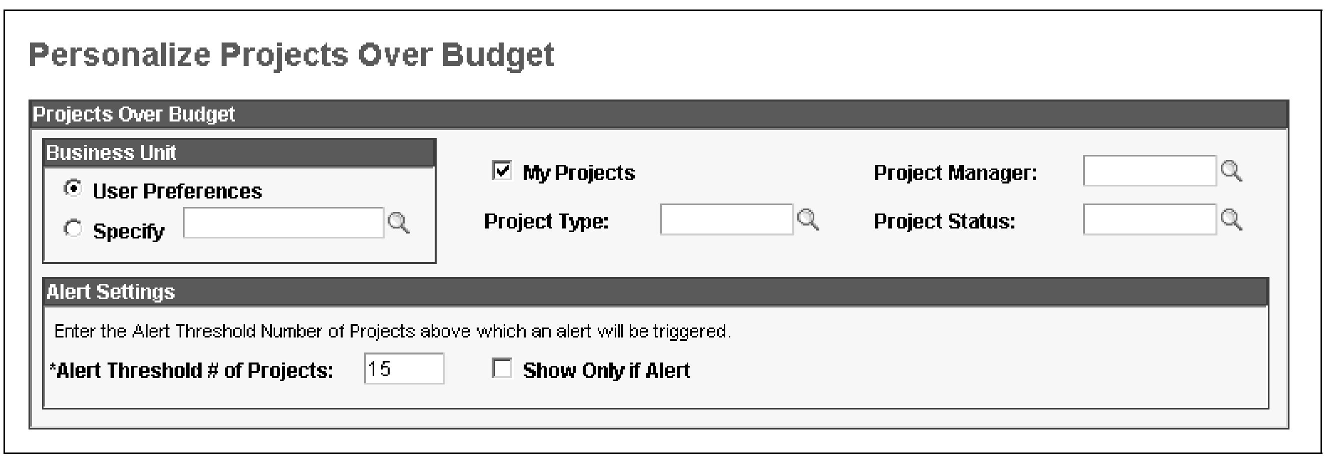


Personalize Gross Margin page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Personalizing Projects Over Budget

Access the Personalize Projects Over Budget page.



Personalize Projects Over Budget page

This page uses fields that are common to other pages discussed in this chapter. Refer to the beginning of the chapter to review descriptions of these common elements.

Viewing Transactions in Progress for PeopleSoft Project Costing

This section discusses how to view these transactions in progress:

- Expenses in progress.
- Expenses time in progress.
- Inventory in progress.
- Payables in progress.
- Unpriced in progress.

Pages Used to View Transactions in Progress for PeopleSoft Project Costing

Page Name	Object Name	Navigation	Usage
Expenses in Progress	PC_EX_TIP_EX	Click the Personalize Content link on the PeopleSoft homepage. Select Expenses in Progress.	View graph showing the number of travel expense TIPs that are approved, but not transmitted to Project Costing.
Expenses Time in Progress	PC_PE_TIP_TMTOPC	Click the Personalize Content link on the PeopleSoft homepage. Select Expenses Time in Progress.	View graph showing the number of time entry TIPs that are approved, but not transmitted to Project Costing.
Inventory in Progress	PC_PE_TIP_INV	Click the Personalize Content link on the PeopleSoft homepage. Select Inventory in Progress.	View graph showing the number of inventory cost transactions that have not been transmitted to Project Costing.
Payables in Progress	PC_PE_TIP_AP	Click the Personalize Content link on the PeopleSoft homepage. Select Payables in Progress.	View graph showing the number of payable expense transactions that have been recorded but not transmitted to Project Costing.
Unpriced in Progress	PC_PE_TIP_COM	Click the Personalize Content link on the PeopleSoft homepage. Select Unpriced in Progress.	View graph showing all expense transactions that have been transmitted to Project Costing but are not costed or priced.
Personalize Transaction in Progress	PC_PE_TIP_PRS	Click the Customize button on any PeopleSoft Project Costing TIP pagelet.	Define default display information for TIP pagelets for Project Costing reports.

Viewing Expenses in Progress

Access the Expenses in Progress pagelet.

Expenses to Projects	Click this link to access the Expenses page to run an Application Engine process that transmits travel expense transactions to PeopleSoft Project Costing.
Transaction Inquiry Page	Click this link to access the Transaction in Progress page to view details about the TIPs that are graphed on the pagelet.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, "Pricing Project Costs"

Viewing Expenses Time in Progress

Access the Expenses Time in Progress pagelet.

Expenses to Projects	Click this link to access the Expenses page to run an Application Engine process that transmits travel expense transactions to PeopleSoft Project Costing.
Transaction Inquiry Page	Click this link to access the Transaction in Progress page to view details about the TIPs that are graphed on the pagelet.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, "Pricing Project Costs"

Viewing Inventory in Progress

Access the Inventory in Progress pagelet.

Inventory to Projects	Click this link to access the Inventory page to run an Application Engine process that transmits inventory cost transactions to PeopleSoft Project Costing.
Transaction Inquiry Page	Click this link to access the Transaction in Progress page to view details about the TIPs that are graphed on the pagelet.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, "Pricing Project Costs"

Viewing Payables in Progress

Access the Payables in Progress pagelet.

Payables to Projects	Click this link to access the Payables page to run an Application Engine process that transmits payable expense transactions to PeopleSoft Project Costing.
Transaction Inquiry Page	Click this link to access the Transaction in Progress page to view details about the TIPs that are graphed on the pagelet.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs”

Viewing Unpriced in Progress

Access the Unpriced in Progress pagelet.

Transaction Inquiry Page	Click this link to access the Transaction in Progress page to view details about the TIPs that are graphed on the pagelet.

CHAPTER 15

Using Pagelets Enabled by PeopleSoft Proposal Management

This chapter discusses how to:

- View and personalize proposal operational summary information
- View and personalize proposal revenue pipeline information
- View and personalize proposal resource demand information.

See Also

PeopleSoft Proposal Management 8.8 PeopleBook

Viewing and Personalizing Proposal Operational Summary Information

This section discusses how to:

- View proposal operational summary information.
- Personalize the Proposal Operational Summary pagelet.

Pages Used to View and Personalize Proposal Information

Page Name	Object Name	Navigation	Usage
Proposal Operational Summary pagelet	GM_PE_PROPOSAL (narrow) , GM_PE_PROPOSAL_2 (wide)	Click the Personalize Content link on the PeopleSoft homepage. Select Proposal Operational Summary.	View a list of proposals based on criteria specified on the Personalize Proposals Operational Summary page.
Personalize Proposals Operational Summary page	GM_PE_PROPOSAL_PRS	• Set Up Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults, Proposal Operational Summary • Click the Customize button on the Proposal Operational Summary pagelet.	Define default display information for the Proposal Operational Summary pagelet. The default personalization is initially set by the system administrator.
Maintain Proposal page	GM_OPPTY_HDR	Click the link under the Proposal field on the Proposal Operational Summary pagelet.	View proposal information. See *PeopleSoft Proposal Management 8.8 PeopleBook*, "Preparing, Generating, and Viewing Proposal Information".

Viewing Proposal Summary Information

Access the Proposal Operational Summary pagelet.

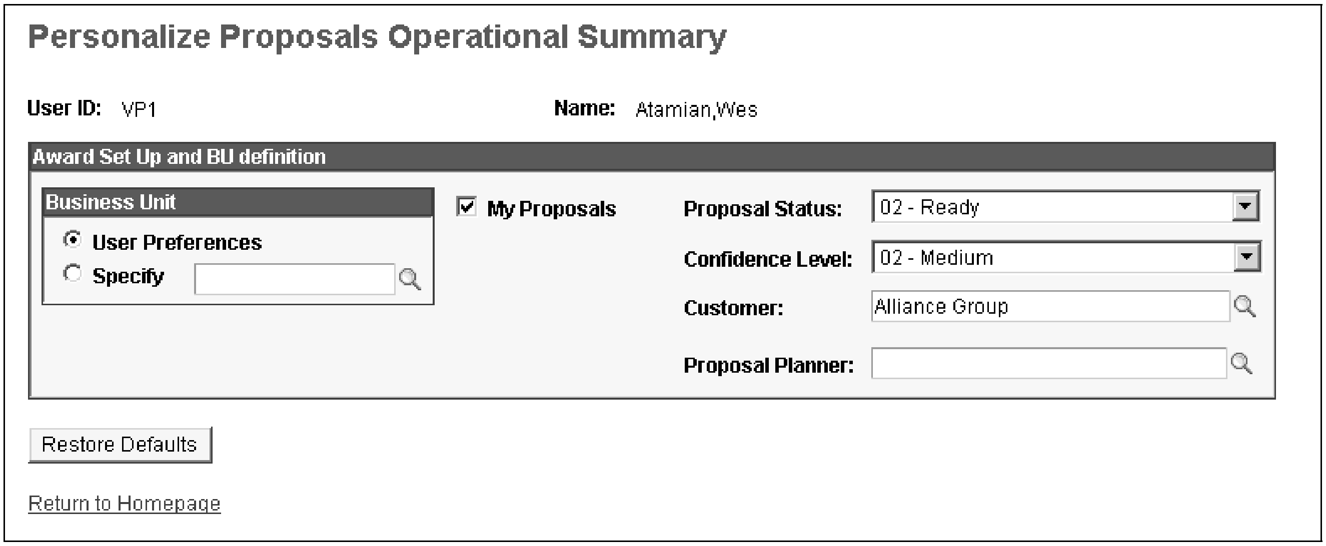
This pagelet displays proposal information based on criteria specified on the Personalize Proposals Operational Summary page. For each proposal you can view a description of the proposal, the proposal status, the confidence percent, and the date the proposal is targeted for completion. The system displays a maximum of five top proposals, which have highest proposed amount.

Confidence levels represent the proposal planner's certainty that the proposal will be approved by the customer. The system displays confidence levels as icons, with a red square representing a low confidence level, a yellow triangle representing a medium confidence level, and a green diamond representing a high confidence level. Confidence levels are set up on the Contracts BU - Confidence Level Setup page.

To view details of the proposal on the Proposal page, click the link under the Proposal field.

Personalizing the Proposal Operational Summary Pagelet

Access the Personalize Proposals Operational Summary page.



Personalize Proposals Operational Summary page

User Preferences Select this radio button if you want the system to display proposals based on the business unit that was set up in your user preferences profile.

Specify Select this radio button if you want the system to use a specific business unit to display proposals. Use the Look up button to select a business unit.

My Proposals Select this check box if you want the system to display proposals that you have designated as your own by clicking the My Proposals button on the Proposal page or by adding proposals to the My Proposal Page in PeopleSoft Proposal Management.

Proposal Status Select a status if you want to view proposals with a specific status only. If you do not specify a proposal status, the system displays proposals with all proposal statuses.

Confidence Level Select a confidence level if you want to view proposals with a specific confidence level only. If you do not specify a confidence level, the system displays proposals with all confidence levels.

Customer Select a customer if you want to view proposals for a specific customer only. If you do not specify a customer, the system displays proposals associated with all customers.

Proposal Planner Select a proposal planner if you want to view proposals for a specific proposal planner only. If you do not specify a proposal planner, the system displays proposals associated with all proposal planners.

Viewing and Personalizing Proposal Revenue Pipeline Information

This section discusses how to:

- View proposal revenue pipeline information.
- Personalize the Proposal Revenue Pipeline pagelet.

Pages Used to View and Personalize Proposal Revenue Pipeline Information

Page Name	Object Name	Navigation	Usage
Proposal Revenue Pipeline pagelet	GM_PE_REVEN_PIPE (narrow), GM_PE_REVEN_PIPE_2 (wide)	Click the Personalize Content link on the PeopleSoft homepage. Select Proposal Revenue Pipeline.	View revenue information for future periods by confidence threshold as delineated by the user.
Personalize Proposal Revenue Pipeline page	GM_PE_REV_PIPE_PRS	• Set Up Financials/Supply Chain, Pagelets, Enterprise Service Automation, Portal Pack Defaults, Proposal Revenue Pipeline • Click the Customize button on the Proposal Revenue Pipeline pagelet.	Define default display information for the Proposal Revenue Pipeline pagelet. The default personalization is initially set by the system administrator.

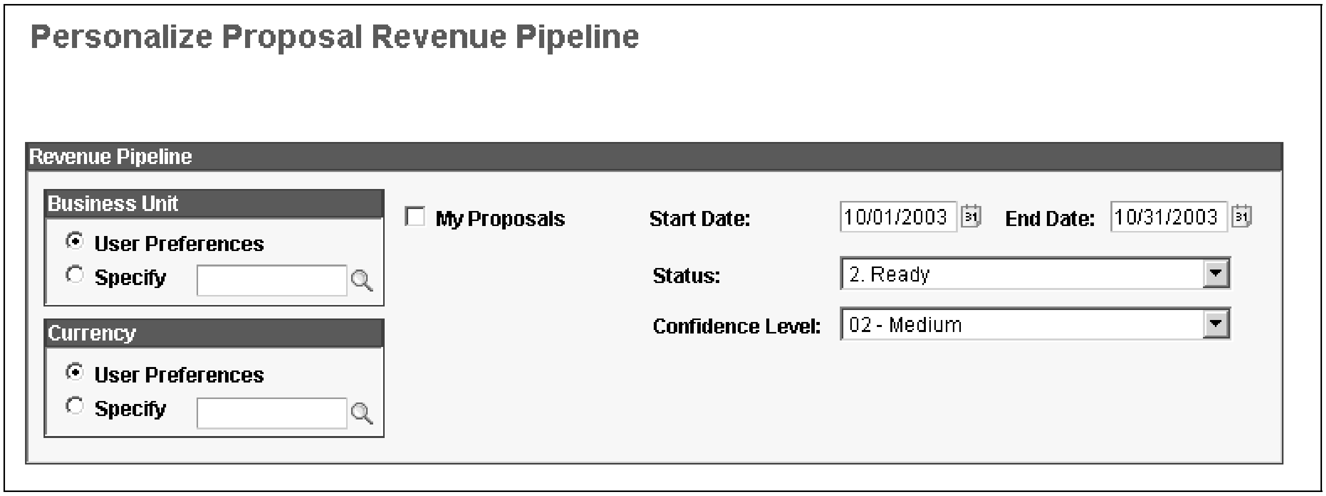
Viewing Proposal Revenue Pipeline Information

Access the Proposal Revenue Pipeline pagelet

The Proposal Revenue Pipeline analytic shows revenue information for future periods by confidence threshold as delineated by the user. It uses the criteria entered on the personalization page to select proposal data and display revenue for the given time period. The graph indicates total revenue amounts by confidence level for future time periods in months. The system displays data for a maximum of 6 months. Information contained in this pagelet can help you make more informed decisions regarding the revenue-related opportunities that your organization may want to pursue.

Personalizing Proposal Revenue Pipeline Information

Access the Personalize Proposal Revenue Pipeline page.



Personalize Proposal Revenue Pipeline page

Business Unit

User Preferences Select to display proposal revenue based on the business unit that you set up in the user preferences profile.

Specify Select to use a specific business unit to display proposal revenue.

Currency

User Preferences Select to use the currency that you set up in the user preferences profile to display proposal revenue.

Specify Select to use a specific currency to display proposal revenue.

Revenue Pipeline

My Proposals Select to display revenue from proposals that you have designated as your own by clicking the My Proposals button on the Maintain Proposal page or by adding proposals to the My Proposal Page in PeopleSoft Proposal Management.

Start Date and **End Date** Select the beginning and ending dates that you want the system to use to graph proposal revenue. If the target due date on the proposal falls within the date range, then its revenue is included in the graph. If you do not enter any dates, the system uses the current date and then adds six months. The date range cannot exceed six months.

Status Select a status if you want to view proposal revenue with a specific status only. If you do not specify a proposal status, the system displays proposal revenue with all proposal statuses.

Confidence Level Select a confidence level if you want to view proposal revenue with a specific confidence level only. If you do not specify a confidence level, the system displays proposal revenue with all confidence levels.

Viewing and Personalizing Proposal Resource Demand Information

This section discusses how to:

- View proposal resource demand information.
- Personalize the Proposal Resource Demand pagelet.

Pages Used to View and Personalize Proposal Resource Demand Information

Page Name	Object Name	Navigation	Usage
Proposal Resource Demand pagelet	GM_PE_RES_DEMAND (narrow), GM_PE_RES_DEMAND_2 (wide)	Click the Personalize Content link on the PeopleSoft homepage. Select Proposal Resource Demand.	Learn what the demand for resources will be in a future time period. The Proposal Resource Demand analytic shows the number of days demanded for each role if all the proposals in the system meeting the confidence level criteria set by the user are sold and executed.
Personalize Proposal Resource Demand page	GM_PE_REDMD_PRS	• Set Up Financials/Supply Chain, Enterprise Service Automation, Pagelets, Portal Pack Defaults, Resource Demand • Click the Customize button on the Proposal Resource Demand pagelet.	Define default display information for the Proposal Resource Demand pagelet. The default personalization is initially set by the system administrator.

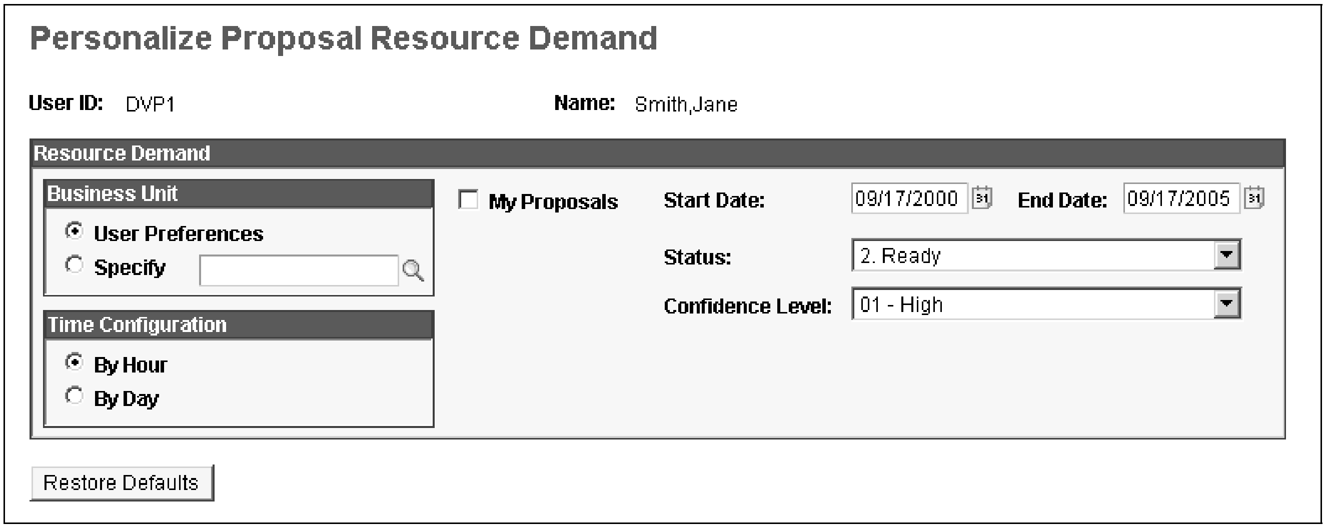
Viewing Proposal Resource Demand Information

Access the Proposal Resource Demand pagelet

Use the information generated by this analytic to learn what the demand for resources will be in a future time period. The Proposal Resource Demand analytic shows the number of days demanded for each role if all the proposals in the system meeting the confidence level criteria set by the user are sold and executed. The system displays a maximum of 10 project roles, generates a unique color for each job role, and displays a legend at the top of the page. Information contained in this pagelet can help you make more informed hiring and training decisions.

Personalizing Proposal Resource Demand Information

Access the Personalize Proposal Resource Demand page.



Personalize Proposal Resource Demand page

Business Unit

User Preferences

Select to display resource demand information based on the business unit that you set up in the user preferences profile.

Specify

Select to use a specific business unit to display resource demand information.

Time Configuration

By Hour

Select to display resource demand information in hours.

By Day

Select to display resource demand information in days.

Resource Demand

My Proposals

Select to display resource demand information from proposals that you have designated as your own by clicking the My Proposals button on the Maintain Proposal page or by adding proposals to the My Proposal Page in PeopleSoft Proposal Management.

Start Date and **End Date**

Select the beginning and ending dates that you want the system to use to graph resource demand information. If the target due date on the proposal falls within the date range, then its resource demand information is included in the graph. If you do not enter any dates, the system uses the current date and then adds three months.

Status

Select a status if you want to view resource demand information from proposals with a specific status only. If you do not specify a proposal status, the system displays resource demand information from proposals with all proposal statuses.

Confidence Level

Select a confidence level if you want to view resource demand information from proposals with a specific confidence level only. If you do not specify a confidence level, the system displays resource demand information from proposals with all confidence levels.

CHAPTER 16

Using the Pagelet Enabled by PeopleSoft Resource Management

This chapter discusses how to view resources that are currently unassigned or soon to be unassigned.

Prerequisite

Before you can view resources needing assignments you must establish a resource group for your user ID. If you select the Resources Needing Assignments pagelet to appear on your PeopleSoft homepage without establishing a resource group, a message appears stating that no data is available for the pagelet.

See *PeopleSoft Resource Management 8.8 PeopleBook*, “Managing Resource Utilization,” Specifying Staffing Workbench and Resource Utilization Options.

Personalizing and Viewing Resources Needing Assignments

This section discusses how to personalize and view resources needing assignments.

Pages Used to Personalize and View Resources Needing Assignments

Page Name	Object Name	Navigation	Usage
Resources Needing Assignments	RS_PE_TOP_MYRES	Click the Personalize Content link on the PeopleSoft homepage. Select Resources Needing Assignments.	View up to five resources who have been unassigned for the longest period of time or are about to end their assignments. If all resources are assigned, view up to five resources whose assignment end dates are closest to the current date.
My Workbench Options - Workbench	RS_MYWKBNCH_OPT	• Click the Customize icon on the Resources Needing Assignments pagelet. • Resource Management, Define User Options, My Workbench Options, Workbench	Select the group of resources to appear on the Resources Needing Assignments pagelet.
My Workbench Options - Utilization	RS_MYWKBNCHRSC_OPT	Select the Utilization tab on the My Workbench Options - Workbench page.	Specify the number of calendar days prior to the end date of an assignment that a warning appears on the Resources Needing Assignments pagelet for the resource.

Personalizing the Resources Needing Assignments Pagelet

The Resources Needing Assignment pagelet options are shared with the options that are used for the Staffing Workbench in PeopleSoft Resource Management. Click the Customize icon on the Resources Needing Available pagelet to access the My Workbench Options - Workbench page. After you specify pagelet options, click Return to Homepage on the My Workbench Options - Workbench page.

In Resource Management you establish resource groups for whom you are responsible so you can manage information about their current assignment status. The resource group ID that you select on the My Workbench Options - Workbench page in Resource Management is used to determine the resources that can appear on the Resources Needing Assignments pagelet.

In PeopleSoft Resource Management you also specify the number of calendar days prior to the end date of an assignment that a warning appears on the Staffing Workbench - Manage Utilization page for this resource. The Resources Needing Assignments pagelet also uses the number of days threshold from the My Workbench Options - Utilization page. If there are not five unassigned resources, the pagelet displays resources whose assignment end dates are closest to the current date. The number of days threshold is used as follows:

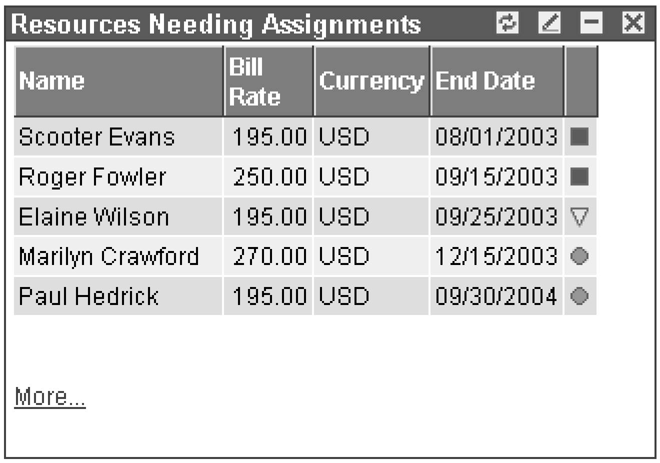
- If resources are on assignments that end in fewer or equal to the number of calendar days that the user specified on the My Workbench Options - Utilization page, the resources appear on the Resources Needing Assignments pagelet with a yellow warning visual indicator.

- If resources are on assignments that end in a number of days greater than the number of days that the user specified on the My Workbench Options - Utilization page, the resources appear on the Resources Needing Assignments pagelet with a green visual indicator showing that the resource is fully staffed.

Note. The values that are used to personalize the Resources Needing Assignments pagelet are the Resource Group ID field (RS_RSRCGRP_NAME) and the Number of Days field (NUM_OF_DAYS) in the My Workbench Options component (RS_MYWKBNCH_OPT). No other field values in the My Workbench Options component affect the display of resources needing assignments on the pagelet.

Viewing Resources Needing Assignments

Access the Resources Needing Assignments pagelet.



Resources Needing Assignments pagelet

This pagelet displays up to five resources in the resource group specified on the My Workbench Options - Workbench page in PeopleSoft Resource Management who have been unassigned for the longest period of time, or whose assignment end dates are closest to the current date.

Note. Resources appear on the Resources Needing Assignments pagelet only if they have an assignment end date. For example, new resources with no assignment history can appear on the Staffing Workbench - Manage Utilization page, but they do not appear on the Resources Needing Assignments pagelet.

The resources appear in ascending order of their last assignment end date.

Name Displays the name of the resource that is currently unassigned, or whose assignment end dates are closest to the current date.

Bill Rate Displays the resource's bill rate as specified for the resource's employee ID. If no bill rate is specified for the employee ID, the value is the rate associated with the job code in the Rates by Jobcode record (PC_RATE_JOBC) in PeopleSoft Project Costing. If neither value exists, the bill rate appears as *$0.0000* on this pagelet.

Currency Displays the bill rate currency as specified for the resource's employee ID. If the bill rate appears as *$0.0000*, the currency value is blank.

End Date	Displays the end date of the resource's current assignment or, if the resource is not currently assigned, the end date of the resource's most recent assignment. If the assignment includes multiple date ranges, the last end date appears.
	The corresponding resource is currently unassigned and requires immediate attention. If the current day is a workday as specified on the resource profile and stored in the Worker table (RS_WORKER_TBL), PeopleSoft Resource Management looks to see if the resource has a task scheduled on that day. If the current day is not a workday, Resource Management looks at the next workday to see if the resource has a scheduled assignment on that day. If no assignment is scheduled, the resource is treated as unassigned.
	The corresponding resource is currently on an assignment that ends in fewer or equal to the number of days specified on the My Workbench Options - Utilization page.
	The corresponding resource is currently on an assignment that ends in a number of days greater than the number of days specified on the My Workbench Options - Utilization page.
More	Select to access the Staffing Workbench - Manage Utilization page to view the assignment status for all of the resources in the resource group.

Glossary of PeopleSoft Terms

absence entitlement — This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take — This element defines the conditions that must be met before a payee is entitled to take paid time off.

accounting class — In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

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. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split — The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator — You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason — The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template — In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity — In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer’s account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called “system-maintained account.”
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don’t exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document’s cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

directory information tree In PeopleSoft Directory Interface, the representation of a directory’s hierarchical structure.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don’t delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception — In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing — In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact — In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

forecast item — A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund — In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

generic process type — In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

group — In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object — In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule — In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur — In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

item — In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

KPI — An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file
Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group
In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components
In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment
In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history
In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping
You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section
In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section
In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable
In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

load
In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality
In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location
Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task
In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

pending item In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.

PeopleSoft Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner’s planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product’s lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag
Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

reference data
In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object
In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction
In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction’s budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing
In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object
In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data
Data that is extracted from a separate database and migrated into the local database.

REN server
Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester
In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

role
Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user
A PeopleSoft Workflow user. A person’s role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up
In a tree, to roll up is to total sums based on the information hierarchy.

run control
A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID
A unique ID to associate each user with his or her own run control table entries.

run-level context
In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

search query
You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

section
In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event
In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy
In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production
In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

session
In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template
In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship
In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression
In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon
With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source transaction
In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

SpeedChart
A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType
A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging
A method of consolidating selected partner offerings with the offerings from the enterprise’s other partners.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage
In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation
In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state
In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.

Translate table
A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree
The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

unclaimed transaction
In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header
Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

user interaction object
In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable
In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception
Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt
Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration
Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension
Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse
A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order — In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worksheet — A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist — The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML schema — An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

yield by operation — In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT — Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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