

Chapter 4 - Getting Around

This Section Includes:

- 4.1 Login
- 4.2 User Roles
- 4.3 Approvals
- 4.4 User Productivity Kit (UPK)
- 4.5 Navigation
- 4.6 Main Menu
- 4.7 Bread Crumbs
- 4.8 Favorites/Recently Used
- 4.9 Menu Tips
- 4.10 Customize Screens
- 4.11 Definitions

4.1 Login

Your login and password into the GL system will give you access to all the menu items and processes based on the User Roles assigned to your position. The login is the same as you use for MyBSA except that the login is in **all caps** while the password is your normal password.

4.2 User Roles

The assignment of user roles is at the request of the Scout Executive or designee. Changes to the role assignments must be implemented by the National Service Desk. For example, one user role may have rights to create journal entries, while another user role is used to edit and post entries. In a smaller council all those roles may be assigned to one person if desired. Care should be taken to insure proper separation of fiscal duties.

4.3 Approvals

Most transactions allow for a level of approval such as the Scout Executive approving the adding of a new vendor to accounts payable. The same is true for posting journals, adding fixed assets and many other tasks. Approvals can be handled in one of two ways:

- A work flow process can be created that will automatically flow a created transaction approval notice to the approver by email based on a pre-determined table. The approver can then either log in to the system and approve or reject the transaction. If this system is chosen, attention must be given by council personnel to see that the table of approval flow is kept up to date with staff changes. Actual modifications to the work flow system must be done by the National Service Desk Personnel.
- The creator initiates the transaction and saves it. The approver logs into the system and sees a task list that indicates things are waiting for approval and can then review, approve or reject each of them. Initially, this will be the system set for councils from the conversion process.

4.4 User Productivity Kit (UPK)

Built into the system are sophisticated help screens. They can be accessed in two different ways:

1. Page Sensitive – When in a particular page of the software screens, accessing help will display a listing of available topics about that specific page and the fields and options contained therein.
2. General Help – When a user accesses the general help screens the system will present a library of the entire availability of UPK helps. You will need to search for your needed topic.
Once accessed, UPK provides a variety of resources to assist the user:
 - See It – A video-like window glides through the process telling you and showing where to point and click and where to fill in the blanks.
 - Try It – Allows you to follow the same steps as above but you get to do the pointing and clicking and filling. It will prompt you if needed.
 - Know It – Same steps but without prior prompting and you will be scored on the accuracy of your actions.
 - Does It – This option allows you to see and follow the instructions in a Picture-in-a-Picture window while you work in your actual data.
 - Print It – Allows the printing of the step-by-step process in a word document that you can print and save. You can also add your own notes to the document if you desire.

Job aids are also available in the help system and will show step by step navigation for specific software processes.

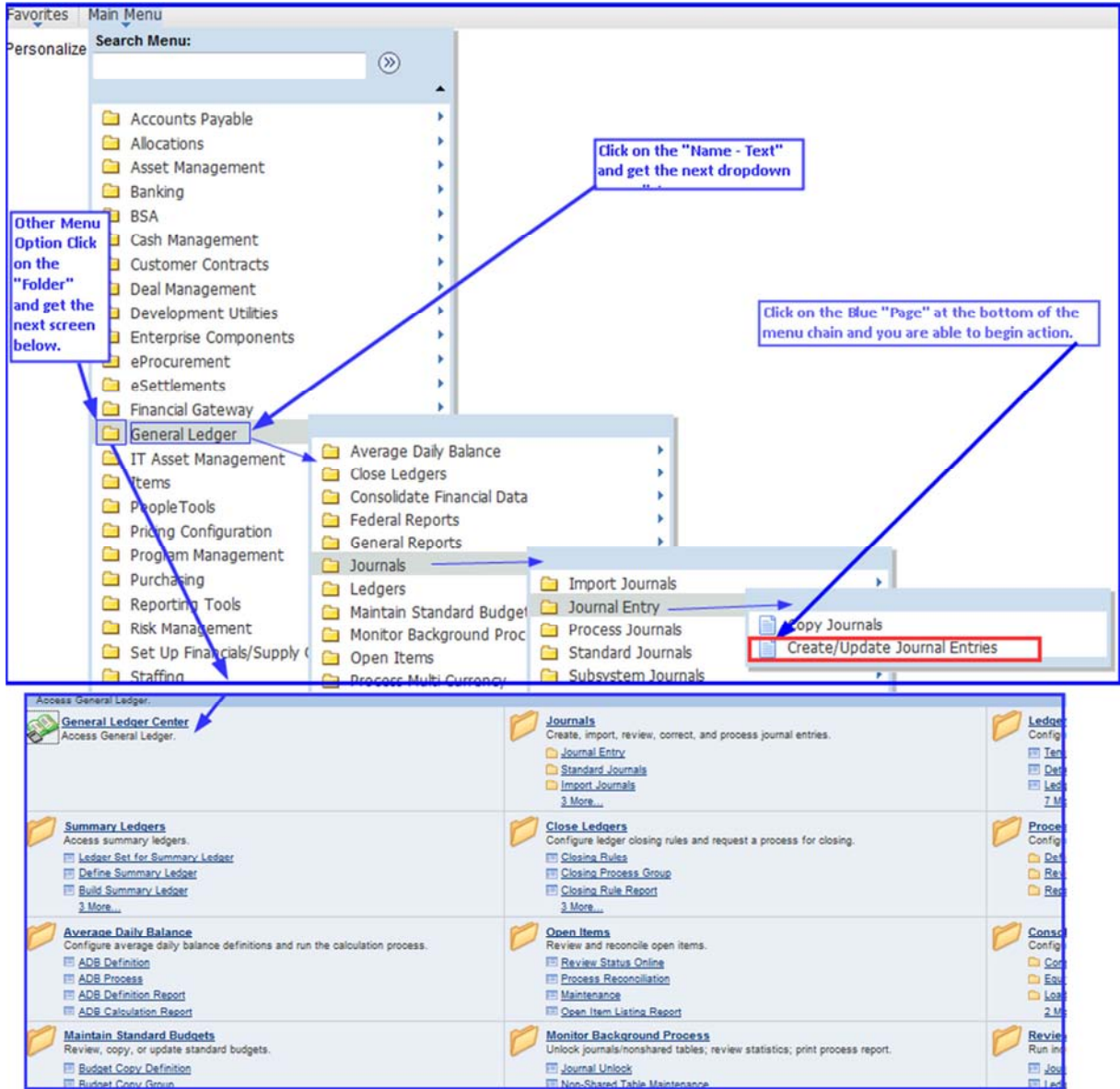
4.5 Navigation

Getting around in the system can be accomplished with some shortcuts to help you get to commonly used sites. The complete menu system of PeopleSoft is very large and rather daunting. Based on your User Role(s) you will see a much smaller menu.

4.6 Main Menu

From the main menu you can see an alpha list of the major areas as you see here on the right of this page. Once you select a topic, such as General Ledger, you get the next level of menu items and so on until you reach the desired item. We are seeking the process called "Create/Update Journal Entries".

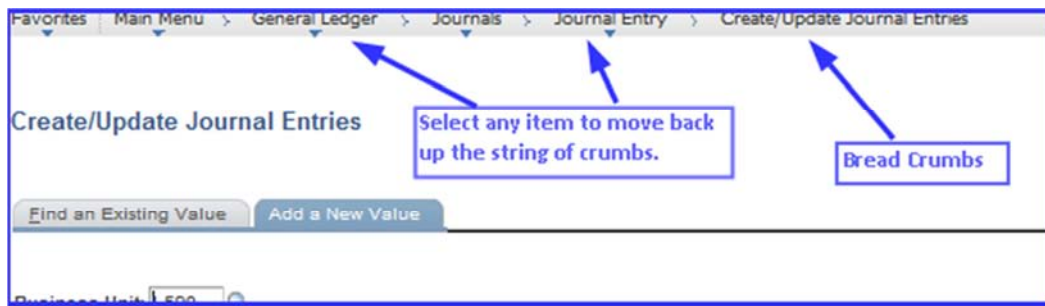
NOTE: If you click on the name of the menu items as you drill down, you see the result below. If you click on the folder itself you will get a second type of menu system of that item shown second below.



You may use either type of menu selection depending on your preference. In this document, we will use the Drill Down method to generate Bread Crumbs to guide you to the proper menu selection.

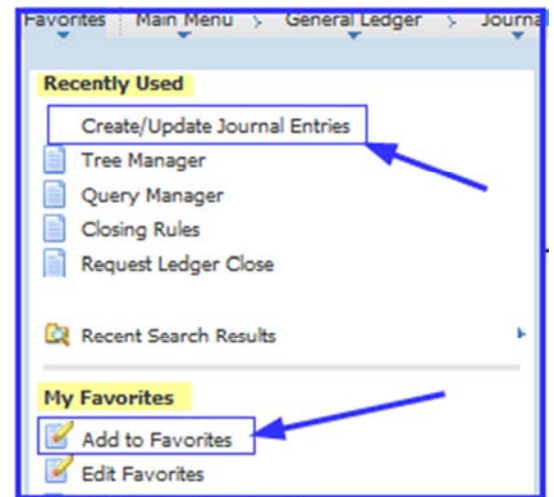
4.7 Bread Crumbs

Once we select “Create/Update Journal Entries” we are taken to the actual screen to begin the process. The menu system then creates a “Bread-Crumb” trail at the top of the page to make it easy to see how we got here and to jump back to a specific point along the path.



4.8 Favorites/Recently Used

Also available is the “Favorites” button in the upper left corner of the screen where we can save this place as a favorite and also see other recent pages we have visited and easily return again. Here you see the “Recently Used” list and we have added this page to our “Favorites”



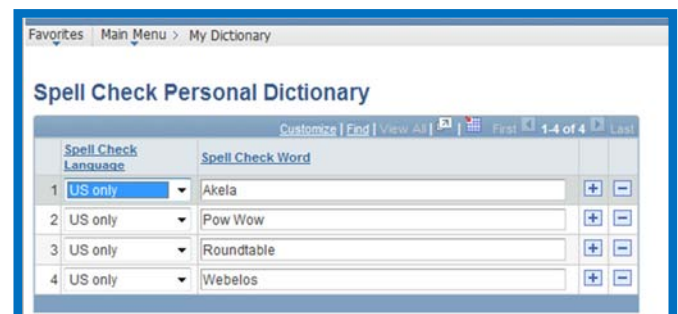
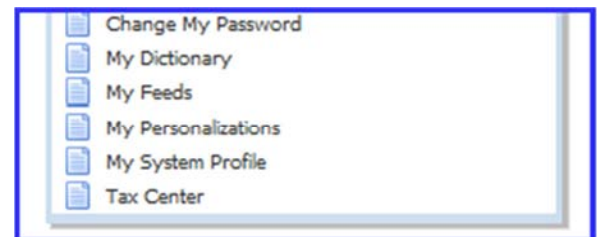
4.9 Menu Tip

In PeopleSoft there are some useful clues to getting around the menu system more effectively that may be useful.

- When accessing the main menu and other menu systems if you have a scroll wheel on your mouse, it may move the menus up and down successfully.
- You will notice that items on the menu that have the folder symbol indicate that there are additional choices in that menu item. The levels where you see the blue paper symbol, it will indicate a “page” that where you can search, add, modify etc.
- Under many of the menu items you will see an entry labeled “XXXXXX Center” This is another link to the General Ledger Center shown above.

At the bottom of the Main Menu list you will find some personalization items which may be useful settings for you.

- Change my password – Not Used
- Personal Dictionary. You may want to add some Scouting terms to the dictionary.
- My Feeds – Not Used
- My Personalization – Useful Topics:
 - Regional Settings – set your time zone etc.
 - Personalized Navigation – Alpha soft menu items
- My System Profile – Not Used
- Tax Center – Not Used

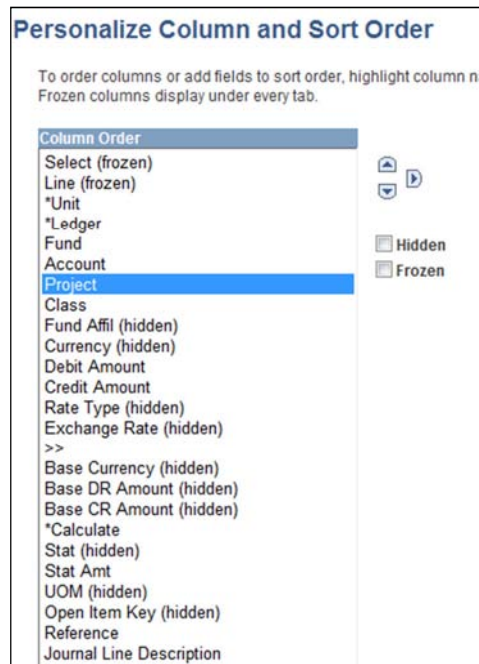


4.10 Customize Screens

There are several screens where you will want to customize the look and order of fields to suit your needs. Often there are other chart fields beyond the normal Fund, Account, Project and Class that will appear. Customization allows these to be hidden and also to put the fields you do use in the order you desire.

(NOTE: This same process can be repeated on many entry screens.)

Steps	Navigation	UPK
1. Customize Journal Entry Screen	Main Menu>General Ledger>Journals>Journal Entries>Create/Update Journal Entries	LFIN05-020
2. Open up a journal entry screen	Create a new Journal then click on the Lines Tab	
3. Review the field on the screen and determine the preferred order in which they should appear	Click on the "Customize" link that is printed with white on the blue ribbon in the upper right hand corner on the journal field area.	
4. Review the list of available fields	NOTE: Fields that is listed as "Frozen" cannot be moved. Highlight a field name on the left and then select the action on the right to "Hide" or move the order of the field (see sample below).	
5. The order moves from left to right. Select the first field you wish to position on the left.	Click the Move Up button until the field is shown at the top of the list.	
6. Repeat the process until all fields you wish to see are in the order you desire.	Click OK	



4.11 Definitions

You will need to become familiar with a few terms and phrases that are commonly repeated in PeopleSoft.

Project = Same as Cost Center – Council defined and controlled

Product = Used only by the National Council

VAT = Value Added Tax – Used in Canada, England and other countries

Voucher = Similar to Invoice – Think of an envelope called “voucher” that carries an invoice through processing

Run Control = A control feature needed for nearly all processes and many reports – Unique to the user and need be created only one time and then reused. Example: Run Control for moving fixed assets from AP to the Asset Management (AM) module might be called “Move Assets”

No Spaces = Many controls and ID's for items you create may not allow spaces – Common format to use is “Unposted_Journals” or “UnPstdJrnls”.

Tab = Used to move to the next menu item – Note that “Return or Enter” may trigger some other command. Available on the market are separate USB 10-Key pads with a “Tab” key on them.

Ledger = A collection of data entries for different purposes, typical are:

Actuals Ledger = Transactions as a results of operations

Budget Ledger = Contains values that project the expected result of operations (NOTE: Journals to Budget Ledger can be out of balance as to debits and credits)

Journals = A collection of lines of transaction entry, types indicate the source of the transaction such as:

AA Audit adjustments proposed by the council's independent auditor and accepted by the council to adjust year end balances in the general ledger.

ALO Journal entries created by the month end and year end allocation processes which move accounts in a deferred status to a non-deferred status.

AM Journal entries created in Asset Management to record monthly depreciation calculations, additions, deletions and changes to fixed assets.

AP Journal entries created by the entry of vouchers (invoices) and payments generated in Accounts Payable.

CA This source is used by the council when the year has been closed and adjustments need to be made to the year end balances prior to the beginning of the audit work.

CJ Journal entries created to record contributions and pledges entered in the fundraising software.

CR Journal entries created to record payment of pledges entered in the fundraising software if the council uses the fundraising software to post payment of pledges (if the cash flag is turned on). This source may also be used to record all cash transactions if the council has chosen to manually enter cash receipts recorded through a point of sell software or if hand receipts are used.

GJ Journal entries created in the general ledger.

MJ Journal entries created to record the receipt and distributions of cash related to membership.

PR Journal entries created by IOI or may be used if the council manually records transactions related to payroll generation.

TP Journal entries created by the upload from SellWise to record cash transactions. This source may also be used if the council manually records cash transactions.

YE Journal entries created by PeopleSoft to move year end balances to the new year beginning balances.

Special NOTE: Do not use the Backspace Key in fields as it will move to the previous screen. If you do so by accident, the “Next” button on the browser (upper left corner) may restore your place.

Search Results	
View 100	First 1-15 of 15 Last
Source	Description
AA	Audit Adjustments
ALO	Allocation Journal
AM	Asset Management
AP	Accounts Payable
CA	Council Prior-Yr Adjustments
CD	Cash Disbursements
CJ	Contributions Journal
CR	Cash Receipts
FR	Fundraising
GJ	General Journal
MJ	Membership Journal
PO	Po Accrual
PR	Payroll
TP	Trading Posts
YE	Year end journal