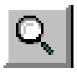
BASIC UPGRADE CHANGES FOR PEOPLESOFT 7.5

December 1st marks the date in which the Spectrum System will move forward with an upgrade to its new Financial Application. This upgrade will bring changes that will provide many new features. Below we will describe changes that may affect directly the end users data processing.

1. Requisition Processing

The transaction process will remain basically the same although the requisitions panel appearance has changed. When starting the transaction process the first panel the user will see is the Requisition Form panel.



To edit requisition dates the user will need to select the magnifying glass icon on the *Requisition Form* panel. A window will open allowing the user to edit *Requisition Date, Due Date and Origin*.

To perform a *Requisition Header Change* select the *Change Header* button (left) from the *Header Comments Panel* tab and then go back to the *Requisition Form Panel* tab, change transaction status and save. For a transaction to move along its *Workflow* it needs to have a *Valid Budget Check* and a *Pending Approval* status. This feature allows us to record change orders to the requisition.

For more information on this transaction read the *Requisition Items Chapter*.

2. Vendor Entry Panels

There are changes in the way Vendor files are viewed. In version 7.5 number of vendor panels has been reduced for simplicity. The same options and requirements are available through the *Location Panel* tab. This new feature requires the user to select icons from this panel toolbar to edit and change vendor information. The icons shown below are from the *Location Panel* toolbar.

 Select icon to enter additional ID numbers.

 Select icon to enter vendor's bank information.

 Select icon to enter and change vendor types.

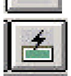
 Select this icon to enter a Web/Email address for vendor.

 Use icon to change and edit Procurement Options.

 Select this icon to enter VAT options.

 Use icon to edit sales tax options.

 Use icon to edit vendor payment options.

 Use icon to edit EFT Payment Options (electronic Finds Transfer).

 Use icon to enter or edit Standard Industry Codes (SIC).

 Use icon to enter comments to vendor file.

3. Journal Entry Processing

There are two major changes that will affect the journal entry process in the *Journal Lines Panel:*

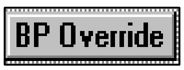
- *Journal Lines Grid*:

Although the transaction processing remains the same, the lines are presented in a new grid, which is similar to a spreadsheet. The functionality has not changed.

Line #	Ledger	Unit	SpeedType	Acct	Journal Line Description	Amount
1	ACTUALS	GSU	SpeedType	714000	Supplies and Materials	10.0
2	ACTUALS	GSUFS	SpeedType	715000	Repairs And Maintenance	-10.0

- *BP Override Button:*

If the user runs the Budget Check option and transaction fails due to problems in Project dates, the system will allow you to override the transaction by selecting the *BP Override* option. It will only be used when Projects are out of date. This button id located in the *Journal Lines* grid.



4. Budget Inquiries

There are many new features in this option. You will be able to see budget entries and transactions for specific budgets. The system provides the user with detail, segment and cumulative balances for their departments and projects. This new option is compose of five panel tabs:

- *Criteria Panel Tab:* This one is used to establish the criteria to be used in the Budget Inquiry panels. This is where the user enters the chartfields or its components to extract financial information. The user will be able to look at multiple fiscal years. This panel tab will let the user reach a summary and details panel for selected budget.

- *Budget Journals Panel: P*rovides the user with all budget journals that have been posted to the requested criteria.

- *Transaction Detail Panel:* Allows the user to extract full detail of transactions posted against this budget. This option also allows the user to select a specific transaction type. This search provides the user with document type and document Ids such as PO, REQ, Journal Entries and Voucher numbers.

- *Segment Panel*: Allows the user to view budget balances divided by budget periods and its actual balance for specific periods.

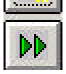
- *Cumulative Panel:* Allows the user to retrieve cumulative balances for specific budgets for all existing periods for selected criteria. When budgets have one active period they will show same amounts in both the segment and cumulative panel totals.

 Icon is used to return to the *Criteria* panel tab.

 Icon is used to retrieve the *Budget Summary* window.

 Icon used to retrieve the *Detail Budget Summary* window.

 Icon used to extract detail in the *Budget Journal* and *Transaction Detail* panel tabs.

 Icon used to view available budget periods for selected criteria.