PeopleSoft 8.8 Budgets
Budget Preparer
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1 GETTING STARTED

1.1 SIGNING INTO PEOPLESOFT

1. Open your Microsoft Internet Explorer
2. Type in the following address in the Address field:
   http://psfap1p1.corp.winfirst.com/ERPHomePage.htm
3. Add this link to your favorites for future use.
4. Click on the *Budgets* button on the left side of the screen.
5. Click on the *PeopleSoft Production* environment and the log in screen below will appear.

Enter your User ID and password and click on the 

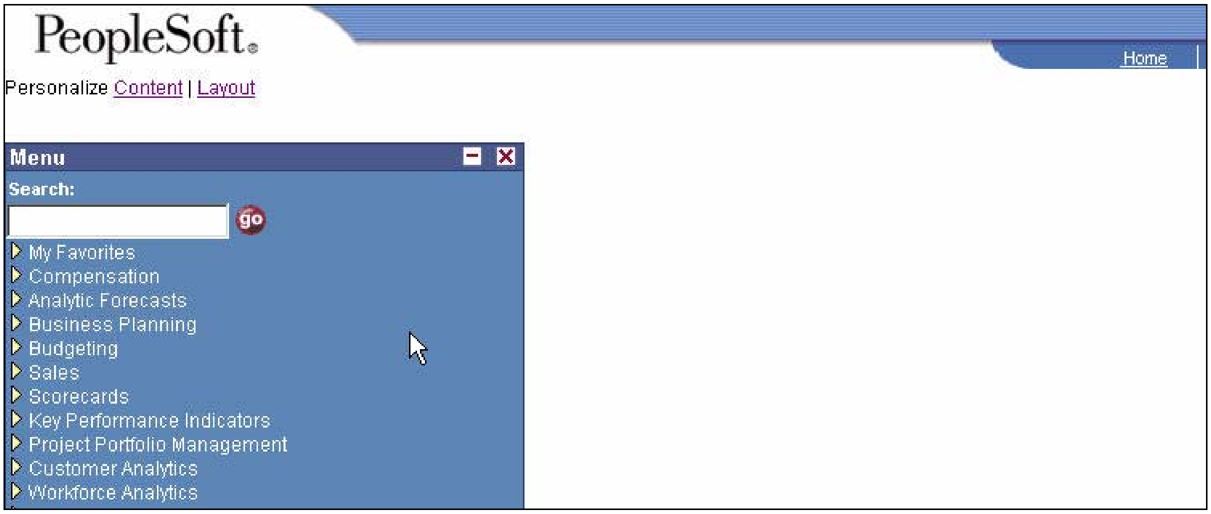
button.

Note: Your User ID and password are case sensitive! Be sure to type in you User ID all in lower case.

2 USING THE MENUS

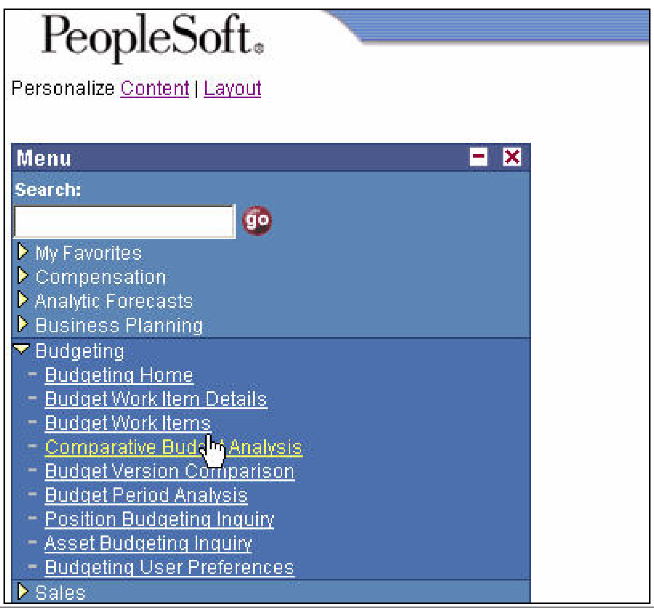
Once you have logged onto the system, a menu will display the options available for your User ID.

2.1 HOME MENU



2.2 SUB MENUS

To access the module required, click on the ▷ or the name of the module. A sub menu for that module will display.



Virtually every module has a home page, which organizes the sub menus for that module into logical groupings. The sub menu items that appear on your home page depend on your user ID.
Click on the desired sub menu from either the Home Page or the list in the left frame.

3 SCREEN DEFINITIONS

Throughout the documentation, you will hear key phrases or names given to certain parts of the screen that you are looking at. The following section lists some of the items seen on PeopleSoft pages.

Link	Description
Breadcrumb	These are a special type of Hyperlink, which take the user back along the navigational path that led them to the current page. This helps the user to move to any point all the way back to the Home page.
Hyperlinks	These links are underlined when active. Clicking on a hyperlink will take you to another web page that is linked to the object.

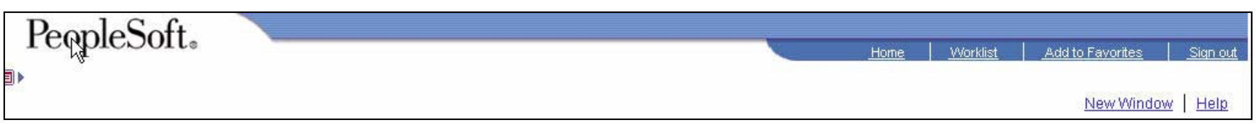
The following screenshot is an example of a *Breadcrumb*:

Tip: PeopleSoft will often not indicate to the user that information has not been saved. Without this warning users can navigate out of a page without saving. Remember to save your work or you will lose it!

Note: Never use the back arrow button on your Internet browser when navigating within the PeopleSoft application. It is important that you always use the breadcrumbs or hyperlinks within the application!

3.1 THE TITLE BAR

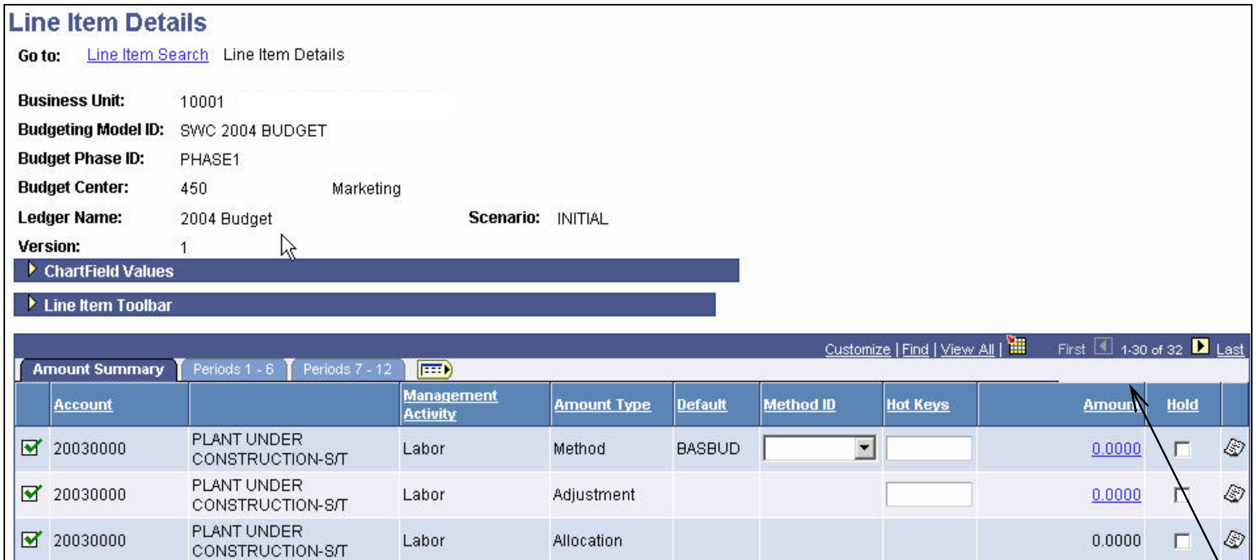
In Peoplesoft, the title bar selections remain static while all the other functions change. They are designed to be accessible at all times to allow the user access to the common functions.



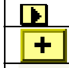
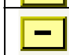
Link	Description
Home	This function will bring the user back to the Home menu location
Add to Favorites	This function allows you to save your frequently used menu paths to a 'My Favorites' list.
Sign Out	This will close the connection to PeopleSoft. You should always use the sign out link when finished with your work within the application. Do not just click on the 'X' on the browser to exit the application.
New Window	This function will open a new window in addition to the one you have open.
Help	Not enabled.

3.2 GRIDS

PeopleSoft provides a tool called the Grid, which simplifies navigation within the system.

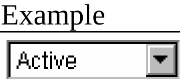
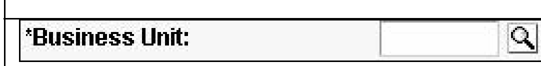
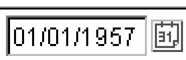


With Grid information, PeopleSoft does not always display all the available information. The page may display the first 10 items or it may only display 1. It is dependent upon the information that is being reported. To view / change information, the user can use the following functionalities.

Button / Link	Description
View All	This link will display all values.
First:	This link will display the first record.
Last:	This link will display the last record.
	This button will display the previous record or set of records.
	This button will display the next record.
	This button will add a new record.
	This button will remove a record.

3.3 OPTIONS FOR FIELD VALUES

Throughout the system, users will be looking for values that have been established as part of another set-up. The following options are used.

Example	Description
	The down-arrow indicates there are other options available that can be selected.
	The magnifying glass to the right of a field indicates that there are search values available.
	Any field that has a date will have the 'flip calendar' to the right. By clicking on this, a calendar will pop up and you can click to select a date.

3.4 OTHER BROWSER KEYS

Key	Description
Control P	Prints whatever is on the screen at the time.
F11	Full page view
Tab	Moves to next field
Shift Tab	Moves back one field

4 BUDGETING BASICS

4.1 BUDGET TERMINOLOGY

Budget Center	Determines the categorization of the budget - Department
Dimension	Each chartfield (e.g. Account, Management Activity, Product, etc.) is a dimension in the budgeting model.
Method	Defines how a budget amount for the line is calculated or derived, if a calculation is not necessary.
Driver	Calculation factor used in the method.
Budgeting Model	The structure created for each business unit that defines what dimensions, base data, etc. are included in their budget.
Check In / Out	The process the budget preparer goes through to get his or her “slice” of the data to update; prevents two people from working on the same budget at the same time.

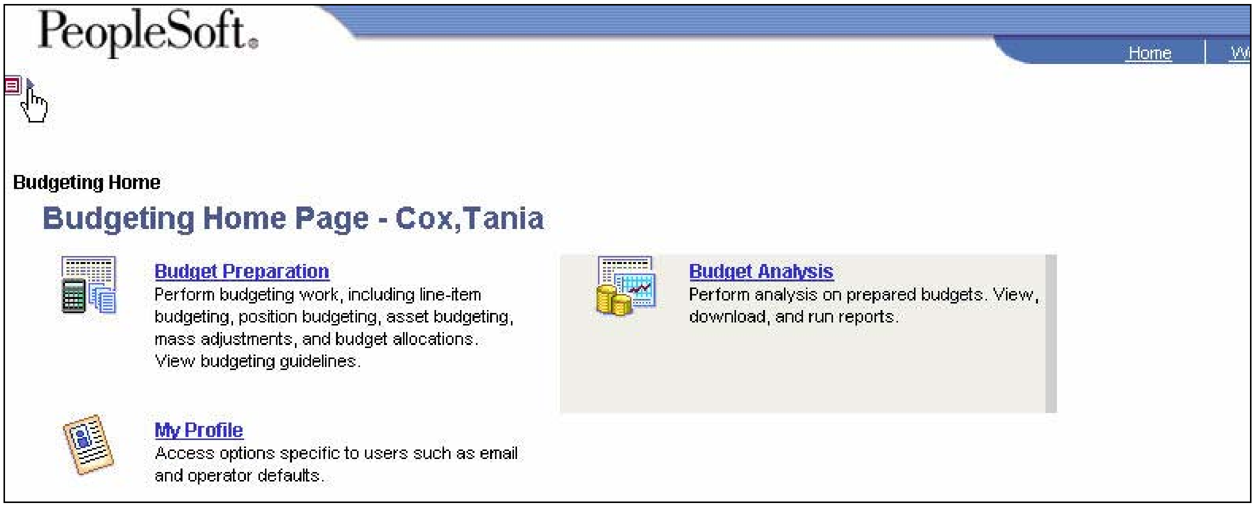
4.2 BUDGETING ROLES

PeopleSoft has four predefined roles. You will be assigned one or more of these roles depending on your activities during the budgeting process.

Budget Preparer	Creates and submits department budgets.
Budget Analyst	Reviews and approves department budgets created by the preparers.
Budget Reviewer	Reviews and approves unit level budgets reviewed by the analysts.
Budget Coordinator	Manages the overall budgeting process including setup, distribution and consolidation of the budget.

4.3 BUDGETING HOME PAGE

There are three functions available:



Budget Preparation
Gives the user access to prepare line item budgeting.

My Profile
Gives the user access to define preferences, such as default business unit and private views.

Budget Analysis
Gives the user access to the multi-dimensional analysis tools and delivered reports.

<u>Update Operator Preferences (optional)</u>

Navigation: *Home> Budgeting> Budgeting Home> My Profile>User Preferences>Operator Preference*

Operator Preferences allows you to define your "default" Business Unit. Defining a default will not prevent you from accessing budgets in other business units for which you have responsibility.

Click on the *Search* button and enter the following information:

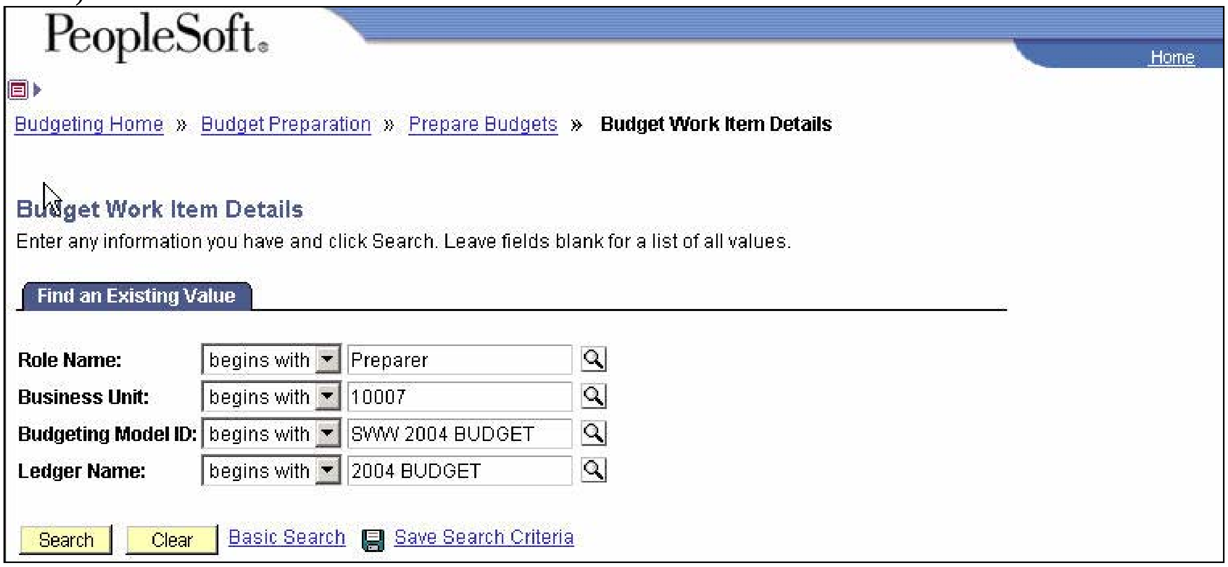
Business Unit	10001 – Client Communications 10020 – Client Directories 10030 – Client Long Distance 10040 – Client Telephone – Regulated 10041 – Client Telephone – Non-Regulated 10042 – Competitive Local Exchange Carrier (CLEC) 10050 – Client Broadband 10060 – Client TeleVideo 10081 – Client Wireless
Set ID	SHARE
As of Date	Default
Localization Country	USA

Note*:* The information noted above will be available in a list after selecting the magnifying glass next to the field.

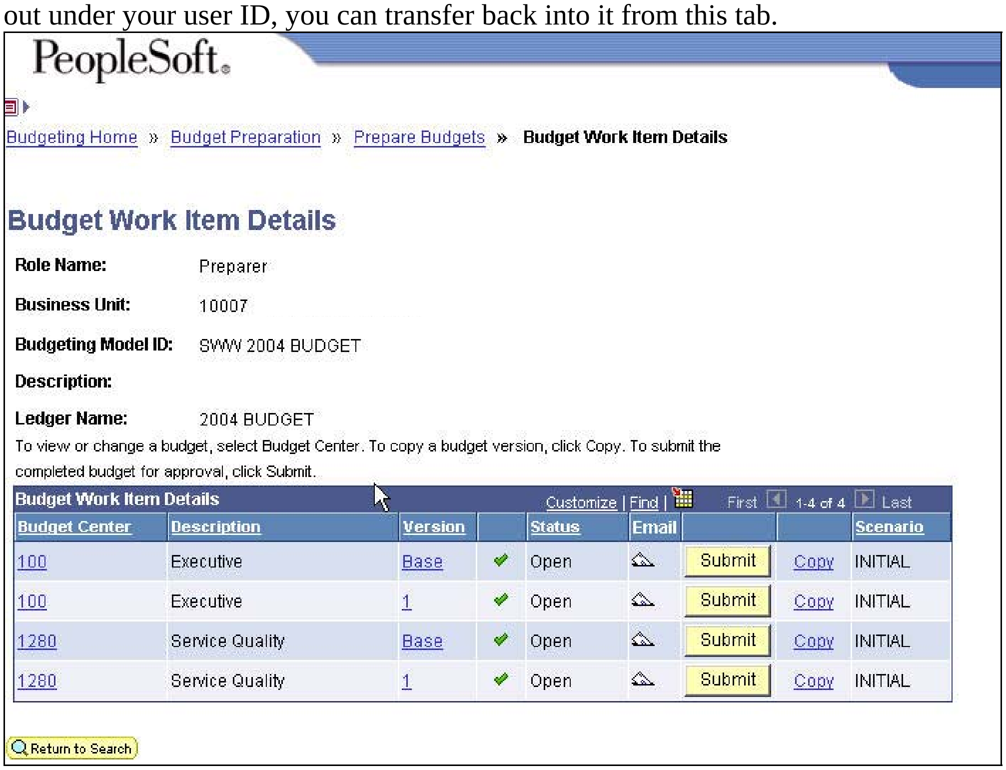
Click on the *Save* button.

4.4 SELECT YOUR BUDGET CENTER

You can access the *Budget Work Item Details* page through the Prepare Budgets menu item on the home page, or via the link in the left frame. To find your budget model, you can simply hit *Search* and choose from the results, or you can specifically enter your role, business unit and budgeting model ID (as shown below).



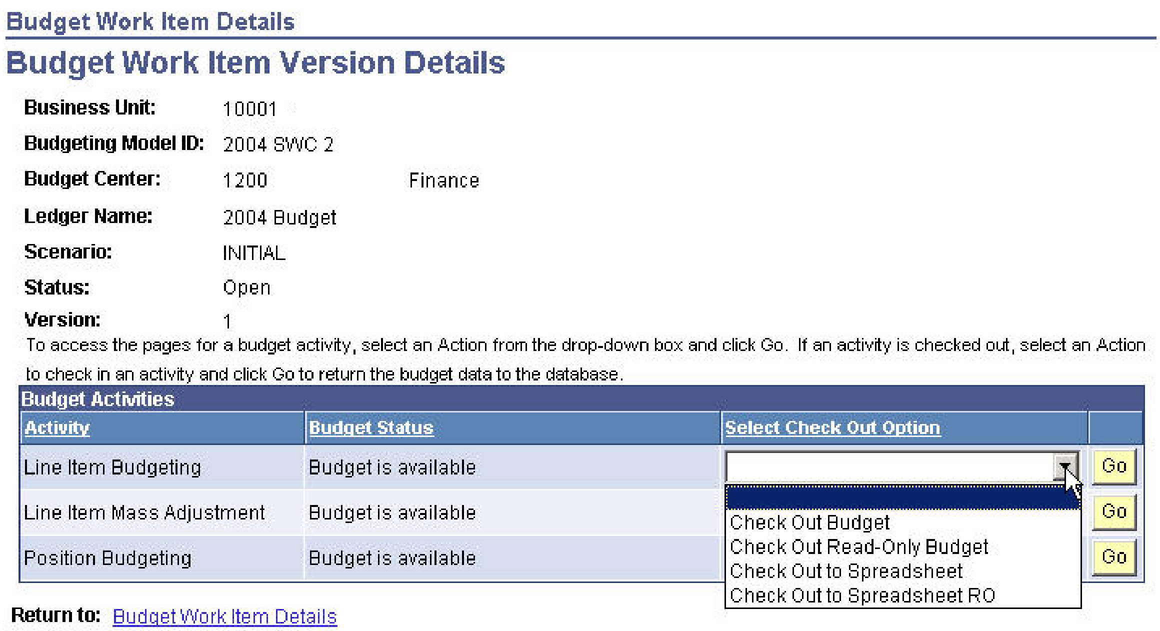
The *Budget Work Item Details* page displays the departments for which you have preparer access. From this page you can access Budgeting activities, make copies of your department budget and submit your budget upon completion. If you exit PeopleSoft budgeting without checking your department budget back in, or if you share preparer access to a budget with another user and they have the department budget checked out, you will see the checkout details in a tab at the top of this page. If the budget is checked out under your user ID, you can transfer back into it from this tab.



Select the budget center and the version that you want to work on by clicking on the Budget Center or version hyperlink.

4.5 BUDGET ACTIVITY OPTIONS

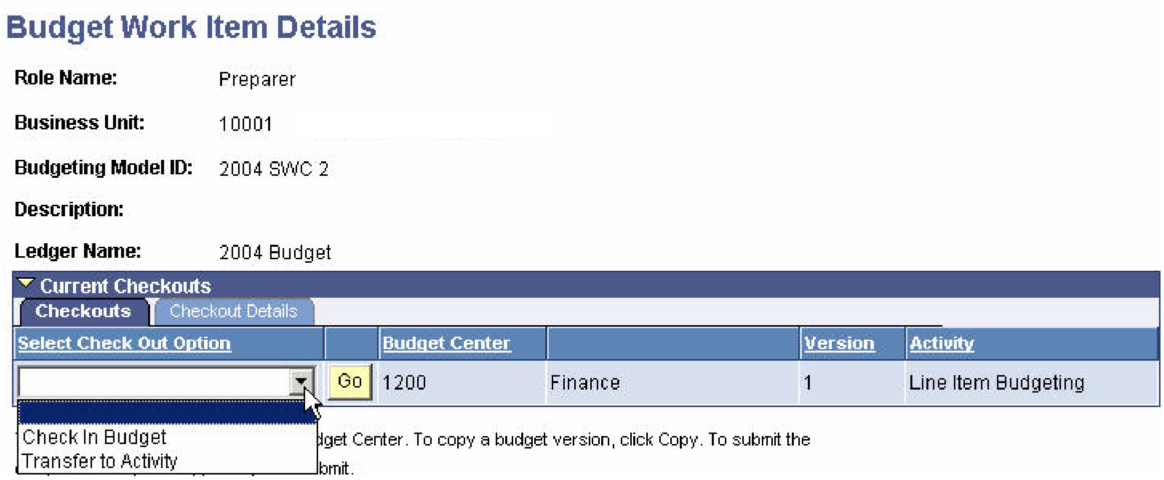
After selecting the department and version you wish to work on, you must checkout the specific activity. After you have entered the budget data, the budget activity has to be checked-in to the system. Details describing how to ‘Check Out Budget’ are described in Section 5.3, “How to Check Out Your Budget”.



You can perform the following activities in Line Item Budgeting:

Check Out/In Budget	Used to access the budgeting activity for a specific department. You must first check out the budget before you can enter your budget data. You can only have ONE department checked out at a time.
Check Out/In Budget Read Only	Used to check out a budget in read-only format. This option is available when you access the Budget Entry page on a budget that has been submitted to the next level or when you are checking out Base or Master versions.
Check Out/In to Spreadsheet	The system initiates the download of line-item budgets to a spreadsheet in Microsoft Excel, which you can use to modify your budget and check in the updated data into the budgeting model. This option is only available for the Line Item Budgeting activity for budget preparers and is explained in greater detail in a later chapter.
Check Out/In to Spreadsheet Read Only	The system initiates the download of line-item budgets in read-only access to a spreadsheet in Microsoft Excel. This option is only available for the Line Item Budgeting activity for budget preparers.

When your budget is checked out, you will have the following options:



Check In Budget	Used to check in budget activity once you have finished entering budget data. You should check in a department when it is not in use.
Transfer to Activity	Used to re-navigate to the Budget Entry page. For example, if you were entering information to your budget and you accidentally navigate to the Budgeting Home page, you can pick up where you left off by navigating back to the *Budget Work Item Details* page and selecting the 'Transfer to Activity' option.