PeopleSoft®

PeopleSoft Enterprise 8.9 Release Notes

PeopleSoft Enterprise Financial Management Solutions 8.9

PeopleSoft Enterprise Supply Chain Management 8.9

PeopleSoft Enterprise Supplier Relationship Management 8.9

PeopleSoft Enterprise Manufacturing 8.9

PeopleSoft Enterprise Asset Lifecycle Management 8.9

PeopleSoft Enterprise Service Automation 8.9

Release Notes for PeopleSoft Enterprise FMS, SCM, SRM, MFG, ALM, and ESA 8.9

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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Release Notes Preface

This document provides an overview of the value proposition that is associated with the new features and enhancements that are planned for PeopleSoft Enterprise Financial Management Solutions, Supply Chain Management, Asset Lifecycle Management, Enterprise Service Automation, Supplier Relationship Management, and Manufacturing 8.9. It is a roadmap that is intended to help you assess the business benefits of Financial Management Solutions, Supply Chain Management, Asset Lifecycle Management, Enterprise Service Automation, Supplier Relationship Management, and Manufacturing 8.9 and to plan your information technology (IT) projects and investments.

The new features and enhancements that are included in this release are grouped according to business process to better demonstrate how PeopleSoft solutions help you optimize your business processes. Our goal is to ensure that you leverage technology to its fullest to increase the efficiency and effectiveness of your operations. Please note that the final release may not have every feature that is discussed in this document, and a specific feature may become part of a different application or have a product name that is different from those cited in this document.

This preface discusses:

- PeopleSoft release information publications.
- Additional resources.

Note. Use the index to locate the section for each application in the release value proposition.

PeopleSoft Release Information Publications

This section discusses four publications that provide in-depth technical and functional information that is available at the time of publication:

1. Statement of direction
2. Release value proposition
3. Prerelease notes
4. Release notes

Statement of Direction

The statement of direction is published 9 to 12 months before a release. It provides a high-level overview of the major focus of product development efforts, enabling high-level business decision makers to begin preliminary upgrade planning.

Release Value Proposition

The release value proposition provides more functional details than the statement of direction, identifies major enhancements, and articulates the expected business benefit. This document is designed to help you determine whether new product features might warrant upgrading from an old release or embarking on a new PeopleSoft implementation. With this information, managers will be able to initiate preliminary budget planning and begin putting together a project team to further evaluate specific PeopleSoft products. The release value proposition is published six to nine months before a release.

Prerelease Notes

Prerelease notes provide more functional and technical details than the release value proposition. This document describes how each enhancement functions within the context of the greater business process. This added level of detail should enable project teams to answer the following questions:

- What out-of-the-box functionality will change?
- What customizations may be affected?
- How will an upgrade or new implementation affect other systems?
- How will these changes affect the organization?

After the project team has reviewed and analyzed the prerelease notes, business decision makers should be in the position to determine whether to allocate budget and initiate implementation plans.

Prerelease notes are published approximately three months before a release.

Release Notes

Release notes are published at GA and validate the final scope of the release. The release notes discuss the features and enhancements that are available with the GA release of each product, describing the finalized functional and technical details that will enable project teams to confirm budgets and complete implementation plans.

Additional Resources

There are many additional resources that will help your organization determine the effects of upgrading to this release.

Visit the PeopleSoft Customer Connection website frequently to keep apprised of ongoing changes. This table lists the types of resources that are available on Customer Connection:

Resource	Navigation
Upgrade paths	Support, Roadmaps + Schedules, Release Definitions
Training opportunities	Education Services
PeopleSoft Consulting (PSC) readiness	Assess Your Needs

PeopleSoft Enterprise 8.9 Release Notes

Whether you're in the private or public sector, managing an organization today is a risky affair. There's regulatory risk in the form on noncompliance with a host of reporting requirements, from Sarbanes-Oxley and International Financial Reporting Standards (IFRS) to the Patriot Act and Health Insurance Portability and Accountability Act. There's market risk, fueled by political instability, fluctuating commodity prices, constituent demands for effective government, and shareholder demands for profitable growth. Then there's reputational risk, the kind that can destroy a brand and dethrone an industry leader or agency in a day.

Although there's no way to eliminate risk in today's environment, the best-run organizations use technology to transform risk into opportunity, and compliance into competitiveness. It all starts with an accurate, integrated source of real-time financial information, the kind that only PeopleSoft 8.9 can deliver.

PeopleSoft 8.9 also extends the industry standards first established with PeopleSoft 8.8, delivering new benchmarks in usability, performance, industry functionality, and total cost of ownership.

Users won't be the only ones to benefit from these improvements in PeopleSoft 8.9. Chief finance officers (CFOs) will benefit as well, thanks to new solutions that enable finance organizations to deliver on shareholder expectations for profitable top-line growth and stronger corporate governance. For example, PeopleSoft Enterprise Financial Gateway enables corporations to manage all their payments from a single platform, while IFRS enhancements and more robust analytics streamline the reporting and compliance processes.

PeopleSoft 8.9.is also designed to drive operational excellence by incorporating PeopleSoft's manufacturing best practices for supplier and asset management. New solutions include Supplier Contract Management and Asset Lifecycle Management, while new functionality has been added to existing solutions for Supplier Relationship Management (SRM), Supply Chain Management (SCM), Manufacturing (MFG), and Enterprise Service Automation (ESA) for IT. In 8.9, we continue to provide industry-specific enhancements to all of our solutions.

PeopleSoft is committed to helping our customers address inefficiencies, comply with regulations, and add value to their enterprise. With these challenges in mind, PeopleSoft Enterprise Financial Management Solutions (FMS), Supplier Relationship Management (SRM), SCM, MFG, Asset Lifecycle Management (ALM), and ESA 8.9 is focused on the following key areas:

- Global compliance and best practices.
- IT governance.
- Industry extensions.
- Total ownership experience.

Global Compliance and Best Practices

The next wave of compliance is all about enforcement. That requires building sustainable technology architecture that can support whatever regulatory requirements come your way, from Sarbanes-Oxley to IFRS. Only PeopleSoft's Financial Management blueprint gives you the tools you need to build that architecture, including best-practice transaction and reporting systems, roles-based portals, and the industry's only solution that monitors, diagnoses, and enforces internal controls in real time.

PeopleSoft 8.9 extends the Financial Management blueprint even further, adding new compliance solutions and best practices for managing customers and suppliers. Compliance with IFRS is supported with four new modules that address individual IFRS requirements. Best practices in customer fulfillment, supplier relations, and supply chain execution have also been incorporated into the release to help companies increase sales and profits, and improve efficiencies across the supply chain.

IT Governance

Facing the pressure to improve corporate governance, chief information officers (CIOs) need to demonstrate the value of technology investments to business leaders and external stakeholders. CIOs are turning to IT governance to plan and manage complete portfolios of IT projects more effectively and efficiently.

PeopleSoft ESA for IT helps organizations increase operational efficiencies and aligns IT to business goals. AMR Research suggests that companies using IT governance solutions can expect to save up to 5 percent of their overall IT budget. Only PeopleSoft's ESA for IT solution completely preintegrates a portfolio management, project management, resource management, project accounting, and time management systems with world-class human resources, supply chain, financials, and customer relationship management solutions.

Industry Extensions

PeopleSoft is committed to meeting our customers' unique industry needs. PeopleSoft FMS, ESA, ALM, SCM, SRM, and MFG 8.9 continue to focus on key verticals delivering deep industry functionality for key industries. For the products industries, the major focus areas are: wholesale distribution, life sciences, high tech, consumer and industrial.

For the services industries, PeopleSoft continues to enhance the Source to Settle, Order to Cash, and Service Delivery processes to improve processing for procurement and fulfillment of services in the financial services, professional services, healthcare, education and government, utilities, and telecommunication sectors.

Total Ownership Experience

In 2003, PeopleSoft introduced the industry's first Total Ownership Experience initiative. PeopleSoft 8.9 continues to drive for superior customer ownership experience that improves usability, simplifies implementations, and reduces the total cost of ownership.

Built on PeopleTools 8.46, PeopleSoft 8.9 continues to improve user productivity by streamlining processes and redesigning user interfaces. In each business process section, you will see several key process and performance improvements that deliver significant benefit to your organization.

Enhancements That Are Common to Multiple Applications

This section discusses the new archiving enhancement that is common to multiple applications.

Standardized Archiving Solution

Organizations are challenged with making effective use of soaring IT resource costs. Customers have expressed concern that IT resource time is taken up managing multiple archiving solutions rather than hardware and database infrastructure. PeopleSoft Enterprise FMS and ESA 8.9 provide for the efficient and effective use of resources through standardized archiving. The solution is provided across all products through the PeopleTools archiving utility and can be tailored for each specific data type.

New Functionality

These products deliver predefined archive objects, history tables, archive queries, and archive templates that you use with the existing Data Archive Manager utility in PeopleTools to archive certain types of data:

- PeopleSoft Enterprise General Ledger, including Commitment Control data.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Receivables.
- PeopleSoft Enterprise Contracts.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Expenses.

You can modify the predefined archive objects, history tables, archive queries, and archive templates to meet your requirements, if needed. You can also create your own to archive other types of data.

Each product uses the Archive Data Manager to:

- Select the data to be archived and place it in archive history tables.
- Delete the data from the application transaction tables.
- Restore the data in the archive history tables to the application transaction tables.
- Delete the data from the archive history tables.

See Also

What's New in PeopleSoft Enterprise General Ledger 8.9

What's New in PeopleSoft Enterprise Payables 8.9

What's New in PeopleSoft Enterprise Receivables 8.9

What's New in PeopleSoft Enterprise Contracts 8.9

What's New in PeopleSoft Enterprise Project Costing 8.9

Financial Control and Reporting Business Process Overview

New regulations to restore investor confidence and bring integrity to public reporting have put pressure on finance professionals everywhere, not just in the U.S. The good news is that the use of proven best practices lays a foundation for compliance and internal control over financial reporting. For example, the ability to close your books faster is a well-known best practice and critical to meeting accelerated Securities and Exchange Commission (SEC) filing deadlines.

According to the Hackett Group, companies that implement best practice business processes and proven technology close their books 44 percent faster than the average company and deliver higher quality financial information. These same companies are able to devote 56 percent more managerial resources to value-added decision support than the average company and deliver higher-quality financial information (Source: 2002 Book of Numbers-Finance, the Hackett Group, an Answerthink Company).

PeopleSoft defined the Financial Control and Reporting business process as a fully automated close and consolidation solution for legal and management reporting.

Financial Control and Reporting business process

The Financial Reporting and Control business process consists of five phases:

- The *Control* phase establishes internal controls and standards, manages those controls to account for changing business dynamics and provides certification and reporting on compliance to appropriate authorities and stakeholders.

  This phase is iterative and self extending in nature in that the implementation of a base level of controls naturally leads to more effective business and financial management, which most often requires more focused review of controls.

- The *Record* phase captures transactions from all operational and support functions, records, edits for accuracy, and posts to the ledger for reporting.

  The record function is a combination of automated processes and interfaces, as well as manual entries from a variety of sources including applications within the PeopleSoft enterprise application suite and information that has been captured offline in mediums such as spreadsheets or from third-party industry specific systems.

- The *Transform* phase encompasses the allocation of balances across organization lines, calculation of foreign exchange gains or losses on transactions transacted in a foreign currency, and the presentation of a set of financial statements in a common currency.

- The *Close* phase involves the elimination of intercompany transactions and investments, posting of period-end adjustments, and consolidation of financial balances that offers a holistic view of your organization.
- The *Measure* phase includes creation and distribution of financials results, review and analysis of results, and the ability to adjust plans based on results gathered from the preceding portions of this phase.

  The measurement function is critical to all organizations whether it serves an internal or external audience.

The following sections preview the new Financial Control and Reporting features and enhancements, by product, that are available in PeopleSoft Enterprise Financial Management 8.9.

What's New in PeopleSoft Enterprise General Ledger 8.9

Today organizations are facing more pressure to control and streamline financial processes in order to improve the bottom line and enable real-time analysis and reporting. Companies must meet a variety of reporting requirements that range from the highly summarized view that may be regulatory in nature to the multi tiered detail information required by internal management for efficient and effective business decisions. This has created a need for systems to provide efficiencies resulting in actual cost savings in the areas of entry, processing and reporting of financial data. PeopleSoft Enterprise General Ledger 8.9 enables companies to favorably impact the bottom line while complying with reporting requirements having new capabilities centering around the following areas:

- Global compliance and control
- Expense analysis and control
- Streamlined processing

Global Compliance and Control

It is now a necessity for multinational organizations to put in place efficient process in order to support increased visibility, reduced costs and compliance with ever increasing regulatory standards. Because the finance organization is responsible for the timeliness and accuracy of financial information, they can lead the effort to bring efficiency and control into the time critical period-end closing and reporting cycle.

Enhanced Adjustment Processing

With the move towards compliance with International Accounting Standards (IAS), organizations must disclose those adjusting entries applicable to a prior fiscal year but which do not have a material impact on the balance sheet. Multinational companies have utilized manual spreadsheets to track and control this activity, which takes valuable time, lacks the appropriate levels of control, and unnecessarily elongates closing and reporting cycles.

Companies can reduce manual efforts and improve controls and reporting by systematically managing all adjustments using the same entry and processing capabilities. General Ledger 8.9 enables companies to simultaneously record non-adjusting events to a prior fiscal year while allowing the business to manage financial adjustments in the current year.

New Functionality

PeopleSoft enables you to have different adjustment periods open at the same time for two fiscal years. For example, assume the current time frame is January through mid-February of 2005 and your work must continue on the completion of the year-end close for 2004. You can make both the years 2004 and 2005 open adjustment years with different adjustment periods as shown in the following table:

Adjustment Fiscal Year	Adjustment Period	Is Open	Default
2005	**901**	**On**	
2005	902		
2005	903		
2005	904		
2005	905		
2005	906		
2005	907		
2005	908		
2005	909		
2005	910		
2005	911		
2004	**912**	**On**	**On**
2004	**998**		

You can change the open adjustment period for 2005 as you progress throughout the year, but for the prior year (in this example 2004) the default adjustment period is 912. When the closing for 2004 is completed in preparation for financial statement reporting (possibly in February), you can change the fiscal year and adjustment period setup manually or you can allow the closing process to set the *Is Open* status to *off* for the adjustment year and period combination that you have just closed.

The journal entry process checks the open period setup for the valid combinations of adjustment period and fiscal year. Continuing with the same example, the use of 912 as adjustment period on the journal header for an adjusting entry will display 2004 as the fiscal year. The use of 901 as the adjustment period on the header for an adjusting entry displays 2005 as the fiscal year.

For the Spreadsheet Journal Import process (GL_EXCL_JRNL) and the Flat File Journal import process (GL_JRNL_IMP), the process checks the adjustment period to determine the adjustment year. If in the example above, the user leaves the adjustment period blank, 912 is populated as the adjustment period and 2004 is populated as the adjustment year because they are the default adjustment period and year. You can create Allocations steps that result in journals targeted for a prior year and its adjustment period combination and also adjustment year and period for the current year.

You can also create multicurrency transactions where the target is the prior year and its adjustment period as well as a target that is for the current year and its adjustment period combination.

Automated Cash Flow Reporting

Many organizations are required to provide cash flow reporting as part of IFRS and Financial Accounting Standards Board (FASB) requirements. Cash flow preparation has historically been a cumbersome and complex process, which is time and labor intensive stemming from varied business activities and systems General Ledger 8.9 automates the cash flow statement reporting process through flexible setup and processing rules, online reporting, and a complete audit trail for regulatory compliance. Customers operating in different countries and industries can efficiently and effectively meet varied and changing cash flow reporting requirements at local or consolidated levels.

New Functionality

The new cash flow functionality provides a worksheet in which you can:

- Define the cash flow lines and their hierarchy required for your cash flow statement.
- Use *element definitions* that provide the capability to specify the data and calculations behind the lines making up the cash flow statement.
- Create data source definitions to identify from where the cash flow data is to be derived.

General Ledger 8.9 supports the production of the cash flow statement utilizing the direct and indirect methods.

Initially, you create a template worksheet representative of the desired end result, which is essentially your cash flow statement. You can add lines at multiple levels, delete lines or modify their attributes, and determine the relative level for a line in the worksheet hierarchy. Each line on the cash flow statement associates with an element that defines how the balance is calculated. An example of an element might be *Receipts From Customers* that is to provide information for a line on the statement dealing with receivables. The definition for this line includes details, such as its label, and the Element with which it is associated.

When you add or modify element definitions, or when you have posted additional transactions to your ledger, you then recalculate the cash flow and the results reflect your changes. You can define summary lines for totals and subtotals on the cash flow worksheet. You can also identify a line as a manual element to use for information you want to enter manually and is not to be generated from underlying transaction or tables.

Lastly, you define the data sources to be utilized for data collection. For example, the data source for the *Receipts From Customers* line might include a calculation using sales amounts and the change in the accounts receivable balance for the year to date period as determined from information derived form the ledger. As a further example, receipts from the sale of plant assets might come from the asset management accounting entry tables because the fixed asset accounts contain the sales and payments for assets as separate amounts in the PeopleSoft Asset Management application. Sources are available based on existing PeopleSoft products and supported functionality, such as ledger, asset management, and treasury transaction tables.

Cash Flows Worksheet

Worksheet ID: CFS_DIRECT ***Status:** Active ***As of Date:** 12/31/2002

***Description:** Cash Flow Statement - Direct Method

Comment:

Display Options | Process Options | Process Cash Flow | Printable Definition | Copy Worksheet

Line Items Customize | Find | First 1-28 of 28 Last

Line	Detail Level		Derived from	Seq
1	2	*OPERATING ACTIVITIES*		
2	2	**Receipts from Customers**		1
3	2	**Payments for Merchandise**		1
4	2	**Payments for Wages & Other Expenses**		1
5	2	**Payments for Interest**		1
6	2	**Payments for Taxes**		1
7	2	**Net Cash from (Used in) Operating Activities**	2...6	2
8	2	*INVESTING ACTIVITIES*		
9	2	**Receipts from Sale of Assets**		1
10	1	Increase (Decrease) in Asset Clearing Account		1
11	1	Cost of Assets Purchased		1
12	2	**Payments for Purchase of Assets**	10,11	2
13	2	**Net Cash from (Used in) Investing Activities**	9,12	3
14	2	*FINANCING ACTIVITIES*		
15	2	**Receipts from Issuing Stock**		1
16	1	Retained Earnings		1
17	1	Net Income		1
18	2	**Dividend Paid**	16,17	2
19	2	**Payments for purchase of Treasury Stock**		1
20	2	**Receipts from sale of Treasury Stock**		1
21	2	**Payments for premium on Treasury Stock**		1
22	2	**Payments for purchased interest on Treasury Stock**		1
23	2	**Net Cash from (Used in) Financing Activities**	15,18...22	3
24	2	**Cash Balance at the Beginning of the Period**		1
25	2	**Net Increase(Decrease) in Cash and Cash Equivalents**	7,13,23	4
26	1	Foreign Exchange Adjustment		1
27	2	**Cash Balance at the End of the Period**		1
28	1	Cash Difference	24...27	5

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Example of a cash flow worksheet using the direct method

Line Item Detail for Line 23

*Line Item Type: Derived Element Detail Level: 2 Element: CFS_NET_FINANCING_ACTIVITY Update/Create

Element Label: Net Cash from (Used in) Financing Activities Balance Type: Balance Variance

Add Line Items

Derived from the following Line Items

*Operator	Line		
+	15	Receipts from Issuing Stock	0.00
+	18	Dividend Paid	0.00
+	19	Payments for purchase of Treasury Stock	0.00
+	20	Receipts from sale of Treasury Stock	0.00
+	21	Payments for premium on Treasury Stock	0.00
+	22	Payments for purchased interest on Treasury Stock	0.00

Line item detail for line 23 of the sample cash flow statement worksheet

After specifying the scope and timeline for the cash flow statement, you run the cash flow statement process to pull data from the defined data sources according to the element definitions. The cash flow statement process populates the transition grid at the element level, which is summarized into the worksheet.

You can also run the process to pull from a consolidated position with the appropriate setup. Using ledger sets and related functionality you can accommodate multicurrency translations to produce a consolidated cash flow statement if you have multinational divisions.

Besides being available in the browser window, you can produce the cash flow statement by downloading the worksheet to Microsoft Excel, when you execute the download command from the browser, or by using a Printable Options utility, which provides the worksheet in a more appealing format.

In addition, you can also print the details of the worksheet definition.

Worksheet CFS_DIRECT

Description: Cash Flow Statement - Direct Method **As of Date:** 12/31/2002

Comment:

Line Items

Line	Detail Level		Element	Bal Type	Derived from	Seq
1	2	*OPERATING ACTIVITIES*		Variance		
2	2	**Receipts from Customers**	CFS_RECEIPTS FROM CUSTOMERS	Variance		1
3	2	**Payments for Merchandise**	CFS_COGS	Variance		1
4	2	**Payments for Wages & Other Expenses**	CFS_WAGES & OTHER EXPENSES	Variance		1
5	2	**Payments for Interest**	CFS_PAYMENTS FOR INTEREST	Variance		1
6	2	**Payments for Taxes**	CFS_PAYMENTS FOR TAXES	Variance		1
7	2	**Net Cash from (Used in) Operating Activities**	CFS_NET_OPERATING_ACTIVITY	Variance	+2+3+4+5+6	2
8	2	*INVESTING ACTIVITIES*		Variance		
9	2	**Receipts from Sale of Assets**	CFS_ASSETS SOLD	Variance		1
10	1	Increase (Decrease) in Asset Clearing Account	CFS_ASSET_CLEARING	Variance		1
11	1	Cost of Assets Purchased	CFS_ASSETS PURCHASED	Variance		1
12	2	**Payments for Purchase of Assets**	CFS_ASSETS_PURCHASED	Variance	+10+11	2
13	2	**Net Cash from (Used in) Investing Activities**	CFS_NETCASH_INVESTING_ACTIVITY	Variance	+9+12	3

Example of the printable definition for the sample cash flow statement

Expense Analysis and Control

Organizations are challenged to optimize resources across the enterprise to manage the bottom line effectively and efficiently. Real-time expense analysis and control is becoming vital to every organization's financial health. PeopleSoft's best of breed solution, Commitment Control, continues to offer opportunities for additional savings and enhanced management of funds.

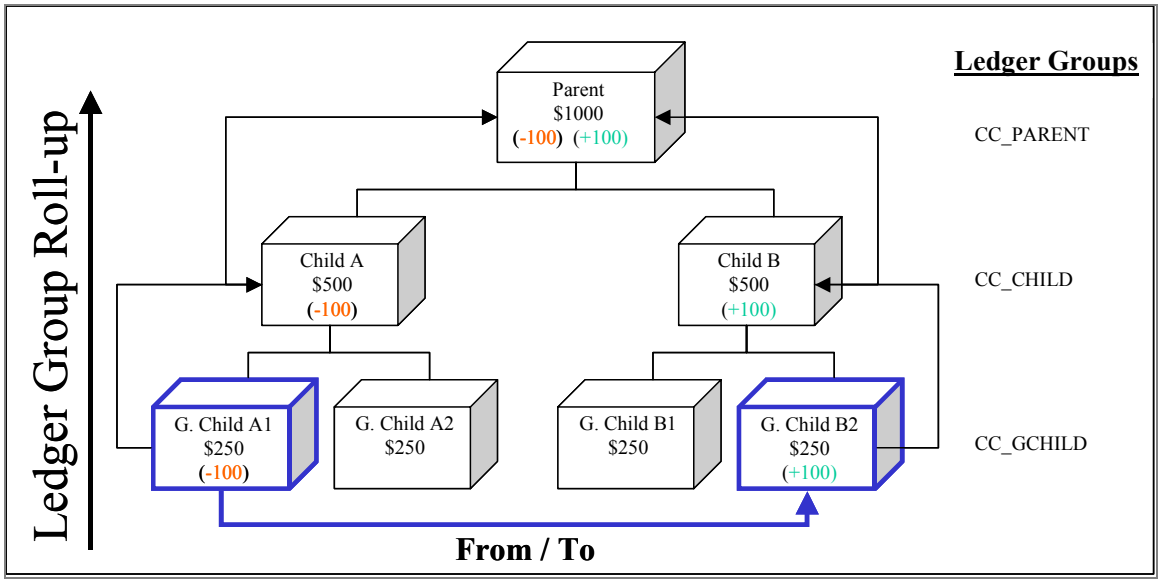
Automated Budget Maintenance

For some organizations the budgeting process has become an ongoing maintenance challenge, which takes up valuable analytical resources and time. This is especially true for organizations that utilize hierarchical budgets where budget maintenance activities are multiplied by the number of levels within a budget structure. Organizations need to reduce time and resource costs and transform most of the efforts into strategic budget planning required for successful business mission execution. General Ledger 8.9 has alleviated the pain of that effort by automating the budget maintenance function so that users can create budget transactions at any level within the budget hierarchy and the system automatically generates all budget data across and above that budget level.

Additionally, budget journals are consistent with regular journals by providing the copy feature. The combined effect is reduced entry, maintenance time and error correction.

New Functionality

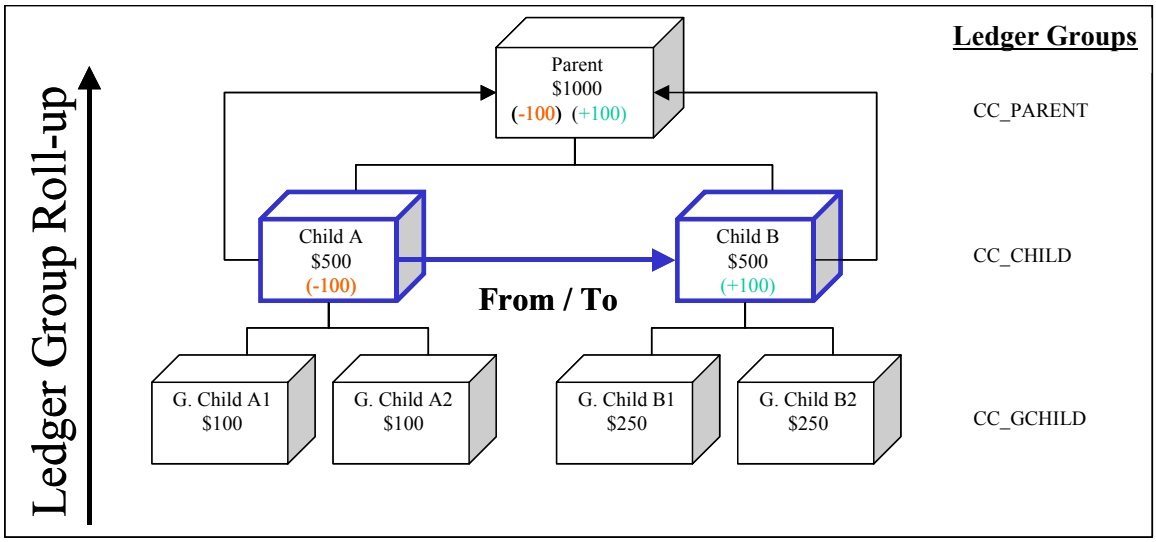
The following simplified graphic shows how a budget transfer initiated at the lowest level within a multilevel budget hierarchy can automatically be used to create the multiple budget impacts that are necessary. At each succeeding level in that hierarchy the proper changes are automatically made after you make the initial originating entry. In the first example, 100.00 USD is transferred from budget A1 to the budget B2 for the “CC_GCHILD” ledger group. Using this new option you can automatically generate the various parent budget impacts and when the originating journal is posted, the impact to the CC_CHILD and CC_PARENT ledger groups is automatically generated and posted to the budget ledger for each ledger group.



Automatically generating the multilevel impact for a hierarchal budget

The impact to all of the ledger groups is treated by the system as a single unit of work to provide simplicity of maintenance. This means that if a budget exception should be encountered at any level during the posting process, the budget ledgers are not updated. In other words, all levels must pass the posting edits in order for anything to be committed to the budget ledgers. The same is true from the unposting perspective.

Your originating budget or transfer journal can be at any intermediate level within the budget hierarchy and the system creates the budget impacts for all of the ledger groups that are at and above that level.



Automatically generating hierarchal budget impacts at an intermediate level

All auto-generated impacts are distinguished by the system as auto-generated to make it clear that they result from automatic updates of ledgers originating from manual entries that you have entered or from journals entered by other methods, such as import or allocations.

Once all entries are posted, you can view the budget impact for all budgets from within a single inquiry.

Enhancements to Commitment Control

Several enhancements are included in the commitment control feature:

- Copying of commitment control budget journals
- Revenue available for remaining spending authority (RSA)
- Combination editing for commitment control budget journals
- Flexible liquidation date

New Functionality

The PeopleSoft Commitment Control feature enables you to copy journals from the Commitment Control journal entry page. Simply open an existing Commitment Control journal and copy it into a new journal online.

When the copy process finishes successfully, the Commitment Control Journal Entry page is refreshed and is loaded with the newly copied journal.

If Commitment Control security is activated, the copied journal has a journal status of incomplete that prevents it from being posted either online or in batch. Simply save the newly copied journal to reset the journal status and commitment control security checking logic verifies security according to your applicable rules.

You can use any budget journal as the source journal as long as you can open it from the Commitment Control journal entry page. This includes posted, unposted, edited, and edit-required budget journals.

You can associate revenue budgets to an expenditure budgets so that the revenue contributes to the remaining spending authority (RSA) for the expenditure budget. A reduction in associated revenue to an expense budget, such as a sales refund, might reduce the RSA to or below zero.

When the RSA for an expense budget drops below zero as the result of a revenue reduction, the transaction reducing the revenue is not stopped, but a warning message is issued to alert you that adjustments to the budget are being made. It also serves as an alert that an increase in funding for the expenditure budget must be made so that further expenditures pass budget checking.

The warning is issued by the budget checking process and is available in PeopleSoft General Ledger, Receivables, and Billing.

The Commitment Control feature now enables you to edit Commitment Control budget journals for ChartField combinations. In a similar manner to regular journal entry, Combination Edit is included as a part of the process when executing the Budget Processor process (FS_BP), which edits and posts budget journal entries. Commitment Control also provides the ability to run combo edit against the budget journal prior to posting.

Combination edit validation error messages are provided with specific information about errors encountered during the validation process. The messages are accessible from the errors page in the budget journal entry component or in a new Budget Journal Exception component similar to other Commitment Control transaction exception views.

Because there may have been changes between initial creation and subsequent posting of budget journal, combination edit is initiated upon posting regardless of previous combination edit processing.

As an installation option, Commitment Control enables you to determine whether your Commitment Control relief entries (liquidation entries) for commitments are created using the budget period of the prior (originating) document or the budget period of the current (successor) document.

When relief entries are created using the budget period of the successor document, the net result is that the impact to the RSA is reflected in the prior budget period and the available budget is not impacted (or impacted only by any difference between the amounts on the two documents) in the current budget period as shown in the following table:

Use budget Period of successor Document:		
Step 1	Req for $100	12/1/2003

kk_activity_log

tran keys	seqnbr	Ledger	fy	aper	chartfield	budget Period	amount
req1	0	Pre	2003	12	6000	2003	100

Copy to PO with budget date/accounting date of 1/1/2004							
po1	0	Enc	2004	1	6000	2004	125
po1	0	Pre	2004	1	6000	***2004***	–100

ledger	budget per	budget per
	2003	**2004**
Budget	-1000	–1000
pre	100	–100
enc		125
RSA	900	975

When liquidation processing uses the budget period from the prior document for creating the relief entries, the net result is that the impact to RSA is reflected in the current budget period with the available budget unaffected in the prior period as show in the following table:

Use budget Period of Predecessor Document:		
Step 1	Req for $100	12/1/2003

kk_activity_log

tran keys	seqnbr	Ledger	fy	aper	chartfield	budget Period	amount
req1	0	Pre	2003	12	6000	2003	100
Copy to PO with budget date/accounting date of 1/1/2004							
po1	0	Enc	2004	1	6000	2004	125
po1	0	Pre	2004	1	6000	***2003***	–100

ledger	budget per	budget per
	2003	**2004**
Budget	–1000	–1000
pre	100	0
enc	–100	125
RSA	1000	875

Enhanced Management of Funds

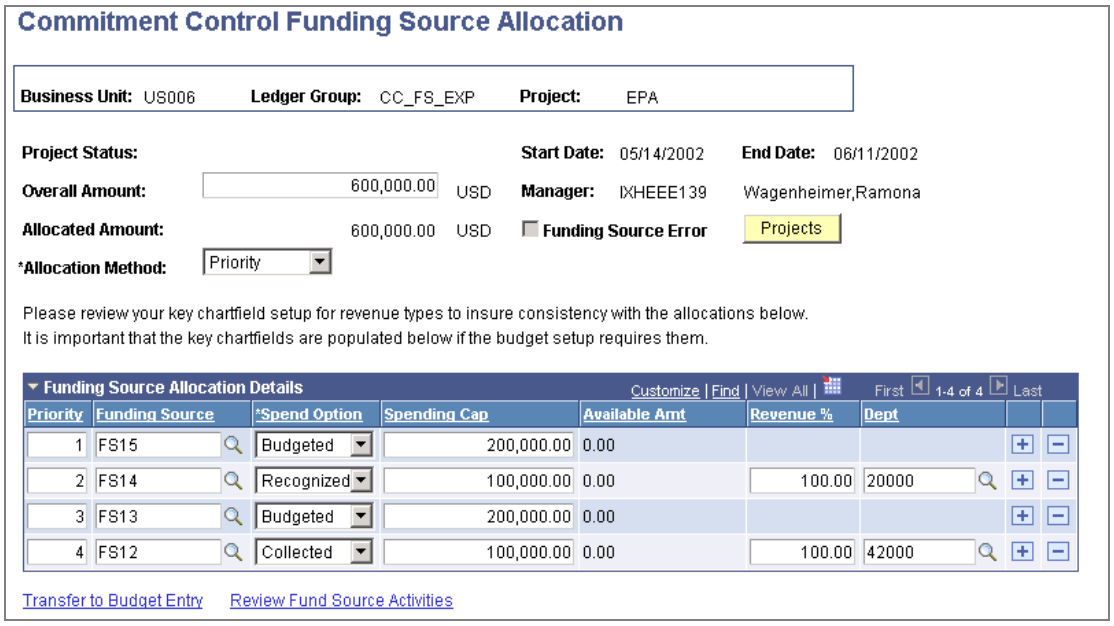
Public entities that receive public funds have been challenged by inefficiencies in managing capital programs through various systems and methodologies. Organizations can improve decision-making by enhanced control, management and visibility in the allocation and spending of funds. General Ledger 8.9 provides enhanced management of funding sources by allowing customers to allocate funds based on priority as is sometimes stipulated by the source of the funding and the ability to track all spending by the assigned or allocated funding source. The increased visibility facilitates decision-making and reporting through new inquiry capabilities into the allocation of funds across the organization as well as an activity inquiry showing spending levels versus available funds by funding source with drilldown to the source transactions.

New Functionality

In addition to the usual processing and budget checking of transactions by Control ChartField for various budgets, you now have a secondary layer where transactions can be budget checked by funding source. The new functionality enables you to determine how much of a particular funding source has actually been expended, monitor the total allocation of each funding source, and readily determine where funds are allocated.

You can allocate a particular funding source amount either by the new *priority* method or the existing *percentage* method. The percentage method enables you to apply various percentages of a funding source for various expenditures.

On the other hand, you may want to make a funding sources available for various expenditures on a priority basis, for example funds from fund source FS15 are required to be expended before funds from fund source FS14 and so on, through source FS13, and FS12 as shown in the following example.



Funding source allocation using the priority allocation method

In addition, you can define funding sources by all or one or more business units and using PeopleSoft security restrict access to funding source information on a need to know basis.

Streamlined Processing

Today's successful enterprise is expected to meet higher standards and provide real-time collaboration while reducing system infrastructure costs. Organizations can reduce administrative costs while increasing responsiveness through improving batch processing windows, efficient and effective use of organization resources and reducing system complexity. General Ledger 8.9 continues its commitment to leveraging technology that support streamlined processing.

Standardized Archiving Solution

Organizations are challenged with making effective use of soaring IT resource costs. Customers have expressed concern that IT resource time is taken up managing multiple archiving solutions rather than hardware and database infrastructure. PeopleSoft 8.9 provides for the efficient and effective use of resources through standardized archiving. The solution is provided across all products through the PeopleTools Archiving Utility and can be tailored for each specific data type. General Ledger leverages this utility and converts archiving of actuals ledger, journal and Commitment Control ledger, activity, and journal data.

See Also

Standardized Archiving Solution

Improved System Performance

The combination of economic growth across national boundaries as well as mergers and acquisitions creates the requirement for 24 X 7 operations, which must manage increasing transaction volumes. This reality coupled with the expectation of real-time collaboration has created a need for improving system performance and reducing the batch-processing window.

New Functionality

As merger and acquisition activity increases, organizations are having to process relatively higher volumes of intercompany activity. This has created the need for efficient processing of this type of activity all across the enterprise. General Ledger 8.9 continues the commitment to reduce the batch process window by implementing performance improvements to the Centralized Inter/IntraUnit processor (IU_PROCESSOR) utilized by all products that generate financial transactions.

As organizations are facing increasing pressures to improve the bottom line they are focusing more attention and effort on expense analysis and control. This has created a need to efficiently track and control expenditure transactions. General Ledger 8.9 continues its commitment to shift applications to current technology that directly improves system performance by rewriting the Commitment Control Budget Processor in PeopleSoft Application Engine.

Customers require responsive systems where online performance is not hampered by batch processes being executed in the background. While recurring scheduling of batch streams enhances system performance, manual intervention is necessary and it does not provide for changing business needs. To provide businesses greater flexibility, General Ledger 8.9 has leveraged the FMS Autopilot feature introduced in release 8.8 to automate the batch scheduling of Journal Edit and Post according to business specific parameters. This reduces the performance overhead on the system while allowing companies to meet changing business needs.

The Autopilot Application Engine process (FMSAUTOPILOT) enables you to schedule batch Journal Edit (GLJEDIT) and Post Journals (GLPPPOST) processes to run throughout the day based on a process scheduler recurrence definition, minimum and maximum wait times, and minimum and maximum ready journal line counts.

In addition, Autopilot can run multiple instances of a process in parallel. For example, the process can be set up to schedule multiple processes to process transactions for different business units simultaneously. By replacing batch-window processing with recurring parallel processing, organizations can reap the benefits of a more robust, near real-time data processing environment.

The Autopilot process submits application batch processes when the conditions for wait time and transaction count are met.

It can also be set to use predefined recurrence to avoid time frames when you know the system will be busy.

Simplified Integration

Project management is a necessity for most organizations. Companies are facing increasing synchronization and reconciliation issues due to movements of data through multiple interfaces. Today's organizations require simplified integrations that provide appropriate controls and ensure accuracy. "Simple yet tight" is the way to describe the improved integration between the Project Costing module and Commitment Control. Project based budgeting leverages the same flexibility and processing of budget data as those of Commitment Control thus streamlining the process to reduce error corrections, remove potential out of synch conditions, and maintain a full audit trail of activity and balances.

New Functionality

These are highlights of the enhancements that affect Project Costing and Commitment Control:

- Project Costing is no longer required to initiate the creation of journals in Commitment Control, but instead the Commitment Control lines that are in the projects interface table act as journal lines.
- Users have an option to automatically generate parent budget activity when a child budget journal *entry or adjustment* is posted.
- The Budget impacts to all ledger groups that are higher than the user entered child budget are automatically generated and posted.
- The user-entered journal can be at any level within the budget hierarchy and the system creates the budget impacts for all of the ledger groups that are at and above that level.
- All auto-generated impacts are identified as auto-generated to distinguish them from entries made directly by the user or by other methods.
- All budget impacts are treated as a single unit of work.

  All ledger group impacts are posted together and when necessary unposted together.
- Once posted, users can view the budget impacts from within a single inquiry.

Plan to Retire Business Process Overview

The Plan to Retire business process spans from the initial planning and budgeting to the end-of-life disposal enabling organizations to optimize their asset utilization. Whether the asset lifecycle spans three or thirty years of operational life, the operational components remain the same. The key to optimizing assets is to intelligently plan the investments by comparing and contrasting initiatives to select the right portfolio mix. The Asset Lifecycle Management (ALM) solution, coupled with the entire Enterprise Financials and Supply Chain Management solutions, provide information necessary to maximize the utilization of assets leading to greater company success, productivity, and profitability by minimizing capital commitments to those needed to meet corporate objectives.

Plan to Retire business process

The Plan to Retire business process consists of five phases:

- The *Plan* phase includes the prioritization of asset needs and utilization in alignment with corporate objectives.

  By utilizing existing enterprise solutions in conjunction with ALM, companies can collect asset requirements and performance information, forecast asset requirements, assess these requirements to assets currently available, and establish the right asset plan and budget in line with the companies strategic direction.

- The *Acquire* phase enables different acquisition processes depending upon asset needs defined in the planning process.

  By taking the defined asset plan based on the asset type, companies can take the right actions. Buildings and equipment can be purchased, leased, constructed, or repurposed, if previously underutilized.

- The *Deploy* phase focuses on minimizing the ramp-up time for getting assets into operation.

  Whether this requires management through construction for real estate; setup, configuration and testing for IT assets; or retooling insurance and certification for major equipment; ALM coupled with PeopleSoft Enterprise Services Automation 8.9 provides tools to get the job done. Additionally, the solution enables assets to be assigned to users prior to deployment to ensure people are given the assets necessary to perform their jobs and provides insight into the current disbursement to maximize asset utilization.

- The *Maintain* phase includes capturing and tracking maintenance activity, costs, time, and expenses, as well as forecasting maintenance requirements.

  With an integrated maintenance solution, maintenance budgets can be set and managed, service level agreements can be proactively negotiated, and preventive maintenance schedules planned upfront to complete required maintenance with minimal downtime to enable maximum utilization of any assets in production.

- The *Retire* phase enables expeditious disposal or sale of assets no longer meeting performance targets set in the planning phase for specific asset types.

PeopleSoft introduces Enterprise ALM to provide complete access to the entire asset portfolio, regardless of asset class, and visibility to total cost of ownership by tracking costs associated with acquisition as well as lifetime maintenance and performance. ALM 8.9 solutions includes three new products focusing on significant asset categories:

- PeopleSoft Enterprise IT Asset Management (ITAM).
- PeopleSoft Enterprise Real Estate Management (REM).
- PeopleSoft Enterprise Maintenance Management (MM).

PeopleSoft Enterprise Asset Lifecycle Management 8.9 uses Enterprise Asset Management 8.9 as the foundation for these new solutions by providing a common Asset Repository Manager, which stores all asset data. This repository provides a single source of truth for physical, financial, or operational asset data.

These purposed built solutions introduce the Plan to Retire business process by providing new processes for the lifetime operation of organizational assets.

The following sections preview the new ALM features and enhancements in the Plan to Retire business process, by product, that are available in PeopleSoft Enterprise FMS and SCM 8.9.

What's New in PeopleSoft Enterprise Asset Management 8.9

PeopleSoft Enterprise Asset Management is a critical component of the new Plan to Retire business process. Accurate and efficient processing of capital assets is important to accurately recognize assets on the balance sheet and to determine the most favorable depreciation schedule for both corporate and statutory reporting. Asset Management provides a comprehensive framework to track and record an organization's capital or "fixed" assets. All events affecting the financial recognition of assets are tracked for the life of the asset to maintain accurate financial records that are automatically posted to the ledger.

Asset Management delivers enhancements in these areas:

- Enterprise wide integration
- Global compliance
- Industry extension

Enterprise wide Integration

With the introduction of the Asset Lifecycle Management 8.9 solutions, enhancements to Asset Management 8.9 were critical so one central asset repository could act as the single source of truth for organizational asset data. With Asset Management acting as the source for both the financial and operational assets, companies can eliminate redundancy and inaccuracies in their asset reporting. This section discusses these new enterprise wide integration enhancements.

Centralized Asset Repository Manager

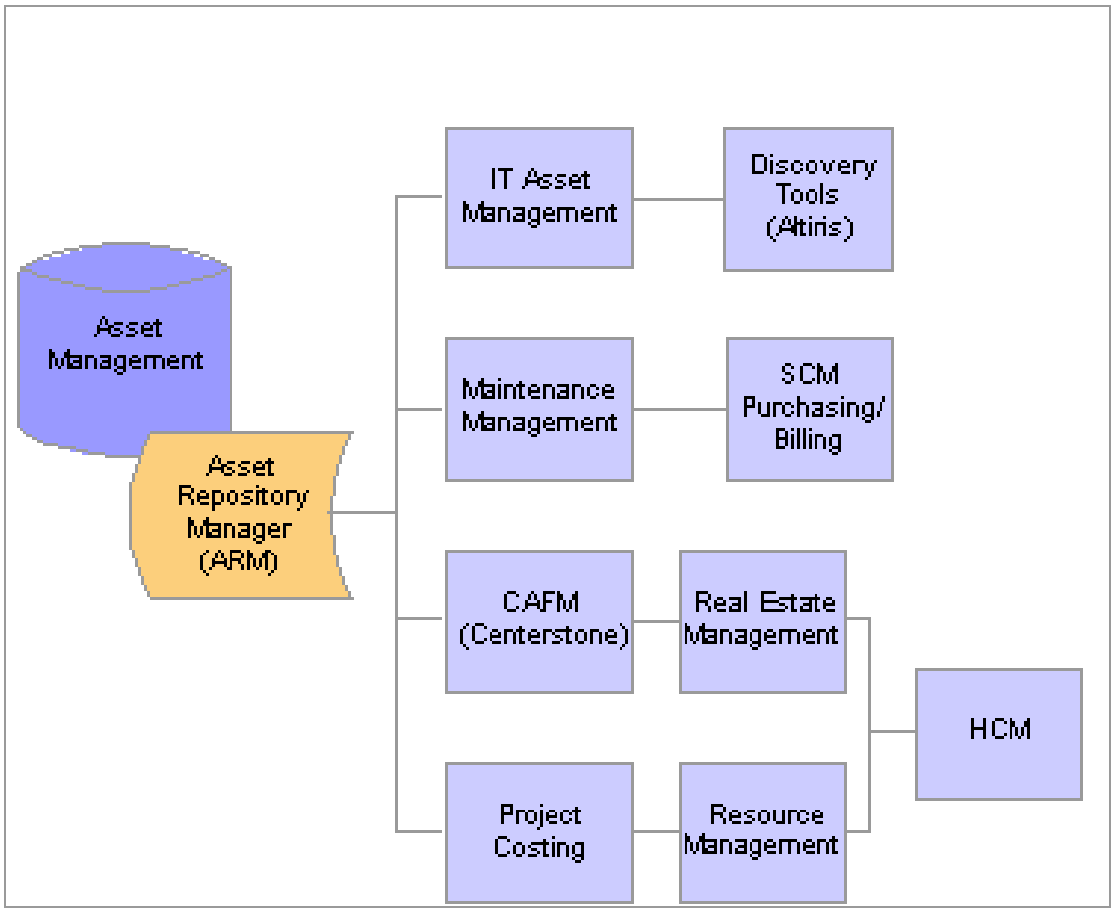
Centralized asset storage and management is critical to efficiently managing the complete lifecycle of all asset types. Asset Management 8.9 introduces the ***Asset Repository Manager*** to accommodate all asset classes: IT, property, and plant equipment with complete operational and financial data. Assets can be associated with represent a hierarchical schema, such as components of plant equipment, or a structural breakdown of properties, such as a building as floors and office spaces. The hierarchical display of assets can be viewed graphically by associating the highest-level asset to its subordinate child and component assets. The repository houses a complete history of acquisition details, maintenance history, and cost history for each asset over its operational life.

Asset attributes are expanded to accommodate the variety of asset types in your asset portfolio. Enhanced ***warranty tracking*** supports blanket warranties for assets from the same manufacturer and warranty templating associates an asset to a predefined warranty during asset creation. To support PeopleSoft Enterprise Maintenance Management 8.9, ***equipment parts lists*** and ***preventive maintenance schedules*** can be created for a single asset or groups of like assets. Assets can now be associated with a meter and lifetime meter readings can be recorded to track usage and trigger maintenance events. Additionally, ***property taxes*** can now be captured and tracked for property assets.

New Functionality

The Asset Repository is available for multiple PeopleSoft product integrations.

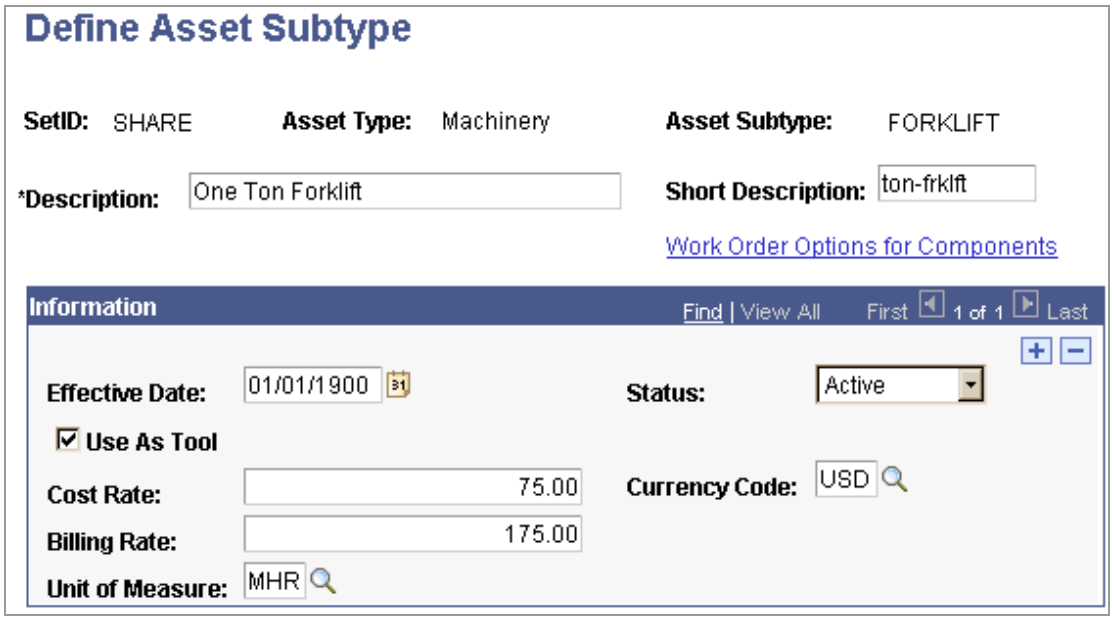
The diagram below shows how the Asset Repository relates to each PeopleSoft and third-party product and application integration:



Asset Repository integrations

Assets must be cataloged and defined by numerous attributes. Many of those attributes have financial ramifications. Custodians of assets may be recorded, assets may transfer from one business unit to another, components of assets may vary, and parent-child relationships of the assets may be defined. It is important to have useful sets of attributes that will assist you in accurately defining and reporting assets.

Asset attributes are expanded to accommodate the variety of asset types in your asset portfolio.



Defining asset subtypes

New in Asset Management 8.9 is the ability to assign asset ***types*** and ***subtypes*** to the assets in the Asset Repository. You can also define ***custom attributes*** for assets. You can define a unique attribute to suit your asset portfolio, and then see it in the basic information component on the Location/Comments/Attributes tab of the Basic Asset Add page.

Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property

Unit: US001 **Asset ID:** 000000000098 HQ Bldg 1 **Tag:** In Service

Property Information

Property ID: 0000000231
***Property Class:** Building
Property Subclass:
***Property Name:** HQ Bldg 1
***Description:** HQ Bldg 1

Hierarchy

***Parent Property:** 0000000001 Corporate Headquarters Site
***Site ID:** 0000000001 **Building ID:** 0000000231 **Floor ID:** **Area ID:**

Attributes

***Total Area:** 46000.000 ***Unit of Measure:** Square Feet
Occupancy: Occupied **Current Occupancy:**
Ownership: Owned **Maximum Occupancy:**

Description

Parcel Number: 02235138006000
Lot Number: 1460
Block Number: 7704 Enter Property Taxes
Legal Description: All the real property together with improvements, if any, situate, lying and being in the City and County of Denver and State of Colorado, described as follows: Lot 1460, Block 7704, Goldsmiths Addition to the city of Denver, third filing, City and County of Denver,

Defining asset properties

For assets related to real estate, a hierarchy of ***property attributes*** (site, building, floor, area, space) enables you to more accurately manage, configure and report space allocation and provides an avenue of integration with third-party computer aided facility management (CAFM) software products.

Record Property Taxes

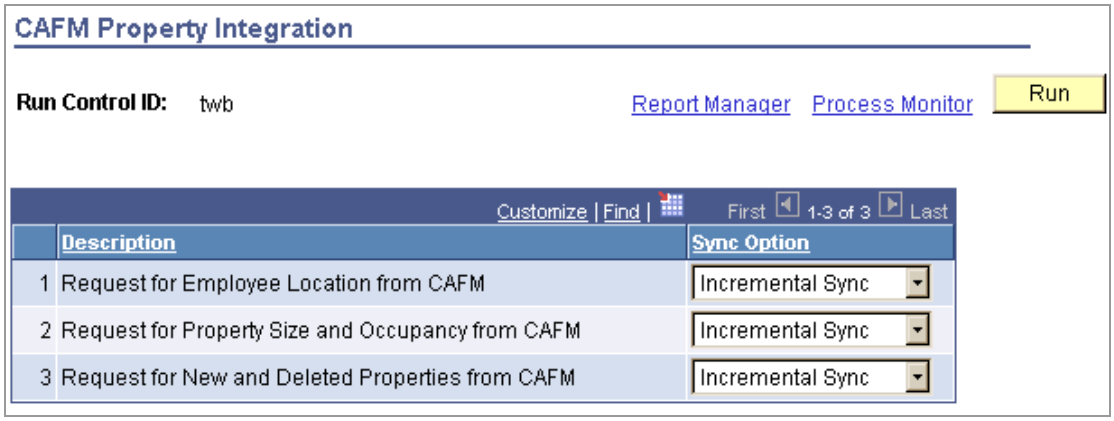
Unit: US001 **Asset ID:** 000000000098 Sales Offices **Tag:** In Service
Property ID: 0000000231
Property Description: Sales Offices
Property Name: Sales Offices
Parcel Number: 657
Lot Number: 1460 **Block Number:** 15
Legal Description:

Property Taxes Customize | Find | View All | First 1-2 of 2 Last

*Tax Year	*Tax Due Date	*Delinquent	*Authority	*Tax	*Installment	*Amount	*Tax Basis	*Curr
2003	06/30/2003	07/31/2003	NYS	Property	1	350.00	1.00	USD
2004	06/30/2004	07/30/2004	NYS	Property	2	350.00	1.00	USD

Recording property taxes

You can enter and track ***property taxes*** to see property specific costs associated with a property asset.



CAFM Property Integration

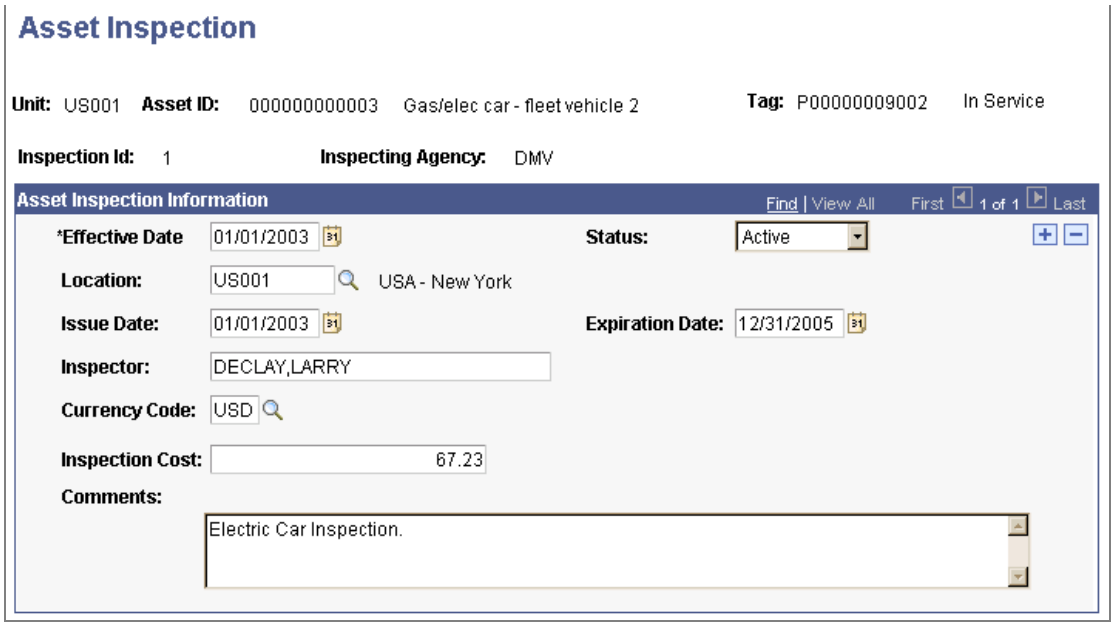
Asset Management 8.9 specifically integrates with ***third-party CAFM*** (computer-aided facilities management) solution provider to:

- Report employee's change of location, location assignments for new employees, and available space left by employees no longer in service.
- Update Asset Repository tables with property asset information and changes to spaces, and attach asset information assigned to properties.
- Receive updates with space allocation per department and business unit in order to charge the departments proportionally for the space they occupy.

See Enterprise wide Integration.

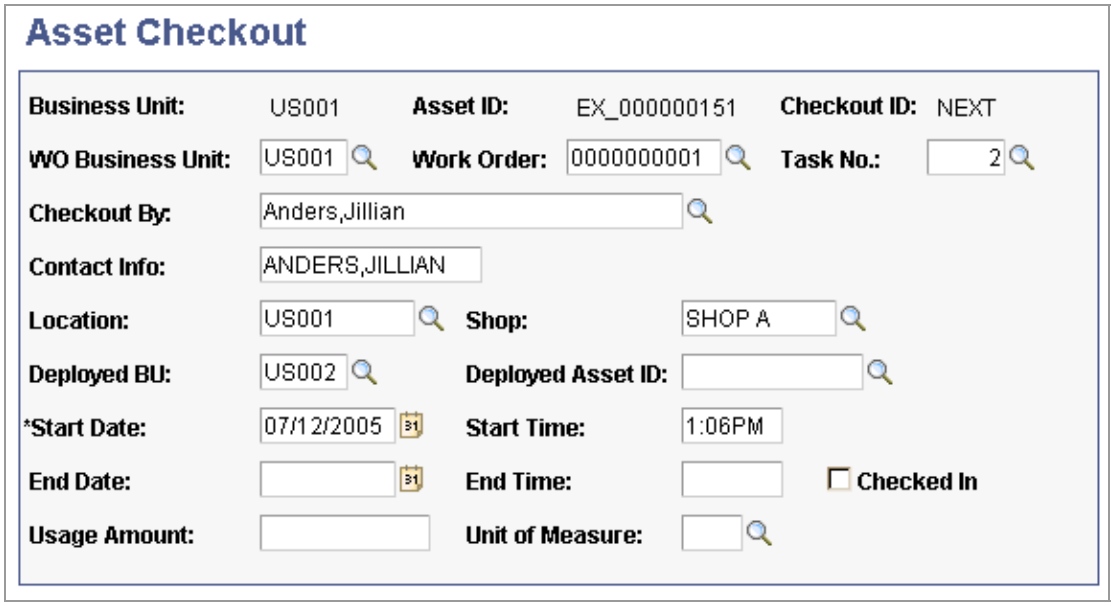
Acquired assets sometimes require a process to configure, stage and deploy for use in the organization. Asset Management 8.9 provides new ***component hierarchy, asset inspection,*** and ***asset checkout,*** features to support this process.

The Asset Basic Add page has been enhanced to support the configuration process, including steps to physically check and verify that all the expected components and parts are delivered with the asset. The ***Component Of ID*** field has been added and is used to establish an asset ***component hierarchy*** and can be used to define a multilevel hierarchy. Any assets that are considered a "component of" a higher-level asset as well as asset parent-child relationships are recorded here.



Asset Inspection page

The new ***Asset Inspection*** page further supports the staging process and can now include the entry of regulatory inspection certificates as well as associated licenses, and insurance relevant to the asset.



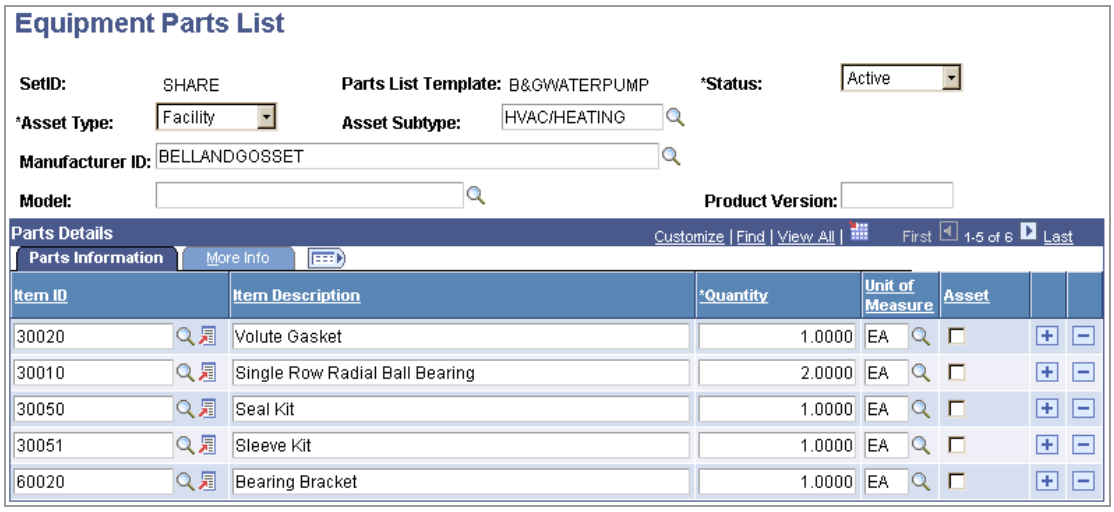
Asset Checkout page

When equipment requires repair or maintenance, you can use the new ***Asset Checkout*** page to check out an asset from the Asset Repository. When the repairs are completed, the maintenance history of the asset is updated in the asset repository using the Asset Maintenance page. With version 8.9, this table is enhanced to include repair codes, work order ID, and work order line (when Maintenance Management is installed).

Asset Management 8.9 introduces the ability to perform and track asset ***component changeout*** and manage ***physical locations***. The component changeout feature enables you to manage asset component swapping when failure or replacement is required to maintain an asset and to extend or retain its useful life. A component is replaced with a “like component” and the characteristics and attributes of the new component are associated with the overall larger asset. The component changeout transaction installs, moves, adds and changes assets within the Asset Repository, updating both operational and financial data to reflect the effect of the component change.

The Asset Repository manages the complete setup of the component changeout, with predefined defaulting component hierarchy, and makes this information available to the work order operator to facilitate completion of the tasks associated with component changeout transactions.

Using the Maintenance Management 8.9 work order, authorized users can change the business unit, location, equipment status, address number, and site number of an asset or asset component, with the option to update related components. Additionally, if a contract is associated with the component, (for example, if the component were under warranty) detail information is updated to reflect the change out of the component.



Equipment Parts List page

The ***equipment parts list*** is a template defined by setID, asset profile, asset class, manufacturer, model, and product version. The ***preventive maintenance schedule*** defines the type and frequency of each planned maintenance task that is performed on equipment or other maintainable assets. Both the equipment parts list and the preventive maintenance schedule are used with the Maintenance Management work order to maintain and repair assets and asset components.

Asset Management 8.9 also introduces a feature to ***track component history,*** which captures every change made to the value of an asset using the Component Of ID field. This includes changes that nullify the asset, meaning the asset no longer belongs to a parent or belongs to a new parent, is idle, or is being disposed. Changes tracked can be the result of a component changeout transaction from a Maintenance Management work order, a direct field value change entered on the Asset Basic Add page, or an indirect change occurring from a batch process.

Enter Meter Readings | Prior Reading

Unit: US001

Asset ID: 000000000002 Gas/elec SUV - Fleet vehicle 1 Tag: P00000009001 In Service

Current Reading — Customize | Find | First 1-2 of 2 Last

		Date	Time	*Meter Type	Reading	Variation	Rollover	Replaced	Accum. Reading	UOM	Comments		
1		07/12/2005	1:22:20PM	ODOMETER	0.000000	0.0000				MIL	Comments		
2		07/12/2005	1:22:20PM	THICKNESS	0.000000	0.0000				IN	Comments		

Enter Meter Readings page

Asset Management 8.9 introduces ***asset meters***, a table associated with an asset that enables you to maintain a record of the readings along the asset's life and associate them to the services and repairs performed to that asset. This feature provides a powerful integration tool with Maintenance Management 8.9. Meter readings are a primary source of information to launch a preventive maintenance event, generating a work order. Using the work order, Asset Management receives the maintenance information that includes the preventive maintenance event, the maintenance costs segregated by type of maintenance performed, the updated asset meter readings, and other related work order information.

See Introducing PeopleSoft Enterprise Maintenance Management 8.9 and Introducing PeopleSoft Enterprise IT Asset Management 8.9.

As you analyze assets in the context of various scenarios, you may want to look more deeply into asset transactions line by line or you may need to review the specific history of assets. Asset Management 8.9 provides new reporting options to meet these needs.

As previously noted, the Asset Repository maintains a complete history of acquisition, maintenance, and cost history transactions for each asset over its entire in-service life. The new ***cost summarization*** feature lets you create cost history line summaries for asset transactions that share common detail information including: business unit, asset ID, book, category, transaction type, account or ChartField, cost type, transaction code, accounting year and period, transaction year and period, and depreciation convention. This feature reduces the number of rows in the cost table and enables you to realize performance gains when processing depreciation. Cost summarization updates the Cost, Transaction Cost, and Quantity fields. An audit table is saved in the background to enable you to go back to research details as needed.

Global Compliance

With increased emphasis on accountability, compliance, and globalization of capital markets, companies are under increased pressure to be able to record and report information under multiple GAAPs (Generally Acceptable Accounting Principles). This requires financial systems to be flexible enough to measure and record information under often conflicting accounting treatments.

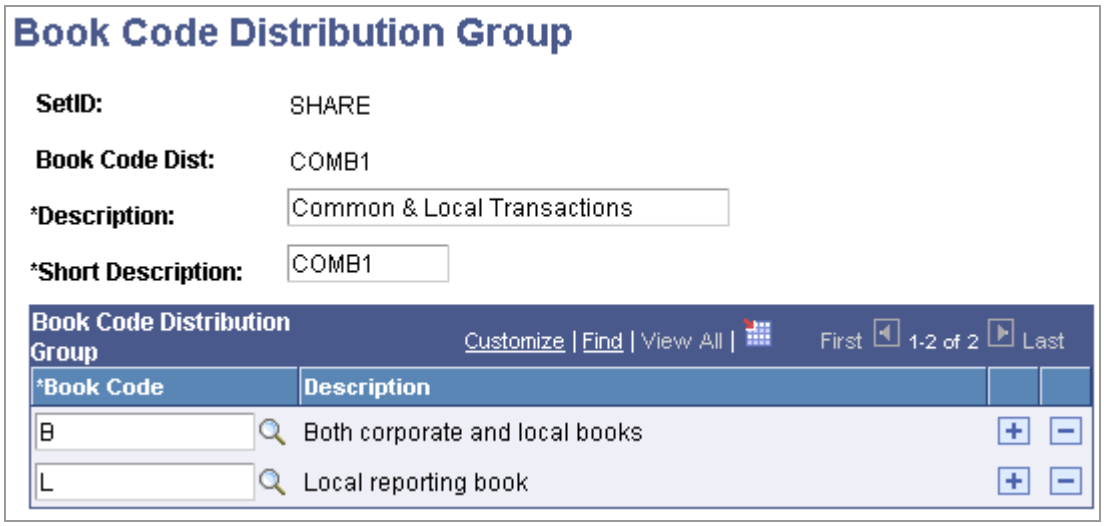
International Financial Reporting Standards require a company not only to comply with established principles in prescribed ways, but also introduces new concepts around accounting treatments. The information outlined below is designed to help companies increase their flexibility in complying with multiple GAAP accounting within Asset Management 8.9.

Efficiently Maintain Multiple Sets of Books

By extending the current General Ledger multibook and multi-GAAP functionality to Asset Management 8.9, customers gain considerable processing advantage by dramatically reducing the amount of duplicate recording and processing required by simultaneous reporting.

New Functionality

Book Codes increase recording flexibility by enabling the user to handle multiple GAAPs within the same ledger. For the most part, accounting entries are common between all GAAPs. The strength of this feature lies in the fact that most GAAPs differ from other GAAPs for only a minority of entries and accounts. Instead of duplicating common entries, book codes enable differentiation between common and individual GAAP-specific treatments while allowing organizations to handle multiple types of books within a single ledger.



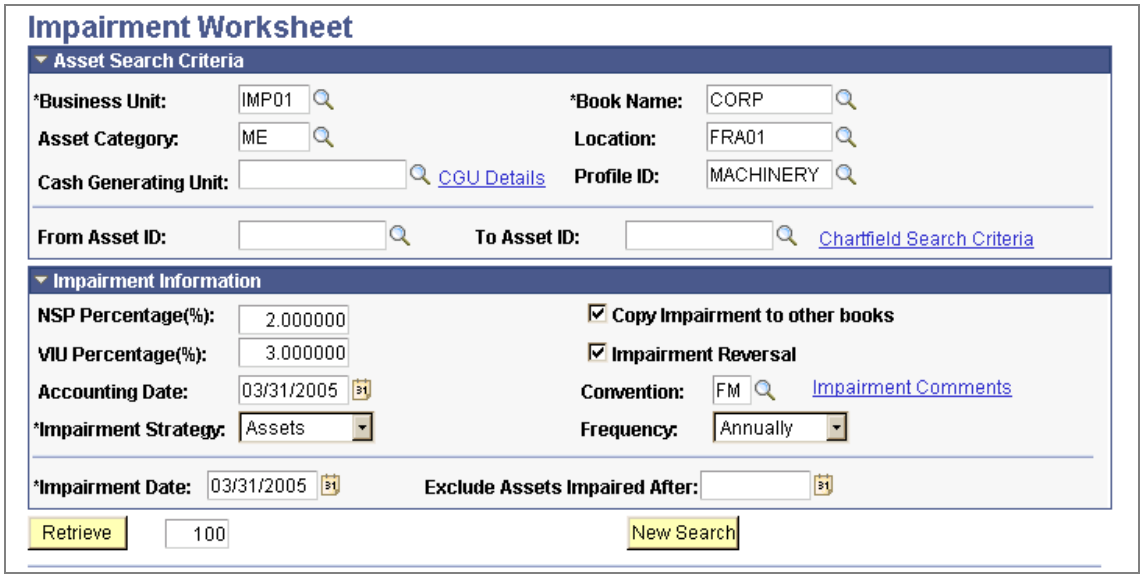
Book Code Distribution Group page

Asset Management 8.9 uses book code functionality in the new ***Book Code Distribution Group*** page to define a set of book codes to be used when distributing accounting entries for multiple GAAPs within one book. Using the book code distribution group restricts the duplication of accounting entries being passed to PeopleSoft General Ledger.

Compliance with Asset Impairment Standards

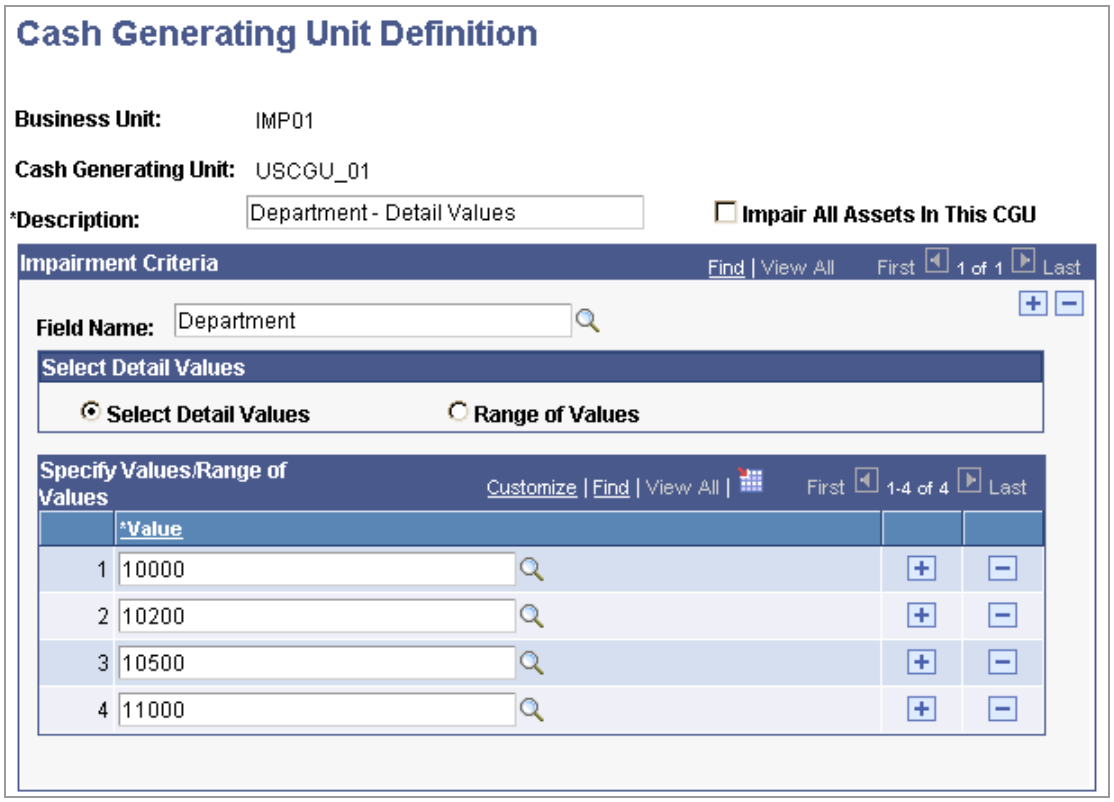
International Accounting Standard (IAS) 36 – Impairment of Assets, requires companies to undertake an effective impairment test cycle for assets on at least an annual cycle at the balance sheet date.

New Functionality



Impairment Worksheet page

Asset Management 8.9 automates the impairment process by providing the user an ***impairment worksheet***, which allows companies to assess potential impairment on user-defined dynamic selections. The impairment worksheet enables the user to enter recoverable amounts and automatically calculates potential impairment losses. Subsequent to this review, the impairment worksheet passes the calculations to generate the associated accounting entries enabling the user to recognize these adjustments in their accounts. This eliminates manual steps and minimizes chances for accounting errors.



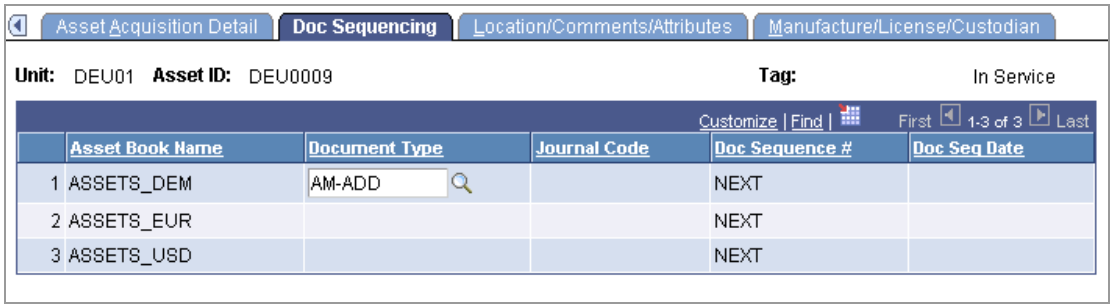
Cash Generating Unit Definition page

IAS 36 also introduces the concept of cash generating units (CGU) in situations where it is not possible to estimate the recoverable amount for individual assets. When identified, an organization must determine the recoverable value for the CGU to which the asset belongs. A CGU is defined as the smallest identifiable group of assets that generates inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets. Asset Management 8.9 enables users to define ***CGUs*** as a group of ChartFields or categories, to allocate to associated assets, and to undertake impairment using CGUs as a basis. This provides an online audit trail of the approach taken to comply with the standards.

Manage Document Sequencing

Statutory legal requirements in some countries require the classification of all financial transactions, generated by source documents, into different transaction types. Within each transaction type, financial transactions must also be numbered sequentially.

New Functionality



Doc Sequencing page

The ***document sequencing*** feature is enabled for Asset Management 8.9 and maintains these business practices by meeting both requirements.

Document sequencing is available for documents that are created either online or through background (batch) processing. Document sequencing for assets is related to accounting activities; for each action that creates an accounting entry there is an associated document type and sequence number created. You can use document sequencing to allow the PeopleSoft system to automatically assign a sequence number to each document (additions, adjustments, retirements and impairments, and so on) that you create. You can also enter sequence numbers manually. When the document is posted, the document sequence number is carried forward to the set of accounting transactions generated from the document. When you delete, change, or unpost a document, the document sequencing feature assigns a new sequence number to each set of accounting transactions generated from the action initiated for that document.

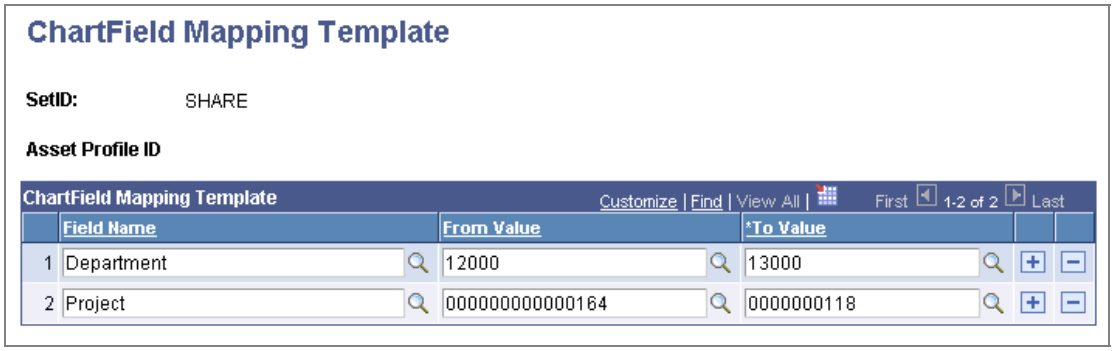
Industry Extension

U.S.-based institutions of higher learning have unique accounting requirements to record capital assets to a ***plant fund*** without relieving a procurement fund or account. This section discusses plant fund accounting for higher education.

Plant Fund Accounting for Higher Education

When a capital item is purchased, higher education entities expense it to an unrestricted fund as if it were a noncapital item. When this expense is interfaced to assets, the customer can create the asset entry to the plant fund and also depreciate it against the plant fund. As this process differs from those required by commercial entities, it often results in multiple or manual journal entries to account properly for the depreciation expense.

New Functionality



ChartField Mapping Template page

To meet these unique requirements, Asset Management 8.9 created ***ChartField mapping templates*** to provide more flexibility in assigning offsetting accounting entries, eliminating manual journal entries and custom modifications previously required by higher education customers. Enabled by business unit, use the new ***ChartField Mapping Template*** page, where you can define ChartField values and the appropriate corresponding mapping values. This solution not only enables customers to comply with standards without customization but also enhances the higher education customer's total ownership experience.

Introducing PeopleSoft Enterprise IT Asset Management 8.9

IT Asset Management 8.9 brings IT asset management processes into your organizational business processes of procurement, payables, help desk, and financial reporting. IT Asset Management 8.9 embeds sophisticated network discovery to collect continuing IT asset inventory for reconciliation to the Asset Repository Manager. The repository stores organizational asset information including physical and financial definitions, acquisition history, and complete lifetime maintenance history. IT Asset Management 8.9 provides a central workspace to manage and deploy IT Asset Management utilities, view discovered and reconciled results, monitor collected metrics, and drill down to detailed asset data for problem solving and information gathering activities. This interactive workspace collects detailed hardware and software inventory information, usage information, and authorized versus unauthorized license deployment, with access to contract and warranty information relative to IT assets. IT Asset Management 8.9 fuses technical and financial asset management policies into a single centralized application. Key delivered features streamline asset processes and increase compliance by consolidating asset data.

IT Asset Management 8.9 delivers a solution that addresses the following areas:

- Best practices
- Streamlined processing
- Reporting and visibility

Best Practices

This section discusses:

- Best-in-class asset discovery.
- Up-to-date asset usage.

Best-in-Class Asset Discovery

PeopleSoft has ***embedded Network Discovery Tools*** in IT Asset Management 8.9 to schedule inventories of IT assets including software, client devices, servers, and mobile devices that connect to your network. IT inventory is no longer an independent process separate from your financial asset data. Combining processes benefits both finance and IT organizations: finance organizations have the extra assurance of accurate data based upon routine perpetual inventories, and IT organizations can focus on IT operations instead of replicating accounting processes to record and manage IT assets. Both parties have access to the data they need without the overhead of duplicate systems and processes.

Up-to-Date Asset Usage

Accurate assessment of deployed software assets, authorized versus unauthorized installs, and usage information, provides insight into situations where software licenses can be redeployed instead of purchasing additional licenses. IT Asset Management 8.9 displays usage statistics to manage under-utilized hardware and software assets because managing software licenses is important both in managing costs and in minimizing compliance risks. Because all asset data is housed in a single repository, the data is combined with custodial and financial data to easily assess ownership and cost.

New Functionality

IT Asset Management uses third-party software to discover and track hardware information and installed software packages, for all IT assets

The information from the third-party software represents a continuous physical inventory of IT assets. IT Asset Management validates this information against the asset repository, providing a high level of accuracy and authenticity to the repository. The reconciliation process – the cornerstone of the asset management solution – provides a workspace, toolset, and well-defined, configurable actions that enable you to synchronize your asset records with what actually exists on your network.

The process flow for requesting discovery data consists of three steps:

- IT Asset Management sends an XML message to the third-party software requesting inventory discovery data.
- The third-party software returns an XML response message indicating that the request was received.
- The third-party software returns the requested data in an XML file formatted for IT Asset Management.

IT Asset Management resource settings establish access levels for your users and user groups. Through role access you may divide responsibilities for different business units, departments or even equipment types among different managers. You can link network IDs to the employee IDs stored on your system. By setting up employee groups, you reduce the amount of time it takes to assign permissions to each individual installing software applications on their computers. Common search configurations enable you to view the configuration of various IT Asset Management search pages. Users can easily link a single, common software name from the asset database to its many variations found in the discovery database, simplifying counts, comparisons, and reports.

IT Asset Management empowers customers to authorize software installations at the user level to exercise tighter control over the distribution of software across the enterprise. Software authorizations can be granted to employees or employee groups.

Streamlined Processing

This section discusses automated asset reconciliation.

Automated Asset Reconciliation

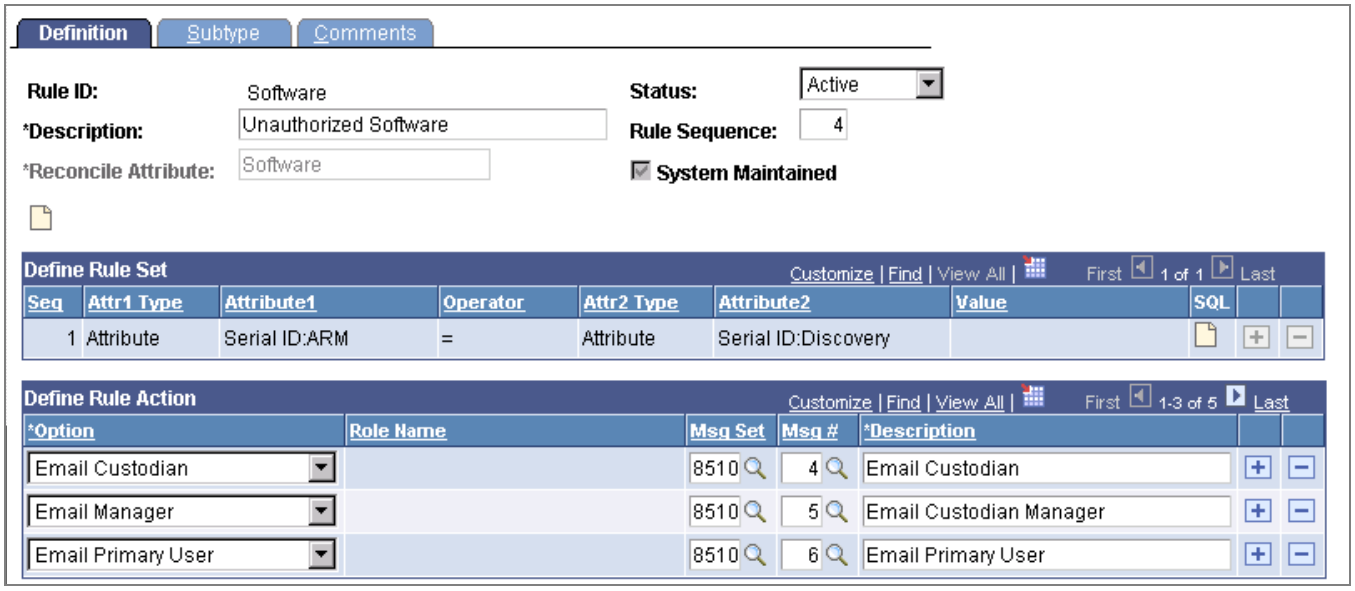
The third-party discovery tool collects and stores data from thousands of attributes of devices connected to the network. A subset of that data of interest to financial management is delivered to IT Asset Management 8.9 and you then reconcile it to the Asset Repository Manager using configurable business rules that define reconciling data-points. The ***asset reconciliation engine*** compares discovered asset inventory to that stored in the Asset Repository Manager, where all organizational assets are stored with complete business data, acquisition history, maintenance history and financial data. The chief financial officer and the chief information officer can rest assured that they are using the same asset data for internal and external reporting. Because IT assets are regularly and automatically inventoried using network discovery tools, your IT assets are always accurately reflected in your business data and financial reporting.

New Functionality

Business processes are streamlined using PeopleSoft Workflow and object-based application classes. This includes task routing and proactive, user-defined email notifications based on asset/personnel data and actions. Standard PeopleTools Workflow delivers prepopulated financial and/or physical transactions to the Asset Repository Manager (ARM) based on reconciliation of Asset Repository data to Discovered Data.

PeopleSoft IT Asset Management automates a portion of IT Asset Management activity by comparing the databases, asset by asset, and determining which changes need to be brought to the attention of a manager. Many IT assets differ day by day, so for asset management purposes we compare a very small group of key attributes in each asset record.

Business rules enable you to establish instructions and definitions for reconciling IT assets stored within your database and the IT assets discovered in the third-party database. You set up the attributes and operators to reconcile IT assets and invoke processes to occur when a comparison of these IT assets fails.



Business Rules page

The reconciliation process between the discovery database and the asset repository generates a list of exceptions (assets that do not meet the requirements of one or more business rules). The list of exceptions allows sorting and filtering in numerous ways, enabling the investigation of exceptions and eventual reconciliation of databases.

Exceptions that are found between the asset repository and the third-party discovery database are stored in discrepancy transaction tables. The exceptions are displayed in a component that allows you to sort, display on certain assets, group, and act on the changes that are required for those assets to bring them into balance. There is a suggested action associated with each exception and that action is presented once you have defined the assets that should be corrected. Once that action set is submitted, online or batch processing will apply the predefined actions, and will route, update the ARM, or notify persons of interest, or a combination of those actions.

Batch limits are established to determine whether to process the exception actions online or in a batch process. The high volume decision is made by counting the total number of actions that apply to the total number of assets that were selected by the user on the Manage Exceptions page. It is recommended that you set this number initially to a lower threshold and increase it to a higher level if performance is not an issue.

Assets that stop reporting to the inventory system might be lost, stolen, destroyed, or improperly retired or stored. The Assets Not Reporting feature enables you to automatically view these errant assets. This feature provides tighter control over the organization's equipment. Nonreporting asset audit reports are based on the user-defined inventory age, that is, the length of time elapsed since the asset last reported to the inventory system. For example, an inventory age of three weeks may be defined for desktops. Therefore, if a desktop has not reported for more than three weeks, it appears on the audit report. Users can specify a different inventory age for each type of equipment, if necessary.

Note. IT Asset Management requires that you have installed PeopleSoft Enterprise Asset Management *and* a third party discovery tool. Integration tools and processes are built into IT Asset Management, and there is potential for integration with multiple vendors. Integration with a third party tool is a requirement, and IT Asset Management has certified one vendor (Altiris) at this time. We do not, however, bundle or otherwise include or deliver that product.

Reporting and Visibility

This section discusses summarized insight into IT asset performance.

Summarized Insight into IT Asset Performance

The ***Enterprise Asset Lifecycle Management Portal Pack 8.9*** provides immediate access to key IT asset metrics. Summaries include reconciliation exception metrics, software license deployment, project progress reports reporting roll-out status, hardware and software inventory, contract and lease expiration alerts, and financial statistics. Go directly into a specific area anywhere in the PeopleSoft integrated solution by drilling down into detailed asset information from the summaries on the portal. This additional visibility clearly enhances proactive management of your IT assets.

New Functionality

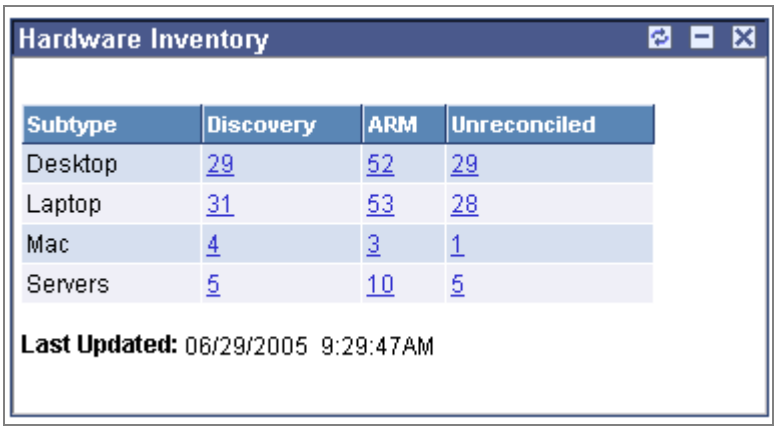
IT Asset Management provides compact, easy-to-understand displays of financially meaningful data tracking IT asset valuation.

An IT Asset Manager dashboard summarizes a personalized, role-based list of tasks and comprehensive reports through the IT portal. Discovered Hardware and Discovered Software reconciled to your employees, departments and business units helps control costs of the IT asset base. Software underutilization (licensed yet unused) reports rein in overspend on software. Users can produce analytics on key asset data to save money when negotiating with vendors, such as an Asset Hardware and Software Vendor Management report. These metrics and reports, provided through the IT portal, are supported with drill-down actions, and user-specified levels of detail and content.

IT Asset Management provides the option to track software licenses as capital or non capital assets. These assets may enter AM from the Purchasing system or various other AM interfaces. Alternatively, software licenses can be added using AM online pages.

Pagelet views are clear, concise, and customized to manage IT assets, view metrics and reports, and drill down for problem solving and diagnostics. Pagelets available in IT Asset Management include:

- Hardware Inventory that counts all IT hardware—by subtype—that appears in the discovery and asset repository databases. It also provides a summary count of IT hardware that appears in one database, but not the other.



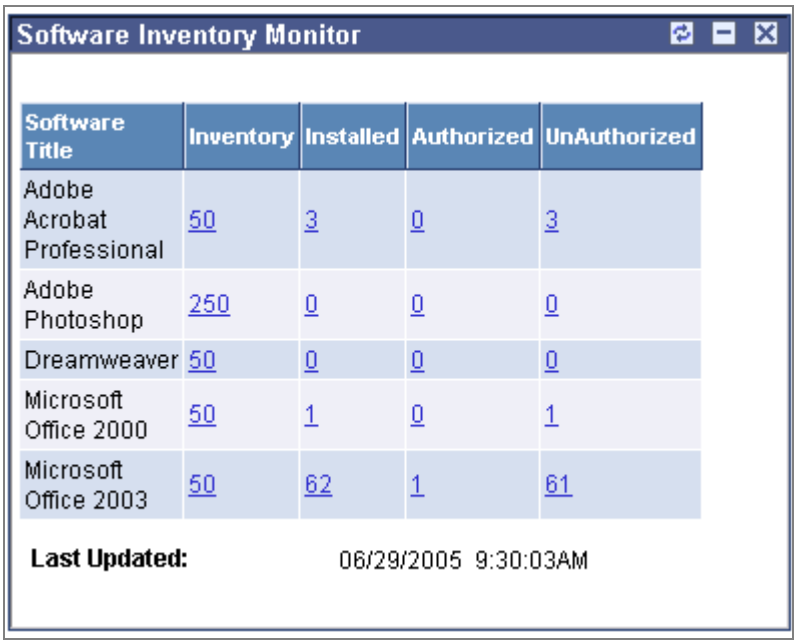
Hardware Inventory

Subtype	Discovery	ARM	Unreconciled
Desktop	29	52	29
Laptop	31	53	28
Mac	4	3	1
Servers	5	10	5

Last Updated: 06/29/2005 9:29:47AM

Hardware Inventory pagelet

- The Software Inventory Monitor that gives the counts of total licenses versus installed licenses and display the counts for authorized and unauthorized users.



Software Inventory Monitor

Software Title	Inventory	Installed	Authorized	UnAuthorized
Adobe Acrobat Professional	50	3	0	3
Adobe Photoshop	250	0	0	0
Dreamweaver	50	0	0	0
Microsoft Office 2000	50	1	0	1
Microsoft Office 2003	50	62	1	61

Last Updated: 06/29/2005 9:30:03AM

Software Inventory Monitor pagelet

- The Software Contract feature that is designed to provide alerts to the IT Asset Manager when the contract needs to be renewed or renegotiated.

Software Renewal Pagelet

Vendor ID	Contract Id	Contract Type	Expiration Date
0000000044	TEST05	CO	12/31/2004
0000000045	TEST01	CO	10/31/2004
ITV0000045	ADO00001	SW	12/30/2004
ITV0000049	MM2004B	SW	10/27/2004
ITV0000050	MER00001	SW	12/30/2004
ITV0000051	MSEA2004	MT	12/30/2004
ITV0000052	SYST00001	SW	12/30/2004
ITV0000055	ORACLE001	NO	12/31/2004
ITV0000056	SYMANT001	EA	12/31/2004
ITV0000057	PKWARE001	SW	12/31/2004

Last Updated: 06/29/2005 9:29:47AM

Software Renewal pagelet

- The Lease End Metric displays IT-related leases that will expire within the next n days, providing a reminder to undertake lease-end inventory activities.

  Users can drill down to the assets associated with those leases.

Lease End Metric

Lessor	Days Before End Date	Lease
DELL-001	59	Dell laptop lease
HP-001	59	HP Compaq desktop lease
HP-001	59	HP Compaq laptop lease

Last Updated: 06/29/2005 9:30:57AM

Lease End Metric pagelet

- Assets Not Reporting displays alerts to devices that have failed to report an inventory, allowing managers to investigate the absences.

Assets Not Reporting

Inventory Age Seq	Inventory Age	SubType	Quantity
1	3 weeks	Servers	5
2	6 weeks	Desktop	26
2	6 weeks	Servers	5
3	9 weeks	All Devices	62

Last Updated 06/29/2005 9:30:01AM

Assets Not Reporting pagelet

- Software Pending Requisitions keeps a running scorecard on software licenses that users need to acquire to keep the enterprise in compliance.

Software Pending Requisitions

Software Title	Inventory	Installed	Pending Requisitions
Microsoft Visual Studio .NET	31	44	13
Norton AntiVirus	51	61	10
PKZIP for Windows	20	21	1

Last Updated: 06/29/2005 9:30:03AM

Software Pending Requisitions pagelet

- Asset Financial Statistics is a snapshot of enterprise IT asset current valuation.

Asset Financial Statistics

Amount in 1000's **As Of Date:** 12/15/2004

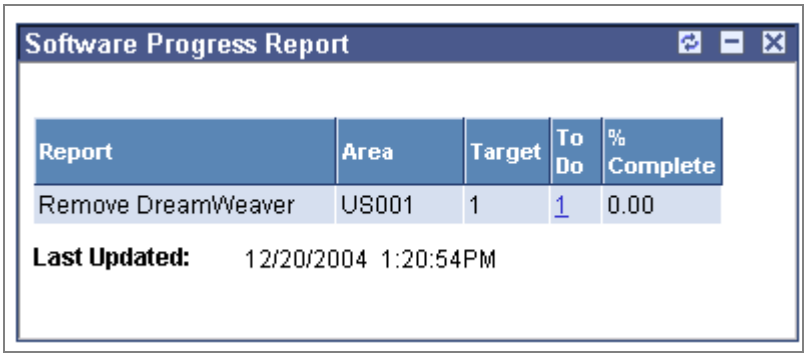
DIVISION	Avg Life Remaining	Year to Date Depreciation	Units	Net Book Value
NO_DEPTID	33.95	26.61	89	177.33

Currency: USD **Rate Type:** CRRNT

Asset Financial Statistics pagelet

- Two progress reports display at-a-glance results to date of IT asset change or upgrade

initiatives.

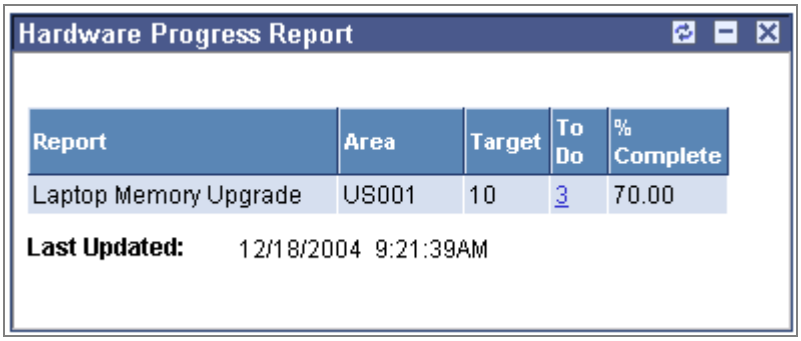


Software Progress Report

Report	Area	Target	To Do	% Complete
Remove DreamWeaver	US001	1	1	0.00

Last Updated: 12/20/2004 1:20:54PM

Software Progress Report pagelet



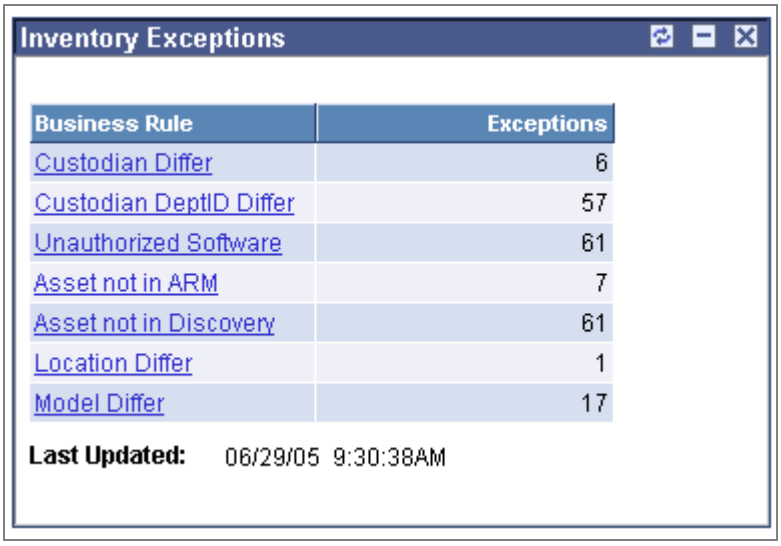
Hardware Progress Report

Report	Area	Target	To Do	% Complete
Laptop Memory Upgrade	US001	10	3	70.00

Last Updated: 12/18/2004 9:21:39AM

Hardware Progress Report pagelet

- Inventory Exceptions is the high level view of differences between the Asset Repository Manager and the third party discovery database—the difference between the books and the physical inventory for IT assets.



Inventory Exceptions

Business Rule	Exceptions
Custodian Differ	6
Custodian DeptID Differ	57
Unauthorized Software	61
Asset not in ARM	7
Asset not in Discovery	61
Location Differ	1
Model Differ	17

Last Updated: 06/29/05 9:30:38AM

Inventory Exceptions pagelet

See Also

Introducing the PeopleSoft Enterprise Asset Lifecycle Management Portal Pack

Introducing PeopleSoft Enterprise Maintenance Management 8.9

PeopleSoft Enterprise Maintenance Management 8.9 joins the Financial and Supply Chain Management suite of applications to help your organization manage all asset types. Maintenance Management 8.9 serves a key role in the Plan to Retire business process by enabling organizations to ensure that planning for, constructing, maintaining, and replacing assets is performed in a manner that supports the organization's strategic goals. The Maintenance Management application provides tools to inform asset managers of trends before the trends transform into problems. When there is action required to prevent or address a problem with an asset, Maintenance Management 8.9 ensures that you have the tools to plan and schedule maintenance and construction, facilitate the accurate completion of the work, streamline the capture of the results, and automatically process the financial implications of the work. Combined with PeopleSoft Enterprise Project Costing, Asset Management, Purchasing, and Inventory, Maintenance Management 8.9 gives you a solution that enables you to prioritize your assets and ensure that you are administering the right level of care to each one within your organization.

Maintenance Management 8.9 delivers enhancements in the following areas:

- Enterprisewide integration
- Streamlined processing
- Reporting and visibility

Enterprisewide Integration

Property, plant, and equipment usually represent the largest balance sheet items in asset-intensive organizations. It is imperative that these organizations understand how many resources to invest in the business of constructing and maintaining their asset bases. For the largest of organizations with thousands or even millions of assets, the cycle of managing those assets through the Plan to Retire business process can consume vast quantities of time and money. Without a business technology solution to integrate all of the major phases in the asset lifecycle, organizations find themselves struggling with manual project and work order approvals, staggering volumes of asset transaction spreadsheets, a patchwork of custom technology integrations, and a variety of asset and work-effectiveness reporting vehicles.

Furthermore, all organizations are under pressure to raise profits or at least contain costs in an economy where sales growth is harder to achieve, prices are flat, and budgets are carefully scrutinized. This competitive business climate compels managers to direct their efforts to the tasks of raising asset utilization, enhancing the reliability of operations, prolonging asset life, optimizing inventory levels, and reducing capital expenditures.

With the introduction of Maintenance Management 8.9, your organization gains access to a powerful application capable of linking the critical components of your enterprise's financial, supply chain, human capital, and analytical applications together to form a cohesive, asset-care solution.

Best Practice Integration

Disparate systems not only impede an enterprise's ability to optimize decisions regarding procurement, asset acquisition, asset replacement, asset maintenance, staffing levels, and inventory stock levels, but also raise the cost of managing the enterprise's software. Maintenance Management 8.9 brings your business functions together on one platform and integrates key business activities into a consistent process. In Enterprise 8.9, work orders directly integrate with service requests, purchase requisitions, purchase orders, inventory, projects, warranty claims, and assets, eliminating the need to maintain custom cross-vendor, cross-release integrations. Your organization can now turn its attention to maximizing the value of the Plan to Retire process instead of maintaining the software behind the process.

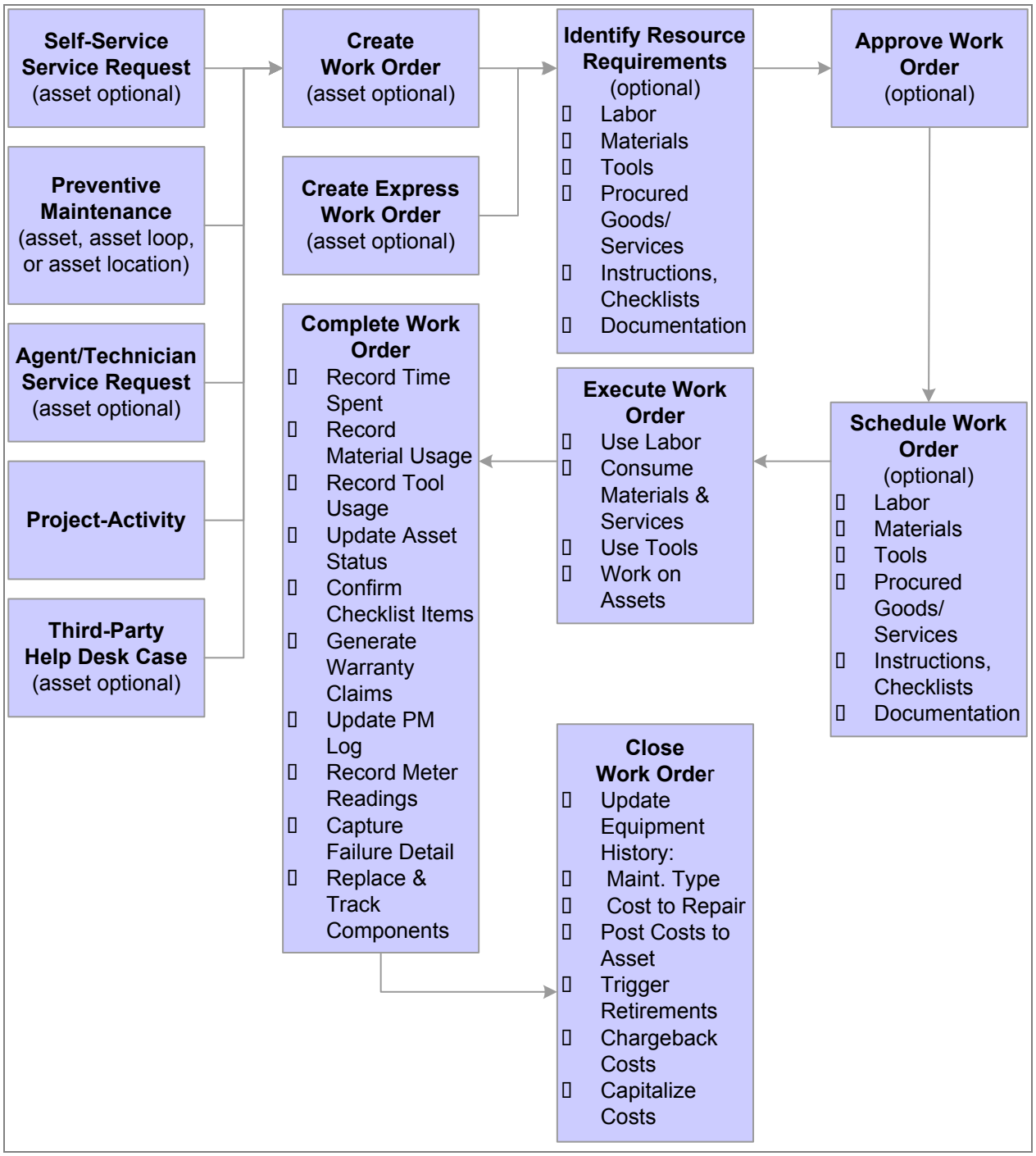
Maintenance Management Integration Model

New Functionality

Essential to the functionality and processing of work orders in Maintenance Management is the required integration with:

- Asset Management.
- Project Costing.
- Purchasing.

Work orders are used to track the costs associated with maintaining or creating assets. In Maintenance Management, a work order consists of multiple work order tasks with each task able to optionally specify an asset that is being maintained as well as a related project and activity. Each task is used to identify the costs of performing the asset maintenance. These costs will flow from Maintenance Management into various systems such as Inventory, Purchasing, and Accounts Payable, and then flow from these systems into Project Costing. A work order task can only specify one asset, one project, and one activity, but any given asset, project and activity can be maintained by multiple work orders or work order tasks. When an asset is selected from the Assets application's asset repository for maintenance or repair through a work order, Maintenance Management notifies the user of any warranties associated with the asset being worked on in the work order and enables the organization to attempt to recover the cost of work performed by generating and tracking warranty claims.



Work Order Process Flow

Maintenance Management integrates with Purchasing to enable users to create requisitions and purchase orders directly from Maintenance Management to obtain materials, tools, and services needed to perform a work order task. Requisitions and purchase orders are used to procure:

- Nonstock items (noninventory) in which the item numbers are within the item master of inventory, but are not maintained in Inventory.

- Open description items, which have descriptions, but no item numbers.
- Offsite contracted repairs (for example, sending a pump with a cracked casing to a third-party repair shop to rebuild it) and onsite contractor labor hours to aid in the completion of work orders.
- Tools to perform the work order, if the tool is not already maintained in the asset repository.

Inventory optionally integrates with Maintenance Management to enable users to plan, schedule, and obtain materials stored in Inventory as stock items that are needed to complete a work order. Maintenance Management enables users to access the Inventory system directly from the work order to select and reserve these items for each work order task.

Maintenance Management provides a time entry user interface and leverages the Expenses product to provide existing time entry processing functionality. Purchase and installation of the Expenses product is not required to perform this time entry processing.

Maintenance Management also incorporates functionality from the Resource Management product to set up employees as resources and take advantage of Resource Management's matching engine to determine a labor resource's qualifications and availability to perform the work for a work order task. Resource Management functionality is also utilized to track the work that has been scheduled for the resource.

Work orders can be created from third-party help desk applications. It is also possible for non-maintenance personnel, including non-employees to access a self-service web page and create a service request for a problem they are having with one of an organization's assets, such as a laptop or office. An agent reviews this service request and creates a work order if the problem cannot be easily resolved and needs intervention by a technician. The new IT Asset Management and Real Estate Management applications benefit from Maintenance Management, because the configurable service request also can be used to address facilities and IT maintenance issues.

Service Request ID: 0000000005 Business Unit US001
Work Order ID: Created On: 07/13/2005 7:41PM
Save Create Work Order

Assignment and Status

Assigned To: Angelini,Gina *Priority: 3-Standard
Assigned By: Angelini,Gina *Date Required: 07/13/2005
Status: New Related Request:

Contact Information

Requested By: Gina Angelini Requested For: Angelini,Gina
*Contact Preference: E-mail
Email: peoplesoft@peoplesoft.com
Phone: 888/555-1212
Alternate Contact:

Request Detail

*Request Type: Facilities - Buildings, HVAC, Grounds
*Facilities: Move employee, equipment, or furniture
*Move From: Office Park - Building Two ☑ Move Employee
*Move To: Office Park - Building One ☑ Move Phone
Charge To: Administration ☑ Move Equipment and Furniture
*Service Center: USA - Pleasanton
*Subject: Move all employee "marked" equipment.
Description: Move all employee equipment tagged with blue sticker.
Add Attachment

Agent's View of Service Request

See Also

What's New in PeopleSoft Enterprise Asset Management 8.9

Introducing PeopleSoft Enterprise IT Asset Management 8.9

Introducing PeopleSoft Enterprise Real Estate Management 8.9

What's New in PeopleSoft Enterprise Project Costing 8.9

What's New in PeopleSoft Enterprise Purchasing 8.9

What's New in PeopleSoft Enterprise Inventory 8.9

Proactive Work and Maintenance Planning

In an era of extreme competitiveness and reduced budgets, asset care managers are challenged to raise the return generated by physical assets. Increased returns are accomplished through careful planning and effective deployment of resources. Maintenance Management 8.9 enables your organization to better plan work and deploy resources through sophisticated ***work order scheduling*** and ***Microsoft Project integration*** for leveling schedules and load planning. With a flexible ***preventive maintenance engine***, Maintenance Management 8.9 can automatically generate work orders and maintenance forecasts to help you ensure that your asset base is maintained optimally. Administering the right amount of maintenance can translate into greater reliability and prolonged asset life.

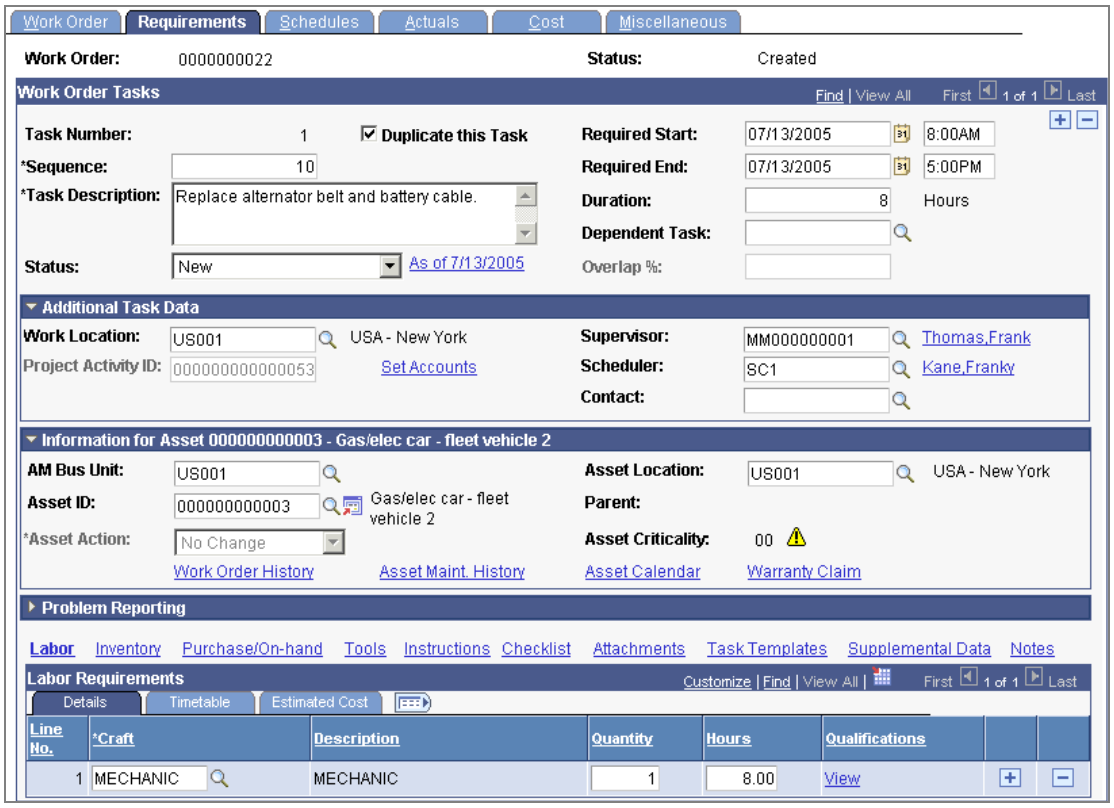
New Functionality

Maintenance Management enables users to optionally specify requirements and schedule resources for:

- Labor.
- Inventory.
- Purchased/On-hand parts.
- Tools.

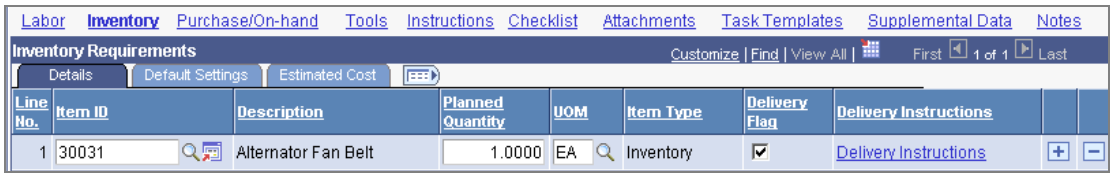
Users have the option of planning work order task resource requirements for labor, inventory, purchased and on-hand parts, and tools prior to scheduling these resources. To simplify this process, they can set up work order task templates that define these requirements for different types of tasks and problems. Another method of determining parts that may be required to repair an asset is by accessing an Equipment Parts List (EPL), which is part of the Asset Management application’s asset repository and lists the asset and any parts typically used in maintaining and repairing the asset. If requirements are specified, this information can be copied forward to use as the basis for scheduling those resources.

When planning requirements, the cost estimates can be based on rates at either the business unit, shop, or work order level for labor and tool resources. The total estimated costs for each resource are accumulated in the work order's cost page. As work order tasks are executed, the actual costs for each work order task resource displays on the work order's cost page after the cost summarization process runs, along with any variances between the two.



Work Order Task Labor Requirements

Labor requirements are determined by craft. The system allows for the optional association of a qualification profile with each craft, enabling you to specify competencies, licenses, certifications, and other qualifications necessary to perform the work order task. The standard cost and bill rates that are used to derive estimates of labor cost are set up in either the work order business unit or the work order's shop definition.

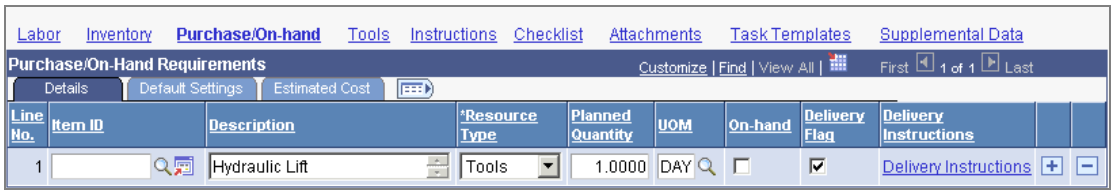


Work Order Task Inventory Requirements

Inventory requirements are determined based on Maintenance Management's integration with Inventory. Parts requirements are determined by:

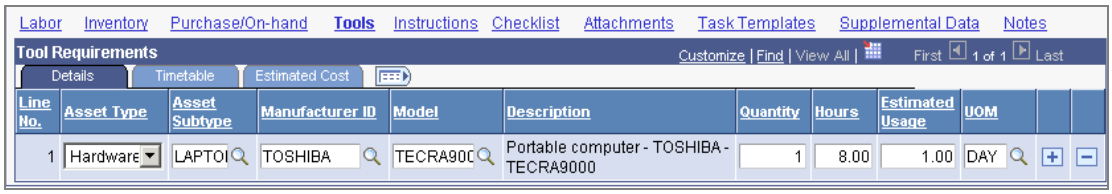
- Selecting a work order task template associated with the asset being repaired.
- Selecting or entering the parts manually on the work order tasks.
- Accessing the EPL and copying parts from the list.

Users enter the planned quantity, the unit of measure and whether and how they want the part delivered. Maintenance Management accesses Inventory and, based on the selected item, indicates whether the item has been committed and from which inventory location. The item's unit cost comes from Inventory and is used to calculate the estimated cost.



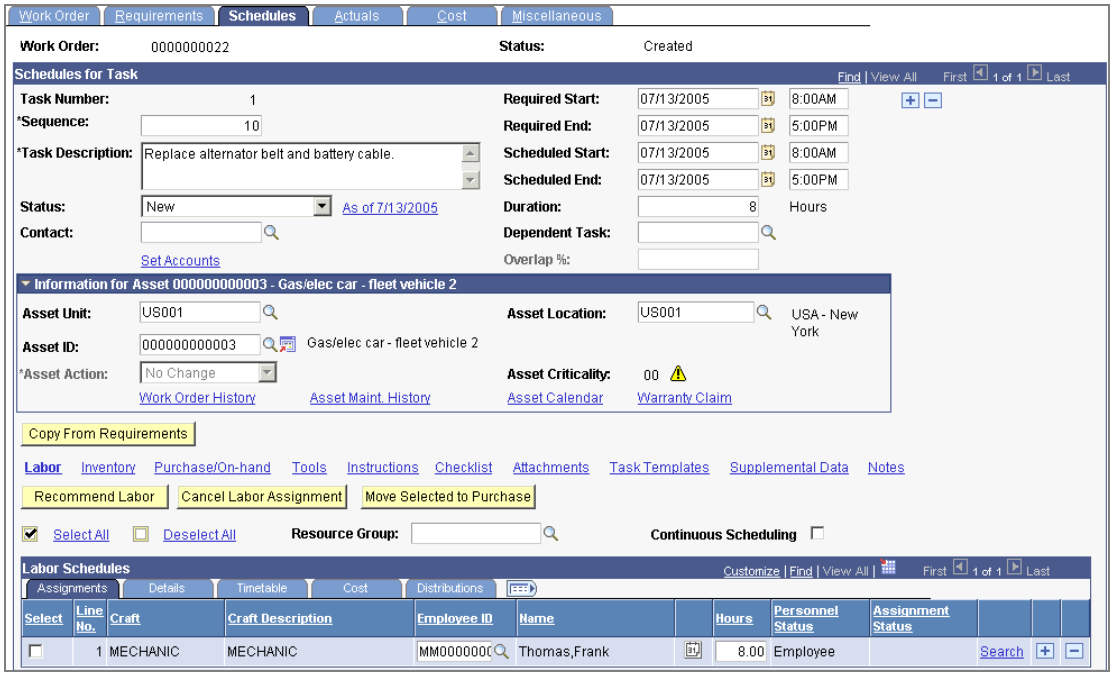
Work Order Purchase/On-Hand Requirements

Purchase/On-Hand requirements are determined based on whether the nonstock and noncatalogued items, as well as tools, are readily available to perform the task or they need purchasing, along with any contracted labor or other services.



Work order Tool Requirements

Tool requirements are based on pieces of equipment that are specifically designated for use in the maintenance and repair of assets. These tools are normally stored in the asset repository. Users specify an asset type, subtype, make, and/or model for a tool that they want to use for a work order task, along with the start and end dates and times. Default values for standard cost and bill rate and the tool rate's unit of measure are derived from the shop and the asset subtype. The estimated billing amount and costs for the tool are based on the tool's estimated usage and associated unit of measure. However, users can also enter the number of hours that they think the tool will be used. For example, the cost for the use of a truck may be for the day, but the actual number of hours that the truck is used is four hours. The estimated costs are calculated based on the daily rate and not on the hours the truck was actually used.

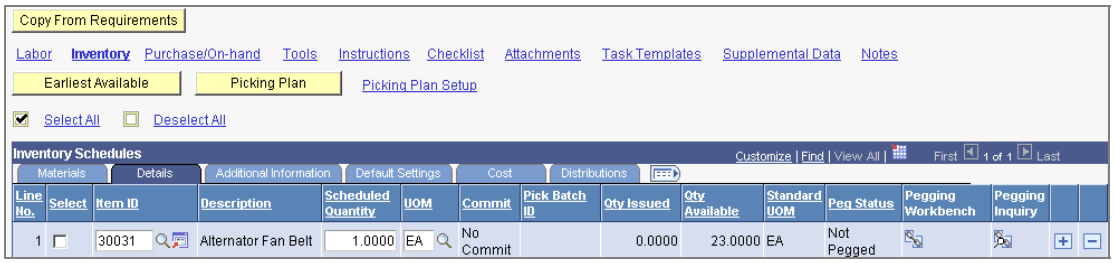


Work Order Labor Schedule

There are three different methods for scheduling labor resources:

- Use the resource match engine for a selected resource group to have resources recommended based on their qualifications and availability.
- Search for the resources based on the craft manually. This search is based on the availability of the resource and not the resource's qualifications.
- Enter or select a specific employee. This method is used when users know which specific resources are available for scheduling.

In each of these methods, the system checks the resource calendar for conflicts before making the actual assignment.



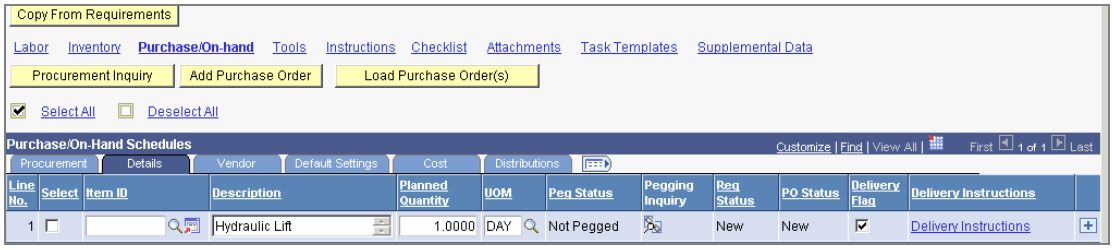
Work Order Inventory Schedule

Inventory scheduling is only possible in Maintenance Management if users have the Inventory product.

To schedule Inventory items, users can:

- Copy the parts from the specified requirements.
- Access the EPL and copy the parts to schedule.
- Manually enter the parts to schedule.

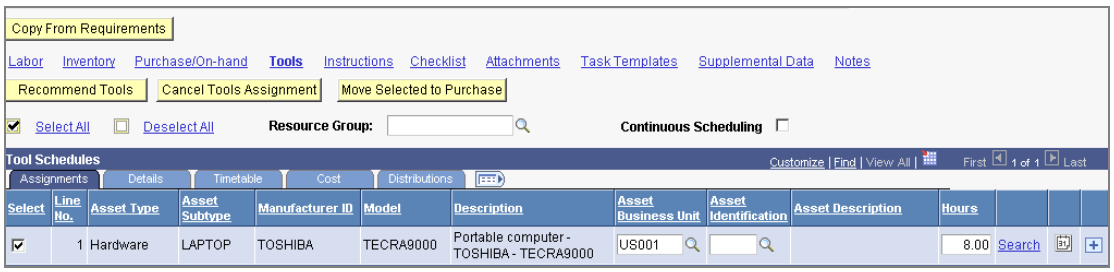
The scheduler can determine the earliest date that stock items will be available directly from the work order. Item shortages for stock items are handled by Inventory's existing reorder and replenishment functionality, which generates requisitions and purchase orders.. Schedulers can access Inventory's Item Balance inquiry when scheduling an item for a work order task. The scheduler can set up and generate a pick list to obtain materials for the work order from Inventory, which reserves any items on the pick list. Users can also access the Pegging Workbench or Pegging Inquiry in order to ensure that the supply is ordered and reserved specifically for the demand required by the work order. Upon completion of the job, the work order material lines and inventory balances are updated to reflect that the materials have been utilized or returned to inventory.



Work Order Purchase/On-Hand Schedule

Schedulers access the Purchase/On-Hand item scheduling and select the noninventoried items, open description items, tools, labor resources, and services that must be procured for a work order task. The work order business unit definition determines whether requisitions or purchase orders are created. Schedulers can add a purchase order or requisition for each of the selected work order task resource lines and load the purchase orders or requisitions for processing in Purchasing from within the work order. The scheduler can also view any purchase orders or requisitions associated with the work order in the Work Order Procurement Inquiry. Users can access the Pegging Inquiry in order to ensure that the supply is ordered and reserved specifically for the demand required by the work order. All costs associated with the purchasing of these items are generated in Purchasing and Accounts Payable and are sent on to Project Costing, which determines the actual costs and pricing. The actual costs are updated from Project Costing back to Maintenance Management by running the Cost Summarization process.

On-hand items are added for informational purposes only and are not costed to the work order. These items are typically considered local inventory or a “back of the store room” type of item, such as a barrel full of miscellaneous nuts and bolts.



Work Order Tool Schedule

Scheduling expensive or highly demanded tools entails checking their availability based on their calendars, optionally reserving them, and checking them out for the time period indicated in the work order task. For less critical tools, a simple assignment of the tool to a work order task involves only identifying the specific tool’s asset ID.

Maintenance Management includes robust preventive maintenance functionality designed to facilitate the performance of recurring maintenance procedures, which minimize equipment breakdowns and unexpected repairs.

The Preventive Maintenance schedule defines the type and frequency of each planned maintenance task that is performed on equipment or other maintainable assets. Combinations of asset type and service type can be associated with either or both meter interval and time interval rules to define when to schedule the work order. The three different types of PM schedules include the:

- Asset PM Schedule, which is defined to schedule the maintenance of one asset based on specific meter interval and time interval rules.
- PM Loop Schedule, which is defined to schedule the maintenance of an uniquely defined group of two or more pieces of equipment or other maintainable asset instances. This enables the system to perform the maintenance of multiple assets at the same time with one work order.
- Location PM Schedule, which is defined to schedule the maintenance of an asset or group of assets based on their location. For example, users may not want to set up a shop floor area as an asset, but they may want to set up a weekly “sweep the floor” task in the PM schedule.

General Options | Advanced Options

Business Unit: US001
AM Business Unit: US001
Tag Number: P00000009001
Description: Minor Service: Every 32 weeks or 7,500 miles
PM Schedule ID: 0000000002
Asset ID: 000000000002
Description: Gas/elec SUV - Fleet vehicle 1
Maintenance Type: MINOR
*Basis Date: 02/27/2005

General Options — Find | View All — First 1 of 1 Last

*Effective Date: 02/27/2005
*Status: Active
*WO Job Tmplt: FL_AUTO_3KSERV
Override options - Generate one time
*Threshold %: If the PM Schedule is greater than or equal to 100 % due, generate the work order.

Scheduling Option

- Generate the new work order only when the prior is Complete.
- Always generate work orders based on the PM Schedule.
- Generate work order if the prior is Complete. If prior work order is not Complete, update the PM Log to identify the scheduled work order will be fulfilled by the prior work order.
- Generate one time only.

Date-based Schedule

*Schedule Type: Weekly by Day
Day of the Week: 1: Monday
Interval: 32 week(s)

Meter-based Schedules — Customize | Find | View All | First 1 of 1 Last

Basic | Advanced

*Meter Type	*Estimate Meter Usage	Sampling Method	Sampling Size	Projected From
ODOMETER	Sampling	Cycles	1	Current System Date

Preventive Maintenance Schedule

PM schedules reference a work order job template to identify the resource requirements and other operational data needed to perform a preventive maintenance service. These PM schedule definitions that reference a single or multitask work order job template are processed as a batch where the template data is applied for the work order business unit and target assets identified in the PM schedule. The work order job template is used to create and schedule a new work order instance for the PM service being scheduled. Users can also copy a PM schedule for one asset to a similar asset.

Once the PM schedules are established, PM processing is responsible for verifying maintenance intervals, which are configured by the user, and comparing them against the current meter reading or the date and time in order to create PM work orders if the maintenance is due.

The PM processing includes:

- A user-defined run control, which is used to generate projections or create PM work orders.
- A PM batch process, which enables users to create PM work orders or generate projections in batch mode.

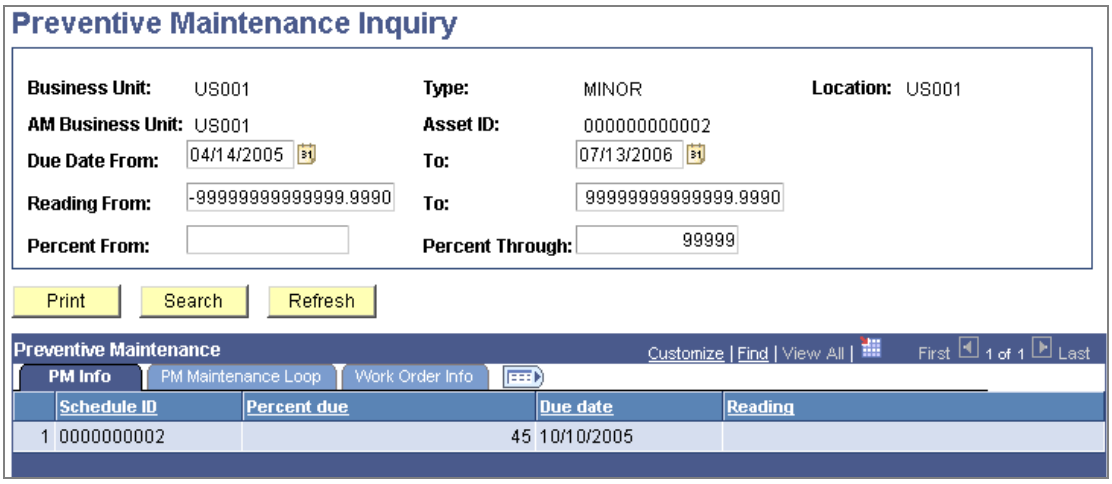
The process selects schedules based on the user's selection of specific processing options. The system reads the time period rules, meter rules, and current readings, if applicable. It calculates the start date based on our methods, which include:

- Average from Asset method.
- The sampling readings method.
- The sampling days method.
- The sampling cycles method.

The system also checks to see if a fixed meter interval is set up and determines the threshold percentage and checks the next maintenance due date. Once the start date is established and validated, the process generates work orders or projections depending on the processing options selected by the user.

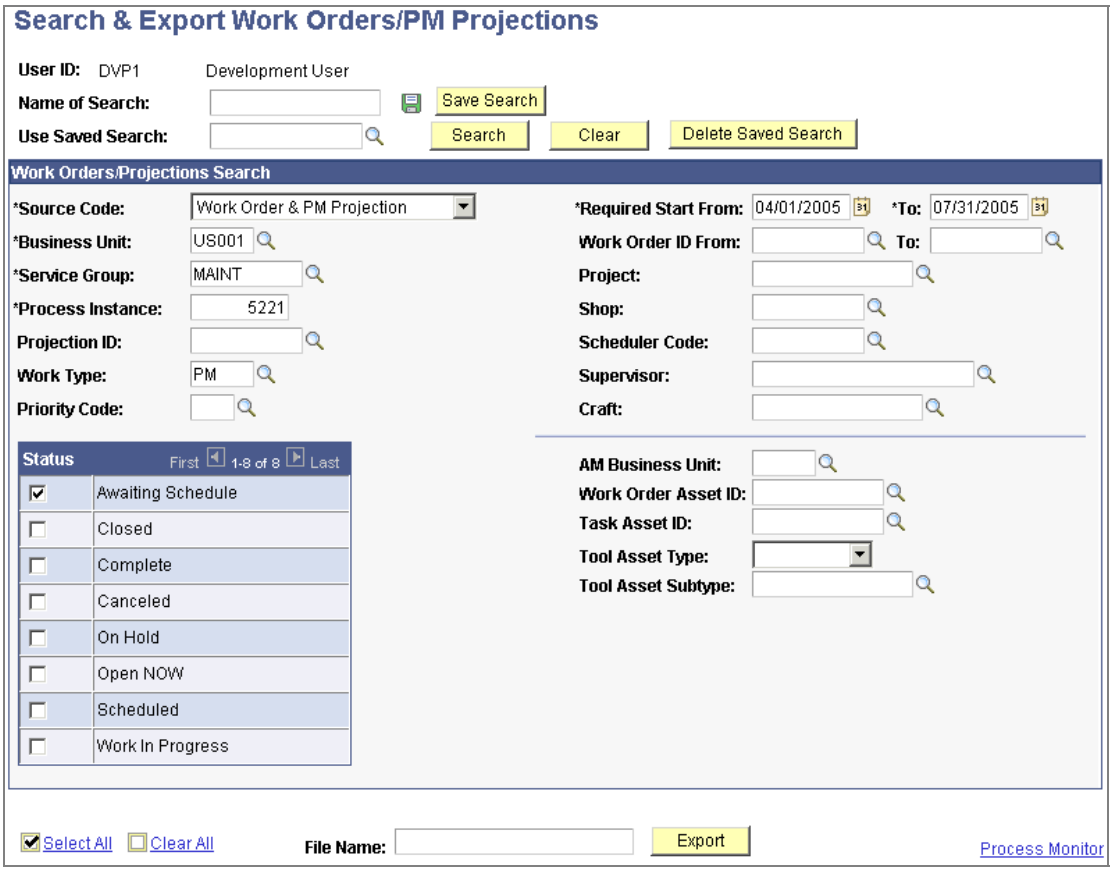
Once the PM processing is finished, users can:

- Access a PM inquiry to check the preventive maintenance due dates and work order information,



Preventive Maintenance Inquiry

- Run a PM report, which provides the preventive maintenance due dates and work order information.
- Export the PM projections to Microsoft Project for further analysis and planning.



Export Work Orders and PM Projections to Microsoft Project

- Delete the PM projections.
- Examine and correct any errors and exceptions in the processing.

Users can define and save work order search criteria in Maintenance Management to enable them to export work order data into MS Project to take advantage of its extended work leveling capabilities. The search results are sorted by priority and start date and time and exported to MS Project. Maintenance Management exports the work order business unit, the work order and work order task start and end dates, along with the resource requirements and assignments for each work order task into MS Project.

See Also

What's New in PeopleSoft Enterprise Purchasing 8.9

What's New in PeopleSoft Enterprise Inventory 8.9

Powerful Project and Program Management Tools

Effectively exploiting the asset base of an asset-intensive organization entails managing large programs and projects throughout their lives. Construction and maintenance project approvals, budgets, resources, schedules, deliverables, and change requests all need to be organized and constantly scrutinized to prevent cost overruns, comply with regulations, and ensure safety. With ***project-managed work orders***, you can take advantage of the advanced project administration and accounting capabilities of the Project Costing and Program Management 8.9 applications to prioritize, monitor, forecast, and control spending for your key project-based efforts.

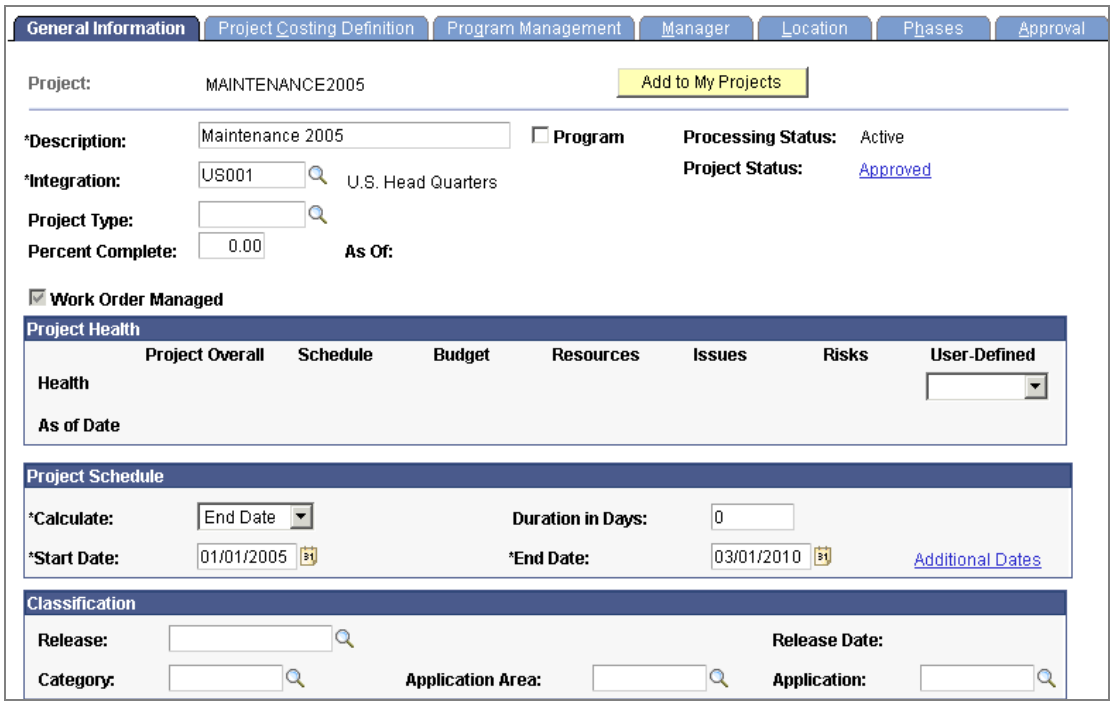
New Functionality

When a work order is related to a project and activity, there are two ways the relationship can be established. The first is when the user creating the work order is familiar with Project Costing and understands which projects and activities are appropriate for the work order being created. In this case the user prompts for the desired project and activity to which costs will flow. In so doing, the user is optionally able to take advantage of the express capitalization functionality of Project Costing, which can automate the creation and adjustment of assets. No further interaction is necessary from Maintenance Management for work orders associated with project costing-managed projects. Note that although new assets may be created using the existing Project Costing functionality, the asset ID itself must be specified within Project Costing. Maintenance Management does not have the ability to create a new asset ID from a work order or to feed a new asset to Project Costing. Instead, it feeds costs to a project, and the project can create an asset.

The second scenario occurs when:

- The user creating the work order is either *not* familiar with Project Costing and does not know which project or activity to relate to the work order task.
- The work order, which is typically created for the maintenance and repair of assets, does not require detailed project management, but does need costs tracked, optionally calculated, and charged back, as well as assets capitalized and retired.

In this instance, the user creates a generic project known as a work order-managed project in Project Costing and enters it in a work order. Typically a work order-managed project is a generic maintenance project intended to hold a large quantity of unrelated ad hoc activities. After the project is created, the work order-managed project can never be switched to a project costing-managed project, and a project costing-managed project can never be changed to a work order-managed project. When a work order is created for a work order-managed project, one activity is automatically created for each work order task, which means that there is a one-to-one relationship between a work order task and a work order-managed project activity.



PeopleSoft Project Costing – Work Order Managed Project

See Also

What's New in PeopleSoft Enterprise Project Costing 8.9

Streamlined Processing

For decades, asset-intensive organizations have been challenged by the inability of their business software applications to communicate with one another for the completion of business processes. Time lags, manual data transfers, and data conversions among the various applications that need to capture business events lead to inconsistent views of the same information and costly mistakes. The costs of inconsistent data have compounded over time due to organizations that create and deploy custom software to support each unique flavor of the same business process within different divisions of an organization.

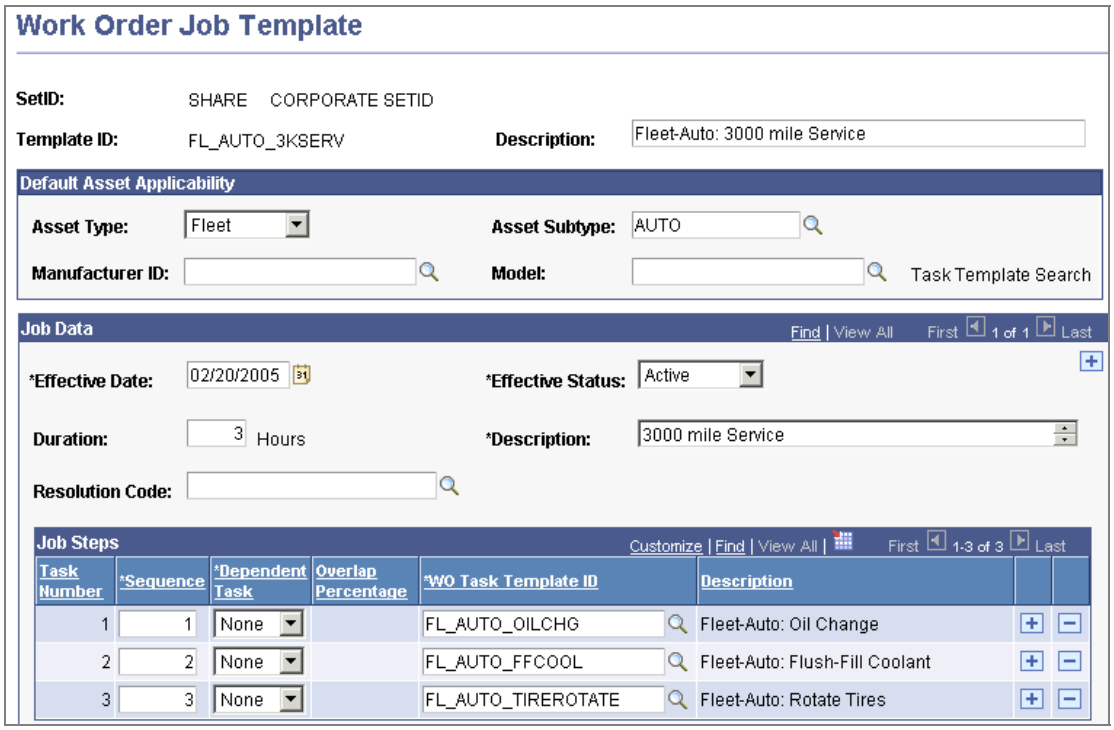
Maintenance Management 8.9 allows your organization to break free from this cycle of inflating application complexity. With flexible work management and asset configuration tools, numerous templating options, and integrated accounting inherent in the core Maintenance Management 8.9 application, your organization can reduce the time spent assembling software and sharpen its focus on the business of asset management.

Automatic Asset Configuration Templates

While having accurate information regarding assets is essential in an asset-intensive organization, establishing the maintenance schedules, warranties, profiles, meters, and asset hierarchies for thousands of assets can be extremely time-consuming and fraught with data errors. Maintenance Management 8.9 addresses this challenge by offering ***automatic template association*** for preventive maintenance schedules, warranties, and meters to newly acquired assets. Asset-related templates also simplify accounting for maintenance expense, capitalizing of construction and rebuild costs, identifying spare parts, tracking asset failures and solutions, and determining the default behavior of assets when they are modified and transferred.

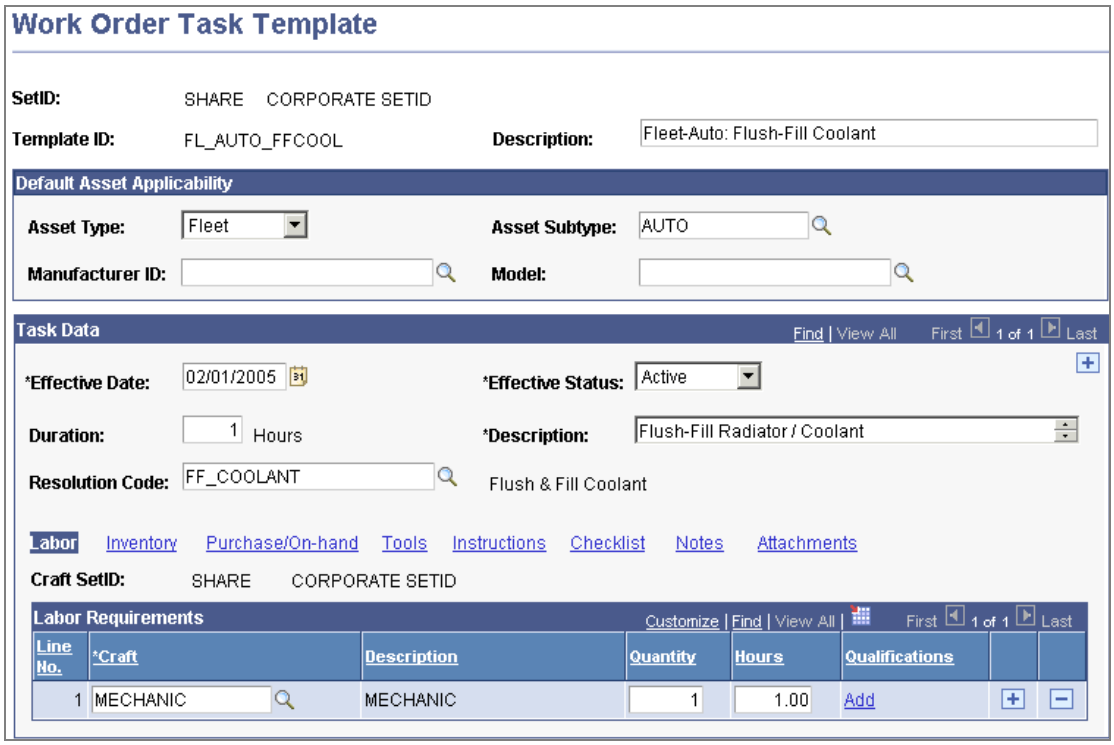
New Functionality

Maintenance Management enables users to define work order job templates and work order task templates to expedite scheduling and assignment operations and to ensure that resource requirements and associated information for each work order task associated with a work order are thoroughly defined based on the problem at hand. These templates are set up in advance, can be copied to the work order and work order task requirements, and can be reused.



Work Order Job Template

A work order job template enables the turnkey entry of a complete, multistep work order where each job step in the template references a single work order task template definition. Work order job templates are associated with preventive maintenance scheduling definitions and are used to automatically generate the resource requirements and operational data required when the PM schedule is processed.

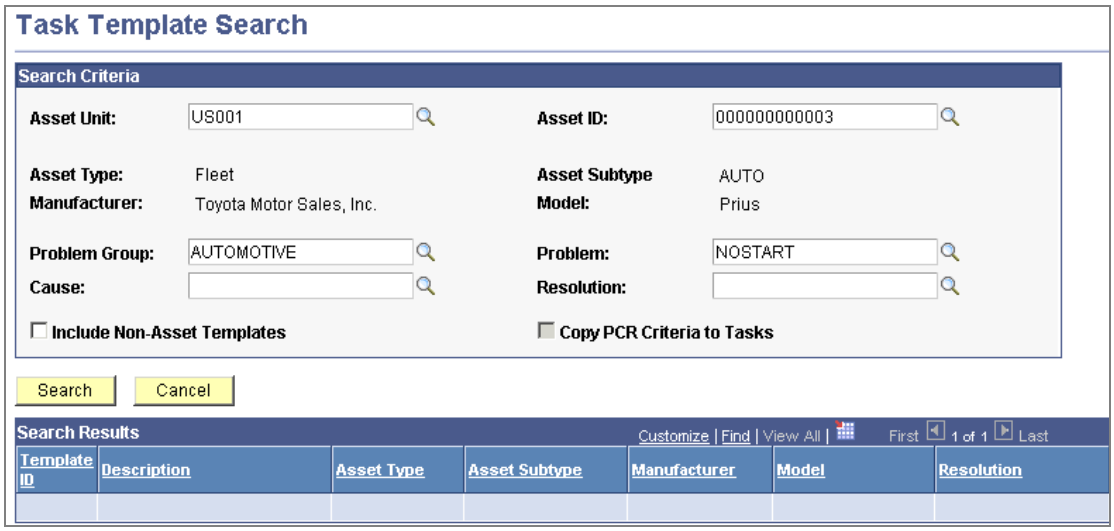


Work Order Task Template

A work order task template can include a combined list of resources, instructions, and other information needed to complete a specified maintenance or repair operation. This template may consist of a prepackaged work plan for a complex or frequently performed job task, including all the labor, material, and tool resource requirements, instructions, and checklists needed to complete the task.

An existing work order can be copied to a new work order to save time with entry. The copy functionality allows you to determine whether the labor, materials, and tools will be copied forward to the new work order.

Additionally, a feature providing for Problem/Cause/Resolution code assignment or tracking on work order entries can optionally be used to search for an appropriate task template to resolve a particular maintenance/repair problem.



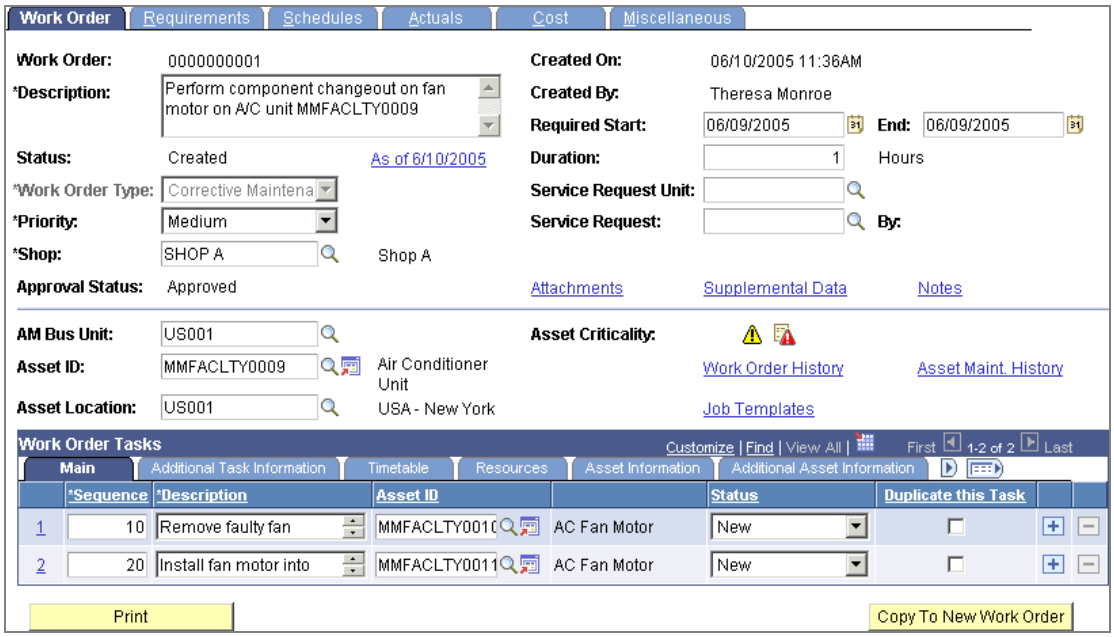
Task Template Search page

Streamlined Asset Tracking

Communication lags regarding asset maintenance events, such as transfers and reconfigurations, cause organizations to struggle with inaccurate asset data and stranded assets, both of which result in higher costs. With Maintenance Management 8.9, work orders can capture asset reconfigurations and perform automatic asset repository manager updates for ***component changeouts***. Capturing these operational events at the source eliminates the errors frequently caused by time lags and the traditional reliance on spreadsheets and paper to communicate between operations and accounting departments.

New Functionality

Maintenance Management provides the ability to change the components of an asset in the asset repository within or outside of a parent/child relationship. Users can create work orders designed to handle the installation, movement, addition, or modification of assets within the asset repository, updating both the operational and financial data to reflect the component change. Using the work order, authorized users can change the business unit, location, equipment status, address number, and site number of an asset or asset component and optionally update related components.



Component Changeout Work Order

Component changeout transactions include:

- Disposal of assets.
- Retirement by sale of assets.
- Transfer or reuse of assets.

Integrated Processing with the Supply Chain

Disparate supply chain, maintenance, and financial systems require expensive integrations and introduce the risk of costly mistakes and reconciliations in inventory planning. Maintenance Management 8.9 work orders are tightly integrated with Purchasing and Inventory 8.9, so there are no duplicate inventory files and no duplicate procurement processes.

Flexible Asset Care Workflows and Automated Accounting

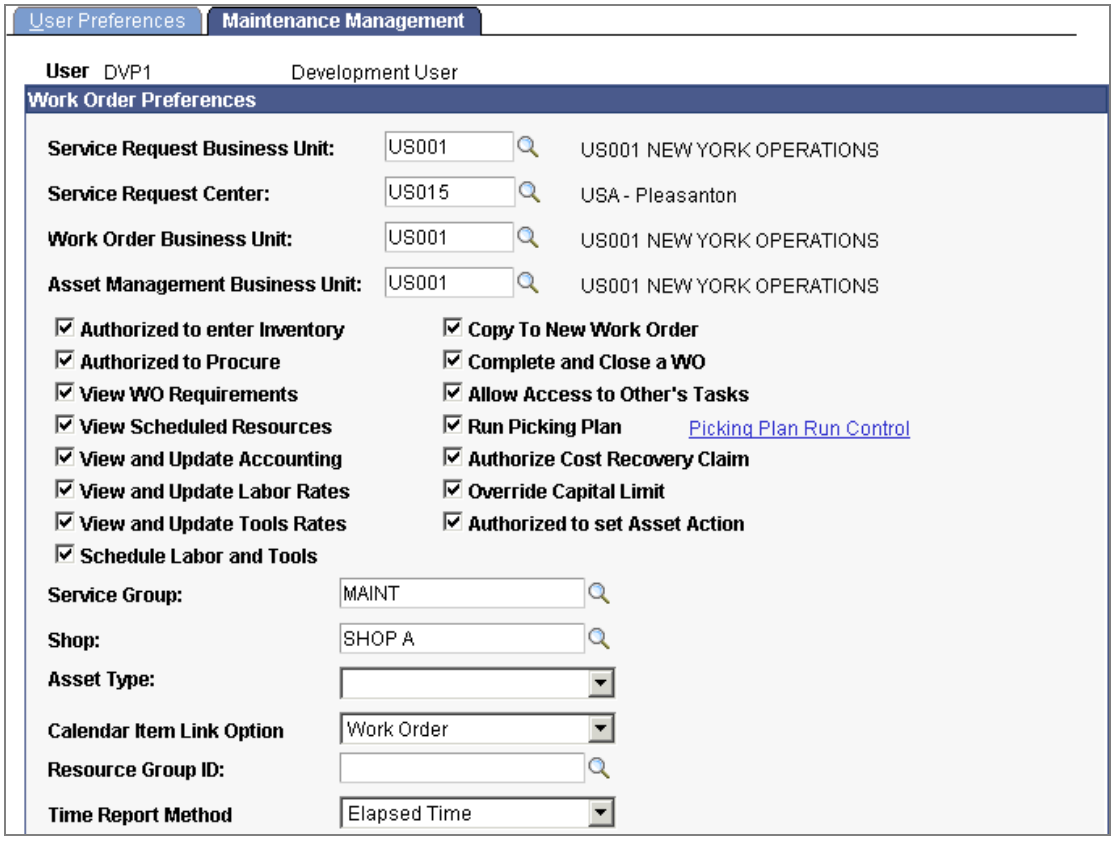
Because different maintenance organizations, types of work, and asset classes frequently require different workflows and different accounting, it is complicated for an organization to introduce and ensure consistent asset care business processes. Combining these differences in process requirements with software that does not offer an intuitive user experience can make managing assets a tremendous burden.

Maintenance Management 8.9 embraces flexibility and usability with dynamically tailored service requests, work orders, and workflow and ***automated cost processing***. Through innovative design, your service requests and work orders render differently based on the user, user preferences, the nature of the issue, and the nature of the work so that each user's interface with the software is intuitive and relevant to any work requirements.

Maintenance Management 8.9 provides a highly flexible workflow process that supports the enforcement of any number of routing and approval rules. An intuitive work order status and ***workflow routing configuration tool*** provides business analysts the ability to specify and enforce process flows that meet the specific needs of each part of the organization. Upon completion of a work order or a project milestone, all of the costs are automatically processed with no manual intervention required. This includes expensing, capitalizing, and even charging back costs.

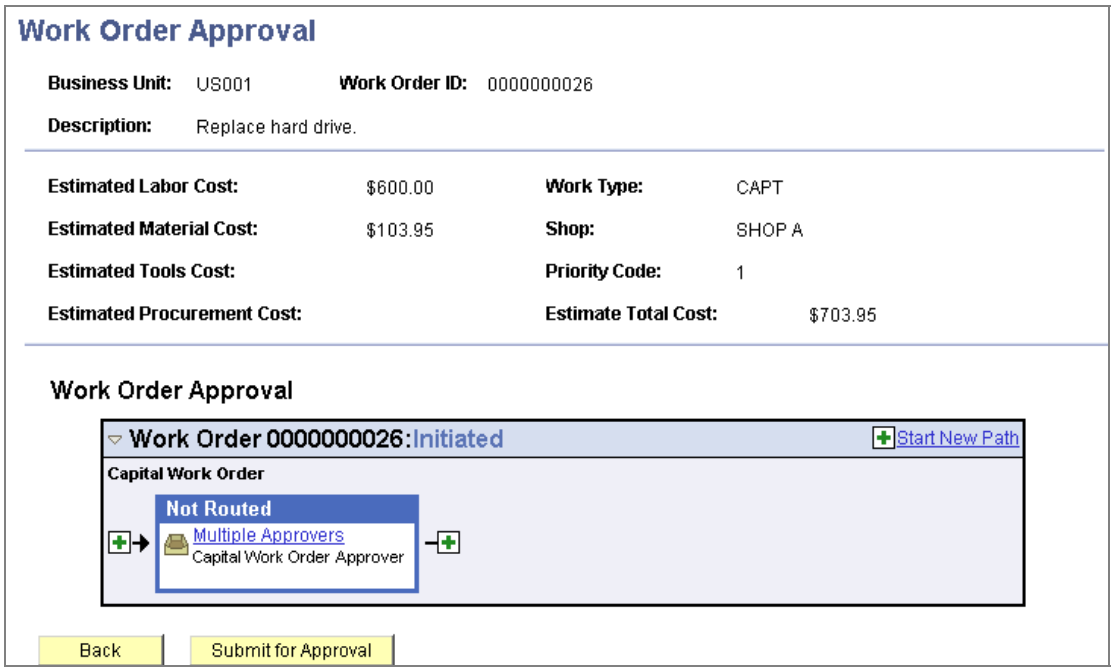
New Functionality

User preferences can be established to authorize specific users to enter inventory items, create purchase orders or requisitions, view and update chargeback information, override labor and tool rates, schedule resources, copy work orders, close work orders, access tasks assigned to other employees, create and run a pick plan, authorize a cost recovery claim based on a warranty and indicate how assets are handled for retirements and component changeouts.



Maintenance Management User Preferences

Users can define unique approval rules for work orders based on their own business needs. The work order business unit indicates whether work orders are preapproved or need to go through the approval process. If approval is required based on the business unit, the work order tasks are routed to the approvers for approval or rejection. If the task is approved, it is sent on to the next approver. If the task is rejected, the approval process is terminated and the individual who sent the work order task for approval is notified of the rejection. The work order task can be revised and resubmitted for approval. Additional approvers can be added to the work order directly from within the work order. Once the work order is approved, it is routed to the work order's scheduler to proceed with the scheduling of the work order.



Work Order Approval

Reporting and Visibility

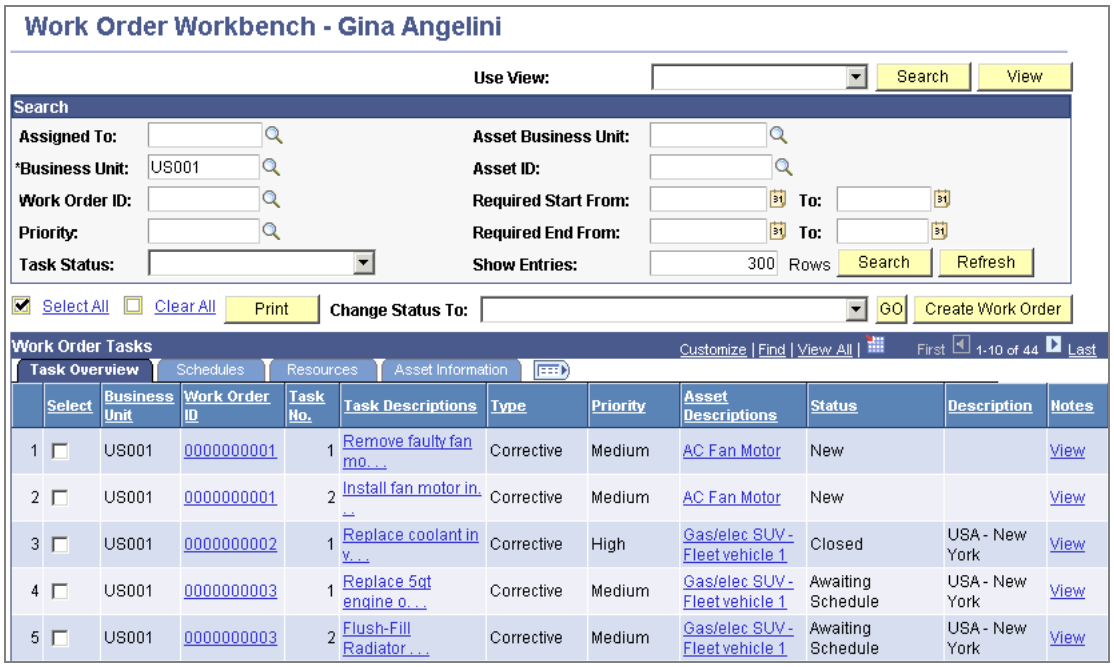
While asset care management software may offer many features and capabilities, one of the most significant benefits that the organization needs from the software is the ability to extract actionable information that enables both tactical and strategic management of physical assets, material, and labor resources. Maintenance Management 8.9 delivers the tools you need to achieve insight into managing work, raising asset effectiveness, and identifying trends.

Effectively Managing Work

Gaining visibility into which maintenance organizations and policies as well as which assets are most effective is challenging. In addition, gathering this insight can be a daunting manual process. With Maintenance Management 8.9, ***role-specific workbenches*** for planners, schedulers, and technicians, as well as pagelets and interactive work order tracking interfaces, enable you to organize and prioritize asset maintenance work instantaneously. These various tools will “push” information to you and let you “pull” the information when you need it most. With a flexible architecture for work order classification, you can measure and compare the cost and effectiveness of different maintenance methodologies.

New Functionality

Schedulers can access a convenient work order workbench where they can set up and save unique search criteria to quickly locate specific tasks assigned to them or someone else at any time. The work order workbench enables a scheduler to easily review a task's data characteristics and assignments, as well as a backlog of outstanding work order tasks. The user can review and modify any start and end dates for the task, indicate any dependencies, and review the resources set up for the task. The user can also review the characteristics of the asset being worked on, which includes the work history of the asset, any warranties associated with the asset, and the asset's calendar to determine when it can be taken offline, if necessary, to perform the task. All of this information is available directly from the work order workbench without having to access the work order directly. However, links are provided that enable a scheduler to access both the work order and work order task at any time.



	Select	Business Unit	Work Order ID	Task No.	Task Descriptions	Type	Priority	Asset Descriptions	Status	Description	Notes
1	☐	US001	0000000001	1	Remove faulty fan mo. . .	Corrective	Medium	AC Fan Motor	New		View
2	☐	US001	0000000001	2	Install fan motor in. . .	Corrective	Medium	AC Fan Motor	New		View
3	☐	US001	0000000002	1	Replace coolant in v. . .	Corrective	High	Gas/elec SUV - Fleet vehicle 1	Closed	USA - New York	View
4	☐	US001	0000000003	1	Replace 5qt engine o. . .	Corrective	Medium	Gas/elec SUV - Fleet vehicle 1	Awaiting Schedule	USA - New York	View
5	☐	US001	0000000003	2	Flush-Fill Radiator . . .	Corrective	Medium	Gas/elec SUV - Fleet vehicle 1	Awaiting Schedule	USA - New York	View

Work Order Workbench

Similar to the work order workbench, the technician's workbench can search for work order tasks by initiating searches based on selected criteria. These searches can be saved to enable the technician to easily access this information at a later time. It is also possible to set up work order task criteria, which are visible to all technicians. From this workbench, a technician can immediately see the number of assigned service requests and can access these requests. In addition, the technician can update selected work order task statuses when necessary.

Technician Workbench - Gina Angelini

Business Unit: US001 You have 1 Service Request(s) Use View: Search View

My Calendar Workbench Time Entry Materials Tool Usage Meter Readings Procedures Causal Parts

Select all Clear all Print Mass Change Change Status To: GO

Work Order Tasks Customize | Find | View All | First 25-30 of 35 Last

Details Details 2 Task Actual Dates/Times Failure Reporting

X	Work Order ID	Task	Description	Asset ID	Asset		Asset Action	Work Location	Scheduled Start Date	Scheduled End Date	Priority	Status Code	Notes	Sup. Data	Pre-Task	Post-Task
☐	0000000016	1	Test copy of unplanned work order				No Change		07/13/2005	07/13/2005	Medium	New	View	View		
☐	0000000017	1	Test copy of unplanned work order				No Change		07/13/2005	07/13/2005	Medium	New	View	View		
☐	0000000018	1	Test copy of unplanned work order				No Change		07/13/2005	07/13/2005	Medium	New	View	View		
☐	0000000019	1	retire a color copier	000000000090	Copier, High Speed Color		Retire		07/13/2005	07/13/2005	Medium	New	View	View		
☐	0000000021	1	Test approval				No Change		07/13/2005	07/13/2005	Medium	New	View	View		
☐	0000000022	1	Replace alternator belt and battery cable.	000000000003	Gas/elec car - fleet vehicle 2	⚠	No Change	USA - New York	07/13/2005	07/13/2005	High	New	View	View		

Technician Workbench

The technician's workbench also lists the work order task details including asset, scheduling, and project information, along with links to view notes and supplemental data. It enables technicians to update work order tasks, collect data, and print the tasks. The technician can enter the actual start and end dates and times for a work order task directly from the workbench. The workbench enables the technician to indicate problem, cause, and resolution data to enable future tracking and analysis, and it contains direct links to the technician's calendar to view work order task daily, weekly, and monthly assignments. Links also enable a technician to enter actual labor, materials, and tools used; record meter readings; view task procedures and any associated checklists, attachments, or instructions; and identify parts responsible for causing failures and problems.

Work Order Task Elapsed Time Entry

Business Unit: US001 Time Report ID: NEXT

Employee ID: MM000000004 Panata,Sean Version Number: 1

Period End Date: 07/15/2005 Time Report Status: Pending

Time Report Period: Weekly Expenses Post Status: Not Appl

Workbench Time Entry Materials Tool Usage Meter Readings Procedures Causal Parts

Save for Later Submit For Posting Print Time Quantity: 8.00 Update Total

Enter total hours worked on work order task Customize | Find | View All | First 1 of 1 Last

Time Sheet Distributions

Business Unit	Work Order ID	Task Number	Resource Line	Craft	Sa 9	Su 10	Mo 11	Tu 12	We 13	Th 14	Fr 15	Total Hours
US001	0000000022	1	2	MECHANIC					8.00			8.00

Technician Workbench Time Entry

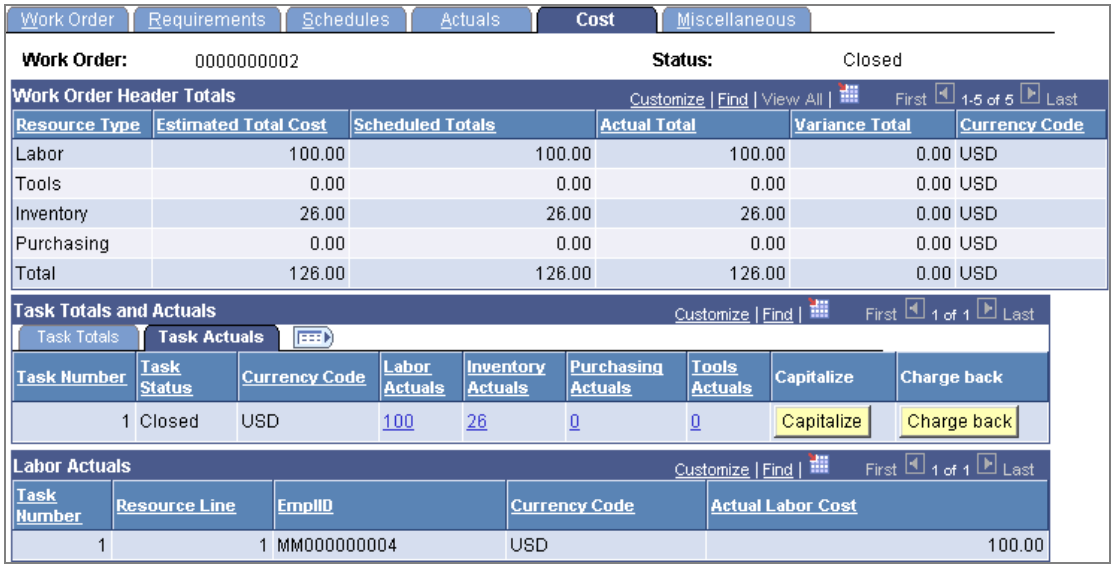
Managing Asset Effectiveness

Asset-intensive enterprises find it challenging to obtain, compile, and present the information required to make intelligent decisions about whether to change the level of maintenance, the configuration, the level of investment, and the usage of each class of asset in their asset portfolios. With the Maintenance Management 8.9 application, the information to make these types of decisions is automatically processed, packaged, and served up so that your users can easily take action with confidence.

Maintenance Management 8.9 provides the data for you to perform a variety of analyses. For instance, ***failure analysis*** enables you to understand the problems, their causes, their solutions, and the frequency of the problems across the enterprise's asset base. You can determine the ***mean time between repairs*** to pinpoint issues related to technician training, maintenance practices, and asset operation for each type of problem encountered for a given asset or class of assets. Viewing ***lifetime asset maintenance history*** and ***maintenance cost history*** for an asset or a collection of assets is easily performed and readily enables you to examine and compare the organization's experience with the asset or collection of assets.

New Functionality

The work order cost detail inquiry displays all the actual costs, charge backs and capitalization incurred for a work order. Users can see the up-to-date actual costs on demand since the Cost Summarization process (WM_SUMMCOST) can be scheduled to run as many times as needed during the day. Users can also view the final actual costs, chargeback and capitalization amounts for the closed work order tasks.



Work Order Costs

You can search for specific assets and view asset maintenance history.

Asset Search | Summary

AM Business Unit	Estimate Total Cost	Actual Total Cost	%Variance	Currency
US001	2,104.44	2,403.43	14.20	USD

Find First 1-5 of 5 Last

Asset ID	Estimate Total Cost	Actual Total Cost	%Variance	Component of Asset:	
000000000001	830.00	960.00	15.66	Replacement Cost:	0.00
				Insured Value:	0.00
				Net Book Value:	0.00

Find First 1 of 1 Last

Asset Location	Estimate Total Cost	Actual Total Cost	%Variance
	830.00	960.00	15.66

Customize | Find | First 1 of 1 Last

WO Business Unit	Work Order ID	Task No.	Actual Start Date	Work Type	Estimate Total Cost	Actual Total Cost	% Variance
					830.00	960.00	15.66

Asset ID	Estimate Total Cost	Actual Total Cost	%Variance	Component of Asset:	
000000000002	126.00	126.00		Replacement Cost:	0.00
				Insured Value:	0.00
				Net Book Value:	0.00

Find First 1 of 1 Last

Asset Location	Estimate Total Cost	Actual Total Cost	%Variance
	126.00	126.00	

Customize | Find | First 1 of 1 Last

WO Business Unit	Work Order ID	Task No.	Actual Start Date	Work Type	Estimate Total Cost	Actual Total Cost	% Variance
US001	0000000002	1	06/10/2005	CM	126.00	126.00	

Asset Maintenance History

Identifying Trends Across the Enterprise

While Maintenance Management 8.9 offers tactical reporting and analytics for understanding costs and effectiveness by shop and asset, the ability to analyze operations and costs across the enterprise is key to driving wholesale changes into the organization. This can be invaluable when you are trying to address the impact of a manufacturer recall or to ensure that a decision to upgrade a component is executed consistently throughout the enterprise. The integrated ***Asset Repository*** enables you to rapidly identify, access, and analyze your entire asset base within seconds. Separate financial and operational asset hierarchies within the asset repository let financial users view the asset base from one perspective and let operations and maintenance users view it from a totally different perspective.

Introducing PeopleSoft Enterprise Real Estate Management 8.9

PeopleSoft Enterprise Real Estate Management 8.9 is a fully integrated solution for the management of properties, from acquisition to retirement, enabling companies to control costs and track property utilization and performance. Real Estate Management 8.9 integrates with Enterprise Financial and Supply Chain Management 8.9 to ensure leases are managed according to the terms of the agreements, cost information is associated with the properties for performance tracking and divisions can manage properties according to their strategic needs while complying with companywide financial processes and controls. Real Estate Management 8.9 also leverages PeopleSoft Enterprise Human Capital Management for employee and organizational information used in space management.

Real Estate Management 8.9 delivers features focused in these areas:

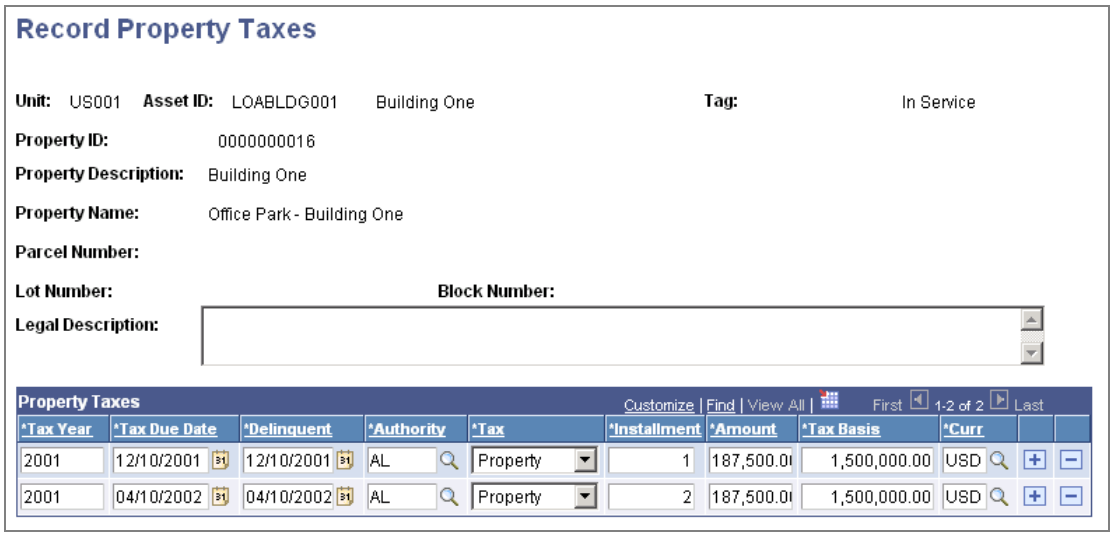
- Enterprisewide integration
- Reporting and visibility

Enterprisewide Integration

Prior to Real Estate Management 8.9, organizations have been forced to implement multiple solutions to meet their real estate management needs. Integrating these systems has been a struggle and costly as the burden has been solely on each individual company. Real Estate Management 8.9 leverages the core PeopleSoft Enterprise Financial and Supply Chain Management 8.9 products not only to streamline processing and reduce administrative costs but also to save money for your organization because of the deep cross-product integration built into a single solution.

Centralized Asset Repository

Most companies maintain multiple lists of real estate holdings: one for each regional office managing the properties and one or more to perform the accounting. Real Estate Management 8.9 utilizes PeopleSoft Enterprise Asset Management 8.9 centralized Asset Repository Manager as the source of all operational and financial property asset information. Use of one consistent repository enables a more timely and accurate view into a company's entire real estate portfolio as well as reduces time in reconciliation between the operational and financial information to enable cohesive reporting. The repository also provides ***property tax tracking*** against each site or building stored. Leveraging Asset Management 8.9 existing functionality including ***express capitalization*** from PeopleSoft Enterprise Project Costing 8.9 enables companies to perform project management and then capitalize or expense the costs related to their properties accordingly.



Record Property Taxes page

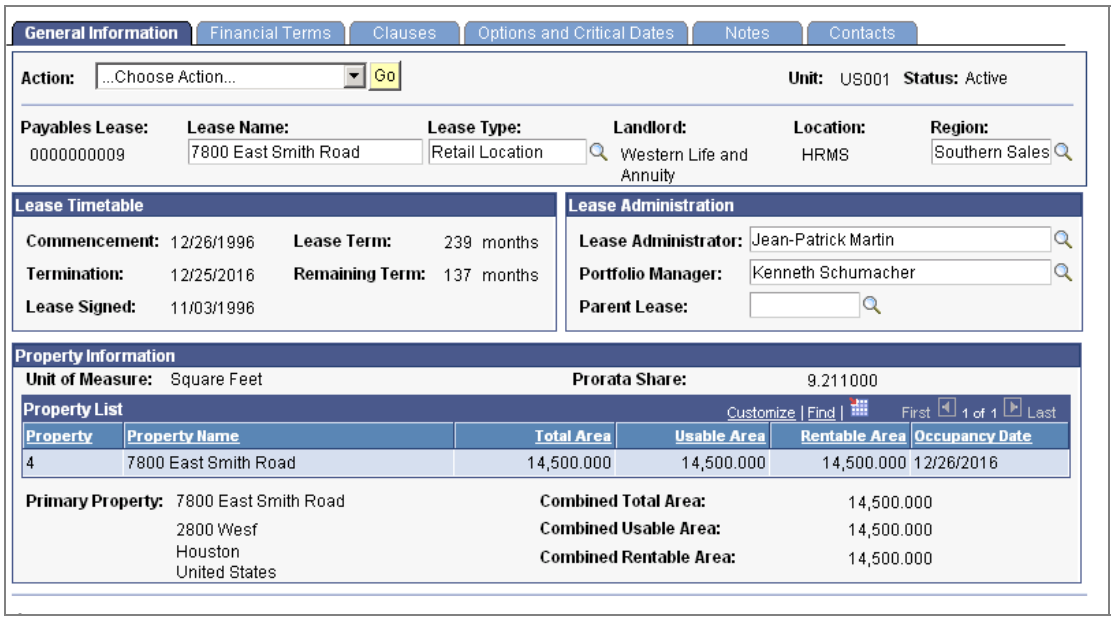
Additionally, companies require Computer-Aided Facilities Management (CAFM) to accurately manage space for their own use. These are usually separate and disparate systems from the core financials and operations solutions causing manual intervention and continuous updates between the systems. Real Estate Management 8.9 provides ***third-party CAFM integration*** through the Asset Management 8.9 centralized asset repository. The financial asset from the repository is used along with employee information from PeopleSoft Enterprise HCM as the source to the CAFM solution for ***space management***. The property floor and space information, and employee space assignments performed in the CAFM solution then are updated automatically back to the repository to reduce administrative costs and provide a single source of information on accurate measurements of spaces within properties and timely assignments of employees in spaces.

This information then can be leveraged in PeopleSoft Enterprise General Ledger 8.9 for ***facility cost allocations*** based on square feet or meters per department as well as depict the most up-to-date space utilization information.

New Functionality

When creating a lease in Real Estate Management 8.9, Lease Administrators can leverage Asset Management's centralized asset repository for property information. You can select the property from a list or enter the property information manually. To select the property from the list, properties must already exist in the repository through either manual entry or through the third-party CAFM integration. These properties are known to be valid as they are generated into the repository in a controlled manner: through the capitalization processes between PeopleSoft 8.9 Project Costing and Asset Management, through the Asset Managers entry as a new acquisition or through the third-party CAFM integration.

The General Information page enables you to enter lease terms and conditions for the selected property. You add a property to a lease by selecting the property from the list. The system populates the total area along with usable and rentable areas. If a property is not listed, you can manually add the property by accessing the link on the Lease Administration Center – Add/Maintain Property page.



Create New Lease - General Information page

The integration between Asset Management 8.9 and the third-party CAFM provider also enables Real Estate Management to use information about the property assets captured in the Asset Repository such as size of spaces, location of assets within these spaces, and employee assignments to spaces.

The following provides a high level picture of the actual integration steps between Asset Management and the third-party CAFM provider:

- A listening connector is provided for PeopleSoft's Integration Broker that resides on the PeopleSoft server.
- The predefined messages and transactions are tailored to the functional analysis of the data transmissions.
- Incoming messages to the PeopleSoft server from CAFM are directed to the connector by the Gateway server, which then sends the messages to PeopleSoft Target Connectors.
- In turn, the PeopleSoft Target Connectors deliver the messages to either Component Interfaces or directly to the corresponding tables.

These steps are performed to exchange the following information between the two systems:

- Organizational information including the employee names and identification numbers, department assignments, and organizational hierarchy using the PeopleSoft department trees.
- Asset information for properties residing in the 8.9 Asset Management centralized asset repository.

  The CAFM solution then builds out sites and buildings to the lower levels of floors and spaces, and updates any measurement and occupancy information.
- The employee or department assignments to properties.

This information can then be used by PeopleSoft 8.9 General Ledger as the basis for cost allocations using tables residing with the asset repository. For more complex facility allocations factoring in common or shared space, the third-party CAFM provider reports can be imported into GL as the basis.

See Also

What's New in PeopleSoft Enterprise Asset Management 8.9

Leveraged Maintenance Management Integration

Another focus of real estate management for companies relates to facilities maintenance and move management. Companies typically have an independent system to enable work maintenance and move requests to be submitted and then managed on work orders. Many systems perform the operational function but require the financial information to be captured independently into their payables system. Real Estate Management 8.9 enables users to perform this function directly in PeopleSoft Enterprise Maintenance Management 8.9 to schedule and complete work on the facilities using the same property information on which costs are captured and associated with the work performed. Maintenance Management 8.9 supports both ***move management*** and ***facilities maintenance*** of owned and leased properties using the same centralized asset repository.

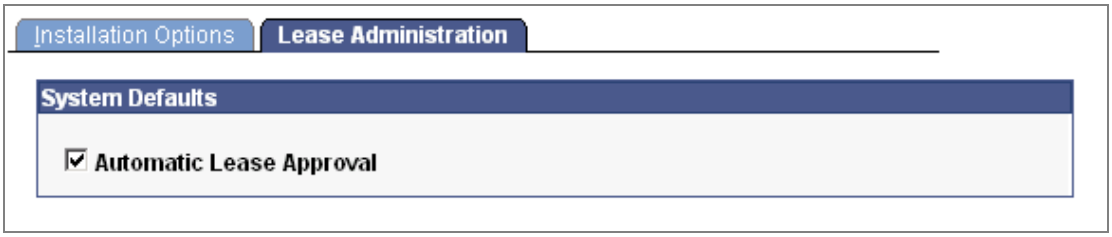
Seamless Payables Integration

With Sarbanes-Oxley, companies are under pressure to document controls and provide audit trails for all financial aspects of their business. Real Estate Management 8.9 provides a ***transaction generator*** and ***transaction queue manager*** that automatically generates rent and other related expenses from a lease directly into PeopleSoft Enterprise Payables 8.9 with the appropriate tax and accounting information. Not only does this integration provide timesavings and accuracy by eliminating duplicate entry and providing a systemwide audit trail, it leverages the strong features already available in Payables 8.9, along with new enhancements such as payables and receivables matching.

New Functionality

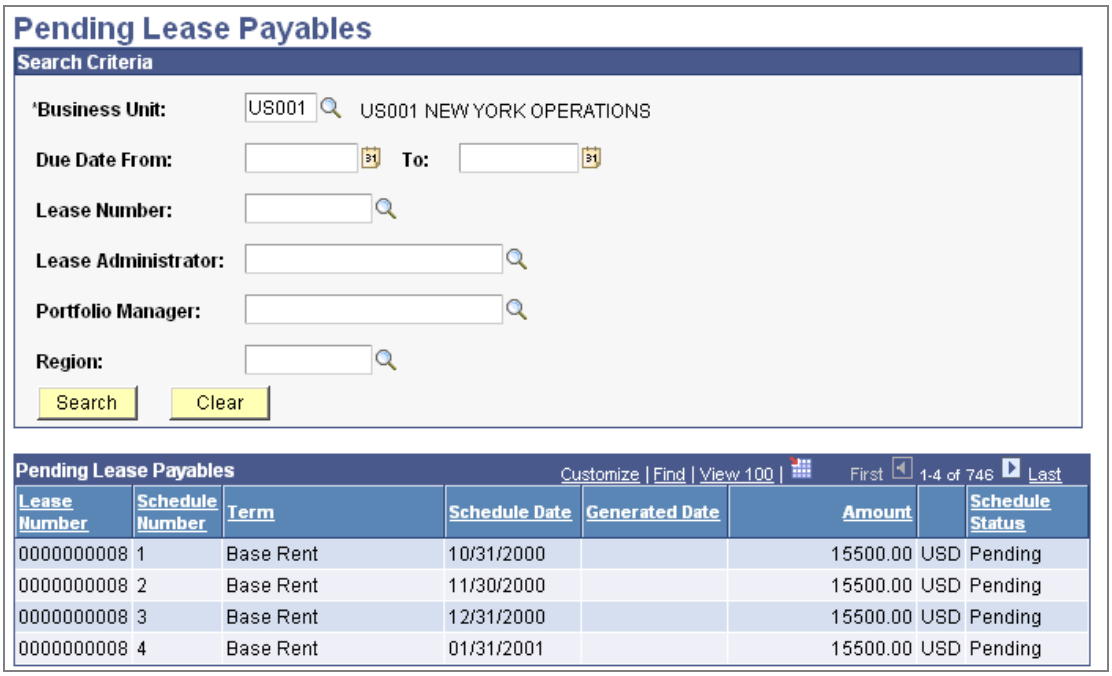
Real Estate Management 8.9 delivers a seamless integration to Payables, enabling you to:

- Generate recurring payments based on a predefined configurable lead-time.
- Review and approve payment requests or have the system set to automatically approve transactions by selecting the Automatic Lease Approve checkbox in Installation Options.



Lease Administration – System Defaults page

- Interface payment requests to Payables with the appropriate vendor, tax and accounting information.
- Report on pending lease payables (rent roll) for upcoming payment projections.



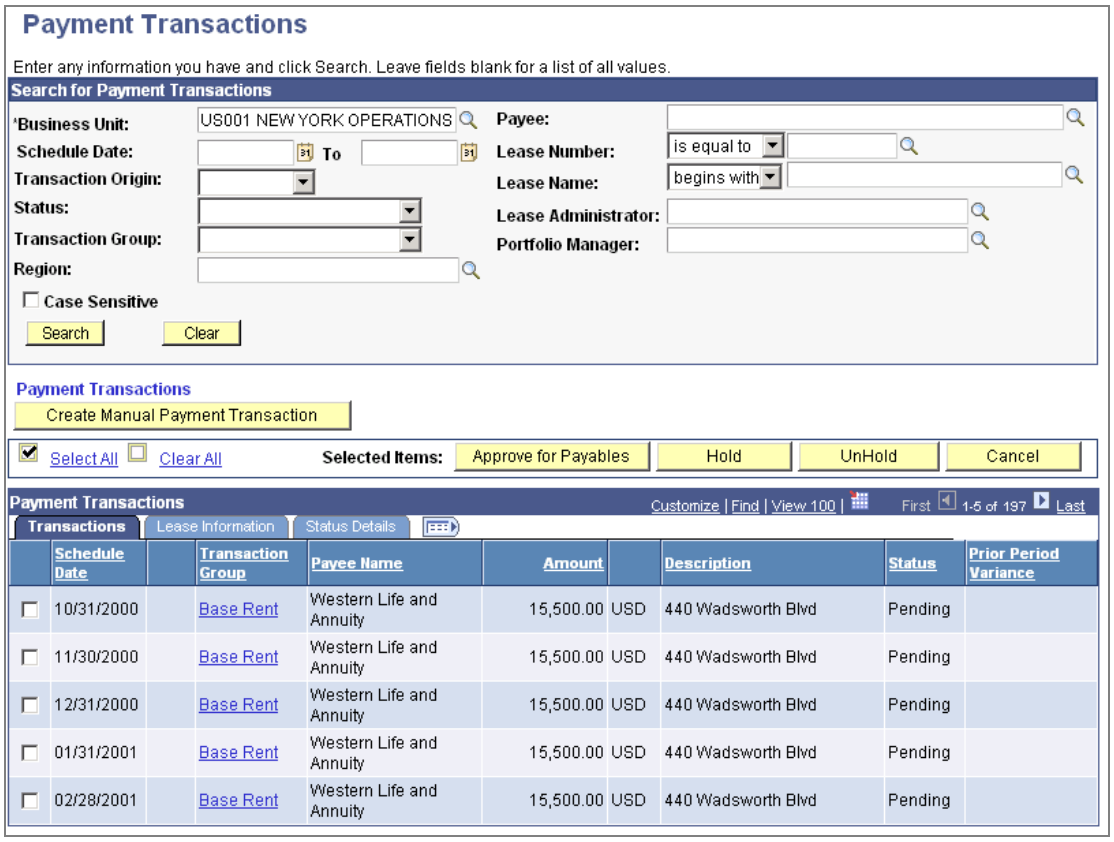
Pending Lease Payables page

- Inquire on the status of lease payments and utilize that information for reporting prior to or after payments have been made.

Real Estate Management enables you to set up payables leases to automatically generate recurring rent payments, miscellaneous rent and other related expenses. Once a lease is activated, the system automatically explodes the recurring payments from the schedules defined and places the payments in the transaction schedule for the entire lease lifespan. This enables full visibility to lease commitments with controls to only submit the transactions for payment based on lead-times preset.

Financial Terms – Base Rent Details page

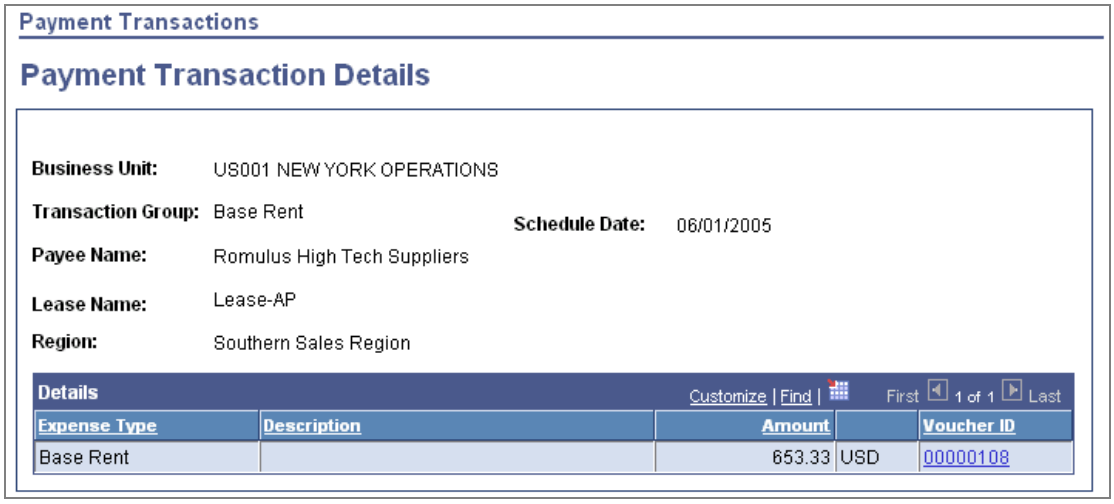
The Payment Transactions page enables you to view all of the transactions that are scheduled for processing. You can select to approve one or all of the transactions for processing. You have the flexibility to create manual payments as needed. You can put a transaction on hold from further processing or unhold any transactions when you have resolution.



Payment Transactions page

After payments have been issued, you can view the payment details by clicking on the Transaction Group link. You can also review the voucher and payment information attached to the lease directly from Real Estate Management to the PeopleSoft Payables inquiry pages where you are able to search vouchers and related payments with full audit trails to checks and the general ledger.

The Payment Transaction Details page displays the Voucher ID for processed transactions. Click the Voucher ID hyperlink to view details of the voucher in Payables.



Payment Transaction Details page

Straightline Accounting Compliance

A large percentage of company real estate is acquired through leases. Companies are required to account for lease obligations based on FASB-13 or IASB-17 compliance standards depending upon the country they are operating in. Real Estate Management 8.9 provides ***straightline accounting*** that integrates directly with General Ledger 8.9 to facilitate entries for compliance. Additionally, Real Estate Management 8.9 utilizes the dynamic ChartField Configuration Utility and other features in General Ledger to enforce a systemwide financial structure.

New Functionality

With straightline accounting functionality you can:

- Predefine which recurring rents and operating expenses should apply the straightline accounting rules and then modify specific financial terms during lease entry as desired.
- Enter and/or adjust dates within the overall lease time-span or periods within that span during which the transaction amounts should be applied.

  These are then taken into consideration for the straightline accounting.
- Apply the straightline rule in conjunction with your company's monthly close process.
- View or edit the proposed straightline schedule in a grid format.

Manual Straightline Adjustment

Lease Number: 0000000011 **Name:** 9499 Sheridan Avenue **Transaction Group:** Base Rent

Straightline Schedule Customize | Find | First 1-120 of 120 Last

Year	Period	Period Ratio	Status	Currency	Actual Amount	Straightline Amount	Accr / Defer	Adjustment Amount
2003	8	1.0000	Pending	USD		9870.833	9870.833	
2003	9	1.0000	Pending	USD		9870.833	9870.833	
2003	10	1.0000	Pending	USD		9870.833	9870.833	
2003	11	1.0000	Pending	USD		9870.833	9870.833	
2003	12	1.0000	Processed	USD		9870.833	9870.833	
2004	1	1.0000	Pending	USD		9870.833	9870.833	
2004	2	1.0000	Pending	USD		9870.833	9870.833	
2004	3	1.0000	Pending	USD		9870.833	9870.833	
2004	4	1.0000	Pending	USD		9870.833	9870.833	
2004	5	1.0000	Pending	USD		9870.833	9870.833	
2004	6	1.0000	Pending	USD		9870.833	9870.833	
2004	7	1.0000	Pending	USD		9870.833	9870.833	
2004	8	1.0000	Pending	USD		9870.833	9870.833	
2004	9	1.0000	Processed	USD		9870.833	9870.833	
2004	10	1.0000	Pending	USD		9870.833	9870.833	
2004	11	1.0000	Processed	USD		9870.833	9870.833	
2004	12	1.0000	Pending	USD		9870.833	9870.833	
2005	1	1.0000	Pending	USD	11500.000	9870.833	-1629.167	
2005	2	1.0000	Pending	USD	11500.000	9870.833	-1629.167	

Manual Straightline Adjustments page

- Reapply straightline rules to existing active leases to take into consideration adjustments to the financial terms or the overall lease time-span.

Real Estate Management 8.9 provides you with the ability to straightline any recurring lease obligations, such as base rent, operating expenses, and miscellaneous rent during lease entry. To ensure straightline accounting is applied consistently, you can set up straightline accounting defaults when creating your Real Estate business unit or this can be performed manually upon creating a lease. Once the straightline amounts are calculated and staged, the system assigns predefined General Ledger ChartFields, such as account and department, to the accrual, deferral and adjustment amounts based on user-configured setup. You have the option of accepting the straightline schedule or overwriting the straightline amounts. Once adjustments are complete, you can apply the accrual or deferral into the General Ledger.

The Lease Administration Business Unit – General page enables you to set up default hierarchies for your Real Estate Management system. By selecting Auto Straightline for Rent & Miscellaneous Rent and Operating Expenses, the system automatically sets any rent or operating expense added to a lease. If you decide not to straightline rent on a lease, you can clear the Straightline checkbox.

General | Transaction Settings

Business Unit Definition - Lease Administration

Lease Administration Business Unit Definition - US001

Business Unit: US001

*Short Description: US001 *Description: US001 NEW YORK OPERATIONS

Mapping

Business Units

*General Ledger: US001

*Asset Management: US001

*Accounts Payable: US001

*Contracts: US001

Journal Templates

General Ledger: REM

Auto Straightline

☑ Rent & Miscellaneous Rent ☑ Operating Expenses

Limits & Measures

Unit of Measure: Square Feet *Base Currency: USD

Percent Rent Calendar ID: 01 *Rate Type: CRRNT

Tolerances:

Percent Rent: 10 % Operating Expenses: 15 %

*Proration Method: 365 Days

Lease Expiration Notification

◉ Notify Only ○ Update Only ○ Notify and Update

Lease Administration Business Unit Definition page

Seamless Billing Integration

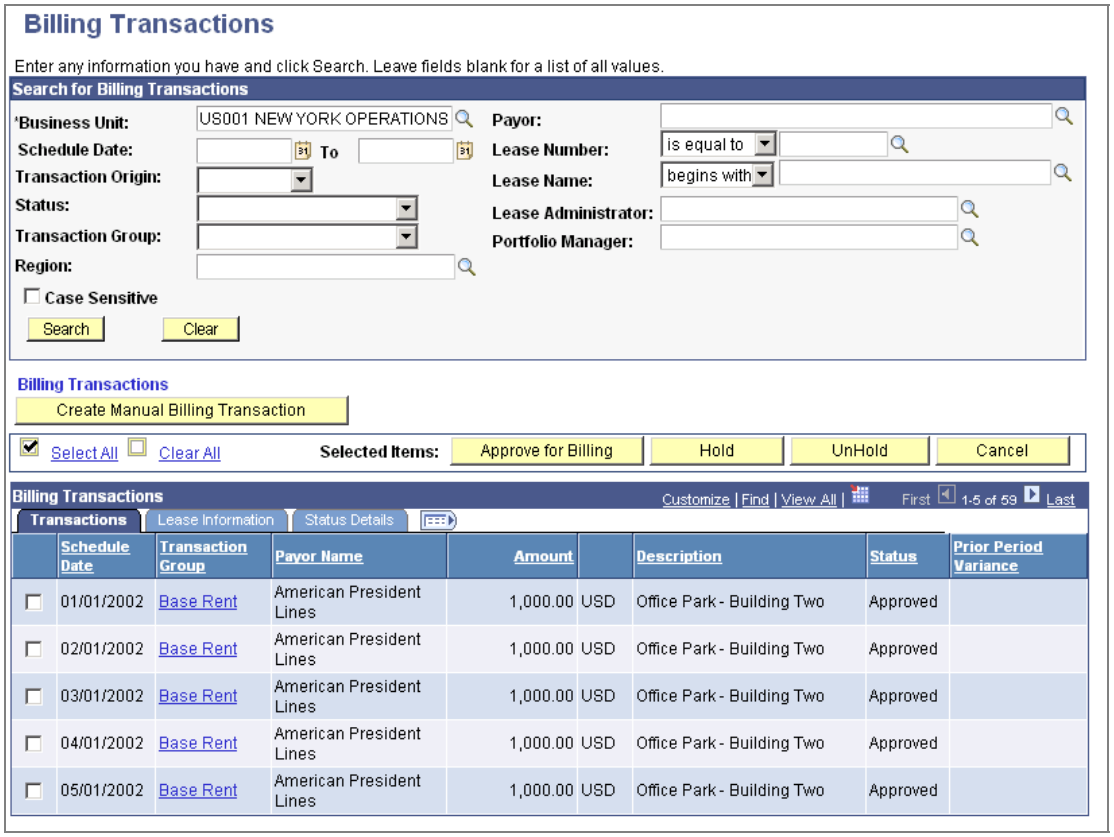
Due to the administrative intensity of managing properties and lack of visibility into under-utilized space, companies' real estate departments act solely as a caretaker. Real Estate Management 8.9 integrates with PeopleSoft Enterprise Billing 8.9 through the PeopleSoft Enterprise Transaction Billing Processor to enable companies to adjust their focus and manage real estate strategically. The solution offers features focused on revenue generation to reduce costs of administration and enable companies to turn their properties into revenue-generation sources. As with the payables integration, Real Estate Management 8.9 provides a ***transaction generator*** and ***transaction queue manager*** that automatically generates rents and other related expenses due from tenants with the appropriate tax and accounting information as well as structured for the correct invoice presentment.

New Functionality

Real Estate Management 8.9 delivers a seamless integration through the Transaction Billing Processor to Billing, enabling you to:

- Generate recurring invoices for recurring rents, operating expense, security deposits, and specific maintenance fees on a predefined lead-time.
- Review and approve invoice requests or have the system automatically approve transactions.
- Interface invoice requests to Billing with the appropriate customer, tax, and accounting information.
- Leverage the Transaction Billing Processor's streamlined processes, which include invoice finalization, print and loads to PeopleSoft Receivables and General Ledger.
- Inquire on lease billings and utilize that information for reporting prior to or after invoices have been generated.

Real Estate Management enables you to establish receivables leases to automatically generate recurring rent invoices, miscellaneous rent, and other related expenses. Upon lease activation, the system explodes the recurring invoices from the schedules defined and places the invoices in the transaction schedule for the entire lease lifespan, providing full visibility to anticipated revenues and recovered expenses. You can control submission of the transaction for billing based on the predefined lead-times.



Billing Transactions page

After reviewing and approving the generated invoices or other specific invoice requests associated with a lease, invoices are seamlessly processed to Billing through the Transaction Billing Processor to issue invoice and account for the expense. All invoices must be approved to be eligible for processing. Processing can be launched manually or scheduled to transfer the invoice requests to the Billing staging tables and then on through the PeopleSoft Billing 8.9 processes.

When the invoices have been issued, you can review the invoice and billing information attached to the lease directly from Real Estate Management to the Billing inquiry pages. These inquiry pages enable you to search for invoices and related receipts with full audit trails.

Reporting and Visibility

One of the largest challenges for corporations is to gain visibility into the overall size of their real estate commitments across the organization as well as determine the amount of under-utilized space they have. Even at a task level, companies struggle to proactively manage lease payments to avoid late fees and overpayments and to collect monies owed for subleased properties or outstanding deposits. Real Estate Management 8.9 coupled with the Asset Lifecycle Management (ALM) Portal Pack 8.9 provides reporting and analytics to address these property management concerns.

Managing Asset Effectiveness

As cost management becomes an increasing pressure for companies, effective space utilization and the ability to recover costs associated with under-utilized space is more critical than ever. Real Estate Management 8.9 and the Enterprise ALM Portal Pack 8.9 provide ***space utilization***, ***property statistics*** and ***lease statistics*** with the ability to drill into the detail. Additionally, ***lease costs*** and ***lease revenue*** provide summarized views to increase visibility into the company's financial exposure, enabling management to gain a complete picture of their property performance. This additional visibility reduces the time necessary to react to business exceptions with proactive management and provides quick access to go directly to the area of interest within the PeopleSoft solution.

New Functionality

You can customize your view of the pagelets by using the Personalize Content link. To view the pagelets, you need to click on the Personalize Layout link. After selecting the pagelets you want to reside on your homepage, you can personalize each pagelet specifically to your needs.

Lease Revenue

As of: 08 July 2005 View All 1-2 of 2

Transaction Group	Lease Costs (x1000)	Subleased	Revenue (x1000)
Base Rent	143.87	0.00	0.00
Operating Expense	28.27	0.00	0.00

Space Utilization

As of: 08 July 2005 View All First 1 of 1 Last

Owned/ Leased	Region	Occupied (x1000)	Vacant (x1000)	Occupancy Rate
Owned	Western Sales Region	351.34	107.33	76.60

Lease Statistics

Leased Area (x 1000) View All 1-4 of 4

Region	Total	Rentable	Usable
Midwest Sales Region	10.50	10.50	10.50
Northeast Sales	13.45	13.45	13.45
Southern Sales Region	14.50	14.50	14.50
Western Sales Region	32.80	32.80	32.80

Property Statistics

As of: 08 July 2005 View All 1-2 of 2

Owned/ Leased	Region	Number of Properties	Total Area (x1000)	Current Occupancy
Owned	Western Sales Region	1	458.67	3,830
Leased	Midwest Sales Region	1	108.50	1,108

Lease Costs

As of: 08 July 2005 View All 1-3 of 3

Region	Amount (x1000)	Cost per Rent Sq. ft.	Cost per Total Sq. ft.
Northeast Sales	332.08	24.69	24.69
Southern Sales Region	350.99	23.12	23.12
Western Sales Region	172.15	6.56	6.56

My Lease Portfolio

As of: 08 July 2005 View All 1 of 1

Type	Region	Leases	Area Rented (x1000)	Avg. Life (Yrs)
Sub-Lease	Western Sales Region	2	0.15	4.0

Real Estate Management pagelets

See Also

Introducing the PeopleSoft Enterprise Asset Lifecycle Management Portal Pack

Introducing the PeopleSoft Enterprise Asset Lifecycle Management Portal Pack

PeopleSoft introduces the Enterprise Asset Lifecycle Management (ALM) solution in 8.9 to provide complete access to the entire asset portfolio, regardless of asset class, and visibility into the total cost of ownership. The PeopleSoft Enterprise ALM solution aids you in managing costs and making informed decisions beginning with asset acquisition, continuing through the lifetime of asset maintenance and performance, and ending with disposal and retirement. The PeopleSoft ALM Portal Pack acts as a critical element of the ALM solution by providing alerts and analytics through secure, role-based, configurable portal pagelets. The pagelets enable users to monitor and act on issues in real time, which can significantly improve an organization's ability to monitor its assets' performance, proactively maintain its assets, and identify additional asset needs.

Enhanced monitoring of the asset-oriented Plan to Retire business process is made possible by collecting information from these new applications within the ALM solution:

- PeopleSoft Enterprise Maintenance Management
- PeopleSoft Enterprise IT Asset Management
- PeopleSoft Enterprise Real Estate Management

PeopleSoft Enterprise Asset Lifecycle Management 8.9 uses Enterprise Asset Management 8.9 as the foundation for these new solutions by providing a common Asset Repository Manager, which stores all asset data. This repository provides a single source of truth for physical, financial, and operational asset data. As such, the ALM Portal Pack leverages the asset repository for analytics as well.

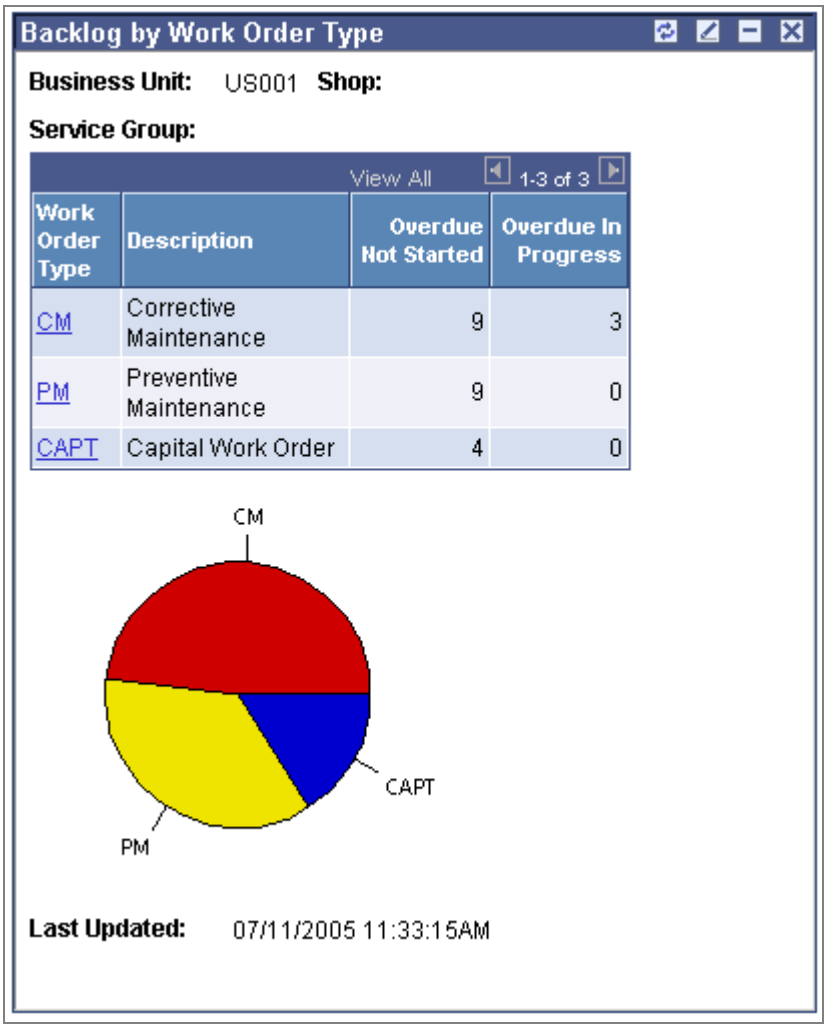
The ALM Portal Pack 8.9 delivers various types of reporting and analytics capabilities depending upon the assets being managed. All analytics are delivered using the standard PeopleSoft Pure Internet Architecture portal technology in the form of pagelets. You can customize your home page to hide or display any of these pagelets and filter the data based on your organization's needs.

PeopleSoft Enterprise Maintenance Management

Pagelets focused on Maintenance Management provide planners, schedulers, and technicians easy access to the data needed to effectively manage service requests, work orders, and work order tasks. Managers can quickly evaluate asset and equipment problem information and drill into the detail.

The Asset Lifecycle Management Portal Pack delivers these pagelets for Maintenance Management:

- Backlog by Work Order Type: Lists a backlog of work orders by type, such as corrective or preventive maintenance, and indicates whether the work order is: overdue and not started, or overdue and in progress.



Backlog by Work Order Type pagelet

- Unassigned Work Order Tasks: Lists the backlog of unassigned or unplanned work order tasks.
- Reviewed Work Order Tasks: Lists work orders that have been reviewed but not scheduled.
- Scheduled Work Order Tasks: Lists work order tasks that have been scheduled in the coming two weeks.

Scheduled Work Order Tasks

Business Unit: US001 **Shop:**

View All 1-5 of 6

Service Group	Work Type Group	Week 1	Scheduled Labor Hours	Week 2	Scheduled Labor Hours
FACILITES	Non-Preventive	0	0.00	3	5.50
	Preventive	0	0.00	0	0.00
ITAM	Non-Preventive	2	2.00	0	0.00
	Preventive	0	0.00	0	0.00
Maint	Non-Preventive	14	23.00	0	0.00

Last Updated: 07/11/2005 11:33:15AM

Scheduled Work Order Tasks pagelet

- My Service Request: Displays the first five service requests submitted by the user and sorts them by the last update time.

  Users can see their newly submitted request status, as well as access the My Service Request self-service component.

- Scheduler's Work Orders: Lists five work orders in need of scheduling by the user.
- My Assigned Work Orders: Lists five work orders assigned to the technician.
- Most Costly Assets to Maintain: Displays the five most costly assets to maintain based on a user's personalized filtering.

  Users can access each asset's maintenance history. The maintenance cost calculation is based on asset's maintenance history.

- Top Five Problem Codes: Graphically represents the five most reported problem codes based on the type of assets and problems that a user chooses to monitor.

See Also

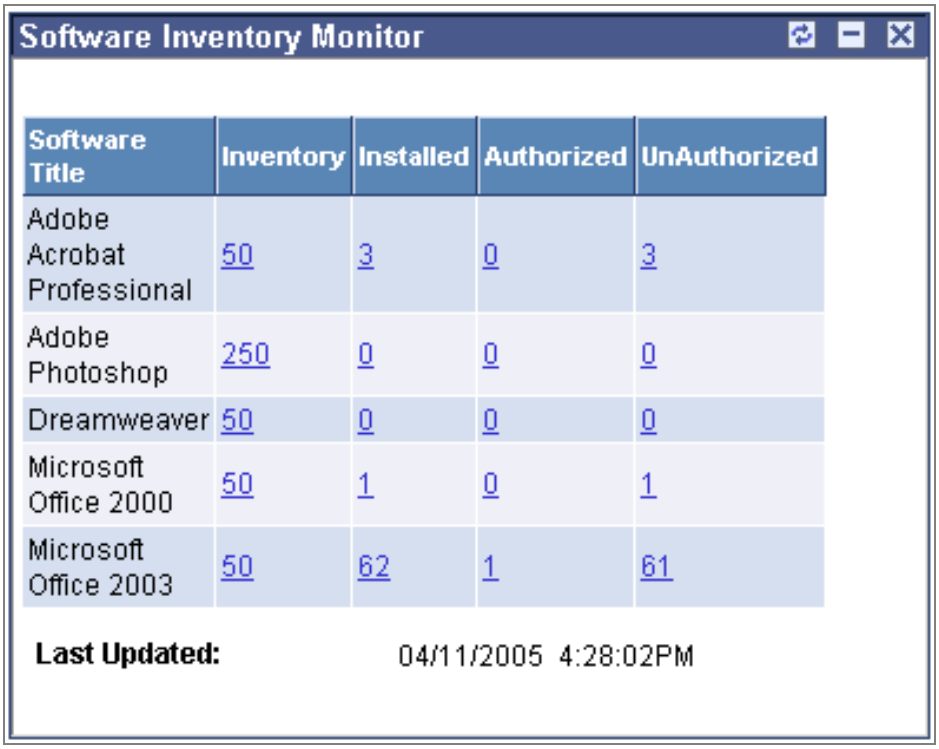
Introducing PeopleSoft Enterprise Maintenance Management 8.9

PeopleSoft Enterprise IT Asset Management

IT Asset Management Pagelets afford IT Asset Managers easy access to the data needed to effectively manage hardware and software assets, requests, and work order tasks. Automatic reconciliation of discovered hardware and software to employees, departments, and business units help control costs of the IT asset base. Software under-utilization (licensed yet unused) reports help to rein in overspending on software. Users can produce analytics on key asset data to save money when negotiating with vendors. These metrics and reports, provided through the IT portal, are supported with drill-down actions.

The Asset Lifecycle Management Portal Pack delivers these pagelets for IT Asset Management:

- Inventory Exceptions: Displays an exception list of assets unreconciled between discovered inventory and the asset repository.
- Hardware Inventory: Displays discovered hardware inventory statistics from discovered database reconciled to the asset repository.
- Software Renewal Pagelet: Displays a list of software license renewals with the expiration dates.
- Software Inventory Monitor: Displays the number of licenses, the number of installations, and the number of authorized and unauthorized installations for each software title.



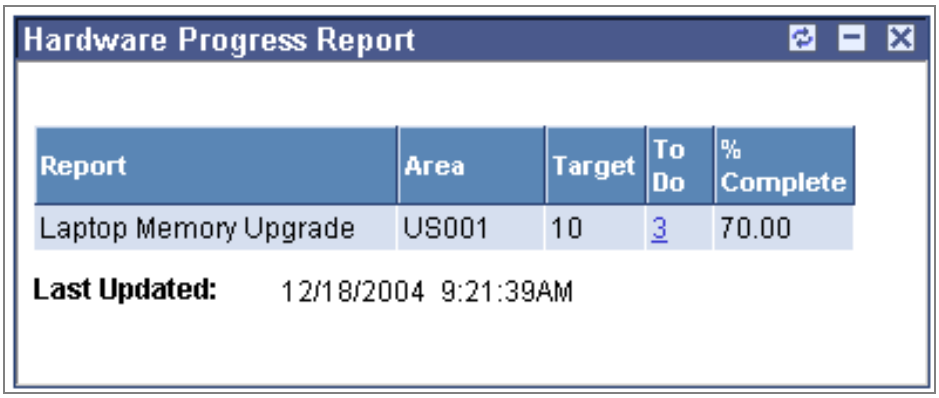
Software Inventory Monitor

Software Title	Inventory	Installed	Authorized	UnAuthorized
Adobe Acrobat Professional	50	3	0	3
Adobe Photoshop	250	0	0	0
Dreamweaver	50	0	0	0
Microsoft Office 2000	50	1	0	1
Microsoft Office 2003	50	62	1	61

Last Updated: 04/11/2005 4:28:02PM

Software Inventory Monitor pagelet

- Assets Not Reporting: Displays a list of assets not found by the discovery software within specified time periods.
- Asset Financial Statistics: Displays IT financial statistics metrics, including cost and depreciation information on IT hardware and software assets.
- Software Pending Requisitions: Displays software titles when installations exceed license numbers.
- Hardware Progress Report: Displays a progress report of activity and accomplishments on specific hardware-related projects.



Hardware Progress Report pagelet

- Software Progress Report: Displays a progress report of activity and accomplishments on specific software-related projects.
- Related Links: Displays a list of frequently accessed links to provide easier access not only across PeopleSoft but into the discovery software as well.
- Lease End Metrics: Displays a list of leasing renewals with the expiration date.

See Also

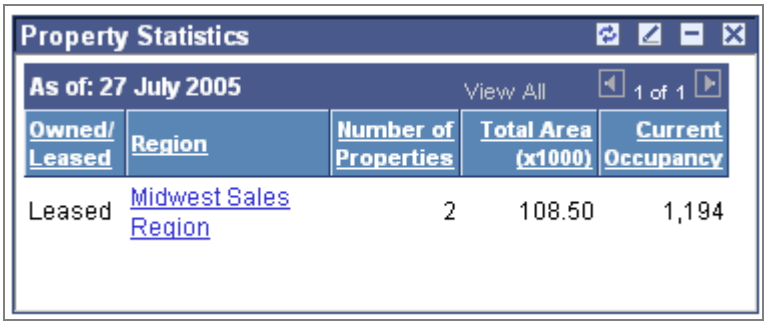
Introducing PeopleSoft Enterprise IT Asset Management 8.9

PeopleSoft Enterprise Real Estate Management

Real Estate Management 8.9 delivers comprehensive reporting and analytics capabilities upon login. The pagelet data provides the Lease Administrator, Portfolio Manager and other internal parties granted access with the proper inquiry tools necessary to effectively manage their corporate real estate environment.

The Asset Lifecycle Management Portal Pack delivers these pagelets for Real Estate Management:

- Property Statistics: Displays property information such as number of properties, total area and occupancy summarized by Business Unit, Region and Property Type.

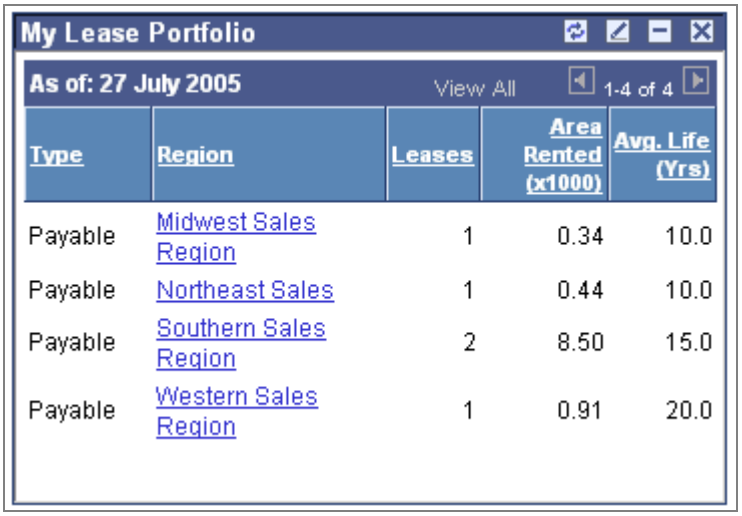


Property Statistics pagelet

- My Tasklist: Ages and displays summarized view of all lease-related critical dates for a specific user.

Details the critical date assignments for all internal users, summarized into incremental timelines.

- My Lease Portfolio: Displays a summarization of the leases, which an internal user has added to their personal view.



My Lease Portfolio

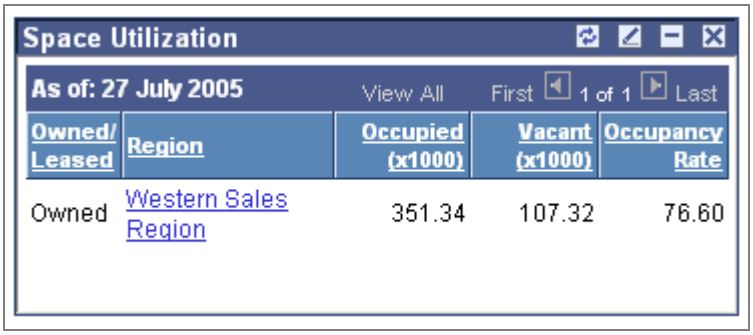
As of: 27 July 2005 View All 1-4 of 4

Type	Region	Leases	Area Rented (x1000)	Avg. Life (Yrs)
Payable	Midwest Sales Region	1	0.34	10.0
Payable	Northeast Sales	1	0.44	10.0
Payable	Southern Sales Region	2	8.50	15.0
Payable	Western Sales Region	1	0.91	20.0

My Lease Portfolio pagelet

Enables drill-down directly to the user's personal lease list and further to the specific lease.

- Lease Costs: Displays a summary of payables lease costs, the amount of recurring and nonrecurring costs of providing the lease.
- Lease Statistics: Displays a summary of the lease information such as number of leases, rented space and number of properties summarized by business unit, region, and property type.
- Lease Revenue: Displays a summary of the returns generated by Receivable Leases to tenants for owned properties or as a sublease of underutilized leased property.
- Space Utilization: Displays a summary of the ratio of used and unused space for owned and leased properties by business unit and region.



Space Utilization

As of: 27 July 2005 View All First 1 of 1 Last

Owned/ Leased	Region	Occupied (x1000)	Vacant (x1000)	Occupancy Rate
Owned	Western Sales Region	351.34	107.32	76.60

Space Utilization pagelet

See Also

Introducing PeopleSoft Enterprise Real Estate Management 8.9

Cash Management Business Process Overview

Cash is the lifeblood of any corporation and requires active management for a firm to remain strong and healthy. More firms are known to go into bankruptcy because of poor liquidity management than flaws in their line of business. As the globalization trend continues and operating margins come under increasing pressure, firms need to be more nimble in managing cash. Tough economic conditions of the recent past are testimony to how difficult it is to borrow funds from capital markets, or if at all, at rates that are not competitive to run businesses. Corporations have come to realize that following business best practices around cash management is the only sure way of maintaining sound liquidity levels.

Managing across multiple subsidiaries, currencies, time zones and locations presents many challenges to the corporate treasurer and cash manager. Disconnected cash flows and processes, and the inability to make real-time, fact-based decisions lead to less than optimal cash efficiency. The biggest drawback of a decentralized treasury is that it loses operational control over its most valuable asset—cash—when it's not uncommon to see one unit borrowing money and another lending at the same time. Centralization of the treasury functions helps in aggregating cash into a single location and is a best practice that several global treasury departments have begun to adopt.

A cash management solution that extends throughout the enterprise is essential to liquidity management, improving investment returns, and reducing interest expense while improving the productivity of your treasury department.

Cash Management business process

PeopleSoft's integrated Treasury Management solution, which includes PeopleSoft Enterprise Cash, Deal and Risk Management, enables you to perform automatic bank polling, payment processing, automatic generation of daily cash positioning, efficient investment and borrowing of surplus or deficit cash, automatic accounting of every transaction, cash forecasting, and hedge accounting.

The Cash Management business process consists of four phases:

- The *Cash* phase includes loading and reconciling bank statements, calculating and forecasting cash positions, and comparing actual versus forecasted transactions.

  The cash function is generally a semi-automated process involving statement download from various banks, manually aggregating them into a single spreadsheet, performing reconciliation, and researching unrecognized amounts. The goal of the Cash phase of the process is to accurately forecast cash needs and maintain liquidity in your organization.

- The *Transact* phase determines investment instruments, obtains competitive bids, captures deals, and monitors exposure to external factors, such as interest rate and currency changes.

The goal of the Transact phase is to maximize investment returns, minimize interest expenses, and improve the efficiency of your deal tracking and recording resources.

- The *Settle* phase captures transactions for settlements, performs bilateral netting to resolve payments, manages internal accounts, and performs fund transfers.

  The goal of the Settle process is to streamline payment processing and to reduce banking and transaction fees.

- The *Analyze* phase includes cash flow analysis, portfolio valuation, and assessment of an organization's risk profile for suitable hedging strategies.

  The goal of the Analyze process is to maintain an effective risk management policy.

The following sections preview the new Cash Management business process features and enhancements, by product, that are available in PeopleSoft FMS 8.9.

What's New in PeopleSoft Enterprise Cash Management 8.9

PeopleSoft's integrated Treasury Management, which includes Cash, Deal, and Risk Management, gives you the ability to perform automatic bank polling, payment processing, automatic generation of daily cash positioning, efficient surplus cash investment, or borrowing of cash to cover deficits.

Cash Management 8.9 delivers enhancements in these areas:

- Investment pooling
- Financial Gateway
- Additional enhancements

Investment Pooling

Cash Management 8.9 introduces a new set of functions that streamline the processes involved with cash pooling.

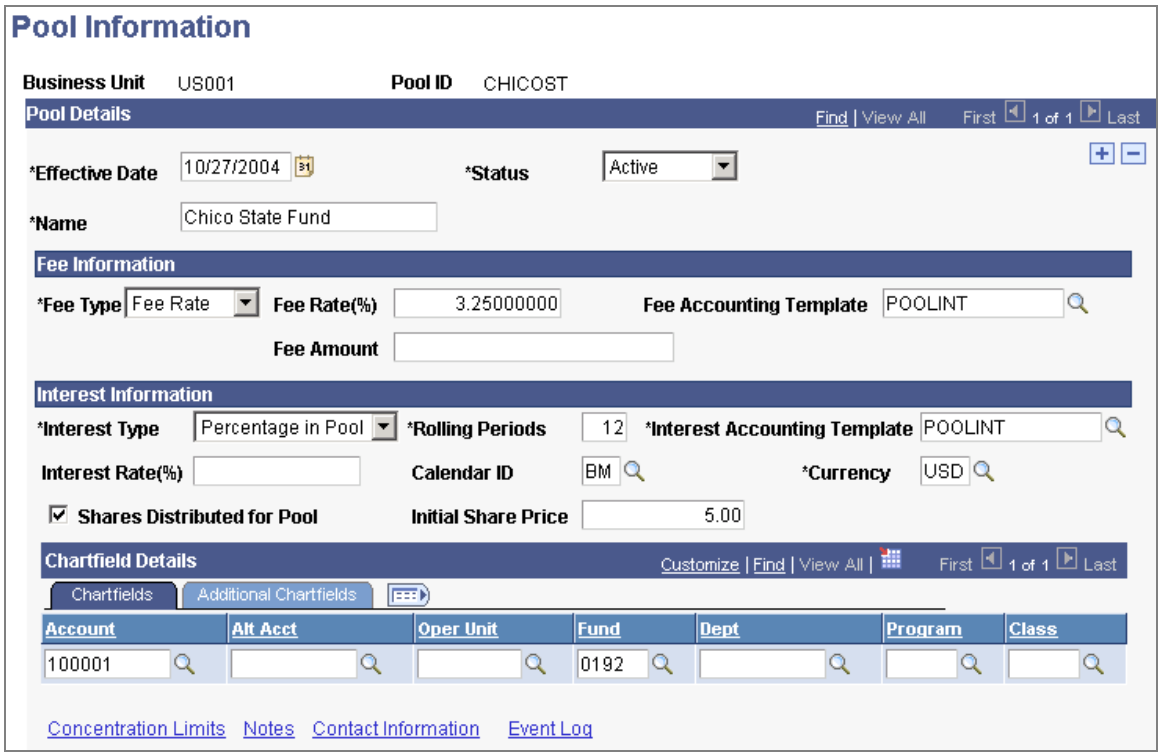
Managing an investment pool is a burdensome task that relies heavily on spreadsheets and other reporting tools that are woefully inadequate for handling the needs for today's complex investment management, real-time information reporting, and compliance for regulatory and internal controls. Local and state government agencies, universities, and other public-sector enterprises manage funds through ***investment pools.*** The goal of a state's or local government's investment pool is to give subordinate government agencies the opportunity to combine their idle cash and make short-term investments equal to those afforded to larger entities. In the case of universities, the goal remains the same, but entities are often presented as endowment funds.

The goal of investment pools is to realize higher yields over time as a result of a combination of economies of scale, technical expertise, and purchasing power that can be used to create a diverse portfolio usually unavailable to the smaller accounts of the individual entities.

Cash Management 8.9 streamlines your investment pools by automating cash inflows and outflows and providing a centralized location for managing all pool-related activities. The processes of creating and maintaining investment pools and participants, tracking investments, and allocating interest income earned by the pool back to the participants is now a single, seamless operation designed according to the strict security requirements of the education and government sector, combined with the typical usability and ease of operation of our industry-leading applications.

New Functionality

Agencies and organizations use Investment pools to collect and concentrate surplus funds from various departments and programs for investment purposes. The departments and programs that deposit their surplus funds into the investment pool are referred to as participants. Participants are assigned an individual account number in order to track their fund transactions within the investment pool.



Viewing investment pool information

An investment pool administrator organizes the investment pool and manages the fund's investments similar to that of a portfolio manager. The funds in the investment pool are invested by either the pool administrator or by an external investment manager.

The pool can be set up to administer and distribute monetary amounts or set up similar to that of a mutual funds using shares—a method commonly practiced in educational environments such as colleges and universities.

Interest and fees are periodically distributed among the participants of the pool. The method used for transferring funds depends on the structure of the organization and pool's participants. Funds can be transferred by way of accounting book entries or between the participant’s bank and the investment pool’s bank through electronic wire transfers and Automated Clearing House (ACH) transactions.

If the pool is set up using share accounts, then shares are distributed to the participants’ pool accounts. Share balances are then updated periodically for deposits, withdrawals, and transfers. Changes to the value of the investment pool portfolio are reflected in the share price.

Participant Information

SetID SHARE Participant ID PR_JOUR

*Name PR Journalism Department Status Active

Account Information Find | View All First 1 of 1 Last

*Business Unit US001 *Pool ID CHICOST *Participant Account PRJ_DEPT

Description PR Pool Investment Account ☑ Allow Withdrawal from Deposit

Account Details Customize | Find | View All | First 1-2 of 2 Last

Chartfields | Additional Chartfields

*Account Type	Transfer Template ID	*Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
Deposit		100002			F100			
Income		100003			F200			

Address Information Notes Contact Information Event Log

Setting up a pool participant

Participants do not enter transactions into the investment pool system, but rather communicate their requests to deposit, withdraw, or transfer funds to the pool administrator. The pool administrator then enters the appropriate data—participant and transaction information—into the system. Participants can transfer funds between their accounts within the same investment pool, but cannot transfer funds from one account to an account belonging to another investment pool.

Participant Transactions

Transaction Information

Business Unit: US001 Pool ID: CHICOST Chico State Fund

Participant ID: PR_JOUR PR Journalism Department

Account: PRJ_DEPT Account Type: Income Transaction ID: 16

Transaction Type: Transfer

Transaction Details

Description: Pool Reinvestment Status: Pending

*Amount: 1,023.00 *Currency: USD

To Account: PRJ_DEPT To Account Type: Deposit

*Date: 02/01/2005

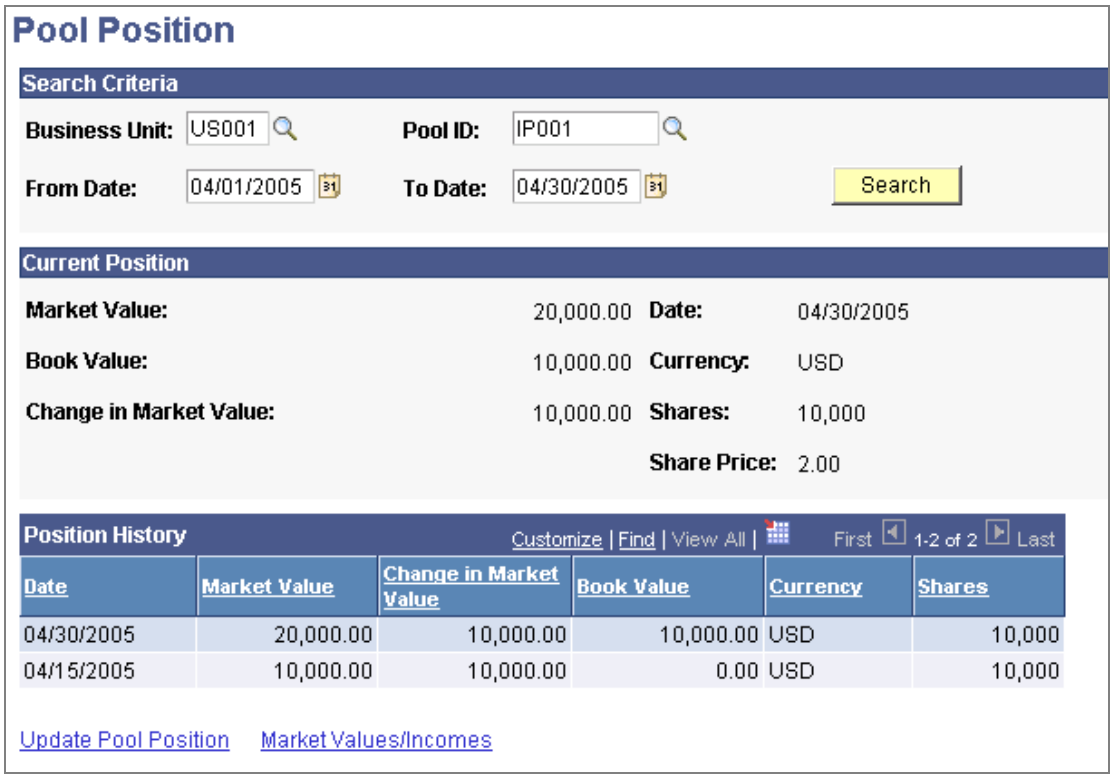
*Accounting Template ID: TRP_DEPOSIT *Document Type: TR-JG

Audit Information

Entered by: DVP1 Entered On: 02/01/05 3:23PM

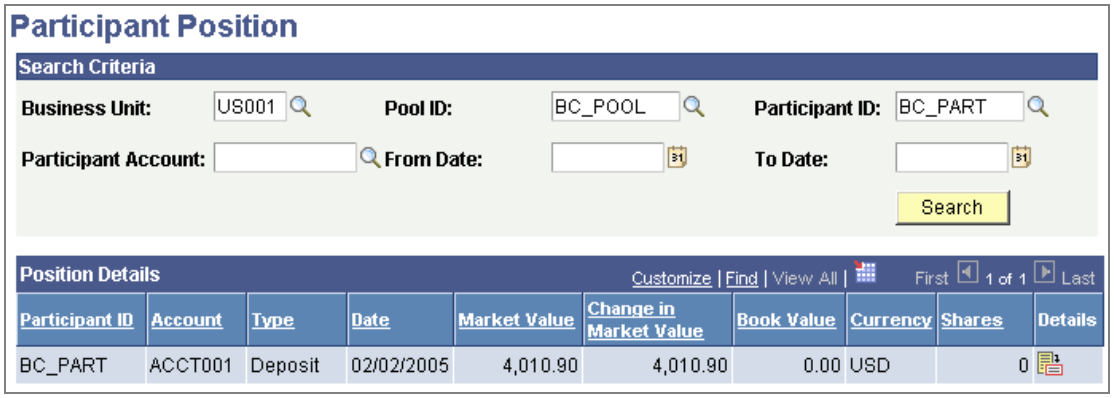
Recording a pool participant's transaction

Changes in the investment pool's cash position as well as current value can be viewed both at the pool level…



Viewing an investment pool's cash position

…as well as the participant level.



Viewing an individual participant's cash position

To ensure an accurate view of an investment pool's position, as well as the position of its participants, you must periodically update the investment data. To do so requires importing income and fee data from external investment managers into the pool and distributing it among the pools participants.

PeopleSoft provides two ways to update investment pool data:

- You can import the data into the system tables as a flat file using a file layout provided by PeopleSoft. This will requires some minor modifications to the POOL file layout and its corresponding transformation code.
- You can obtain a hard copy of the data and manually enter it using the Update Pool

Position page.

Once the pool has been updated, you can run the Income Distribution Application Engine process (TRP_INC_DIST) to update the pool's participant positions by distributing the income and maintenance fees among them.

Financial Gateway

According to a latest survey conducted in October 2004 by the Association for Financial Professionals, organizations are more willing to migrate from checks to electronic payments for business-to-business (B2B) transactions today, than they were four years ago. While more than 75 percent of B2B payments are currently made by paper check, 28 percent of respondents to the survey indicate that their organization is very likely to move to electronic payments for the majority of their B2B payments in the next three years. Additionally, half of the respondents said that it was somewhat likely that their organization will move to electronic payments in that time period.

Now more than ever, an increasing number of organizations are realizing that they can benefit from the latest Web-based payment and reporting solutions, which can be easily deployed between enterprise systems and their bank's or external system's payment solutions. Such solutions enable a corporation to manage all of its payments from a single platform, and greatly assist in the preparation, formatting, validation, approval, and release of clean payment instructions to the bank or external system.

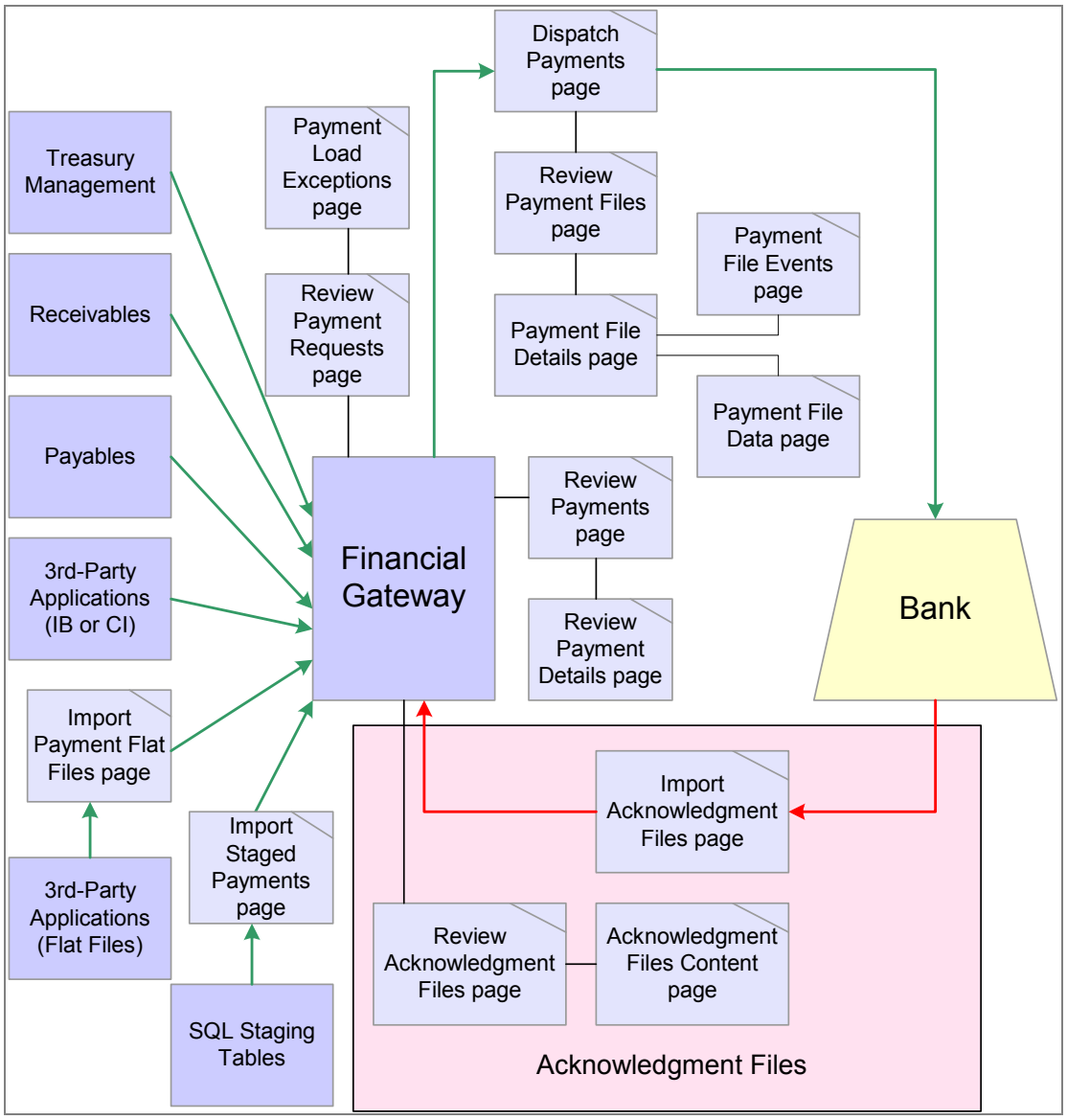
Organizations today are facing the tough challenge of getting the right amount of information associated with payments and receipts in a secure and timely manner. As companies continue to expand globally, these challenges expand as well. Straight-through processing is seen as the ultimate approach for banks, financial institutions, and corporations to communicate with each other seamlessly, in real-time, and in an end-to-end manner.

Corporations today understand the need for electronic payment processing, and receipts of balance and transaction reports (BTR) while facing the unprecedented challenge of achieving straight-though processing. So far, corporations had the option of resorting to one-off solutions either within their own applications or using software from banks or standalone vendors. These options, however, lead to less than satisfactory results, and in many cases, the proliferation of software from different banks and vendors. The cost of maintaining such standalone applications, and in some cases, the need for duplicate data entry, stringent security requirements from banks, and differing file formats dictated by the banks/external systems, make it cost-prohibitive, and may leave gaping holes in the security, auditing, and internal controls of the organization.

PeopleSoft listened to their customer's concerns in these areas, and developed an industry-leading approach to solve the needs regarding electronic payment processing and receipt of balance and transactions. PeopleSoft developed the ***Financial Gateway*** feature to provide a single platform for processing all payments and receipts from PeopleSoft Enterprise Payables, eSettlements, Receivables, Expenses, Cash Management and Deal Management, as well as third-party systems. Financial Gateway was built using the latest Web technology and is fully configured to handle security needs, major worldwide payments, and BTR formats. The payment formats that are supported in 8.9 include: EDI ANSI X.12 EDI, EDIFACT (Paymul), Fedwire, and SWIFT.

Due to the sensitive nature of payments, access to them should be restricted to certain users and then only to certain payments based on the user's job function. For example, a user whose job is to process payments for Payables should have access to only those payments that are associated with the Payables application. To address this issue, the Financial Gateway feature enables an administrator to specify which types of payments users can view or process using easily definable security rules. On all payment search pages, the payment security functionality limits the list of prompt values for secured fields to only those that meet the defined security-rule criteria. The prompt values are determined based on the rule definitions that are assigned to a given user or role. Payment inquiries, whether online or in a report, filter out payments that are based on the requesting user and the security criteria that are specified for them based on their user ID or their role.

The following diagram illustrates the payment and acknowledgment processing flow. It includes the subsystems that can send payments for processing, as well as the various application pages available for importing payment files, reviewing the files and payment details, forwarding the payments onto the bank, importing payment acknowledgment files and reviewing the payment acknowledgment details.



Processing payments and payment acknowledgments with Financial Gateway

PeopleSoft built the Financial Gateway feature to do straight-through processing with minimal manual intervention by automating most of the routine processes, however, users can manually take control whenever they want. Financial Gateway can receive payment instructions from PeopleSoft Payables, eSettlements, Receivables, Expenses, Treasury Management, and third-party applications, and aggregate them into a single gateway for streamlined processing. Secure delivery of payment instructions with payment acknowledgments ensures that the exact status of the payment is known at any point in time during the lifecycle of the payment. A graphical tool with drill-down capability further enhances quick and precise navigation.

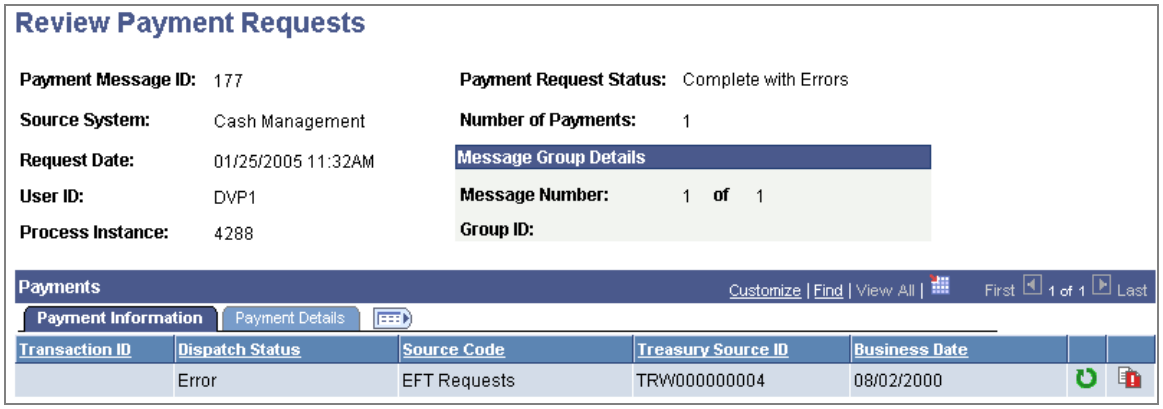
New Functionality

Payments can be loaded into Financial Gateway from:

- PeopleSoft source applications using the delivered integration, which involves the application class component.

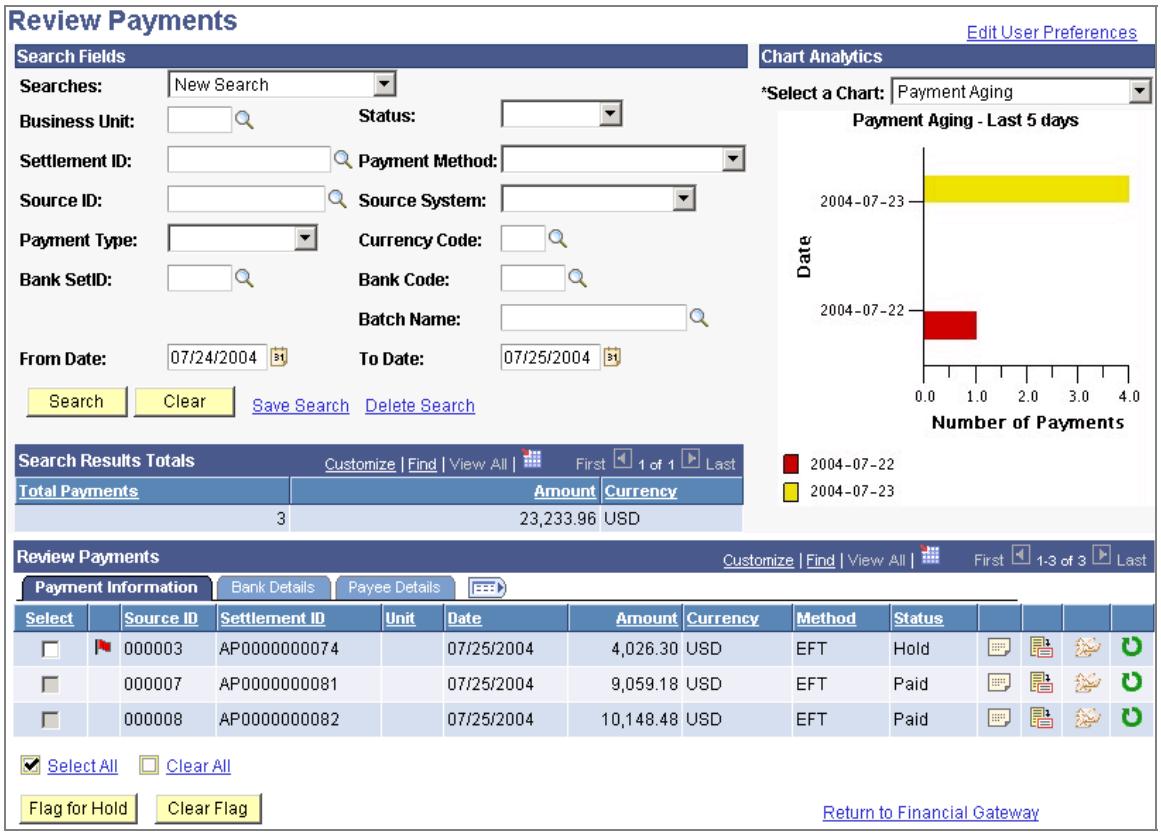
- Third-party applications using a component interface.
- Third-party applications using Integration Broker.
- Third-party applications sending payments in flat-file format using the Import Payment Flat Files page.
- SQL staging tables using the Import Staged Payments page.

Results of the payment load process and details of errors encountered can be viewed on the Review Payment Request page. Details of errors encountered during the payment load process can be viewed on the Payment Load Exceptions page.



Reviewing a payment load error

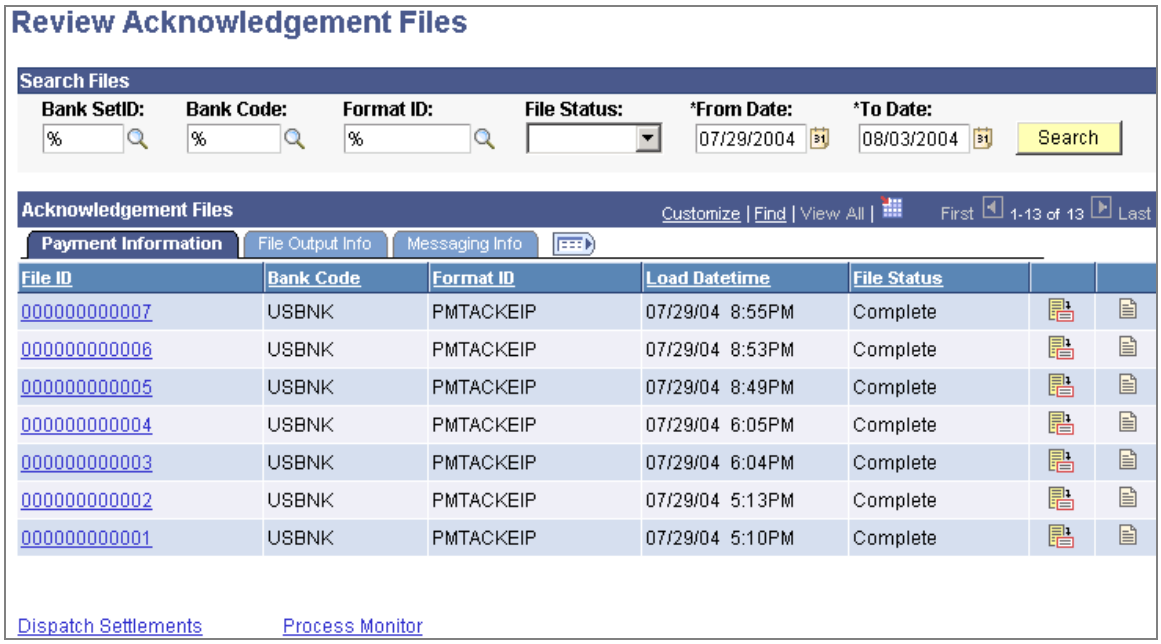
Regardless of the method used to import payments, the Payment Load Application Engine process (PMT_LOAD) loads payments from source applications into Financial Gateway. Once the payments are in the Financial Gateway tables, they can be reviewed using the Review Payment pages. Here payments can be approved for, or held from, further processing.



Searching and reviewing payments in Financial Gateway

After the optional review process, payments are sent to the bank as payment files using the Dispatch Payment Application Engine process (PMT_DISPATCH). This process can be run manually or set up to run automatically.

Depending on the bank and how your system is set up, you can download files acknowledging that the payment was received, processed, and completed. Once the acknowledgment files have been downloaded, they can be reviewed for pertinent information.



Payments acknowledged by banks can be viewed in Financial Gateway

Users can view the details and progress of an individual payment using the Review Payment Details page. The icons at the top of the page are highlighted from left to right as the payment marks each stage of the process.

Review Payment Details

Awaiting Dispatch → Dispatched to Bank → Acknowledged by Bank → Payment Completed

Payment Details

Transaction ID:	CM0000000002	**Source ID:**	TEST
Dispatch Status:	Paid	**Source System:**	CM Cash Management
Amount:	650,000.00 USD	**Payment Date:**	01/26/2005
Payment Method:	Wire Transfer	**Layout:**	820
Type:	EFT Request	**Payment File ID:**	00000001 View Payment File
Repetitive Transfer Code:		☐ **Drawdown Transfer**	
Addenda Information EFT Options		☐ **Prenotification**	

Payee/Payee Bank Information

Payee Type:	Beneficiary	**Payee Setid/ID:**	
Payee Name:	Erici & Co Inc.	Payee Detail/Address	
Country:	USA United States		
Bank Name:	USA BANK	Payee Bank Address	
Branch Name:			
Bank ID Qualifier:	001 United States Bank	**Account Type:**	Bus Acct
Bank ID:	121042882	**Branch ID:**	
Bank Account Number:	0742-556702	**Check Digit:**	
DFI Qualifier:	01 Transit Number	**DFI ID:**	121042882
IBAN Digit:	**IBAN:**		

Bank Account

Bank Code:	USBNK	**Bank ID:**	121042882
Bank Account:	CHCK USBNK CHECKING ACCT	**Account #:**	0741-256458
DFI Qualifier	Transit Number	**DFI ID:**	121042882

Source Reference Information

Source Code:	EFT Requests	**Treasury Source ID:**	TEST
Business Date:	01/26/2005		

Intermediary Routings

Events

Customize | Find | View All | First 1-4 of 4 Last

Date Time	User ID	Severity	Event Description
01/26/05 1:21:34PM	DVP1	Information	Payment Awaiting Dispatch
01/26/05 1:24:23PM	DVP1	Information	Payment Scheduled to be Dispatched.
01/26/05 1:24:36PM	DVP1	Information	Payment Added to Payment File.
01/26/05 1:24:45PM	DVP1	Information	Payment Delivered

Tracking a payment's progress on the Review Payment Details page.

Additional Enhancements

Cash Management 8.9 also provides these new enhancements:

- Enhanced document sequencing.
- Integration with PeopleSoft EnterpriseOne General Accounting.

Enhanced Document Sequencing

Statutory legal requirements in some countries require the classification of all financial transactions—generated by source documents, such as invoices or vouchers—into different transaction types. Within each transaction type, financial transactions must also be numbered sequentially. The document-sequencing feature maintains these business practices by meeting both requirements.

To meet International Accounting Standards Board (IASB) guidelines, PeopleSoft Cash Management has enhanced its document sequencing functionality to provide detailed cash flow statements that are classified into Operating, Investing and Financing activities. Implementing Treasury Management's document sequencing with the appropriated journal codes and document types will enable organizations to comply with the financial reporting requirements of the IASB as well as the Latin Accounting Model.

Integration with PeopleSoft EnterpriseOne General Accounting

Users of EnterpriseOne General Accounting can now integrate with the robust Enterprise Treasury functionality. The integration, which enables you to manage your cash and risk while complying with regulatory requirements while maintaining your accounting information in the PeopleSoft EnterpriseOne General Accounting system, enables you to:

- Transmit market rates from the EnterpriseOne to the Enterprise system.
- Transmit accounting entry lines from Treasury products to the EnterpriseOne General Accounting ledger.
- Transmit banks statement data to the EnterpriseOne General Accounting ledger.
- Generate a cash position worksheet (CPW) in Enterprise Cash Management from accounting data imported from the EnterpriseOne system.

With the exception of the cash position worksheet functionality, data integration is accomplished through the use of Integration Broker and specific XML messages. The data integration required to generate a cash position worksheet is accomplished using the JDBJ Java API to access the EnterpriseOne database directly.

What's New in PeopleSoft Enterprise Deal Management 8.9

Deal Management is a key part of your cash management business process. An enterprise deal management solution within your treasury function is essential to liquidity management, improving investment returns, and reducing interest expense while improving the productivity of your staff. Bringing Deal Management in-house to manage your investment and borrowing needs can save you costly external fund managers' fees and significantly reduce data entry.

Deal Management 8.9 delivers enhancements in these areas:

- Streamlined processing
- Support for equities
- Enhancements to facilities

Streamlined Processing

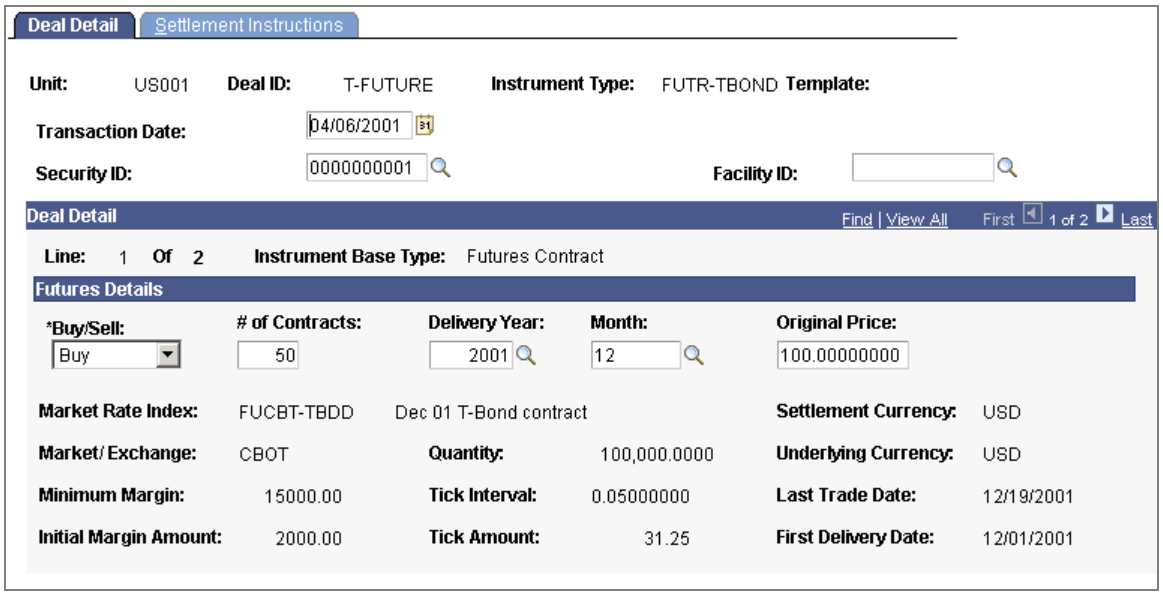
Deal Management 8.9 focuses its enhancements on streamlining the processes associated with the more commonly used financial instrument types and improving deal-capture usability.

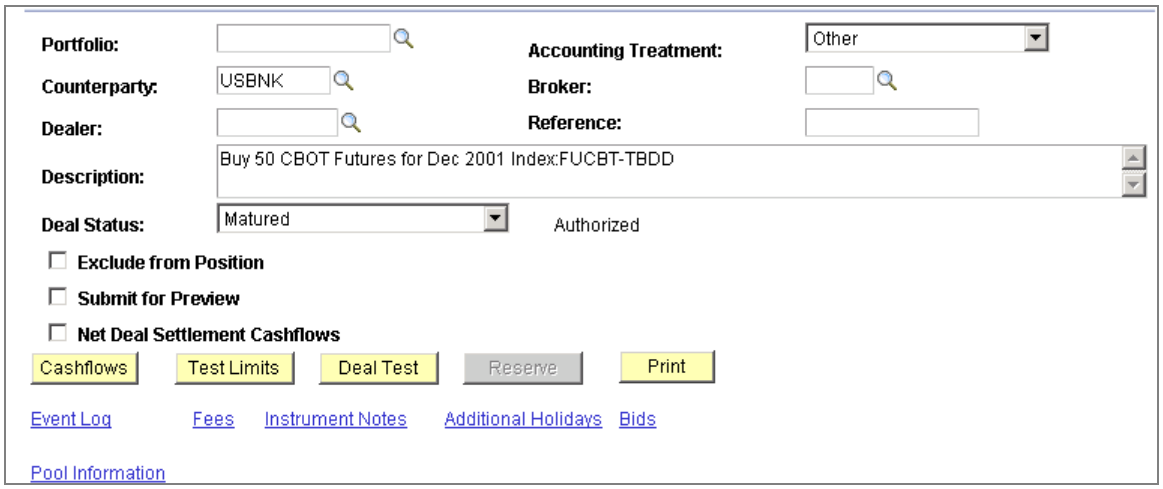
Enhanced Usability

Deal managers require a centralized and efficient user interface to quickly and easily capture deal information and provide complete visibility of deal transactions. In Deal Management 8.9, the ***deal capture user interface*** has been redesigned to offer the user a more efficient deal-entry experience.

New Functionality

The number of application Web pages required for capturing and settling a deal have been reduced to two.





Streamlined interface for a deal involving futures contract

Support for Equities

Today's sophisticated Treasury departments have varying needs when it comes to investing in different asset classes. Some corporations have tight restrictions regarding equities, while others do not. One thing, however, that largely remains common across all corporations is the need for efficient handling of line of credit and commercial paper.

New Functionality

Deal Management 8.9 provides the ability to track ***equity investments.*** The first step is defining the equity on the Equity Definition page.

Equity Definition

Equity ID: 0000000001

Equity Details Find | View All First 1 of 1 Last

*Ticker Symbol: ORCL
Latest Price: 13.65000000
*Effective Date: 01/01/1900
*Status: Active

Equity Definition

*Name: Oracle Corporation
*Description: Oracle Corporation
*Exchange: NASDAQ
Country: USA
Security Type: CUSIP
Security ID:
Industry Class:

Type of Equity

- (•) Common Shares
- ( ) Preferred Shares

Equity Class:

Calculation for Purchase Price

- (•) Average Price
- ( ) Specific Price

Calculation of Fraction Shares

- ( ) Cash
- ( ) Round Up
- ( ) Round Down
- (•) Fractional Shares
- ( ) Credit

Split | Add Dividend | Sell | Record Rights | Merger

Deals Customize | Find | View All | First 1-3 of 3 Last

Unit	Deal ID	Number of Shares	Price Per Share	Amount	Currency	Fair Value
US001	000000000358	20,000.0000	6.83	136,500.00	USD	
US001	000000000365	600,000,000.0000	0.01	4,200,000.00	USD	
US001	000000000366	6,000,000,000.0000	0.01	66,000,000.00	USD	

Total Shares: 6,600,020,000.0000 Total Amount: 70,336,500.00

Dividend Details Customize | Find | View All | First 1 of 1 Last

Declaration Date	Record Holder Date	Payment Date	Amount	Number of Shares
05/03/2005	05/03/2005	05/03/2005	200.00	

Split Details Customize | Find | View All | First 1 of 1 Last

Split Date	Payment Date	Ratio
03/02/2005	03/02/2005	2.000

Rights Details Customize | Find | View All | First 1 of 1 Last

Issue Date	Exercise Date	Ratio
05/03/2005	05/03/2005	2.000

Events Customize | Find | View All | First 1-3 of 3 Last

Date Time	User ID	Severity	Event Description
03/14/05 10:12:27AM	SAMPLE	Information	Equity created
05/02/05 3:35:47PM	VP1	Information	Dividend announced for equity, ORCL as of 2005-05-03
05/02/05 3:35:15PM	VP1	Information	Split announced for equity ORCL as of 2005-03-02

Viewing and tracking equity investments

Once the equity is defined, it can be used in making investment deals. To facilitate this, an Instrument Detail page and Deal Detail page designed specifically for equity deals were added to the existing instrument and deal pages.

Deal Detail | Settlement Instructions

Unit: US001 Deal ID: 000000000362 Instrument Type: EQUITY Template:

*Transaction Date: 07/14/2005

Security Type: CUSIP Security ID:

Deal Detail Find | View All First 1 of 1 Last

Line: 1 of 1 Instrument Base Type: Equity

Equity Details

*Ticker Symbol: SSTL *Exchange: CBOT

*Number of Shares: 2,000.0000 *Price Per Share: 20.00

*Transaction Amount: 40,000.00 Currency: USD

*Trade Date: 07/14/2005

Portfolio: *Accounting Treatment: Available for Sale

*Counterparty: BR2 Broker:

Issuer: BR2 Guarantor: BR2

Dealer: Reference:

Description: Buy 2000 shares of SSTL at 20 on 2005-07-14

Deal Status: Open Authorized

Exclude from Position

Submit for Preview

Net Deal Settlement Cashflows

Cashflows | Test Limits | Deal Test | Reserve | Print

Event Log | Fees | Instrument Notes | Additional Holidays | Bids | Document Sequencing

Pool Information | Deal Analytics

Deal Detail page for capturing an equity deal.

Additional application pages included in this new feature were created to facilitate the recording of equity splits, dividends, subscription rights, and the sales of shares of the equity. There's even a page for recording and managing the equity after a merger.

Merger

Equity ID: SSTL Ticker Symbol: SSTL

Name: Subsonic Technology Currency Code: USD

Merger Details

New Stock Symbol: WOFR

*Date Of Merger: 10/23/2005

*Ratio: 2.5 : 1

OK | Cancel | Refresh

Recording a merger for equity investment maintenance.

After these events are recorded they can then be viewed on the Equity Definition page. An equity valuation process can be run periodically to update the current value of the equity holdings based on the current marker rate.

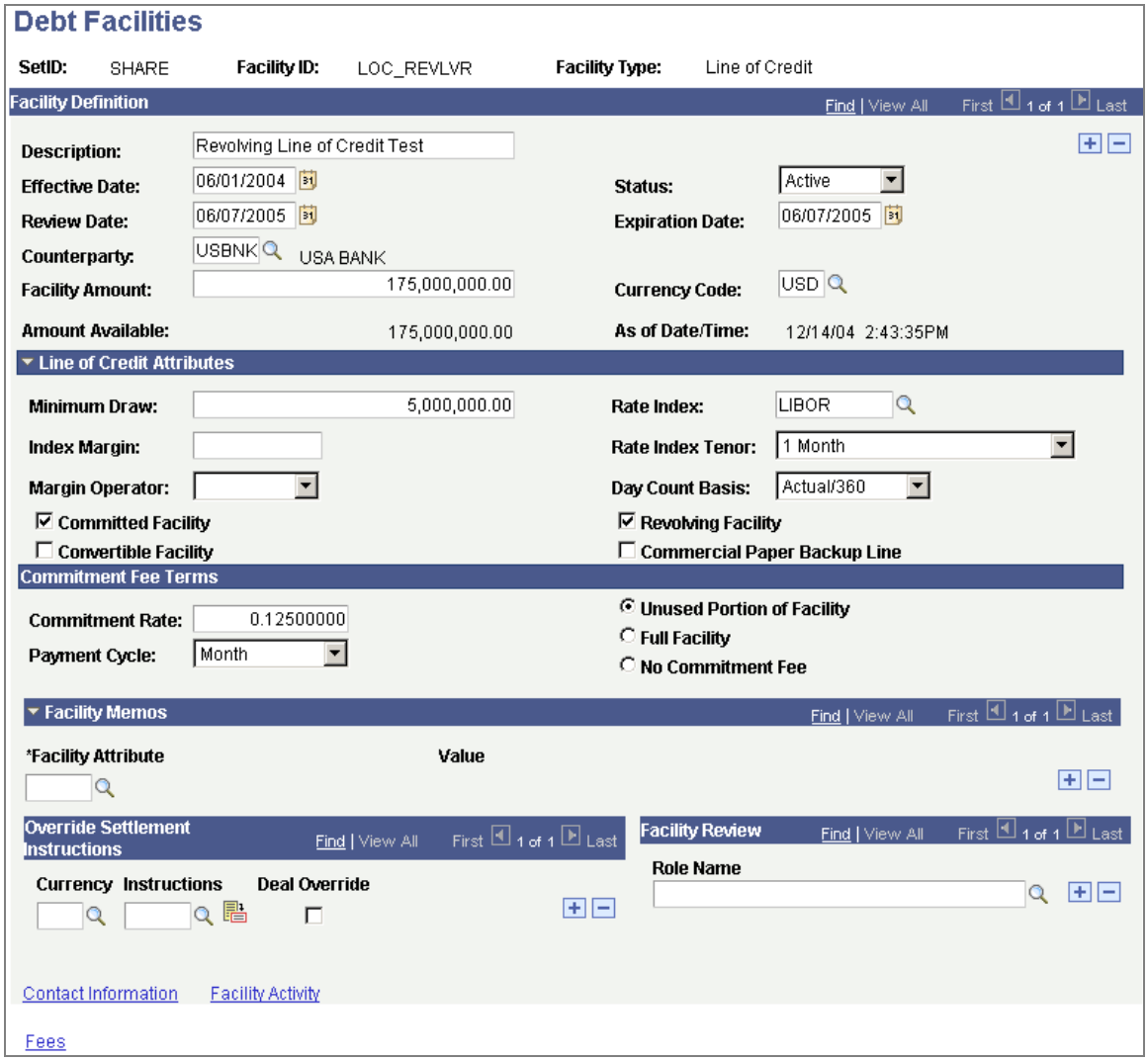
Enhancements to Facilities

A line of credit is the most common type of facility used in managing corporate liquidity. Commercial paper, however, is an important source of external funding for corporate borrowers and has become increasingly popular over the years.

To accommodate an increasing number of corporate clients, Deal Management 8.9 streamlined the process of capturing ***line of credit and commercial paper*** debt facilities.

New Functionality

After a commercial paper facility or line of credit facility has been created, you use the existing deal capture process for interest rate physical instruments to create a deal transaction on the facility.



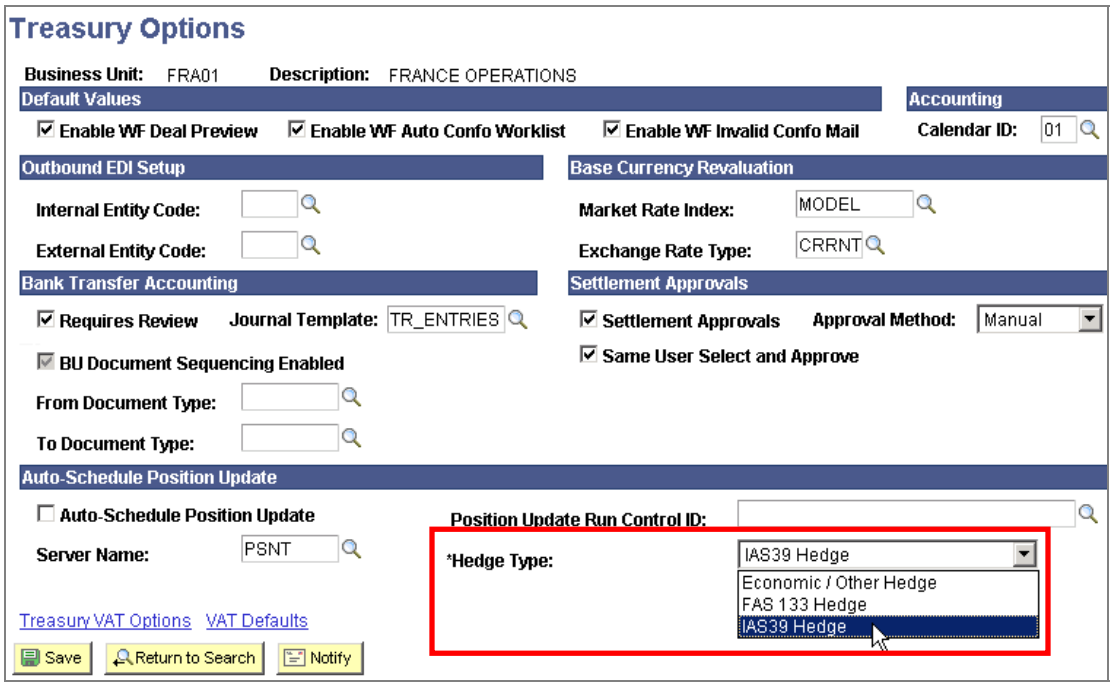
Capturing a line of credit debt facility

What's New in PeopleSoft Enterprise Risk Management 8.9

The Finanical Accounting Standards Board's (FASB) FAS 133/138 ruling on accounting for derivatives came into effect on June 15, 2000. International Financial Reporting Standards (IFRS) issued IAS 39 accounting regulation that is essentially similar to the FAS 133/138 regulations, but expands the scope to include financial instruments beyond just derivatives. Risk Management 8 originally supported FAS133/138. With the 8.9 release, we expanded the coverage to include support for IAS-39 regulatory requirements.

New Functionality

The Risk Management 8.9 application allows the option to perform accounting based on either the IAS 39 or FAS 133/138 reporting requirements. This option is made available at the Treasury Business Unit Options level.



Selecting hedge accounting options for a business unit.

A new accounting treatment option for "Loans and Receivables" is included in 8.9 to meet IAS-39 requirements. Additionally, several IAS-39 examples are included as part of our sample data to help you learn the accounting setup from the preconfigured and tested instruments for IAS-39 compliance.

Program and Portfolio Management Business Process Overview

Across the globe, the services economy has been gaining importance over the past two decades and contributing a growing share to gross domestic product (GDP) and jobs. From developing countries where, on average, services account for approximated 50 percent of GDP to the United States where services account for approximately 80 percent of GDP, managing projects and their associated services is clearly a mission-critical organization priority.

PeopleSoft defines the business process associated with managing projects and services as Program and Portfolio Management. This business process, enabled by the PeopleSoft Enterprise Service Automation (ESA) solution, helps your organization optimize and manage resources and projects for both internal departments such as information technology (IT) as well as for external customers. The key to optimizing resources and projects is to intelligently plan your project investments by comparing and contrasting initiatives to select the right portfolio mix. Using planning and analysis tools, you are assured that your initiatives align with company objectives while monitoring financial impact and risk. When it is time to resource your project investments, you are able to efficiently find the right people, whether they are internal employees or external contractors. You can maximize the utilization of your employees' time and skills leading to greater project success, productivity, and employee satisfaction.

While executing your project initiatives, Program and Portfolio Management provides full visibility into the time, expenses, budgets, and forecasts related to project delivery. By monitoring your projects throughout their lifecycle, you have the insight needed to control project cost, duration, and success. When it is time to charge another department, external client, or just manage the accounting for your projects and resources, ESA completes the process by handling all the accounting to get full financial control over your projects and resources.

Program and Portfolio Management business process

The Program and Portfolio Management business process consists of five phases:

- The *Evaluate* phase identifies and catalogs project investment requests, prioritizes new and existing projects and performs what-if analysis on various portfolios of projects to determine where to invest resources to achieve maximum business value.
- The *Plan* phase enables the development of detailed project plans including scope, deliverables, tasks, milestones, resources, estimates, schedule, contract and allows for the review and approval of project budgets.
- The *Source* phase procures the required labor, material, and asset resources necessary to successfully complete the project, assigns the resources to projects and activities, and optimizes the resource plan.

- The *Execute* phase captures and costs project transactions, tracks project status, manages issues, forecasts remaining work and allows for the adjustment of a project according to changes to resource, scope, or schedule.
- The *Complete* phase reviews project costs, authorizes billing or internal chargeback to the organization for whom the project was performed, generates appropriate accounting transactions, capitalizes project costs when creating or maintaining an asset, and provides an overall assessment of project performance.

The following sections preview the new Program and Portfolio Management features and enhancements, by product, that are available in PeopleSoft Enterprise Service Automation 8.9.

What's New in PeopleSoft Enterprise Program Management 8.9

Did you know that, according to Gartner, 50 percent of Information Technology (IT) projects are over budget, and over 40 percent are abandoned or fail? PeopleSoft Enterprise Program Management 8.9 gives project managers the tools to significantly improve their ability to deliver projects successfully, on time, and within budget. Program Management enables you to manage projects across your organization by leveraging common standards and procedures, while gaining efficiency and controlling costs. By providing robust functionality that is fully integrated within the Program and Portfolio Management business process, Program Management eliminates the need for disparate project systems and prevents critical information from being stranded in silos.

Program Management 8.9 delivers enhancements in these areas:

- Business value
- Best practices
- Financial accountability
- Enterprisewide integration
- Additional enhancements

Business Value

There is more scrutiny today than ever before on communicating business value to executives and business partners in a project-based organization. Program and project managers are constantly challenged to provide real-time visibility on their IT project investments. Program Management addresses these challenges with tools that provide visibility for just these purposes. Specifically, this release of Program Management includes enhanced manager and resource workbenches, additional system-calculated project health visual indicators, improved project scheduling, support of activity dependencies and constraints, and release management to track the project delivery schedule.

Enhanced Workbenches

Reviewing project health for a project manager and reviewing assignments for a project resource are critically important in the Program and Portfolio Management business process. Program Management supports this requirement with ***Enhanced Workbenches***. Enhanced workbenches provide additional visual indicators for each major project component, such as scope, schedule, budget, resources, risk, and issues. Additionally, key information such as change requests, exception information, time and expense sheet links, and activity assignment information are added to the respective workbenches. These enhancements give program and project managers an accurate pulse on their projects.

New Functionality

The Manager Workbench page from prior releases is organized into two pages for Program Management 8.9. Managers can view information about a project on one Manager Workbench page, and click the Activities tab to view workbench information about the project's activities.

The project Manager Workbench page contains information about the project manager, project status and project processing status. It also contains these collapsible group boxes:

- Scorecard: Information about the schedule, budget, resources, issues, and risks.

  Health indicators are added for each scorecard component.

  You can choose an option by project to manually enter or automatically calculate project health indicators for project overall, schedule, budget, resources, issues and risks.
- Milestones: List of the project milestone activities.
- Top 5 Issues: List of the top five unresolved issues.
- Top 5 Risks: List of the top five risks based on risk status and priority.
- Change Requests: List of the five most recently approved project change requests, the five oldest unapproved change requests, and change control statistics.
- Project Exceptions: Information on late activities, unassigned activities, upcoming activities, overloaded resources, activity and assignment conflicts, and late deliverables.

You can expand and collapse the group boxes, all at once or individually, to review detailed information about the health of the project.

On the new activities Manager Workbench page you can select the project activity that you want to review. The workbench contains information about the activity owner, activity status, and activity processing status. It includes activity health indicators that the system calculates each time that you access the page by using the most recent data on the activity schedule, budget, resources, issues, risks, and deliverables. It also lists the top five issues and risks for the activity.

From both of the Manager Workbench pages you can navigate to other components in Program Management and PeopleSoft Enterprise Project Costing to view or modify information about the project or activity.

The Resource Workbench includes a list of the resource's five most recent time reports and expense reports. The resource can click the time report or expense report link to access the report in PeopleSoft Enterprise Expenses. Resources can also access the Expenses application directly from the workbench to create a new time report or expense report.

Project Scheduling

A major step to extending PeopleSoft's capabilities within the project management discipline is to provide project managers with functionality to create, organize, and schedule their project activities. Program Management accomplishes this with a new ***Project Scheduling*** feature. The Project Activities page supports ***Dependencies and Constraints, Gantt Charting***, and an improved user experience for creating and maintaining work breakdown structures (WBS). By redesigning the Project Activities page to incorporate the use of a hierarchical grid, project managers can easily organize their WBS by using icons on a tool bar. Project managers can view the project schedule represented in a server-side ***Gantt Chart,*** which eliminates the need to purchase a desktop project scheduling application just to view project schedules.

PeopleSoft gives project managers the ability to establish critical activity relationships, both within a single project and across projects, by supporting activity dependencies and constraints. You can choose a single tool that provides the robust scheduling capabilities that project managers need to effectively manage projects. By reducing the need for another software vendor, you can save software licensing and support costs and increase the accuracy of project data in PeopleSoft.

New Functionality

Program Management 8.9 provides project scheduling functionality to support activity deadlines, activity dependencies, activity constraints, project schedule indicators, and a project schedule Gantt chart.

For each activity, you can specify a deadline date. If the end date of an activity falls after the deadline date, a warning indicator appears on the Project Activities page to indicate that the activity is scheduled to end after the deadline.

Project managers can define multiple activity dependencies and activity predecessors for each project activity. Users can manually specify the activity dates and duration, or use dependencies and constraints to determine the activity start and end dates.

You can define dependencies on the new Activity Predecessors page to specify predecessor projects, predecessor activities, and dependencies.

You can establish these dependency relationships:

- End-to-start: The start date of the successor activity is the next working day after the end date of the predecessor activity.
- End-to-end: The end date of the successor activity is based on the end date of the predecessor activity.
- Start-to-start: The start date of the successor activity is based on the start date of the predecessor activity.
- Start-to-end: The end date of the successor activity is based on the start date of the predecessor activity.

Additionally, you can define a lag time or lead time for dependency relationships.

You can choose an option to specify when to calculate activity dates and roll them up to summary activities. Delaying the summary date rollup can help you manage system performance.

Options are:

- Manual: Changes to predecessor activity dates do not automatically change successor activity dates.

  Some constraints are still enforced, if the project-level option for activities to always honor their constraint dates is activated.
- Delay until save time: At save, activity start and end dates roll up to summary activities, successor activity dates are updated as a result of dependencies, constraints, or changes to predecessor activities.

  Certain date processing occurs immediately upon field edits, and other date processing and summary rollup occurs save time.
- Real-time: Activity dependency changes and predecessor date changes flow through the schedule as soon as the change is made.

  Summary activity processing occurs immediately.

Another scheduling tool in Program Management 8.9 is the ability to set activity constraints. Each activity can have one constraint type, which determines when the activity can start or end.

You can select these constraint types, and specify constraint dates, for detail activities:

- As Soon As Possible
- As Late as Possible
- End No Earlier Than
- Start No Earlier Than
- Start No Later Than
- End No Later Than
- Must Start On
- Must End On

Constraint types available for summary activities are:

- As Soon As Possible
- End No Later Than
- Start No Earlier Than

Project managers can select a project-level option requiring that activities always follow the constraint. If you select this option:

- Users cannot manually schedule a start date or end date that falls outside of an activity's constraint.
- If a schedule change to a predecessor activity causes a successor's activity dates to violate its constraint, you must choose to either resolve the scheduling conflict, or remove the dependency.
- If a new predecessor activity causes the successor activity to violate its constraint, the start and end dates for the successor activity will still honor the constraint date.

If you do not require activities to follow the constraint, you can change activity start and end dates manually or through dependency relationships. The constraint remains on the activity but the system allows the activity dates to change even if they violate the constraint.

The Project Activities page displays a warning visual indicator if:

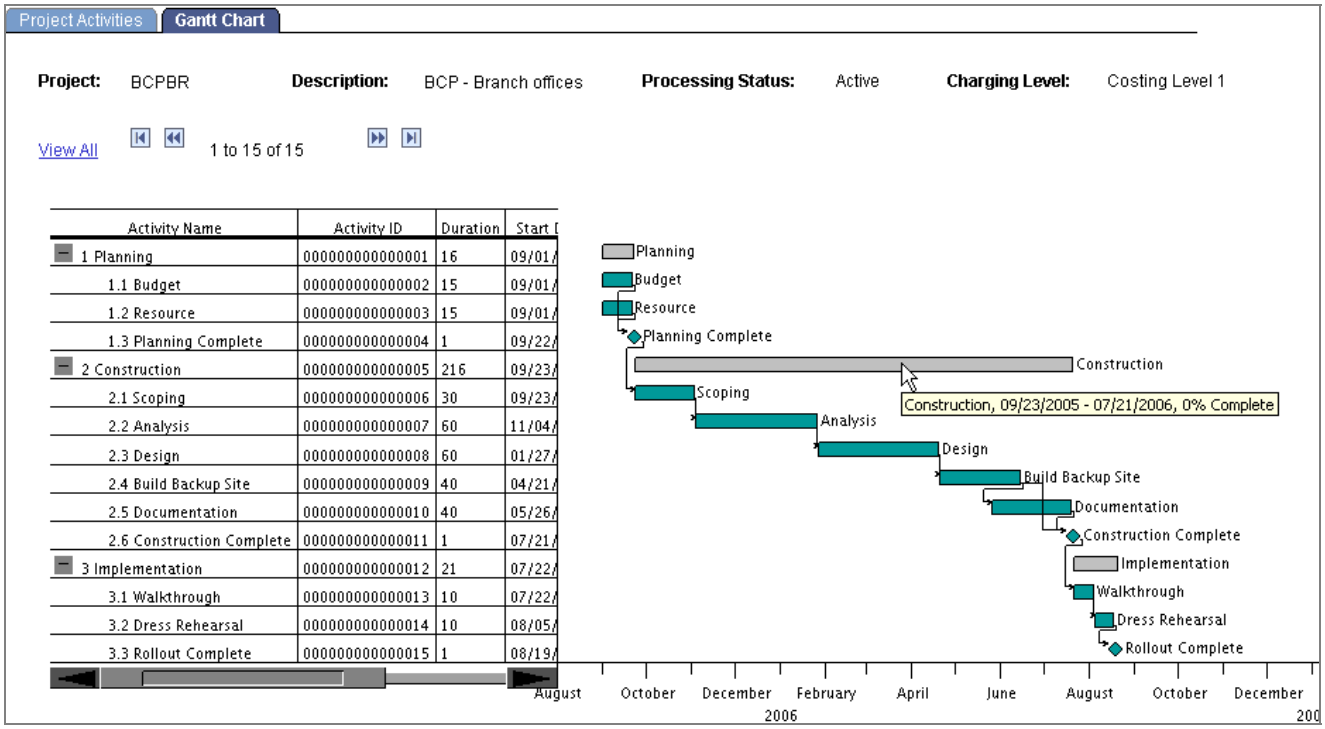
- An activity is scheduled to complete later than its deadline date.
- An activity has not been scheduled within its constraints.

The Project Activities page displays an informational visual indicator if:

- An activity has an inflexible constraint, such as Must End On, Must Start On, End No Later Than, or Start No Later Than.
- An activity has a flexible constraint, such as End No Earlier Than, Start No Earlier Than, As Soon As Possible, or As Late As Possible.

In Program Management 8.9, you can view the project schedule in a Gantt chart format. The Gantt chart page contains two sections—the WBS in a grid and the WBS represented by a Gantt chart. The WBS grid displays the activity name, activity ID, duration, start date, end date, and percent complete for each activity. The Gantt chart displays a horizontal bar representing the duration for each activity. Summary and detail activities are distinguished by different colors. A black overlay bar represents the percent complete for each activity. You can move the mouse pointer across each bar to view alternate text about the activity name, start date, end date, and percent complete.

This is an example of a project schedule Gantt chart:



Project schedule Gantt chart

Release Management

A release is a common scheduling mechanism that internal IT departments and software development organizations use to package projects or work requests together to make them available to customers. The ability to capture the necessary information related to a release is important for the release or program manager to ensure a successful launch of a project or work request. Program Management supports this requirement with its ***Release Management*** functionality.

New Functionality

In Program Management 8.9, release or program managers can define releases and release types, associate projects, issues, change requests, and risks to releases, and view a list of projects by release.

As you define a release you can enter data such as the release manager, status, original release date, current target release date, type, description, and user-defined information. Additionally, you can attach release documents and track information that is specific to your business needs in user-defined fields on the release definition.

You can search for releases to review by entering the business unit, and optionally the release ID, manager, status, or a combination of these values. The Review Release page displays the business unit, release ID, description, date, manager, currency, and status information about each project that is associated with the release.

Best Practices

Large enterprises and project-based organizations have long recognized the value of leveraging project knowledge across multiple projects, and yet today, a typical organization delivers only half of its projects within budget. Program Management addresses this issue by providing project managers with the necessary tools to leverage common standards and processes that better support cross-organizational goals.

Project Risk Management

Every project is subject to risks that can lead to increased costs, delayed schedules, and increased resource requirements. Failure to manage these risks often arises from the inability to decide what to do, when to do it, and whether enough has been done. ***Project Risk Management***, a new feature in this release of Program Management, addresses these challenges with the functionality to identify risks that impact projects and document their characteristics, develop procedures and techniques to enhance opportunities and reduce threats to the project's objectives, monitor residual risks, identify new risks, execute risk reduction plans, and evaluate their effectiveness throughout the project lifecycle.

New Functionality

In Program Management 8.9 you can enter program, project, or activity risks, risk triggers, and associated action plans. You can classify the risks by type, status, and priority. Risk triggers can be anything that might cause a program, project, or activity risk to occur, such as increasing the scope of a project. In Program Management 8.9 you can associate multiple triggers with one risk.

Identifying action plans for every risk is a key step in managing risks. You can document procedures and techniques to respond to a risk in an action plan to provide the program or project manager important information about a known risk.

Program Management provides these methods for monitoring risks:

- Colored risk health visual indicators that appear on these pages:
  - Manager Workbench
  - Review Programs
  - My Projects
  - Project Definitions - General Information
- Risk scorecard that appears on the Manager Workbench pages.
- The top five risks that appear on the Manager Workbench pages.
- The Top 5 Risks portal pagelet that is available on your PeopleSoft homepage if you use PeopleSoft ESA Portal Pack.
- A Review Risks page where you can configure search criteria to filter the search results to the risks that you want to view.

Project Change Request

Project changes such as increased project scope are a principle reason why projects run over budget or fail. Failure to track project changes is a common mistake that can be corrected or managed by a well-run organization. Program Management provides a powerful ***Project Change Request*** feature to capture proposed project changes. Along with the basic functionality of capturing and tracking changes at the project, schedule, resource, and budget level, by using a project change request you can track user-defined fields and trigger approval workflow for changes.

New Functionality

The Program Management Change Control functionality has been improved in release 8.9 to include the ability to track more data elements, as well as the ability to set up approval workflow for changes. In prior releases of Program Management you can track changes at the project, activity, and project resource level. Using the enhanced change control functionality in Program Management 8.9, you can also track activity resource data element changes, project budget plan finalization, time report estimate to complete changes that affect the remaining work on the activity assignment, and changes generated by the system as a result of a dependency.

The ability to approve changes before they are implemented is also a new addition. The Change Request feature includes the ability to define rules for automatic approval at the project level. The feature leverages PeopleSoft workflow functionality to create worklist entries for the approvers and email notifications for approvers and requesters. You can create change requests manually by entering the change details on a Change Request page and submitting the request for approval. The system creates change requests automatically when you set the change control option to require change requests, and users modify the remaining work field on a time report or change an activity that is part of a cross-project dependency.

On the Change Request page you can submit a group of changes to the approving manager and, upon approval, the system automatically updates the data on the project.

Resource Usage Graphs

Resource optimization is a critical measure for project-based organizations that strive for process control. Project managers may need to view resource workload beyond a single project. Program managers may be responsible for balancing the resource load across multiple projects. Department supervisors need to see the resource workload of all the department resources. Program Management incorporates enhanced ***Resource Usage Graphs*** that improve a project manager's ability to view the workload for all the resources on a project. This improved resource usage grid and its related resource graphs bring new productivity tools to the Program and Portfolio Management business process.

New Functionality

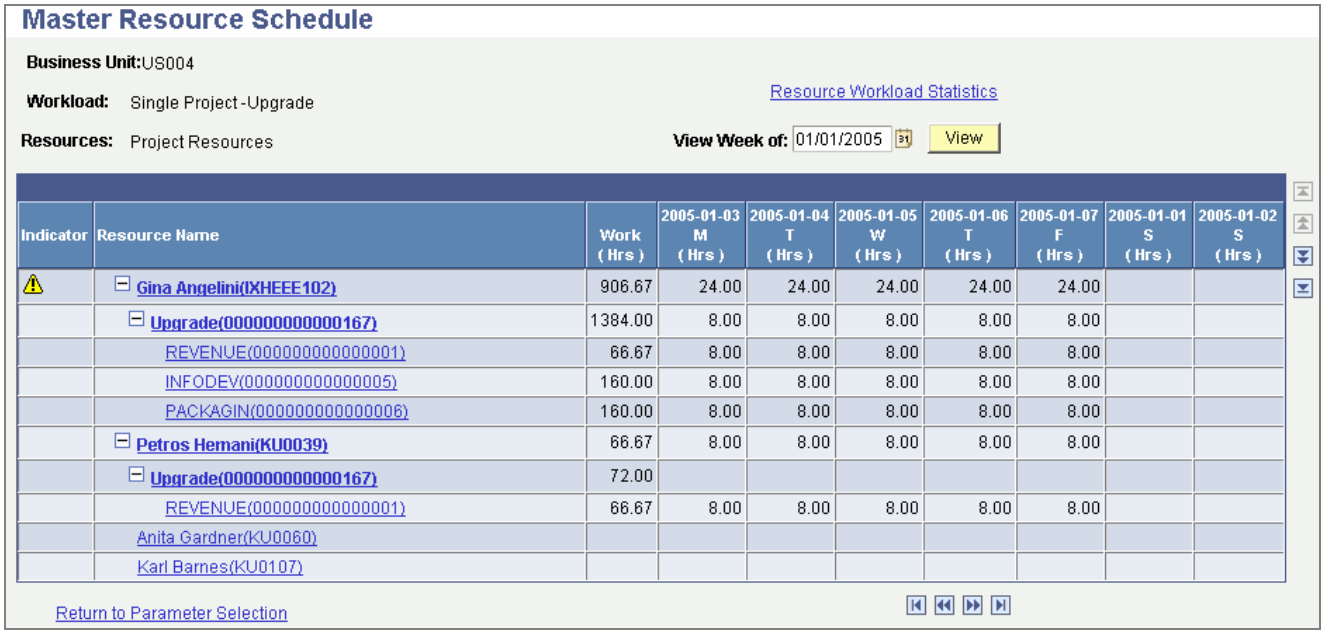
Program Management 8.9 provides a master resource schedule that enables project managers to review the workload in grid format of all resources in a user-defined workload scope. From there you can view the activity detail and work associated for each resource.

You can select a one-week increment to appear on the master resource schedule grid and:

- View the resource's name and employee ID.
- View an overload indicator that appears on a resource row when the resource is over allocated.
- Access a list of the resource's activity assignments.

- Access the resource usage graph if you use Resource Management.
- Access the Resources by Activity page.

This is an example of the Master Resource Schedule page:



Master Resource Schedule

Business Unit: US004

Workload: Single Project-Upgrade

Resources: Project Resources

Resource Workload Statistics

View Week of: 01/01/2005 View

Indicator	Resource Name	Work (Hrs)	2005-01-03 M (Hrs)	2005-01-04 T (Hrs)	2005-01-05 W (Hrs)	2005-01-06 T (Hrs)	2005-01-07 F (Hrs)	2005-01-01 S (Hrs)	2005-01-02 S (Hrs)
⚠	Gina Angelini(IXHEEE102)	906.67	24.00	24.00	24.00	24.00	24.00		
	Upgrade(000000000000167)	1384.00	8.00	8.00	8.00	8.00	8.00		
	REVENUE(000000000000001)	66.67	8.00	8.00	8.00	8.00	8.00		
	INFODEV(000000000000005)	160.00	8.00	8.00	8.00	8.00	8.00		
	PACKAGIN(000000000000006)	160.00	8.00	8.00	8.00	8.00	8.00		
	Petros Hemani(KU0039)	66.67	8.00	8.00	8.00	8.00	8.00		
	Upgrade(000000000000167)	72.00							
	REVENUE(000000000000001)	66.67	8.00	8.00	8.00	8.00	8.00		
	Anita Gardner(KU0060)								
	Karl Barnes(KU0107)								

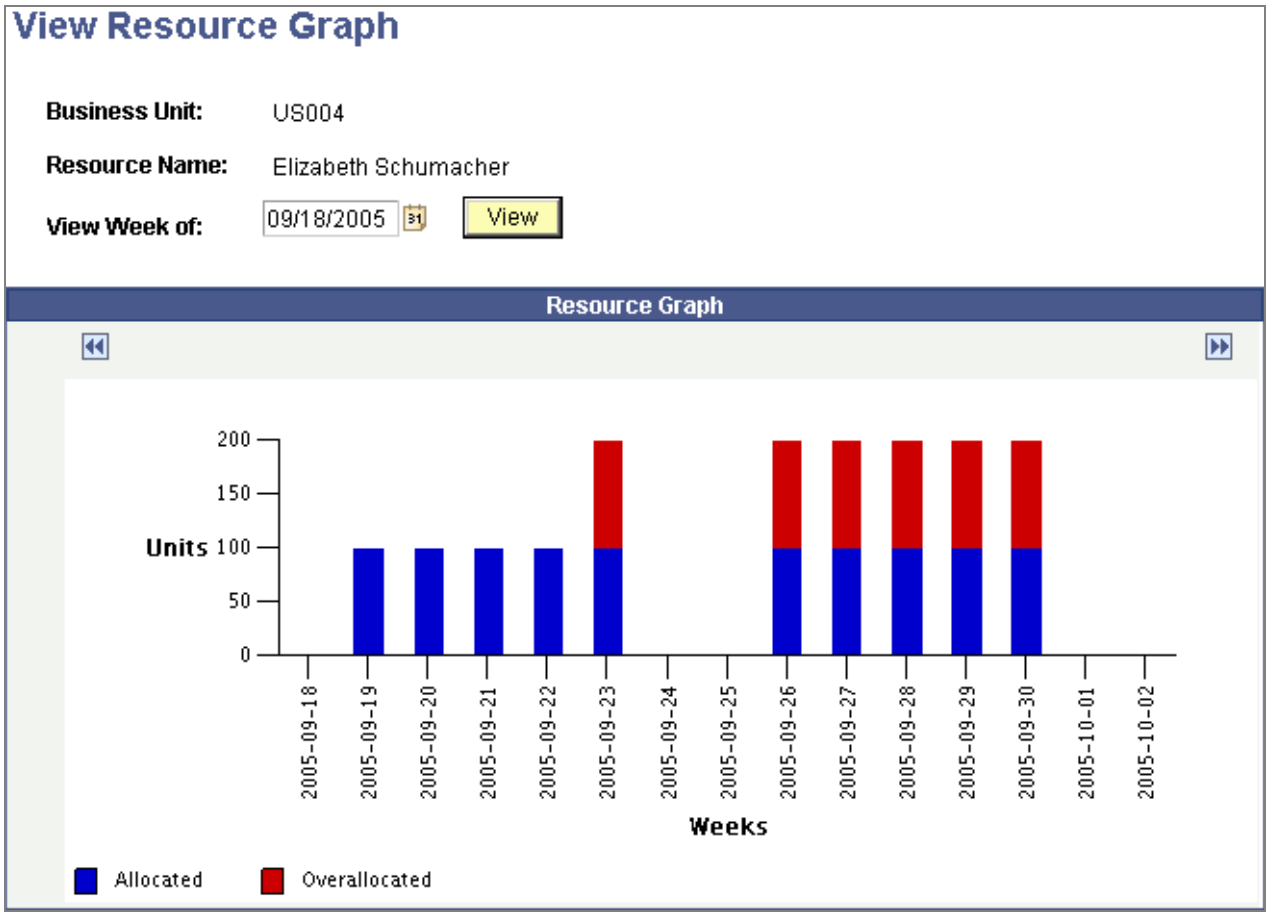
Return to Parameter Selection

Master Resource Schedule page

From the master resource schedule grid you can access the resource usage graph for a specific resource. This page contains a vertical bar chart showing a resource's workload by day, highlighting the hours that the resource is overloaded. Each day's bar represents the sum of hours that the resource is assigned to the activities.

If you access the resource usage graph from the master resource schedule grid, the graph represents the resource's workload for all of the projects that appear in the grid. However, if you access the resource usage graph from the Resources page for a project, the graph represents the resource's workload for the specific project.

This is an example of the View Resource Graph page:



View Resource Graph page

From the master resource schedule you can also access the Resource Workload Statistics page that contains information about a resource, such as the resource's workload compared to the project workload, percentage utilization, and the resource's cost compared to the total project cost.

Financial Accountability

In today's business climate of compliance and corporate governance, an increasing number of organizations are trying to control their ever-growing project spend. Program Management delivers enhanced functionality to meet those requirements. Specifically, project managers can compare budgets to forecasts to actual costs. Additionally, you can use program budgeting to perform top-down estimating, send estimates to project requests from budgeting, and perform estimate to complete analyses and flexible project activity planning.

Program Budgeting

Programs are often funded or budgeted before you define the actual projects that make up the programs. To track the usage of these funds, program budgets must be managed separately from project budgets. This release of Program Management includes new ***Program Budgeting*** capabilities so that a program manager can create a program budget that is completely separate from the project budgets that constitute the program. Additionally, program managers can use online analytics to easily compare program budgets to project budgets.

Another new feature that closely relates to program budgeting is the ability to send estimates to a project request from a budget. You can send estimates from a program or project budget to a project request.

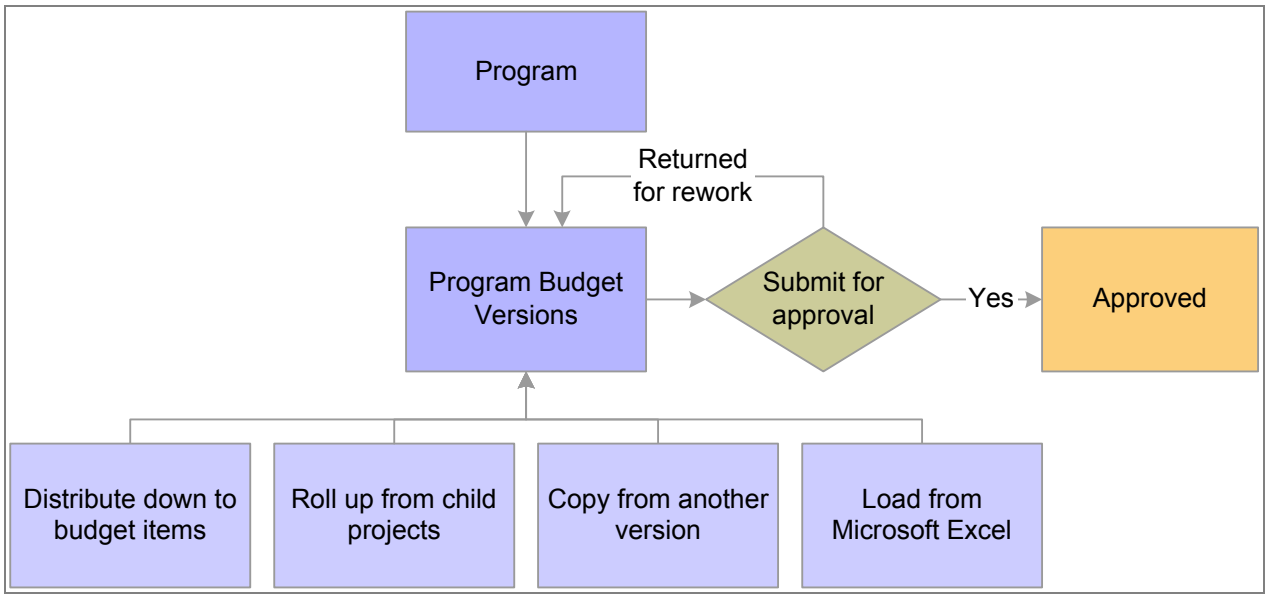
New Functionality

In Program Management 8.9 you can use program budgets as a top-down funding mechanism for the projects that are the actual delivery vehicle. These budgets can be compared to the rolled-up version of the individual project budgets, actual amounts, and forecasts. You can define multiple versions of a program budget. One version can be the baseline plan, and one version can be the active plan. Users can select a different active version than baseline version, and can modify their selections. Optionally, you can require approval of a version before it becomes active.

You can create budget details in the Program Budget Detail page by:

- Distributing budget items.
- Rolling up active child projects.
- Copying from an existing budget plan.
- Loading from Microsoft Excel.

This diagram shows the options for creating program budget details for a program budget version:



Program budgeting process flow

To calculate budget amounts for each individual period, you can select from these four distribution methods:

- Even Spread: Spreads the amount evenly across all periods.
- Repeat Amount: Repeats the same amount across all periods.
- Percentage Spread: Spreads the amount across the rows for which you enter a percentage of the total.

- Manual Entry: Manually enter period amounts.

By using program budgeting you can trigger workflow to the budget approver that is responsible for approving a program budget. If program budgeting workflow is turned on, a program budget version must be approved before it is active. When a budget plan is ready for approval, you can submit it using the Program Budget page that sends a worklist entry and email notification to the budget approver.

Program budgeting analytics use Analytical Calculation Engine (ACE) technology. ACE uses relationships between dimensions and data cubes to report on business activity.

By using the Program Budget Analysis page you can compare:

- Baseline version of a program budget compared with rolled-up associated project budgets and actual costs.
- Active program budget compared with rolled-up project budgets.

Estimate to Complete Analysis

One of the most common reports that both operational and finance organizations request is to compare project budgets to forecasts to actual costs. Program Management automatically generates detailed project costing entries for a project from the remaining work estimate on each activity—the estimate to complete. These project transactions are used by the new ***Estimate to Complete*** Analysis to greatly simplify the creation of comparison reports and the analysis of estimate to complete data.

New Functionality

In Program Management 8.9 you can create detailed project costing estimate to complete transactions in the Project Transaction table (PROJ_RESOURCE) by using two new analysis types—Cost Estimate to Complete (ETC) and Bill Estimate to Complete (ETB). In previous releases ETC transaction rows were downloaded from Microsoft Project and stored in Forecasting tables. Program Management 8.9 you can use the ETC and ETB rows in the Project Transaction table in analytics and reports.

Flexible Project Activity Planning

In many organizations, project management and project accounting maintain separate systems. PeopleSoft's Enterprise Service Automation solution provides a single solution for both disciplines through the tight integration of Program Management and Project Costing. In the new release of Program Management, ***Flexible Project Activity Planning*** joins project management and project accounting. The activity represents a key integration point since both the project management and project accounting disciplines share it. In flexible project activity planning, project managers and project accountants agree to a *charging level* of the WBS against which financial transactions can be recorded. Activities that are more detailed than the charging level are treated as planning activities and are used only for project management purposes.

New Functionality

Program Management 8.9 incorporates a flexible project activity model that supports both a detail WBS for planning, and a cost breakdown structure for accounting. You can use different levels of the WBS for project management and accounting by defining the WBS level at which you want to track project budgets, forecasts, and costs. You can specify a project charging level of WBS level 1, level 2, or level 3, and the system restricts charges to summary and detail activities that are in the specified level. You can also specify a project charging level of all detail activities, in which case you can capture costs on detail activities, but not on summary activities—regardless of an activity's WBS level. You can set up a default WBS level by business unit, which users can override when they create projects. You can modify a project's charging level from all detail activities to WBS level 1, 2, or 3, for projects that are in a pending processing status.

This diagram illustrates the activities that are available for charging based on the project charging level. In each example, the red vertical bars align with the activities to which you can charge:

Project Charging Level:
All Detail Activities

WBS ID	Activity Name
1	**PLANNING**
2	**DESIGNING**
2.1	**Design Phase 1**
2.1.1	Complete Design
2.1.2	Approve Design
2.2	Design Phase 2
3	**EXECUTING**
3.1	Execute Phase 1
3.2	Execute Phase 2
4	**MAINTAIN**

Project Charging Level:
Activity Costing Level 1

WBS ID	Activity Name
1	**PLANNING**
2	**DESIGNING**
2.1	**Design Phase 1**
2.1.1	Complete Design
2.1.2	Approve Design
2.2	Design Phase 2
3	**EXECUTING**
3.1	Execute Phase 1
3.2	Execute Phase 2
4	**MAINTAIN**

Project charging level options

If you use Expenses, the level at which you capture costs for a project can be different than the level at which you report time in Expenses. You can enter time reports for all detail activities, or specify the level of activities on the WBS for which you want to capture time against a project.

For Microsoft Project integration, the integration options determine if PeopleSoft imports the detail WBS, or if PeopleSoft imports a partial WBS that includes only tasks up to the costing level. For example, the WBS that you use in Microsoft Project to plan the project might be elaborate, such as 5 or 6 levels deep. For costing purposes, however, you can specify WBS level 2 as the project charging level. If you enable the Include only costing level WBS option on the Microsoft Integration Options page, the integration process imports only activities at WBS levels 1 and 2.

Enterprisewide Integration

Organizations spend an average of 35 percent of their IT budgets for new applications on integrating applications, according to Gartner. Program Management and the other PeopleSoft products in the Program and Project Portfolio business process increase project visibility. This deep, cross-product integration is built into the system and saves money for your organization.

Integration with PeopleSoft Enterprise Resource Management

Tight integration between project planning and resource management is crucial to utilizing resources efficiently. In Program Management, you can use generic labor requirements on a project resource list to create a Resource Management service order, allocate generic resource capacity to the project, or directly assign a known resource. Project managers can easily search for resources that have appropriate skill sets, view conflicts on resource calendars, and view resource usage across programs or projects to level activity load. By leveraging ***Resource Management Integration***, you can optimize resource utilization for improved project results and increased efficiency.

New Functionality

These features are available if you use Resource Management with Program Management:

- Project role rates by region: By using Resource Management with Program Management 8.9 you can assign multiple rates to a project role based on different regions.
- Project manager and pool manager workflow: You can enable pool manager workflow in Resource Management to restrict project managers from directly replacing generic resources with named resources without the pool manager's approval.

  Additionally, the system sends email notifications to the project manager and pool manager every time that a generic resource request status changes.
- Resource status on the Resources page: The Resource Status field is added to the Resources page allowing project managers to view and change resource status, and create generic resource requests and resource assignments.

  The available status values for named resources are:

  - Considered: Appears as the status default value on the Resources page.
  - Requested: Creates a resource assignment in pending approval status.
  - Committed: Creates a resource assignment in assigned status.
  - Rejected: Appears if the pool manager rejects the resource assignment.
  - Cancelled: Cancels the resource assignment.
  - Completed: Appears when the assignment is completed.

  The available status values for generic resources are:

  - Considered: Appears as the status default value on the Resources page.
  - Requested: Creates a generic resource request.

  The Requested status is available when the pool manager is not the project manager.

  - Allocated: Appears when the generic resource request is approved.

- Rejected: Appears when the pool manager declines the generic resource request.
- Cancelled: Cancels the generic resource request.

Integration with Project Costing

Project Costing is a prerequisite for implementing PeopleSoft Program Management. ***Project Costing integration*** enables project managers to use the combined power of Program Management with Project Costing to identify trouble spots by using analytics such as cost estimate to complete variance and earned value. The integration enables you to use Program Management to create and maintain assignments for labor, material, and assets at both the project and activity levels.

Additional New Enhancements

Program Management 8.9 also provides these new enhancements:

- Project manager approval for resource assignments.
- Project resource scheduling by percentage.
- Project rate control.
- Workflow.

Project Manager Approval for Resource Assignments

If you use Resource Management with Program Management, you can activate workflow to send new resource assignments, or assignment schedule changes, to project managers for approval. Project Manager Approval workflow is in addition to the existing Supervisor Approval workflow for resource assignments. Assignments that originate in Resource Management, and are pending approval, are listed on the Resource Detail page.

Project Resource Scheduling by Percentage

In today's multitasking world, resources work on multiple projects at the same time. Resources need the ability to work on projects part-time or at a percentage less than 100 percent. In Program Management 8.9 project managers can use the Scheduling by Percent of Day feature to assign resources to projects on a part-time basis.

Project Rate Control

You can restrict rate types for named and generic resources. This limits the rate types that you can select for cost and bill rates on the Resources and Resources by Activity pages. The rate types that you can select are:

- Custom: Users enter the resource's rate type when they add a resource.
- Employee: The system assigns the rate that is set up for the employee on the Rates by Employee page in Project Costing.
- Job Code: The system assigns the rate that is set up for the employee's job code on the Rates by Job Code page in Project Costing.
- Project Role: The system assigns the rate that is set up for the employee's project role on the Rates by Role page in Project Costing.

The rate options that are available on the Rate Sets - Target page are based on the rate types that you specify for the project business unit.

Workflow

Program Management 8.9 adds or enhances the use of workflow in these areas:

- Issue Management
  - Create Issue Notification: Triggered when you click the submit button on the Issue page that appears after you save the issue.
  - Assign Issue Notification: Triggered when you assign a resource to an issue or change a resource assignment for an issue.
  - Update Issue Notification: Triggered when you modify the issue summary, issue description, issue priority, issue status, resolution description, actual resolution date, issue notes, or issue attachments fields in the Issue Management component.
- Activity Resource: Triggered when you click the Notify Activity Resources button on the Resources page.
- Deliverables: Triggered when you assign a resource to a deliverable or change the resource assigned to a deliverable.
- Change Requests
  - Project Change Request: Triggered when you enter a new project change request.
  - Budget Change Request: Triggered when you enter a new budget change request.
  - Estimate to Complete Change Request: Triggered when you enter a value in the New Estimate field on the Time Report Details page.
- Program Budgeting: Triggered when you submit a program budget plan for approval.

What's New in PeopleSoft Enterprise Resource Management 8.9

Resources are your organization's most important assets. Finding the most qualified person to work on an essential project and determining his or her availability is critical to day-to-day operations and maximizing productivity and utilization. In addition, balancing resource supply and demand by identifying resource gluts and gaps can have strategic impact on long-term success. PeopleSoft Enterprise Resource Management 8.9 is a key component of the *Evaluate* and *Source* phases of the Program and Portfolio Management business process. Resource Management supports the process of capturing resource profiles, searching and assigning resources to projects, and optimizing resource deployment and future planning through strategic capacity planning.

Resource Management 8.9 delivers enhancements in these areas:

- Improved usability
- Best practices
- Strategic planning

Improved Usability

As organizations grow, locating the appropriate resources for opportunities can be time consuming and complex. Managing resource availability and searching through spreadsheets and desktop databases creates significant scalability issues. Resource Management 8.9 makes finding a resource simple and scalable by leveraging proven enterprise search technology to enhance resource search capabilities.

Verity Search Enhancements

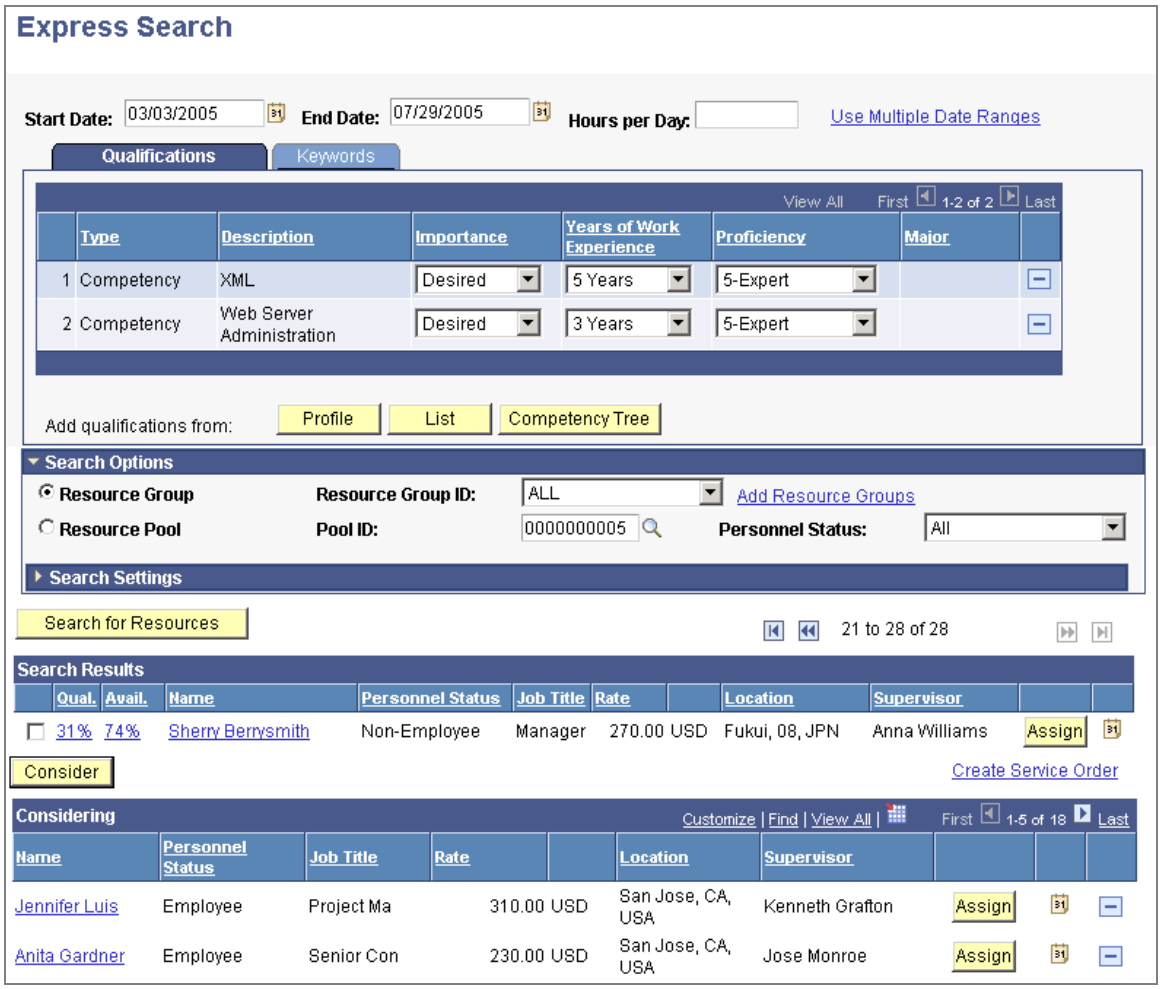
Searching through hundreds of thousands of resources quickly and easily is a considerable technological challenge. Resource Management has addressed this challenge through the use of Verity search technology. Verity is a proven leader in enterprise search. By leveraging the power of existing Resource Management functionality with Verity search technology in the ***Express Search***, we've expanded the use of Verity to include core resource indexing and the ***Staffing Workbench***. We've also enabled using resource pool as additional structured search criteria to increase the value of search results.

New Functionality

You can define resource groups with resource pools, you can search within specified resource groups or within resource pools, and you can use Verity to calculate in real time a given resource's availability and qualification scores in the Staffing Workbench.

In addition, the system now returns availability results for part-time assignments with greater accuracy. For example, part of the Express Search criteria is the number of hours per day that a resource is needed in the date range specified. This level of granularity enables you to maximize the efficiency of your resource allocation.

The system uses the resource calendar to determine the number of hours that a particular resource is actually available for each day. It then compares this information against the number of hours specified in the Express Search criteria when calculating the resource availability.



Searching for resources using Express Search

You use the Express Search page to specify qualifications (from profiles, lists, or competency trees), and to include resource groups in the search criteria. You can also specify the degree of importance for availability, preferences, and qualifications in your search. The system will return results based on the start and end dates you specify.

Best Practices

Traditionally, world-class organizations leverage best practices to operate with fewer staff and lower overall costs. In organizations with a high percentage of knowledge workers, adopting best practice resource management policies can also result in higher productivity and superior retention rates.

To leverage the potential of technology and implement these best practices, Resource Management 8.9 provides several new features that improve the classification and categorization of resources as well as provide greater control over the assignment of resources.

Resource Pools

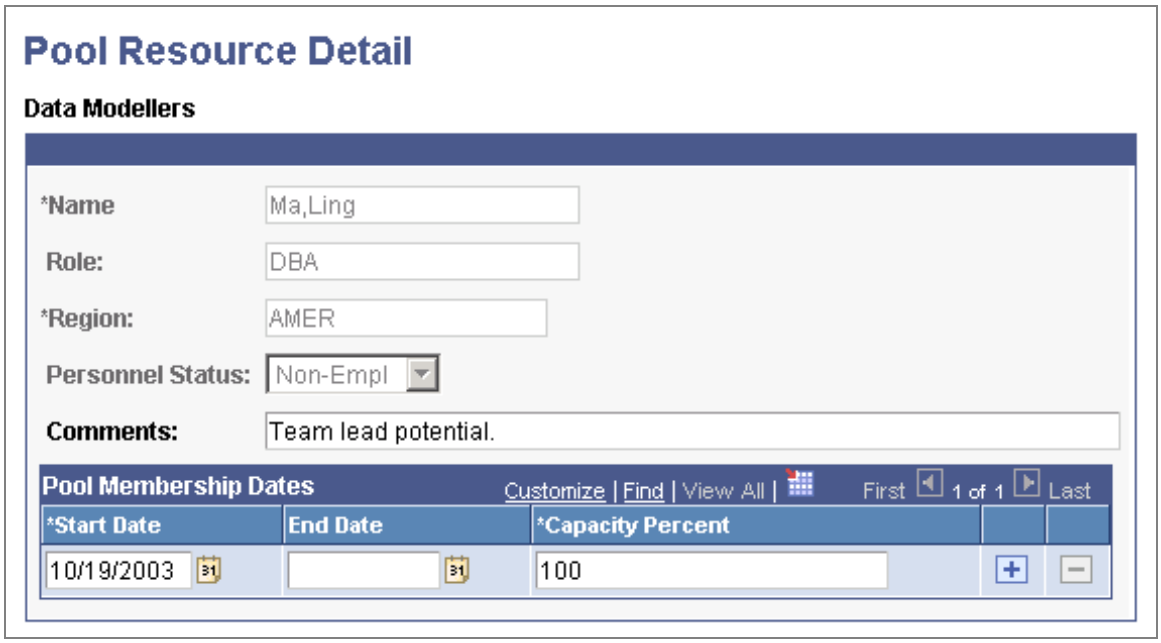
Organizations frequently have multiple reporting relationships for resources. At times, these reporting relationships are temporary, such as for a project or an important initiative, and sometimes these relationships are more matrix or permanent in nature. In any case, the traditional department organization structure is often limiting with respect to the searching for and assigning of resources to projects. Resource Management introduces the concept of ***Resource Pools*** and their corresponding ***Pool Managers***. ***Resource Pools*** enable organizations to easily create and maintain groups of resources for resource management and analysis.

New Functionality

You first set up pool administrators who can then create resource pools. Pool administrators can define their resource pools and associate those pools with pool managers.

Pool managers view and manage all the resources in their pools, and can drill down to view details about particular resources.

On the Manage Pool Resources page you can view and manage all the resources in your pool, and drill down to view details such as resource supply categories. You can also add generic resources to your pool to account for future planned capacity increases.



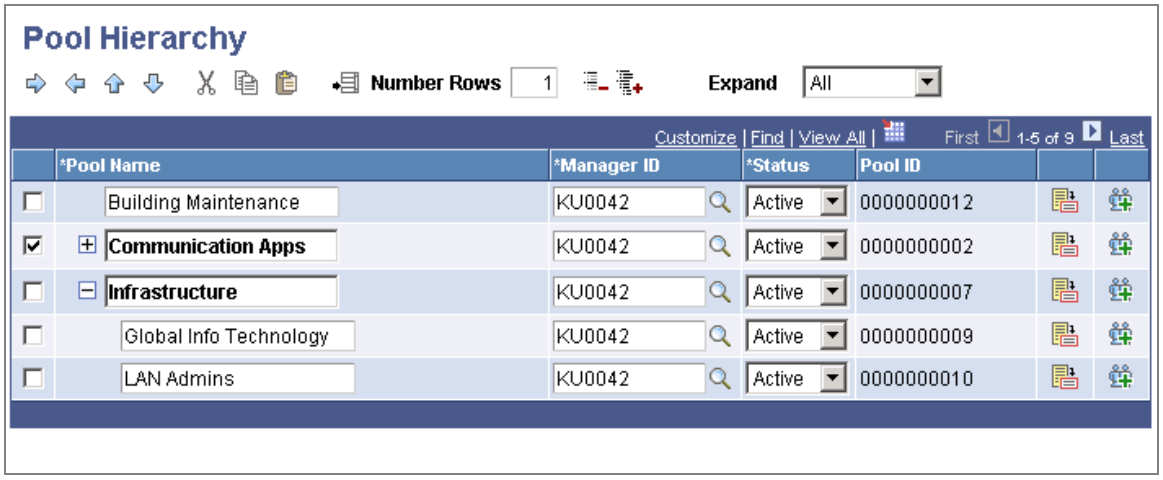
Viewing detailed resource pool information

When you drill down to Pool Resource Detail page, you can view information about the resource such as name, role, region and personnel status. You can also define start and end dates for the pool membership and the percentage of time the resource will be allocated to the pool.

In addition to named resources, pool managers can use the Add Generic Resource page to add generic resources to pools to account for future planned capacity increases.

When adding generic resources to a pool, you can specify a generic resource name, role, region, start and end date, and capacity percentage. This level of detail enables you to assign the optimal resources for any situation.

Finally, once you have created your resource pools, you maintain the hierarchy and structure of the pools you manage.



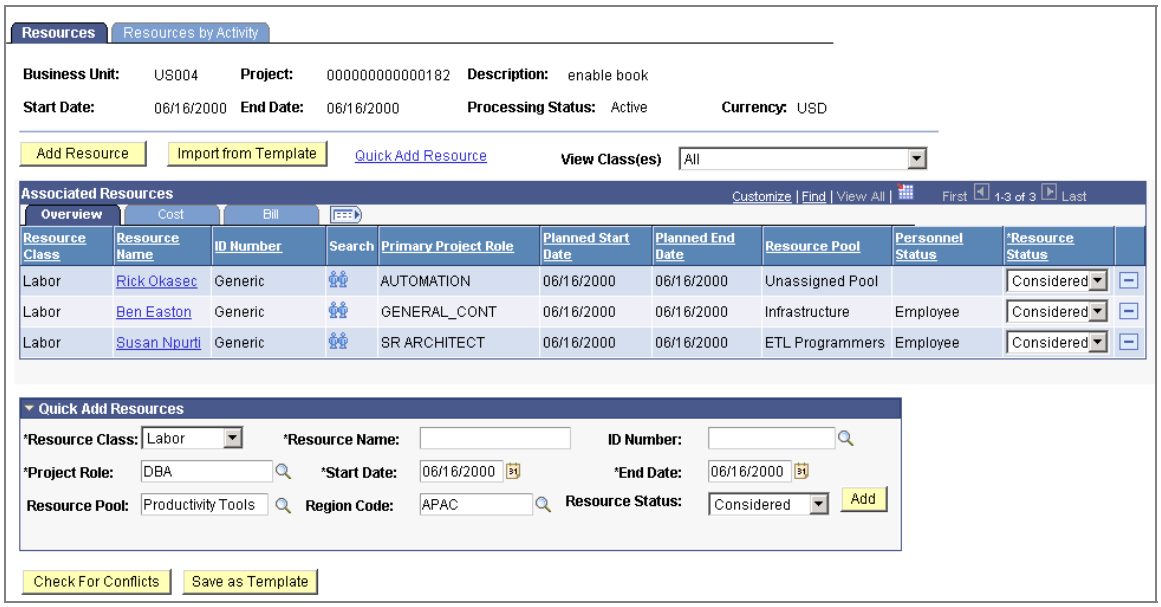
Viewing resource pool hierarchy

The Pool Hierarchy page enables you to view and modify the hierarchy and structure of the pools you manage.

Resource Management 8.9 also provides a new resource transfer feature. From the Manage Pool Resources page you can use the link provided to transfer assignments from one resource to another.

On the Transfer Assignments page, you can specify the original resource, the new resource and the assignments that need to be transferred.

If you have Program Management installed, on the Resources page you can send requests to Resource Management's Pool Manager Workbench.



Assessing current resources information

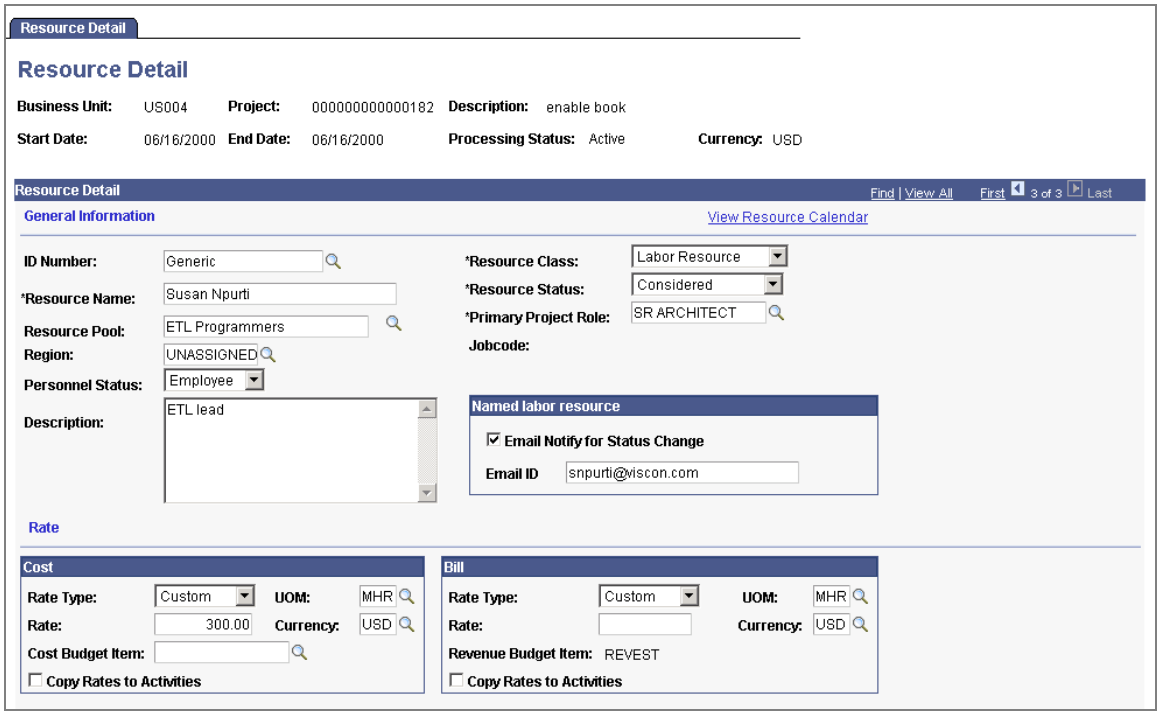
Pool managers receive requests for generic resources and assign them according to demand. To use this functionality, you first add the generic resource to the project by simply clicking the Add Resource button.

Generic Resource Allocations

When a project or opportunity is several weeks or months away, reserving a specific resource can be difficult due to availability, or unnecessary because specific work assignments are not completed until the project start date is closer. Resource Management 8.9 introduces the concept of ***Generic Resource Allocations*** to give managers the ability to reserve resource pool capacity without designating a specific resource. For example, a project manager on a large professional services project may want to reserve trainers for the education phase that is still six months away. Assigning or reserving specific trainers would be not be productive since such trainers are generally given assignments only two weeks before classes begin.

New Functionality

If you have Program Management installed, on the Project Resource page you can now send requests to Resource Management's Pool Manager Workbench. Pool managers receive requests for generic resources and assign them according to demand.



Creating a request for a generic resource

On the Resource Detail page, you can specify that a generic resource with a particular role and from a particular region and resource pool is needed. When you change the resource status from Considered to Requested, the system sends the generic resource request to the pool manager workbench.

In the Pool Manager Workbench, on the Fulfill Request page, pool managers can then review and process these generic resource requests.

Additional Resource Categories

In order to match resource supply with demand, a common taxonomy or classification between resource profiles and service orders needs to be made. In Resource Management 8.9, two new resource categories, ***Project Role*** and ***Region***, have been added to the resource profile and to the service order to facilitate the matching of supply and demand.

New Functionality

To use this functionality, you must initially configure regions on the Region Codes page as part of your Financials and Supply Chain Common Definitions setup. You must also configure Project Roles in the when you set up Project Costing.

Once this configuration is complete, you use the Create Resources page in Resource Management, to designate an employee as a resource, specifying his or her new project role, pool ID, and region. From this page you can also change the job with which the resource is associated.

When you run the Create Resources Program, you can specify these resource categories:

- Project Role
- Pool ID
- Region

You can update role and region information on the My Profile - Overview page after the resource is established.

Resource Pool Capacity Analytic

Once IT and development organizations have made strategic demand commitment decisions, resource pool managers, resource managers, and project managers must execute upon those commitments. At an operational or day-to-day level, difficult resource decisions constantly need to be made to facilitate the success of all related projects. In Resource Management 8.9, the ***Supply Category Analytic*** gives resource pool managers operational visibility into the weekly or monthly capacity of their resource pool.

New Functionality

If you have Program Management installed you can utilize the Supply Category Analytic to determine day-to-day resource capacity based on project assignments created with Program Management. Within the Resource Management Resource Pools component, Pool Managers can access the Supply Category Analytic page to view the project commitments of the resources in their resource pools and analyze capacity.

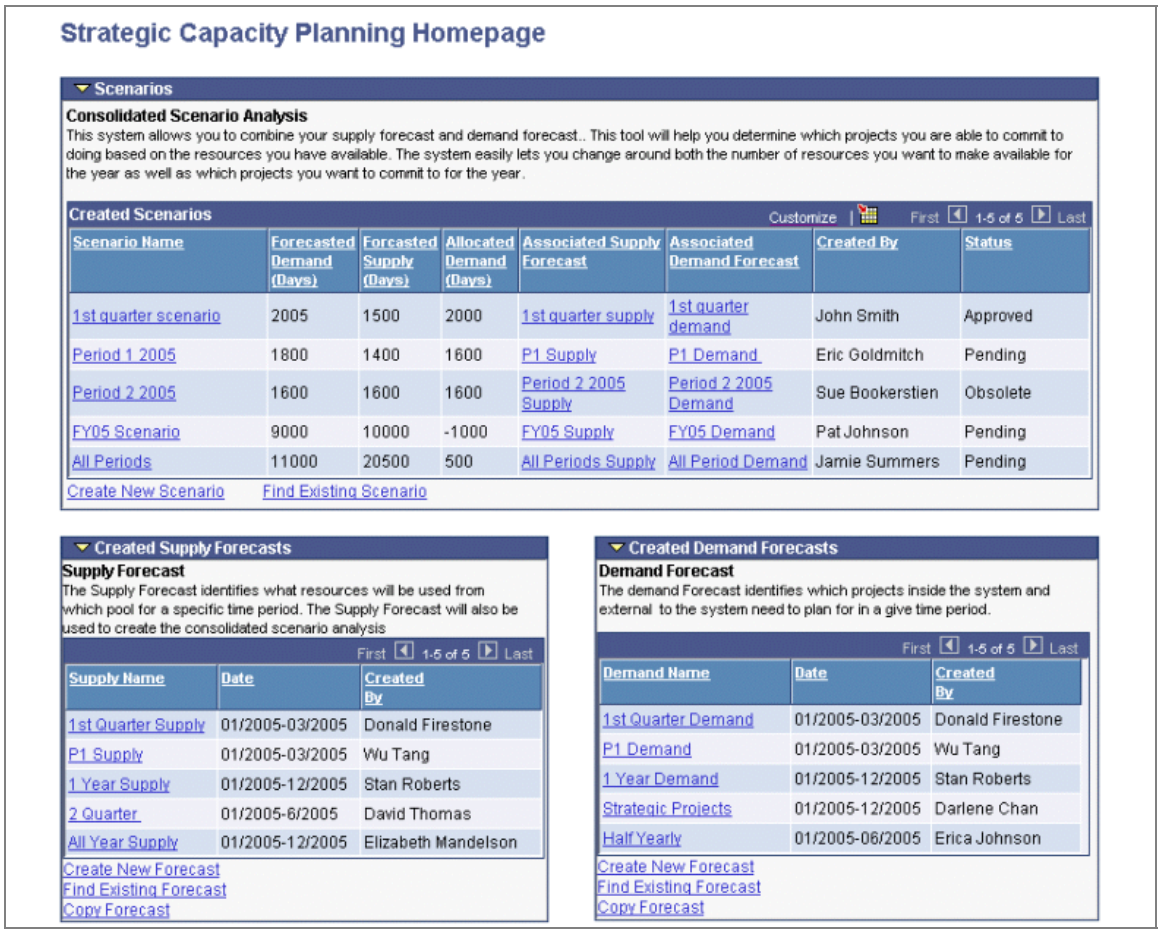
You can sort by these resource categories:

- Personnel Status
- Project Role
- Region
- Resource Pool

You can also define the search to group the sort monthly or weekly, and to view it by number of days or hours.

Strategic Planning

IT and development organizations frequently have to make important demand commitment decisions based upon limited resource or capacity information. To address these requirements, Resource Management 8.9 introduces strategic resource capacity planning capabilities that help management's commitments to the highest priority projects and other demand, while providing the comfort of knowing that the resource capacity does exist within the organization.



Reviewing supply and demand forecasts

From the Strategic Capacity Planning Homepage, you can view and manage your supply and demand forecasts as well as your consolidated scenarios. You can also use the links provided to create, find, or copy a forecast.

Supply Forecast

Developing an accurate forecast of resource supply is the first step in capacity planning. Typically, organizations want to model multiple supply forecasts based upon different utilization and headcount assumptions. In Resource Management 8.9, you can create and the system will support multiple ***Supply Forecasts.*** Supply forecasts are automatically generated based upon resource pool information and utilization percentages. Ad hoc supply can also be added to the forecast without having to make any changes to the setup data.

New Functionality

Data in the Manage Pool Resources page tells you how much resource capacity you have, including role, region, and personnel status information. This information is important in assessing supply because utilization percentages, for example, will vary depending on the region.

Pool Resources

Manage Pool Resources

Data Modellers

Current Resource Pool — Customize | Find | View All | First 1-7 of 7 Last

General | Additional Information

Name	Region	Personnel Status	Comments
Grant,Gavin	AMER	Non-Employee	
Lindsey,John	AMER	Non-Employee	
Lotta,Lucie	UNASSIGNED	Employee	
Ma,Ling	AMER	Non-Employee	
Cross,Mary	AMER	Employee	
Spencer,Morgan	APAC	Non-Employee	
Future DBA	AMER	Employee	headcount

Add Named Resource | Add Generic Resource

Managing pool resources

You can also use this page to transfer named resources to other pools, and to add a generic resource to your pool.

Supply Forecast - Select Pools

Select the Pools you want to add to your Supply Forecast from the Hierarchy below. To search for specific pools click the Search for Pools link.

Pool is included in Forecast

Pools — Customize | Find | First 1-11 of 11 Last

Select		*Pool Name	Manager Name	Pool ID
☐		Building Maintenance	Schumacher,Kenneth	0000000012
☑		**Communication Apps**	Schumacher,Kenneth	0000000002
☐		**Infrastructure**	Schumacher,Kenneth	0000000007
☐		Global Info Technology	Schumacher,Kenneth	0000000009
☐		LAN Admins	Schumacher,Kenneth	0000000010
☑		Lotus Notes	Schumacher,Kenneth	0000000006
☐		Productivity Tools	Schumacher,Kenneth	0000000011
☐		Sales	Schumacher,Kenneth	0000000013
☑		Unassigned Pool	Angelini,Gina	0000000001
☐		TEST	Schumacher,Kenneth	0000000014
☐		TEST1	Schumacher,Kenneth	0000000015

Supply Forecast

7 Pools added to Forecast

Supply Forecast ID: 0000000003

Name: test01

Start Date: 08/2005

End Date: 08/2005

View Supply Forecast

Search for Pools

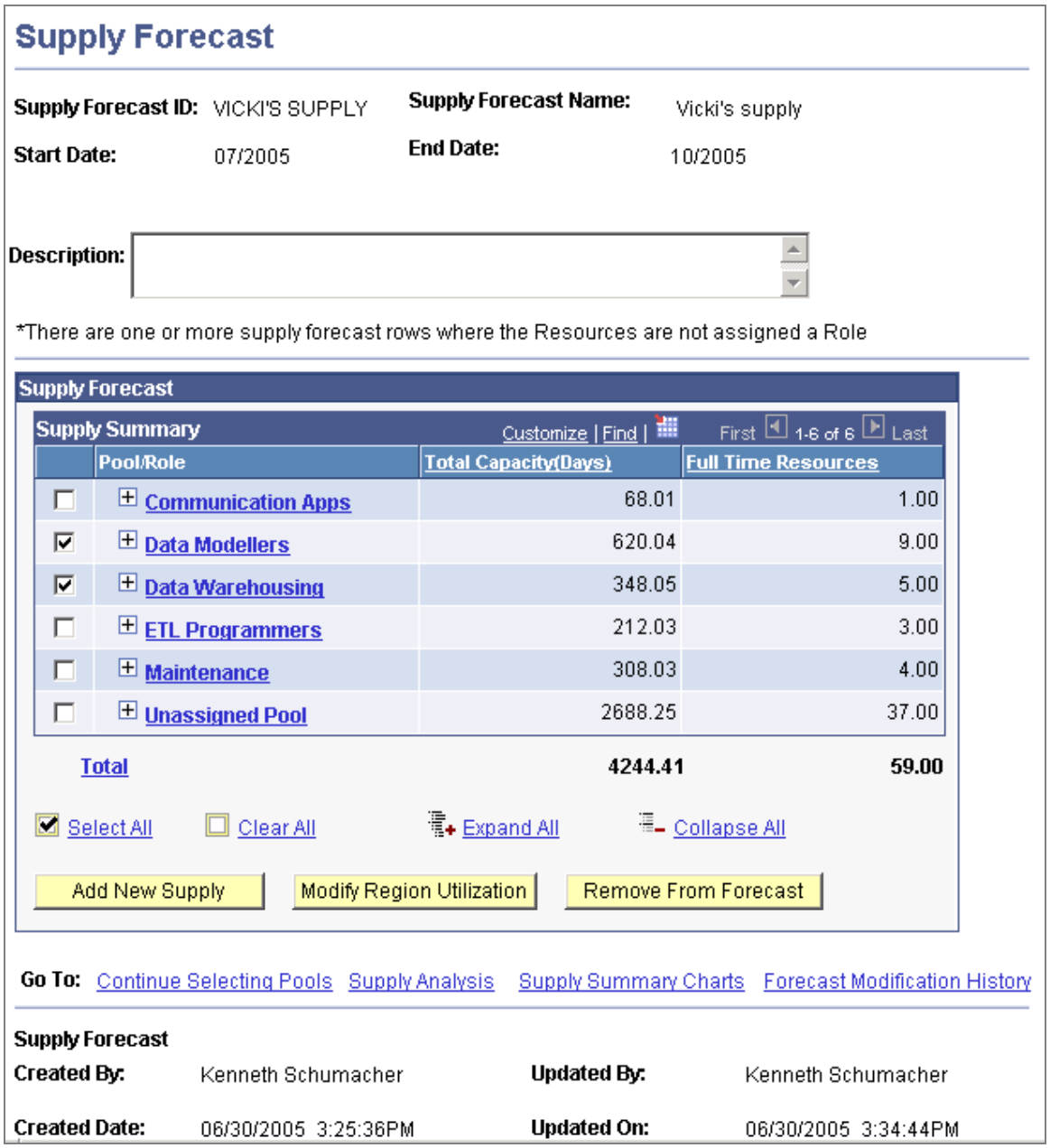
Select All | Select None | Expand All | Collapse All

Add To Supply Forecast | Remove From Supply Forecast

Selecting resource pools to add to a supply forecast

You can create Supply Forecasts for time periods up to 24 months. Once you define the time span, you select the pools to include in your supply forecast. Pools already included in the forecast display an icon to the left of the pool name. You simply click the Search for Pools link to take advantage of advanced pool search capabilities.

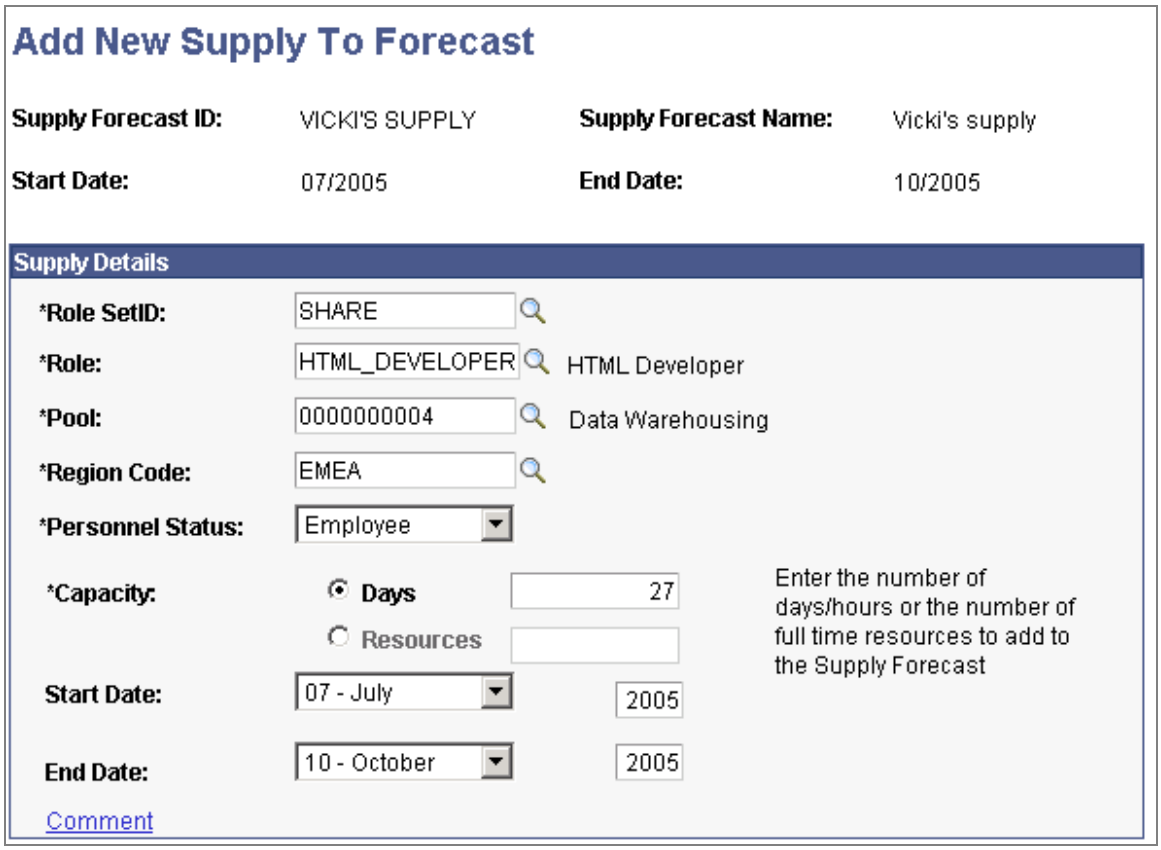
The Search for Pools page enables you to search for pools by pool name, pool ID, or pool manager. Once you’ve selected the appropriate resource pools, you can then view the supply forecast with a single click.



Reviewing supply forecast details

The Supply Forecast summary page comprehensively displays all resource pool capacity information to give you capacity totals over a period of time. Capacity is calculated by selecting each resource that is part of the selected pools for the time period for which the forecast is being created. Next, for each resource, the system looks up the capacity percent that was set in that pool for that resource. This capacity is then multiplied by the number of days or hours in the forecast period. Finally, a utilization percent (based on the region to which the resource belongs) is applied. You can easily change the capacity percent for the resources belonging to a specific region.

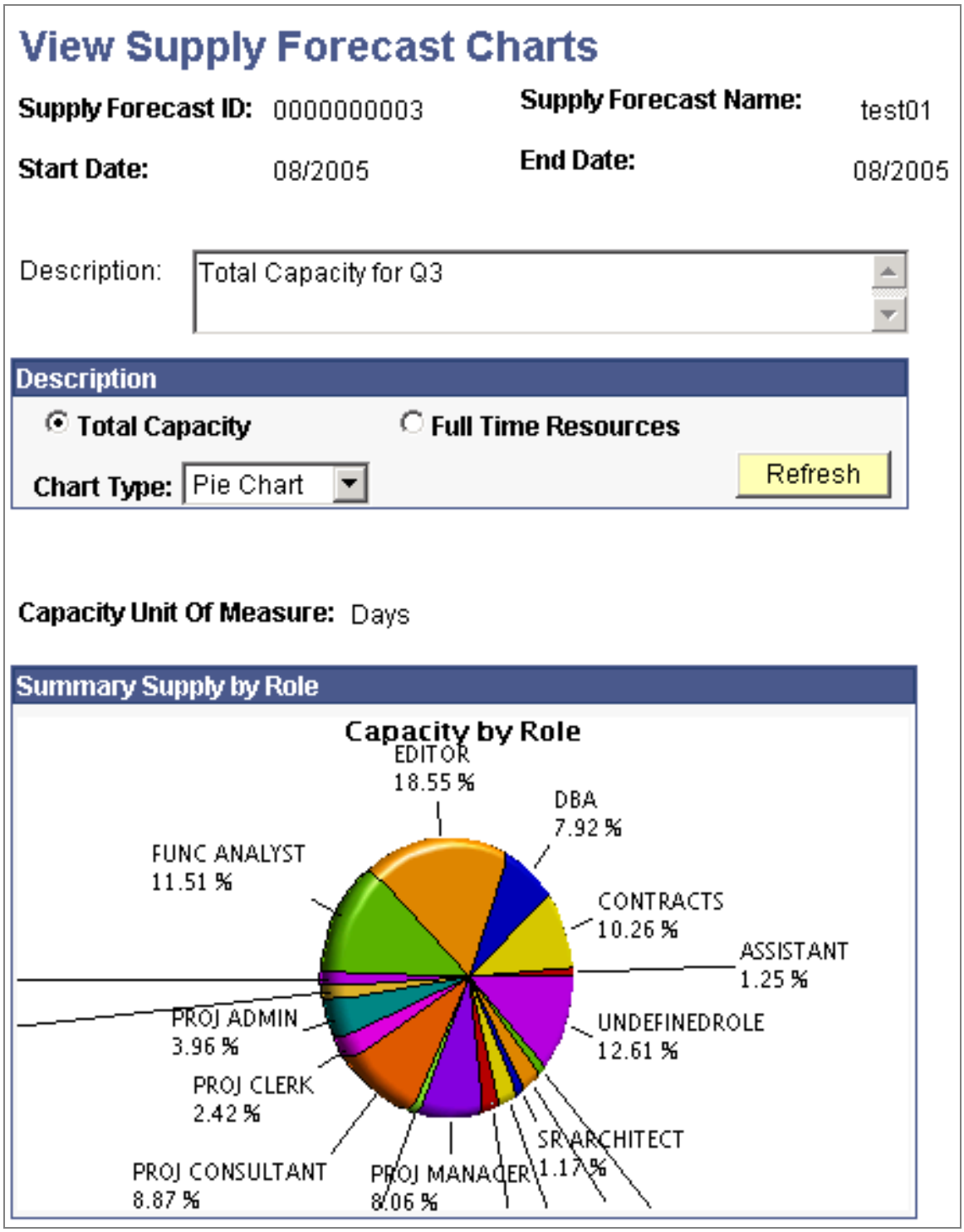
You can add pools to and remove pools from your supply forecast as needed. You can also create ad hoc supply in the forecast to further model what-if supply scenarios.



Adding new supply to a forecast

Ad hoc supply information includes role, pool, region, personnel status, capacity, and start and end dates.

From the Supply Forecast page, you can click a link to view summary capacity information in graphical format.



Viewing supply forecast summary by role

In addition, on this page you can also view the charts for summary supply capacity (or full-time resources) by region, personnel status, and pool.

You can add or subtract supply in the forecast in order to model different scenarios. You can modify any row that was calculated from the actual resource pools by clicking any link in the Role column on the Supply Forecast Details page.

Resource Management keeps an audit trail of modifications made to the forecast. You can view this information by using the Forecast Modifications History link

Modify Region Utilization

Supply Forecast ID: 0000000002 **Supply Forecast Name:** test

Start Date: 08/2005 **End Date:** 08/2005

Description: Test 18

Modify Region Utilization Customize | Find | View All | First 1-4 of 4 Last

Region	Utilization %	Utilization% for this forecast
AMER	85	85
APAC	80	80
EMEA	80	80
UNASSIGNED	100	100

Designating region utilization percentage

Supply forecasts are calculated based on utilization percentages previously configured in the system, and you can easily override the utilization numbers if necessary.

You initially define default utilization percentages by region and by time reporting code as part of your Resource Management configuration. When defining these configurations, the system provides the historical utilization values as guidance. These historical values are calculated based on actual information in the time reports in the PeopleSoft Expenses application.

Time report information is stored by Expenses business unit. Resource Management provides a setup component that links Expense business units to regions so that historical utilization percentages can be calculated at the region level.

Demand Forecast

Aggregating demand from multiple sources is the main challenge to developing accurate demand forecasts. Resource Management 8.9 brings together demand both from projects and a third-party interface to create the ***Demand Forecast***. Once demand has been consolidated and scrubbed for data accuracy, the demand can be reviewed and adjusted. Like the supply forecast, ad hoc demand can also be added to the forecast without requiring data to be added to the originating system.

New Functionality

If you have Program Management installed, you can view all the project resource data to comprehensively assess the demand on a given set of projects.

Demand Forecast page enables you to add projects to your demand forecast. You can drill down through demand categories to find specific projects, and you can add several projects at once by adding a higher-level category to the forecast.

On the Forecast Summary page you can view the aggregated demand summary, add more demand, and view summary charts. And on the Maintain External Demand Data page you can upload data in a spreadsheet to use in your demand forecast.

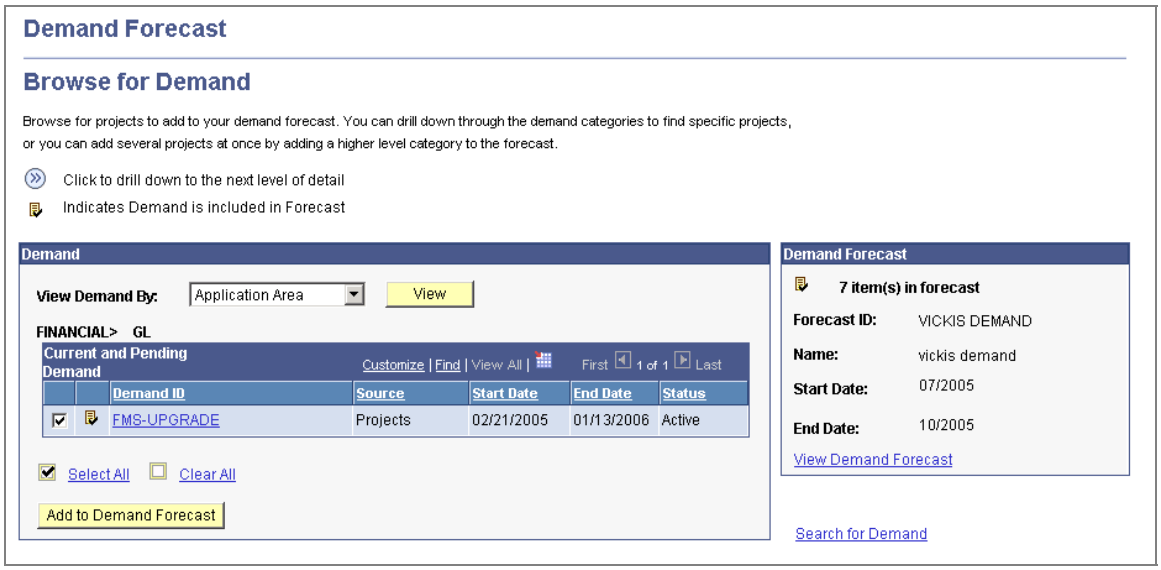
You may want or need to include only certain categories of demand in your forecast. You can now classify projects by release, category, application area, and application. This information can be used as filters when selecting projects to include in your forecast.

You set up these categories as part of your Program Management configuration. For example, you may configure application areas for financial systems and for web applications.

You can also configure the applications that comprise an application area. For example, you may define general ledger or accounts payable as applications. You can also use the category configuration to classify your demand.

Additional demand information may exist outside the Project Costing and Program Management applications. In such cases, external demand can be uploaded to Resource Management from spreadsheets using the Excel to CI utility. This utility loads the information to a staging table. You can then use the Load External Demand page to review and adjust the external demand information as needed.

Once the demand information is in the system, you can create demand forecasts for time periods up to 24 months.

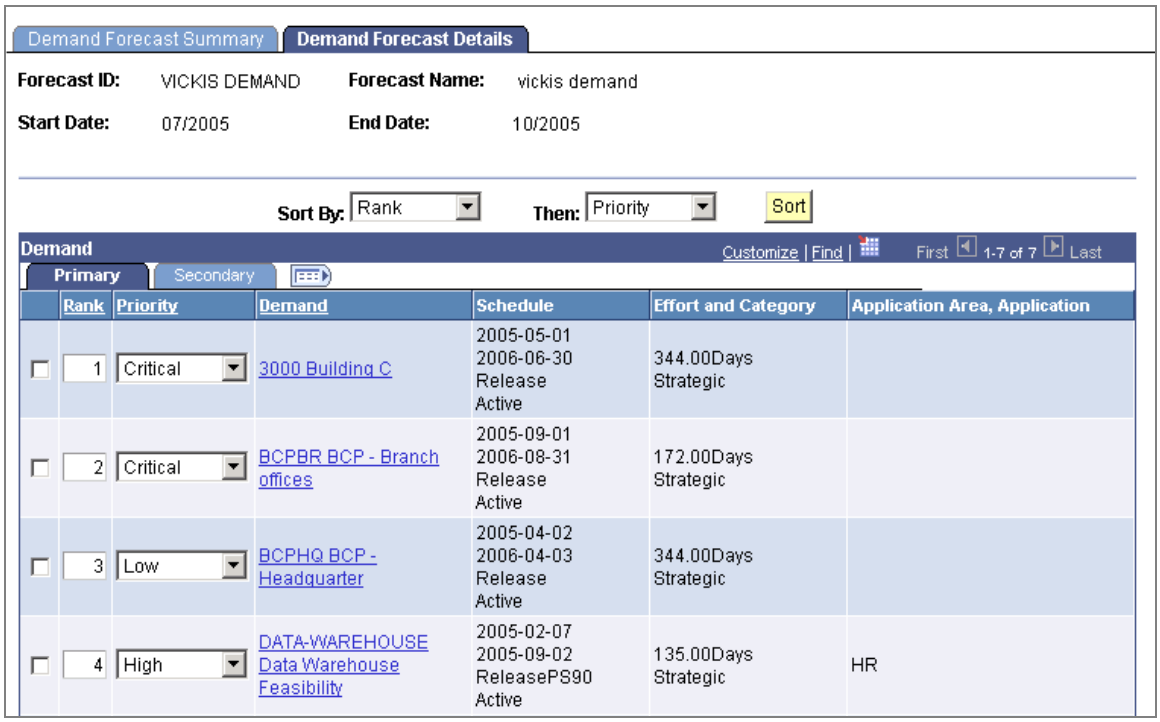


Selecting demand to add to your forecast

Once you define the time span, on the Browse for Demand page you can view and select the projects and external demands that you want to add to your forecast. Simply click the Search for Demand link to use powerful advanced search capabilities.

You can search for and select specific projects or external demands to add to your forecast by specifying criteria such as business unit, demand ID, demand name, and project type, among others. Once you select the demand items to be part of your forecast, you can easily view the demand forecast.

The Demand Forecast Details page lists all the demands contained in your forecast, including schedule, effort required, and demand category information. From this page you can rank and prioritize the demands. Ranking demands becomes helpful when reviewing consolidated supply and demand scenarios. The ranking facilitates the decision on how to best allocate the resources based on importance of each demand entry. From this page you can also add ad hoc demand.



Reviewing demand forecast details

This page captures demand information including demand name, category, status, application area, application, release, rank, priority, start and end dates. It also captures the effort required by project role and by month.

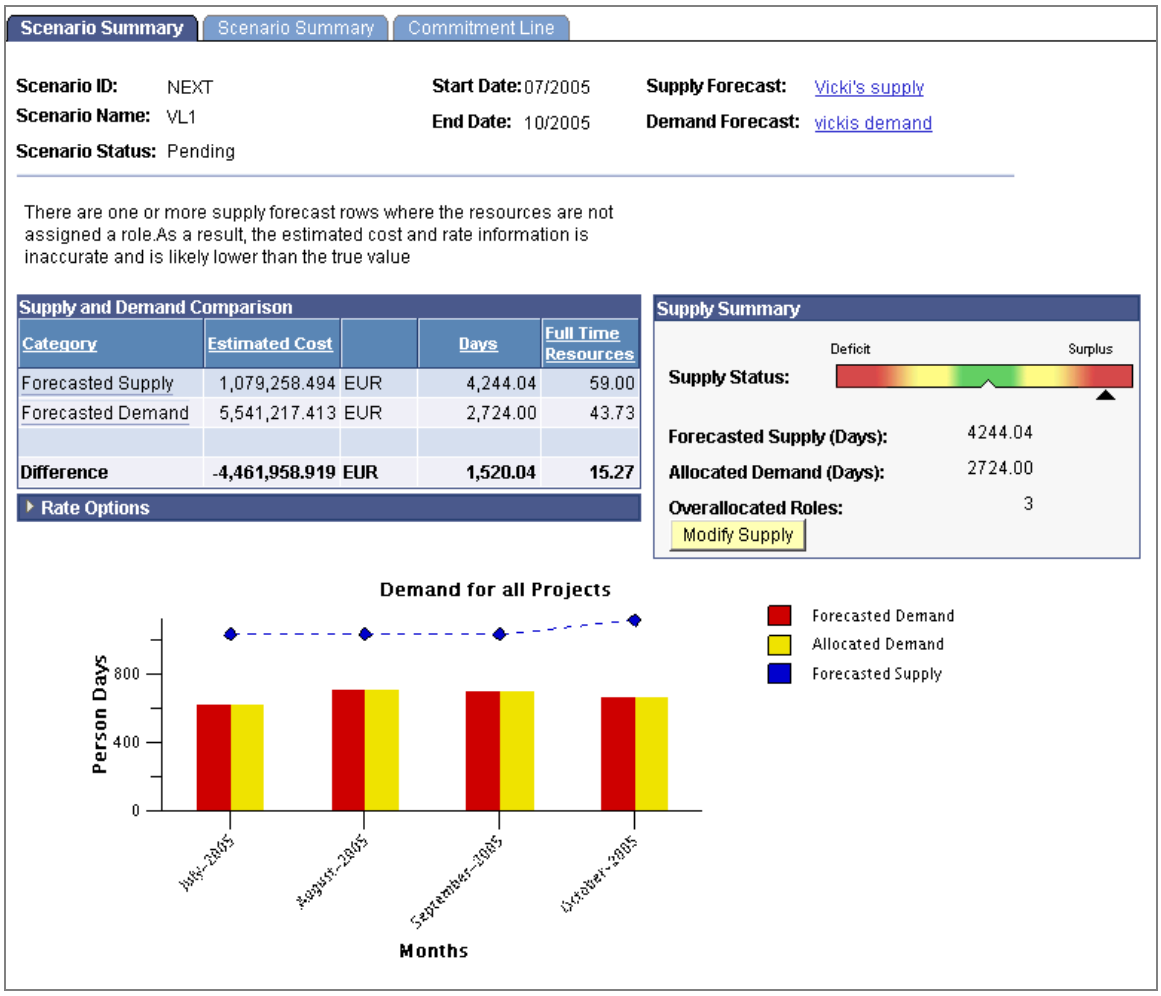
Four demand summary charts are provided which summarize demand information by application area, role, release, and priority.

Consolidated Scenario Analysis

Supply forecasts and demand forecasts are of limited use by themselves. However, matching a specific supply forecast with a specific demand forecast results in a Consolidated Scenario that highlights future resource gluts and gaps. Consolidated scenarios are created by specifying a combination of supply and demand forecasts. In Resource Management 8.9 ***Consolidated Scenario Analysis*** enables executives to perform what-if scenario analysis to find the optimal solution set. Multiple scenarios can be created and saved, and scenario assumptions can be recorded for future reference.

New Functionality

The Consolidated Scenario Analysis component ties together the supply and demand forecast data to enable you to assess given scenarios so that you can review and adjust commitments to demand as you see fit. Once you determine a prioritized list of demand to which you are willing to commit, you can communicate that to your organization to then execute on the plan.



Assessing consolidated scenarios

From this component, you can drill down to review the supply and demand forecast details as needed. The Supply and Demand Comparison grid shows the total number of days or hours as well as the number of full-time resources in the supply and demand forecasts. Estimated supply costs are calculated using resource information and the table of rates by role and region. Estimated demand costs are calculated using blended rates since demand usually requests effort from specific roles but not from specific regions.

The Supply Summary group box provides at-a-glance information on whether the available supply is sufficient to meet the forecasted resource demand. It displays the number of days or hours in the forecasted supply as well as in the allocated demand. The allocated demand is the total effort associated with all the committed demand lines. When you create a scenario, all demand lines are committed by default, but you can change the commitment line and change a demand line from Committed to Deferred as needed. This page also display the number of over-allocated roles or count of roles the demand exceeds the supply.

The Demand for All Projects chart shows, on a month-by-month basis, the forecasted demand, the allocated or committed demand and the forecasted supply.

Scenario Summary | Scenario Summary | Commitment Line

Scenario ID: NEXT
Scenario Name: VL1
Scenario Status: Pending
Start Date: 07/2005
End Date: 10/2005
Supply Forecast: Vicki's supply
Demand Forecast: vickis demand

Demand - Summary

Customize | Find | First 1-7 of 7 Last

ALERT	*Commitment Line	Rank	Priority	Demand Name	Forecasted Demand (Days)	Allocated Demand (Days)	Variance (Days)
	Commit	1	Critical	Building C	344.00	344.00	0.00
	Commit	2	Critical	BCP - Branch offices	172.00	172.00	0.00
	Commit	3	Low	BCP - Headquarter	344.00	344.00	0.00
	Commit	4	High	Data Warehouse Feasibility	135.00	135.00	0.00
	Commit	5	Medium	Financial Systems Upgrade	172.00	172.00	0.00
	Commit	6	Low	Implementation	1548.00	1548.00	0.00
	Defer	7	Low	Transit	9.00	9.00	0.00

Commit All Defer All

Go To: Scenario Analysis Scenario Assumptions Capacity Planning Home

Save Approve

Assessing demand by line

On the commitment line page, you can change some of the demand entries from Committed to Deferred as needed. You can use the rank and priority information for guidance in your decision. An alert icon appears whenever the Variance value is negative, indicating the user has chosen to allocate fewer resources than what was originally requested.

Initially, the system auto-commits all demand and allocated and forecasted demand values are equal. However, you can click a link and be able to adjust and reduce the allocated demand if you consider it unnecessary to provide resources to match the full demand request.

Clicking on the Modify Supply button on the Scenario Summary page transfers you to a page where the focus is solely on the associated supply forecast. Here you can modify virtually all the same data points that can be changed in the supply forecast. If a role is over allocated, you'll know it.

The scenario enables you to modify supply at the overall forecasted supply level for the role, without having to go down to the region level to adjust supply (although adjusting supply for each role at the lower region level is also available).

You can document your scenario assumptions for future reference in the system itself. This will facilitate your review and understanding of different scenarios and the rationale used to create them. Some assumptions are automatically generated and logged by the system.

Once you consider the scenario complete, you click the Approve button, which causes the scenario and underlying supply and demand forecasts to be locked—only users with proper security can unapprove and unlock the scenario.

What's New in PeopleSoft Enterprise Expenses 8.9

"There's a difference between being busy and being productive," says Kristen Lippincott, Curator at the National Maritime Museum in Greenwich, England. As organizations deploy more performance measurement tools to assess operational efficiencies, opportunities to be productive are uncovered. Despite new technologies for improved processing, the challenge in most organizations today is one of limited resources: limited staff, limited budget spend, and compressed timelines.

By embedding compliance and best practices in our solutions and maintaining PeopleSoft's corporate commitment to minimizing total ownership costs, PeopleSoft Enterprise Expenses delivers greater value to our customers in these major areas:

- Compliance and best practice
- Streamlined processing
- Additional new enhancements

Compliance and Best Practice

In recent polls by industry analysts, the most critical facet that organizations face is complying with the new record-keeping and disclosure requirements of the Sarbanes-Oxley Act. Documenting policies and procedures can be accomplished more easily using PeopleSoft's automated expense management solution with embedded best practices.

With regulatory requirements for Sarbanes-Oxley Act and the demands for increased efficiencies with IT governance, more organizations are recognizing the value of implementing a "best of breed" expense management solution.

Enable Compliance

Implementing an automated solution that embeds "industry best practices" with approval and audit workflow can minimize the internal challenges related to configuring and documenting auditable processes.

Expenses 8.9 delivers ***preconfigured role-based workflow*** that organizations can implement without customization. For organizations that do not use one or more roles like Reviewers (that is, individuals that preview the transaction prior to the Approver accessing the transaction for approval), the features related to those roles can be easily disabled. The business value is that you can use Expenses workflow right out of the box.

New Functionality

Expenses 8.9 restructured the approval and workflow functionality to remove constraints and deliver a flexible solution to customers. Approval and workflow functionality in Expenses 8.9 enables customers to create their own approver configurations that control the actions and authorizations for all transactions. The design for the new approval and workflow architecture is categorized into three major areas:

Approval Configuration:	Enables you to control approval roles, privileges, and properties within the new approval process.
Common Approval Components:	Changes to pages and menu navigations to support the approval process.

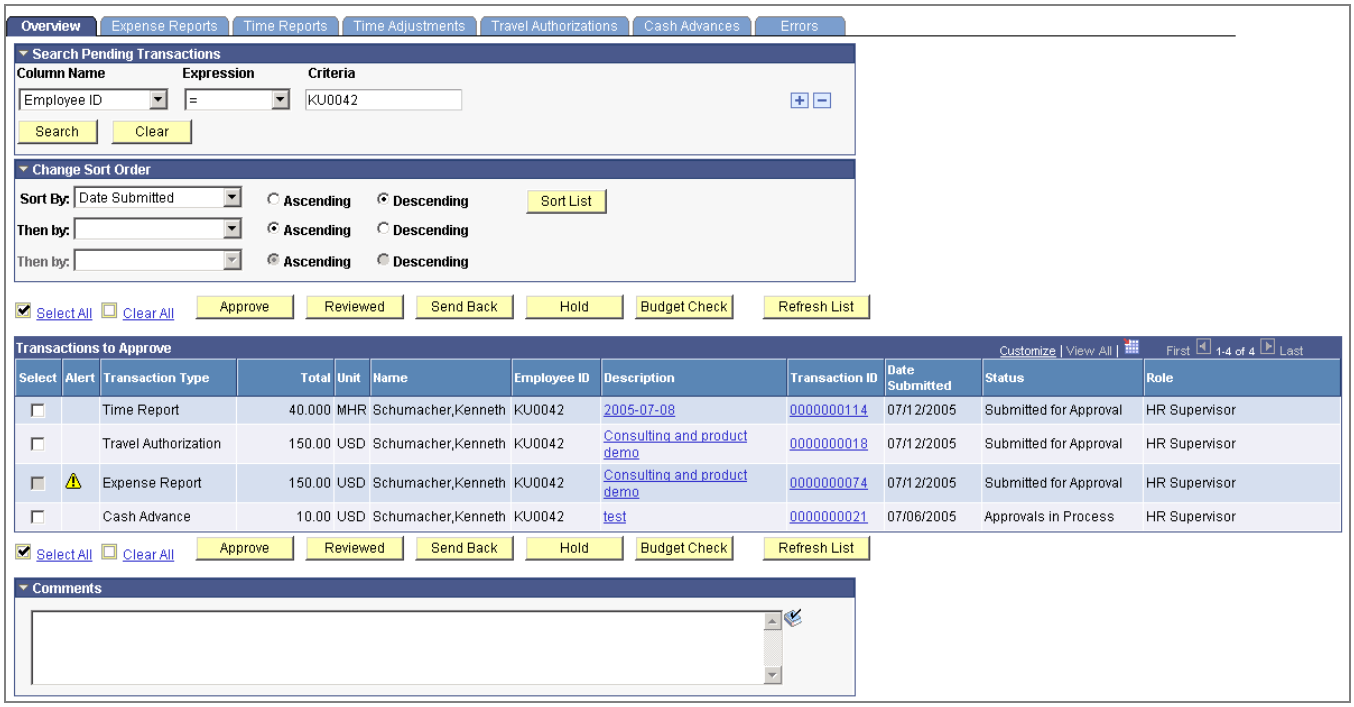
Approval Process: Integrates the approval configuration and associated transactions with a routing engine that handles workflow and notifications.

Expenses 8.9 delivers two new roles: Reviewer and Project Supplemental Approver. You can use the Reviewer role to screen expense transactions prior to making them available and accessible in the approval process. The Project Supplemental Approver is an optional approver that you can configure to supplement standard project approvals for all transactions or for transactions meeting specific criteria, such as project hours less than 40 hours.

To simplify navigation and replace multiple pages, Expenses added two new components: Approve Transactions and Modify Approved Transactions. You can configure the Approve Transactions component to enable summary approval capabilities so that approvers can take action on multiple transactions at one time. For greater flexibility, you can configure the component to function as a worklist from which approvers can easily navigate to individually access their assigned expense transactions and drill down into each transaction.

Using the new approval interface, you can view and access transactions by transaction type (such as expense reports and cash advances). Approvers can select many transactions to approve at one time or they can drill down to the each transaction to approve. The added efficiency of taking action on multiple transactions at one time dramatically boosts productivity. You can enable alert icons to indicate exceptions on transactions to prompt approvers to drill down to the transaction level to view the details.

In short, in Expenses 8.9, approvers can quickly and easily review transactions before approving them, leaving them with more time to manage the business.



Approve Transactions - Overview page

Simplify Complex Processing

A major challenge for defense contractors is the need to manage time and expense capture to meet Defense Contract Audit Agency (DCAA) requirements. When and how time is captured, as well as the need to create overage accounting for spending in excess of allowable thresholds, is a critical factor in ensuring profitability.

To help government contractors effectively manage time and expense entry for these contracts, we expanded our time and expense features to support DCAA's unique compliance requirements. In addition, Expenses 8.9 expanded reporting of allowable and unallowable expenses for all expenses associated with a government contract, not just for per diem processing.

New Functionality

To meet DCAA compliance, Expenses enhanced these key areas:

- Setup and Configuration
  - Enable or disable DCAA compliance and functionality for one or more business units.
  - Support the ability to define cutoff thresholds for time entry that includes the time zone.
  - Restrict reporting of future project and personal time.
- Expense Report Entry
  - Record an allowable portion of an expense to a unique chart of accounts and record any excess portion of expenses to a separate account.
  - Enable overage accounting functionality for all expense types. (Organizations can use this new functionality even if they do not enable DCAA compliance.)
- Time Report Entry
  - Support employee acknowledgement of time entered on their behalf.
  - Capture comments or reasons for missing the time reporting date or when changes have been made to an original entry.
  - Enable or disable the reporting of future time by employees.
  - Provide an audit trail of changes made by approvers and auditors.
  - Maintain transaction logs in the background.
- Employee Notification and Acknowledgement
  - Provide notification to employees to acknowledge the time reported by an authorized reporter.
  - Provide functionality to acknowledge time reported by authorized reporters.
  - Provide reminder notifications to employees to support DCAA compliance requirements for time reporting.
- Reporting
  - Maintain a log of when employees do not meet time reporting rules set by the company according to government regulations.
  - Maintain a log of entries or changes made to the employee's time report by authorized reporters, approvers, and auditors.

Drive Greater Accuracy

How do organizations know which projects have yielded the greatest value to the organization? How should you allocate your resources to align with corporate initiatives? Providing detailed and summary project information to drive these decisions were the major drivers to enhance project-based time and expense capture.

Making solid decisions using metric-driven analysis provides management with assurance that recording ***project-based time and expenses*** were handled accurately. Displaying project descriptions and codes for improved accuracy and capturing planning or costing level detail for analysis facilitates effective project management.

Improve Budget Analysis

Visibility into your travel spend before incurring costs is critical to managing travel costs. However, most expense management solutions only report what has already been spent rather than allowing organizations to compare their proposed expenses to their allocated budget or prevent expenditures before they occur.

Expenses is unique in that it supports budget checking for travel authorizations, expenses reports, and journal expense reports. Organizations can create a budget for travel or project expenses and can assess their spend prior to incurring the charges. If a trip has been completed and the expense report is submitted, department or line managers can click a button to check their current budget status.

To consistently and accurately recognize financial obligations, customers need to roll forward the obligations that they booked in a prior year for which no expense has occurred. Expenses 8.9 enables you to easily and quickly roll forward travel authorization encumbrances from one budget period to another. Organizations identify the travel authorizations to roll forward from a prior year and click a button. The process will close the budget item in a prior budget period and add a new entry to the current budget period, which simplifies the process and ensures that travel spend is on track.

New Functionality

Customers who use the Commitment Control feature within Expenses can roll outstanding travel authorizations forward to a new budget period.

At the end of a budget period, travel authorizations may be outstanding and not applied towards actual expenditures. To close out a budget year, customers can close, cancel, or roll forward outstanding travel authorizations to the new period.

In addition, the rollover functionality includes:

- Reversing existing encumbrances.
- Rolling forward selected travel authorizations to the next budget period.

Streamlined Processing

Never before has the software industry used technology to address the people-intensive processes involved in owning enterprise software—until now. PeopleSoft is the first to direct technology at transforming the way organizations implement, use, and maintain enterprise software—providing the industry's best total ownership experience.

The benefits our customers receive from focused efforts on the Total Ownership Experience are significant and measurable. These changes have resulted in less end-user training, fewer help desk calls, fewer costly errors, and more efficient business processes overall. Below are some of the continued improvements made within Expenses to increase the value of PeopleSoft's enterprise solutions.

Enhanced User Experience

One of the most highly visible applications within any organization is their expense management solution. Most employees at one time or another will create and submit an expense report for reimbursement. Whether an employee is a frequent traveler, such as a sales manager, or an occasional user that attends an annual conference, their user experience must be positive—that is, intuitive, easy to learn, and quick to complete. Usability is a critical factor in the successful adoption of an automated expense management solution. Poor usability can be a major barrier to user acceptance and corporate adoption.

Based on extensive usability testing, Expenses 8.8 radically changed the user interface for expense reporting. By simplifying the process and eliminating clicks, the new design makes the process act "smart" by defaulting user information. Leveraging default project and organizational information from ***Employee Profiles*** eliminates the need to enter these values. In addition, the project business unit, project ID, and activity information are more accurate through our delivered integration with PeopleSoft Enterprise Project Costing. Our delivered integration with Human Capital Management maintains the most up-to-date business unit and department information for accurate accounting entries. These integrations ensure greater accuracy and decrease manual corrections, freeing your limited resources to focus on more critical areas within your business.

Maintaining our focus and delivering an easy-to-use interface for time reports, prior period adjustments, travel authorizations, and cash advances has continued this momentum. By expanding our winning design, PeopleSoft continues to deliver the right solution to our customers and their employees.

New Functionality

Expenses 8.9 changed the user interface for travel authorizations, cash advances, time reports, and time adjustments to be consistent with the expense reporting interface. We simplified page layouts and eliminated unnecessary clicks. No matter which transaction you select, the user experience is consistent. This approach minimizes end-user training, reduced help desk calls, and results in fewer cost errors.

Create Travel Authorization

Travel Authorization Entry

Kenneth Schumacher User Defaults **Authorization ID:** NEXT

General Information

*Description: Consulting and product demo
*Business Purpose: General Travel and Expense
Default Location: LOS ANGELES, California
*Date From: 07/25/2005 *Date To: 07/29/2005
Comment:

Accounting Defaults More Options: GO

Details Customize | Find | First 1-4 of 4 Last

Select		*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
		Air Travel	07/25/2005	120.00	USD	Check	Billable	*Detail	
		Hotel/Lodging	07/25/2005	480.00	USD	Check	Billable	*Detail	
		Entertainment - Meals	07/25/2005	300.00	USD	Check	Internal	*Detail	

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 900.00 USD

Update Totals

New Travel Authorization Entry page

Streamlined Implementation

The sooner an expense management solution is deployed, the sooner your organization can begin to realize the value of automating this key business process. With this release, Expenses is “breaking the mold” and delivering ***preconfigured workflow, approvals, and audits***. All you have to do is identify your internal process for managing this key business function and disable those roles, rules, and routings that do not apply to your organization. By implementing this industry best practice configuration of roles and privileges, you can have your automated expense management solution tested and in production quickly, with little or no changes needed to reflect your organization’s approval processes.

Another challenge experienced by our customers when reimbursing vendors on behalf of consolidated employee payments is reconciling a lump sum payment to individual cardholders. To help alleviate that process, Expenses 8.9 is delivering a ***reconciliation report*** and file to suppliers along with the electronic payment file. This tool will help key suppliers to accurately record consolidated corporate card payments and issue negotiated rebates.

New Functionality

To assist customers to consolidate corporate card vendor data, Expenses 8.9:

- Created a new Crystal report for corporate card vendors that contains summarized information of charges by employee and corporate card number.

- Created functionality to produce a flat file output containing corporate card vendor payments.

Additional New Enhancements

Expenses 8.9 also provides these new enhancements:

- Archiving
- Employee Profiles
- Cash Advance Reconciliation Accounting Entries
- Multiple Room Rates for Hotel Wizard
- Estimated Time to Complete

Archiving

Expenses 8.9 delivers an archiving feature that enables customers to identify sets of data to archive to history tables and purge from their active transaction tables. This feature supports the ability to fully restore archived data from history tables back into the transaction tables, if needed.

See Also

Standardized Archiving Solution

Employee Profiles

Several major enhancements involving employee profiles were made, such as:

- Displaying standard workweek and hire date on the Employee Profile - Organizational Data page.
- Displaying project and activity descriptions on the Employee Profile - User Defaults page.
- Supporting project defaults for expense reports separately from project defaults for time reports.

Estimated Time to Complete

Expenses 8.9 enables employees and approvers greater visibility to projected estimated hours to complete projects when they create or approve time reports. The new functionality:

- Enables employees to automatically generate change requests for estimated time to complete (remaining hours) when they prepare time reports that exceed remaining hours.
- Supports an option to suppress either the project or personal hours grid on time reports.
- Streamlines the Expenses to Project time report interface by coupling the processes.

What's New in PeopleSoft Enterprise Project Costing 8.9

To improve enterprise performance and accountability, organizations need a flexible but integrated solution to track the costs of various types of projects, such as capital construction projects, customer projects, internal IT projects, and government sponsored research projects. PeopleSoft Enterprise Project Costing 8.9 is an important component of the *Execute* and *Complete* phases of the Program and Portfolio Management business process. Project Costing integrates with a wide range of complementary PeopleSoft applications and third-party systems to accurately track project effort and costs and enable world class project accounting, asset capitalization, billing, and internal chargebacks.

Project Costing delivers enhancements in these areas:

- Improved usability
- Financial control
- Streamlined processing
- Additional new enhancements

Improved Usability

The quality of system reports and analytics is only as good as the accuracy of the data that you enter into the system. Improved usability can be the key to increasing data accuracy, reducing the cost of making system adjustments, and improving user acceptance. This release of Project Costing has three major enhancements that improve the usability of project-related data entry. Additionally, a new online analytic is provided to enhance project reporting.

Standardized Project ChartField Entry

When you enter transactions into the system, you should have a consistent user experience whether you enter general ledger chart of accounts or project accounting-related account codes. In this release of Project Costing, ***standardized project ChartField entry*** incorporates project ChartFields as part of the standard PeopleSoft ChartField Configuration Utility. Administering and entering the project ChartFields alongside the General Ledger ChartFields should reduce maintenance costs and increase the accuracy of project ChartField data entry in complementary PeopleSoft Enterprise applications, such as Expenses, Payables, and Purchasing.

New Functionality

In Project Costing 8.9 the six project-related ChartFields—project business unit, project ID, activity ID, source type, category, and subcategory—are treated as general ledger (GL) ChartFields. In Project Costing and other PeopleSoft Enterprise applications, the project-related ChartFields are added to pages that contain the GL ChartFields. You no longer need to click a link on a GL ChartField page to access a secondary page to enter or view project-related ChartFields.

You can use the Standard ChartField Configuration page to modify these attributes for project-related ChartFields:

- Field display length

In Project Costing 8.9 you can modify the field length of project ChartFields on the Standard ChartField Configuration page.

- Status

  The source type, category, and subcategory ChartFields are optional and can be inactivated on the Standard ChartField Configuration page.

- Default field label

  You can define standard long and short labels for each project-related ChartField to provide consistency throughout the application pages.

- Field display order

  You can change the placement of the group of project-related ChartFields when they appear in a grid with all other GL ChartFields.

Project Templates

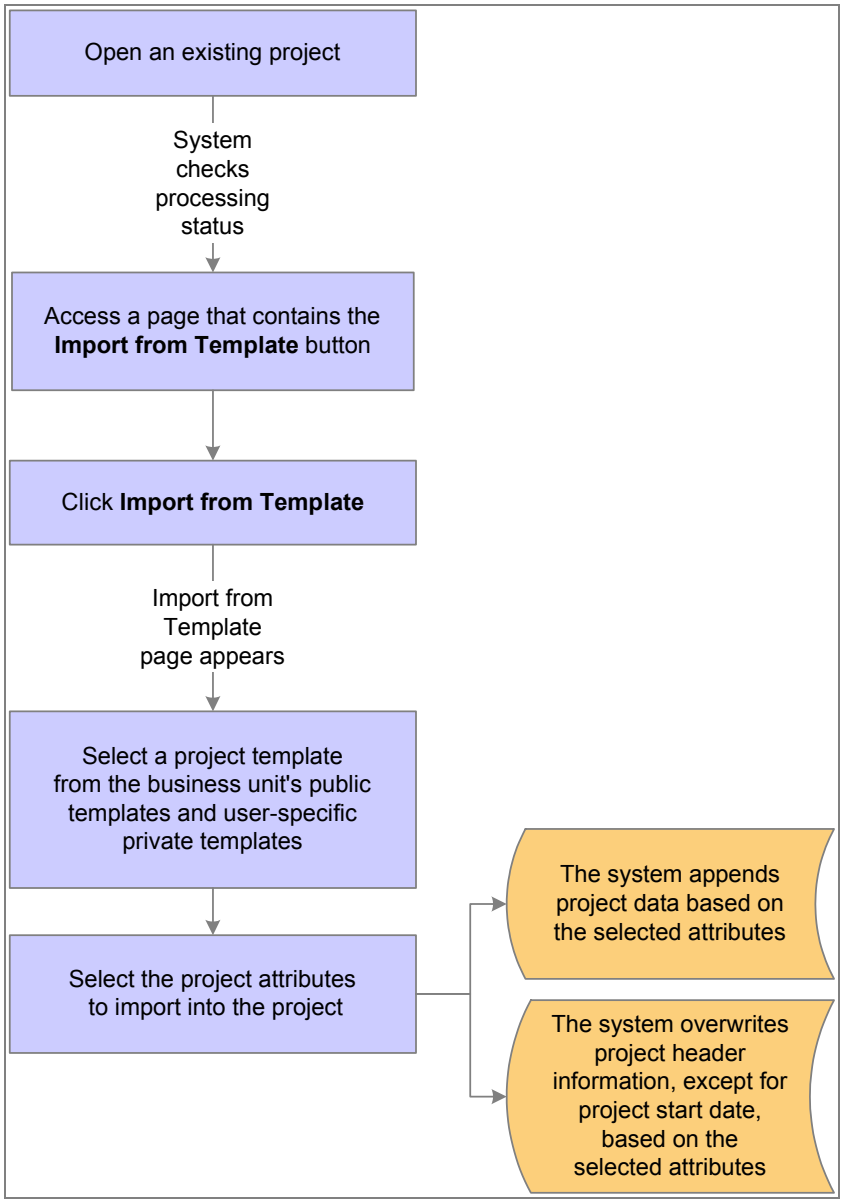
Setting up projects individually can be a time consuming endeavor that can result in inconsistency and errors. In this release of Project Costing, ***Project Templates*** enable you to easily create projects from either predefined templates or existing projects. Project templates enhance the copy project feature of previous releases and improve the usability of setting up projects. By simplifying project setup, this feature not only enhances productivity for administrators and users, but also encourages the adoption of best practices.

New Functionality

Project Costing provides you with project creation tools that eliminate the need to recreate key information for each new project. You can create and modify an unlimited number of reusable project templates to populate new projects with preset standard information such as project and activity-level information, teams, budget plans, and attachments.

You can also modify existing pending or active projects using data from templates. For pending projects, you can import project and activity details, and project and activity team members. For active projects, you can import project team members.

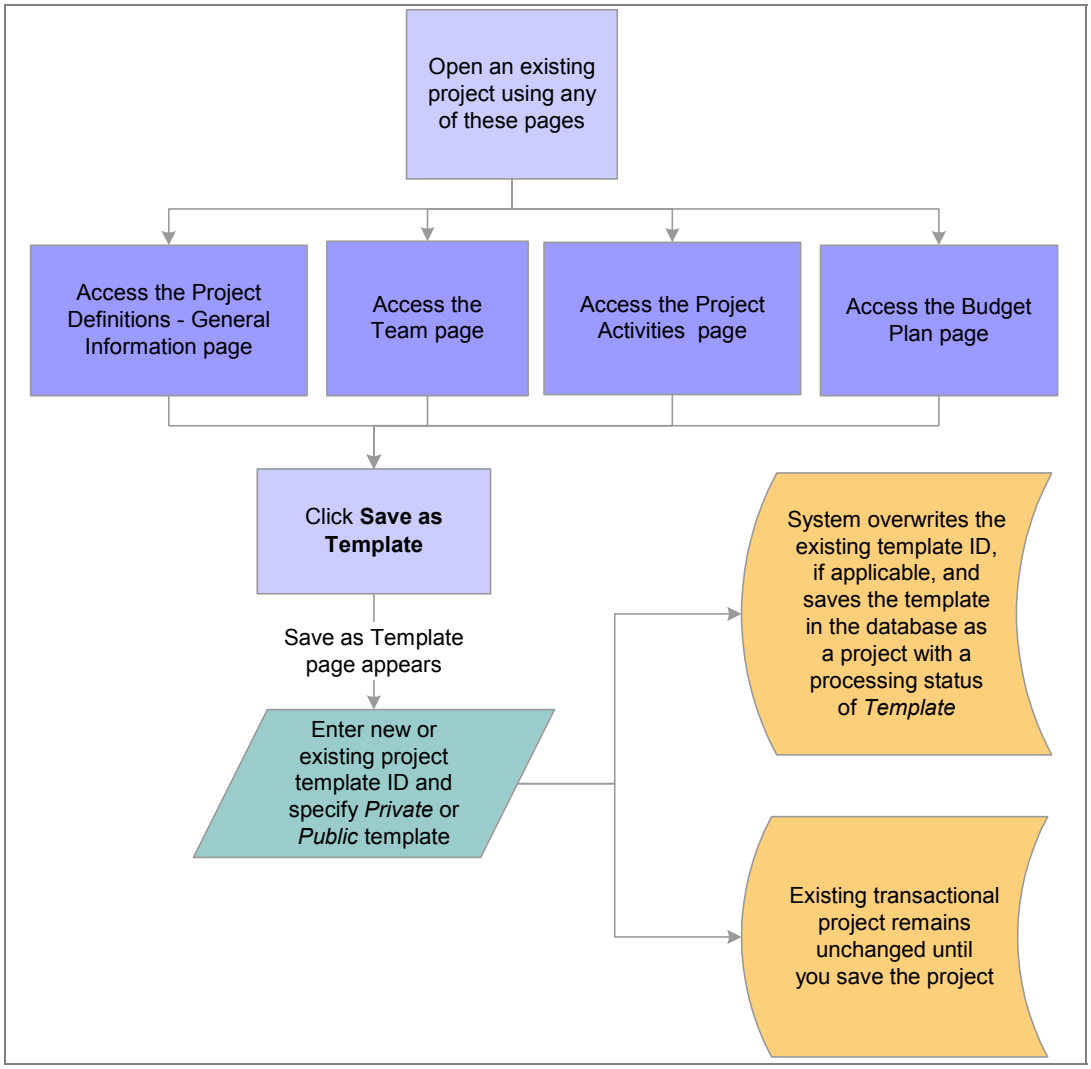
This diagram shows the process of importing data from a project template into an existing project in Project Costing 8.9:



Importing data from a template into an existing project diagram

To create a template, either save any new or existing transactional project as a template, or create a new template by starting with a blank project. For easy access to your templates, you can attach a link to the templates on the My Projects page. Alternatively, you can search for project templates—just as you search for transactional projects—using many of the component search pages in the Project Definitions, Activity Definitions, and Budgeting menu navigation folders. To search for templates, simply enter a processing status of ***Template*** as search criteria to view the list of available project templates.

This diagram shows the process of creating a new template from an existing project in Project Costing 8.9:



Creating a new template from an existing project diagram

Administrators can restrict the tables at the business unit level that the system uses to copy data into projects and activities from project templates or existing transactional projects.

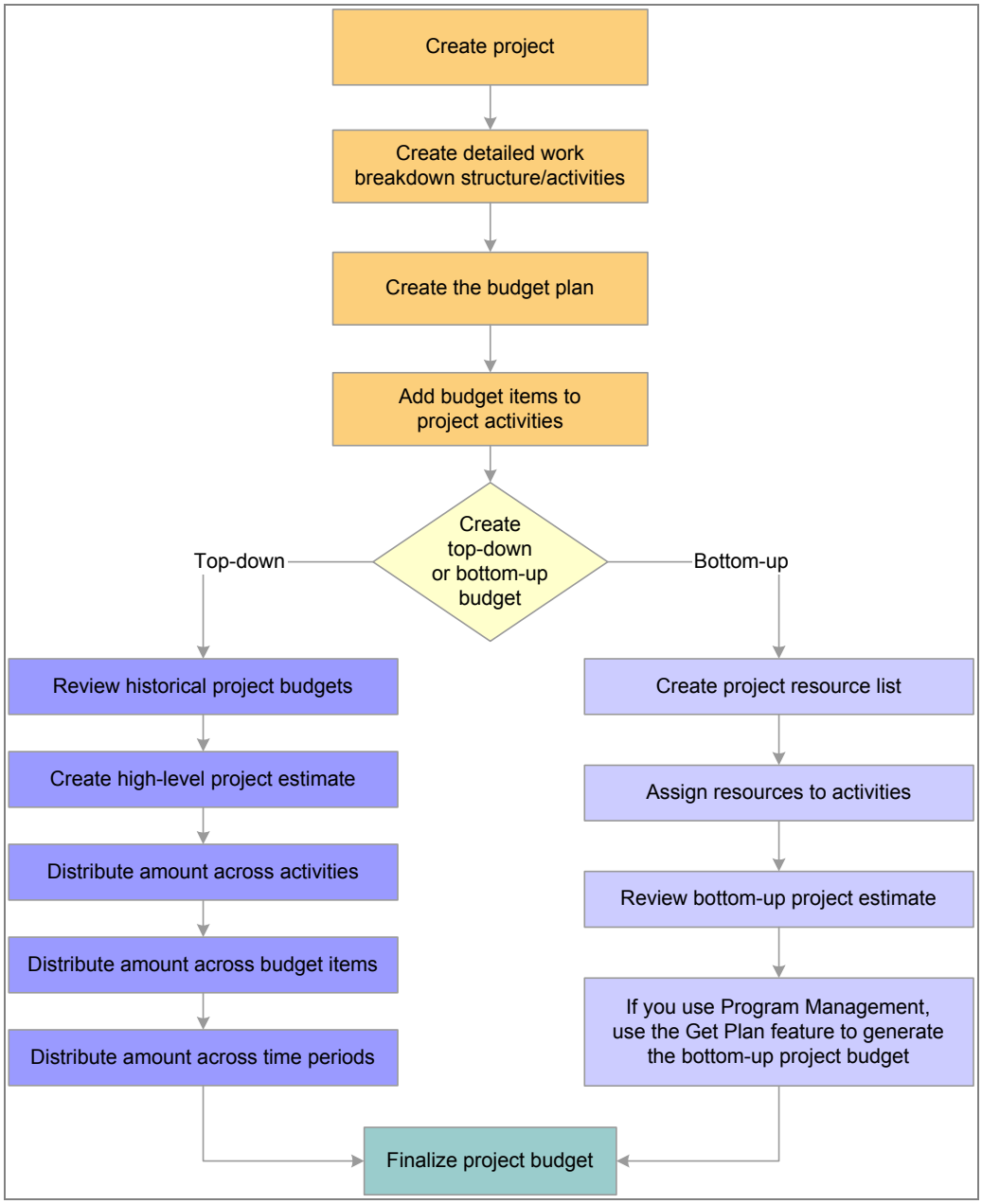
Improved Project Budgeting Usability

According to the Project Management Body of Knowledge (PMBOK), two of the three techniques for project estimating and budgeting are analogous estimating (top-down estimating) and bottom-up estimating. In this release of Project Costing, a redesign of ***Project Budgeting*** usability improves your ability to create project budgets through either the top-down estimating method or the bottom-up estimating method. These improvements enable you to capture project budgets in the system easier and more accurately.

New Functionality

The Budget Detail and Advanced Budget Detail pages that exist in previous releases are combined into a single component that supports top-down project budgeting, bottom-up project budgeting, and the ability to adjust existing project budgets.

This diagram shows the bottom-up and top-down project budgeting process flow in Project Costing 8.9:



Top-down and bottom-up budgeting processes diagram

You can also perform bottom-up budgeting in Project Costing 8.9 by estimating amounts by period for budget items and rolling up the amounts to the activity and project levels.

Project Costing 8.9 enhances your ability to quickly and precisely distribute project-level and summary activity-level cost estimates across the work breakdown structure including detail activities, budget items, and time periods. You can distribute summary budget amounts by using one of these spread options:

- Percentage spread

Enter adjustments at the project or summary activity level and spread the adjustment based on the percentages entered for each child costing activity under that project or summary activity.

- Even spread

  Enter adjustments at the project or summary activity level and spread the adjustment evenly to each child costing activity under that project or summary activity.

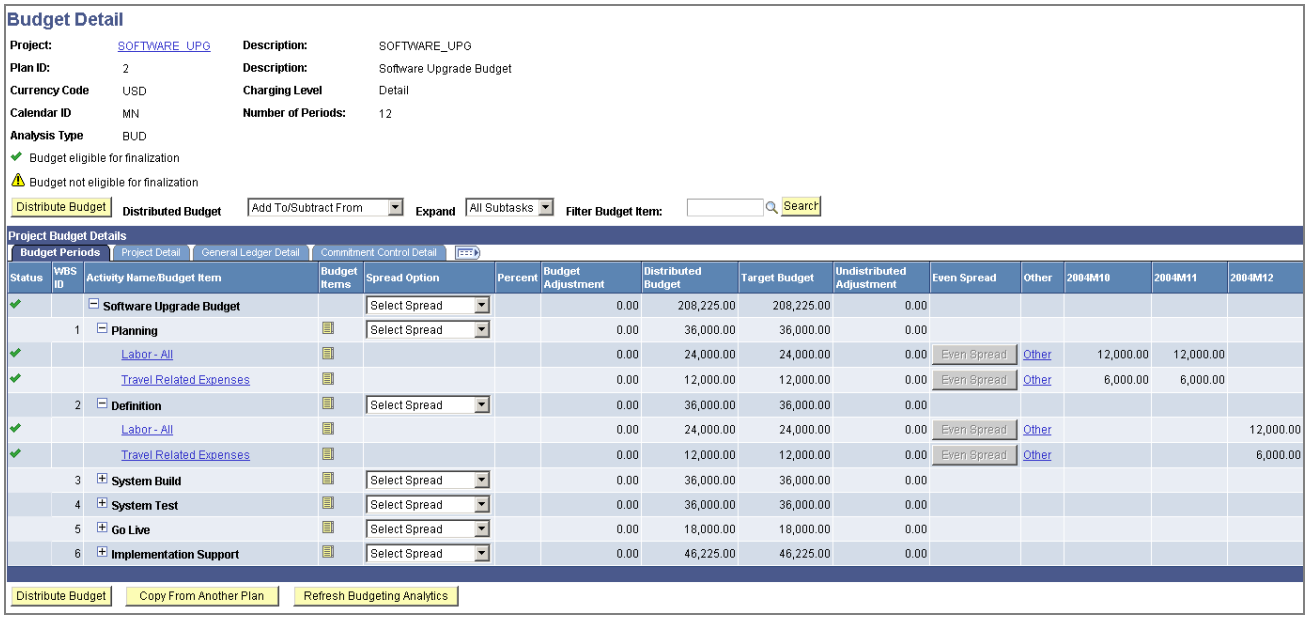
- Adjust by amount

  Enter adjustments at the project or summary activity level and spread the adjustment manually to each child costing activity under that project or summary activity by amount. Alternatively you can adjust particular activities directly.

- Adjust by percentage

  Directly adjust specific activities by percentages based on previously distributed amounts.

The redesigned Budget Detail page displays budget amounts for activities and budget items in multiple time periods that appear horizontally across the page. The columns are based on the calendar ID, start date, and number of periods, up to 36, that you specify for the budget plan.



Budget Detail page

Configurable Project Valuation Analytic

Project accounting reports can vary greatly based upon organizations, project types, and even users. Creating a large variation of paper reports can be lengthy and expensive to maintain. Project Costing introduces a configurable ***Project Valuation Analytic*** that is a flexible online project tracking tool. The new project valuation analytic is more powerful than the existing flexible analysis feature, and has configuration capabilities so that you can tailor the analytic to your existing business processes.

New Functionality

Setup for the new project valuation analytic involves creating templates that contain evaluation criteria for project and activity summary information. Anyone with security access to the Project Valuation component can use the templates. To perform the evaluation, you select a business unit, project, and template that the system uses to calculate a summary view of different project dimensions, and an activity-based view of financial data.

You set up project-level summary data with these criteria:

- Transaction group criteria

  You can group transaction rows that have the same analysis group, source type, category, and subcategory. Transaction group summary values appear on the Project Valuation page, and can be used in formulas to calculate financial status.

- Reporting calculations

  Enter formulas by using up to three transaction groups and operators (+, −, *, and /). You can create arithmetic equations using parenthesis to calculate statistics such as the actual percent of budget. Reporting calculation results appear with the transaction group summaries on the Project Valuation page.

- Analysis groups

  Use analysis groups to summarize project ChartField rows. You can view the summary in the Project Overview grid on the Project Valuation page.

- Project ChartField criteria

  Enter any combination of source type, category, and subcategory, which the system summarizes based on the analysis groups that you specify.

Below is an example of a Project Overview template configuration as it appears on the Valuation Template page:

Project Overview

*Project Overview Label: Project Overview

Analysis Group Columns

*Label	*Analysis Group
Actual	ACT
Budget	BUD
Revenue	PSREV

Project Chartfield Rows

*Label	Source Type	Category	Subcategory
Consulting	LABOR	CONSL	
Engineering	LABOR	ENGIN	
Travel	TRAVL		
Fringe Benefits	FRNG		

Valuation Template page: Project Overview group box

Below is an example of the resulting Project Overview grid as it appears on the Project Valuation page based on the sample data in the previous illustration:

Project Overview

	Actual	Budget	Revenue
Consulting	0.00	0.00	0.00
Engineering	105,000.00	0.00	115,500.00
Travel	0.00	0.00	0.00
Fringe Benefits	125,000.00	0.00	137,500.00

Project Valuation page: example Project Overview results

Below is an example of the Transactions Groupings template configuration as it appears on the Valuation Template page:

Transaction Groupings

*Transaction Grouping Label: Budget vs. Actual Comparisons

Transaction Group Criteria

Criteria ID	*Label	*Analysis Group	Source Type	Category	Subcategory
1	Actual Revenue	BLD			
2	Actual Labor Costs	ACT	LABOR		
3	Actual Travel Expenses	ACT	TRAVL		
4	Budgeted Revenue	RBUD			
5	Budgeted Labor Costs	BUD	LABOR		
6	Budgeted Travel Costs	BUD	TRAVL		
7	Total Budget	BUD			

Reporting Calculations

*Label	Parenthesis	Criteria ID	Operator	Parenthesis	Criteria ID	Parenthesis	Operator	Criteria ID	Parenthesis
Actual Labor as % of Bud		2	/		7				
Actual Travel as % of Bud		3	/		7				
Revenue % Complete		1	/		4				

Valuation Template page: Transaction Groupings group box

Below is an example of the resulting Budget vs. Actual Comparisons grid as it appears on the Project Valuation page based on the sample data in the previous illustration:

Budget vs. Actual Comparisons

Actual Revenue	189,955.00
Actual Labor Costs	88,498.00
Actual Travel Expenses	48,122.00
Budgeted Revenue	264,000.00
Budgeted Labor Costs	132,000.00
Budgeted Travel Costs	66,000.00
Total Budget	198,000.00
Actual Labor as % of Budget	44.70%
Actual Travel as % of Budget	24.30%
Revenue % Complete	71.95%

Project Valuation page: example Budget vs. Actual Comparisons results

Financial Control

Because of a renewed emphasis on corporate compliance, organizations need more control over their project costs. In this release of Project Costing, financial control enhancements include improved Commitment Control capabilities and greater project status control. Project rate control is enhanced if you use Project Costing with PeopleSoft Enterprise Program Management. Add PeopleSoft Enterprise Resource Management to the mix and you have the ability to set project role rates by location.

Enhanced Commitment Control

Effective cost control and analysis is vital to every organization's bottom line. PeopleSoft continues to enhance its leading cost analysis and control solution, PeopleSoft Enterprise Commitment Control, to deliver further efficiencies. Project Costing, in conjunction with PeopleSoft Enterprise General Ledger 8.9, enhances Commitment Control by reducing the set up time for hierarchical budgets through automation of the budget creation process. Additionally, the creation and administration of project-based budgets is consistent with other commitment budgets that you create in General Ledger. Finally, the enhanced Commitment Control capabilities support year-end reversals of previously encumbered funds and moving the encumbrance to the new fiscal year.

New Functionality

In Project Costing 8.9 the Budget Processor process (FS_BP) in Commitment Control is converted from a COBOL process to an Application Engine process. Project Costing calls the Budget Processor process for budget creation and budget checking.

The redesigned Project Costing to Commitment Control Application Engine process (PC_TO_KK) performs these tasks:

- Loads Project Costing Commitment Control rows from the Transactions Interface table (INTFC_PROJ_RES) to the Commitment Control Header (PC_KK_HDR) and Line (PC_KK_LN) staging tables.
- Creates transaction IDs that the system uses to identify rows that it posts to the Project Transaction table.

  You can view transaction IDs in the Project Details tab of the Project Budget Periods - Adjust Budget Periods page.
- Checks security for budget entry or adjustment.
- Based on the budget definition, sends only defined ChartField data to Commitment Control and retains the budget detail data in Project Costing.
- Converts the transaction base currency into GL base currency, which is the current multicurrency functionality.
- Calls Commitment Control’s Budget Processor process.
- Updates rows in the Transactions Interface table with either a posted status or an error status after the Commitment Control Budget Processor completes.
- Creates journal IDs that appear in the Commitment Control tab of the Project Budget Periods - Adjust Budget Periods page after transactions successfully post to Commitment Control tables.

The Commitment Control transactions in the Project Transaction Interface table serve as Project Costing journal entries. The journal ID acts as a link so you can drill down to the Commitment Control Budget Details page.

During the integration between Project Costing and Commitment Control, if the Commitment Control Budget Processor encounters an error posting budgets for a Project Costing budget row, the system sends an error message to the Transactions Interface table. You can fix the error with the new Review Commitment Control page and reprocess rows to Commitment Control.

Project and Processing Status Linkage

The project lifecycle can differ based on project type or an organization's workflows. As a result, organizations frequently have their own project status codes that contain significant meaning. User-defined project status codes have provided this capability in Project Costing for several releases. Project Costing also provides system-defined project processing status codes to enforce key business rules. In this release of Project Costing, you can automatically link ***user-defined Project Status Codes*** and ***system-defined Project Processing Status Codes***. By linking these two types of project status codes, you have a finer level of control over the project lifecycle from proposal or project request to project closure.

New Functionality

Project Costing uses two status types to convey where a project is in its lifecycle—project status and processing status:

- Project Status: This is a required, user-defined field that identifies the conditions that you want to track for projects and activities.

  The status also defines project events, such as conditional changes that require approval. You can define status types or use the system-delivered status types.

- Processing Status: This is a system-defined field that the system uses to restrict incoming transactions.

  For example, you can charge cost transactions from feeder systems to projects with an ***Active*** processing status, but not to projects with a ***Pending*** processing status.

During implementation you map the user-defined status types to the system-defined processing status types of ***Pending, Active, Inactive***. When you update a project's status, the system automatically updates the processing status based on this mapping. You cannot change a project's processing status directly.

This table lists the status types that Project Costing delivers as sample data and their mappings to processing status types:

Status Type	Corresponding Processing Status Type
Approved	Active
Budgeted	Pending
Closed	Inactive
Forecasted	Pending
Hold	Pending
In Service	Active

Status Type	Corresponding Processing Status Type
Open	Active
Proposed	Pending
Frozen	Inactive

Project Rate Control

Organizations typically use a single method for costing or pricing labor rates, such as using rates by project role or rates by job code. Previous releases of Project Costing provide the ability to choose from multiple methods of costing or pricing labor resources. However, you may also want to limit this choice to ensure that the same financial controls are applied to all labor transactions. ***Project Rate Control*** is a setup option that restricts the methods of costing or pricing that you can use to estimate, budget, cost, or price labor. The result is a reduced potential for error in costing and pricing labor, and increased overall financial control.

New Functionality

Setting up project rate control involves specifying valid rate types for a project business unit. If you use Program Management with Project Costing, you can restrict rate types for named and generic resources. Doing so limits the rate types that you can select for cost and bill rates on the Resources and Resources by Activity pages in Program Management. The rate types that you specify for the project business unit also control the rate options that you can select on the rate set that the system uses to calculate target transactions.

Project Role Rates by Location

More and more, organizations choose to perform project work in offshore locations to take advantage of more affordable labor. To account for this trend, you may need to cost or price labor differently for roles that are performed on a project at different locations. Project Costing provides ***Project Role Rates by Location*** to accommodate this increasingly important staffing model.

New Functionality

If you use Program Management and Resource Management with Project Costing 8.9, you can assign multiple rates to a project role based on different regions. You associate rates with regions when you set up rates on the Rates by Role page. You are not required to associate a region with a project role rate. The system treats a rate with no region as the default rate for a project role.

Streamlined Processing

Lack of visibility across disparate business software applications is a common problem for organizations. Time lags, manual data transfers, and data conversions among the disparate applications lead to inconsistent views of the same information and an inability to streamline processing. The costs of inconsistent data and complex processing are compounded over time for organizations that create and deploy custom software to support each unique rendition of the same business process in different divisions of the organization. According to Gartner, organizations spend an average of 35 percent of their Information Technology budget for new applications on integrating applications. Project Costing ensures that your organization remains integrated, which results in streamlined processing because of the deep cross-product integration that is built into the system.

Work Order Integration

Disparate systems not only impede an enterprise's ability to optimize decisions regarding projects, work orders, and assets, but also raise the cost of managing enterprise software. PeopleSoft Enterprise Maintenance Management 8.9 is a new Asset Lifecycle Management solution that gives you the tools to plan and schedule maintenance and construction, facilitate the accurate completion of the work, streamline the capture of the results, and automatically process the financial implications of the work. Tight ***Work Order Integration*** between Maintenance Management and Project Costing eliminates the need to maintain custom cross-vendor, cross-release integrations. You can turn your attention to maximizing the value of both the Program and Portfolio Management business process and the Plan to Retire business process instead of on maintaining the software behind the process.

New Functionality

PeopleSoft uses work orders in Maintenance Management to track the costs associated with maintaining or creating assets. The Maintenance Management system uses Project Costing functionality to gather work order costs from the Purchasing, Payables, Time and Expense, and Inventory feeder systems. Project Costing stores work order costs in the Project Transaction table and uses the costs to capitalize assets, calculate chargebacks, and provide cost analysis data based on the execution of a work order in Maintenance Management.

Every work order is associated with a project and contains one or more work order tasks. Every work order task specifies the asset that is being maintained and a related project and activity, and contains the transaction costs of performing asset maintenance. Tasks can be associated with one or more project activities.

You can associate projects and activities with work orders by using one of these methods:

- Associate work orders in Maintenance Management with existing projects.

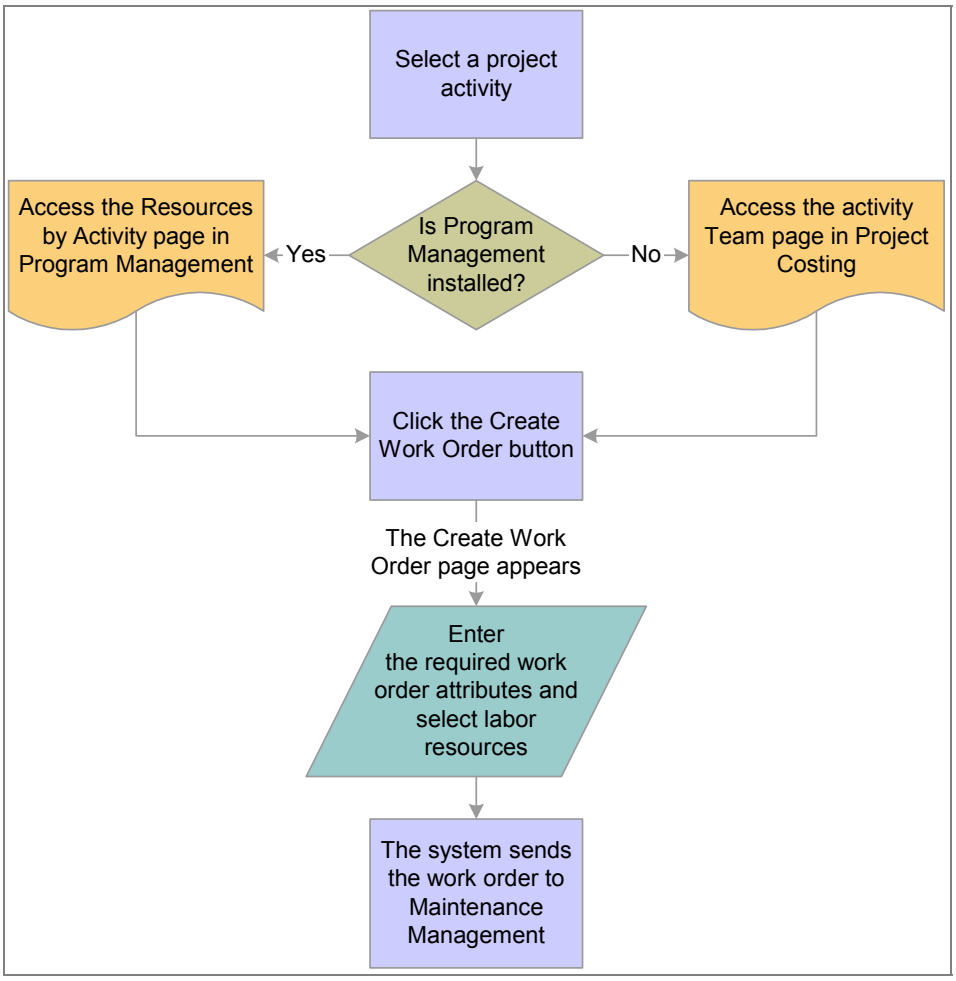
  You can associate a work order with a *Project Costing-managed* project, a *work-order managed* project, or the default project that you establish during implementation.

  Use a *Project Costing-managed* project when there is a project manager who is engaged in creating and planning the project and its activities before executing work and incurring costs.

  The system uses *work order-managed* projects behind the scenes to enable Project Costing processes to collect, report, track, and account for costs incurred for work orders and work order tasks. For example, if you create a work order to track preventive maintenance, you can associate the work order with a *work order-managed* project that you created for that purpose. If you do not select an activity to associate with the work order task, the system automatically creates an activity for the work order task so you can account for the work order costs. The activity start and end dates are based on the estimated start and end dates of the work order task.

- Create work orders in Project Costing.

  You can create a work order directly from a project activity in Project Costing through the Activity Definitions - Team page. An example of this method is when an operations manager creates a project to build an asset, creates a project activity, and assigns labor resources to the activity. The manager can create a work order from Project Costing to authorize the project team to work on the project.



Creating a work order from a project activity diagram

A work order that you create in Project Costing is associated with only one project. The system automatically creates a work order task and associates it with the activity. You select labor resources on the activity to assign to the work order task. Labor resources can be associated with multiple work orders for a project activity.

- Create work orders in Maintenance Management.

  Project Costing Application Engine processes collect costs from PeopleSoft Enterprise feeder systems. The Pricing process assigns a GL distribution status value of Hold for transactions on open work order tasks that are associated with *work order-managed* projects, and inserts the rows into the Project Transaction table based on the project activity rate set. When you close the work order task, the Work Order Close Application Engine process (WM_CLOSE) updates the status to Costed, and the Process Project Accounting process generates the accounting entries.

Project Costing processes transactions for work orders that are associated with *work order-managed* projects only after the work order tasks are closed. This prevents the Process Project Accounting Application Engine process (PSA_ACCTGGL) from processing transactions for open work order tasks.

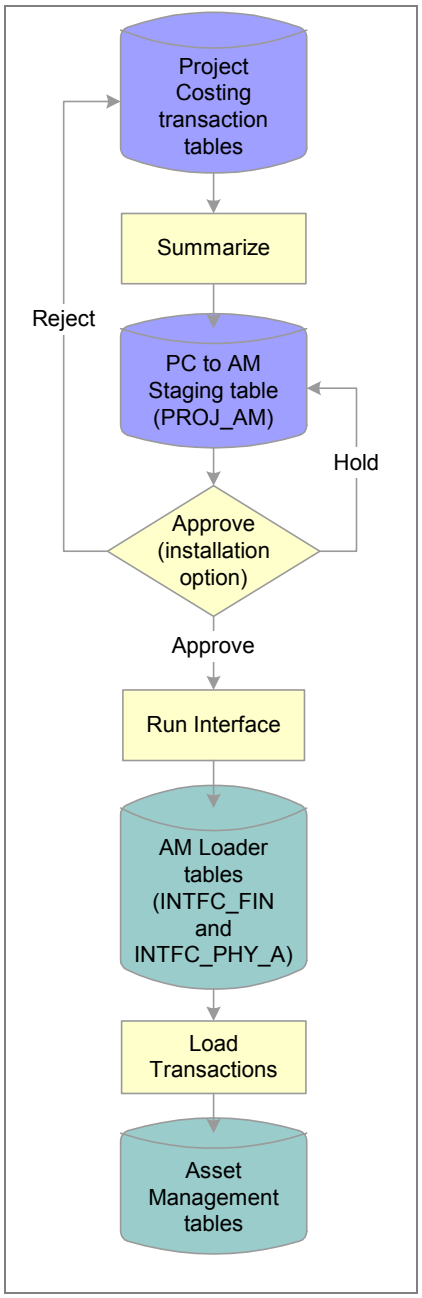
Project Asset Capitalization

Asset capitalization of project costs is a critical business process that ensures proper financial control and insight into an organization's balance sheet. Because this process can involve millions of transactions, streamlining the process in the previous release of Project Costing was a tremendous productivity improvement. Additional enhancements are made to this process in Project Costing. The ability to review project asset capitalization transactions gives you a simple but powerful way to review transactions before capitalization, which maintains the streamlined process and improves its accuracy.

New Functionality

In Project Costing 8.9 you can set up the capitalization process to require approval of summary data before you capitalize asset costs. By using the new Review and Approve Assets component you can perform these actions prior to sending data to Asset Management:

- Review and approve asset transactions that are in the Project Costing to Asset Management Staging table before sending them to Asset Management Loader tables.
- Reject asset transactions that are in the Project Costing to Asset Management Staging table.
- Proceed with the capitalization process with no changes.



Sending assets to Asset Management

When you send assets to Asset Management by using the Manual Capitalization Review page or the Send to Asset Management page, you can select a date that the system uses as the transaction date or accounting date on all assets that are processed in a run control. The selected date overrides the transaction date and accounting date that are specified on the Define Assets page. If you override the dates at run time that deviate from the defined dates, the system updates the values on the Define Assets page.

You can also reverse asset transactions that you already sent to Asset Management. For example, assume that cost data is sent to Asset Management, after which you realize that an incorrect amount was used to capitalize the asset. You can:

1. Access the Review Assets page, search for the erroneous asset, and determine which summarized row contains the incorrect amount.
2. Select the Reverse option and run the process to send the reversal to Asset Management.

You can view rows that are already distributed to Asset Management in both summary and detail format, and reverse transactions as necessary. Reversing a row does not roll back to the original transaction, as doing so would not maintain an accurate audit trail. Instead, a reversal results in the creation of two rows—the reversing transaction that is sent to Asset Management and the new, undistributed transaction in Project Costing.

Additionally, in Project Costing 8.9 projects can inherit asset integration rules from programs. On the Asset Integration Rules page for a project you can identify a program that overrides the asset integration rules for the project and its activities. Use this functionality if you have a summary project or program that contains child projects, each of which needs to contribute transaction costs to the same asset. When you change the asset integration rules at the program level, the system also changes the corresponding project and activity rules to keep the rules synchronized across all projects that contribute to an asset.

Additional New Enhancements

Project Costing 8.9 also provides these new enhancements:

- Redesigned work breakdown structure (WBS).
- Organizational Accounting changes.
- Express asset retirement.
- Manual asset retirement.
- Integration with PeopleSoft Enterprise Contracts for Government Contracting.

Redesigned WBS

In Project Costing 8.9 a project's WBS is represented on a hierarchical grid rather than on a PeopleTools tree structure. An activity's placement on the WBS is maintained directly on the activity record. The redesigned WBS enables you to:

- Maintain summary and detail activities on a WBS to a depth of nine levels.
- Roll up start and end dates to summary activities.
- Insert multiple activities on the WBS at the same time.
- If you use Program Management, add dependency relationships between activities.

This diagram shows the activities for an implementation project in the new WBS format, and identifies the WBS level of each activity. The bold, yellow rows represent summary activities:

WBS ID	Activity Name	Activity ID
1	**Planning**	**PLAN**
1.1	Meet with customers	CUSTOMERS
2	**Requirements**	**REQUIREMENTS**
2.1	**Business requirements**	**BUSREQ**
2.1.1	Compile	BUSCOMP
2.1.2	Review and approve	BUSAPPR
2.2	**Functional requirements**	**FUNCREQ**
2.2.1	Compile	FUNCCOMP
2.2.2	Review and approve	FUNCAPPR
3	**Design and construct**	**CONSTRUCT**
3.1	Technical design	DESIGN
3.2	Code	CODE
3.3	Unit test	UNIT
4	**Deploy**	**DEPLOY**
4.1	System test	SYSTEM
4.2	Train	TRAIN
4.3	Rollout	ROLLOUT

Level 1 Level 2 Level 3

Example of WBS diagram

You manage the WBS on the Project Activities page where you can view all summary and detail activities, and see the structure change as you indent and outdent activities, and move them up and down on the WBS. You can choose to display a specific WBS level on the Project Activities page, or display all levels. If you display a specific WBS level, the Project Activities grid collapses all summary activities at the selected display level and below. Alternatively you can expand and collapse summary activities individually.

Organizational Accounting Changes

In Project Costing 8.9 you can specify an owning organization at the activity level, not just at the project level. If you use organizational accounting and a transaction enters Project Costing with an owning organization that differs from the ChartField values entered on the Activity Organization page, the system creates sharing rows based on the defined sharing rules.

You can use organizational sharing in Project Costing 8.9 even if you don't use Contracts. For example, assume that you want the project activity-owning organization to share half of the revenue generated for an activity with the transaction-owning organization. You can set up sharing rules so that when transactions enter Project Costing from feeder systems the Sharing process creates new rows to facilitate the appropriate revenue recognition through the Accounting engine.

Express Asset Retirement

You can use the Express Retirement Application Engine process (PC_EXPRET_AM) to fully retire assets that are associated with *work order-managed* projects. If a project asset is eligible for express retirement, you simply close the work order task to trigger these processes:

1. Maintenance Management updates values for the project activity on the Asset Integration Rules page to keep the Project Costing and Maintenance Management systems in sync.
2. The work order closed status triggers the Express Retirement process and indicates to the system that the project activity is ready to process.
3. The Express Retirement process determines the assets to send to Asset Management, stamps the Project Transaction table rows with asset information, and initiates the Asset Retirement Integration Application Engine process (PC_RETIRE_AM).

Manual Asset Retirement

You can use manual retirement to fully or partially retire assets that are associated with *Project Costing-managed* projects. This process is enhanced in Project Costing 8.9. For example, you can send the cost of removing an asset or the proceeds from selling an asset to Asset Management at the time that you retire the asset, or after you retire the asset.

Integration with PeopleSoft Enterprise Contracts for Government Contracting

The Government Contracting feature enables contractors to effectively manage government contracts in accordance with governmental rules and regulations. The Government Contracting system uses project, activity, and transaction data stored in Project Costing to calculate costs and fees for billing, and to create accounting entries for revenue recognition for rate-based products or services. Transactions that the Government Contracting feature creates, such as fees and withholding transactions, are sent back to Project Costing for analysis purposes.

In Project Costing you can create rate sets with a rate definition type of cost, billing, or revenue, for use on government contract lines. You can select an installation option for the system to separate the billing and revenue accounting rules. Use this feature if the amounts that are used for billing government contracts are different than the amount and timing of revenue that is recognized and sent to the general ledger. You can price all contract lines at once, or run the Pricing process separately for cost, billing, or revenue transactions.

Government contractors use retroactive rate adjustments, or variance pricing, when they retroactively apply new rates to unprocessed and previously processed transactions. Project Costing 8.9 applies the difference in rates against historical costs in a specified date range, and creates new transactions for the incremental difference between the old and new rates. For example, assume that the overhead rate has been 40 percent since January 1. On July 1, the rate changed to 45 percent, retroactive to the beginning of the year. The system applies the variance rate, which is the difference of 5 percent, to all costs year-to-date and processes the new transaction rows. The Variance Pricing process prices the delta row for revenue and billing based on the rate set or rate plan.

If you integrate Contracts with Project Costing you can use variance pricing to:

- Capture and process variance pricing for a particular effective dated set of rates.
- Capture the date and name of the person who makes a rate change.
- Run variance pricing on existing rate sets for a specific contract line or project, and for

one or many burden rate types such as fringe benefits and overhead.

See Also

What's New in PeopleSoft Enterprise Contracts 8.9 for the U.S. Government

What's New in PeopleSoft Enterprise Proposal Management 8.9

Creating, estimating, and generating a proposal is a surprisingly complex business challenge for professional services organizations. PeopleSoft Enterprise Proposal Management gives you the ability to prioritize, estimate, and engage for services work and is a key component of the *Evaluate* and *Plan* phases of the Program and Portfolio Management business process. Proposal Management is a key integration point between the PeopleSoft Enterprise Customer Relationship Management solution and the rest of the PeopleSoft Enterprise Service Automation solution. Proposal Management takes opportunities from CRM Sales and drives them through the planning and execution phases of service delivery. The solution gives you the ability to create a proposal that represents the costs, scope, timeline, and profitability of a project. By creating proposals, you can track service opportunities more accurately, enabling you to plan for future project work. By integrating the end-to-end business process of service delivery, professional services organizations can respond more quickly and accurately to customer demand and plan better for future work.

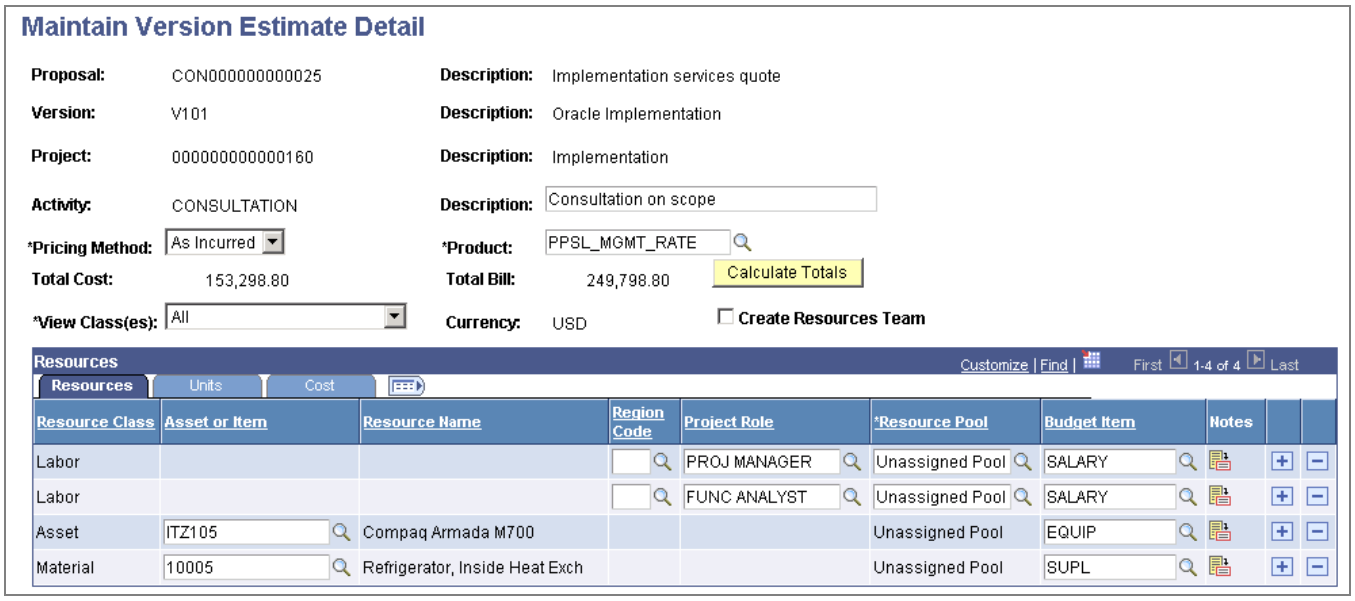
Proposal Management 8.9 delivers enhancements in improved estimating.

Improved Estimating

Accurate proposal estimating is essential for project planning. Proposal Management 8.9 improves its estimating capabilities by expanding on the types of resources that can be estimated.

Expand Estimating to Include Assets, Materials, and Facilities

Services projects frequently include hardware, equipment, and sometimes facilities such as data centers in their proposals. Project managers should have the ability create a detailed project plan that includes various types of labor and nonlabor cost estimates. In addition, project managers should have the ability to break the costs down into multiple categories such as labor, material, asset and equipment costs, and subcontractor costs. These costs should be associated with specific activities within the project. In order to accurately estimate these service projects, Proposal Management 8.9 enhances its project planning and estimating capabilities to include other types of resources such as Assets, Material, and Facilities. When estimating for other types of resources, Proposal Management enables you to prompt for standard costs.

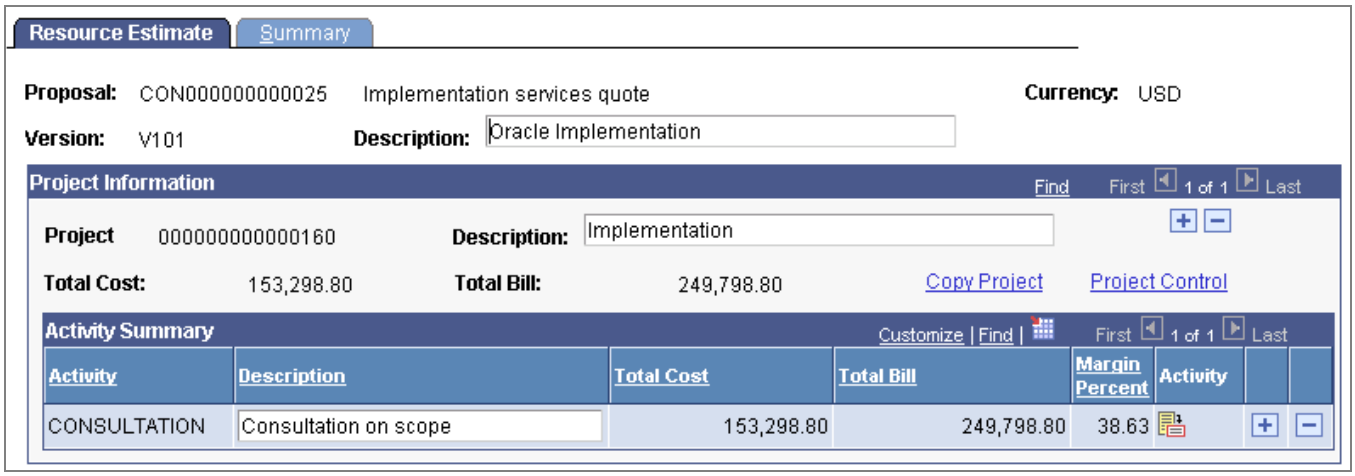


Maintain Version Estimate Detail page

New Functionality

For release 8.9, Proposal Management will:

- Support multiple resource classes: Labor, Asset, Material, and Other.
- Combine the Time Estimate and Expense Estimate pages into one new page, the Resource Estimate page.



Resource Estimate page

What's New in PeopleSoft Enterprise ESA Portal Pack 8.9

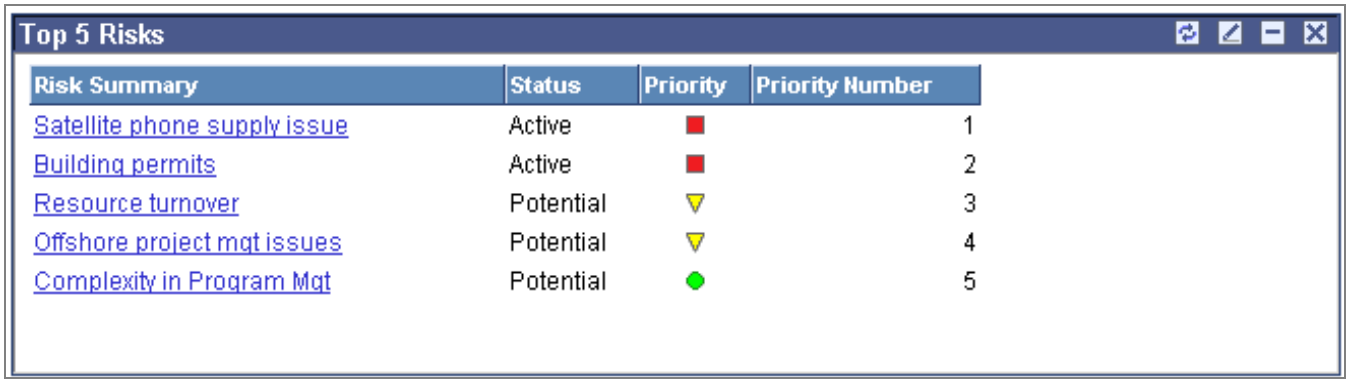
PeopleSoft Enterprise Service Automation Portal Pack (PeopleSoft ESA Portal Pack) significantly improves an organization's ability to identify critical information and act on it immediately. By providing alerts and analytics through secure, role-based, configurable portal pagelets, users are able to monitor and act on issues in real time. Data is collected from applications that are within the ESA solution providing the ability to monitor critical elements of the Resource and Project Portfolio Management business process.

ESA Portal Pack 8.9 provides a new PeopleSoft Enterprise Program Management Operational Summary pagelet.

Top Five Risks

The Top Five Risks pagelet is available if you use Program Management 8.9. The pagelet provides continual monitoring of project risks by listing the top five active or potential risks in order of the risk status and priority. You can click a risk summary to access the Project Risk page to view and modify the risk.

You can personalize the Top Five Risks pagelet to include risks from projects in a specified business unit or in the My Projects list. To narrow the selection criteria you can specify risks that belong to a project and activity or that have a specific value for attributes such as the risk type or the person assigned to the risk. Similar to the Top Five Issues pagelet in prior releases of ESA Portal Pack, you can personalize the Top Five Risks pagelet at the administrator level. Individual users have the option of using the default personalization settings, or overriding the default values with their own selection criteria.



Top 5 Risks pagelet

See Also

What's New in PeopleSoft Enterprise Program Management 8.9

Source to Settle Business Process Overview

PeopleSoft Enterprise Supplier Relationship Management (SRM) enables enterprises to lower costs through the efficient use of best practices across the complete Source to Settle business process. Every step of the process from strategic sourcing of direct materials, supplier, services, and assets through efficient procurement and financial settlement result in significant bottom line savings that translates into increased profits. In addition, SRM takes collaboration to the highest level by allowing supplier self-service transactions and integration technologies that effectively enable suppliers throughout the business process and give them real-time feedback against their performance goals. SRM 8.9 introduces a number of enhancements designed to streamline operations and achieve higher cost savings across your organization as well as introduces a new Supplier Contract Management solution for managing the supplier contract lifecycle processes. This collaboration minimizes time and costs involved in managing the procurement of products and services and maximize the return on relationships.

Source to Settle business process

The Source to Settle business process offers many opportunities to drive cost savings and strategically manage all areas of spend within your organization. Source to Settle involves defining and managing all aspects of a relationship with suppliers—from sharing information to embracing mutually beneficial processes. It integrates sourcing, enablement, procurement, settlement, and analysis, allowing an enterprise to collaborate across processes and share strategic data.

The Source to Settle business process consists of four phases:

- The *Source* phase includes the necessary assessment and negotiation required to identify the suppliers that are committed to providing the best value.

  The process includes streamlined request for quote or request for proposal (RFx), and real-time auctions that target the right supplier for the right product or service. The Source phase also includes the need to translate the results of a sourcing event into a negotiated contract, purchase order, or contract that ensures profitable utilization of the supplier.

- The *Enable* phase encompasses everything necessary to engage with the entire supply base from posting transactions such as purchase orders and order acknowledgements to collaborating online with suppliers by sharing production plans, catalog content, and performance review scores.

  Effective enablement ensures cost effective transactions and strong supplier relationships through real-time visibility of all supplier interactions.

- The *Procure* phase incorporates the efficient transaction of requests or production plans into purchase orders and contracts.

It includes procurement of all spend including direct, indirect, assets, and services. Prior to the transmission of any purchase order, there must be the appropriate level of approvals and often budget checks. Only then is the order authorized for submission to the supplier. By leveraging the power of the internet, the procurement process empowers organizations to experience an unprecedented level of profitability, control, and efficiency when buying goods and services.

- The *Settle* Phase includes timely and accurate payment for goods and services rendered to the organization.

  The process must ensure payments are in accordance with purchase order terms, recorded receipts, and, in some cases, quality inspection criteria. Effective settlement also requires a smooth process for the settlement of disputed invoices by both the buyer and supplier. By ensuring suppliers are paid on time and within written terms, buyers can be assured of uninterrupted flow of required goods and services to support the organization.

Analysis is performed throughout these phases to ensure peak supplier efficiency and performance.

The following sections preview the new Source to Settle features and enhancements, by product, that are available in SRM 8.9.

Introducing PeopleSoft Enterprise Supplier Contract Management 8.9

Driven by Sarbanes-Oxley and increased concerns for accountability, control, and risk management, many organizations have a renewed focus on effective contract management processes and controls. The contracting process is not just about capturing pricing information for preparing orders and invoices, but also involves a complete lifecycle, from contract drafting and negotiation, selecting appropriate clauses and service agreements, to a formal amendment, renewal, compliance, and close-out process.

PeopleSoft Enterprise Supplier Relationship Management 8.9 introduces a new application for the Source-to-Settle business process for managing supplier contracts. While working in conjunction with the contract execution functionality already present in PeopleSoft Enterprise Purchasing, Supplier Contract Management 8.9 extends the functionality to provide an electronic contract library and document repository, document authoring capabilities, and contract compliance monitoring.

Digitizing the entire contract, including the terms, conditions, and performance clauses, prevents them from becoming lost in file cabinets, unused, or unmanaged. The system can help you enforce the contract terms that you negotiate. In addition, Supplier Contract Management will be able to track important data and notify you when action is required. For example, periodic supplier reviews, bonuses, or penalties tied to a supplier's performance, or required verification information can be easily tracked and monitored.

Having an integrated system for managing buy-side contracts enables you to take advantage of all the information contained in your Supplier Relationship Management solution when authoring contracts, increasing the speed and accuracy of the process. For example, this information can include vendor and item master data, locations, payment terms, contacts, and other reference tables as well as service level agreement (SLA) information captured on originating PeopleSoft Enterprise Strategic Sourcing events.

You can mitigate exposure and risk due to nonstandard contracts by requiring contracts to use preapproved language in a structured clause library and have the system alert you to potential variances in specific cases. If the inclusion of a particular clause requires special approval from an organization's legal group, you can configure the clause definition to enforce that policy. The solution enables you to specify preapproved configurations that contain the business logic for drafting the contract. In situations where you have special cases that typically require changes to boilerplate agreements, you will be able to easily define tailored wizard questions in Supplier Contract Management that prompt you to automatically make the appropriate clause inclusion, resolve end-user driven values to be included in the contract, or both.

Supplier Contract Management also features integration with Microsoft® Office Word 2003 (Part of Microsoft Office Professional Edition 2003). This enables the authoring process to occur in an environment comfortable to most users while still achieving the benefit of control and compliance in maintaining the contract in PeopleSoft.

Supplier Contract Management 8.9 delivers functionality in these areas:

- Electronic document repository.
- Document authoring and lifecycle management.
- Contract monitoring and compliance.
- Integration with Microsoft Word 2003.

- Strategic Sourcing integration.
- Contract syndication.

Electronic Document Repository

One of the greatest challenges of managing contracts is keeping track of the documents. Can you ensure that what's in the system reflects what's on the signed copy? Can you search the universe of active contracts to find each one that used a particular clause or contained particular language? Maintaining a digitized representation of the entire contract in the system enables you to keep it synchronized with the contract execution data in Purchasing as well as provide powerful searches when researching documents or trying to identify areas of exposure.

Digital Contract

Keeping contract execution synchronized with the actual signed document can help mitigate risks and enforce the negotiated contract terms. Supplier Contract Management provides a mechanism to create and store your contractual documents in electronic form, and tie them to the associated transactional contract in Purchasing.

New Functionality

Using the Supplier Contract Management 8.9 ***Contract Entry*** feature, you have access to Purchasing contracts from which you can create a contract document and automatically tie the two together in an electronic format. Two types of documents are available. The first one is the ad hoc type that is for general use, such as in nondisclosure agreements. The second type is the purchasing contract type that is tied to a Purchasing contract.

When you open or create a transactional contract using Supplier Contract Management, the system provides ***Document Management*** information regarding the authored status, the document version, and indicates if amendments and how many have been added to the contract document. You can create and maintain a contract document associated with this particular Purchasing contract.

You can work with a digital purchasing contract document by using the ***Create Document*** button to create a document. To create the document, select an appropriate document configurator (generation template). The configurator determines which, if any, wizard to launch, which transactional values to include from the transactional purchasing contract or wizard responses, along with the layout and clauses to include in the draft version of the generated contract.

After you create a document for the contract, you can select the ***Maintain Document*** button in the Authored Document section to manage the contract document through its life cycle directly within Microsoft Word 2003 (Microsoft Office Professional Edition 2003).

Searching

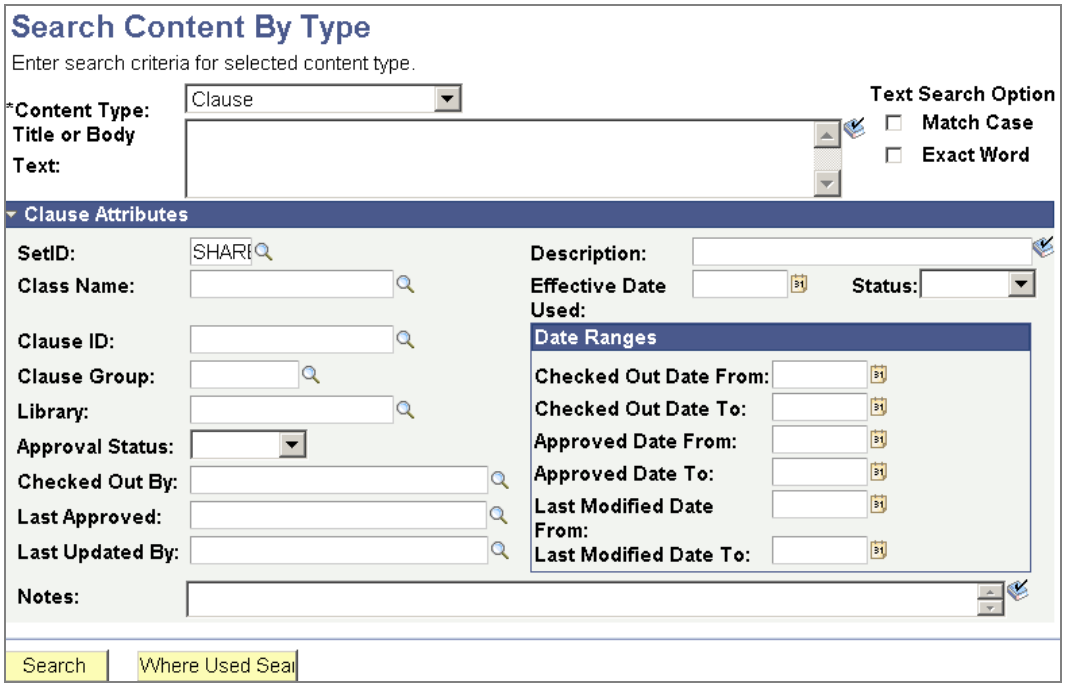
A great advantage of having digitized contracts is the ability to do searches within the contract repository. Supplier Contract Management uses the ***Verity search engine*** to perform text string searches as well as text in combination with PeopleSoft fields. For example, you could search for all contracts that contain the word "indemnification" as well as having one or more lines containing an item category "HAZMAT" representing hazardous materials. If the legal department identifies a potential exposure with a particular clause, you can quickly find the universe of contracts that contain the problem language and address it.

New Functionality

Verity search engine access is easy and facilitates your use of this powerful search tool in establishing and maintaining a Verity search index. Search options are also available to you through various application functions. PeopleSoft delivers predefined Verity search data objects and indexes for Supplier Contract Management. You can use these indexes along with search options and queries to execute free-text data searches as well as some key transactional data fields.

Among the types of searches you can perform in Supplier Contract Management are searches for clauses, sections, rules, data variables, and authored contracts. You can also search for templates and documents, full text, and object specific searches such as class names and group names for clauses, documents, and source documents.

After completing a search, you can review the results that meet your search criteria, and then select an element to review or update. This example illustrates a Verity search page in Supplier Contract Management.



Use the Search by Content Type page to define search options for Verity searches

Document Authoring and Lifecycle Management

In many organizations, the actual document is created and signed outside of the purchasing and financial systems. Often you create the documents in a Microsoft Word processing tool with little control over edits, nonstandard language, and no capability to enforce approval requirements. For special case contracts, the burden falls on contract authors to identify exception circumstances and use the correct language and conditions.

In addition, authors have to manually determine who needs to review or approve the contract. They manually transfer execution data, such as items and amounts to the purchasing system, so that orders can be issued and invoices can be processed. This can lead to errors and high costs and exposes companies to higher risks. Supplier Contract Management 8.9 changes this by providing systematic, rules-based contract authoring, a standard clause library for controlled contract building blocks, version control and audit trail, and integration to key Supplier Relations Management applications.

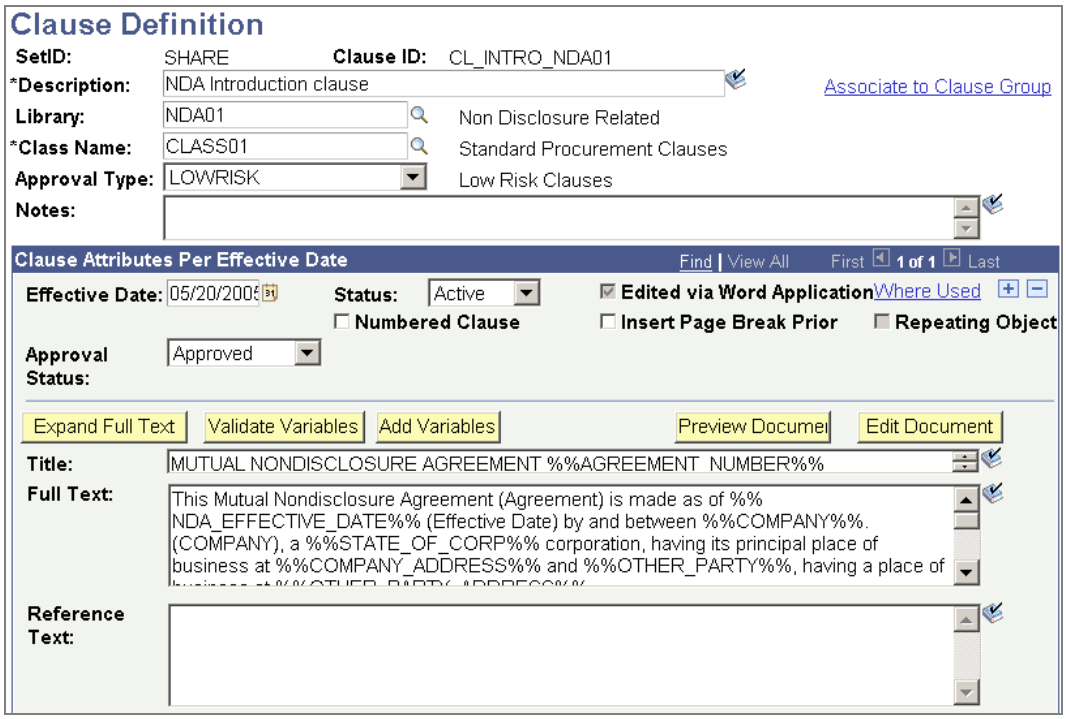
Contract Clause Library

To facilitate standardized contract creation, Supplier Contract Management provides a ***library-framework*** for you to define your clauses, contract sections, and document configuration rules that can be used when authoring a contract. These building blocks are managed and controlled separately from individual contracts. The clauses in the library can be preapproved for use in contracts so that you can indicate whether the use of, or modification of the clause on a contract requires additional approval. In addition, you can set up dependency relationships between clauses such that if clause X is on the contract you must also have clauses Y and Z. You can also set up alternate clauses such that clause Y replaces X if a certain rule applies. These features help ensure compliance across an organization as well as streamline the authoring process.

Updates to clause definitions in the library are effective-dated, allowing all of your configuration rules to pick up the most current approved clause automatically, saving you time when changes occur. You can edit clause elements using Microsoft Word. Because of this, you can add rich text, images or other objects to your clauses, such as your company logo, allowing final contracts to be formatted the way you want.

New Functionality

The ***Clause Definition, Section Definition,*** and ***Rules*** Supplier Contract Management application pages enable you to define and reuse the basic elements of a document. Clauses are the basic building blocks for a document, and can include the wording for contract terms and conditions that you store, update, and reuse in a document. If approvals are required for a clause, you can use the approval workflow features to route the clause for formal approval. If approvals are not required, you can manually set the approval status using the ***Approval Status*** field on this page. This example displays some of the components on the Clauses Definition page.



Example of a portion of the Clause Definition page

You use this page to define text for the clause, preview and edit Microsoft Word versions of the clause, and link clauses to bind variables and rules. Bind variables are user-defined entities used to retrieve field values from a wizard response or transaction record. You can use bind variables in a rule or to resolve values in a clause or section. For example, you can use a bind variable that represents the Contract ID field in transactional contracts. When you use the bind in a clause, the system can map the transactional contract number from the purchasing contract into the title of the clause when it generates the contract document.

A rule is a user-defined set of data with query-like conditions that produce specific true or false results. The system uses rules to determine which clause or section to include in a document and whether to include additional or alternative clauses in documents.

You also use the Clause Definition page to define dependent and alternate clauses. A dependent clause is a clause that is linked to a parent clause. Any time the system uses a main clause, the dependent clauses appear directly below it in the Microsoft Word document.

You use an alternate clause as a substitute for a parent clause. The system can automatically include alternate clauses based on rules you set up in the system and associate with the alternate clause. This example illustrates dependent and alternate clause information you can define on the Clause Definition page.

Example of dependent and alternate clauses defined on the Clause Definition page

You can define multiple clauses for use in creating documents. You can create clauses directly using this page or by using Microsoft Word where you can use it for more rich-text editing. When you insert a clause into sections or configurators, the content format value for the section or configurator determines whether the system uses text from the ***Full Text*** or the ***Reference Text*** field.

Using the Section Definition page, you can define sections of a document. Sections group clauses and serve specific purposes in a document. You use a document section to create a reusable structure of clauses, rules, and sections. You can define bind variables, set the section's approval status, select section formatting and styles, and preview the section using Microsoft Word.

Using the Rules page, you can define criteria for rules and assign them to document configurators. Rules can reference bind variables to run simple queries rendering a true or false result. For example, a rule can reference a wizard bind variable that might prompt: "Does contract involve hazardous material removal?" and if answered "Yes," can drive additional content in the contract.

After defining clause, sections, and rules, you use the ***Document Configurator Definition*** page to bring them together to form a document. Document configurators act as dynamic templates that the system uses to assemble a document with the layout and content appropriate for the contract or other types of documents, such as nondisclosure agreements.

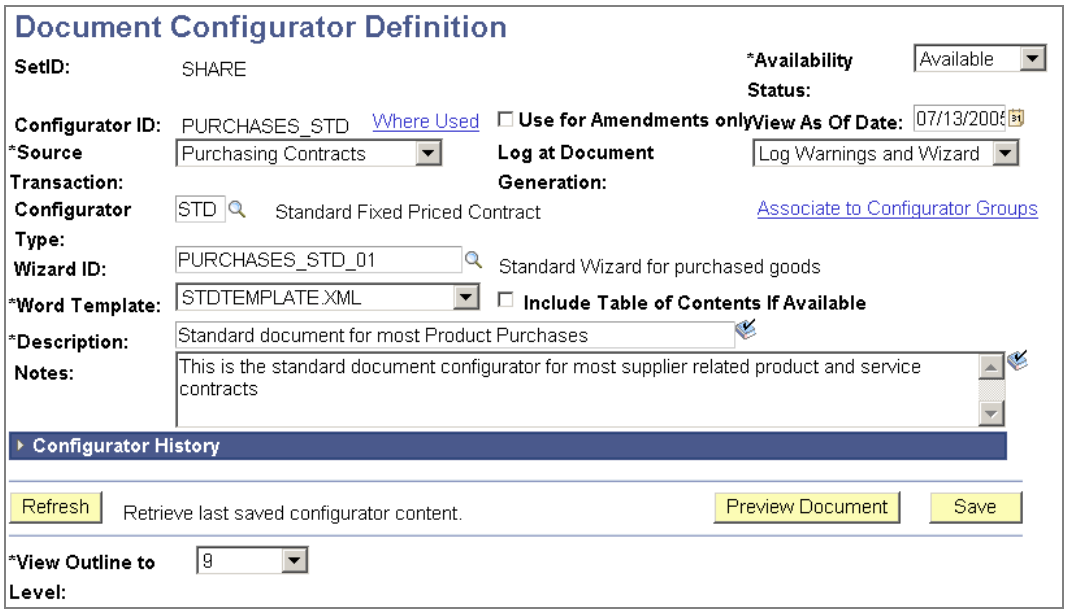
Document Configurator

Most organizations today use some form of a contract template in an attempt to shorten authoring time. Supplier Contract Management 8.9 takes the template concept to a new level called ***Document Configurators***. A configurator enables you to group sections and clauses from the library together with rules that drive contingent clauses and approvals. Predefining the rules in the configurator means that you'll never forget when you have a special case contract that requires different language than the typical document.

You can define for the system to automatically determine that a condition exists and take the appropriate action. For example, the configurator can contain a rule that says that information technology approval is required if the item category on the contract is computer equipment, once again improving compliance with company policies and procedures.

New Functionality

Pulling together all elements of a document, Supplier Contract Management provides an easy-to-use interface based on the Document Configuration Definition page. When you use this page you have already defined the basic elements of a document. Now, you are ready to bring those elements together to formulate the purchasing contract or ad hoc document.



Use the Document Configurator Definition page to define basic information for a document

As you incorporate changes, you can use buttons on the page to preview the document. The Document Configuration Definition page also provides a history of the configurator.

When you click the ***Refresh*** button, the page provides a ***Content Elements*** grid that you can use to build each element of the document. This elements grid is a collection of sections, clauses, and, where appropriate, their rules that make up the overall structure and wording of a document. When you generate a document, the configurator determines the content and order of the document elements that you define using the grid.

Content Elements — Customize | Find | First 1-23 of 23 Last

Basic Info | More Details

Outline Position	Content Type	Content ID	Content Description	Content Format
1	Section	S_INTRO01	Procurement Contract Introduction Section	Full
2	Clause	CL_PRODDESC01	Product Description	Full
3	Clause	CL_TERM01	Term of Contract	Full
4	Clause	CL_PERFMSTD01	Performance Std Clause	Full
5	Clause	CL_DIRISLOS01	Delivery, Risk and Loss Clause	Full
6	Clause	CL_ACCEPTINSP01	Acceptance and Inspection of Product Clause	Full
7	Section	S_WARREP01	Warranties and Representations of Supplier	Full
7.1	Clause	CL_WARRANTY01	General Product Warranty	Full
7.2	Clause	CL_SRVWARR01	General Service Warranty	Full
7.3	Clause	CL_QUAL01	Qualifications	Full
7.4	Clause	CL_CONFLICTOFIN01	Conflict of Interest	Full
8	Section	S_HDR_AGREEMENTS	Contract Header Level Agreements (Repeating)	Full
8.1	Section	SLA-HDR-PLACEHOLDER	SLA Placeholder for Header SLA Clauses	Full
9	Section	S_TERMINATE01	Standard Termination Section	Full
9.1	Clause	CL_TERMINATE01	Terminate for Breach	Full
9.2	Clause	CL_TERMINATE02	Immediate Termination	Full
9.3	Rule	NOCUSTOMPRODUCTS	Include Terminate Clause if only non-custom products exist	

Example of a Content Elements grid on the Document Configurator Definition page

The Content Elements grid also provides a static and dynamic structure within the document. Using the grid, you outline and manage the document elements.

The ***Document Configurator Type*** and ***Document Configurator Group*** pages enable you to organize and group configurators to meet informational and organizational needs and to search for configurators related to the same document topic.

Contract Wizard

Sometimes it is not possible to automatically determine how a contract should be authored just by evaluating rules based on known information such as the vendors, dates, amounts, or items.

With Supplier Contract Management 8.9, you can predefine ***wizard-style*** questions that prompt you to enter required information or to make specific judgments about the assembly of a particular contract. The system can then take action based on the response. For example, you might have certain contract language that limits the extent a supplier can use an organization's name in their marketing literature. If the language only applies in some circumstances, you can create a wizard question to ask the contract author during contract generation. If the author answers that he wants a marketing restriction, the appropriate language is automatically included in the correct place on the draft contract. If he answers "no restriction," the clause is omitted. Using wizard questions assists you in not forgetting to consider an issue that could later lengthen the negotiation process.

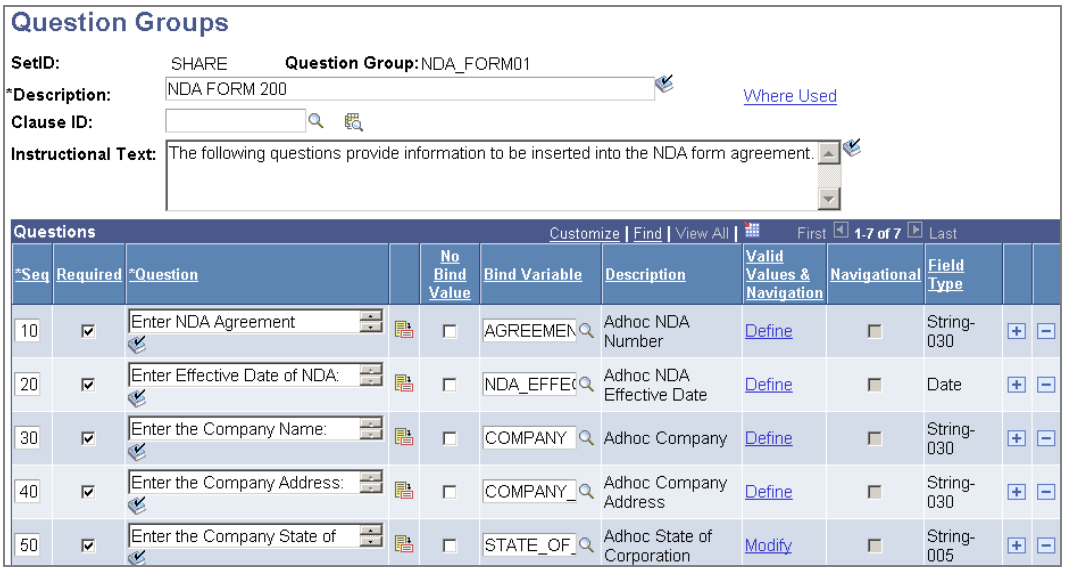
New Functionality

The contract wizard interface provides two sets of easy-to-use pages that enable administrators to first define ***question groups*** containing one or more wizard questions that belong together, and next to define ***wizard definitions*** which are collections of ordered question groups. During contract generation, the system processes author responses to wizard questions and uses them for textual inclusion of values to create the document. The system also can use the responses to drive the inclusion of additional clauses or sections in the document.

To define a wizard you:

1. Create question groups that include a series of questions, valid values, and navigation options.

   This page illustrates how you build a question group.



Example of questions in a question group

2. Create a wizard by referencing question groups.

   This defines the order in which the wizard will ask the questions from question group to question group.

Wizards can use a single or multiple question groups

3. Associate the wizard with a Document Configurator.

When the system generates a document, it invokes the wizard, which presents questions to authors in the order defined for the wizard and executes the edits for each response.

In addition, you can preview questions, navigate to question groups while defining the wizard, and copy wizard definitions and question groups. Wizard definitions are linked to the document generation process through the document configurator in the document library. The configurator resolves and validates wizard-type bind variables.

When document authors use the configurator ID to generate a document, the system loads the wizard definition associated with the configurator ID and runs the question group or groups associated with the wizard definition. Authors simply answer questions when prompted by the wizard. At the end of the process, the system creates the document that incorporates wizard responses collected which then flows into the document life cycle.

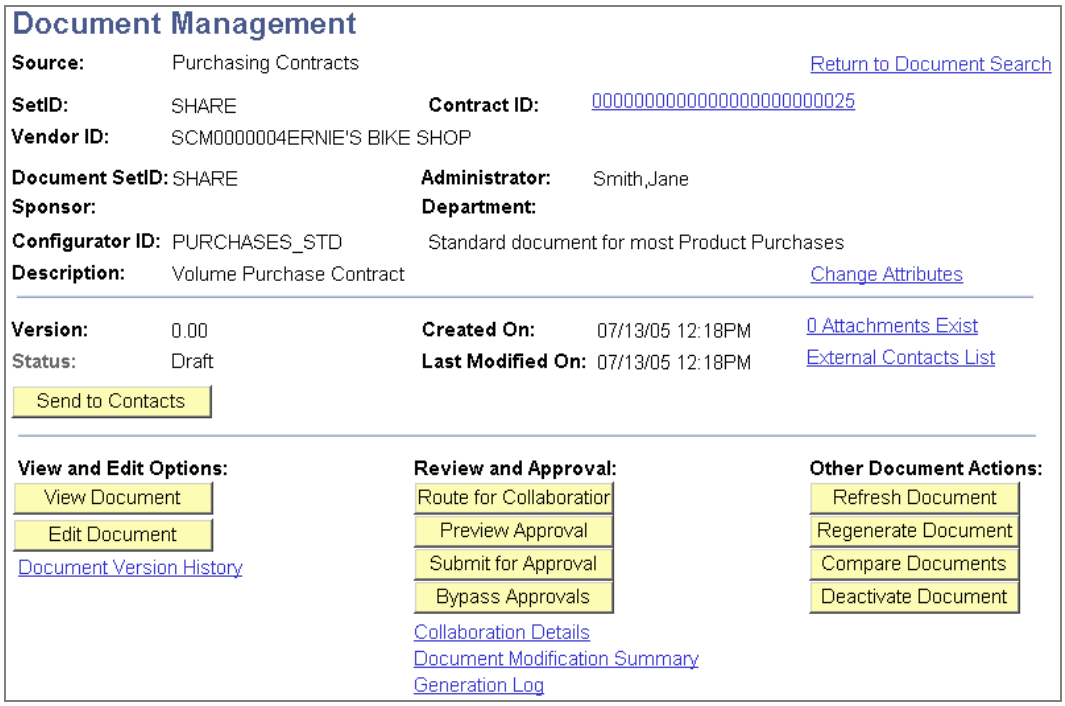
Version Control and Lifecycle Status

Since two of the main drivers to a systematic document authoring and management solution are accountability and risk management, Supplier Contract Management 8.9 combines the document lifecycle status (including ***Draft, In Collaboration, Collaborated, Pending Approval, Approved, Dispatched,*** and ***Executed***) with ***version control*** and a complete ***audit trail*** of the contract over its life. All versions with each user's contributions can be date and time stamped and recorded in the system, including feedback from the supplier. The system also integrates the PeopleSoft approval and workflow engine so that you can create custom workflow routings and retain a record of reviews and approvals as the contract is routed. To maintain document versions over time and control access to a contract at a given time, the system provides a check-in and check-out function. This enables version control and you avoid losing changes by having multiple parties overwriting each other's work.

New Functionality

To support version control and audit trails for contract documents, the Supplier Contract Management application uses the ***Document Management*** feature. This is an all-in-one feature that controls all stages of the document's life cycle. Life-cycle features include a range of life-cycle document statuses from an initial draft to an executed copy for the original contract and all amended versions.

You can increment the version of the document as minor or major when you check in a document. Based on a system setting, authors or collaborators can also check in a document at the same version level. The Document Management page displays life-cycle task buttons based on what stage a document is at in its life cycle.

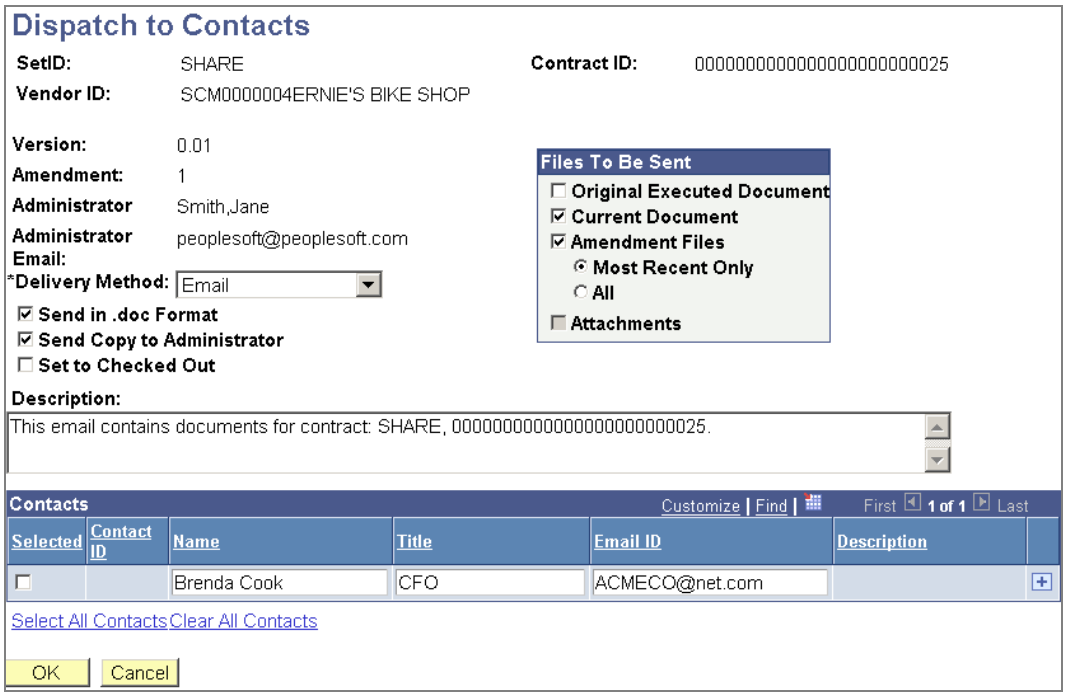


The Document Management page enables you to manage a document through its life cycle

The Document Management page also provides document audits through several methods. First, you can review the ***Document Version History*** feature to see who made changes, when they were made and the version at which the change was made. You can also review the actions taken, comments made, and the status at which the document was modified. Another audit trail is the ***Document Modification Summary*** that tracks updates to document clauses and content. Here, the document administrator can view a quick snapshot of clauses and content that have been modified in a specific document.

A final audit is the ***Generation Log***. This feature displays details about the document generation process. Examples of the details included in the log are source objects and bind variables included in the document, the content included in the document, such as a clause, section, or rule generated in the document, and responses to wizard questions.

Dispatching documents to contacts is an example of one of the life-cycle stages. You use the Dispatch to Contacts page to send documents for final signatures and approval.



Use the Dispatch to Contacts page to send documents to contacts

After you obtain final signatures, you can click the ***Execute Contract*** button to indicate the document or amendment has been dispatched to contacts and has been signed by all parties.

Collaborative Authoring

During a contract's authoring lifecycle, many parties in your organization might have the need to access or modify the contract. Requestors, procurement, legal, information management, finance, program offices, compliance, and many others can make contributions to an authored contract. To have a structured approach to track this level of interaction, Supplier Contract Management 8.9 delivers ***contract collaboration*** that enables the principle contract owner to establish a list of collaborators to work with the document.

Contract collaboration uses the standard PeopleSoft workflow to notify collaborators of pending action, an ability to route the document for review, and a tracking mechanism to record who has seen the document and the contributions of each person as they happen. Collaboration differs from approval workflow in that it is sent to all participants simultaneously for the cycle and does not record approvals. For collaborators who have edit capability, they can change document and track the changes using the Microsoft Word native Track Changes feature on a first-come first-serve basis. This helps streamline the contract authoring process as well as ensures that all stakeholders have provided their input.

New Functionality

The system provides several features that support document collaboration. Collaboration is accomplished through the Document Management component. Using this component, you can define who you want to collaborate on the document, route the document, and review collaborator comments. You can also run the document through several collaboration cycles.

You can use these features to complete collaboration:

- ***My Internal Contacts/Collaborators***: Use to define default collaborators and interested parties.

These users are automatically assigned as collaborators when you route a document for collaboration. You can also provide authority for these users to edit the document during collaboration or define them as an interested party with read-only access to the document.

- ***Route for Collaboration***: Use to send the document for collaboration.

  The system sends email or worklist notices to the collaborator. You can also include additional collaborators and add collaboration comments and instructions.

- ***Collaboration Details***: Use to review comments from collaborators, the status of the collaboration and who has completed the collaboration.

- ***Cancel Collaboration***: Use this feature after a document has been sent for collaboration to stop or cancel the collaboration.

  If the collaboration process has started, the system displays a message that the collaboration is pending review. This gives the originator an opportunity to review the document or other collaborator comments before stopping the collaboration.

Contract Approvals

Contract approvals can vary greatly between organizations and within contracts themselves. Supplier Contract Management 8.9 enables you to define approval process definitions that contain multiple stages, paths within stages, and users within paths who are required to approve documents. The application uses a predefined approval workflow process that is driven by an ***approval workflow engine*** (AWE). The engine uses an approval process that manages the routings and notifications for document approvals.

In addition to workflows and notifications, this engine supports multiple approvers who can be notified at the same time, creating parallel approval paths. Approvers can approve, deny, or return transactions and assign ad hoc reviewers or approvers for the transaction. When the approval process is complete, the system updates the status to approved or rejected.

Supplier Contract Management also incorporates an optional clause-level approval stage so that the appropriate individuals can be included in an approval process automatically based on the presence or modification of specific contract clauses.

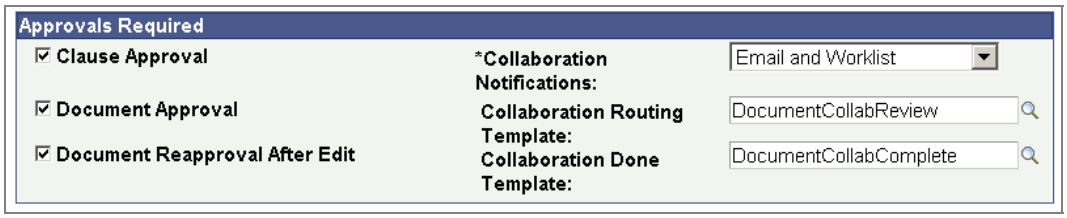
New Functionality

To support approval workflow, Supplier Contract Management has incorporated the AWE that enables you to define data-driven workflow processes. These are called approval process definitions and ensure that the appropriate individuals are included as approvers and reviewers based the clause or contract document. For example, you can route a clause for approval to specific individuals depending on contract amount or item category defined in the process definition.

The AWE uses approval workflow processes that are designed by an application administrator for reuse by system users. Included in the workflow process is defining the approval process and registering it on the system, establishing user lists and roles for approvers, maintaining generic templates for notifications, and monitoring approval progression. Monitoring workflows provides the administrator controls over reassigning and acting on behalf of an approver.

Administrators can develop approval processes using the Approval Process feature in the Supplier Contracts Setup component pages.

You use installation options to define if clause and document approvals are required. You can also define if an approval is required after a document has been approved, but reedited. When you set installation options for clause and document approvals, the system uses the defined approval process to manage the approval statuses and provide additional approval pages and tasks for approvers.



Use the Approvals Required grid on the Installation Options page to define approval settings

Approval statuses for clauses and documents will include:

- ***Initial:*** The document has been created and workflow approvals have been set for the transaction.
- ***Pending:*** The document has been routed to the first approvers. It remains in this status until you approve or reject it.
- ***Approved:*** Final approver has approved the document.
- ***Rejected:*** Approver has rejected the document.

If a clause or document does not require approval workflow, you can manually select approval statuses for the clause or document.

Amendment Processing

Supplier Contract Management 8.9 takes the pain out of tracking contract amendments by providing a formal ***contract amendment process*** with the same change control and history tracking as with the original contract. You can create amendments by making additions to the main contract file, or you can pull out the changes into a separate document. When maintaining separate documents, the system provides for the creation of an amendment using a separate configurator to control format and content. The system maintains the link between the original and all subsequent contract amendment documents so that all historical versions of the contract remain intact.

New Functionality

You can manage contract amendments in one of several ways. The basis for an amendment is to start with the most recent version of an executed document. Only after you execute a purchasing contract or ad hoc document does a button appear for you to change the document. You can make these changes directly to a new version of the executed contract, or by creating separate amendment documents. Additionally, the system enables you to generate a comparison of the latest executed document with a regenerated or refreshed version of the contract document to help highlight any alterations due to changes in the transactional system.

When you generate the first amendment for a document, use the next page to define the amendment process option. The system automatically uses this option for subsequent amendments.

Use the Create an Amended Version page to define the amendment processing option

When you need a document amendment, you can create a new version of the document and, optionally, use an amendment configurator. The configurator contains clauses that explain the change and refer back to the original contract. The amendment document cites the changed sections on the original, but it is not a full representation of the revised contract. In this case, you create a new document that contains only the amended information. The complete contract then consists of the original document plus the amendment document.

The system provides Supplier Contract Management application pages to set up and create amendments. Use the ***Document Formatting and Options*** setup page to define default amendment processing options. Available options are:

- ***Amend Contract Only:*** You revise the contract and generate a single file as amended with the sum effect of all changes applied to the originally executed contract.
- ***Amend Contracts with Amendments:*** You generate a separate amendment document for each version of the amendment as an appendix or an addendum to be dispatched along with the originally executed contract.
- ***Amendment Files Only:*** Generate the amendment as a separate document for each version of the amendment that could be dispatched on its own.

After you execute an original document, any changes made to the document or transactional data can result in the change process that generates a formal amendment. Amendment processing for a contract includes:

- The initial decision for each document to amend a new version of the executed contract or create a separate amendment file.
- If separate amendment files are required, you can generate the separate document when you create the amendment and also select from a list of amendment configurators on which to base the amendment.
- Optionally, you can generate a comparison based on the last executed contract and a newly generated contract or last executed contract and a refreshed version of the last-executed contract.

The purpose of this is to highlight the impact from any changes in bind variables, such as an item change on the transactional contract, to facilitate creation of the amendment.

- Amendment documents have their own lifecycle and can go through collaboration and approvals similar to the original contract, as needed, for the supplier.
- The dispatch options for sending amended contracts to suppliers include:
  - ***Amend Contract Only:*** The fully amended document (entire contract, plus changes) are dispatched.
  - ***Amend Contracts with Amendments:*** The original executed document and amendment (current or all) are sent to the supplier.
  - ***Amendment Files Only:*** Dispatch just the current amendment (or all) to the supplier, excluding the original executed document
  - ***Include Attachments:*** Include any pertinent attachments for this version of the contract.

Generic Document Authoring

In addition to creating procurement-related contracts, you can use Supplier Contract Management's ***authoring framework*** to generate other nonprocurement documents. The system enables you to create configurators for user-defined types of documents, allowing you to use the wizard to fill in required fields or make determinations on contingent clauses. For example, you can create a configurator for a standard nondisclosure agreement and with the wizard prompt to ask for the other party's name, effective dates, and so forth. This further expands the value of Supplier Contract Management by enabling you to capture and manage all supplier agreements from a single repository.

New Functionality

Generic document authoring is driven by the ad hoc document. An ad hoc document is one that you create to meet a document need for any use. Ad hoc documents are not constrained by procurement requirements and can be used for a variety of organizational uses, such as purchasing a one-time miscellaneous item or service outside of the procurement system.

Supplier Contract Management has two types of documents: purchasing contract and ad hoc. You determine the type when you initially create the document. You can create ad hoc documents independent of a contract or contract needs and still maintain them using the ***Document Management*** page. Similar to purchase contract documents, you can edit, approve, collaborate and maintain ad hoc documents.

You use the ***Clause Definition, Section Definition,*** and ***Document Configurator Definition*** pages to define the contents of an ad hoc document. You can also use a contract wizard to develop contents of an ad hoc document.

Contract Monitoring and Compliance

Many organizations struggle to properly review the performance of the supplier over the entire contract life in the last few weeks of the contract only to find historical data across many months or years is lost, forgotten, or was never captured to begin with. Examples might include:

- Penalties, discounts, or rebates that you lose because they are forgotten or no one followed-up on them.

- Performance commitments such as certain checks and supplier compliance requirements are never verified.
- Supplier's performance data is not easily accessible so that when it comes time for renewal, you don't have the data you need to renegotiate.

Supplier Contract Management 8.9 provides a framework for capturing and monitoring deliverables and performance during the life of the contract.

Agreement Management

In addition to the basic amounts, quantities, items, and period of performance there are often other aspects to the contract that require definition and monitoring of internal and external deliverables. Supplier Contract Management 8.9 provides a mechanism to define agreements such as ***Service Level Agreements*** and their associated legal clauses, as well as the verification requirements and responsible parties for monitoring the agreements over time.

The system notifies you using email when an action is needed, such as a scheduled performance review. In addition, you can specify that related files need to be created and attached to the contract record. For example, a contract may state that to receive final payment, the supplier must certify that they have returned all company-furnished equipment and intellectual property. You can set up that agreement clause to require that a certification file is attached to the contract and stored in the system. This not only helps maintain compliance with the contract, but also can help uncover cost savings that may not have otherwise been realized.

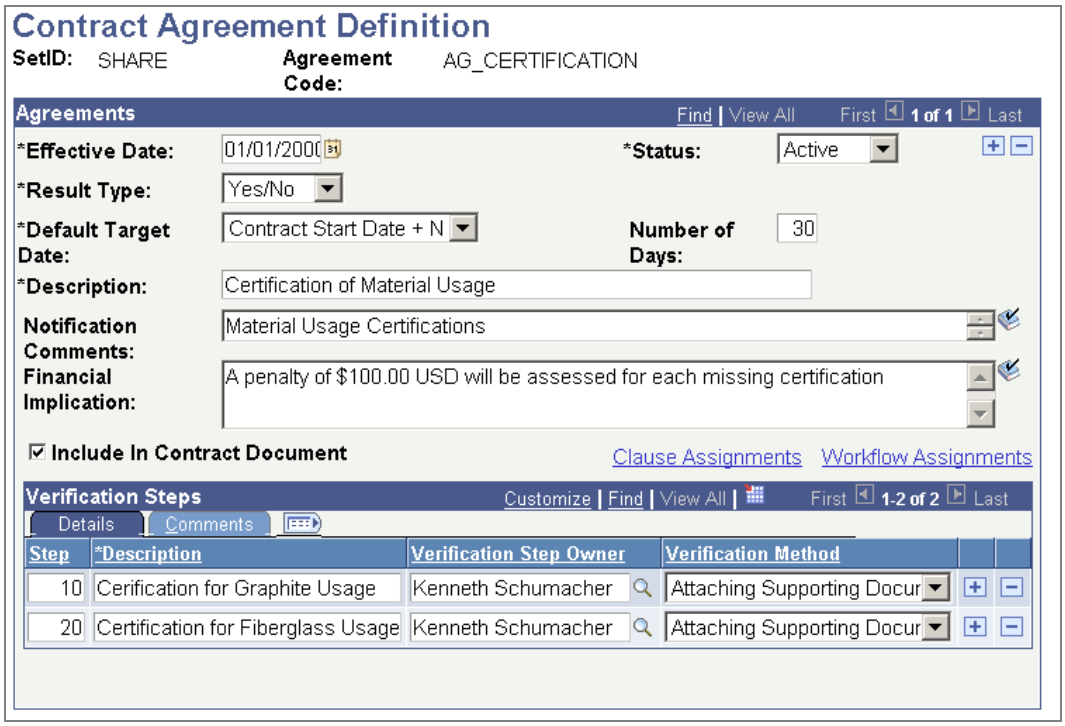
New Functionality

Currently, the PeopleSoft system measures transactional-based agreements when there is a means to produce metrics that measure contract compliance; however, there can be terms on a contract that you cannot measure by data captured on traditional purchase order, receipt, and voucher transactions that reference the contract. These are considered nontransactional-based agreements and the Supplier Contract Management application provides an interface to establish and monitor these agreements.

The system provides a ***Monitor and Update Agreement*** feature that makes it possible for you to setup and define agreements, update and review agreement statuses, and monitor agreement compliance for the contract.

Use the ***Contract Agreement Definition*** page to define the agreement compliance setup conditions for an agreement code. This is a code with a unique ID that assimilates a set of agreement information that you use in monitoring agreements. This information includes, for example, whether or not a certificate in the way of an attachment is required before compliance is acknowledged. Alternatively, a simple Yes or No response by the contract administrator or manager can indicate that the terms of the agreement are met.

You use the Contract Agreement Definition page to define effective dates and target dates for the agreement and to enter comments and financial implications for the agreement.



Use this page to define agreement verifications, clauses, and workflow assignments

In addition, you can use the page to:

- Indicate if the agreement should be included in a contract document.

  When you select to include the agreement, the system inserts the clauses associated with the agreement into the authored document.

- Access a clause assignment page where you can choose the text of the agreement through the combination of clauses you select.

  The system adds the clauses you assign to the contract document when the agreement is specified on a contract.

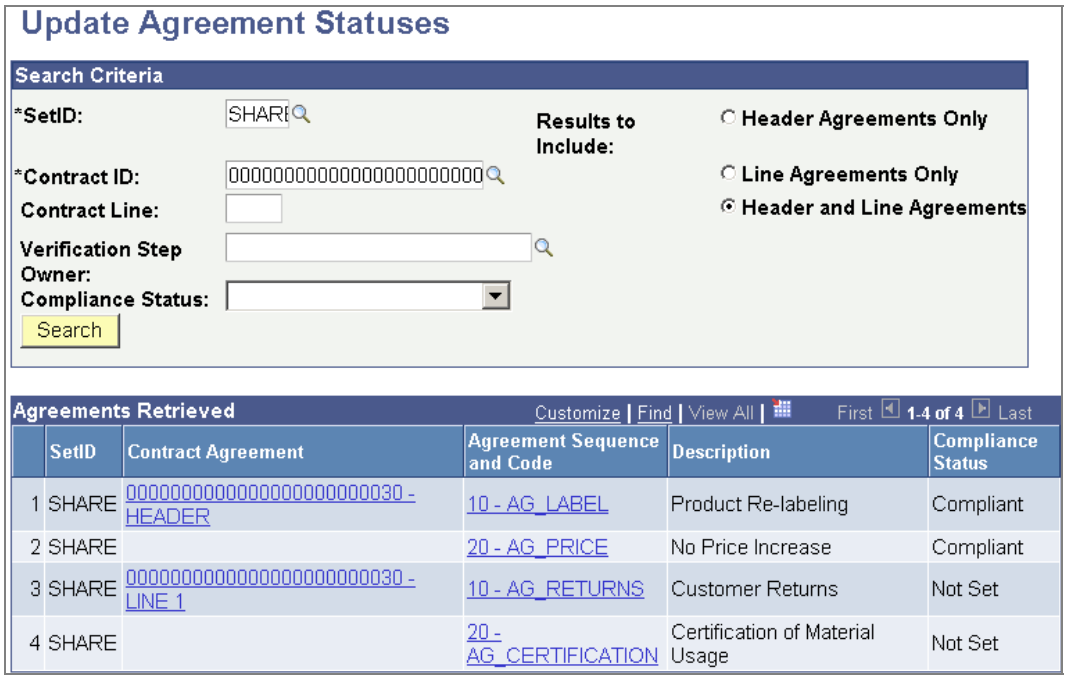
- Define verification steps for each agreement.

  These steps determine the order in which compliance to the contract is verified. Each step can have a different verification method, owner, and description.

- Access workflow notifications where you can define the details about the workflow and the type of notification you want to send for the agreement.

  Notification types can include a request to verify the agreement, verify an agreement step, or both. You can also set up reminders to remind individuals when action has not been taken by the required date. You can send these reminders to internal and external parties depending on who needs to take action on the deliverable and who needs to update the system with the result.

An ***Update Agreement Status*** page enables you to review and update the compliance status of a contract agreement. You can set agreements to Compliant, Not Compliant, Not Set, or Cancelled statuses.



Use this page to update agreement statuses for header and line-level agreements

Another status page enables you to review agreement statuses. With both pages, you can limit your search, for example, to specific types of agreements or specific agreement statuses.

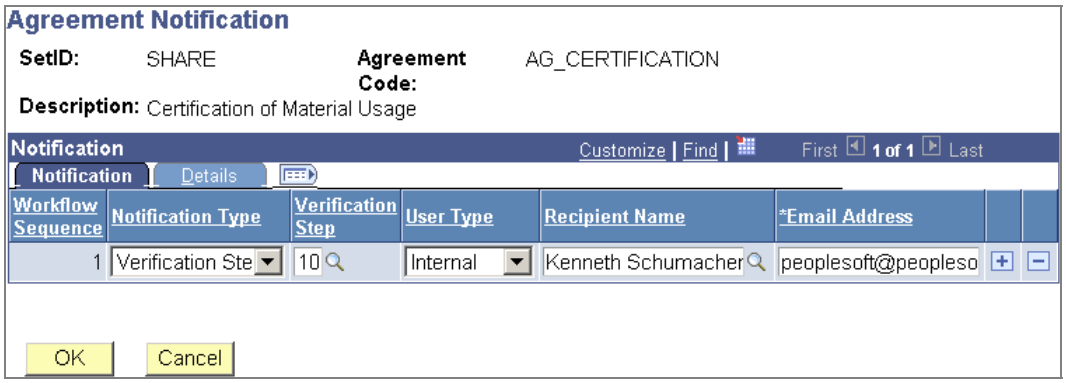
The ***Monitor Contract Agreement*** page provides a document administrator an overview of current contracts and the compliance status for those contracts. Along with an overview, an administrator can select specific contracts and navigate to details and results of the contract agreement. These details include access to line and header agreements and verification step details, target dates, and to whom the verification step is assigned. The results include the line released amount to indicate if a contract line has been released for execution, and actual results of the verification steps.

Integrated Monitoring Notifications

Some organizations have contract monitoring activities that are not specified in the contract language but still require action by someone. Without a proactive reminder, these types of monitoring activities, such as an internal performance survey, may be forgotten. Supplier Contract Management enables you to integrate internal workflow notifications using the same framework as that for agreements actually specified in the contract. The contract can then contain a complete list of the monitoring actions and alerts needed to manage the contract both for the supplier's responsibilities and those of your own organization. This helps streamline and simplify the contract management business process with suppliers.

New Functionality

Use the ***Workflow Assignments*** link on the ***Contract Agreement Definition*** page to access the ***Agreement Notification*** page where you setup workflow notifications. You indicate if workflow notifications are to be initiated when there's a change in status of an agreement or if you want to notify users about a pending or passed target date. You use the system to link these notifications to specific agreements.



Reviewing notification details for agreements

In setting up notifications, you specify:

- The sequence in which you want the system to route notifications.
- The verification step for which you want to notify the reviewer.
- Internal and external reviewers and their email addresses.
- Whether to notify the reviewer of a status change.
- When to send reminders about review due dates and overdue dates.

Supplier Contract Management also provides a process scheduler request that enables you to run the ***CS Workflow Notification*** process. This process initiates the workflow notifications.

Integration with Microsoft Word 2003

Using an integrated contract management system provides several advantages over standalone applications that often require costly custom integration. Supplier Contract Management 8.9 leverages its common architecture and database with the rest of your supply chain and financial management systems to make information available to the contract authoring and management process. Taking advantage of a common authoring tool, PeopleSoft provides detailed Microsoft Word 2003 integration to enable authoring functions to occur in a user-friendly environment.

Bind Variable Mapping into Microsoft Word

When writing a contract in Supplier Contract Management, much of the data about the particulars of the contract is already known in the system. For example, you probably have the suppliers name, address, and contact information in the vendor record in accounts payable. You already have significant information about the items or services in your item master and shipping and logistics data is already defined.

To avoid having to reenter item master data on each contract, you can define bind variables in your clause definitions that auto-populate data that is known somewhere else in PeopleSoft. For example, you can include a variable for Supplier Name in your clause definition, and when you create a contract with that clause it will replace that variable with the supplier's real name from the vendor master. This enables increased flexibility when you define document configurators and streamlines the document authoring process.

New Functionality

Bind variables are defined procedures the system uses to retrieve field values from a record and can be used anywhere in Structured Query Language (SQL) statements. When processed, binds return the value of the record field identified within its symbols. Binds used in Supplier Contract Management are variable definitions that enable you to map transactional purchasing contract values or wizard values into contract clauses. You can also use binds in rules. This enables the inclusion of additional or alternate clauses when you create and maintain documents.

You set up binds using several setup pages in the application. First, use the ***Binds*** page to perform the basic step of defining a bind, its type, and field type. Bind types include transactional, where it pulls in values from record fields, and wizard binds where they can exist within any source transaction object. Field types are the formats of data, for example, ***Date, Decimal, String,*** and ***Yes/No*** are field types.

Next, for transactional binds, you can associate the bind variables to the actual record and field names on records by mapping the binds to the source transaction records. Supplier Contract Management 8.9 includes the source transaction for the key purchasing contract data structures. You use the ***Bind Mappings*** page to make the link between the bind you define in a rule or clause and the record and field to which the variable refers.

The application provides you with many of the most common predefined bind variables and mappings out of the box. You can use these immediately as you create your clauses and sections.

Extended Markup Language and Microsoft WordML

Supplier Contract Management stores purchasing contract and ad hoc documents and their building blocks as collections of Extensible Markup Language (XML) objects in Microsoft WordML standard for Microsoft Office Word 2003 (Microsoft Office Professional Edition 2003). Microsoft Word renders these XML objects so you can see the contract in Microsoft Word like you normally would when using Microsoft Word as a standalone product. So, the Microsoft Word document's appearance such as the formatting, style templates, header and footers, and tables of contents appear normal. This means that you and your suppliers don't have to become familiar with a new editor to create documents.

New Functionality

Supplier Contract Management integrates with the latest service pack of Microsoft Office Word 2003, at least SP1. That application is a part of Microsoft Office Professional Edition 2003. Microsoft Word 2003 is the minimum level of Microsoft Word that you can use with document management features in Supplier Contract Management. The system uses the Microsoft WordML XML format to generate the details of an authored document. During the generation, the system first references a Microsoft Word template that you specify to control the overall Microsoft Word styles and numbering for documents.

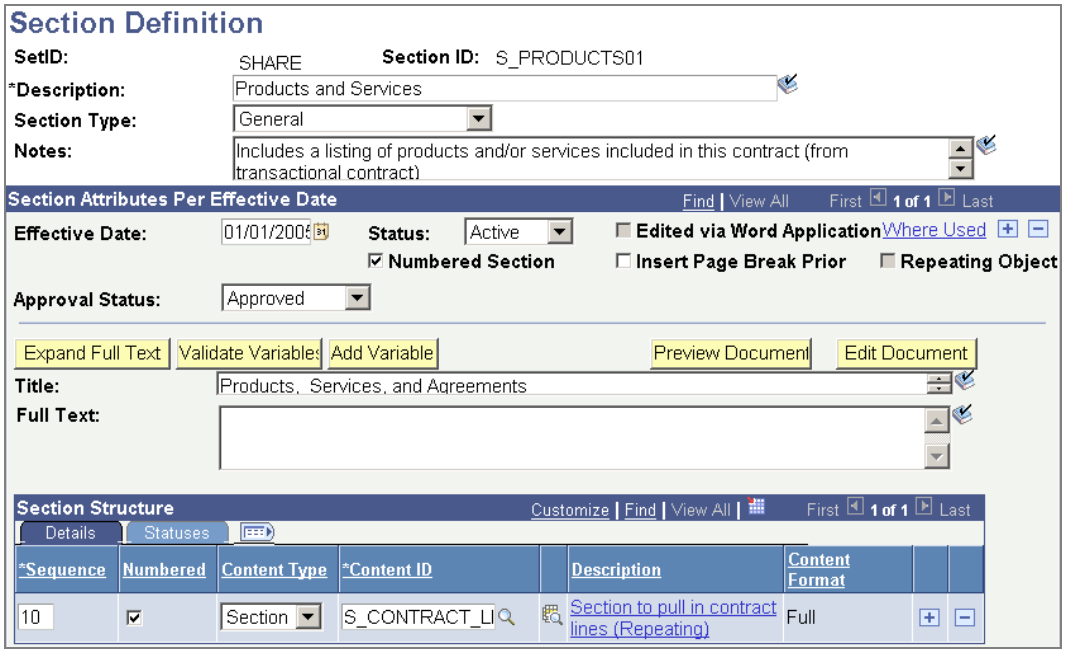
Next, to gather the content for a document, the system retrieves sections, clauses, and rules from the selected document configurator and assembles them in sequence to create the initial draft of the document. The generated Microsoft Word document (.XML file) contains custom PeopleSoft XML tags that give structure to the contract which allows the PeopleSoft system to interact and recognize changes in its content during the document check-in process.

Document Library Access Through Microsoft Word

Using Supplier Contract Management 8.9, you can access the PeopleSoft clause library from within Microsoft Word. For example, you can optionally enable system integration for internal users to search the clause library and insert the clause you find directly into the Microsoft Word document. When you check in the document, the system detects the new clause and takes appropriate action, such as marking it for workflow approval. This simplifies the insertion process and gives you tremendous flexibility when creating contracts.

New Functionality

Access to Microsoft Word documents is available across a wide variety of pages in the ***Manage Contract Library*** and the ***Create Contracts and Documents*** components. You can view and edit documents when you define clauses and sections or work with a document. The Microsoft Word tasks that you can perform on documents include viewing and editing. The Section Definition page is one of the pages with Microsoft Word access.



Use Preview Document and Edit Document buttons to open the section text in Microsoft Word

When you click the ***Edit Document*** button, the system checks out the document to your system. You can use native Microsoft Word features, such as redlining to add or modify content, apply contract specific styles, and check-in the document. The authored documents that are checked in are physically stored on a file server outside of the database. The system maintains the links between the PeopleSoft document page and versions of documents.

The system uses elements from both Supplier Contract Management and Microsoft Word to display the contents of the document and to provide information in the right context for you. For example, when you edit a clause using Microsoft Word, you are performing more of a maintenance function for a specific clause itself. Here, the system also includes information about the clause that helps you identify which field you are maintaining. A field might be, for example, a clause title or body field.

In addition, you click a ***Preview Document*** button to view clauses, sections, or document configurators prior to contract generation. In this mode, the system expands document content to provide you a view of the eventual content as it appears in an authored document. In Preview mode, the system also generates messages in the document that indicate the pending approval status to highlight content that is yet to be approved.

The following example illustrates how a portion of a Supplier Contract Management produced document might appear using Microsoft Word.

AGREEMENT FOR PRODUCT PURCHASE
BETWEEN
THE REGENTS OF THE UNIVERSITY OF PLEASANTON
AND
CAMPER'S WAREHOUSE
(CONTRACT NUMBER: 00000000000000000000000023)

This **AGREEMENT FOR PRODUCT PURCHASE** is made between THE REGENTS OF THE UNIVERITY OF PLEASANTON (University) a Pleasanton Constitutional Corporation, Pleasanton, and CAMPER'S WAREHOUSE (Supplier).

Description of Product(s)

Supplier hereby agrees to provide all products defined in Exhibit A and to comply with all specifications, which may be included in the Products description at Exhibit A. The company shall use reasonable efforts to direct applicable requests of such Products to Supplier under this Agreement. Unless otherwise expressly stated herein, this Agreement does not confer on Supplier the right to be the exclusive provider of Products to the company

Term of Agreement

The initial term of this Agreement will begin on January 1, 2005 and end on January 1, 2008. At the end of the initial term, this Agreement will be evaluated. If the parties agree that it is mutually beneficial relationship, the Agreement may be extended in writing for up to 2 additional years. Time is of the essence in this Agreement

Performance Standard

Supplier agrees to perform any necessary support services for the Products described in this Agreement to the satisfaction of the University and with the standard of care and skill of an expert regularly rendering services of the type required by this Agreement and in conformance with state and federal law.

Delivery, Risk of Loss

Delivery shall be FOB destination to the University and risk of loss will not pass to the University until

Example of how a purchasing contract document appears in a Microsoft Word format

You use the Supplier Contract Management application to build the document based on clauses, sections, and rules. Each numbered section in the example could be a clause, while the heading could be an introduction type section. Microsoft Word templates and formats determine the appearance of the document. You make those selections when you define document components.

Strategic Sourcing Integration

Many organizations are adopting the best practice of capturing key terms and conditions for their contracts at the time they first issue the request for proposal (RFP) to suppliers. To support this process, PeopleSoft has enhanced Strategic Sourcing 8.9 to integrate into the clause library of Supplier Contract Management, enabling you to select library clauses on your RFP and have them carry forward onto the first contract draft when you award the contract.

New Functionality

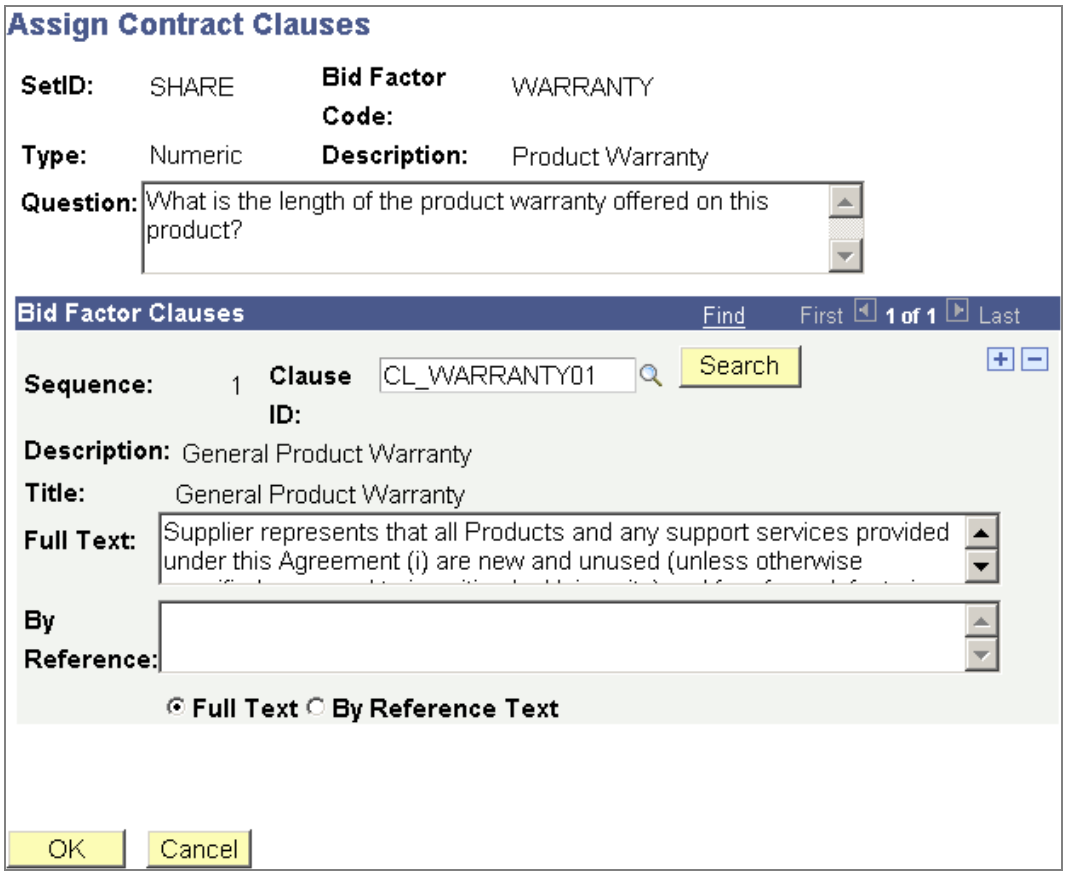
Sourcing interacts with Supplier Contract Management through an expanded bid factor setup that enables clauses and agreements to be associated with a bid factor. Strategic Sourcing supports the mapping of bid factors to one or more agreements and the passing of selected negotiated terms into the awarded contract as agreements. If a sourcing event is awarded to a contract and a bid factor on the event has one or more agreements with which it is associated, the system adds those mapped agreements to the awarded contract along with clauses associated to the agreements.

To support this functionality, Strategic Sourcing:

- Enables searches for clauses that you can then associate to a bid factor.
- Enables the association of contract agreement codes to bid factors.
- Links default clauses to bid factors on sourcing events.
- Enables you to view, add, and delete clauses during event creation.
- Indicates whether a bid factor clause should be included on a contract.
- If a sourcing event is awarded to a contract, creates agreements on the contract for all bid factor agreements and clauses that are selected to include on contract.

  Also populates the bidder's response for those factors so that you can track and measure the adherence to the agreed upon terms.
- Enable you to select the type of contract when awarding the bid to a contract.

Clause and agreement links are available on the ***Bid Factor Setup*** page. You click the ***Assign Clause*** link to assign clauses to bid factors. The system populates the sourcing event with the clauses you assign on the Assign Contract Clauses page when you use the related bid factor on the event. You also use the page from within the event itself to view, add, and delete clauses for a bid factor from within the event.



Use this page to assign a clause to a bid factor

You click the ***Assign Contract Agreement*** link to assign contract agreements to a bid factor. You can assign one or more agreement codes to a bid factor. Then, when a sourcing event contains the bid factor and the factor is marked to include on a contract, and if the event is awarded to a contract, the system adds all of the agreement codes associated with the bid factor onto the contract and populates the negotiated result field with the awarded bidder's bid factor response for each agreement associated with the bid factor.

The system incorporates contract agreement codes you select on this page with the bid factor if an event is awarded a contract

You also use the ***Event Bid Factor*** page, as a part of the event creation process, to view, add, and delete clauses for bid factors using the same pages defined for the bid factor setup. You use this page to indicate that you want to include clauses on a contract for each clause associated with the bid factor. When bid factors are added to an event, the system adds associated clauses to the event including dependent clauses. If you add a clause to a bid factor that has an alternate clause, you can view and select an alternate if you want to use it. You can also indicate whether to include the bid factor on the contract as a contract agreement.

Other enhancements in Strategic Sourcing that facilitate the use of contact clauses and agreements include:

- The creation of an appendix in the Adobe PDF file that displays the clauses associated with bid factors when you create an event.

  Clauses do not appear in the XML files, which the system uses specifically to display bid responses.

- Clauses display to the bidders on the bid response pages.

  A ***View Associated Terms*** link provides details for each bid factor that has associated clauses. This link accesses the terms (clauses) associated with the bid factor.

- Clause information for event bid factors is available for viewing using analysis pages.

- The ***Award Details*** page enables you to select a contract process option if you select to award an event to a contract.

  The system creates agreements on the contract for all bid factors that are marked ***Include on Contract***. If the bid factor already has one or more associated agreements, the system populates the contract with those associated agreements. If there are not any agreements associated with the bid factor, but the bid factor is marked as ***Include on Contract***, the system creates an ad hoc agreement on the contract for each bid factor. The system creates the contract using the selected contract process option. Options are:

  - ***Purchase Order:*** Creates a purchase order transaction, but does not create agreements on the transaction.
  - ***General Contract:*** Creates a contract transaction with a process option of General Contract.
  - ***PO Contract*** (purchase order contract): Creates a contract transaction with a process option of Purchase Order.
  - ***Single Release PO Contract:*** Creates a contract transaction with a process option of Single Release PO Only.

Contract Syndication

Some organizations have a heterogeneous system environment where some contract execution activity takes place outside of the main PeopleSoft solution. To assist with that issue, Supplier Contract Management provides a ***syndication*** function to publish contract information out to other systems and receive execution information back into PeopleSoft. This enables you to have a single view of a contract across the enterprise where the parent contract is maintained within PeopleSoft as the master. This means that contract definition, terms, pricing, and document authoring take place in PeopleSoft and the transactional version of the contract is syndicated (published) to other systems.

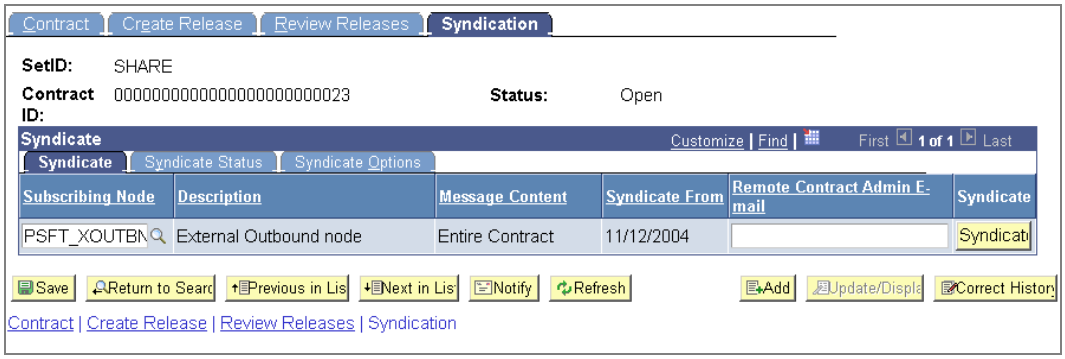
This feature supports organizations, for example, that have grown by acquisition or have certain branches or divisions that have not yet deployed the PeopleSoft system. Still, you can negotiate global contracts with suppliers that the entire organization should use. For example, a company buys a smaller company that is still running a legacy system for purchase orders and accounts payable. You can create the contract in your main Supplier Contract Management application and publish it out to the legacy system.

In addition, the application provides inbound application program interfaces to receive summary execution data from the legacy system. There might be payments on that contract in both systems, but the inbound activity integration enables you to view the total activity in PeopleSoft. This also enables you to maintain a single, centralized contract repository and maintain an enterprise view of activities against the organization's contracts.

New Functionality

When you syndicate a contract, you publish the contract from a parent system to another single remote system, also called the child system, or to multiple remote child systems. The system syndicates only Purchase Order process type contracts to multiple remote child systems where contractual pricing can be shared with multiple systems. In this scenario, the parent PeopleSoft system contract can be initiated in the parent system in addition to the child systems.

You use the Syndication tab on the Contracts page to syndicate a contract from within the PeopleSoft system.



Syndicating a contract

When you select to enable syndication using installation options, the system displays a ***Syndication*** tab with the Contract Entry page. You use the tab to define nodes to which the contract can be syndicated, publish the contract, and review summary release information for purchasing contracts. You use the page to manually control syndication.

The system displays a ***Release Details*** link on the contract line. The release summary provides a snapshot of release activity against the contract as a whole, as well as a summary breakdown between remote nodes and the parent. The system provides a ***Contract Syndication*** option on the Data Exchanges run control page to publish outbound contracts.

You also use this page for a high-level view of the syndication history for a contract. You can review and update syndication options. These are contract values that you can include in the syndicated contract. Administrators can initially set the default values for these check boxes using installation options.

After syndication, the contract is available on the child system from where you can execute against the contract, such as placing purchase orders against the contract. After applying purchase orders using the syndicated contract, you (depending on the child system's capabilities) can send the updates back to the parent system, which validates and updates the PeopleSoft parent contract.

Following a contract creation or modification, the parent contract node publishes contracts or contract changes using an asynchronous message in PeopleSoft application messaging. The remote system manages releases against the contract; however, changes to the contract itself are intended to be made only in the parent PeopleSoft system, and then syndicated to the remote systems.

To support syndication processes, the system provides the following setup and installation features:

- Message nodes and transaction definitions for the parent system.

  You use the standard ***Integration Broker*** page to set up nodes and definitions.

- Supplier Contract Installation options where you can select the ***Allow Contract Syndication*** check box.

  You can also select the subscriber node, and a variety of syndication processing options to enable for syndication, including, for example, contract defaults, miscellaneous charges, and milestones.

Using syndication features from the parent system, you can:

- Define contracts for syndication.
- Create a contract in Purchasing by importing contract information from another system.
- Publish Purchasing contracts to a remote system.
- Receive and consolidate contract performance information from remote systems.
- Review contract line released details.

An ***Activity Summary Inquiry*** page provides a detailed summary of information about each contract. The page displays values related, for example, to the contract's status, its maximum amount and when it was last captured.

After a contract has been syndicated in its entirety, the system only syndicates changes to the contract unless you select to republish the contract. To support this, the system identifies contract changes at the record level. Each record included in the message is tracked for changes.

Child System Requirements

There are some fundamental assumptions regarding the child (PeopleSoft or non-PeopleSoft) system and its capabilities as they relate to the parent PeopleSoft system. To implement syndication to a child system, the child system requires customizations so that it has the capability to:

- Accept and process a PeopleSoft contract XML definition and net changes to the contract definition.
- Manage and process purchase order releases against the contract.
- Collect and publish summary transaction activities back to the PeopleSoft parent system so that the PeopleSoft system can collect and report on activity against the parent contract.
- Replicate master data such as items, vendors, prices, and units of measure that the interface assumes are the same in both parent and child system.

What's New in PeopleSoft Enterprise eProcurement 8.9

As a component of the comprehensive PeopleSoft SRM solution, eProcurement helps many organizations lower costs of goods, streamline their procurement processes through employee self-service and leverage their supply base to their competitive advantage. With this application, you see value at three levels across the organization: control of spend and lower costs, improved supplier relationships, and dynamic information to make better, faster buying decisions.

eProcurement 8.9 delivers enhancements in the following areas:

- Simplified requisition process
- Improved usability
- Enhanced supplier enablement
- Additional new enhancements

Simplified Requisition Process

eProcurement 8.9 introduces several changes to the requisition entry process to improve ease of use and reduce the number of steps. eProcurement has been designed from the start to be deployed widely across an organization among users with varying software applications skills. By reducing the number of steps and making each step simpler, the eProcurement solution presents a simple and painless user experience. This enables you to spend their valuable time requesting what they need quickly and easily.

Streamlined Requisitioning

To make the eProcurement requisition quick and easy, we have reduced the number of steps to complete a requisition from five to three. The new ***three step requisition*** process enables you to:

1. Describe and name the requisition.
2. Select the items.
3. Submit the requisition.

For novice users, you can configure the requisition entry process to not require specifying accounting or shipping information; rather user defaults will be used to automatically populate the requisition. By streamlining the requisitioning process organizations can improve the adoption of the eProcurement solution by their end users and help them save time in the process.

New Functionality

In prior releases, eProcurement required you to fill out five pages to create a requisition. Now, the system has only a three-step process to create eProcurement requisitions. The new requisition layout requires the user to enter in the heading information, details regarding the goods or services they are requesting, and finally to review and submit the requisition.

Ordering Right the first time

In many cases, an item can be available in many units of measures, such as Each, Box, Case and so forth. However, many organization stock items in only one UOM or prefer users' request an item in a certain UOM for ordering purposes. To enable this control, in eProcurement 8.9 an optional ***requisitioning UOM*** can be defined for an item. When users search for the item, the search results will display the item in the requisitioning UOM. This way, most users will be guided to the preferred UOM and that can help save valuable time by the purchasing organization downstream in the process.

New Functionality

PeopleSoft applications have had the ability to define material UOMs for a variety of reasons such as ordering and shipping. With release 8.9 you can now define a specific UOM as a default for requisitioning. You can set up the Item/UOM combination to appear on a requisition. The goal is to streamline the number of keystrokes an average requestor makes on a requisition.

For example, buyers probably order paper in boxes, but most other requesters are restricted to requisitioning individual reams of paper.

More Useful Special Requests

Reducing the amount of time it takes the purchasing organization to identify the correct items needed by the requestor increases efficiency. In eProcurement 8.9, a ***Special Request*** is used if the item needed is not available in a catalog or found in the search results. These results now contain additional fields such as manufacturer item number and vendor item number so that requesters can define more specifically the items they are requesting.

New Functionality

Special requests goods, materials, and services are not located in the item tables. You can use special requests to create a description detailing items or services. In release 8.9, you are able to enter more detail for these goods and materials with the use of manufacture and vendor part numbers. You can also create comments, and you determine when and if the comments are sent to the vendor with the requisition, shown on receiving documents, or printed on the voucher for use by Accounts Payable. You can now add multiple special requests to the requisition without leaving the Special Request page. When using special requests, we enhanced the ability to locate a category to associate with the item description. By using a category tree browser instead of a standard search, the requester can quickly determine the appropriate category for their requested item.

Improved Usability

eProcurement 8.9 further improves the dramatically improved user interface introduced in eProcurement 8.8. This improved usability enables both casual requesters and power users to enter requisitions quickly, and manage and approve requisitions expeditiously. By making the system easy to use, you improve the ability to direct users towards buying the right items, reduce the time needed to create, manage and approve requisitions, increase compliance and reduce maverick spend.

More Efficient Approval Process

To make the eProcurement requisition approval process quick and easy, we have reduced the number of clicks required to approve a requisition. The approval process uses the new usability concept of ***expandable requisitions***. During the approval, you see a list of requisitions to be approved, and can elect to view the lines the requisition by expanding the requisition detail. You do not have to navigate to a different location, helping to save time for the approvers by giving them all of the information they need on a single page.

Another enhancement to the approval process is ***mass approvals.*** The approver can now approve multiple requisitions from the same location without having to navigate to a different location, drastically reducing the time and effort required to approve multiple requisitions.

New Functionality

In previous releases, approving requisitions required navigating to several pages. With eProcurement 8.9, the approver can select multiple requisitions and complete the approval all on the same page. The approver must have a role that is associated with the new eProcurement role action of MASS_APPROVER.

More Information, FewerClicks

In eProcurement 8.9, the concept of expandable lines has been used throughout the eProcurement application to significantly reduce the number of clicks and the navigation steps required to perform several tasks, making each of these tasks more efficient. For example, on the ***requisition summary***, you can view the schedule and distribution level information associated with a line, by expanding the line. You do not have to click and navigate to separate locations to see this information. This can be done for a single line, several lines or all lines on the requisitions, providing a user enhanced flexibility on how they would like information displayed.

We also applied the expandability concept to the ***manage requisition***, where you have the ability to not only see the line level details of a requisition by expanding the requisition, but also the full requisition lifecycle. This improved the efficiency of managing requisitions enables you to view information with a single click, which in the past would have required multiple clicks.

New Functionality

In release 8.9 we made changes to the requisition manager. First we renamed it manage requisitions, and second the layout has changed to provide easier navigation for making requisition changes, receiving the requisitions, returning items to a vendor, and reviewing approvals.

We added instructional text and changed the layout to enhance the use and navigation of the Quick Sourcer and Expedite Requisition pages as well.

Email-Based Approvals

eProcurement 8.9 extends the ability of approvers to approve requisitions from anywhere at any time, whether or not they have direct access to a PeopleSoft application. The typical approver for requisitions during the Source-to-Settle process tends to be managers and executives with limited experience using PeopleSoft applications. Many would prefer to not log into the application only for the sake of requisition approvals. The new ***email-based approval*** process lets users approve requisitions directly from their email. The users get an email with the requisition to approve and they can approve requisitions at the line level, enter comments, and submit the requisition after approval, without needing to know the email address to respond to. This streamlines the approval process and makes it quick and easy for approvers to review and approve requisitions in a timely manner.

New Functionality

Previously, approvers needed to login to the eProcurement application to view and take action on approvals or reviews designated to them. With the new email-based approval functionality, any approver that has an eProcurement role action permitting email-based approvals can perform the following tasks from email:

- Provide an optional URL for users to log into the system to review the header and line detail of the requisition.
- Approve the header and line detail of the requisition.
- Deny the header and line detail of the requisition.
- Add comments and submit the requisition.

Enhanced Supplier Enablement

One of the biggest challenges for customers in achieving the return on investment (ROI) from their eProcurement application is integrating suppliers into their eProcurement processes. Integrating to each supplier directly can be a time consuming and cost prohibitive process, with different issues faced with each supplier. Updating content such as catalog information from suppliers and managing the process internally can be a burden for the procurement personnel.

Perfect Commerce OSN Connect for PeopleSoft

To help improve the supplier adoption process, PeopleSoft and Perfect Commerce have partnered together, enabling customers to connect their suppliers with their eProcurement processes. To address this issue, eProcurement 8.9 provides an enhanced ***Perfect Commerce OSN connect for PeopleSoft***. OSN Connect provides packaged integration to the Open Supplier Network hosted by Perfect Commerce. With the addition of OSN Connect, customers have access to over 8,000 suppliers on the OSN. You can access all suppliers with one prebuilt connection that includes the ability to search across multiple hosted supplier catalogs, and to exchange documents with suppliers such as purchase orders, purchase order acknowledgement, and advance shipment notifications. You can also receive electronic invoices from suppliers.

All the transformations of data and hosting of supplier catalogs can be managed by Perfect Commerce, and customers will have access to transaction volumes with no per-transaction fees. This provides customers with a cost effective and efficient way to get their suppliers onboard with their eProcurement initiatives, and finally realize the full ROI potential of their eProcurement application.

New Functionality

The Open Supplier Network (OSN) is a marketplace operated by Perfect Commerce. PeopleSoft and Perfect Commerce created a partnership where customers could license eProcurement with Perfect Commerce's OSN. Because of this partnership, you can:

- Register easily with the Perfect Commerce market site.
- Utilize the search manager to browse supplier catalogs from within the requisition.
- Create and dispatch the purchase order to the OSN from eProcurement.
- Enable the supplier to send a purchase order acknowledgement (POA).
- Enable the supplier to send an advanced shipping notification (ASN).
- Generate a receipt when the ASN is received.
- Enable the supplier to send an invoice to customers who have PeopleSoft Enterprise Payables or eSettlements.
- Create vouchers for inbound invoices.

Additional New Enhancements

eProcurement 8.9 also provides these new enhancements:

- Integration with Asset Management Lifecycle.
- Verity configurable search indexing.
- Pegging.
- Express requisitions.
- Dynamic approval authorizations.
- Workflow reassignment.
- Procurement cards enhancements.
- SRM Dashboard.
- Buyer Center.

Integration with Asset Management Lifecycle

Asset Lifecycle Management (ALM) integrates with eProcurement and other Supplier Resource Management (SRM) applications to enable purchasing to acquire maintenance and repair parts and service for assets. You can create requisitions and purchase orders to acquire parts and services for a work order that is specific to the asset. This integration enables the requisition and the purchase order to be linked with the work order.

With this integration, you can:

- Process requisition and purchase orders associated with a work order.
- Send notifications to appropriate maintenance personnel.

Verity Configurable Search Indexing

Verity search engine is designed to enable implementation teams easy configuration of record data tables. You tell the system what to take from the PeopleSoft records, and where to place it in the Verity search engine. You determine what fields to search, and define what fields from the Verity search engine will display on the component page. You can:

- Dynamically specify records and fields to use in the search indices.
- Dynamically generate search fields on a PIA page based on configurable search setup.
- Create different collections either for the same set of records and fields or for a different set.
- Define optional indexing logic for each group of record data.
- Use rule-based incremental updates.
- Verify indexed information using a Test Index page.
- Add or modify searchable fields dynamically.
- Dynamically add or modify result fields.

Pegging

Pegging enables you to allocate requisitions to specific work orders and sales orders. You can create:

- A noninventory 1 to 1 relationship with a work order.
- Inventory items related to a specific Inventory Business Unit.

With pegging, you can peg supply (requisitions) to demand, utilize the pegging function (application class) to warn users when changing pegging orders, notify users upon changes to pegged orders, and in some cases provide automatic update capability when a pegged chain is changed or cancelled.

Express Requisitions

We designed express requisitions to limit the amount of time it take requesters to enter multiple line requisitions. We have delivered a form that enables the user to establish line level information the system uses for each line. This information removes the necessity for repetitive entry on each line. The user also has the option to simply use the delivered express form to enter all information into a blank form, which simplifies the data entry process by giving the requester a more heads down approach. The default information can include item information such as category, currency, and unit of measure. These fields are available for the requester to enter, and the details will appear on the express form when the requester begins entering lines.

The use of this form is controlled by a role action, which adds to the security of your system. The system utilizes the default information you enter from the express requisition set up, and enables authorized requesters to enter the express forms to create express requisitions with minimal keystrokes.

Dynamic Approval Authorizations

With release 8.9, the administrator can dynamically configure workflow to enable the system to determine how many approvers are required for a step to be approved, and which approvers are not needed. The system then lays out a visual path for requesters to see, detailing who is needed for the approver. This is accomplished by setting up approval authorizations to determine who has the appropriate authority to complete the approval process. The system uses the data you defined on the approval authorization pages to match against the workflow approval process to determine the approval path.

Workflow Reassignment

To enhance the reassignment functionality of eProcurement workflow we now provide two options for reassigning tasks:

1. The approver redirects the task to another.
2. The administrator reassigns all of an approver's pending tasks to another.

   For example, you may want to use this option when an approver is unexpectedly absent, and the administrator reassigns all pending tasks to another.

Procurement Cards Enhancements

In previous releases, eProcurement restricted the use of procurement cards to marketplace transactions. In eProcurement 8.9, you can now use procurement cards on any requisition.

When setting up your system, you have three new options in regards to procurement cards. You can select to allow a requester to use procurement card on requisition. You can select to allow a buyer to use procurement card on purchase order. You can also select to allow override of vendor ghost card.

Two new roles were added to the sample data. The REQ_PCARD_USER role gives the requester the ability to use a procurement card on a requisition. The PO_PCARD_USER gives the buyer the ability to use a procurement card on a purchase order.

The system will verify that you have allowed for a requester or a buyer to use procurement cards on a specific transaction, as well as determine if the specific buyer or requester has the appropriate role associated with their user ID.

SRM Dashboard

PeopleSoft is creating a new SRM Dashboard that is designed for a procurement user. The SRM Dashboard is a centralized portal page with multiple pagelets that provides buyers and managers with the necessary and essential information to assist them with their daily jobs in one centralized location.

Plus, the buyer or manager is given the capability to customize the layout and content of their dashboard so that the most relevant information is displayed to them.

You can assemble the following pagelets on the SRM Dashboard for either a buyer or manager role:

- Requisitions to be Sourced.
- Overdue Purchase Order Schedules.
- Review Advanced Shipping Receipt.
- Purchase Order Acknowledgement Status.

- Dispatched Purchase Orders.
- Total Spend Management – Buyer Summary (buyer role only).
- Contract Spend – Summary (buyer role only).
- Activity Monitor (buyer role only).
- Summary of Dispatched Purchase Orders for that Time Period.
- Total Spend Summary (manager role only).
- Contract Spend - Manager Summary (manager role only).
- Contract Spend - Time Period (manager role only).
- Contract Spend – Time Period Detail (manager role only).

Buyer Center

We have enhanced the Buyer Center to give buyers one central location for the tasks buyers perform. From the buyer center, you can complete the following tasks:

- Manage Purchase Orders
- Expedite Requisition
- Quick Source Requisitions
- Dispatch Purchase Orders
- Approve Change Requests
- Run Purchase Order Processes
- Create Vendors (New)
- Define Item Catalog
- Run Inquiries and Reports
- Analyze Procurement Data

What's New in PeopleSoft Enterprise Purchasing 8.9

Efficient, cost-effective procurement of raw materials, goods, and services is key to the success of any organization. This fundamental objective is central to the design of Purchasing. Purchasing streamlines the procurement process by using automated sourcing of requisitions, workflow approvals, exception-based workflow notifications, and electronic commerce.

Purchasing 8.9 delivers enhancements in these areas:

- Vendor rebates
- Best practices
- Improved supplier communication
- Additional new enhancements

Vendor Rebates

Vendor rebates are an important cost savings tool for many organizations and are a critical revenue-generating process in the wholesale distribution industry. Because as much as 50 percent of cost savings can be tied to rebates, it is critical for rebate managers to have a means to record the detailed agreed upon terms with the supplier and accurately calculate the expected rebate amounts. It is also important to have a means of settling rebate amount disputes with suppliers. Purchasing 8.9 adds support for the full vendor rebate lifecycle.

Accurate Recording and Tracking of Vendor Rebates

Purchasing 8.9 enables procurement organizations to capture the complex rules related to rebates from suppliers in a user-friendly and concise manner using ***Vendor Rebate Agreements***. You can capture multiple rebate rules within a rebate agreement such as standard rebates, retrospective rebates, marketing contributions and so forth, to fully define the contractual agreement within the application. The ***rebate accrual process*** can then accrue rebates against on-going purchases and track the earned rebates to-date. With an accurate picture of the accrued rebates, rebate managers can take control of the rebate process and ensure that all rebate-based savings have been realized.

Claims Management

The Claims Generation process enables rebate managers to be proactive in claiming rebate amounts from suppliers. Once rebates are accrued, rebate managers can generate claims for the accrued rebates and inform suppliers of the rebate claims and payment terms. To assist suppliers in paying rebates, suppliers can be given the option of paying by check or through a debit memo. Rebate managers can closely manage the rebate claims process by using the ***Claims Management Workbench,*** which enables them to track what rebates have been paid and what's due from suppliers. This helps ensure that organizations collect rebate claims in a timely fashion and results in cost savings.

Rebate Analysis

To enable managers to utilize rebates most effectively and to maximize the rebate potential of their purchases, rebate managers can analyze rebate transactions to determine if additional purchases are needed to reach the next ***rebate threshold level***, as well as view open POs associated with rebate agreements. Managers can then decide how to influence procurement decisions in the best interest of their organization and can uncover additional cost savings opportunities that would normally have gone unnoticed.

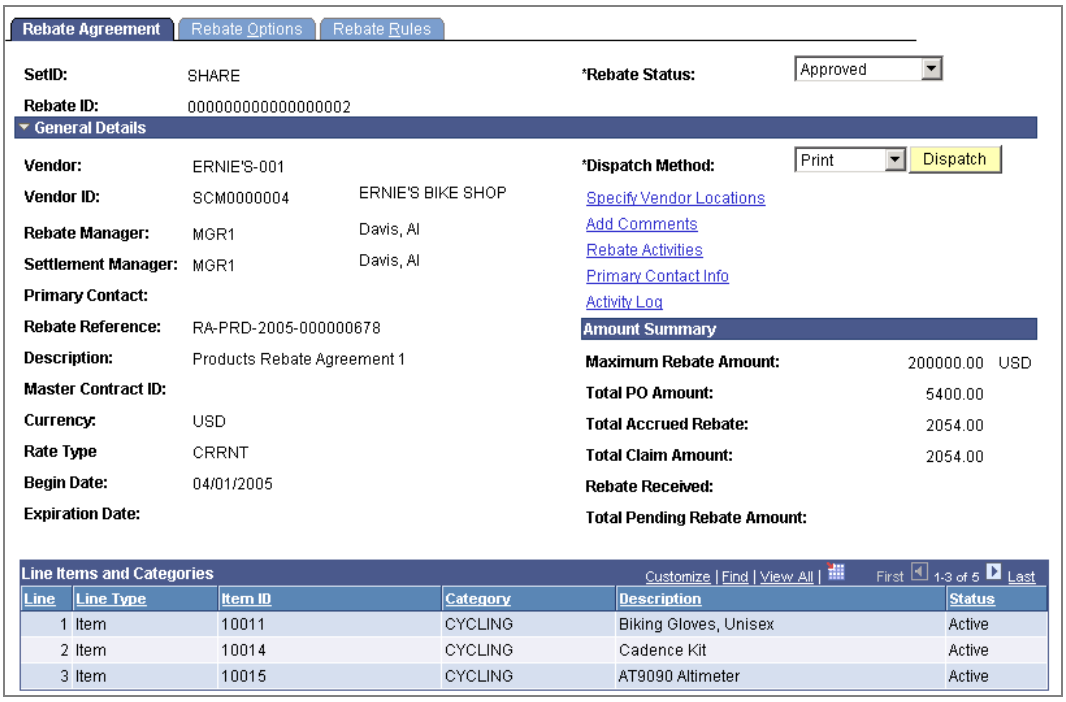
New Functionality

Purchasing is enhanced to enable the definition and utilization of vendor rebates. In wholesale distribution, negotiated terms between the supplier and customer are recorded in the form of a contract. Rebate agreements are a form of contract existing between a supplier and customer where the supplier will pay the customer a predetermined amount of money for qualified purchases.

We added several new components to address the complete vendor rebate business process—rebate definition, vendor rebate tracking, claims management, and rebate analysis. Below we discuss just a few key components that we are adding for this functionality:

- Rebate Agreement component: This is a new component that gives you the ability to create a complete vendor rebate agreement and dispatch it to the supplier.

  Using this component you can associate multiple rebate rules (stepped/standard, retrospective, flat amount, growth bonus, and marketing contribution) to the vendor rebate agreement.



  Use the Rebate Agreement component to define vendor rebate agreements with the suppliers.

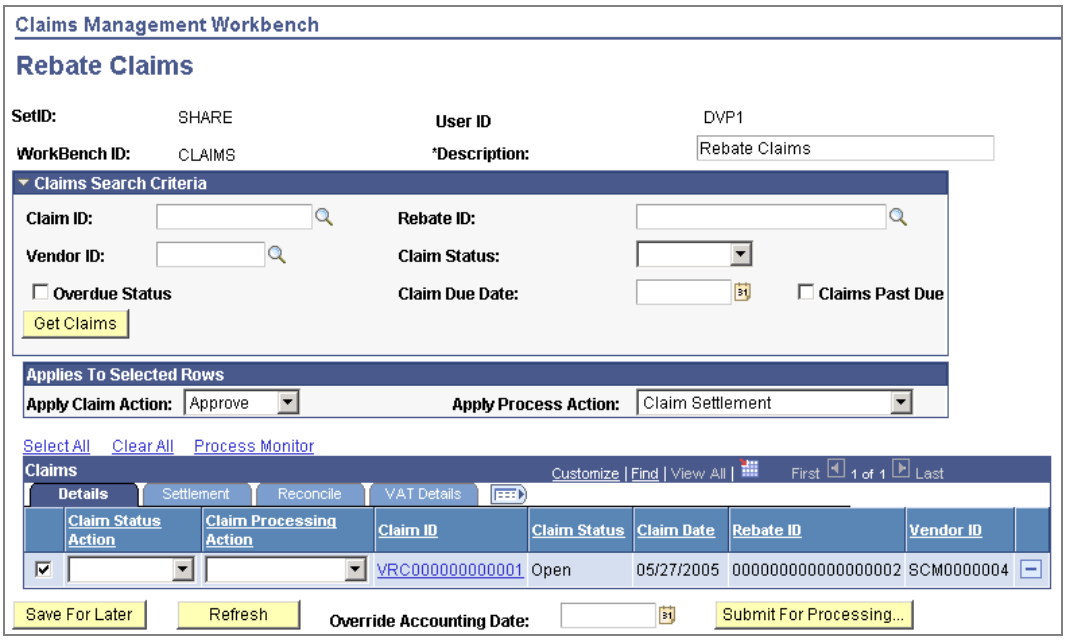
- Rebate Accrual component: This is a new component that gives you the ability to run the Rebate Accrual process.

This process will accrue rebates against on-going purchases and track the earned rebates to-date.

- Claims Management Workbench component: This is a new component that gives you the ability to manage a claim through its complete lifecycle.

  You can use this component to:

  - Review, approve, and generate a formal claim to send to the supplier.
  - Settle a claim.
  - Reconcile incoming payments.
  - Defer a claim to the next payment cycle.
  - Create deductions or reverse deductions to accommodate overdue payment from the supplier.



Use the claims management workbench to manage a vendor rebate claim through its complete lifecycle.

- Vendor Analysis Workbench component: This is a new component that gives you the ability to perform multiple inquiries to analyze vendor rebates.

  You can perform rebate threshold analysis and time period analysis, view purchase orders that have not been received, and view accrued rebate details.

Vendor Rebate Analysis Workbench

Rebate Threshold Analysis

View Results by Time Period Monthly OK

List of Vendor Rebates Customize | Find | Download

Next Threshold | Rebate Rule Details | Current Rebate | Time Period Analysis

Vendor ID	Rebate ID	Rule Number	Rebate Rule Type	UOM	Next Threshold Level	Estimated Additional Purchase Amount		Estimated Additional Purchase Quantity	Estimate Amount
SCM0000004	000000000000000001	1	Retrospective		50000.000	35000.00	USD		
SCM0000004	000000000000000001	2	Stepped/Standard	EA	Not Applicable		USD		
SCM0000004	000000000000000002	1	Retrospective		Maximum Reached		USD		
SCM0000004	000000000000000002	2	Stepped/Standard	EA	Not Applicable		USD		

OK Cancel

Use the vendor rebate analysis workbench to view rebate threshold analysis and to perform other types of analysis on vendor rebates.

Best Practices

Even in a time of tight cost controls organizations continue to invest in new processes and technologies to stay ahead of the competition. When applied holistically through an organization, procurement best practices integrate key business drivers that lead to sustainable improvements in business performance—more value at lower cost.

Effectively Managing Supplier Packaging Changes

In many industries vendors frequently change the packaging of their products. Purchasing 8.9 enables ***effective dated units of measure (UOM)*** to track packaging changes over time along with any associated price changes. Tracking the packaging changes and associated UOM conversion rate changes can prevent costly delays and keeps procurement costs down. Replenishment processes can more accurately determine appropriate purchase quantities, receiving processes are more efficient, and buyers maintain an accurate picture of procurement history.

New Functionality

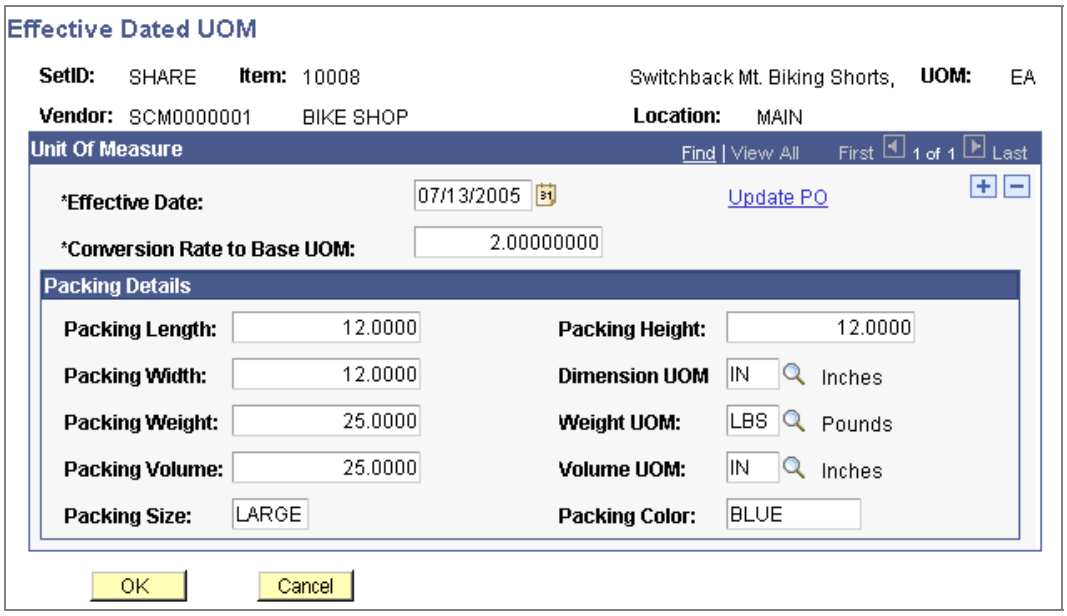
We are enhancing Purchasing to recognize unit of measure conversion rate changes. A couple of new components are being developed that will give the user the ability to record conversion rate changes when they hear about them and then easily search for and adjust the quantities on the affected purchase orders.

Using the new Effective Dated UOM page you can:

- Enter conversion rate changes as you hear about them.
- View a history of conversion rate changes.
- Use the appropriate rate in effect when doing customized historical reporting such as, price trending.

Using the Update Item Vendor UOM page, you can initiate the Update Item Vendor UOM Application Engine process. This process updates the item vendor UOMs with the changes that were entered on the Effective Dated UOM page.

Using the new Effective Dated UOM PO Update component you can easily search for and manually modify the purchase orders with the new effective dated UOM conversion rate.



Use the Effective Dated UOM page to enter conversion rate changes associated with an item and vendor and UOM as you hear about them.

Order Multiples

For various economic and packaging reasons suppliers will often only ship certain items in multiples of a specific quantity. With Purchasing 8.9 procurement organizations can define ***order multiples*** to guide buyers toward ordering certain items in the predefined quantity multiples based on supplier requirements or agreements. Defining these order multiples enables organizations to reduce procurement costs and shipment delays as well as increase compliance with supplier agreements.

New Functionality

Purchasing is adding some additional functionality to assist with ordering a quantity of an item on a purchase order that will match a supplier's recommended order quantity.

Using the Purchasing Attributes - Item Vendor page you can specify whether you want to use order multiples for an item and vendor and you can also specify the rounding options (natural round and round up) to be used.

Using the Vendor's Item UOM & Pricing page, you can define the order multiples.

Then while you are ordering an item on a purchase order online, the system will check for order multiples and suggest the appropriate quantity to be ordered.

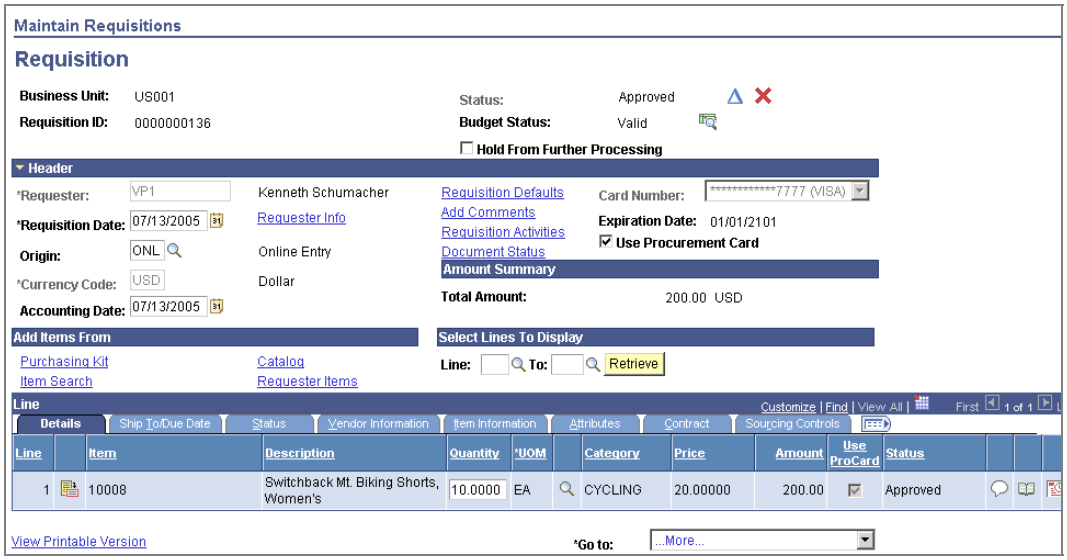
Procurement Cards on Requisitions and Purchase Orders

To reduce the overhead costs associated with processing invoices and payments to suppliers companies are increasingly turning to procurement cards as a preferred payment method. To assist customers in streamlining their procurement and payables business process, Purchasing 8.9 enables users to specify ***Procurement Cards*** as a payment method on their requisitions and purchase orders. The users have an option of using their procurement cards or a vendor card on their transactions with various secure options to transmit the card numbers to suppliers. With this information available, the system can automatically match the incoming bank statements with purchase orders, accurately assigning costs to the right accounts. This enables companies to reduce their settlement costs with suppliers without sacrificing controls or access to spend information.

New Functionality

Purchasing is enhancing the procurement card functionality. You will be able to specify a procurement card as the payment method when you create requisitions or purchase orders in Purchasing. Purchasing will enable procurement cards and vendor cards as a means of settlement. This will include the ability to cross reference the purchasing transaction to bank transactions.

In addition, PeopleSoft will support the MasterCard Common Data Format (CDF 3.0) and additional level 3 data from Visa Commercial Format 4.0.



When creating requisitions or purchase orders you can specify a procurement card as the payment method.

Vendor Master

Purchasing 8.9 enables customers to manage supplier information more effectively. ***User definable fields*** on the vendor master can be used by customers to group suppliers, enter additional supplier information not provided in the base system, and print reports based on customer defined values. As certain vendors can have hundreds of locations stored in the system, the new ***vendor address lookup*** enables users to quickly locate and update vendor addresses. To enable quick entry of vendor contacts, the ***Vendor Contacts*** now retrieves the address, phone, and fax numbers from the vendor address information. You now have additional flexibility in selecting which vendor location an item should be ordered from, with the new ability to define any ***ordering vendor location*** for the item. These enhancements allow for improved management of vendor information as well as streamlining user inquiries.

New Functionality

PeopleSoft is enhancing vendor maintenance to improve ease of us. These enhancements are:

- Adding a new address look-up capability when maintaining vendor addresses.
- When adding a new effective dated address row or contact row, the associated phone number will be presented so it, too, can be maintained.
- Adding a new page so that the user can define user definable fields that they can use in custom reports and queries.
- Enabling the default vendor location to be overridden for items on the Item Vendor page. This enables users to order specific items from different vendor locations.
- Adding a check box in conjunction with the DUNS number field to indicate whether a credit file exists for a vendor.

  Also, we are changing the descriptions of the DB and DNS translate values to distinguish the options.
- Adding Central Contractor Registry functionality for United States Federal Government customers.

  With this functionality, Federal Government customers are able to interface with the Central Contractor Registry to help them maintain and create new vendors.

Improved Supplier Communication

In most industries the ability for suppliers to fill the requirements on time, in full, and at the expected price are crucial to the bottom line of an organization.

Purchase Order Acknowledgements Enhancements

To ensure that the suppliers are in agreement with purchase requirements and expectations, ***Purchase Order Acknowledgements*** (POAs) are important documents to provide a level of assurance and avoid miscommunication. To record the POA information faxed in by suppliers or agreements over the phone, buyers are now able to manually enter POAs on behalf of their suppliers. To minimize the workload for managing POAs for buyers, tolerances can be set up so that supplier POA changes can be applied without buyer intervention. To keep track of suppliers that need to send in POAs, buyers can optionally flag a vendor as one required to send POAs, and receive alerts if the POAs are not received on time. These improvements allow for capturing of all supplier POA interactions and help streamline buyer activities.

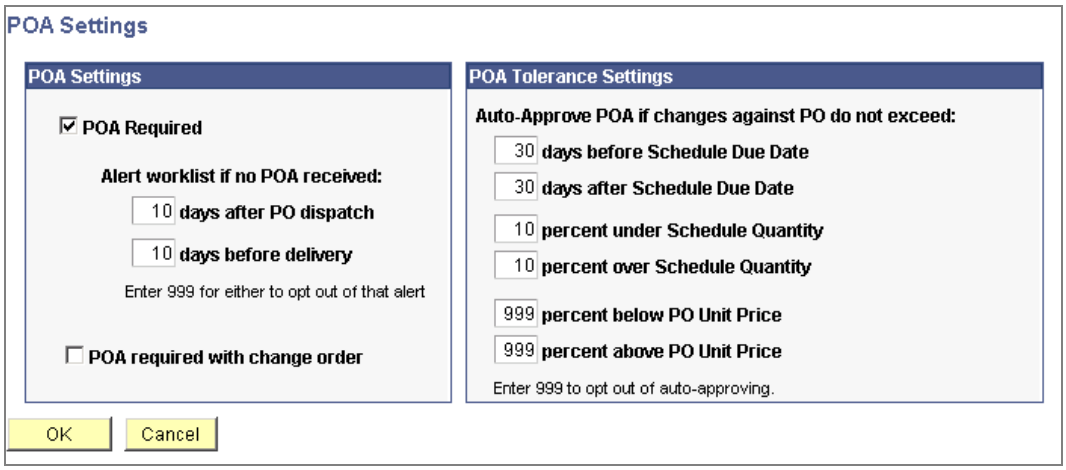
New Functionality

PeopleSoft is making enhancements to the Purchase Order Acknowledgement (POA) capability that resides in Purchasing. These enhancements include:

- Adding the POA Status field to the purchase order and requisition.
- Providing the buyer with the ability to enter a POA for the supplier.
- Streamlining tolerance approval processing for POA's.

  Buyers can set acceptable POA tolerance levels and the system will automatically approve those POA's.

- Notifying the buyer through Workflow notifications when the supplier has not sent a POA for a purchase order and they should have.



Specify POA tolerance settings at the business unit or vendor location level to assist you with streamlining the POA approval process.

Additional New Enhancements

Purchasing 8.9 also provides these new enhancements:

- SRM Dashboard
- Receiving related enhancements

SRM Dashboard

PeopleSoft is creating a new SRM Dashboard that is designed for a procurement user. The SRM Dashboard is a centralized portal page with multiple pagelets that provides buyers with the necessary and essential information to assist them with their daily jobs in one centralized location.

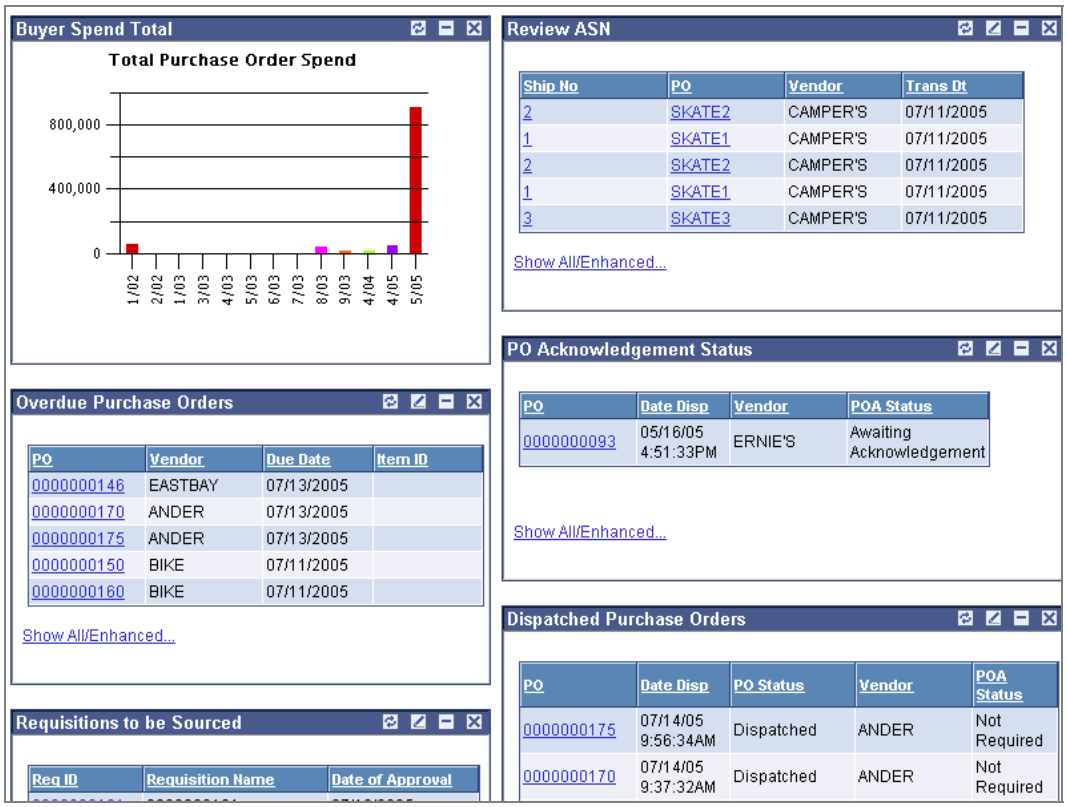
Plus, the buyer is given the capability to customize the layout and content of their dashboard so that the most relevant information is displayed to them.

You can assemble the following pagelets on the SRM Dashboard for a buyer role:

- Activity Monitor: Displays worklist entries assigned to the buyer.
- Buyer Spend Total: Displays the spend for purchase orders assigned to a specific buyer. Amounts are bucketed by period, using the scheduled due date on the purchase order.
- Buyer Spend Percentage: Displays the percentage of purchase order amounts that originated from a contract.
- Overdue Purchase Orders: Displays all purchase order lines where the purchase order line's scheduled due date is prior to today's date and the quantity still to be received is greater than 0.
- Requisitions to be Sourced: Displays approved requisitions that have not yet been sourced to a purchase order.
- Review ASNs (advanced shipping notices): Displays ASN information for those purchase

orders assigned to a specific buyer.

- PO Acknowledgement Status: Displays purchase orders that do not yet have a corresponding acknowledgement from the supplier, or those purchase orders that have acknowledgements and are awaiting review.
- Dispatched Purchase Orders: Displays a list of recently dispatched purchase orders.



Use the SRM Dashboard to provide buyers with crucial information to assist them in their daily jobs.

Receiving Related Enhancements

Purchasing is enhancing the receiving process. These enhancements include:

- Ability to specify the receipt quantity at the distribution level when receiving purchase order schedules with multiple distributions.

  This provides specific allocation of the receipt quantity by open purchase order distribution quantity.

- Ability to override the price for nonpurchase order receipts on the receipt line.

  A new user preference option is being created that will enable the user to identify which receiving users can perform price overrides.

- Ability to identify purchase order lines or items where receiving is not allowed.

  The Receiving Required check box is being turned into a drop-down list box. The values for this field are:

- X (Do Not Receive)
- Y (Receiving is Required)
- N (Receiving is Optional)

What's New in PeopleSoft Enterprise Services Procurement 8.9

Services Procurement helps enterprises effectively manage the procurement process from request through settlement for all types of services, including fixed bid agreements and other deliverable-based services. This enterprise-class solution enables customers to collaborate with service suppliers to fulfill their contract service needs rapidly, gain visibility into and control over services spend, and ensure the quality of contract services while reducing overall costs.

Services Procurement 8.9 delivers enhancements in the following areas:

- Integration
- Internationalization
- Process flexibility
- Additional enhancements

Integration

Services Procurement 8.9 extends the value proposition of the integrated enterprise by leveraging business processes and additional information contained within PeopleSoft Enterprise Human Capital Management. This solution enables companies the unparalleled ability to manage their total workforce inclusive of both permanent employees and contingent labor.

Person ID Integration

For customers implementing both Human Capital Management (HCM) and Services Procurement, PeopleSoft now offers integration to help manage the total workforce of the organization. This integration synchronizes service provider information with HCM so that one system-of-record is maintained for both employees and contingent labor. In addition to contingent labor information, job data and other Services Procurement user information can be set up and stored in HCM as the system-of-record.

This important Services Procurement to HCM integration provides the following advantages:

- Enables total spend management and improves reporting capabilities.
- Synchronizes HCM and Services Procurement person data.
- Provides a single system-of-record for employee and contingent labor information.
- Reduces maintenance and operating costs.
- Enables comprehensive business process analysis.

New Functionality

Services Procurement 8.9 adds the following enhancements to support the HCM integration:

- Ability to send newly registered service provider data (registered in Services Procurement) to HCM for them to create an HCM Person entry.

The HCM person and the login profile is created in HCM for newly registered service providers.

- Ability to receive a response from HCM that includes the HCM Employee ID and the Services Procurement person ID.

  Ability to store the HCM Employee ID as a cross-reference in Services Procurement. The login profile and HCM person data is synched from HCM database to the SCM database using the existing PERSON_BASIC_SYNC and the USER_PROFILE messages.

- Ability to associate the Services Procurement person ID with the login profile in the SCM database.

Note. Requesters, Service Coordinators, and Service Provider Contacts must be first registered in HCM before being registered in Services Procurement.

Terminology

Customers that utilize PeopleSoft HCM solutions would like to utilize the same naming convention and terminology used in HCM. Services Procurement 8.9 can use job family and job code as well as competencies and job profile, enabling existing HCM customers to maintain one set of terminology for jobs or positions. Using HCM job family, job function, and job codes helps global enterprises improve their reporting capabilities as the definitions and terms will be the same as those used in HR. End-user training is also enhanced, since users may already be familiar with the HCM terminology. Finally, having common terms helps improve the ability to integrate Services Procurement with other PeopleSoft solutions.

New Functionality

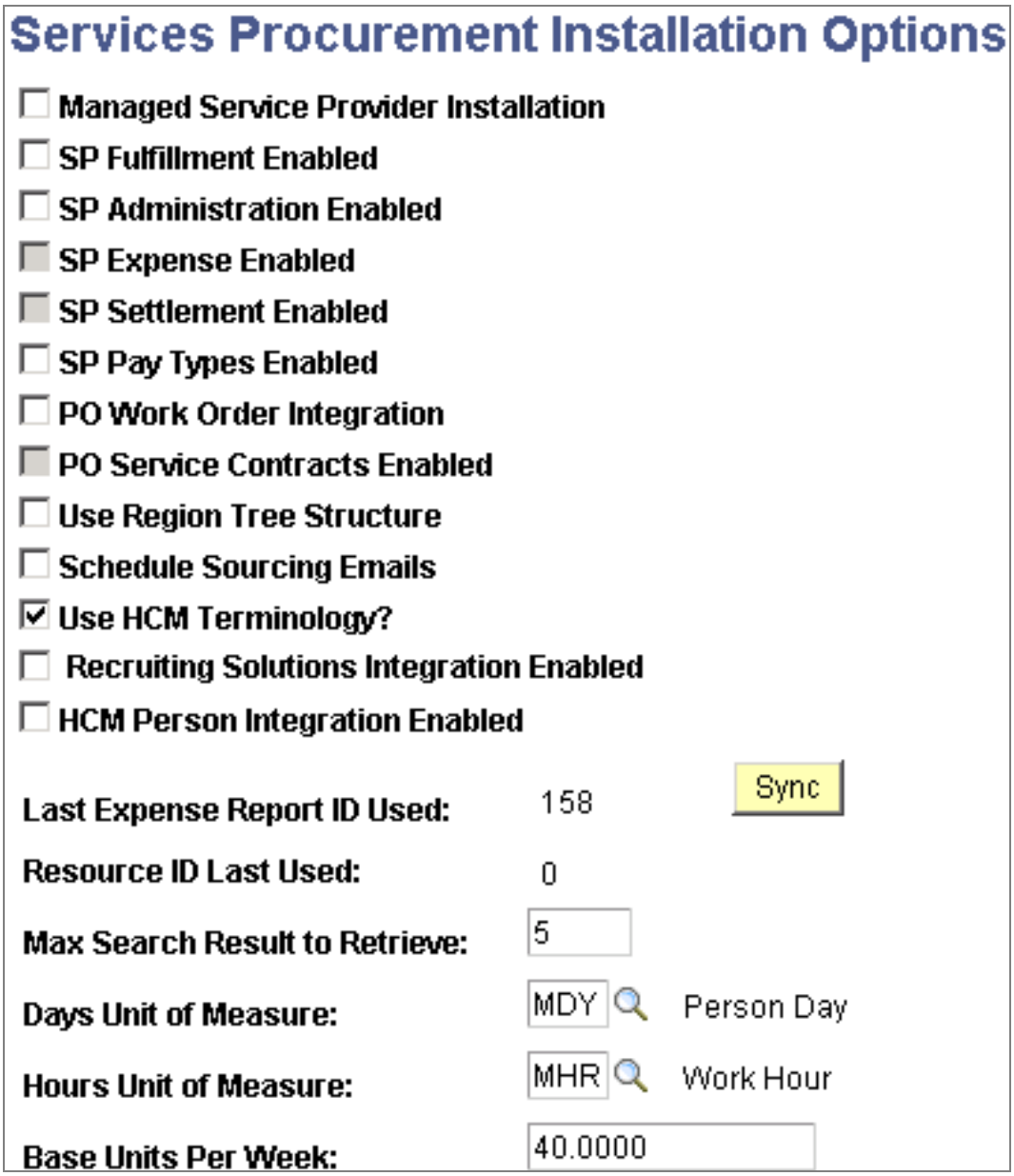
Services Procurement 8.9 adds the following enhancements to support the HCM terminology integration:

- We added a flag to the Services Procurement Installation Options page to determine when the HCM terminology should be used throughout the Services Procurement application.

  If the flag is enabled, Job Code and Job Family labels replace all current Service and Service Type labels.

- We now deliver the Job Function Table page to maintain effective dated Job Functions.

  This page is available only when the installation option is set to use HCM terminology.



Select the new Use HCM Terminology option on the Services Procurement Installation Options page to use HCM terminology throughout the services procurement application.

Note. Once you select the Use HCM Terminology option, you must clear the application server and the web server cache.

Internationalization

Many Services Procurement customers are multinational global corporations that require business process flexibility to meet the requirements of the countries in which they operate. Services Procurement has been enhanced with new global capabilities driven from exhaustive international requirements gathering.

Time and Expense

Additional time reporting rules and calendar functionality have been added to Services Procurement 8.9 to improve the ability to manage complex time reporting on a global basis. New calendaring functionality enables customers to configure the look and feel of time and expense capture so that end dates and page configuration can be tailored to the end user's needs. Complex overtime can now be supported with the addition of rules that are sequenced and can be calculated to support a broader set of contracts and service level agreements. Calculations can be configured in a hierarchy to support hourly, daily, weekly, monthly, and holiday. The user interface and usability has been significantly enhanced through modifications driven from customer feedback. These enhancements to time reporting will help improve compliance with localized time reporting and pay rate regulations and streamline the time reporting process.

New Functionality

Services Procurement 8.9 added the following enhancements to support the Time and Expense enhancement:

- Ability to define multiple rules for the calculation of time and link a set of rules to a time template.
- Ability to report time information separately from the expense information.
- We modified the look and feel for the time entry and approval pages to simplify data entry.

  With 8.9, it's now easier to enter time against prepopulated time lines for a multiple work order that is associated with a template.
- We added the default "Expense Approver" field to the Service Requester Defaults page for requesters and service coordinators.

  The user specified in this field will default onto the requisition and the work order as the expense approver for that transaction.
- We added the new SP_EXPENSE_APPROVER role action for the new expense approver role.

  Only users with the SP_EXPENSE_APPROVER role action can approve expenses.
- We've expanded the Reason Code page to include a new reason type for the denial of expenses.
- We added a new indicator to the Time Template page.

  This new indicator is used in conjunction with the existing Break Duration (Min) field to control whether or not a break amount is deducted from the total time entered, as well as control whether the duration can be edited during time entry. If either the "Break is Editable" field is checked or a value is entered in the Break Duration (Min) field, the break duration field will appear during time entry.
- We added the Time Reporting Option field to the Services Time Template page.
- We added the new Time Reporting Rules page so that administrators can define various dated rules that their organization will use for reporting and time calculation.

Time reporting Rule Scope values include Day of Week, Time Period, and Date. Time reporting Rule Type values include Time Quality and TRC List.

Time Reporting Rule

SetID: SHARE Rule ID: DAILYOT Save As: Go

Rule Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active

*Description: Daily Overtime *Default TRC:

Rule Sequencing First 1 of 1 Last

*Rule Sequence: 10

*Rule Scope: Date *Rule Type: Time Quantity

Rule by Date

*Date	MinThreshold	MaxThreshold	*TRC		Factor	Override UOM
07/14/2005	0.0000		SPA10	Standard	1.0000	MDY

Define Time Reporting Rules by Date.

Time Reporting Rule

SetID: SHARE Rule ID: DAILYOT Save As: Go

Rule Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active

*Description: Daily Overtime *Default TRC:

Rule Sequencing First 1 of 1 Last

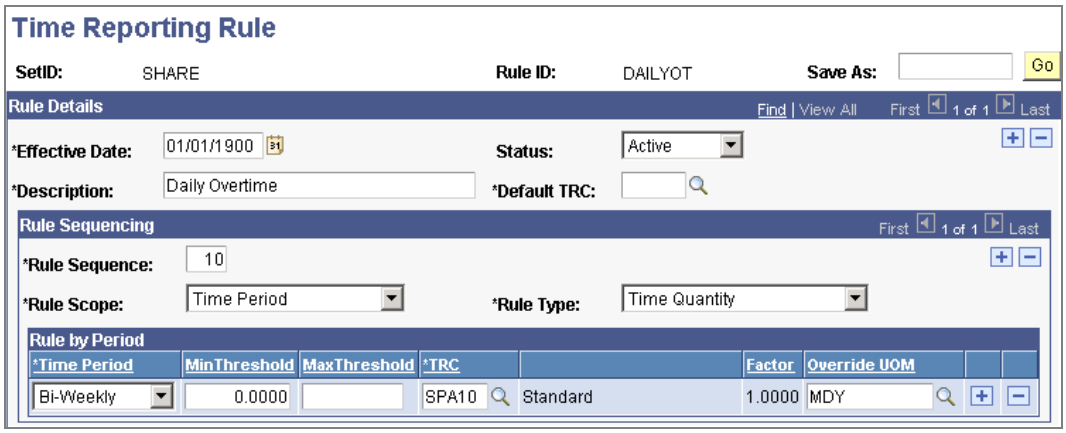
*Rule Sequence: 10

*Rule Scope: Day of Week *Rule Type: Time Quantity

Rule by Day of Week

*Day of Week	MinThreshold	MaxThreshold	*TRC		Factor	Override UOM
1- Sunday	0.0000	24.0000	SPA20	Doubletime	2.0000	
2- Monday	0.0000	8.0000	SPA10	Standard	1.0000	
2- Monday	8.0000	10.0000	SPA15	Overtime - Time and one half	1.5000	
2- Monday	10.0000	24.0000	SPA20	Doubletime	2.0000	
3- Tuesday	0.0000	8.0000	SPA10	Standard	1.0000	
3- Tuesday	8.0000	10.0000	SPA15	Overtime - Time and one half	1.5000	
3- Tuesday	10.0000	24.0000	SPA20	Doubletime	2.0000	
4- Wednesda	0.0000	8.0000	SPA10	Standard	1.0000	

Define Time Reporting Rules by Day of Week.



Define Time Reporting Rules by Time Period.

Multiple Time-Based Work Order Alerts

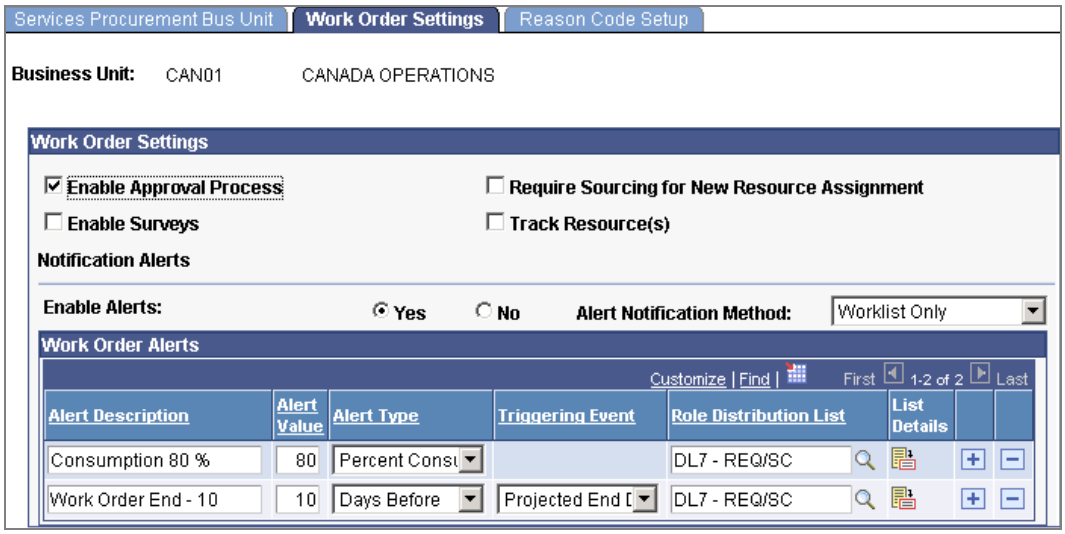
Services Procurement 8.9 now enables you to configure alerts to notify multiple users at preset times when additional actions need to be performed. Often businesses need to perform activities at predetermined future dates due to union contracts, country-specific regulations, or service level agreement contract terms. Examples of these requirements include, but are not limited to:

- Mandatory pay increases after a certain number of days.
- Mandatory options to extend benefits after a certain number of months-of-service.
- Mandatory performance reviews after certain periods of time.

Services Procurement 8.9 easily and efficiently accommodates these requirements with time-based alerts. These alerts can be triggered from events such as work order start date or work order end date. This enhancement helps our customers maintain compliance with the ever-increasing levels of global employment regulations.

New Functionality

For this enhancement, Services Procurement expands on two current alerts: percentage consumption alert and days before work order end date alert, which allows for multiple user-defined time based alerts. Alerts of different types are triggered by a percentage completion, number of days from work order end date, number of days before a specified work order event, or number of days after a work order event can be associated with the work order.



Use the Work Order Settings page to define the parameters of the work order alert notification.

Rate Breakdown and Expenses

With Services Procurement 8.9, you can now define the full rate breakdown structure for contingent labor on the rate sheet. This breakdown includes pay rate, supplier mark-up, third-party mark-up, fixed costs, and expenses. The rate breakdown elements are then prepopulated on the requisition or work order. Visibility to rate elements is a security privilege that can be configured by the user. This enables suppliers to better meet enterprise customer needs while still complying with localized and mandated consultant pay rate levels. Minimum, maximum, and target levels can be defined on the rate sheet for each of the rate elements including expenses. Tolerance checking on the requisition now validates pay rate, total rate, and expenses up front to help companies ensure compliance with negotiated or standardized rates, so that services costs are closely monitored.

New Functionality

Services Procurement 8.9 added the following enhancements to support the Rate Breakdown and Expense enhancement:

- We added the rate breakdown and expense information to the Maintain Rate Sheets page.
- We added the rate breakdown information to the requisition line.
- We defaulted the expense information from the Rate sheet onto requisition line and manual work orders.
- The system can be configured to route requisitions to service coordinators for rate sheet information prior to approval.
- The system can be configured to route manual work orders that are created by the requester to the service coordinator for rate information prior to approval.
- We display the rate breakdown and expense information on the sourcing and bid pages.

Use the Maintain Rate Sheet page to define rate breakdown information, including pay rate, supplier mark-up, third- party mark-up, fixed costs, and expenses.

Process Flexibility

Services Procurement 8.9 offers a number of enhancements to focus on reducing cycle times, managing cost savings, and improving ease-of-use.

Vendor-Managed Services

Vendor Managed Services (VMS) refers to the business arrangement where an organization engages with a third-party staffing company to manage contingent labor sourcing and operations. Services Procurement 8.9 has additional flexibility to manage this rapidly growing business model.

VMS providers can be configured for specific business units or categories of spend within each Services Procurement business unit. This VMS provider can be routed approved service requests for them to source and manage the request to additional service vendors for fulfillment. The VMS provider can then manage the work order, time and expense reporting, and invoice settlement processes. Invoice settlement is managed directly with the VMS providers so that a single point of payment can be established. Any VMS related mark-up fees are automatically added to the cost of services based on the specified rate or percentage defined for that VMS provider.

With these enhancements, Services Procurement 8.9 customers can track all vendor activities while leveraging VMS cost-saving improvements such as simplified invoice and settlement processes, reduced operational headcount, simplified 1099 tracking, and reduced exposure to co-employment issues.

New Functionality

Services Procurement adds the following enhancements to support the Vendor Manage Services enhancement:

- We added a flag to the Services Procurement Business Unit page.
  Use this flag to determine if requisitions and work order should be considered to be under VMS management for the business unit.

  Note. When you select this option, VMS providers are paid for all services performed by the suppliers in their network at a rate including the VMS provider's markup rate or percentage. The administrator specifies the markup rate or percentage.

- We deliver a new business unit service type setup page.

  Use this page to configure VMS at the business unit and service type level.

- Requesters and approvers can view rate information for VMS markup.

  External suppliers cannot view the VMS markup.

- Services coordinators and teams defined for the VMS receive notification when requisitions are ready for sourcing.

- Service coordinators can view rate information for VMS markup for requisitions and work orders.

- Identify a VMS managed requisition or work order if the VMS supplier information (name and location) appears.

- The VMS vendor and vendor location are captured along with the supplier and supplier location on the requisition, and subsequently on the work order.

- Time and expense information that is approved by suppliers defined for work orders that are flagged VMS automatically generate invoices to the VMS vendor and vendor location.

  Invoices are not generated to the actual supplier location.

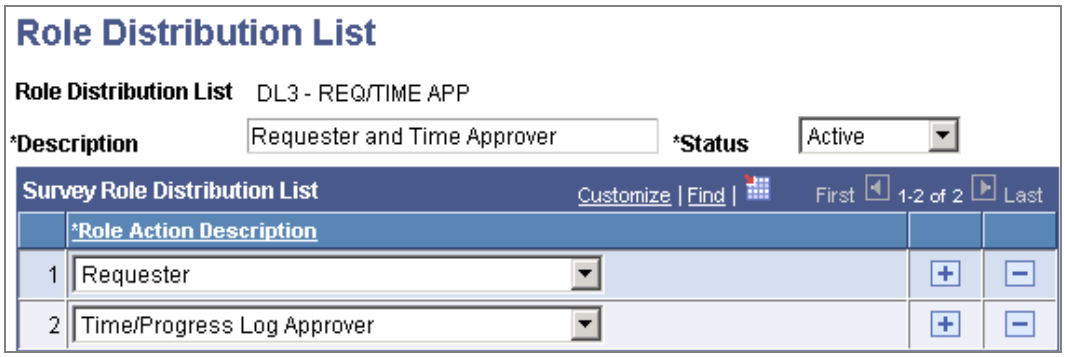
- The invoice amount includes the VMS markup.

Improved Notifications

Multiple users, including teams of users, can now be notified when certain work order events or time-based events occur. Examples include percentage of work order consumption and days prior to end of work order. Alert notification methods can be set to include emails, work lists, or both. While some organizations have highly concentrated alert requirements, others require multiple role notifications to reduce down-stream cycle times. This improvement to notifications increases process efficiency, reduces process cycle time, and improves flexibility.

New Functionality

Services Procurement 8.9 enables customers to set up alerts so that one or multiple roles are notified when an alert is triggered. The Administrator has the ability to pick any number of roles from Requester, Time/Progress Log Approver, Invoice Approver, Service Coordinator/Team, and Work Order Approver when creating distribution lists for alerts. The requestor or service coordinator can override these roles on the work order by associating different distribution lists. The background Work Order Alert program when generating the threshold alerts uses the new distribution lists.



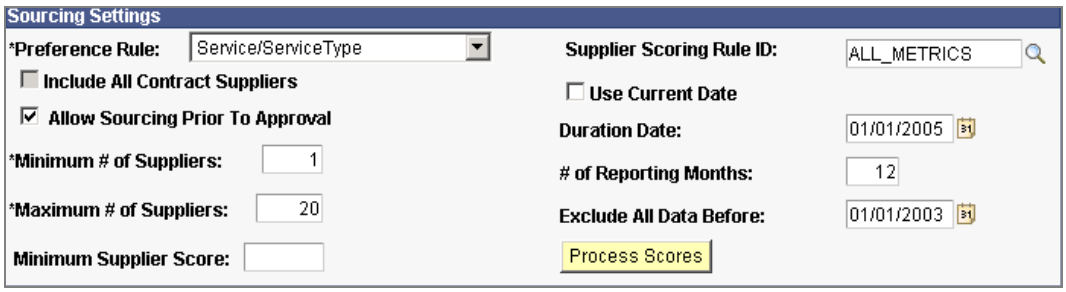
Set up role distribution lists so that one or more users can be notified when the work order reaches a particular threshold.

Preapproval Parallel Sourcing

Now Services Procurement 8.9 enables you to begin the sourcing process while the requisition approval process is still pending. This enables suppliers to begin the candidate sourcing process earlier so that potential candidates can be submitted and evaluated while the requisition is being routed for approval. This can dramatically reduce candidate sourcing cycle time and improve supplier communication.

New Functionality

We added a flag to the Services Procurement Business Unit page that indicates if sourcing is allowed before the requisition is approved. By selecting this option, the system enables the service coordinator to source requisitions to provider contacts (suppliers), even when the requisition is not approved. A display field is also added to bid pages to indicate the requisition status.



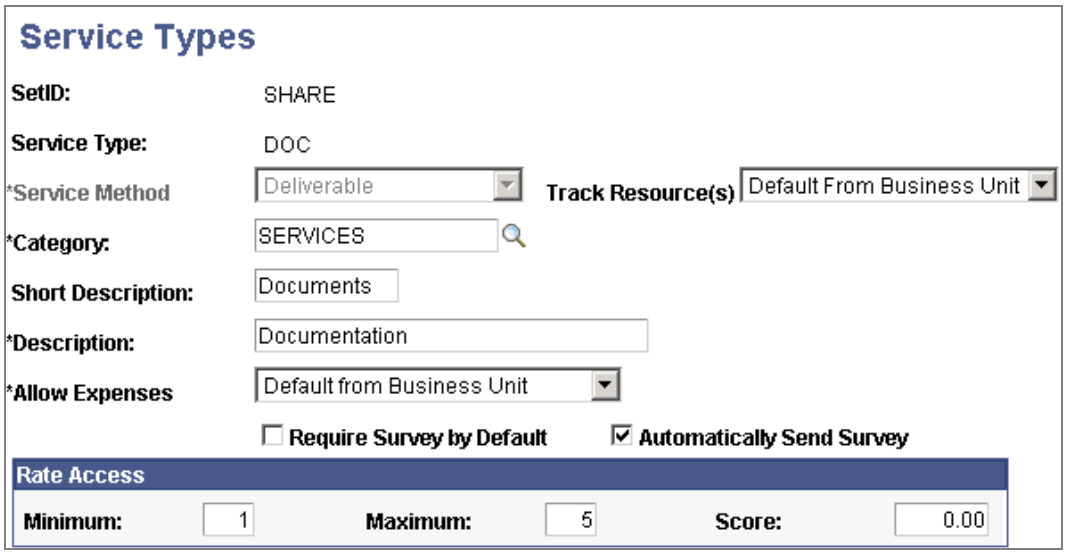
Select the Allow Sourcing Prior To Approval option on the Services Procurement Business Unit page to source requisitions to suppliers prior to approval.

Multiresource Work Order

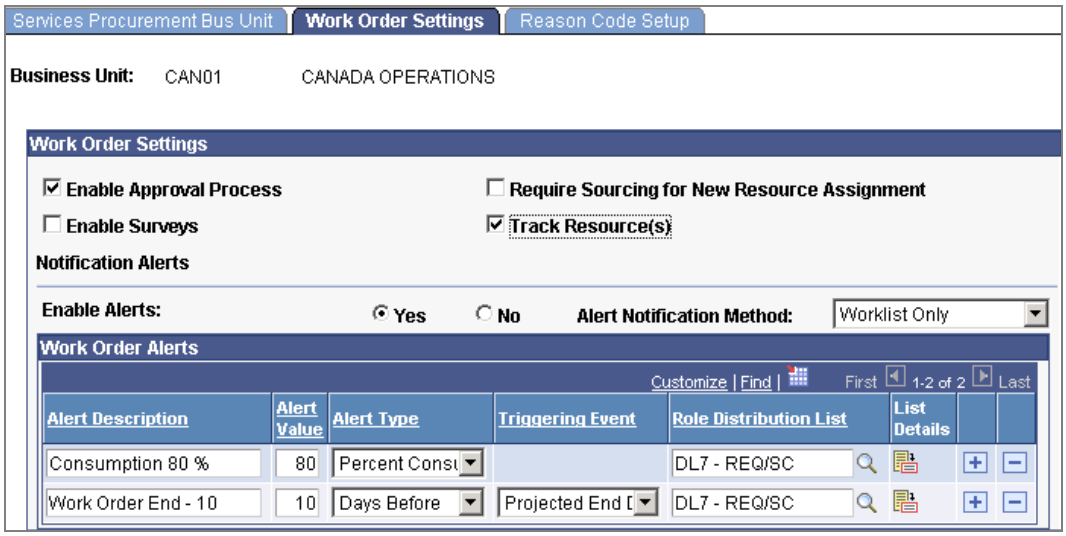
There are a number of cases where multiple service providers or contractors need to be tracked against a single fixed bid or deliverables-based work order such as large information technology or construction projects. These service providers are involved in a single work order even though individual workers are not recording individual progress. One example is a project may be performed in a facilities maintenance environment at a secured location where each worker at that site is required to have a security clearance prior to entering the premises. This enhancement enables suppliers to maintain a list of service providers associated with a deliverables-based work order while reporting progress at the aggregate level. This provides the flexibility to manage tasks for multiple workers associated with one deliverables-based project and can help improve overall compliance with local co-employment regulations.

New Functionality

To support the tracking of resources for deliverables based engagements, we added the new track resource option to the business unit and Service Types page. This option enables you to identify resources for the engagement. Service coordinators and service provider contacts can add resources to a work order. If the progress for an assignment needs to be recorded as time spent by the resources at an aggregate level, the work order is defined with a rate based settlement option with activities that track aggregate time and rate per unit of time (hours, days, weeks, and so on).



Track resources option on the Service Types page.



Track resources option on the Services Procurement Business Unit page.

Multiproject Work Orders

In many organizations a service provider may be assigned to work against multiple simultaneous projects for a single work order. This is a common practice within Information Technology where, for example, a database administrator could be utilized as a shared resource against multiple software implementation projects. A new time reporting option has been added to define whether time or progress will be reported against the actual chart field combinations or if distribution percentages will be used to split time or progress against the work order chart of accounts. This enhancement provides the flexibility to have consultants work on multiple projects, on different accounts, in different departments, at different locations without having to create multiple work orders for time reporting.

New Functionality

Services Procurement adds the following enhancements to support multiproject work orders:

- We added a new time reporting drop-down list box to the Services Procurement Business unit page.

  Use this option to determine whether a resource-based work order requires the service provider to report time against specific ChartFields (actual allocation), or whether only the total time is entered and distribution percentages are used to split time or progress automatically against multiple ChartFields (percentage allocation).

- We added the new default setting of Time Reporting Option to the Service Types page, as well as other components.

  The available values of “Actual Allocation” and “Percentage Allocation” are added to this page to determine whether a resource based work order requires the service provider to report time against specific ChartFields, or whether only the total time will be entered and distribution percentages are used to split time or progress automatically against multiple ChartFields.

- We added the new Services Activities page.

  This page contains specification of search criteria, grids, and hyperlinks to individual service activities.

- We added the Billable check box and a Status drop-down list box to the Services Activities page.

  Use this page to associate activities to services.

- We added the new Activities by Service page.

Skills Matrix

Services Procurement 8.9 enables a service coordinator to compare candidate skills against required requisition skills. Candidate skills along with proficiency and experience have been added to the Service/Project Role Attributes definition and the service provider profile. When candidate skills are deemed insufficient, a configurable rule is initiated to block, warn, or take no action. This enhancement improves the efficiency and effectiveness of the Services Procurement candidate selection process.

New Functionality

Services Procurement adds the following enhancements to support the Skills Matrix enhancement:

- We added three new columns to the Service/Project Role Attributes page.

  The new columns include the Years Experience, Proficiency, and Action columns. Use the Action functionality to assign actions to competency types.
  The new action will designate the appropriate message when a requisition competency does not match with a Providers competency.

- We added the experience and efficiency fields to the Maintain Service Provider - Service Provider Skills page.

- We added a collapsible competency grid to the Create Requisition page.

  The requester can change the competency information within the grid.

- Service coordinators can view the competency skills before sourcing a requisition to suppliers.

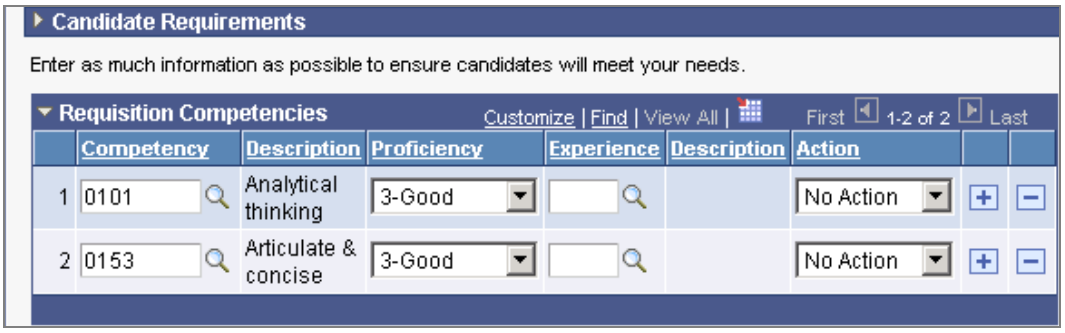
- Service provider contacts can view requisition level competencies and submit the appropriate service provider during the sourcing and bidding process.

  The service provider contact will get a block or warning message, according to setup.

- We added the Skills Matrix to the New Candidate page.

- We added a competency grid to the Bid Response page.

  Use this grid to view competency-by-competency comparison between the requisition requirements and service provider skill set.



View the new collapsible competency grid within the Candidate Requirements group box on the Create Requisition page.

Associating Multiple Suppliers with a Service Provider

Service Procurement 8.9 enables service providers to be associated with multiple suppliers in the event that a consultant changes vendors. When a consultant changes vendors there is now no need to create a new person ID. This allows for improved accuracy in service provider record history and the association of service providers with specific vendors.

New Functionality

You can now associate the same service provider to multiple suppliers without having to create multiple person IDs and login IDs within the system. The enterprise administrator has the ability to update an existing person's profile by associating the same user to a different supplier. The system maintains an effective date for each provider-supplier association entry. The effective date enables an enterprise to keep track of all service providers that are associated with different suppliers.

Source Requisition Extensions to Current Vendor

Services Procurement 8.9 enables a new requisition extension to be linked to an existing requisition. Once generated and approved, it can be "sourced" to the existing supplier with the opportunity to negotiate improved terms and conditions. This additional flexibility helps customers reduce the cost of temporary staff by allowing this potential price-reduction step.

New Functionality

The following conditions occur when extended requisitions are sourced to current vendors:

- When an extended requisition is approved, it moves to the new status of "Approved," and not "Filled."

  This enables the requisition to go through the sourcing process once again.

- Once the requisition is "Sourced," the service coordinator or team receives a worklist notification indicating that the email is ready to be sourced.

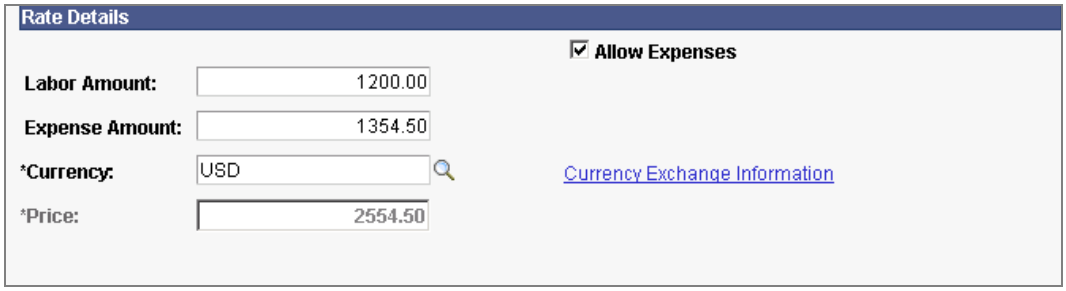
  This process enables service coordinators to negotiate improved terms and conditions with the existing supplier.

Deliverables-Based Expense Capture

There are numerous situations where a supplier that is performing a fixed bid or deliverables-based service incurs additional expenses that must be reported and reimbursed. An example would be a roofing repair project where a highly specialized crane was needed to deliver materials to the roof and the contract did not include such unforeseen expenses. Services Procurement 8.9 allows for the addition of expenses when updating progress logs and performing milestone reporting. This change makes expense capture more flexible and allows for broader spend capture for deliverables-based services.

New Functionality

To support the tracking of expenses for deliverables-based engagements, Services Procurement 8.9 enables requesters to define whether expenses should be reported for an assignment. When a requester selects the Allow Expenses field on the Create Requisition page, the field becomes editable, and the requester can enter an expense amount. Requisition approvers can view the expense amount before approving the requisition, and suppliers can view the expense amount once the requisition is sourced. After the requisition is sourced and a work order is created, the service provider contact has the ability to record further expenses on the progress log.



New Allow Expenses field within the Rate Details section on the Create Requisition page.

Additional Enhancements

Services Procurement 8.9 also provides these new enhancements:

- Reason codes.
- Cancel requisition lines.
- Establish multiple positions for requisition lines.
- Improved address display capabilities.
- Establish proxy time entry.
- Establish offices or groups of users as routing destinations.
- Redesign of Define Services Procurement pages.
- Improved user setup.
- Improved Supplier setup.
- Services Procurement pagelets

- Managed Service Provider functionality.
- Service coordinator teams.
- Modify requester source options.
- Extending requisitions.
- Supplier confirmations and permissions.
- Save submittals and bids without submitting.
- Expanded edit capabilities.
- User profiles for administrators and approvers.
- MSP by service type.
- Performance surveys.
- Provider replacements.
- Batch invoicing enhancements.

Reason Codes

Services Procurement now supports reason codes for negative transactions. Negative transactions include, but are not limited to, transactions that are denied, withdrawn, declined, rejected, ended, terminated, or canceled. Reason codes are used to track the reason why requesters, service coordinators, approvers, and service provider contacts cancel a transaction. Reason codes are defined by reason type, so there is a specific reason type for each negative transaction.

We support the following reason types for Services Procurement transactions:

- Deny requisition.
- Cancel requisition.
- Deny work order.
- Cancel work order.
- Terminate work order.
- Deny time sheet.
- Deny progress log.
- Reject invoice.
- Decline service bid (by SC or requester).
- Service bid end communication (by SC or requester).
- Supplier bid withdrawal (service provider contact).
- Supplier decline offer (service provider contact).
- Supplier end communication (service provider contact).

Support of the reason types is determined at the business unit level. By default, reason codes are not enforced or required. The system administrator user can navigate to the reason code page to enable the use of reason codes. Reason codes can be mandatory, optional, or not used.

Services Procurement Bus Unit | Work Order Settings | **Reason Code Setup**

Business Unit US001 US001 NEW YORK OPERATIONS

Reason Code Setup Customize | Find | View All | First 1-13 of 14 Last

Reason Type	Reason Code Required	Comments Required
Deny Requisition	Mandatory	☑
Cancel Requisition	Mandatory	☑
Deny Work Order	Optional	☐
Cancel Work Order	Optional	☐
Terminate Work Order	Optional	☐
Deny Timesheet	Optional	☐
Deny Progress Log	Optional	☐
Reject Invoice	Optional	☐
Decline Service Bid	Optional	☐
Service Bid End Communication	Optional	☐
Supplier Bid Withdrawal	Optional	☐
Supplier Decline Offer	Optional	☐
Supplier End Communication	Optional	☐

Use the Reason Code Setup page to determine if reason codes are mandatory, optional, or not used.

Cancel Requisition Lines

Requesters can now cancel individual requisition lines. When a requester cancels a requisition, the system automatically sends cancellation notifications to all impacted parties, including all sourced suppliers. The system also removes outstanding entries from the worklist of any requisition approver. In past releases, requesters were able to cancel only the entire requisition, and not individual requisition lines.

Establish Multiple Positions for Requisition Lines

With this latest Services Procurement enhancement, users can now create a requisition with multiple positions, issue a single sourcing notification to suppliers, and create work orders for each position. The Service Coordinator can fill the requisition line with multiple bids, up the total position quantity. Position information appears on the requisition, approval, sourcing, and bid pages so that the requester, service coordinator, and service provider contact can track how many positions are filled or available, as well as obtain average fill rates and amounts for the requisition line.

Improved Address Display Capabilities

For this release, Services Procurement introduces an enhanced address display for all enterprise and vendor locations. By simply clicking on the location description, users can now access detailed address information whenever the system displays a location.

Establish Proxy Time Entry

Service Provider Contacts can now create time sheets for service providers within the supplier office location. Previously, the service provider and the service coordinator were the only users who could create time sheets.

If an approver denies a time sheet, the service provider and provider contacts in the supplier office location receive a worklist notification indicating that the timesheet is denied. If the time sheet is approved, the service provider and the provider contacts in the supplier office location receive an email notification indicating that the time sheet is approved.

When a service provider contact resubmits the time sheet, the denied worklist entry is removed from all other provider contacts within the same supplier office location.

Establish Offices or Groups of Users as Routing Destinations

Services Procurement now enables you to group service provider contacts by vendor location. This enables an organization to source requisition lines to several service provider contacts within the vendor location, rather than one specific provider contact. In previous releases, requisition lines were sourced to individual service provider contacts only, which limited the exposure of the request.

Redesign of Define Services Procurement pages

We’ve redesigned the look and feel of our Define Services Procurement page. The new page organizes links into a hierarchy of logical groupings. This redesign reduces the number of links and makes it easier for you to locate the pages that you need. We’ve also standardized the return links from the various setup pages. These return links navigate users back to the previous page in the hierarchy or to the Define Services Procurement page.

Newly redesigned Define Services Procurement page.

Improved User Setup

The user setup process has been streamlined in this release to bring all the necessary information for a new user into a central access point. You can now define your PeopleTools user profiles for security, preferences, and user defaults.

Improved Supplier Setup

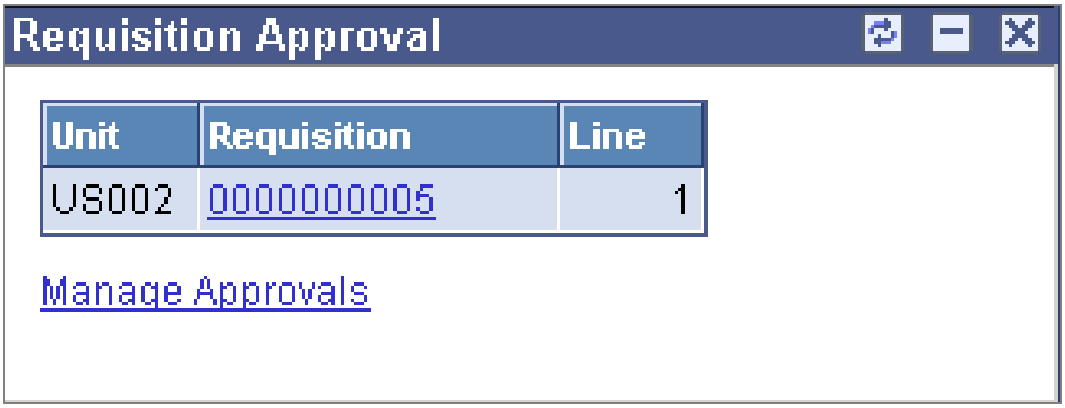
The supplier network setup process has been streamlined in this release to simplify the definition of supplier sourcing rules.

Services Procurement Pagelets

Services Procurement provides new portal pagelets for your corporate intranet home pages. These pagelets provide access to key data and transactions within Services Procurement for use in employee portal registries.

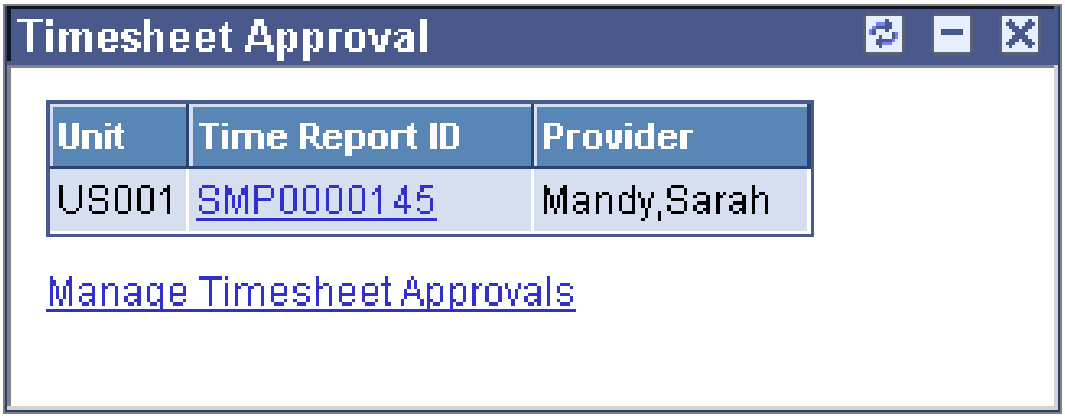
Here is a list of the new portal pagelets:

- Work Order Approval Pagelet
- Invoice Approval Pagelet
- Requisition Approval Pagelet



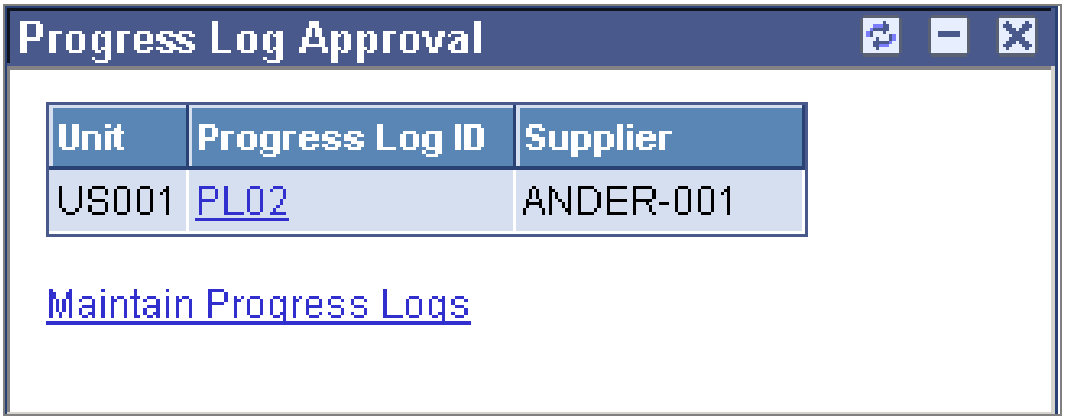
Requisition Approval pagelet

- Timesheet Approval Pagelet



Timesheet Approval pagelet

- Progress Log Approval Pagelet



Progress Log Approval pagelet

Managed Service Provider Functionality

In a Managed Service Provider (MSP) environment, the MSP manages requisitions from customers, and also takes on the role of service coordinator by sourcing requisitions to their own staff or third-party service providers. A markup is charged by the MSP for this service. In addition, the MSP may host external suppliers acting as service coordinators for their customers.

In order to support this business process, the concept of MSP markups is introduced in the Services Procurement product. MSP markup functionality is only active when your installation is set for an MSP environment. Suppliers that are part of the MSP's internal organization are identified when setting their Source Type to Internal in the Supplier Network.

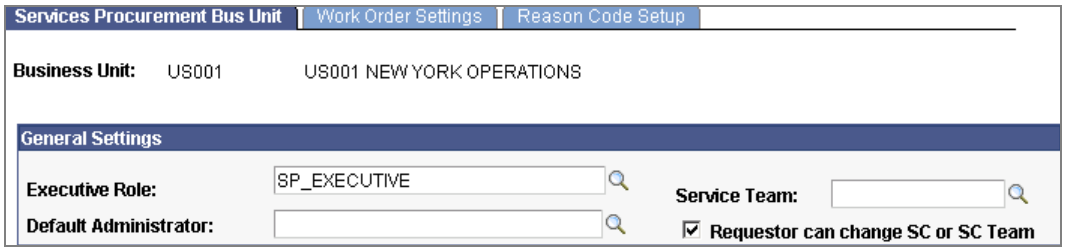
Service Coordinator Teams

Services Procurement previously supported a single service coordinator to source requisitions. Many businesses have a team of service coordinators who have access to source requisitions and manage work orders. We've added the ability to source requisitions to a group of service coordinators, and enable each of them to take action on requisitions sourced to the team.

Source requisitions to service teams by selecting the Service Coordinator Team option on the Create Requisition page.

Modify Requester Source Options

Use the new **Requestor can change SC or SC Team** field value on the Services Procurement Business unit page to specify whether a requester can override the default service coordinator or service coordinator team when creating a requisition.



Select the Requestor can chance SC or SC team option to enable the requester to change the service coordinator or service team on a requisition.

Extending Requisitions

Requesters can now extend completed service requisition lines. If you need to extend a requisition or work order, you must go to the latest extended requisition or work order and extend it further. When you extend from the requisition, the system creates a new requisition ID and line by transferring the requester to the Create Services requisition page.

Supplier Confirmations and Permissions

The Service Provider Contact functionality is enhanced to provide more control over activities related to service providers associated with their organization. This includes confirmation when suppliers procure service providers to fill open requisitions during bidding, as well as confirmation of any termination actions that are taken against a work order. In addition, access to information is expanded for service provider contacts.

Save Submittals and Bids without Submitting

The bid and response process now enables you to save a submittal or bid before submitting it to the recipient. A new status of Saved is now used to identify submittals and bids that have not yet been submitted. You can edit and submit saved information at a later time from the following locations:

- Requester - Draft tab of the Review Submittals page.
- Service Coordinator - Draft Bids tab of the Assess and Award Bids page.
- Service Provider Contact - Draft tab of the Maintain Bids page.

Expanded Edit Capabilities

We've added the ability to make post approval edits of certain requisition, sourcing, and work order fields. This applies only to work orders that have not been extended. Edit capability is based on a user's role and relationship to requisitions. For example, the requester has edit authorization only for the requisitions they created or managed. In addition, we've expanded access to work orders created by others.

User Profiles for Administrators and Approvers

PeopleSoft now enables authorized administrative users to setup enterprise administrators and approvers from the Services Procurement user setup wizard. You can now define PeopleTools user profile for security, as well as define preference and user defaults for administrators and approvers from the user setup wizard.

Services Procurement also enables enterprise users to:

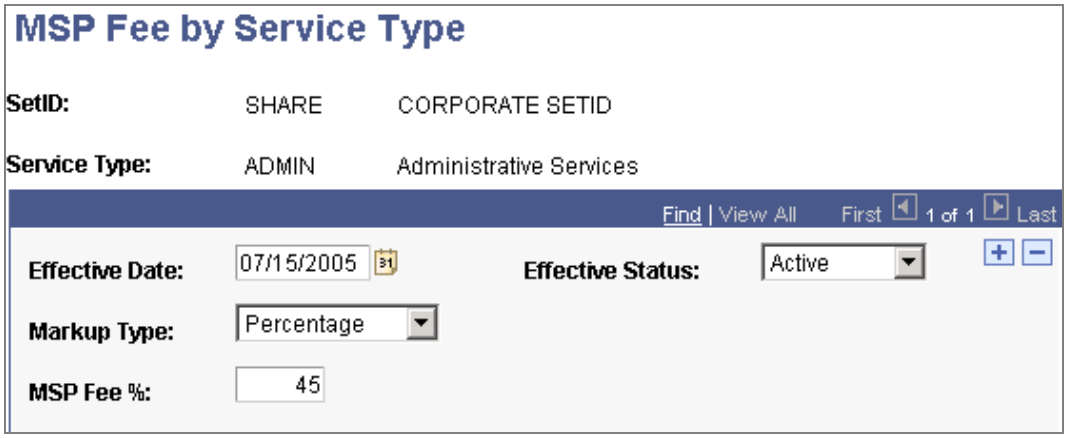
- Update existing user profiles for requesters, service coordinators, provider contacts, and

service providers.

- Change password, lock user accounts, and change other general information for all users.
- Send email notifications to users when changes are made to their passwords.
- Associate an employee ID when creating new requester user profiles.

MSP by Service Type

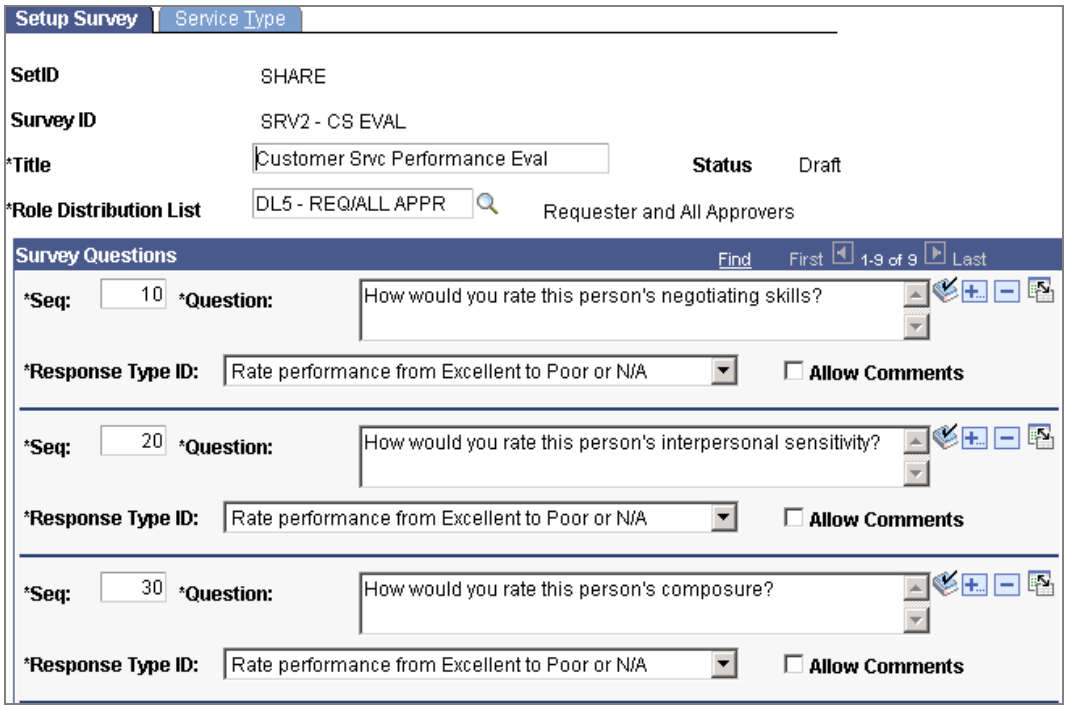
You can now define MSP markup percentages at the service type level. Currently, users can only set MSP markup rates by business units. Rates defined for the service type will take precedence over rates defined for the business unit.



MSP Fee by Service Type page

Performance Survey

Services Procurement now enables enterprise users to create performance surveys that are sent to recipients once their work orders are complete, canceled, or terminated. Enterprise users can create, edit, and send surveys to individual receipts, or distribute surveys to a list of receipts. Surveys are sent both automatically and manually, depending on the configuration of the work order environment. Once the survey is received and completed by the recipient, enterprise users can log back into the system to view survey responses.



Use the Survey Setup page to create performance surveys.

Provider Replacements

Services coordinators are now able to re-source requisitions to new candidates after work orders are created. Once a requisition is re-sourced and filled, the system enables service coordinators to link the new work order to the old work order that is being replaced.

Batch Invoicing Enhancements

With this release, Services Procurement enhances the Invoice Run Control page by enabling users to:

- Select different options to derive the invoice date on the run control.
- Use the start and end dates to select active work orders and restrict the timesheets and progress logs invoiced for period end dates (for timesheets) or creation dates (for progress logs) that are before the end date specified.
- Select a supplier and default the supplier address, provider contact, and payment terms that are associated with that supplier.
- Invoice to a specific supplier address other than the default address.
- Invoice to a specific provider contact other than the default derived from the supplier on the work order.

Create Batch Invoices

Run Control ID: invoices Report Manager Process Monitor Run

Run Control Parameters

Use the following fields to define a run control process for generating invoices from time sheets and progress logs, then click Run to schedule the process. You may check the results by using the Process Monitor or by navigating to Manage Invoices.

Selection Criteria

Use the following fields to select which timesheets and progress logs will be included in your invoices.

***Business Unit:**	US001	US001 NEW YORK OPERATIONS
Supplier:	USA0000023	Firm Solution
Supplier Location:	1	DC
Provider Contact:	CHARLEY	Contact, Charley
Service Provider:	PAM	Provider,Pam
Department:	10000	Human Resources
Requester:	KELLYJONES	Kelly Jones

Create Batch Invoice page (1 of 3)

Selection Range

Use the following fields to select specific ranges of work orders and purchase orders to be included in your invoices. Only the time sheets and progress logs dated prior to the End Date will be invoiced.

***Start Date:**	07/06/2005	***End Date:**	07/15/2005
Work Order ID From:		**Work Order ID To:**	
Purchase Order ID From		**Purchase Order ID To**	

Invoice Options

Use the following fields to define how your invoices will be generated. If you are invoicing to a specific supplier, you may override the default Supplier Address and/or Payment Terms for that supplier.

Invoice Date

Select one of the following methods for dating your invoices. "Use Specific Date" is not recommended for repeating processes.

- (●) **Use Run Date**
- ( ) **Use Specific Date:**
- ( ) **Use Flexible Date:** **Days** **Run Date**

Supplier Address:

Payment Terms:

Remit Vendor: USA0000023Firm Solution

Remitting Address: 1 4 Way Matching

Create Batch Invoice page (2 of 3)

Process Options

Use the following fields to define how your invoices will be processed.

Invoice Action:	(●) **Generate Only**	( ) **Generate and Submit**
Invoice Report Currency:	(●) **Base**	( ) **Work Order**

Create Batch Invoice page (3 of 3)

What's New in PeopleSoft Enterprise Strategic Sourcing 8.9

Strategic Sourcing plays a crucial role in a successful Supplier Relationship Management strategy by providing tools to optimize your supply base and ensuring that you buy from the right suppliers using the best methodologies. These methods range from a simple reverse auction to a complex multiround formal request-for-proposal (RFP).

Strategic Sourcing 8.9 delivers enhancements in these areas:

- Strategic sourcing optimization
- Total cost modeling
- Sourcing plans
- Improved usability
- Additional new enhancements

Strategic Sourcing Optimization

When evaluating a set of supplier proposals for a complex sourcing event, it is often not a simple process of laying the bids side-by-side to determine which suppliers are best and how you should allocate the award. Bids sometimes contain pricing and other terms that are contingent upon volume thresholds, or discount tiers. Moreover, you may have additional constraints such as risk mitigation strategies or supplier preference programs that place limits on how you make an award. There may be switching costs associated with changing from the incumbent supplier. For example, you will pay a higher price in exchange for shorter lead times or a longer warranty. You may not always be able to see how best to fulfill your requirements to get the most overall value from your supply base.

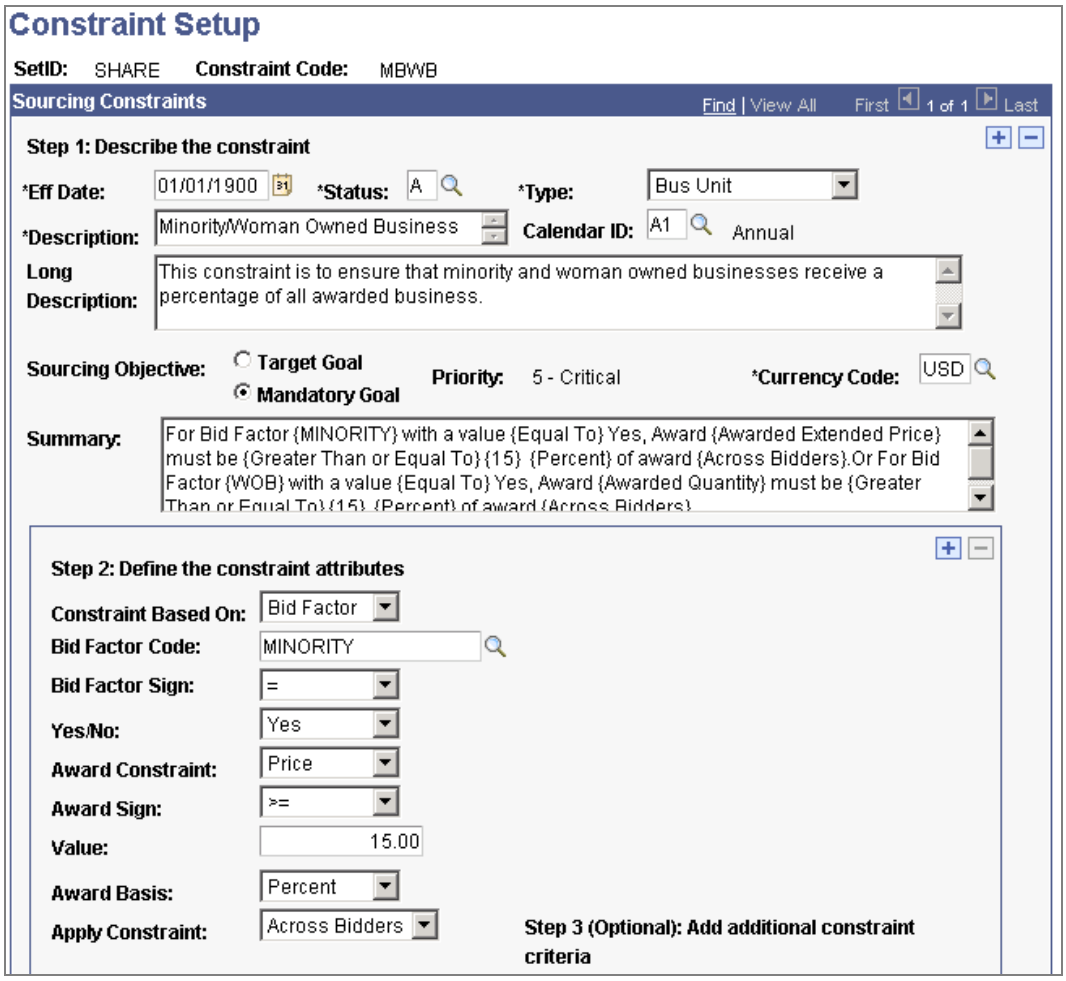
Strategic Sourcing 8.9 enables you to capture these sourcing complexities in the system and provides you with a mathematical solver to determine the optimal award strategy that takes into account all the criteria you specify. With optimization technology, you can reduce your bid analysis times from weeks or months to a few hours.

Policies and Constraints

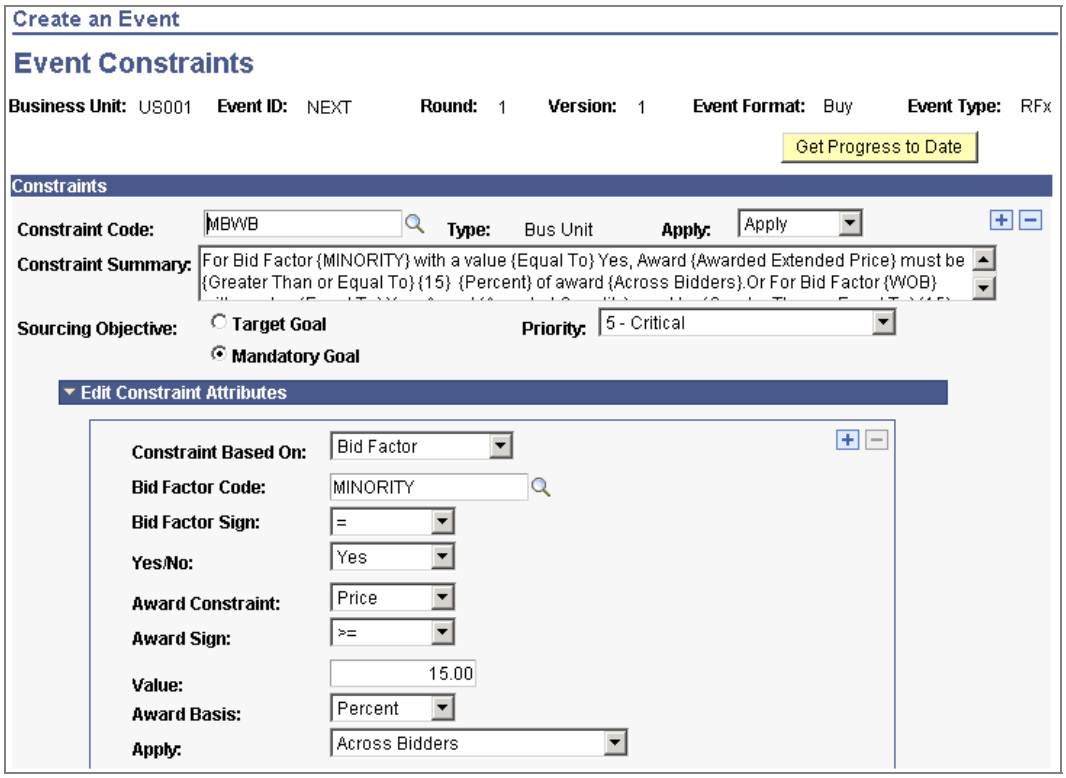
Some organizations have policies and constraints in place that affect how they make strategic sourcing decisions. For example, you may have a goal in place that 20 percent of your business should go to minority-owned or disadvantaged suppliers. You may have a risk-mitigation constraint such that a single supplier can provide no more than half of your needed supply. Strategic Sourcing 8.9 provides you a mechanism to define these types of constraints so that the optimizer can use them in analysis. Strategic Sourcing 8.9 will also report progress against your goals and enable you to specify their importance relative to other constraints and decision criteria. How much does having such a policy cost you? The optimizer can also report a cost of constraint metric so that you understand how much money could you save be removing or relaxing the constraint.

New Functionality

Strategic Sourcing 8.9 enables you to define award constraints and set up defaulting rules so that the constraints can automatically default onto events. During the award process, the constraint rules are included in the optimization process so that the ideal award allocation can be recommended while ensuring adherence to the defined constraints.



Creating and maintaining global policies and constraints by using the Constraint Setup component



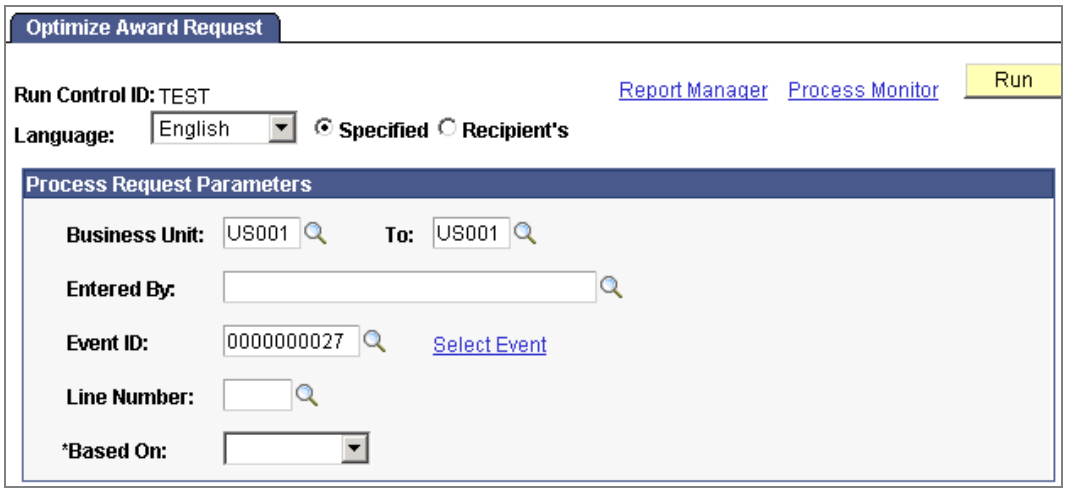
Adding event-level constraints during event creation

Sourcing Optimization Plug-In

Once you have the supplier bids in and your policies and constraints in place, you have assembled the pieces to a complex problem. Strategic Sourcing 8.9 provides an optimization solver that uses advanced algorithms to provide you with an optimal award recommendation taking into account the decision criteria that were specified. This optimization plug-in for Strategic Sourcing builds on the same technology that customers are already using in other PeopleSoft products such as PeopleSoft Enterprise Resource Management and Advanced Planning and allows a streamlined decision making process that can result in lower costs.

New Functionality

The sourcing optimization plug-in uses the optimization engine to analyze bids online or by batch process by using specific business constraints. The optimization engine will recommend an award allocation based on price, cost, or score. You can also optimize an entire event or a specific line.



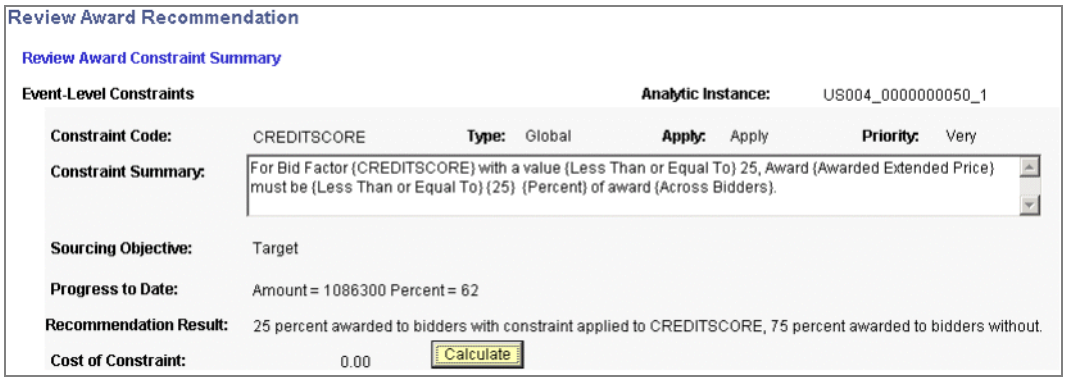
You can optimize sourcing events associated with one specific business unit or a range of business units

What-if Analysis

When analyzing a complex strategic sourcing event, you may not know all the relevant decision criteria prior to receiving the supplier proposals. In addition, you may want to make adjustments to the relative importance of many competing factors during analysis. In previous versions of Strategic Sourcing, you could change bid factor weightings and recalculate the bid scores. Strategic Sourcing 8.9 extends this concept to include optimization. You can make what-if adjustments, including the addition or removal of constraints, and the optimizer can let you see the impact on the optimal award recommendation. If you choose, you can override the recommendation since ultimately you make the final decision on how the event should be awarded. This enables you to adjust your sourcing strategies on the fly, potentially resulting in lower costs and better sourcing decisions.

New Functionality

You can perform a what-if analysis by changing or inactivating constraints and rerunning the optimization process. For constraints that are tracked across events, a progress to date amount will be maintained and displayed so that you can track the target goal to the actual results to date. You may also compare the recommended award results across multiple optimization runs.



You can view any progress to date while reviewing award recommendations based on constraints

Total Cost Modeling

Determining the best way to fulfill your sourcing needs usually involves looking at more than just price. The objective is to find the best overall value. To do this, buyers typically score proposals by taking into consideration other nonprice factors such as quality, historical performance, and level of service. However, it is often difficult to compare abstract supplier scores and gain an understanding of what the total cost would be of doing business with a supplier or set of suppliers.

To award to the lowest total cost suppliers, it is useful to have a way to compare the bid factors in real-dollar terms. Strategic Sourcing 8.9 provides you with a systematic way to define a total cost model for analyzing the sourcing event.

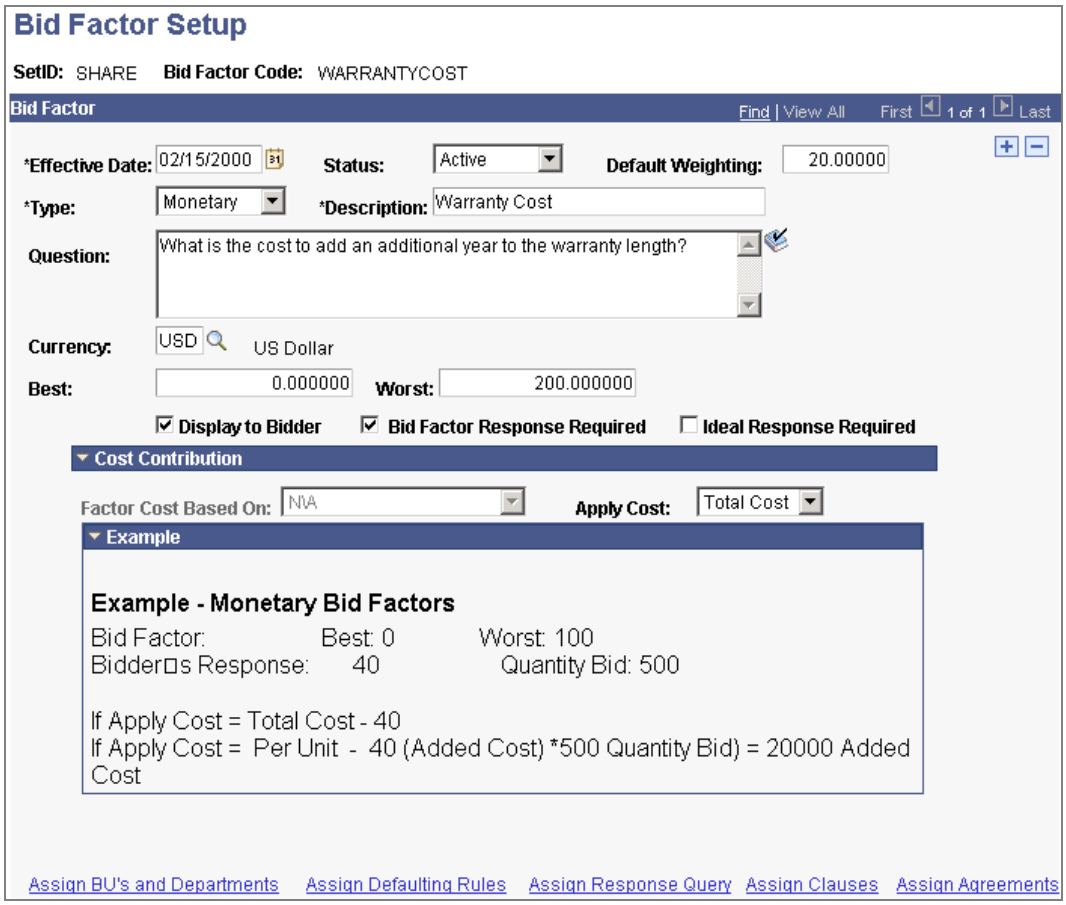
Cost-Contributing Bid Factors

In addition to the price, what is the switching cost to move to a new supplier? Is there an impact to staffing or retooling equipment? How much does it cost you for every return you have to process due to bad quality? What is an extended warranty worth? Does accepting a longer lead-time for delivery increase your cost? Is there a value to the brand or pricing power provided by the supplier? Based on the supplier's size and historical performance, how much will it cost to manage this supplier?

PeopleSoft's total cost model enables you to answer these types of questions by building on the bid-factor structure introduced in previous releases. You can then translate a supplier's bid response into a contribution to the total cost and evaluate the bids based on overall cost. With the addition of cost-based analysis, you can now use Strategic Sourcing to analyze bids based on three different criteria: lowest price, best score, and lowest total cost. All three methods can be used simultaneously to give you the most information for making the best award decision.

New Functionality

With Strategic Sourcing 8.9, you can calculate a total cost associated with a bid, which is then associated with bid factors. Depending on the type of bid factor, costs can be calculated based on the bidder's bid price, the bidder's bid quantity, a predefined cost range, or a user-defined cost. This information can then be used either during manual analysis, or by the optimization engine to determine an ideal award.



Defining a bid factor with a monetary type cost contribution

Sourcing Plans

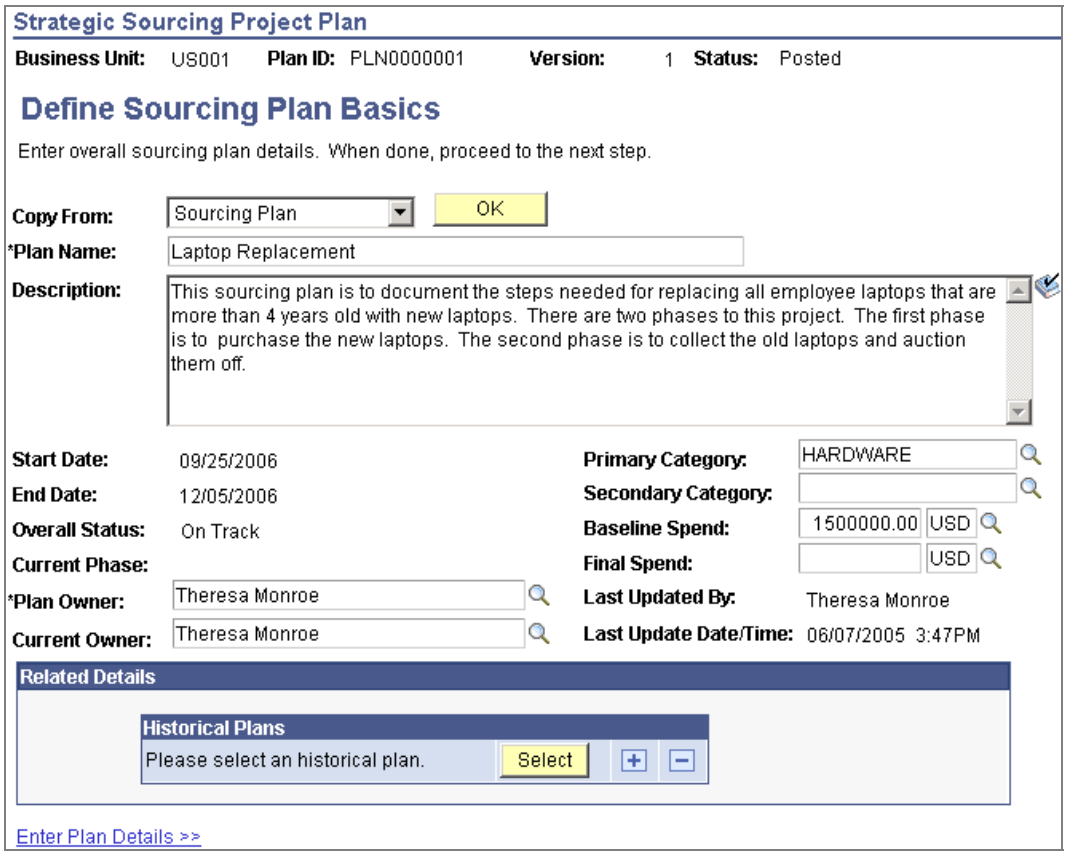
Strategic Sourcing 8.9 introduces support for managing the sourcing process, enabling the sourcing team to plan out all aspects of the sourcing lifecycle and track progress against that plan. Integrated workflow and notifications proactively alert interested parties to actions required, changes to the plan, or review. Strategic Sourcing actions such as the posting of an RFP will automatically update any related plan steps.

Process Modeling

Do you have a formal sourcing business process? Is it a seven-step, six-step, or eight-step process from one of the major consulting firms? Have you customized your process for specific situations or categories of spend? Strategic Sourcing 8.9 enables modeling of your formal process in the sourcing plan that allows the definition of more strategic phases as well as the tactical steps that make up each phase. The plan provides a structure in the system to help ensure your process is followed and the progress against the process. You can also relate different plans to spend categories and reuse them over time, providing both flexibility and control over your strategic sourcing process.

New Functionality

This feature will provide sourcing users a way to capture an entire procurement project plan within Strategic Sourcing. You assign duration days, document instructions, define requirements for completion of each task, assign a resource to the task, and optionally mark a task as a milestone. You can also define predecessor tasks, which must be completed before the current task can start. The start and end dates for a task can either be defined by the user or calculated by the system. You will also have the ability to link a task with a sourcing event transaction, and enable the task to be automatically updated by a change to the related transaction.



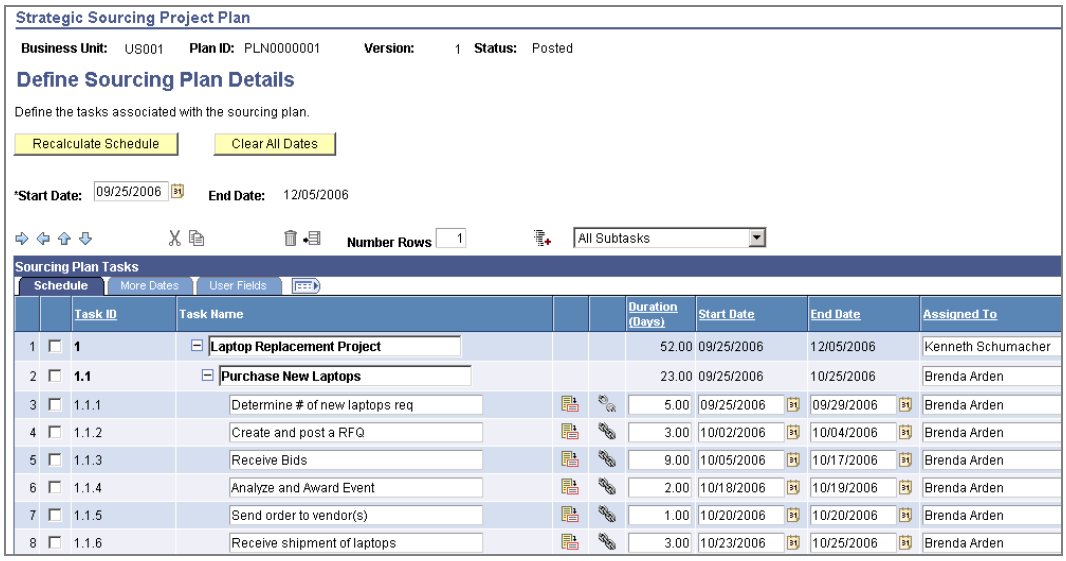
Defining sourcing plan basics

Sourcing Milestones

There are typically multiple milestones during a strategic sourcing business cycle. Strategic Sourcing 8.9 enables the definition of key points in the business process in order to track whether the project is on time, ahead, or running behind schedule. Milestones on the plan can be user-defined or they can be tied to specific system actions such as the closing of the bid submission period or the posting of an award. This allows for tighter collaboration and streamlined management around the sourcing process.

New Functionality

Key tasks can be defined as milestones during the creation of a sourcing plan. Once defined, you can review the status of the milestones to determine whether the project is on schedule.



Defining sourcing plan tasks. Use the More Dates tab to indicate if any tasks are to be designated as milestones.

Related Document Management

In a typical sourcing business process, sourcing professionals often generate or track important documents and related pieces of information in addition to the actual RFP itself. Examples include a summary of bids document, a strategic plan document, funding authorizations, prequalifications, surveys, protest documents, nondisclosure agreements, and so forth. The sourcing plans feature enables you to organize these documents according to the related plan step so that they are all maintained electronically in a single repository. You can also require the attachment of a file to mark a plan step as complete, thus enabling you to integrate the creation and tracking of these documents into the core sourcing process. This streamlines the sourcing process by keeping sourcing documents in a single location.

New Functionality

When creating a sourcing plan, you can specify that the completion of a task is dependent on the attachment of one or more files. The task owner will be required to attach the required files in order to complete the task. The plan owner will then have visibility to those files within the sourcing plan. You may also tie the completion of a task to a specific action within a sourcing event, for example, the approval or award of the event. The status of the task will automatically be updated based on the completion of the sourcing action.

Actionable Alerts and Notifications

Do you have trouble keeping abreast of all of the tasks related to concurrent sourcing initiatives? Strategic Sourcing 8.9 leverages PeopleSoft workflow and email notification technology to notify you when action is required or when you need to make a review. You can also be notified when a plan moves into “at risk” or “behind schedule” conditions. You can control the specifics of who gets notified under what conditions. These sourcing plan alerts can show up in a user’s worklist along with those generated from other areas of PeopleSoft creating a single place to look for pending work items each day resulting in a streamlined process and improved ability to manage sourcing activities.

New Functionality

We deliver several notifications associated with sourcing plans. Notifications are also generated to indicate which tasks a user has been assigned to perform.

We are delivering these sourcing plan email notifications with Strategic Sourcing 8.9:

- Task Assignment
- Change of Overall Plan Status
- Change of Overall Step Status
- Predecessor Task Completion
- Approval Required
- Approval Notification Updates
- Cancellation of Plan
- Reassignment of Task (previously assigned to)
- Reassignment of Task (newly assigned to)

Improved Usability

To get more value out of your organization's investment in Strategic Sourcing, PeopleSoft has made enhancements to improve the ease-of-use of the system, increasing your overall productivity.

Additional Bidder Groups

Do you have your own favorite lists of suppliers already assembled for bidding particular spend categories? Do you share those lists with others in your department or are they personal? Strategic Sourcing 8.9 has enhanced the ability to create personal and sharable lists of suppliers that can be added to an event's invite list or associated with spend category templates saving you valuable time in assembling your RFPs.

New Functionality

Using this feature, you can create additional groupings for bidder invitations and save these frequently-used bidders as a group and invite the group to future events. This will expedite the process for searching and selecting bidders. Bidder groups can contain any number and combination of bidders, vendors, and customers, thus providing you with maximum flexibility for maintaining lists containing different bidder types.

Bidder Group Details

SetID: SHARE

Bidder Group ID: COMPUTERS

***Bidder Group Name:** Computer Equipment Bidder Group

***Save Group As:** Department **Department:** 13000 Finance

Search for Bidders to Add

Bidder Group List Customize | Find | First 1-5 of 5 Last

	Bidder ID	Bidder Type	Location	Name
1	0000000045	Vendor	MAIN	Office Supply Depot
2	0000000046	Vendor	MAIN	Oxford Computer Inc
3	0000000047	Vendor	MAIN	ComputersRUs
4	USA0000010	Vendor	HQ	Midtown Computer Supplies
5	USA0000038	Vendor	01	CompUSA

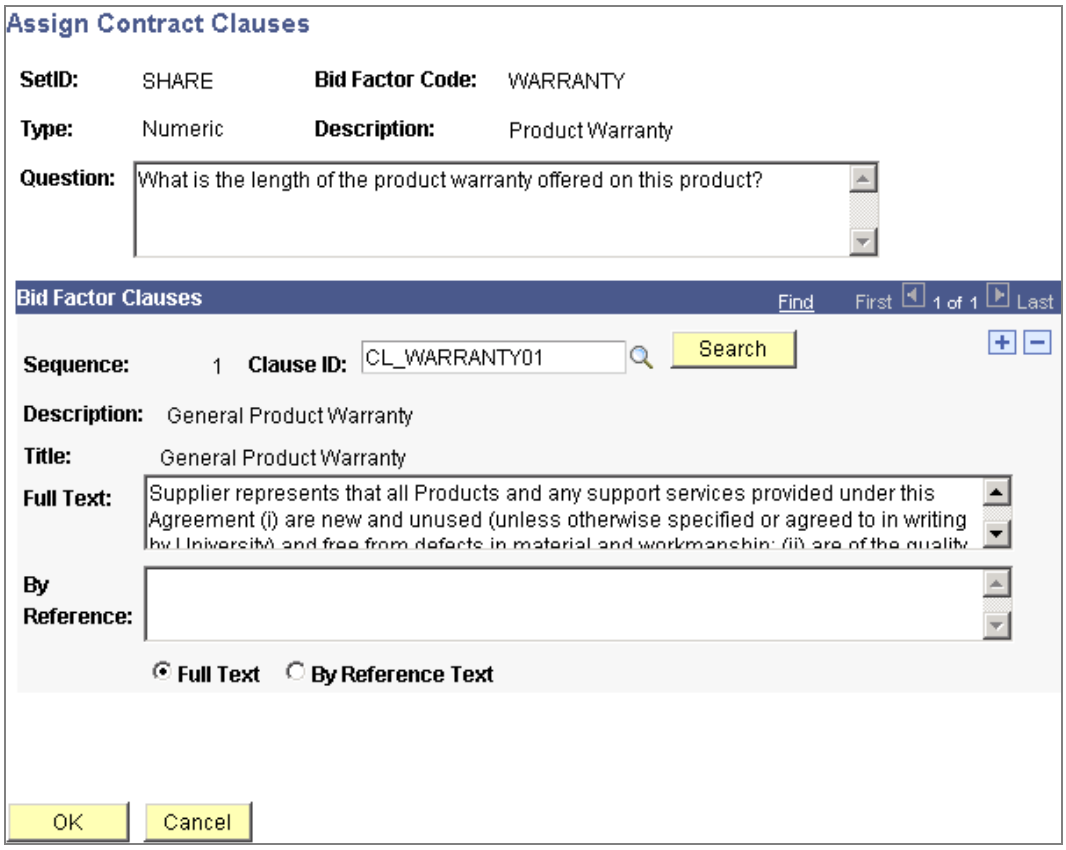
Define bidder groups to invite to sourcing events

Integration with Contract Management Clause Library

It is becoming increasingly common to include specific contract terms, conditions, and legal clauses that you will use on the supplier contract within the RFP itself. You may require preagreement to these clauses to allow a supplier to submit a bid, or you may penalize suppliers who disagree with your terms or insist on writing the contract on their own paper. In PeopleSoft 8.9, PeopleSoft is delivering a new PeopleSoft Enterprise Supplier Contract Management application for authoring and managing supplier contracts (see section of this document on Supplier Contract Management for details). One of the capabilities of this new application includes a clause library for tracking and controlling the clauses that you use when authoring a contract. Strategic Sourcing 8.9 provides integration into that new clause library when you are creating the RFP. You may then choose to have these clauses carry forward onto the first draft of the contract when you make an award, and that helps streamline the contract negotiation process.

New Functionality

Event creators can now create sourcing clauses that can be associated with bid factors and these clauses will provide additional legal, policy, or other terms to bidders during the bidding process. If a sourcing event is awarded to a contract, those clauses can then be passed onto the awarded contract. Strategic Sourcing 8.9 will also map a bid factor to one or more contract agreements. If a sourcing event is awarded to a contract, the bidder's awarded value for each bid factor will be passed onto the contract agreement and can be tracked for compliance.



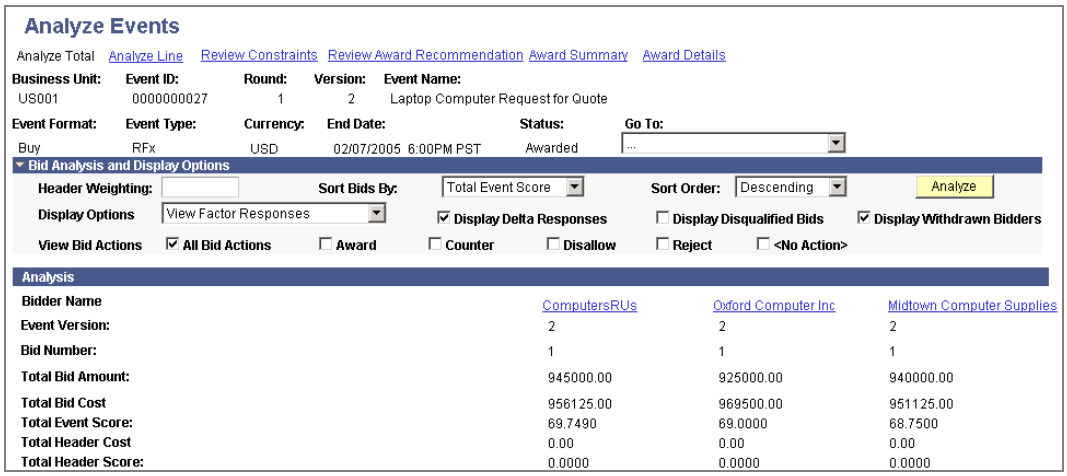
Assigning contract clauses to bid factors. If you want to contract clauses and agreements to appear on the awarded contract, select the Include on Contract option during event creation.

Quick-Highlight of Difference in Supplier Bids

Sometimes when reviewing a set of lengthy proposals the prices and responses will be the same between multiple suppliers. This can waste valuable time trying to understand how suppliers have differentiated themselves and their bids. Strategic Sourcing 8.9 enables you to use a “highlight delta” filter when reviewing proposals online. The net effect is that the system will call out to you those places in the bids where the suppliers have answered differently, enabling you to avoid wading through all the places where the suppliers have priced or scored the same.

New Functionality

You can now filter out identical bid factor responses during bid analysis. This enables you to view only the changed supplier responses to expedite the analysis and negotiation processes. You can filter out the bid factors that have identical responses from all of the bidders and therefore focus on those bid factors with differing responses. This feature also provides you the ability to filter on bid action.



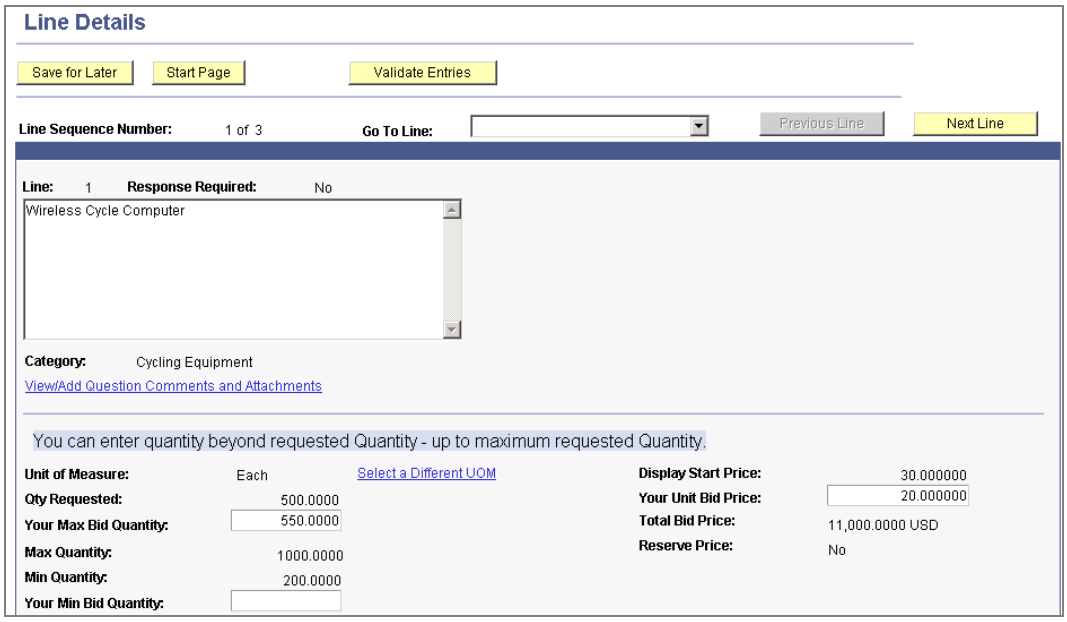
Check the Display Delta Responses option to view differences in bid factor responses from your suppliers

Allow Excess Award Quantities

Occasionally there are situations where you need to award more than what you originally requested on your RFP. In prior versions of Strategic Sourcing, once you awarded the full quantity in the RFP, the system prevented you from making additional awards using that RFP. However, you may have received more favorable volume pricing than you expected or your demand can change. To help with this situation, Strategic Sourcing 8.9 enables you to exceed your original requested quantities when making awards that can help avoid unnecessary sourcing cycles.

New Functionality

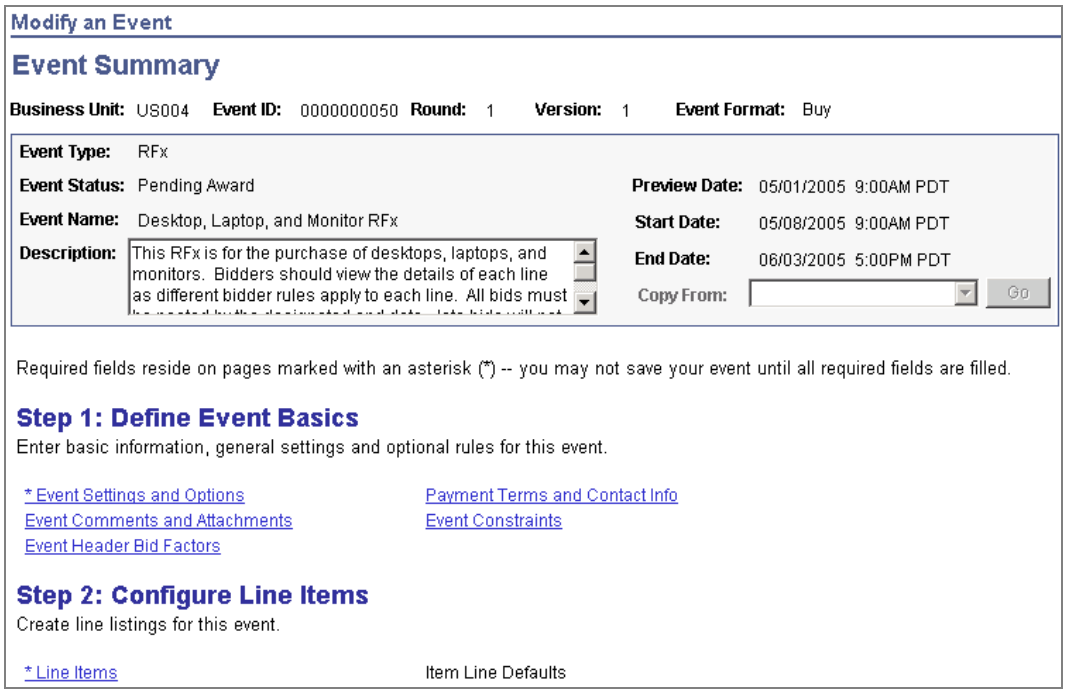
With Strategic Sourcing 8.9, event creators can award an event for more than the original quantity requested. This could be used in cases where exceptionally good pricing terms are received, or where two bidders did not bid the entire quantity but bid similar amounts. The event creator may choose to award the full bid amounts to each bidder, potentially exceeding the original requested quantity.



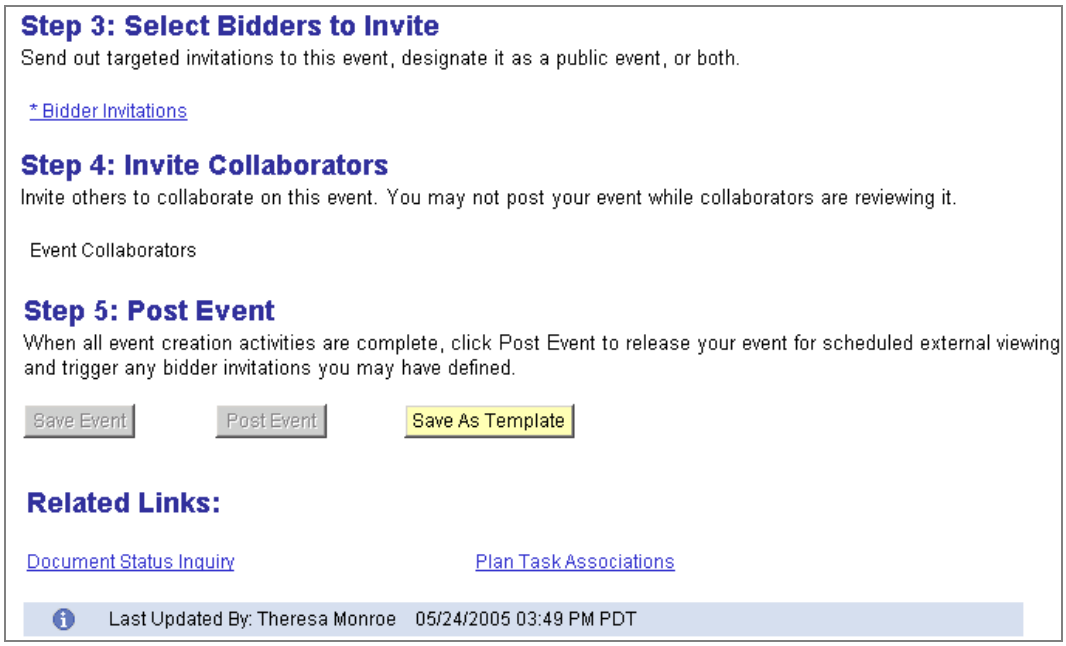
Entering a bid in excess of the requested award quantity

Redesign of the Create Events Component

For release 8.9, we have redesigned the Create Events component to facilitate event creation. Each step of the event creation process is defined with links to the applicable pages.



Creating sourcing events is easier with the newly redesigned Create Events component; the steps involved and the links to the pages used during each step are easily accessed



The new Events Summary page also indicates the last individual who updated the event

Additional New Enhancements

Strategic Sourcing 8.9 also includes:

- Automatic proxy bidding.
- Automated UOM conversion.
- UDDI (Universal Description, Discovery, and Integration of Businesses for the Web) registry.
- Strategic Sourcing reports.

Automatic Proxy Bidding

Occasionally, a supplier may not have the ability or desire to monitor an auction event for its entire duration. Strategic Sourcing 8.9 will save your suppliers' time by allowing them to set up a proxy-bid. A proxy-bid is a bid where the supplier preestablishes the lowest price for which he would supply the requested goods or services. Then the system makes bids automatically—as needed to take the lead—down to the preset best offer. Thus, the supplier will get the best possible deal while still winning the business. In addition, the system emails the bidder if the best offer becomes outbid. This frees the supplier from having to monitor the auction in-person for its duration.

New Functionality

With Strategic Sourcing 8.9, you can now use automatic proxy bidding to enable the system to execute a bid automatically on behalf of the bidder. Each time a new bid is placed, the system will check to see if the current winning bidder has a proxy bid. If so, the current bidder's bid (and their proxy bid if applicable) will be compared to the proxy bid amount entered by the current winning bidder to determine who has the actual best bid. The system will also take into account whether each line has a bid increment or decrement and will factor that in when establishing the best bid.

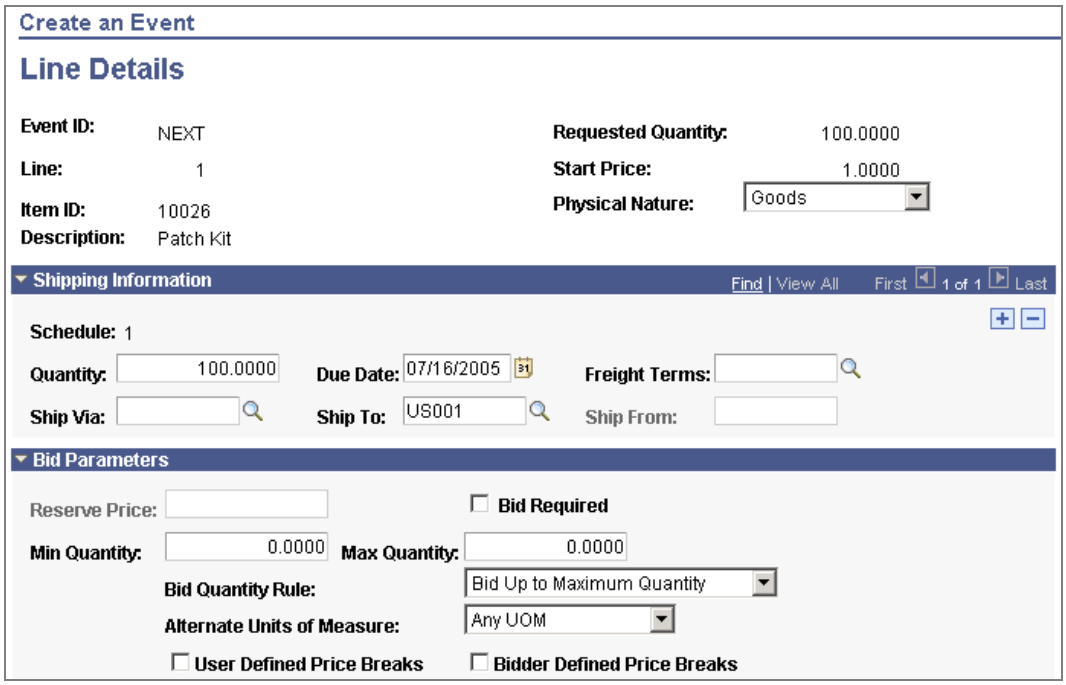
Enabling automatic proxy bidding during event creation

Automated UOM Conversion

Suppliers may package or bid their goods or services in various units of measure. Sometimes that packaging or unit of measure can affect their pricing. In an RFP situation some suppliers will specify their demand in a unit of measure that makes the most sense to their business. To facilitate this, Strategic Sourcing 8.9 provides a way for you to allow suppliers to submit bids in different units of measure from what you originally requested. The system will provide UOM conversion to ensure your demand is fulfilled, including the ability to evaluate a slight overage to accommodate whole units. The system will also maintain the supplier's UOM when the contract or purchase order is created. This improves supplier and buyer flexibility during the negotiation process.

New Functionality

We have added the ability for event creators to enable bidders to select alternate units of measure. If alternate units of measure are allowed, event creators can indicate whether bidders must select from preestablished item and unit of measure relationships, or bidders can select from any predefined units of measure for a selected item. These unit of measure bid rules are defined at the line level, providing the maximum flexibility for a sourcing event. The system analyzes the bids using the line unit of measure, but awards in the bidder's unit of measure.



Indicating that alternate units of measure are allowed for a sourcing event

UDDI Registry

Using Strategic Sourcing 8.9, event creators can search a desired UDDI (Universal Description, Discovery and Integration of Businesses for the Web) registry to find appropriate suppliers to invite to the bidding process for an event. This functionality enables event creators to establish relationships with new vendors. Those suppliers who meet the event creator's search criteria and who have valid email addresses will be eligible to be invited to bid on the event.

Strategic Sourcing Reports

With Strategic Sourcing 8.9, you can now generate these reports:

- ***Cycle Time Analysis Report*** that calculates the time between key activities within the sourcing event lifecycle.
- ***Auction Summary Report*** that displays the changes in price, total cost, and score across bids for each bidder for auction events.

What's New in PeopleSoft Enterprise SRM eSupplier Connection 8.9

eSupplier Connection is an external facing application that provides strategic information from PeopleSoft available in real-time to your suppliers. The result is improved business collaboration, enhanced supplier response capability and higher buyer productivity. This internet enabled collaboration between buyers and sellers works interactively by sharing the same view of data across the internet, so you can make faster and more accurate decisions with less effort.

Supplier Self Registration

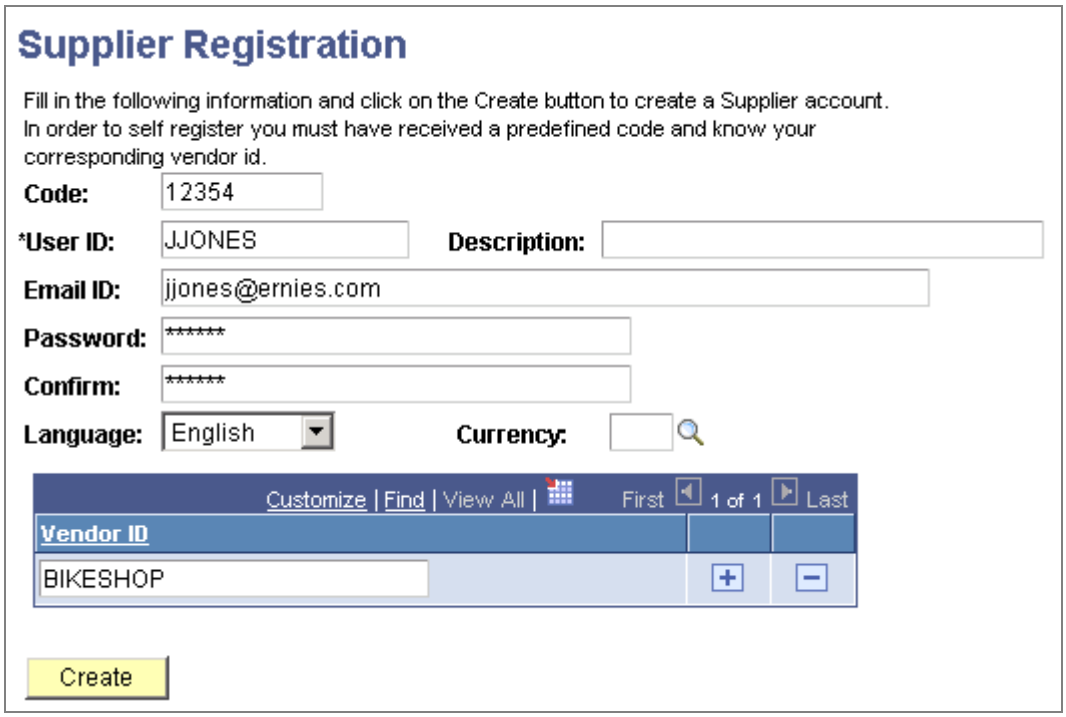
To get the maximum ROI from Supplier Portal applications, customers are looking for rapid deployment capabilities across their supply base. Enabling a large supply base can be costly and time consuming because each supplier is likely to have more than one user that each need user IDs, password and security configuration. To address these issues, eSupplier Connection 8.9 introduces ***Supplier Self-Registration.*** eSupplier Connection 8.9 customers can now direct existing suppliers to a self-registration site, where an external person can be given permission to establish a new user ID and password for that supplier. The buyer's role is simplified greatly to simply distributing emails to provide access and monitoring and controlling supplier access. This enables procurement organizations to more quickly deploy the portal to a large supplier community and reap the benefits of supplier self-service and the resulting improved supplier service levels.

New Functionality

You can now configure self-registration roles and pages to access for supplier users based on the security level of an existing user ID. You can designate a code that suppliers must enter to create the account and an effective date for that passcode. The buyer can then (manually) create an email distribution list of supplier users to notify in order to distribute the code and supplier side URL to a website that has guest signon capability.

Once the passcode effective date is passed, the code automatically expires for the supplier so that they may no longer self register without a new code or change in the expiration date.

When the supplier enters your website they can navigate to a page (without signing on) allowing them to self register. They enter a Vendor ID and the passcode in order to create a new user.



Suppliers can self register using the Supplier Registration page

The buyer can review amount of access for users based on vendor ID or role, such as last login and accounts created within a given date range. You can filter by the following information:

- Vendor ID.
- Component (that are accessible).
- Role name.
- Account create date and last login date.

Once you have searched for your list of supplier users, you can activate or deactivate selected users. This provides a centralized place to manage supplier activity.

What's New in PeopleSoft Enterprise Payables 8.9

Organizations are challenged to maintain tighter financial controls around expenditures. No matter how much revenue your organization achieves, a key element in overall profitability is being able to effectively manage costs. For organizations handling high volumes of invoice transactions, PeopleSoft Enterprise Payables 8.9 gives you the tools to streamline your payables processing and quickly reconcile your transactions. By introducing a more robust matching reconciliation and discrepancy management solution, your organization can save time and money. You also have greater visibility into your expense and the ability to streamline the data entry process.

Let Payables 8.9 help you drive down processing costs and achieve greater efficiencies through the following enhancements:

- Enhanced matching functionality.
- Streamlined processing.
- Improved visibility.
- Additional new enhancements.

Enhanced Matching Functionality

Payables 8.9 offers a robust matching solution to help reconcile transactions across your procurement and payables organizations. The enhanced matching process helps to streamline the labor-intensive match reconciliation process.

Flexible and Configurable Match Rules

Identifying invoice discrepancies such as being over-billed by your supplier can mean great cost savings to your organization. The process of matching procurement documents with invoices involves defining rules according to your procure to pay process. Organizations are required to configure rules that identify discrepant invoices to successfully compare against procurement documents. With Payables 8.9, a more powerful and flexible matching process can be tailored to fit your organization's requirements.

New Functionality

Document Association replaces Receipt Aware Criteria functionality and provides a much more powerful way of defining rules to associate receipts to invoices. In addition to defining document association rules to handle exact matches, you can define rules to handle nonexact match and amount only purchase order scenarios.

You are given the ability to configure flexible ***match rules*** with workflow capabilities to quickly identify out-of-tolerance and discrepant invoices. Every match rule is associated with a ***match rule type*** that defines what match actions can be performed (match actions include d*ebit memo, exception, match, and override)*. ***Match rule controls*** then enable you to organize your rules according to your policy and assign these automatic adjustment actions to these rules. This powerful matching functionality ensures more accurate and efficient processing of your invoices.

For organizations with high volumes of invoices, being able to compare summarized totals is key to minimizing the number of discrepancies and ensuring optimal matching performance. The match rules can now be configured for ***summary level matching***, resulting in increased efficiency in the matching process by only comparing totals across your purchase order, receipt, and invoice information.

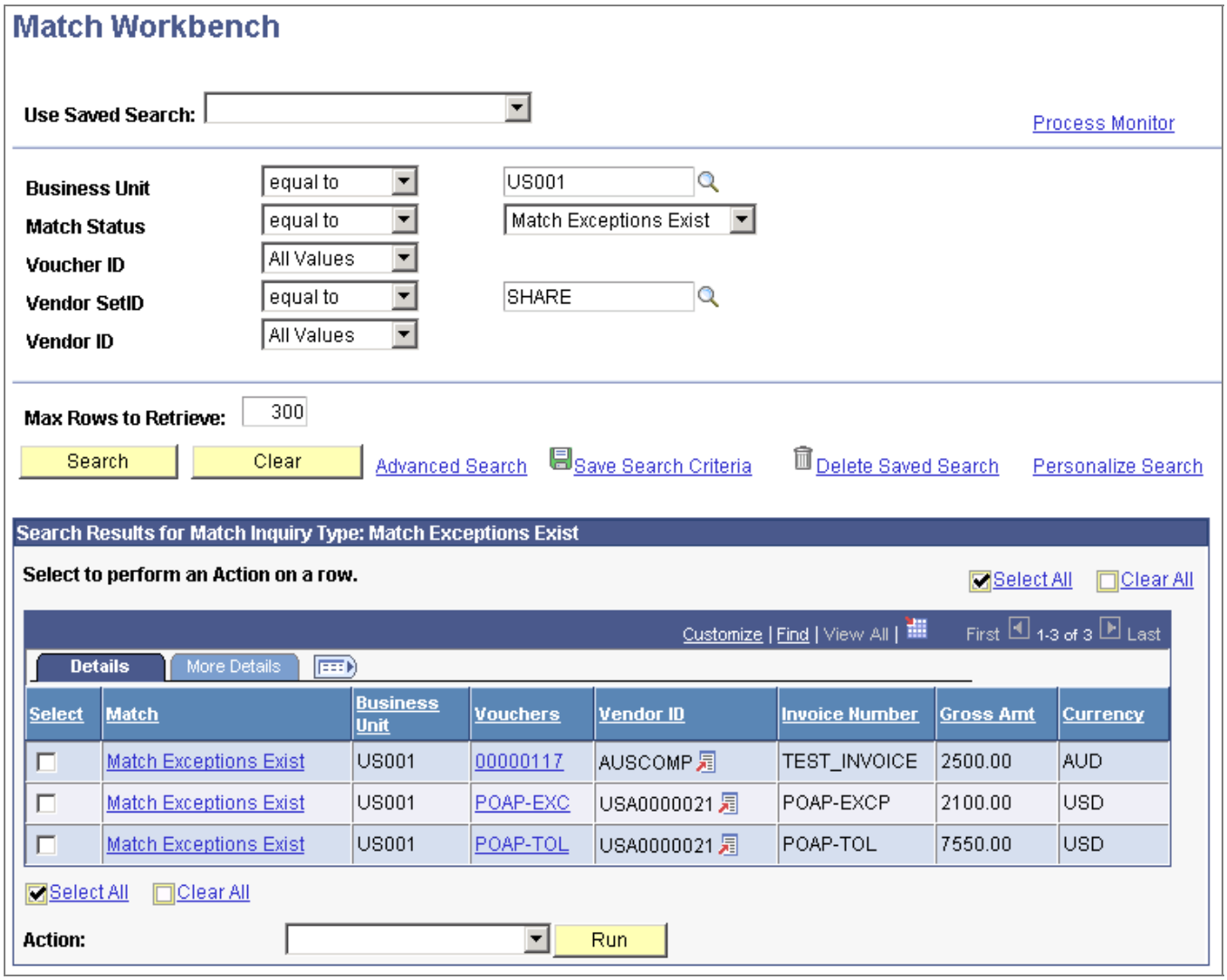
By creating match rules to automatically handle match exception resolution, you can minimize the amount of manual intervention. You can now configure your rules to automatically create ***debit memos*** that charge over-billed invoice amounts back to your vendors. To notify your vendors that adjustments were made to their invoices, dispatch debit memo information using print, phone, fax, email, or electronic data exchange.

Reduce Research Time with Match Workbench

The cost of researching match exceptions can actually exceed the value of identifying a discrepancy. Your organization can increase the operational efficiency of your payables department by reducing the amount of time your payables staff spends on researching match exceptions.

New Functionality

In a high volume environment, the payables clerk who handles the matching errors needs to be able to see all pertinent information in a single view and execute the appropriate action from this same location. With Payables 8.9, the ***Match Workbench*** offers a streamlined, user-friendly interface to quickly identify discrepancies between your procurement and payables documents. From the Match Workbench you can search using configurable search criteria and analyze data in a single view. You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, and initiate the Matching Application Engine process (AP_MATCH). The Match Workbench saves you time by providing access to automated, real-time information.



Match Workbench page

Streamlined Processing

Payables clerks are challenged to enter invoice information as quickly and efficiently as possible. Maximizing data entry efficiency can translate into considerable cost savings for your payables department. With Payables 8.9, we offer several options to expedite invoice entry into your financials system.

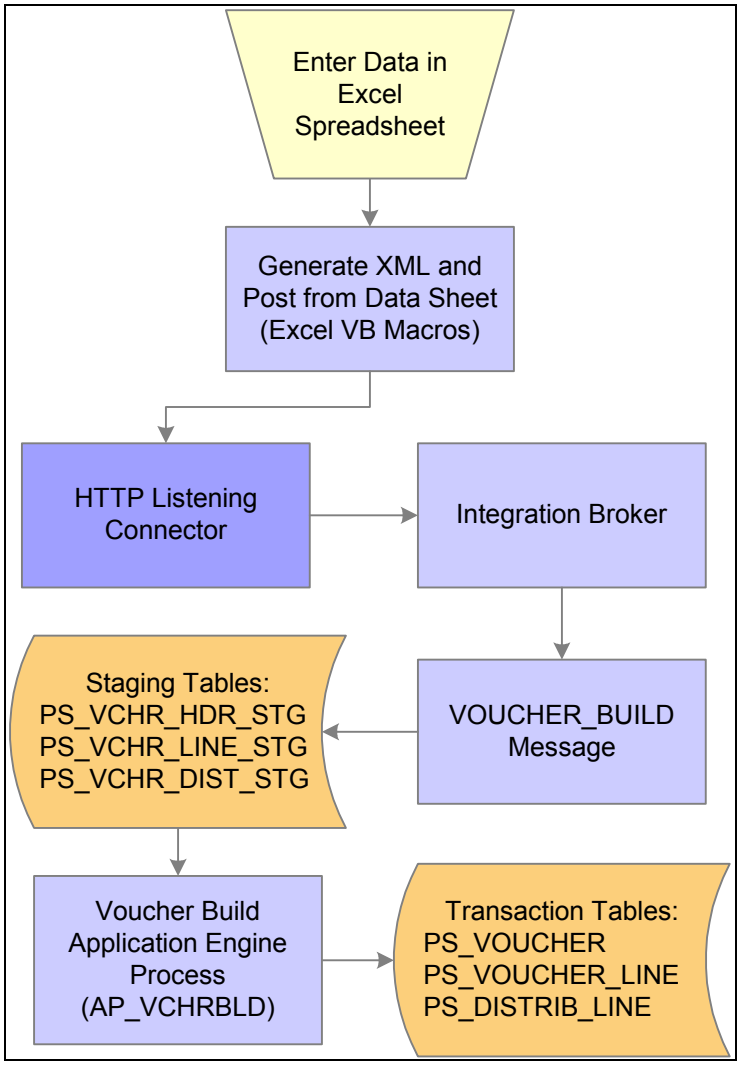
Improved Voucher Entry Controls for Speed and Accuracy

Improving invoice entry time helps your payables department decrease overall processing costs. Managing invoices has never been easier than with Payables 8.9. It offers new, faster methods to enter in vouchers quickly and efficiently.

New Functionality

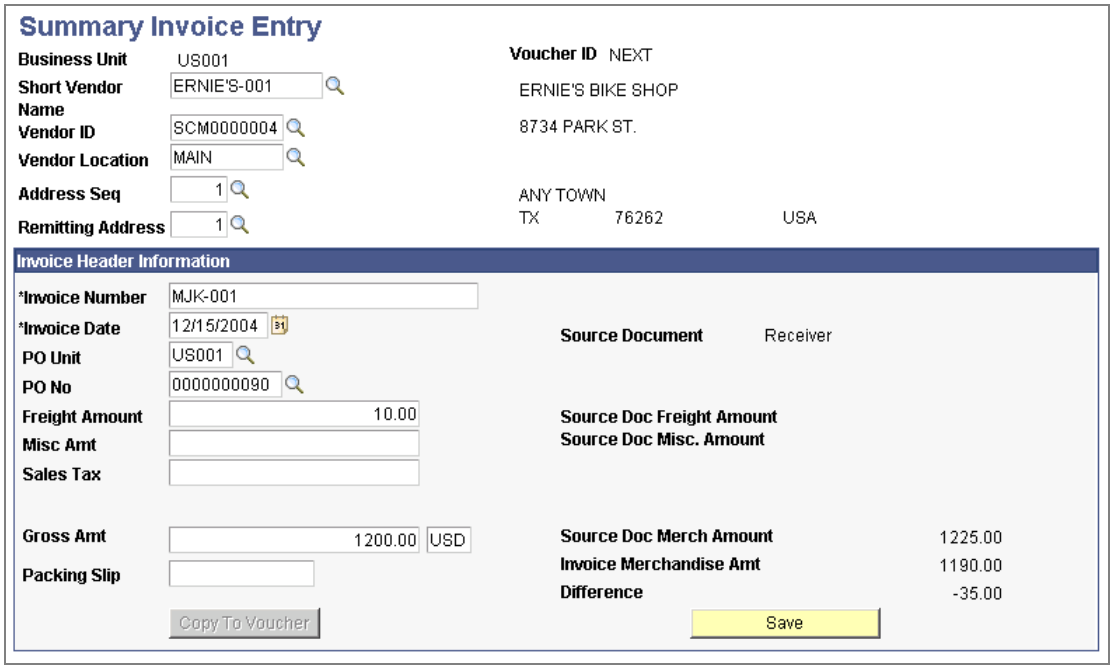
It is often a cumbersome process to enter large numbers of invoice and distribution lines on a single voucher. Also, some organizations may have remote departments or offices that track expenses in Excel. Now you can simply send an Excel template to remote areas or enter these large invoices in Excel for easier entry and manageability. In Payables 8.9, we introduce the ability to enter invoice information on the new ***Excel spreadsheet voucher*** that can be uploaded into PeopleSoft. Configure the spreadsheet for simple one line express invoices to complex multiple line purchase order related invoices. You can create multiple versions of the Excel spreadsheet voucher, all with different templates if required.

The following diagram illustrates the Excel spreadsheet process flow.



Payables voucher Excel spreadsheet upload process

Minimizing the number of fields that your payables clerk needs to enter can also increase efficiency. You can now associate a Purchase Order or Receipt and enter minimal data in a ***summary invoice*** and let PeopleSoft build the voucher for you. Establish tolerance levels to validate the purchase order or receipt merchandise amount against the invoice merchandise amount. If the difference falls within the tolerance levels, the system applies the difference to a tolerance miscellaneous charge code. This reconciliation allows the system to balance your summary invoice without manual intervention. The ***quick invoice entry*** has also been redesigned for ease of data entry. The voucher entry has been redesigned to accommodate voucher balancing which enables you to calculate totals on demand.



Summary Invoice Entry page

Initiate Real-Time Processing Across Payables

At period-end organizations are challenged with quickly processing individual vouchers or executing a payment cancellation. With Payables 8.9 we expanded the ***On-Demand processing*** functionality introduced in the prior release to include processing from the Quick Invoice, Voucher Maintenance (Error Correction), Voucher Mass Maintenance, Voucher Close, Payment Cancel, Withholding, and Payment Escheatment pages.

New Functionality

We added 13 new processing functions to Payables 8.9. You can configure the system to automatically display the on-demand processing functionality only to assigned users. Definitions configured on the User Preferences - Process Group page determine whether the system enables this functionality for a specific user, and further, a specific process. This table shows the process groups and their associated processes and posting actions:

Process Group	Process and Posting Actions
Voucher Mass Maintenance (MASSMAINT)	Runs the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT).
Mass Maintenance and Voucher Build (MASSMNTVB)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Build Application

	Engine Process (AP_VCHRBLD).
Voucher Maintenance and Voucher Posting (MASSPOST)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR)
Voucher Maintenance, Post and Journal Generator (MASSPOSTGL)	Runs the same process as the Voucher Maintenance and Voucher Posting process group, along with and the Journal Generator Application Engine process (FS_JGEN).
Payment Post and Journal Generator (PAYPOSTGL)	Runs the same process as the Payment Post process group, along with the Journal Generator Application Engine process (FS_JGEN).
Payment, Voucher Post and Journal Generator (PAYVCHRJG)	Runs the same processes as the Payment Post and Voucher Post process group, along with the Journal Generator Application Engine process (FS_JGEN).
Payment Post and Voucher Post (PAYVCHRPST)	Runs the same process as the Payment Post process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).
Payment Post (PYMNTPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).
Mass Maintenance & Journal Generator (UNPSTJGEN)	Runs the same processes as the Voucher Mass Maintenance and Journal Generate process groups, and also calls the Voucher UnPost Application Engine process (APVCHRUNPOST).
Voucher Post (VCHRPOST)	Runs the Voucher Posting Application Engine Process (AP_PSTVCHR).
Voucher Post and General Ledger (VCHRPOSTGL)	Runs the same process as the Voucher Post process group, with the addition of the Journal Generator Application Engine process (FS_JGEN).
Withhold Post and Update (WHUPDPST)	Runs the same process as the Withhold Update process group, along with the Withholding Posting Application Engine process (AP_WTHD).
Withhold Update (WTHDUPD)	Runs the Withholding Update Application Engine process (AP_WTHD_UPDT).

Enhanced Purchase Order Voucher Close and Payment Cancellation Functionality

With Payables 8.9, we’ve enhanced the voucher close and payment cancellation functionality for vouchers and payments; this new functionality also integrates with the Commitment Control application.

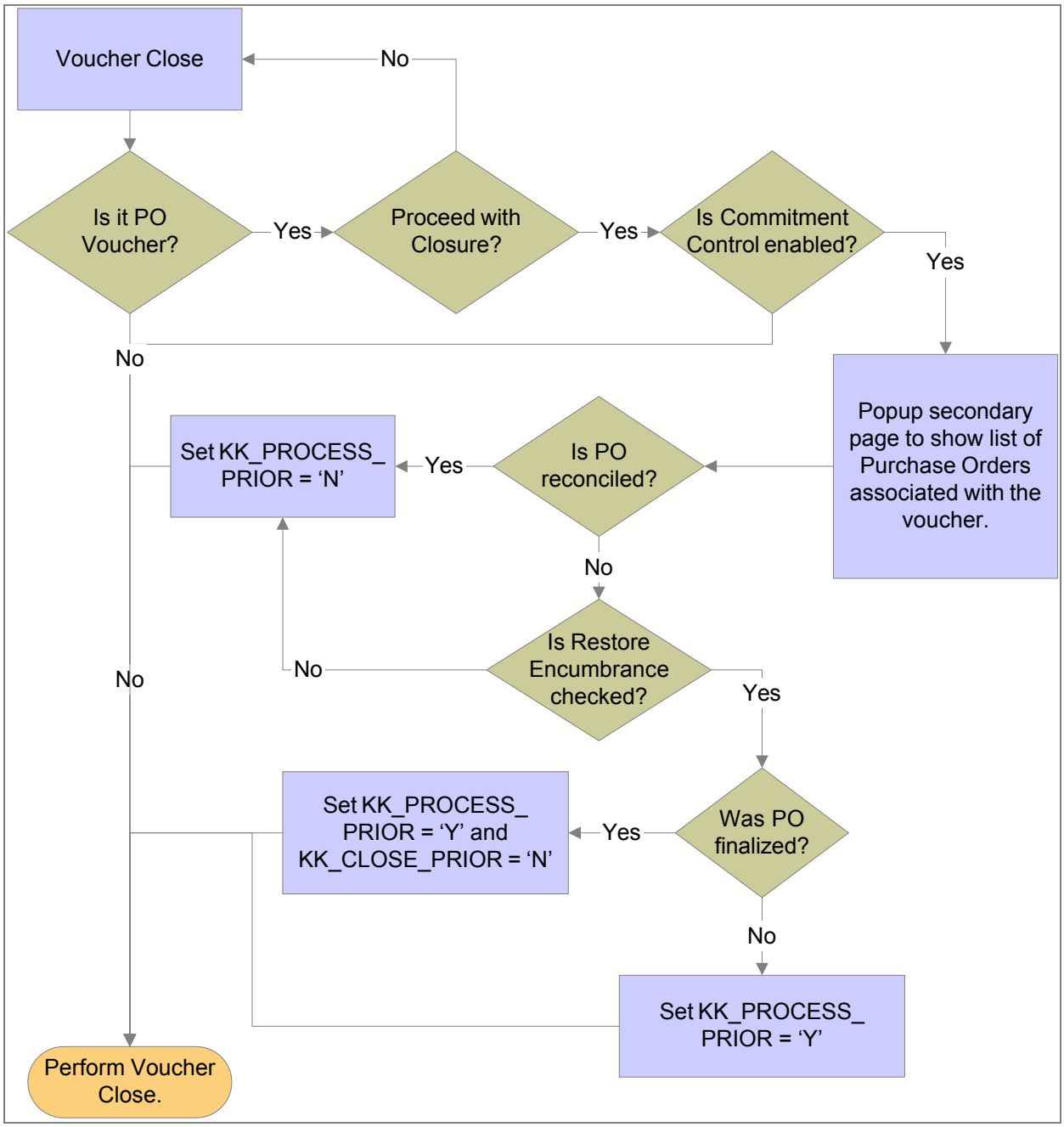
New Functionality

The Payables ***purchase order (PO) voucher close functionality*** gives you options by which to make further adjustments to a PO voucher transaction after it has been matched, budget checked, and posted. The PO voucher close functionality enables you to restore the encumbrance and reopen a PO or to liquidate the remaining liability on a PO. We've added similar functionality for ***payment cancellations***. These enhanced features work with fully paid and partially paid vouchers, and can be performed on single vouchers, or on multiple vouchers by using the Mass Maintenance component.

Payables 8.9 voucher close logic can handle increasing complex voucher closure scenarios. For example, if purchase orders are associated with a voucher marked for closure, the system must adjust the matched quantities before proceeding. And if your organization has enabled Commitment Control, you must restore encumbrances before closing the voucher.

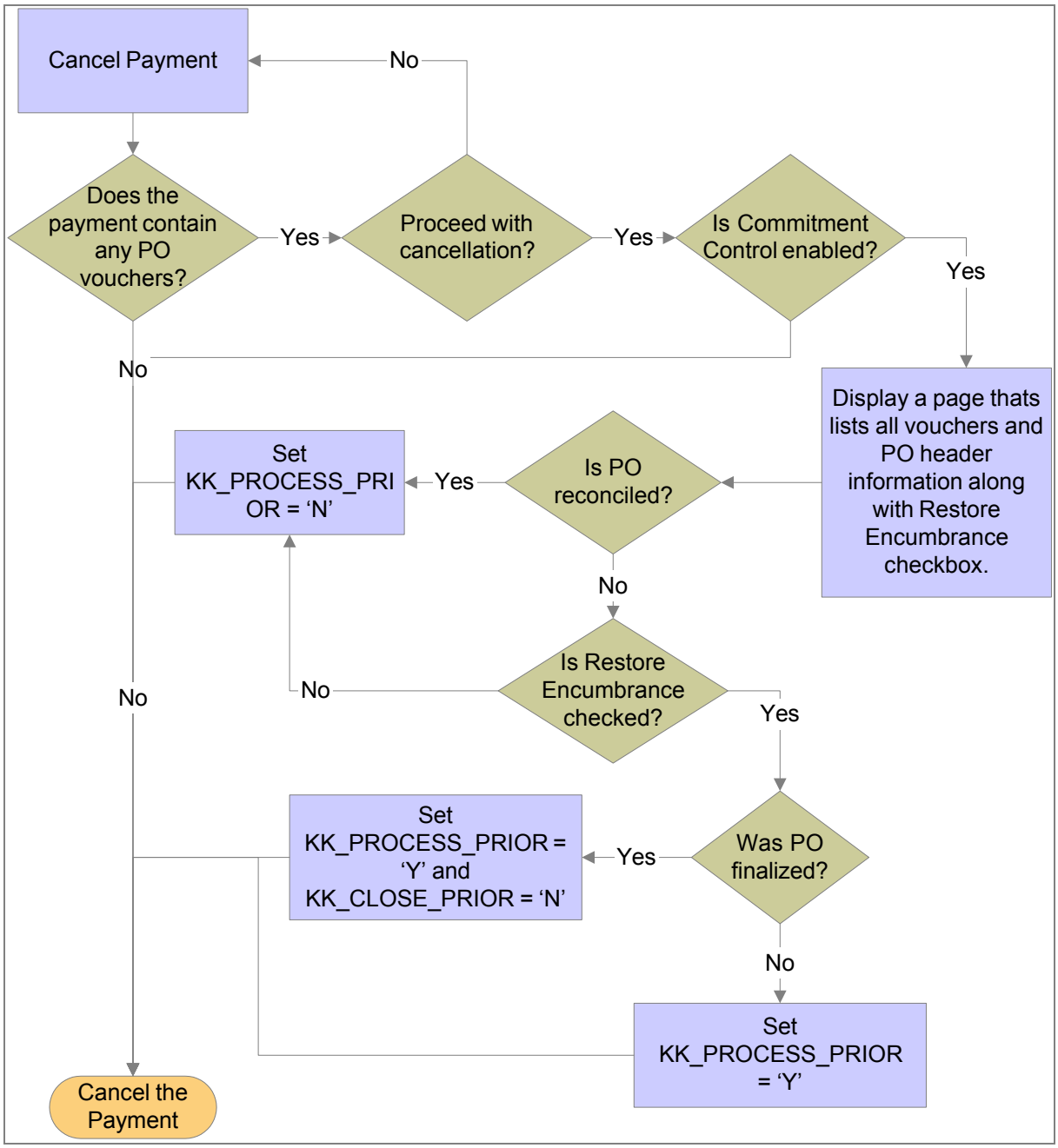
When the closure includes purchase orders associated with vouchers, but Commitment Control is not enabled, the system simply closes the voucher. When the voucher is associated with purchase orders, and Commitment Control is enabled, the system performs further logic. This logic determines if the purchase order has been reconciled and finalized, and if encumbrances are established. The system uses these results to ensure field value synchronization between source transactions and referenced transactions, which are used in Commitment Control's Budget Processor (FS_BP).

The following diagram illustrates the processing logic for these situations.



Payables voucher close logic diagram

Similar functionality exists in the payment cancellation and payment schedule cancellation functionality for payments associated with PO vouchers, enabling you to cancel payments with associated liabilities. This diagram illustrates the payment cancellation logic:



Payables payment cancellation logic diagram

Improved Visibility

Payables 8.9 increases your control and visibility across your financial and procurement processes. By having greater visibility through inquiries, payables departments have better tools to analyze vendor performance and quickly access expense and payment information.

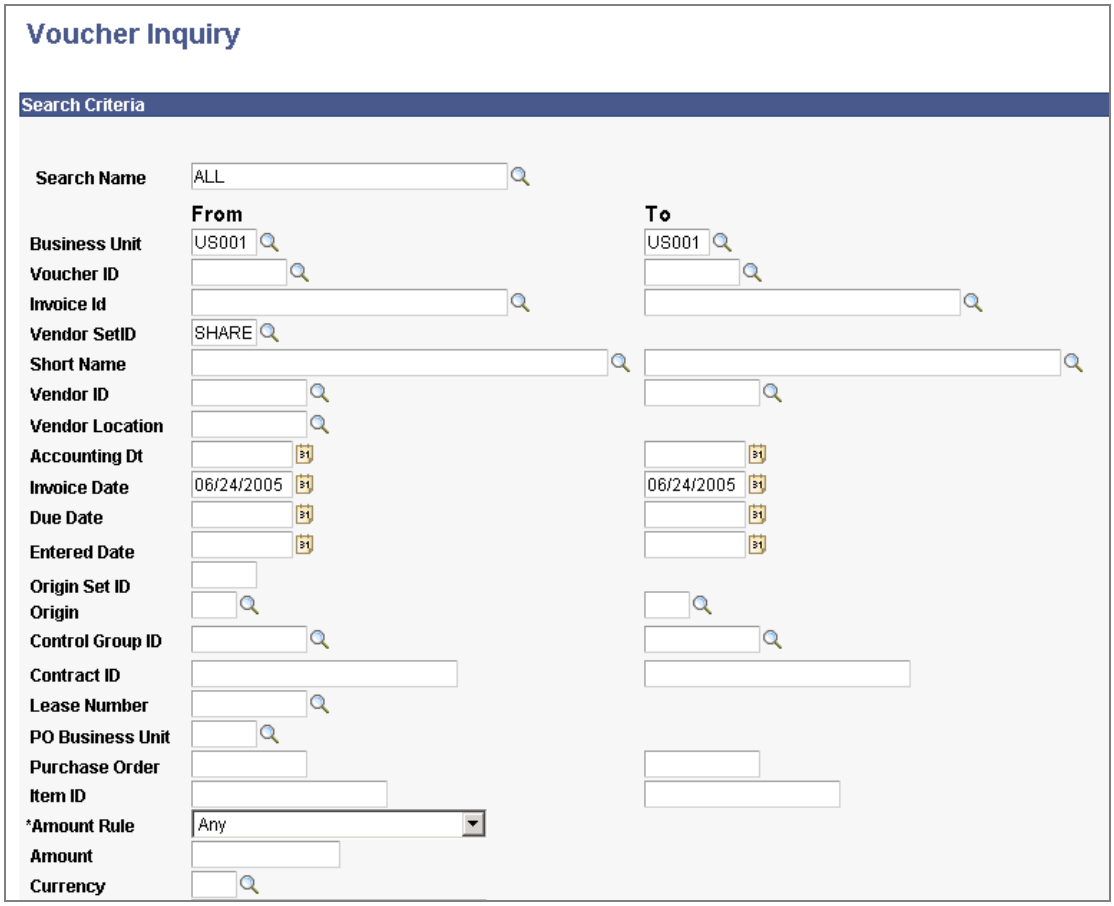
Improved Payables Inquiries

In Payables 8.9, we have answered our customers' requests to have more efficient inquires and robust search criteria. Having the ability to perform inquiries on the fly helps your payables clerks quickly access supplier data.

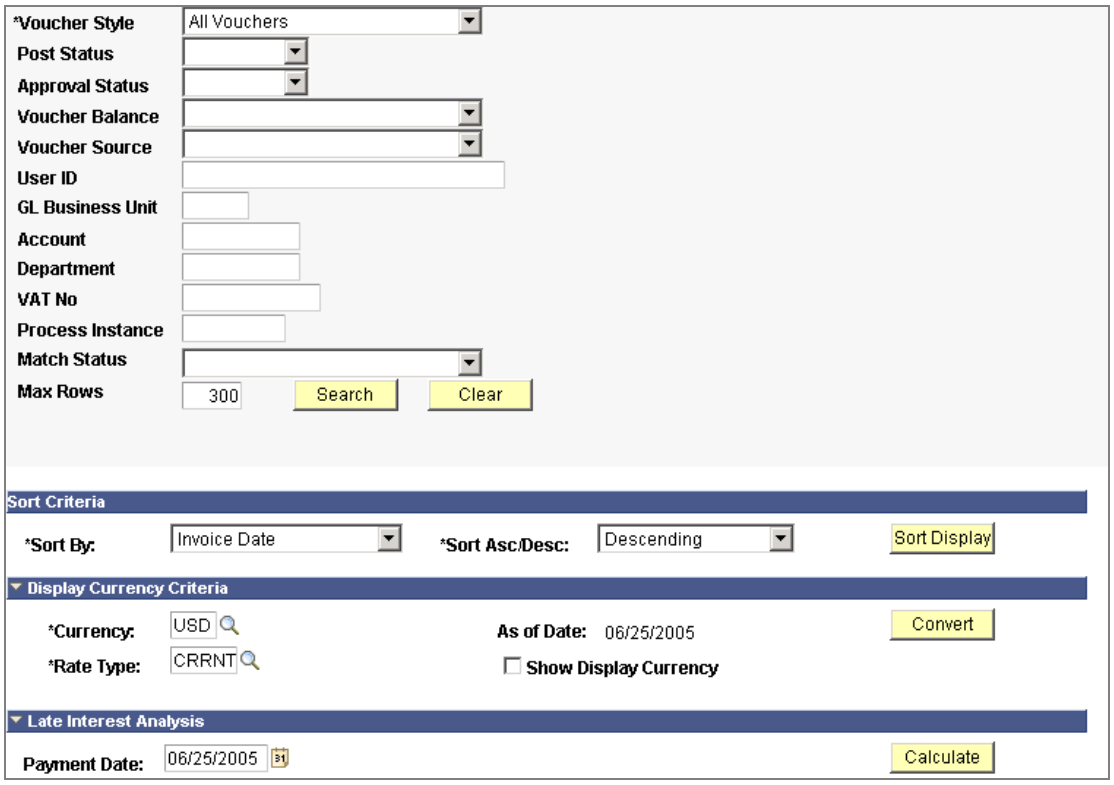
New Functionality

Now searching for information is faster and easier. Payables 8.9 includes the ability to define inquiry search criteria for a user profile, which determines the search criteria fields that display on the following inquiry components:

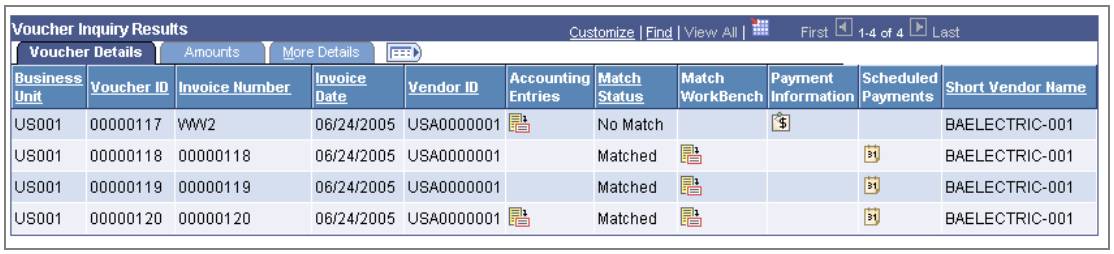
- Draft Inquiry.
- Payment Inquiry.
- Vendor Aging Inquiry.
- Vendor Balance Inquiry.
- Vendor Scheduled Payments Inquiry.
- Voucher Inquiry.



Voucher Inquiry page (1 of 3)



Voucher Inquiry page (2 of 3)



Voucher Inquiry page (3 of 3)

With the new ***Vendor Match Metrics***, you can analyze vendor data, such as vouchers in dispute and match history, to determine vendors that consistently under-ship or over-bill. Simply define run control parameters to create these Excel download reports.

Additional New Enhancements

Payables 8.9 also provides these new enhancements:

- Archiving.
- eSupplier Connection integration.
- Financial Gateway integration.
- Vendor rebate claims.
- Procurement cards.
- Work order integration.

- Improved U.S. federal government processing.
- Value-added tax usability.

Archiving

Payables 8.9 offers a ***standardized archiving solution*** that uses the PeopleTools Data Archival Manager functionality. Using a standardized utility common to multiple PeopleSoft applications reduces organizational implementation and training costs. In Payables, you can archive payment, vendor, and voucher data, as well as run archival process and create Crystal reports. We deliver predefined archival objects, queries, Application Engine programs, and templates, enabling you to efficiently manage your archival business process from start to finish.

To be archived, data must pass business rules specific to the data type (payment, vendor, and voucher). Once the data passes the business rules, you can select and process data for archival. The system stores archive data in tables specific to the data type.

We no longer provide functionality to export archived data to flat files. Instead, you must use third-party applications to perform this process. As such, we have deleted the following functionality:

- PS/AP Payment Archival Application Engine process (AP_PYMTARCH).
- PS/AP Voucher Archival Application Engine process (AP_VCHRARCH).
- PS/AP Vendor Archival Application Engine process (AP_VNDRARCH).
- PS/AP Payment History Application Engine process (AP_PYMTHIST).
- PS/AP Voucher History Application Engine process (AP_VCHRHIST).
- PS/AP Vendor History Application Engine process (AP_VNDRHIST).
- PS/AP Vendor History Import Application Engine process (VNDRHSTFLIMP).
- PS/AP Voucher History Application Engine process (AP_VCHRHIST).
- PS/AP Payment History Application Engine process (AP_PYMTHIST).
- PS/AP Vendor History Application Engine process (AP_VNDRHIST).
- Payment History Report (APY6010).
- Voucher Distribution History Report (APY6011)
- Voucher Payments History Report (APY6012).
- Voucher Accounting History Report (APY6013).
- Vendor History Report (APY6021).

Payables still delivers the existing archive reports, but they have been modified to work with the Data Archive Manager.

See Also

Standardized Archiving Solution

eSupplier Connection Integration

Reconciling transactions across the Source to Settle business process is key to reducing expense. eSupplier Connection is an external facing application that integrates with Payables and eSettlements, and provides strategic information from PeopleSoft available in real-time to your suppliers. The result is improved business collaboration, enhanced supplier response capability and higher buyer productivity. This internet-enabled collaboration between buyers and sellers works interactively by sharing the same view of data across the internet, so you can make faster and more accurate decisions with less effort.

To get the maximum ROI from Supplier Portal applications, customers are looking for rapid deployment capabilities across their supply base. Enabling a large supply base can be costly and time consuming since each supplier is likely to have more than one user that each need user IDs, password and security configuration. To address these issues, eSupplier Connection 8.9 introduces ***Supplier Self-Registration.*** eSupplier Connection 8.9 customers can now direct suppliers to a self-registration site, where a supplier's administrator can establish user IDs, passwords, and establish access security for the supplier's users. The buyer's role is reduced to reviewing and approving supplier registration requests. This enables procurement organizations to quickly deploy the portal to a large supplier community and reap the benefits of supplier self-service and the resulting improved supplier service levels.

See Also

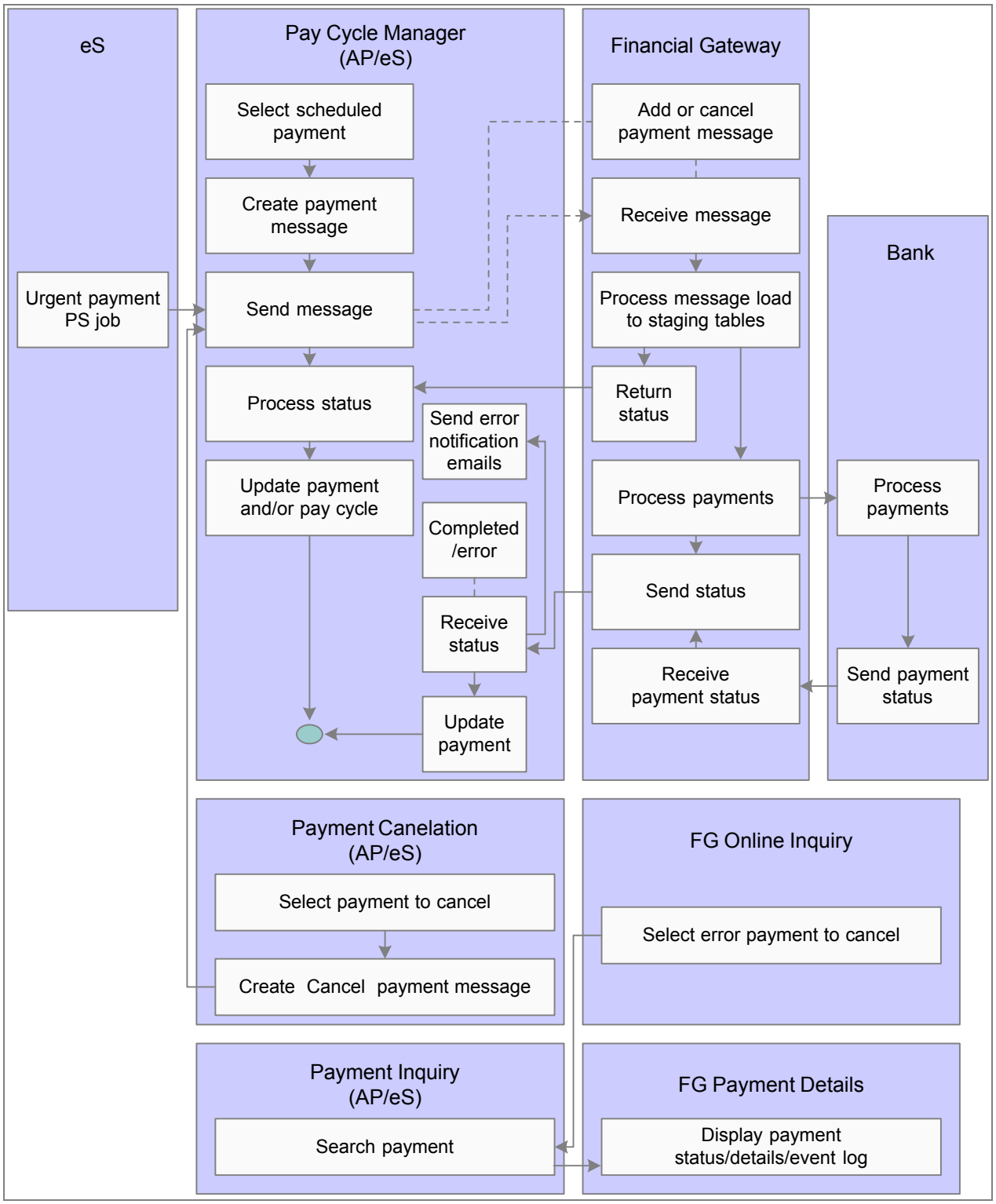
What's New in PeopleSoft Enterprise eProcurement 8.9

Financial Gateway Integration

Payables departments want to handle electronic payments as efficiently as possible. In Payables 8.9, you can take advantage of the robust integration with the ***Financial Gateway*** feature.

The Financial Gateway can be viewed as a web service agent or Service-Oriented Architecture (SOA). It provides subsystems with payment processing capabilities, such as payment formatting, message acknowledgement, security, and direct communications to financial institutions. It also includes payment cancellation and inquiry capabilities. Your organization can now determine whether certain payment methods are processed through Pay Cycle Manager or the Financial Gateway. This new settlement channel also handles payments from eSettlements 8.9 and Expenses 8.9.

This diagram illustrates the payment process between Payables, eSettlements, Financial Gateway, and the financial institution:



Payables 8.9 and eSettlements 8.9 integration with Financial Gateway

In addition, we enhanced the bank layout processing functionality to better accommodate this new capability. Your organization can now specify multiple electronic file transfer (EFT) layouts for a bank as a result.

See Also

Financial Gateway

Vendor Rebate Claims

In 8.9, Payables integrates with Claims Management, Purchasing, and Receivables to process ***vendor rebate claims***.

Your organization negotiates rebate amount agreements with vendors, then stores and manages this data using ***Claims Management's Vendor Rebate Workbench.*** Payables only processes vendor rebate claims marked as debit memos on the Vendor Rebate Workbench. As vendors achieve their negotiated rebate amount, you use Claims Management processes to transfer claim data to Payables' voucher staging tables. The Claim Settlement Process for Payables (PO_CLMSTL_AP) creates the Claim Settlement entries (VRBT_CLAIM_STTL) and the necessary transactions at the header, line, and distribution levels on the Payables' voucher staging tables (VCHR_HDR_STG, VCHR_LINE_STG, and VCHR_DIST_STG).

The Voucher Build process uses this data to create rebate claim vouchers with which you reimburse the vendor. You can perform certain tasks on claim vouchers (such as approve, close, delete, and post), and you can edit certain fields (such as VAT field information).

See Also

Vendor Rebates

Procurement Cards

We've enhanced the payment method functionality to include the Purchasing 8.9 ***procurement cards*** (PCard) functionality. PCards are generally credit cards, and provide authorized staff with a cost-effective and convenient method of procuring and paying for small dollar purchases of regularly consumed supplies and services. You authorize clerks to use PCards to pay for miscellaneous items up to a defined monetary limit (such as 500.00 USD per month). PCard transactions are compiled and submitted to the PCard vendor on a monthly basis. You can use this payment method for requisitions and purchase orders, and streamline the payment process by reducing the amount of paperwork involved in paying suppliers.

As a part of the procurement card reconciliation process, Purchasing stages PCard prepayment voucher and regular voucher data in the voucher staging tables. The Voucher Build process then creates payments and accounting entries for the PCard transactions. (Any Voucher Build process errors are reported on the Build Errors page and the Voucher Build Error Detail page like other Voucher Build process errors, but are corrected in Purchasing.) You can create both the expense and payment accounting entries from the PCard transactions in Payables, and you can process Pcard transactions against purchase orders. Payables ensures the Pcard transaction payment is made through the PCard interface, as follows:

1. The card provider is paid immediately through a prepayment voucher.
2. The individual transactions by the cardholder follow on regular voucher and clear the outstanding prepayment.
3. The prepayments are made monthly.

   One or more regular vouchers clear the prepayment.

You cannot copy purchase order and requisitions marked for PCard processing as source documents into vouchers. Also, the Payables system displays vouchers marked with a PCard payment method only in certain processes and on certain inquiry pages.

See Also

What's New in PeopleSoft Enterprise Purchasing 8.9

Work Order Integration

To complete a work order, maintenance organizations may sometimes need to procure resources externally. The actual procurement cost of these resources is recorded on Payables vouchers. We've added integration between ***Work Order Management*** and Payables to facilitate this data transfer.

See Also

Introducing PeopleSoft Enterprise Maintenance Management 8.9

(USF) Improved U.S. Federal Government Processing

We have enhanced Payables functionality to comply with Joint Financial Management Improvement Program (JFMIP) requirements for financial transaction processing for the U.S. Federal Government.

We have updated the existing Payables ***Intra-Governmental Payment and Collection System*** (IPAC) functionality to support U.S. Treasury updates to IPAC reporting requirements.

Payables 8.9 IPAC processing functionality includes new fields and changes to the bulk file formats. Specifically, this enhancement includes the following:

- Payment enhancements: We updated page functionality, enabling users to submit the required Sender Treasury Account Symbol (TAS) and Sender Standard General Ledger (SGL) data, which includes Post SGL and Zero-dollar payments.
- Post SGL enhancements: We have added functionality to support this new requirement.

  Both the sender and receiver must provide SGL information to enable correct categorization and reconciliation of the SGL transactions between the two parties.
- Zero-dollar enhancements: We have modified this functionality to support the changed use of Zero-dollar payments.

  These transactions can no longer be used to provide SGL information to a trading partner, nor can these transactions transfer funds. However, you can still use Zero-dollar enhancement transactions to correct existing and convey additional information.
- Bulk file formats enhancements: We have modified the formats for bulk file inbound and outbound payment processing to support the new requirements.

We have also added new downloading and processing functionality for the ***Central Contractor Registration*** (CCR) database, which is the primary vendor database for the U.S. Federal Government.

Your organization can add and maintain CCR vendor data and process vouchers with CCR data. You can keep the Payables system synchronized with the CCR database by running the Payables CCR Load Application Engine program (AP_CCR_LOAD). This downloads CCR vendor information, such as status, and vendor status determines whether the voucher is paid or not. CCR data files contain information that is rated *public* (general information), *proprietary* (Social Security numbers, annual revenue amounts), or *sensitive* (banking information).

The following table lists the supported file types you can download from the CCR website:

File Code	Description
CR	Complete Refresh: this contains FR, PR, SR and MR
FR	Public Refresh
PR	Proprietary Refresh
SR	Sensitive Refresh
MR	MPIN (Marketing Partner Identification Number) Refresh
CD	Complete Daily: this contains FD, PD, SD and MD
FD	Public Daily
PD	Proprietary Daily
SD	Sensitive Daily
MD	MPIN Daily

The system stores all inbound contractor information in staging tables, and this CCR information can be used to create a new vendor if the vendor doesn't exist in the system already. When you add vendor data to the staged data and run the Vendor Build process, the system automatically creates CCR vendors.

Once you have established your organization's CCR vendor, you can create vouchers using the Payables regular voucher or Quick Invoice functionalities.

As part of standard CCR Inbound File processing, the system automatically sets any vendors that are expired in CCR with an inactive status 30 days after the expiration date. When the system inactivates a vendor's record, it also automatically sets the Hold Payment option so that all payments as of that date cannot be paid.

If you create a voucher using an expired CCR vendor, the system displays a warning message at the voucher save. You can optionally put the voucher on-hold from payment processing. The system holds the voucher from processing until the vendor's status changes to a valid processing status, or until you opt to process held vouchers using the Payables CCR Load process.

Value-Added Tax Usability

We've enhanced the ***Value-Added Tax*** (VAT) functionality of Payables 8.9, improving on how the system calculates and displays VAT information. These improvements make it easier and quicker for your payables clerks to process VAT invoices.

VAT enhancements include the following:

- Automatic calculation of VAT amounts on the Invoice VAT Summary Information page (VCHR_VAT_SM_EXP). This recalculation function is no longer user-driven.

- Redesign of the Voucher Distribution Line VAT Information page (DISTRIB_LN_VAT_SEC) to display all VAT amounts for a given distribution line.
- Addition of VAT Entity field to the following VAT-applicable pages:
  - Invoice Header VAT Information (VCHR_VAT_HD_EXP).
  - Invoice Line VAT Information (VCHR_LINE_VAT_SEC1).
  - Invoice VAT Summary Information (VCHR_VAT_SM_EXP).
- Addition and renaming of specific VAT-applicable links and fields for better page usability.

PeopleSoft Enterprise eSettlements 8.9

Processing electronic invoices is 20 percent of the cost of processing a paper invoice. Even with this significant difference in cost, most companies still process a lot of paper. Your organization can achieve considerable cost savings by moving to an electronic invoicing and settlement system with eSettlements 8.9.

eSettlements 8.9 seamlessly integrates with PeopleSoft Enterprise Payables to offer a complete settlement solution. As a global electronic invoice presentment and payment (EIPP) solution, eSettlements 8.9 offers electronic invoices, matching, online approval, dispute resolution, electronic payments, and an extensive array of automatic email notifications to optimize the settlement process.

The various electronic invoicing options offered through eSettlements 8.9 helps your organization reduce paper handling and data entry costs. These options include electronic data interchange (EDI), Open Applications Group (OAG) 8.0 XML, and PeopleSoft's version of XML using application-messaging technology. In addition, supplier self-service invoices enable suppliers to enter invoices into eSettlements themselves, saving you the work of data entry. Self-service inquiries and email notifications keep everyone informed of an invoice's progress from creation to payment. Online approvals automate your approval business rules, reduce lost or delayed invoices, and provide online status that can be easily monitored.

For both the buying organization and your suppliers, eSettlements 8.9 improves the efficiency and visibility of the settlement process.

Plan to Produce Business Process Overview

Your manufacturing and planning should not be founded on speculation, and production processes should not be based on guesswork. To make the right decisions every day, you need real-time visibility across your entire supply chain. With real-time data and a complete view of operations, you can identify and address issues as they arise. PeopleSoft Enterprise Manufacturing and PeopleSoft Supply Chain Planning deliver a complete solution for the Plan to Produce business process. When you forecast and plan, coordinate production, monitor quality and cost, and analyze results, everyone in the process has access to the same information at the same time. Using the information, you can manage your manufacturing operations and all of its interdependences cohesively and connect all participants in the process from beginning to end.

Plan to Produce business process

The PeopleSoft Plan to Produce business process combines our Supply Chain Planning and Manufacturing solutions into one complete process that helps to more accurately align operations around key business drivers. From demand forecast creation and supply planning, to production management and quality control, the Plan to Produce process provides synchronized linkage across your enterprise to help you manage variability, increase velocity, and drive value.

The Plan to Produce process consists of five phases:

- The *Plan* phase includes demand forecasting, supply planning, and balancing the variability across these activities.

  Achieving a superior demand plan requires thorough and reliable information from many sources both within and beyond the organization—internal departments, trading partners, market indicators—and it requires a system to unify these disparate perspectives and transform them into a usable forecast, which can be used to plan supply. Supply planning requires an enterprise wide model of procurement, distribution, and production resources. Balance is achieved when all points of supply are optimized to meet demand. Optimization is achieved only when all constraints, exceptions, and options are analyzed, scored, and planned for maximum responsiveness.

- The *Deploy* phase includes plan commitment, plan adjustment, and plan release.

Well-conceived plans mean nothing until they are turned into action on the production floor. Each plant receives its new or changed production requirements ready for release to the production floor. These orders match and support their plant's manufacturing strategy. The plant must adjust to the daily events and fluctuations in labor, material, and machine capacity. Deviations such as material substitutions, alternate production methods, scrap, teardown, and rework must be handled smoothly and fit within the framework of the overall production plan. Scheduled work is released to the floor, and the production schedules and documents are produced just before production is to begin. This process limits the time that production changes, limiting interruptions, expediting, and other nonvalue-add work.

- The *Produce* phase, or actual production process, includes dispatching the work orders, staging necessary materials to produce the orders, and making the products. Finally, the details and priority of the work to be done must be communicated in a coordinated fashion to each area of the plant, and kept up to the minute, so that work flows smoothly. One key to overall plant efficiency is quick production change over. Components, tooling, and other materials needed must be readied in the work area. This needs to be implemented in a flexible manor that balances simplicity with the need for control. The manufacturing system must keep pace. The requirements to control the factory and provide the needed product information varies dramatically from industry to industry, from lean production systems to closely monitored and serialized production processes. Either by itself, or through industry specific extensions, the manufacturing system must fill a wide range of requirements. The *Assess* phase is the critical stage of the process and includes measurement of products and processes, and correction of discovered issues.

  Measurement goes beyond the status, efficiency and utilization of the assets employed in production. It is critical to monitor the quality and costs of products and processes, and alert management of trends before they become full-blown problems. Problems within manufacturing processes require flexibility to try various corrective actions—communicating these actions throughout the production environment, and verifying the impact on performance. The ongoing measure, react, and verify process is the key to continuous manufacturing improvement. However, persistent process or product problems may mandate changes in other areas of the enterprise. The manufacturing system must accommodate this so that the right engineering changes can be produced.

- The *Measure* phase is a culmination of process monitoring and real-time analytics.

  Throughout the production cycle, inventory levels and costs must be monitored and compared with plans so that correction actions can be made in a timely manor to offset internal or external pressures. Tracking plans versus actual is a key analytic for manufacturers to monitor this behavior. Additionally tracking vendor quality and performance is essential to optimal supply planning. Vendor quality ratings and on-time delivery tracking provide management and planners with key indicators for decision support. Complete process analysis provides management with visibility into causal information that provides them with opportunities for process improvements and cost savings, all aimed at impacting process performance.

The following sections preview the new Plan to Produce features and enhancements, by product, that are available in PeopleSoft 8.9.

What's New in PeopleSoft Enterprise Manufacturing 8.9

Whether it is converting ingredients through a recipe into food or beverage, electronic components and assemblies through bills of material (BOMs) and routings into computer or telecommunications products, raw materials through formula into compounds, sheet metal, castings and molded parts through complex drawings, schematics and test specs into complex industrial machinery, or configured components into unique finished goods, Manufacturing assists you in designing and controlling the products and processes that contribute maximum value to your business.

Manufacturing 8.9 delivers enhancements in these areas:

- Sales order to production ID pegging.
- Zero Quantity per Assembly.
- Additional enhancements in Manufacturing.

For enhancements to Cost Management, see What's New in PeopleSoft Enterprise Inventory 8.9.

Sales Order to Production ID Pegging

In today's just-in-time business environment, it is commonplace to promise customers inventory that has not yet been produced, or arrived in your warehouse. To do this effectively, reliable order promising is critical. The consequences of missing a customer need date can lead to compliance penalties or worse, shutting down a customer's production line.

Pegging

Manufacturing 8.9, with its improved ***pegging*** capabilities, enables CSRs to more reliably commit against incoming inventory from manufacturing or third-party sources. The system now *tags* any type of demand orders to incoming supply orders. That inventory is committed and cannot be allocated to another order. The incoming inventory is then assured of being delivered within the promised delivery windows. By more accurately committing orders to incoming replenishment, suppliers can keep their inventory levels low and still maintain excellent customer service.

New Functionality

We are adding the ability to peg sales order demand to various sources of supply, such as purchase orders, InterUnit transfers, production orders, and so forth.

When maintaining production IDs, you can peg to demand and display pegged demand. You can view pegging information for configured production IDs that have been released to production.

Planning updates can include changes that affect both output quantity and scheduled due date. The system generates a notification to the appropriate users or groups for date changes, or to unpeg demand if the new order quantity drops below that which has already been committed to a peg.

We are modifying the following inquiries to display pegging:

- Production for an Area/Item

- Production ID/Schedule
- Production Output
- Production by Area

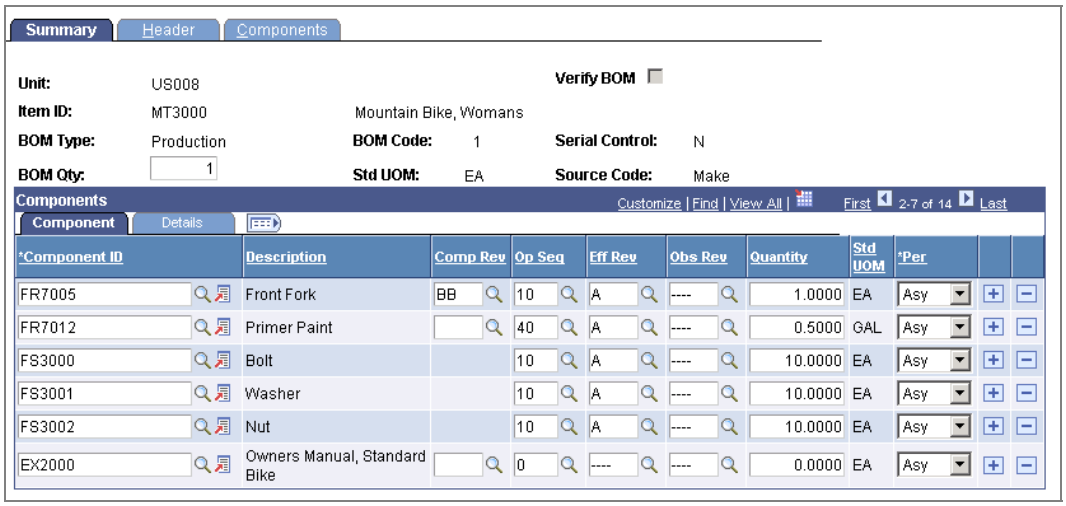
You can also choose to view pegging detail on all production reports.

Zero Quantity per Assembly

In many industries such as high-tech, it is a common practice to include components on BOMs that typically represent nonphysical items such as documents, drawing numbers, and so forth. These components are typically added to the BOM with a zero quantity to minimize the impact on planning and costing. Manufacturing 8.9 allows assemblies to have components with zero quantities on their BOMs. This enhancement will improve BOM maintenance and will impact all BOM-related components, inquiries, and reports.

New Functionality

When you create a production or engineering bill of material, you can add items with a quantity of zero per assembly. This is commonly used for items such as substitute items, optional items, drawings, and so forth.



Example of a production BOM with a zero quantity component

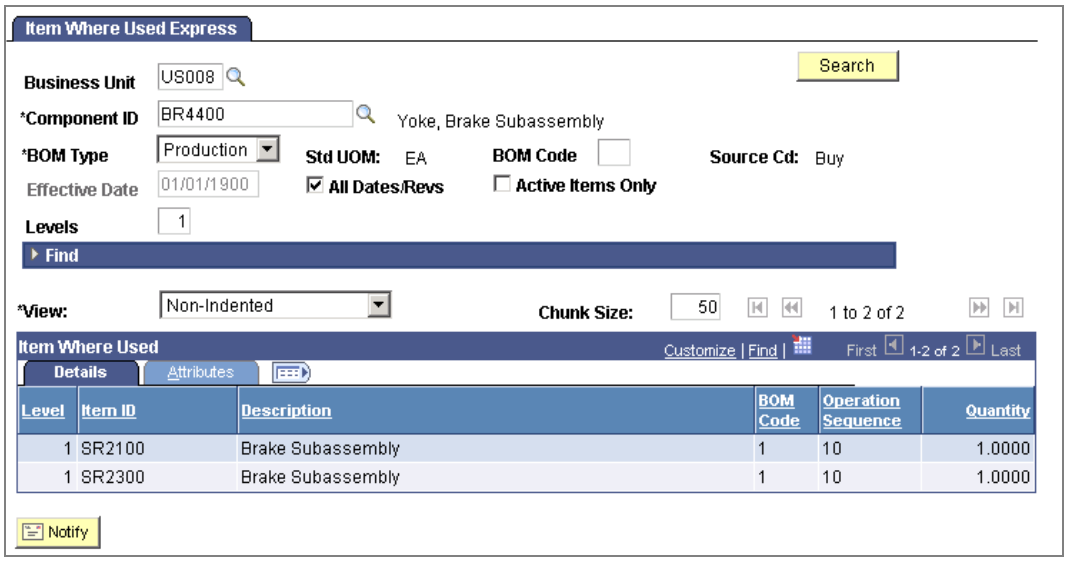
Additional Enhancements in Manufacturing

These additional enhancements are included in Enterprise Manufacturing 8.9:

- Express Item Where Used Inquiry.
- Engineering change order (ECO) and engineering change request (ECR) usability enhancements.

Item Where Used Express Inquiry

This new streamlined inquiry provides the ability to search for components used on a bill of material by chunking the data returned. This is especially effective if a component is used on a large quantity of BOMs.



You can search for a component ID, and show the items where it is used with the Item Where Used Express inquiry

Engineering Change Order and Engineering Change Request Usability Enhancements

We have added deferred processing to the ECO and ECR components, enabling faster input. All the editable fields will always be open and visible, not grayed. The system validates the entries at save time. You can also insert up to ten rows at a time on the Items Affected grid.

You can create new revisions on the fly as you enter affected items information on ECOs. The system ensures that the new revisions you enter are the last, most current revisions and are not in use in BOMs. When the revision is saved, the system updates prior revision's obsolete date and also any BOMs that use that prior revision.

What's New in PeopleSoft Enterprise Supply Planning 8.9

Peoplesoft has invested a significant amount of effort in a robust integration of Supply Chain Planning products with the SCM applications to ensure a smooth business Plan to Produce business process. In 8.9, the integration is improved significantly by elimination of an intermediate data staging area between the planning suite and the transaction systems.

Planning 8.9 delivers enhancements in these areas:

- Supply Chain Planning architecture simplification.
- Improvements in Demand Planning.
- Additional enhancements.

Supply Chain Planning Architecture Simplification

For release 8.9, the PeopleSoft Enterprise supply planning products PeopleSoft Enterprise Demand Planning (DP), Inventory Policy Planning (IPP), and Supply Planning (SP) work directly off of the Supply Chain Management 8.9 database. For customers who are not utilizing other PeopleSoft Enterprise Performance Management (EPM) products, it removes the need for EPM to run Enterprise Supply Chain Planning (namely DP, IPP and SP). Along with eliminating latency in planning time by removing an intermediate data staging area, it also eliminates the issues caused by the inclusion of third-party Extract/Transform/Load (ETL) products.

Improvements in Demand Planning

Collaboration capabilities—statistical forecasting often needs to be embellished by inputs from stakeholders in sales and marketing. In Demand Planning 8.9, we're adding the capability for various users inside an organization to collaborate and arrive at a consensus based forecast as a unified demand picture for planning operations.

Several UI related improvements have been made to the Demand Planning product, the most important of them being the inclusion of disbursement views among other dynamic views to slice and dice the forecast data.

Additional Enhancements

Planning 8.9 also delivers enhancements in these areas:

- Collaboration
- Disbursement views
- Kitted items

Collaboration

You can use Demand Planning in a collaborative planning environment. Throughout an organization, several different departments can be involved in creating a forecast.

A collaboration scenario might, for example, include representatives from finance, sales, and marketing. After departments establish roles and security, representatives can work with their portions of the view. The sales representative enters his numbers at a lower level in the forecast view, and later, a marketing manager can make adjustments at a higher level in the view based on her knowledge about pipeline information. The marketing manager could then prorate his updates back down through the view for use by the sales and finance representative. A customer representative can also provide input to the forecast by defining anticipated needs.

Disbursement Views

We have added the ability to use disbursement views with Demand Planning 8.9. You use disbursement views when your reporting needs require a level of detail or aggregation that is not supported by your working view. Created from working forecast views, disbursement views are intended primarily as read-only views. Disbursement views are always associated with a parent working view, and inherit many of the parent's attributes, including time periods (weekly, periodic, or monthly) and the associated user data definition. You create disbursement views from parent views, rather than through the view creation processes.

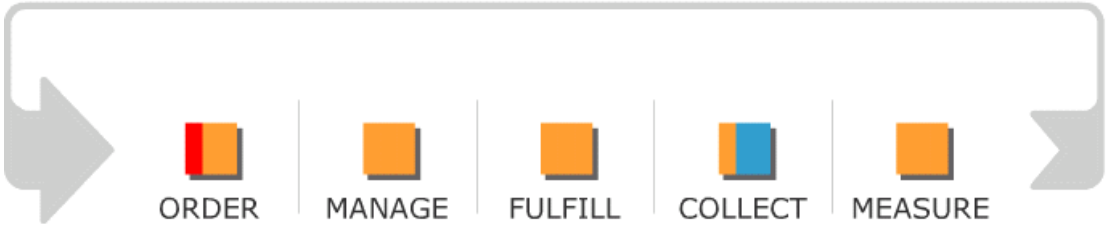
Kitted Items

We are rewriting the architecture of PeopleSoft Enterprise Inventory this release, and have changed the core demand tables. Now, kit controls are more visible during the fulfillment process.

We now store kit details on the demand lines rather than on the kit definition. Also, you can indicate during reservations, release and picking processes whether only full kits should be passed forward or not.

Order-to-Cash Business Process Overview

The Order to Cash process is the most visible component of your supply chain and the most rapidly evolving. You can no longer rely on disparate order entry, fulfillment, invoicing and reporting systems if you want to achieve global order visibility and world class customer service. Order to cash solutions connect all stages of your sales order lifecycle, creating real-time customer demand visibility, profitability analysis and operational control across the enterprise. PeopleSoft's Order to Cash solution ensures that all facets of the customer relationship are addressed in a collaborative, efficient, and accurate manner—a key success factor for customer retention and profitability in today's business world.



Order to Cash business process

Only PeopleSoft delivers a comprehensive Order to Cash solution that provides everything necessary to manage the whole order-to-cash process—from order entry, pricing and promotions management, and inventory management to order promising and collection.

The Order to Cash business process consists of five phases:

- The *Order* phase of Order to Cash includes order capture/entry, order confirmation and reserving product to fulfill orders.
- The *Manage* phase of Order to Cash includes tracking the order through its lifecycle, changing the order when necessary, and measuring the effectiveness of your order management activities.
- The *Fulfill* phase of Order to Cash involves the sourcing of those goods required to fill the order, delivering the right goods to the right place at the right time, and replenishing that inventory as needed.
- The *Collect* phase of Order to Cash includes invoicing the customer in a timely manner, collecting payment on that invoice, and quickly resolving any issues that may arise.
- The *Measure* phase of Order to Cash includes collecting the appropriate data for running required reports, identifying trends in the customer buying patterns, and analyzing fulfillment data as well as customer profitability.

The following sections preview the new Order to Cash features and enhancements, by product, that are available in PeopleSoft Enterprise Financial Management Solutions and Supply Chain Management 8.9.

What's New in PeopleSoft Enterprise Order Management 8.9

Whether customer expectations are met or missed has a serious impact on your customer service, and ultimately customer loyalty. Traditionally, customer service tasks revolve around the management of orders—the convergence of the sales and fulfillment cycles—where the "rubber meets the road." With so much riding on this key process, your organization must continuously be looking for ways to revolutionize order management.

Order Management is a robust system that effectively connects sales order entry with the process of fulfillment and total order status visibility. This flexible system provides a central order entry point for all sales channels to declare and validate products, options, kits, prices, additional fees, product configurations, buying agreements, and preferred fulfillment sources. Additionally, it provides visibility into planned and existing supply, expected shipment dates, and order status throughout the life of the order.

Order Management 8.9 delivers enhancements in these areas:

- Fulfillment processing
- Pricing methods and enhancement
- Enhanced usability
- Additional new enhancements

See Also

Wholesale Distribution Enhancements

Fulfillment Processing

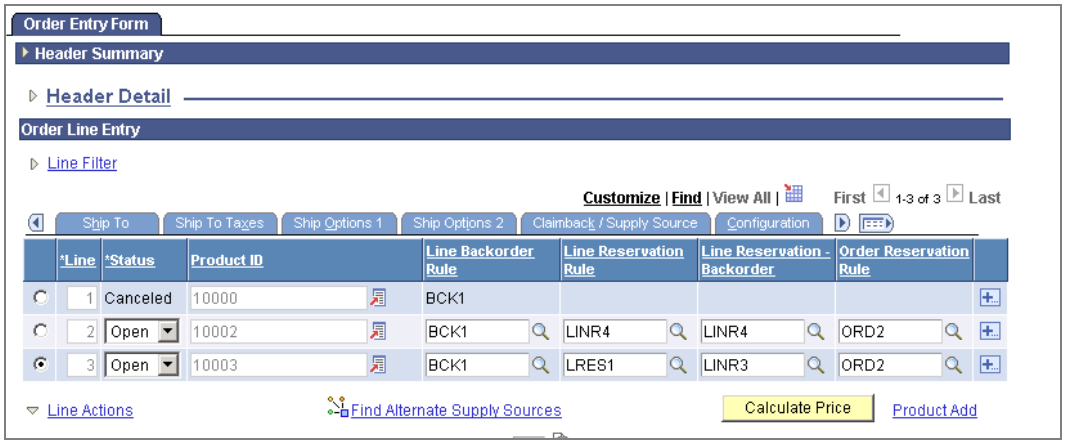
Customer expectations continue to grow as organizations compete for their business. Special handling requests and support for unique ordering requirements have become the norm, rather than the exception. Your customers may mandate their own specific product requirements, management for shortages, handling of backorders, and expectations for shipping responsiveness. At the same time, selling organizations demand the flexibility to validate order changes, fetch supply wherever it exists in the supply chain, and ensure that products intended for one customer do not get assigned or sent to another. Order Management integration with PeopleSoft Enterprise Inventory enables your organization to support complex customer fulfillment requirements in a streamlined fashion that minimizes organizational trauma and the cost of doing business.

Inventory Integration

In today's competitive landscape, companies without a straightforward and flexible mechanism to view and manipulate demand will quickly lose ground. Because customers require a simple and clearly visible mechanism to flexibly manage demand, PeopleSoft is changing the way Inventory 8.9 handles demand. We are making several technical and functional demand improvements within Order Management. Among the most important new features include enhanced reservations management with rules around fill rate requirements, and better options for managing shortages and backorders. This includes increased visibility of shortages as demand flows through the fulfillment cycle, and enhanced automated rules for turning a shortage into a backorder.

New Functionality

Using the rule functionality for freight charges and transportation lead times, Order Management is leveraging the functionality for backorder and reservations rules so you control how the system handles these critical processes for your organization.



Select reservation and backorder rules on the Order Entry Form page

Enhanced Hold Processing

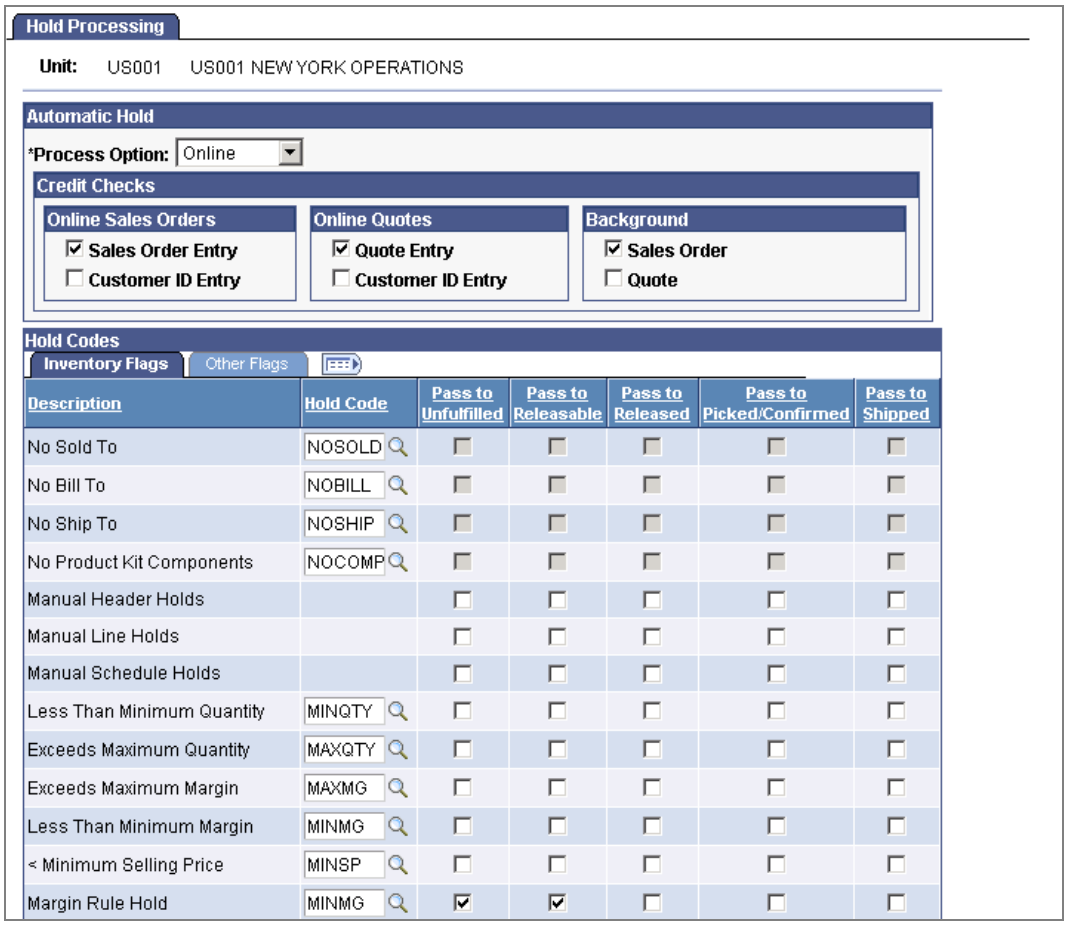
Distribution and Manufacturing organizations need to delay or hold orders at any time during the fulfillment process, ensuring that product sent out to your customer is only the highest quality and that the customer is able to pay. Enterprise Order Management 8.9 provides you with more flexible hold specification, application, and validation processes.

New Functionality

We’re expanding hold processing to match the new fulfillment states in Inventory so that you have more control over how the system handles holds.

Rather then simply having one flag on the Order Management business unit for passing sales order lines to Inventory, you will now be able to choose the states that you will pass order information to the fulfillment system. The states that you specify using hold processing are:

- Unfilled
- Releaseable
- Released
- Picked/Confirmed
- Shipped



You can specify to have an order line go the Release state in Inventory for a margin rule hold, but not go on to the Picked/Confirmed state

Improved Order Change Processing

Distributors and Manufacturers need to flexibly adapt to changes in customer requests on sales orders. The degree to which businesses will allow these changes is specific to each individual implementation. This means that you must have a fulfillment system that can be configured to readily accept and validate order changes based on your specific corporate policies. Enterprise Order Management 8.9 enables you to uniquely specify allowable sales order changes as required to conduct business successfully.

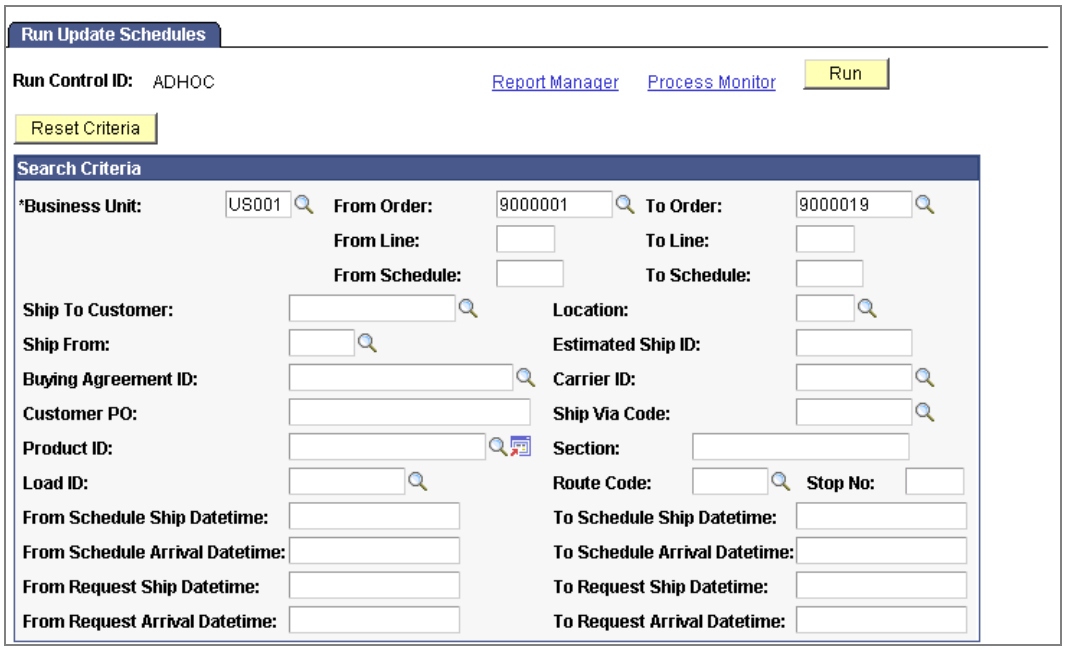
New Functionality

All orders including those in pending status, on hold, or noninventory items ready to be billed are now pushed to the new demand table used in Inventory. Additional states will be added to make order tracking more efficient.

Previously, you could only change aspects of a sales order up until it was on a pick plan. Now you will be able to configure when the fields can be changed using the new Demand Change Configuration component in Inventory.

For ATP orders, you will now be able to promise a single line or the entire order even if more schedules are present. Previously, ATP could only promise an individual schedule at a time.

In addition to updating all the schedules of a sales order, you will now be able to also select a range of sales orders for mass updates.



Previously you could only update the schedules of an order, now you can update a range of orders

Flexible Kit Fulfillment

In an effort to drive greater revenue and offer products in a simpler and more attractive manner, your company may often sell product kits. As the practice increases in popularity, you must have similar flexibility in the way you fulfill product kit order lines as you have for normal or simple product order lines. Enterprise Order Management 8.9 provides more parity in the way product kits are managed, including enabling kit parent attribute changes and component quantity changes, and to promise kits by more mechanisms.

New Functionality

Most parent attributes will be able to be changed including the date. Kit components will be visible from within the order so you don't have to leave the component to view the components.

Kit Component Qty Detail

Unit: US001 **Order:** NEXT **Line:** 1 **Schedule:** 1

Product Kit ID: 670001 Cyclist Starter Kit

Reload Kit

Quantity Scheduled: 10.0000

Product Kit Components Customize | Find | View All | First 1-5 of 7 Last

Kit Components | Quantity Info

Product Component ID	Description	Quantity	Per	UOM	OK to Ship Without	Minimum Qty Per	Maximum Qty Per
10011	Biking Gloves, Unisex	1.0000	ASY	EA	☐	1.0000	1.0000
10012	Pro5500 Road Helmet	1.0000	ASY	EA	☐	1.0000	1.0000
10016	TC8799 Cyclometer	1.0000	ASY	EA	☐	1.0000	1.0000
10018	Explorer Headband Nite Lite	1.0000	ASY	EA	☐	1.0000	1.0000
10026	Patch Kit	1.0000	ASY	EA	☑	1.0000	1.0000

Kit components will be visible from within the order so you don't have to leave the component to view the components and update the quantity

Tracking the product kit components in each sales order will enhance product kit fulfillment. CSRs will be able to change the following fields for each kit component:

- Quantity per
- OK to ship without

When setting up kits, you will add tolerance for each component in the kit. When the CSR makes changes, the tolerances will be validated before they are saved. You will not be able to add components to the kit.

Alternative Sources of Supply Search

As your organization strives to be leaner and more efficient, you continuously try to optimize your inventory plans. However, no matter how good your plan is, required stock is frequently not in the local warehouse. Stock may, however, be in inventory at an alternative inventory location, already on supplier order, or in production. By identifying these ***alternative sources of supply***, you can more readily commit product to sales orders, reducing unnecessary inventory and better satisfying your customers. Enterprise Order Management 8.9 provides a mechanism that enables your Customer Service Representatives to find supply in alternative locations. When none can be found, users can create new purchase orders and interunit transfers directly from the sales order.

New Functionality

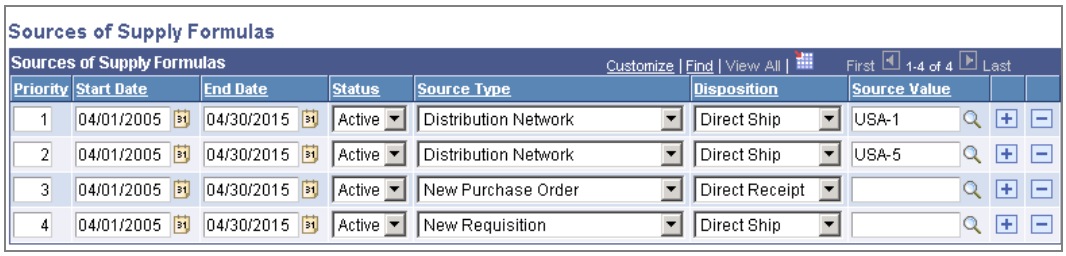
In addition to using our standard distribution network or inventory business unit for fulfillment, you will now be able to go outside the network for supply and even create new supply documents such as requisitions, purchase orders, or interunit transfers.

We've changed the terminology for drop ships in this release to match the enhanced functionality. Drop ships are now called direct ships and we've added direct receipts for items that are purchased and received or transferred from an alternative inventory business unit to your warehouse before going to your customer.

On the Order Management Business Unit, you'll establish the availability option (previously named availability check) for sourcing. Select from:

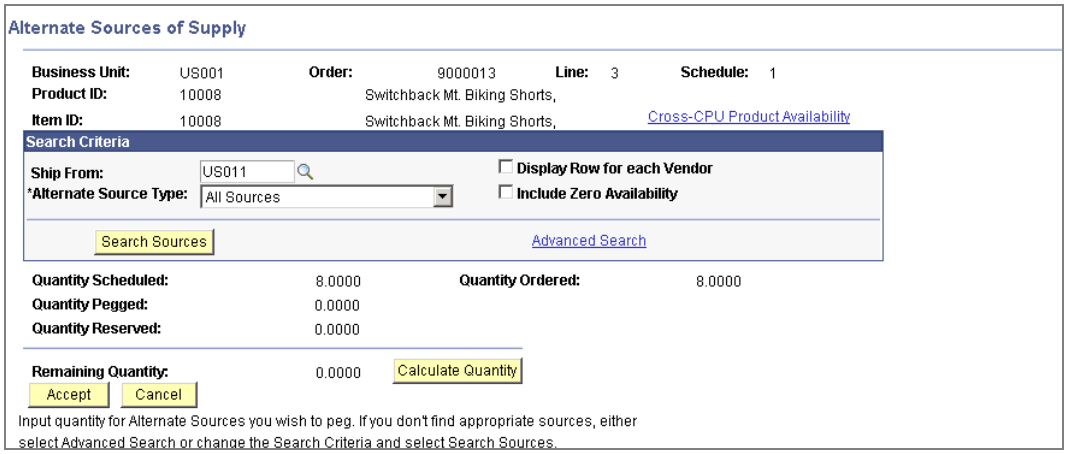
- None: Use the default Inventory business unit or priority from the distribution network.

- Network: Use the priority Inventory business unit from the distribution network.
- Manual: Use the priority Inventory business unit from the distribution network or invoke advanced sourcing.
- Automatic: Use business unit and distribution network availability rules or invoke advanced sourcing.



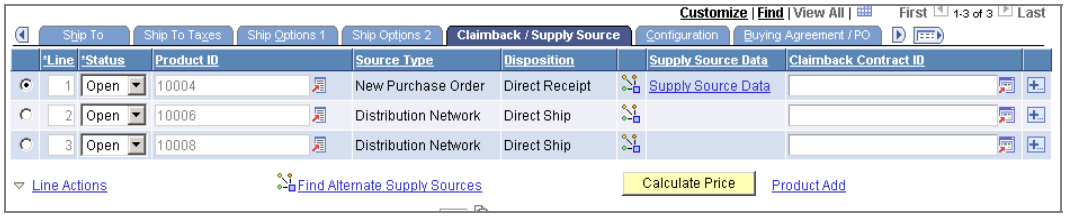
In order to use the advance sourcing options, rules and arbitration plans are set up similarly to those used for freight charges and transportation lead times

On the order, advanced sourcing is invoked from the order line or schedule if the advance sourcing option is selected at the Order Management business unit.



The new Alternate Source of Supply page is used for advanced sourcing so you can change the ship from business unit or look at alternate sources and enter different quantities for the sources

Sourcing is done at the line level if there is only one schedule; otherwise it is performed at the schedule.



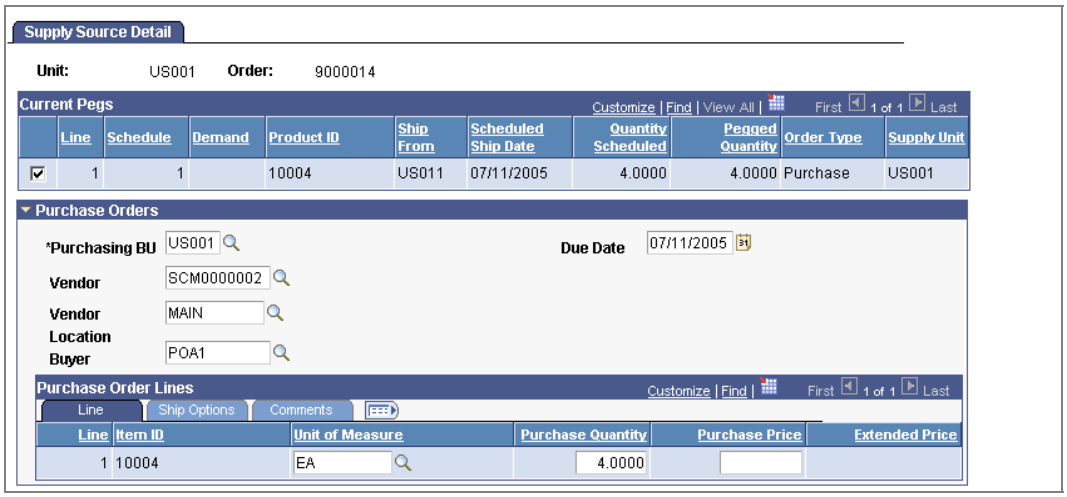
The source type and disposition are stored on the line or schedule

Pegging

As your Customer Service Representatives source product from these alternative supply sources, they will need to map or tag a sale to pending or new supply documents. By doing this, they can accurately track the cost of the item and can ensure that product promised to one customer is not given to another. This, and the related functionality commonly referred to as ***pegging***, will be made available with Enterprise Order Management 8.9.

New Functionality

From the sales order, the CSR will be able to peg lines to new and existing purchase orders, requisitions, and interunit transfers, and existing production orders. Pegging is tied closely with the new Feature/Function Security and Alternate Sources of Supply features. If changes are made to the purchase orders, requisitions, and production orders, the CSR will be notified.



The CSR can view and update certain fields of the pegged supply

Pricing Methods and Enhancements

Your Marketing and Product Management departments need to define pricing schemes that best enable you to compete in your market space. You should not be restricted by the limited pricing methods supported by your internal systems. As pricing specialists begin to use more advanced calculations and discounts, your price adjustments grow more complex. These users need to refine calculations, choose between discounts, and round at appropriate points during the net price calculation. PeopleSoft Enterprise Pricer 8.9 provides more than 10 new pricing algorithms that can be used alone or in combination with the multitude of existing pricing algorithms and methods, which gives you even more flexibility to define competitive pricing models and enables these specialists to have better control over the end results of their calculations, meaning more accurate and appropriate final prices.

The following is a partial list of the many options available:

Tiered Pricing

Organizations frequently provide volume discounts as the quantity a customer purchases increases. This discounted amount is sometimes applied to the total amount purchased or alternatively applied in tiers or segments. With ***tiered pricing***, the first tier of product is purchased at one price, and additional products can be purchased at a second tier or discounted rate.

New Functionality

You can now indicate when a given sales order line should be broken into multiple pricing schedules.

For example, you have a price rule for item 10050 with the following quantity break points:

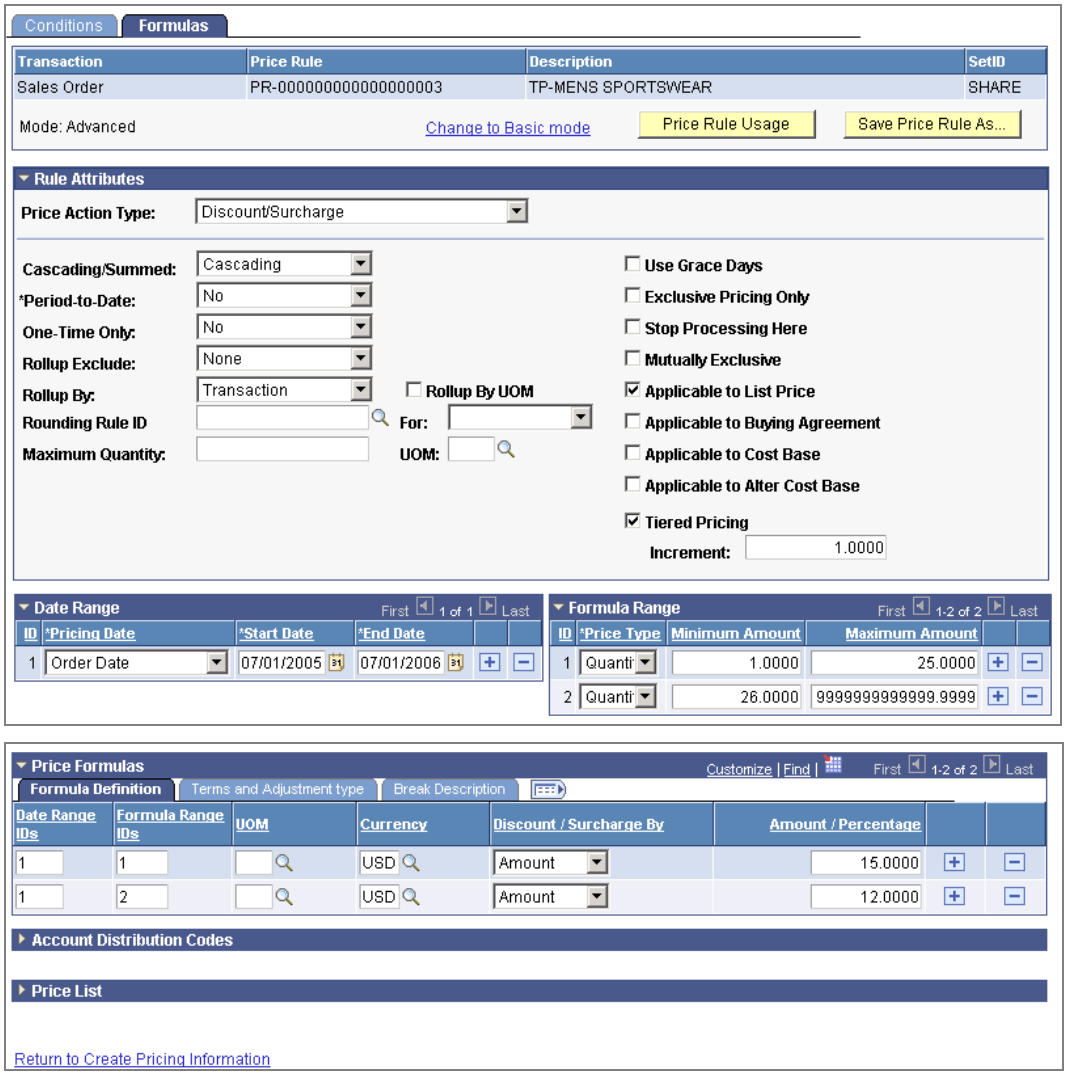
1-25 each USD 15/each

26-999 each USD 12/each

Without tiered pricing, a sales order line for 50 units is priced at 12 USD each, for a total order line price of 600 USD.

With tiered pricing, a sales order line for 50 units is priced for 1-25 units at 15 USD each. The unit price for 26-100 units is 12 USD each. The total order line price with tiered pricing is 675 USD.

Tiered pricing gives you better control over the exact discount calculated by a given price rule.



Tiered price rule with two formula ranges and definitions

Discounted Giveaways and ”Buy One, Get One Free”

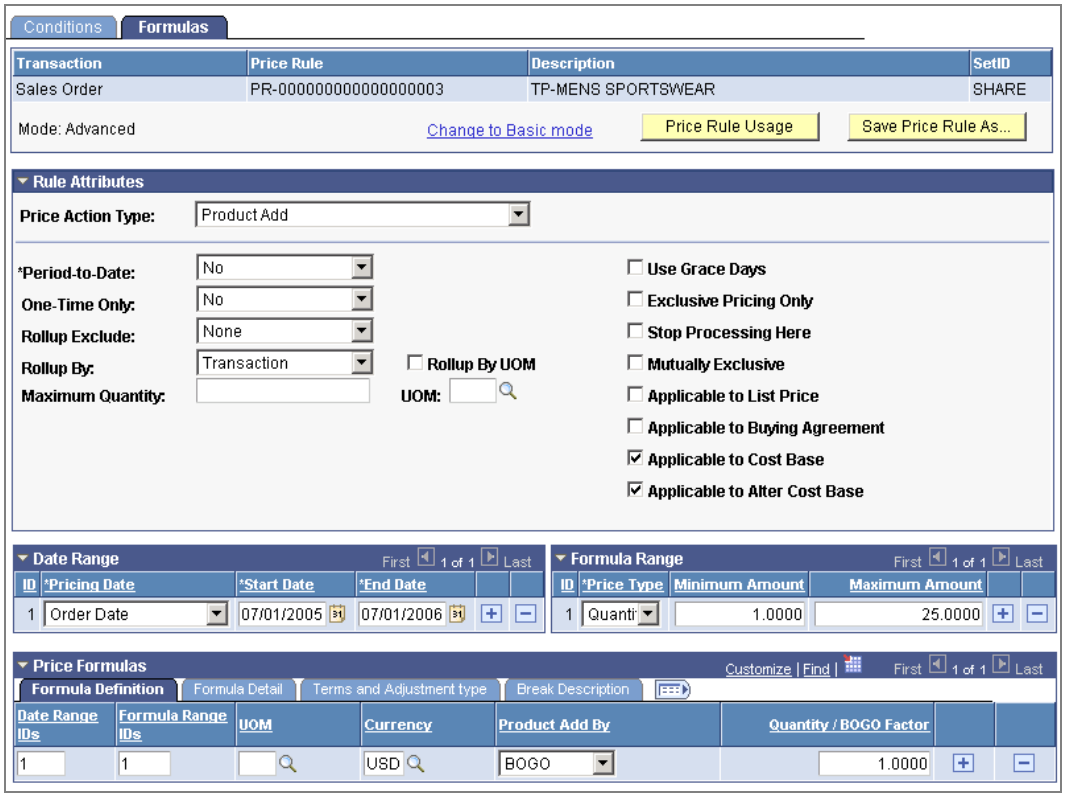
Promotional pricing efforts are attempts to attract new customers, to get your customers to try new products, or to liquidate excess inventory. A common promotion is to offer a free or discounted product if the customer purchases a particular product. Enterprise Pricer 8.9 supports the ability to “***buy one, get one free”*** or to buy one and get a different product at a discounted rate.

New Functionality

We are considerably expanding the options available for product discounts or giveaways. Previously, you could only give away products, but not create Buy-One-Get-One price rules, or discount products rather than give them away. Now you can specify the quantity of the giveaway and indicate the discount, surcharge, or price.

Some sample types of promotional discounts that are now possible include the following:

- Buy 1 of product A; get 1 of product B free.
- Buy 2 of product A; get 4 of product B at a 50 percent discount, and any additional purchases of product B at 10 percent off.
- Buy 1 of product A; get 1 of product B at 50 percent discount per line.
- Buy 6 of product A; get 3 of product B at 10 percent discount per order.
- Buy 5 pounds of product A; get 10 pounds of product B at 20 percent off.



BOGO price rule, Buy 1 of product A; get 1 of product B free

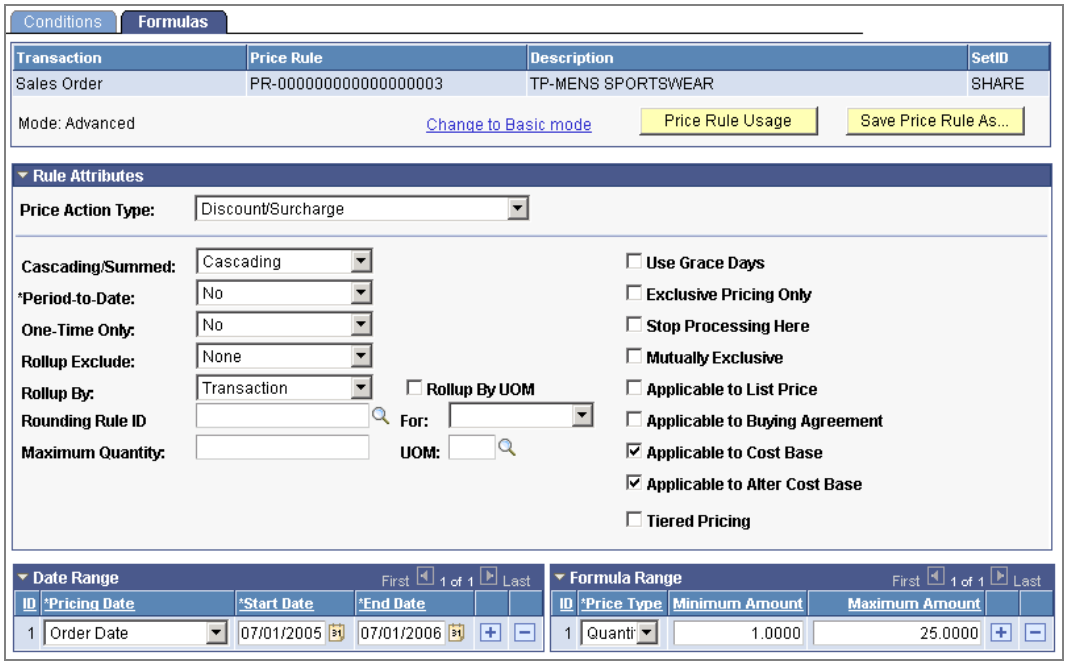
Cost Plus Pricing

Businesses typically determine prices by considering the expected cost and required margins for products. With Enterprise Pricer 8.9, pricing specialists and marketers are able to directly create prices in just that manner. You are able to choose a cost—or other price basis—and specify the required markup in place of specifying an actual price. This means your prices are adjusted automatically as the basis or cost changes.

New Functionality

Enterprise Pricer 8.9 now enables you to use cost or alternate cost as the basis for pricing calculations. The system retrieves the cost at order entry time by inventory business unit and product/item. You can also retrieve this from the purchase order.

You can now indicate that a price rule is applicable when cost is the base price. For example, if the base is cost, the system ignores a matching price rule that is not applicable to cost as base. Additionally, a new arbitration type price rule type of Pricing Base specifies how Enterprise Pricer should sort the matched Pricing Base price rules and determines the base to use.



Price rule that is applicable when cost or alternate cost is the base

User-Defined Price By Dates

You can use different promotions and special prices that are effective based on different dates. For some, the order date is the date that should be used when determining the effective price. For others it is the shipping date. For another group, dates such as activation date, signature date, or a milestone date should determine the pricing effective date. Enterprise Pricer 8.9 enables you to specify the date field by which a product's price becomes effective.

New Functionality

In previous versions of Enterprise Pricer the price formulas only enable you to specify a start and end date, and the date used to match the start and end date was determined by the arbitration plan. Now the system enables you to specify your price by dates. These user-defined pricing dates can then be used in the price formula for a price rule.

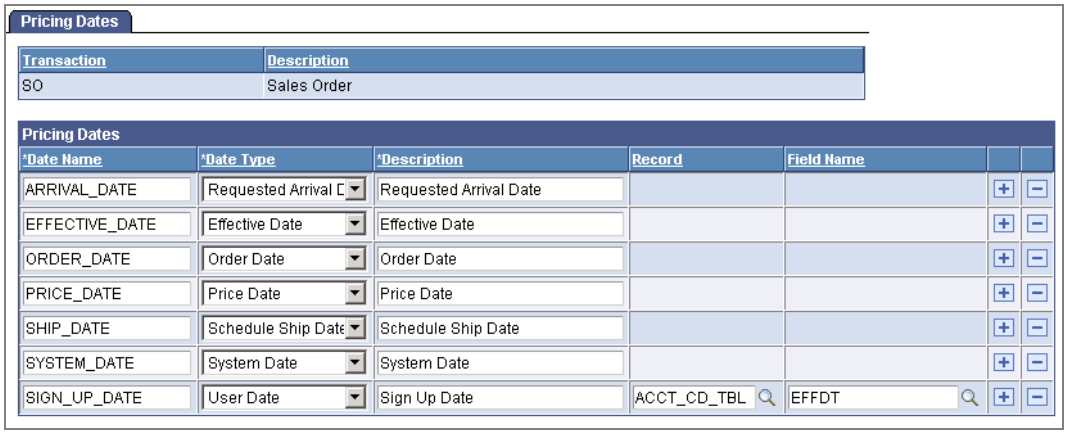
For example, you have a special date in your order entry process called the activation date. You could create a price rule that specified the following activation date range:

01/01/2005 <= Activation Date <= 01/01/2006

This activation date range would limit the price rule's applicability to only those items with an activation date within the specified date range.

Some additional examples of user-defined dates might include:

- Signup date
- Billing cycle date
- Contract sign date
- Project start date



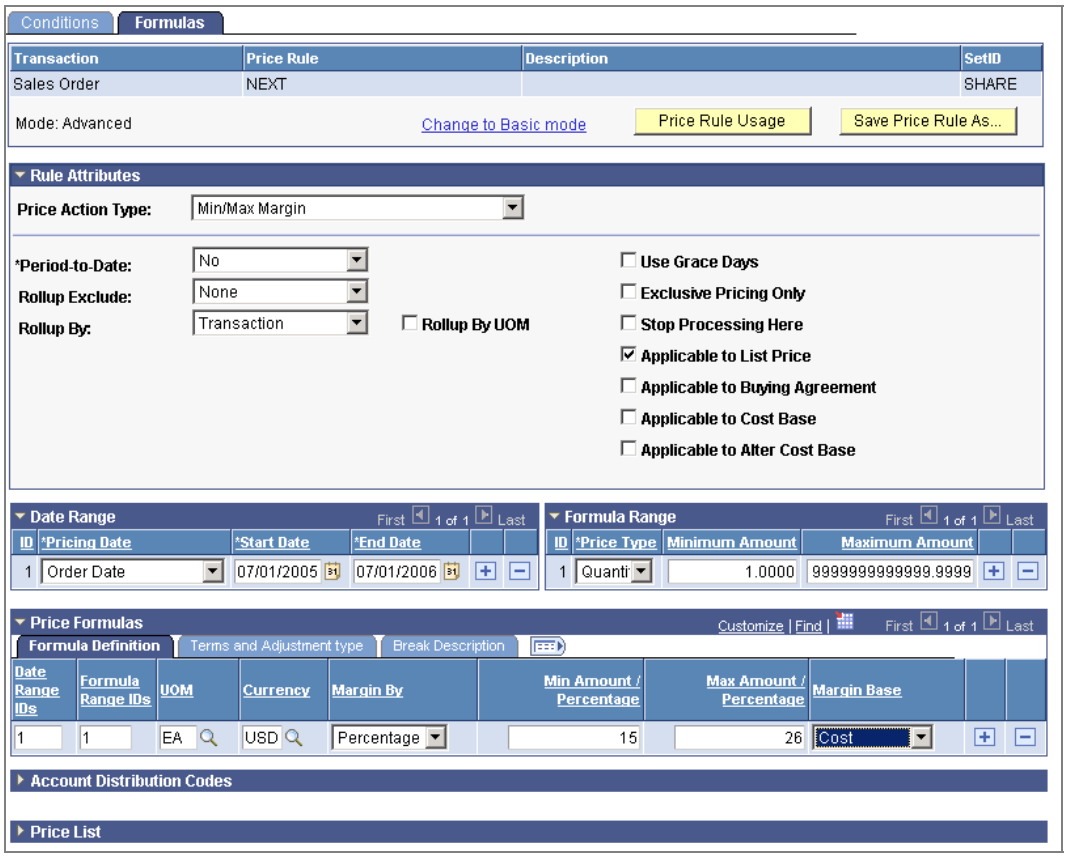
A user-defined pricing date called Sign Up Date, added on Pricing Dates page. The sign-up date will now be available as a pricing date when creating price rules.

Margin Protection Thresholds

When businesses support a large number and variety of discounts, these discounts can often be used in conjunction with one another and may frequently overlap. When this occurs, you may be risking optimal margin rates. To prevent this, Enterprise Pricer 8.9 supports the ability to specify maximum and especially minimum allowable margins. If these thresholds are exceeded, order schedules can be placed on hold for resolution.

New Functionality

Enterprise Pricer now enables you to create a new type of price rule called a Minimum/Maximum Target Margin price rule. If this type of price rule applies to the order line being priced, the system saves and evaluates the rule after all of the other price rules are applied. If the minimum or maximum margin is exceeded, the system places the order schedule on hold.



A price rule that requires a minimum margin of 15 percent and a maximum margin of 26 percent for all items matching the rule conditions specified

Enhanced Usability

You may already know that implementing, managing, and maintaining a suite of business applications is often a complex and expensive effort. All too often, business application vendors do not spend enough time considering these elements, as well as the adoption and usability of a system. PeopleSoft began the Total Ownership Experience initiative to ensure enhancements in these areas were included in each release cycle.

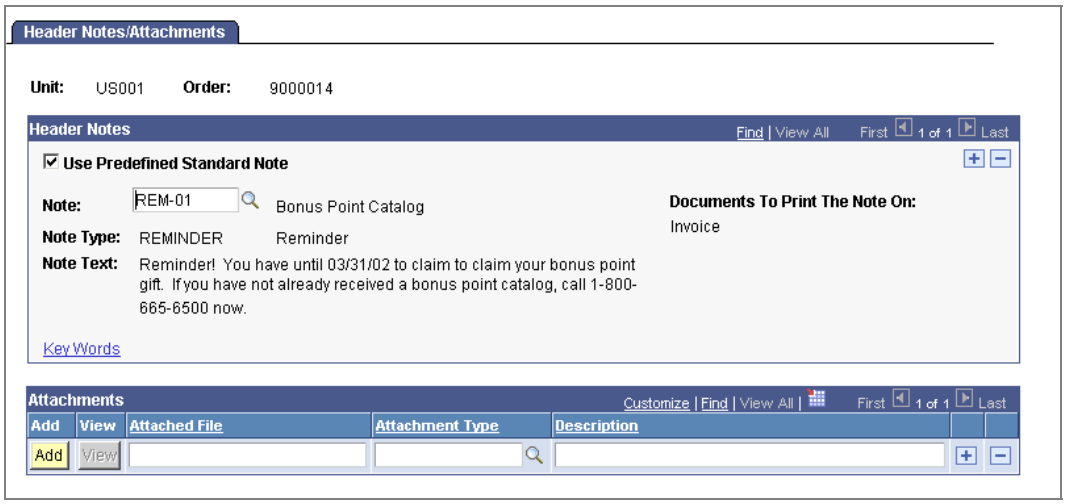
Enhanced Usability

You need quick and easy order entry and management systems to allow for “heads down” order taking. By providing a simple and straightforward ordering system, you can avoid costly ordering errors and training costs can be kept to a minimum. Order Management 8.9 delivers many ***usability*** improvements, including the review and optimization of the Customer, Buying Agreement, Attachments, and Notes components.

New Functionality

The Customer and Buying Agreement components will be reorganized to improve usability by streamlining the number of pages in the components.

For release 8.9, the Notes and Attachments components have been reworked.



Notes have been redesigned to make them easier to use. Attachments have been updated to use the PeopleSoft PeopleTools standard attachment method to upload to either a FTP server or database server.

Price Breaks Within a Price List

Prices are easiest to maintain when they can be entered into a matrix or grid. The more attributes that can be recorded in this way, the more straightforward maintenance can and the less likely mistakes can occur. Enterprise Pricer 8.9 supports the specification of quantity or amount breakpoints within the price list grid itself.

New Functionality

High and low quantity fields have been added to the price list details. This enables you to enter quantity breaks for the price list. When computing the list price, Enterprise Pricer matches the quantity breaks by calculating the sum of the product by unit of measure for the whole order.

For example, you could have a price list of “Buy 1–50 of Product ID 10050 at a list price of USD 4.00 each. Buy 51–99 at list price of USD 3.00 each. Buy 100 or more at USD 2.00 each.

Price List | Related Objects

Price List ID	Currency Code	SetID
PL-0000002	USD	SHARE

*Description: Price Break Sample *Status: Active

Search

Product ID: begins with
Description: contains
Search Clear

Add Product

New Product ID: 10050 Add

Pricing Information Customize | Find | View All | First 1-3 of 3 Last

Pricing Information | Additional Information

Product ID	*UOM	Start Date	End Date	Low Quantity	High Quantity	*Status	List Price
10050	EA	07/01/2005	01/01/2099	1.0000	50.0000	Active	4.0000
10050	EA	07/01/2005	01/01/2099	51.0000	99.0000	Active	3.0000
10050	EA	07/01/2005	01/01/2099	100.0000	9999999999.9999	Active	2.0000

Price list with three quantity breaks.

Feature and Function Security

In an age of increased sensitivity to risk surrounding orders and the ability to fulfill and the likelihood of payment, varying elements of the order entry and management processes need to be better controlled.

New Functionality

You will now be able to define user and role security down to the feature and field level in the sales order. Based on the user or role, the functionality enables you to restrict sources of supply, inactivate certain fields on the sales order, and restrict certain transactions.

This security feature is used only for online processing. The feature enables security in the following areas in Order Management:

- Counter sales
- Multiple payment methods
- Alternate sources of supply
- Sourcing POs and material stock requests from the sales order
- Margin adjustments
- Short-term customer
- Claimbacks
- Sales order entry

Predefined features and functions (metadata) enable you to assign valid features, functions, and fields by user, role, or business unit.

Feature Security Setup

Fields

Security Level: User **User:** VP1

Features Find | View All First 5 of 6 Last

Alternate Sources of Supply

Functions Find | View All First 1 of 4 Last

Alternate Sources - Inquiry

Fields Customize | Find | View All | First 9-16 of 81 Last

Display	Enable for Update	Description	Feature Field Type
☑	☑	Business Unit Description / /	Edit Box
☑	☑	Cancel / Alternate Sources of Supply /	Push Button/Link
☑	☑	Change Quantity / Alternate Sources of Supply / Go To Pegging Workbench	Push Button/Link
☑	☑	Country / /	Edit Box
☑	☑	Cross-CPU Product Availability / Alternate Sources of Supply / Search Alternate Locations	Push Button/Link
☑	☑	Cumulative ATP Qty / Product Availability /	Edit Box
☑	☐	Demand / Supply Source Detail /	Edit Box
☑	☑	Demand Qty / Product Availability /	Edit Box

You can manage security for the features at the field level

The system searches in the following order for feature security definition:

- User (Operator)
- Role
- Business unit
- Installation options (default)

The look-up for feature security definitions handles each feature definition independently. For example, you may define short-term customer security for your entire business unit, but define order entry for each user (operator ID). The system fetches each feature by first fetching the definition for the user, if the user is not found, fetching the definition for the role, if the role is not found, fetching the feature definition for the business unit, if the business unit is not found, fetching the feature definition for the installation option.

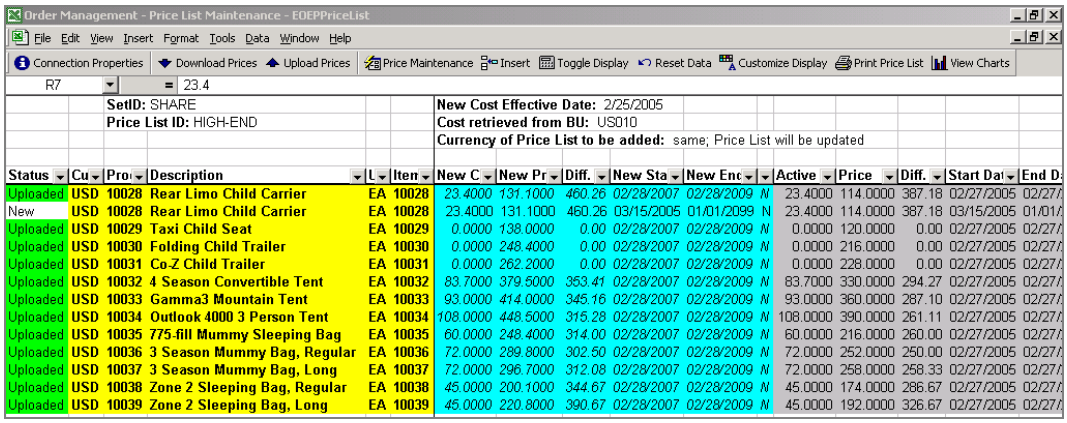
Additional New Enhancements

Order Management 8.9 also delivers enhancements in these areas:

- Price list and list price mass maintenance.
- Verity search
- Parallel processing

Price List and List Price Mass Maintenance

Beginning with Enterprise Pricer 8.9, use the Excel Mass Maintenance Wizard to apply your updates instead of the nVision interface. The system converts the maintenance data to an XML format, when downloading and uploading the price list and list price date. Existing component interfaces are used for loading and processing the data.



Status	Cu	Pro	Description	L	Item	New C	New Pr	Diff.	New Sta	New End		Active	Price	Diff.	Start Dat	End D
Uploaded	USD	10028	Rear Limo Child Carrier	EA	10028	23.4000	131.1000	460.26	02/28/2007	02/28/2009	N	23.4000	114.0000	387.18	02/27/2005	02/27/
New	USD	10028	Rear Limo Child Carrier	EA	10028	23.4000	131.1000	460.26	03/15/2005	01/01/2099	N	23.4000	114.0000	387.18	03/15/2005	01/01/
Uploaded	USD	10029	Taxi Child Seat	EA	10029	0.0000	138.0000	0.00	02/28/2007	02/28/2009	N	0.0000	120.0000	0.00	02/27/2005	02/27/
Uploaded	USD	10030	Folding Child Trailer	EA	10030	0.0000	248.4000	0.00	02/28/2007	02/28/2009	N	0.0000	216.0000	0.00	02/27/2005	02/27/
Uploaded	USD	10031	Co-Z Child Trailer	EA	10031	0.0000	262.2000	0.00	02/28/2007	02/28/2009	N	0.0000	228.0000	0.00	02/27/2005	02/27/
Uploaded	USD	10032	4 Season Convertible Tent	EA	10032	83.7000	379.5000	353.41	02/28/2007	02/28/2009	N	83.7000	330.0000	294.27	02/27/2005	02/27/
Uploaded	USD	10033	Gamma3 Mountain Tent	EA	10033	93.0000	414.0000	345.16	02/28/2007	02/28/2009	N	93.0000	360.0000	287.10	02/27/2005	02/27/
Uploaded	USD	10034	Outlook 4000 3 Person Tent	EA	10034	108.0000	448.5000	315.28	02/28/2007	02/28/2009	N	108.0000	390.0000	261.11	02/27/2005	02/27/
Uploaded	USD	10035	775-fill Mummy Sleeping Bag	EA	10035	60.0000	248.4000	314.00	02/28/2007	02/28/2009	N	60.0000	216.0000	260.00	02/27/2005	02/27/
Uploaded	USD	10036	3 Season Mummy Bag, Regular	EA	10036	72.0000	289.8000	302.50	02/28/2007	02/28/2009	N	72.0000	252.0000	250.00	02/27/2005	02/27/
Uploaded	USD	10037	3 Season Mummy Bag, Long	EA	10037	72.0000	296.7000	312.08	02/28/2007	02/28/2009	N	72.0000	258.0000	258.33	02/27/2005	02/27/
Uploaded	USD	10038	Zone 2 Sleeping Bag, Regular	EA	10038	45.0000	200.1000	344.67	02/28/2007	02/28/2009	N	45.0000	174.0000	286.67	02/27/2005	02/27/
Uploaded	USD	10039	Zone 2 Sleeping Bag, Long	EA	10039	45.0000	220.8000	390.67	02/28/2007	02/28/2009	N	45.0000	192.0000	326.67	02/27/2005	02/27/

Price list mass maintenance download to Microsoft Excel

Verity Search

The Verity search engine offers the CSR's a flexible search mechanism to search for product and customer information. The Verity search engine looks to records and fields to locate the requested information. For instance, if a CSR wanted to find all items with a specific description, they identify the description on the search page and the search engine looks up the information from data contained in the specified records and fields. Order Management is delivered with Verity search capability. The Verity search collection is predefined but can be expanded if necessary.

Parallel Processing

When processing large volumes of orders through to Inventory, you can stream batch processes together by selecting from the post process options on the run control page for these processes:

- Electronic Commerce (OM_EC)
- Order Completion/Repricing (OM_BACKGRND)
- Hold Checking (OM_HOLD)
- Credit Checking - Customers and Source Codes (OM_CREDIT)
- Populate Demand (OM_DEMAND)

All data selected as part of the process will be evaluated in subsequent processing. The application engine processes take advantage of features including parallel processing and set processing that utilize temporary tables to reduce risk by date contention and deadlocks. To take full advantage of this, set up your runs to partition data. For example, for a Order Management Business Unit, you can process all orders coming from a specific source.

What's New in PeopleSoft Enterprise Promotions Management 8.9

Successfully forecasting, executing, and measuring trade promotion effectiveness are critical factors of your organization's profitability, especially for consumer products manufacturers and distributors. To maintain PeopleSoft's current stance as a leading provider of closed-loop trade promotion management, Promotions Management 8.9 delivers enhancements that offer increased flexibility.

Increased Flexibility

This section discusses:

- Out-of-the-box workflow
- Enhanced analytical capabilities
- Flexible pricing

Out-of-the-Box Workflow

Wouldn't it be nice to manage the approval process for a promotion from your desktop, without having to pick up a phone, send a fax or multiple emails? Because the approval chain for promotional activities extends to users outside of your four walls, you need a tool to help route and manage all activities required for a successful promotion. Out-of-the-box standard workflow will significantly expedite and streamline the approval process while reducing administrative costs.

With 8.9, Promotions Management now delivers several new workflow templates. You will now be able to track, route and manage approvals and business activities. The system provides a worklist to record the workflow-generated action items for the various approvers in the approval chain. The result of this workflow will be a reduction of administrative cost by streamlining the standard approval processes for promotions, payment authorizations and claims.

New Functionality

To support approval workflow, Promotions Management provides a predefined approval workflow process that is driven by the approval workflow engine (AWE). The engine uses an approval process that manages the routings and notifications for promotion, payment authorization, and claim transactions and will update statuses based on approver responses.

In addition to workflows and notifications, this engine supports multiple approvers who can be notified at the same time, creating parallel approval paths. Workflow will route promotion transactions through the approval process utilizing the customer tree hierarchy. The transaction originator will initiate the workflow process, while approvers can approve, deny, or push back transactions, enter comments, and assign ad hoc reviewers or approvers for the transaction. When the approval process is complete, the system updates the status to Approved or Rejected.

PeopleSoft delivers workflow approval processes for the following Promotions Management transactions:

- Customer Promotions
- Payment Authorizations

- Customer Claims

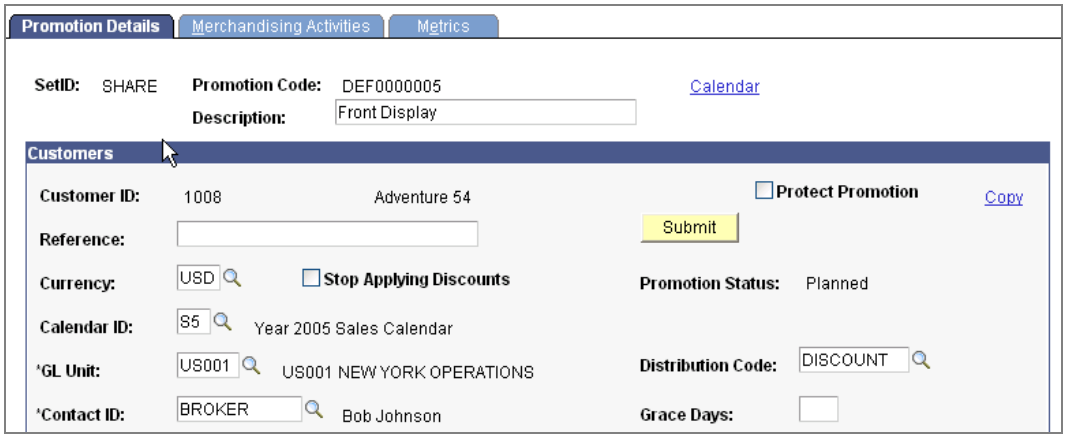
The workflow feature in Promotions Management provides different approval statuses for promotion, payment authorization and claim transactions. They are:

- ***Initial, Not Authorized, or Planned:*** The transaction has been created, but the transaction workflow process has not yet been initiated.
- ***Pending or Pending Approval:*** The transaction has been routed to the first approver(s) in the approval chain. The transaction remains in this status until it is approved by all necessary approvers or rejected.
- ***Approved, Authorized, or Management Approved:*** Final approver has approved the transaction.
- ***Rejected or Management Rejected:*** Approver has rejected the transaction.
- ***Pushback:*** Approver has returned the transaction to the previous approver in the customer tree hierarchy to review.

To activate approval workflow for promotion transactions, you use the ***Promotions Options – General Options*** page. By selecting check boxes for each type of promotion transaction, the system will use the approval process defined for the transaction. When a transaction uses the workflow process, the system manages the approval status and provides additional buttons on the transactions' pages for submitting the transaction for approval and reviewing the approval status and participants. If a transaction has not been defined for approval workflow, you can manually select approval statuses for the transaction.

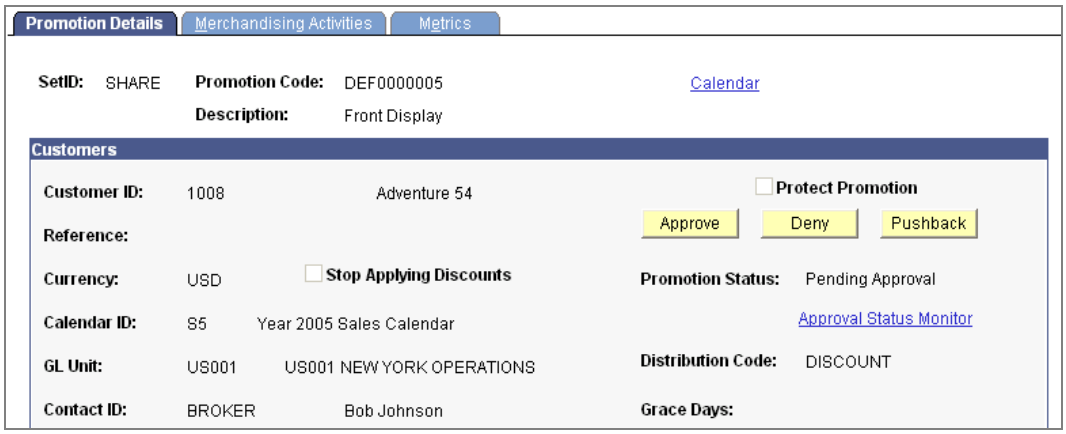
The AWE uses approval workflow processes that will be designed by an application administrator for reuse by system users. Included in a workflow process is defining the approval process and registering it on the system, establishing user lists and roles for approvers, and maintaining generic templates for notifications. Administrators are able to develop approval processes using the ***Approvals*** feature under the Set Up Financials/Supply Chain, Common Definitions menu.

Depending on the workflow processes selected on the Promotions Options - General Options page, a Submit button will display to initiate the workflow approval process.



Promotion Details page with the Submit button.

Once the workflow approval process has been initiated for a customer promotion, payment authorization, or claim transaction, the Approve, Deny, and Pushback buttons will display for the approver to take action.



Promotion Details page with the Approve, Deny, and Pushback buttons.

Enhanced Analytical Capabilities

Recent accounting legislation is forcing businesses to deliver accurate promotion measurement and compliance capabilities. Consequently, you need powerful analytic tools for compliance with the new accounting legislation. As a result of this visibility, you are now able to effectively manage and control promotion-related administration costs.

Planned versus actual analysis is critical for organizations to comply with new accounting legislation. In Promotions Management 8.9, the analytical capabilities have been enhanced to enable side-by-side comparison of planned versus actual promotion results. With this release, product costs are incorporated into promotion calculations to increase accuracy. In addition, the consumer behavior dimension has been added so that analysis of planned versus actual by customer, versus actual by consumer, is possible.

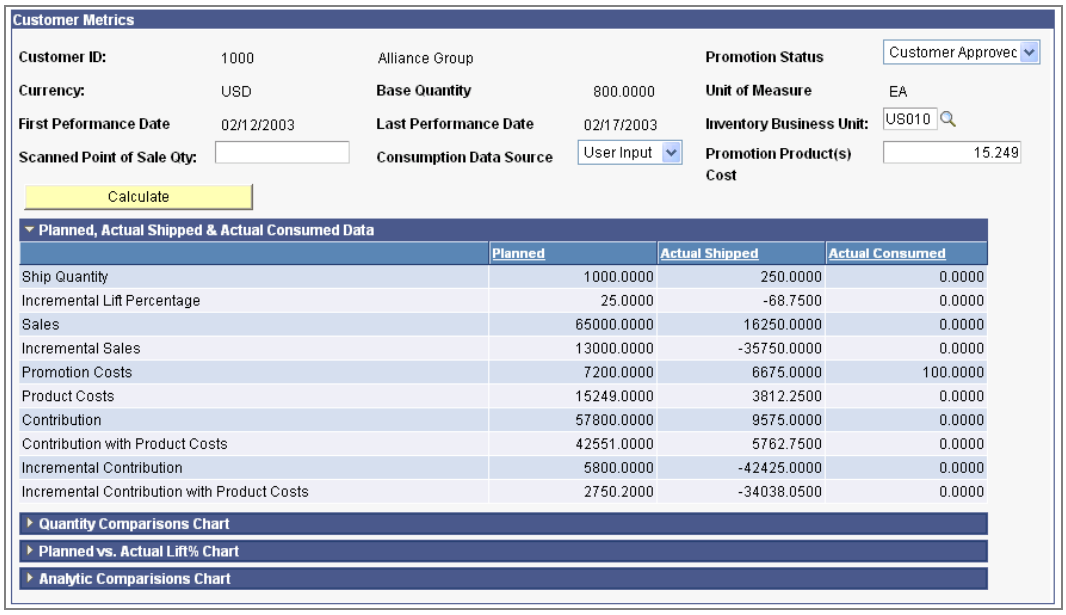
New Functionality

To support analytics for Promotions Management 8.9, a new selection has been added to the Analysis menu. The Planned vs. Actual feature will provide access to an assortment of data related to a customer promotion. Highlighting the page will be the capability for you to:

- Select methods by which you want to compare data. These include the scanned point of sale quantity and the type of consumption data upon which to calculate comparisons. You can also change the product cost and inventory business unit.
- Perform interactive calculations. A Calculate button is available to quickly calculate comparisons for display on the page. You can change the calculation data and enter new amounts, then recalculate to view the changes.
- View actual performance of the customer promotion against the planned and consumed analytic information. A display grid shows the actual values for data such as shipment quantities, promotion costs, and sales.
- Chart the outcome of the analysis. Included in the charts is data for quantity comparisons, planned versus actual lift percentages and analytic comparisons.

You can also access the Planned vs. Actual page using the Metrics page in the Customer Promotions component.

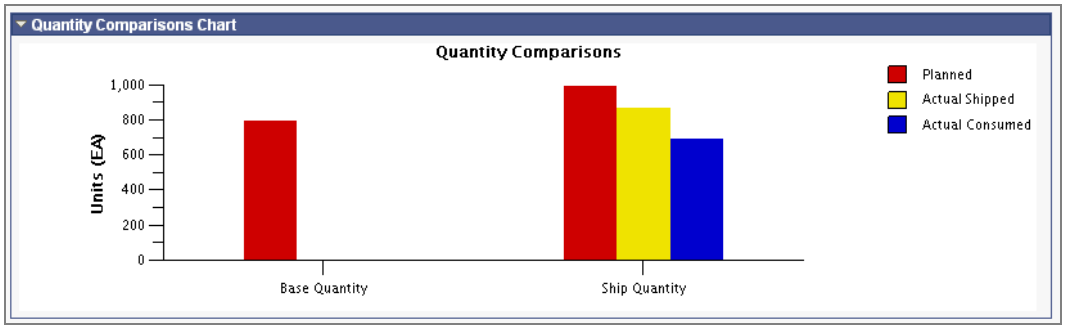
Several set-up options have been added to update display fields in the new Planned vs. Actual analytic page. To define if product cost lines will display in the data grid on the page, you will select the View Product Cost check box on the User Preferences – Promotions Management page. You can define default values for the inventory business unit and consumption data source using the Promotions Options – General Options page.



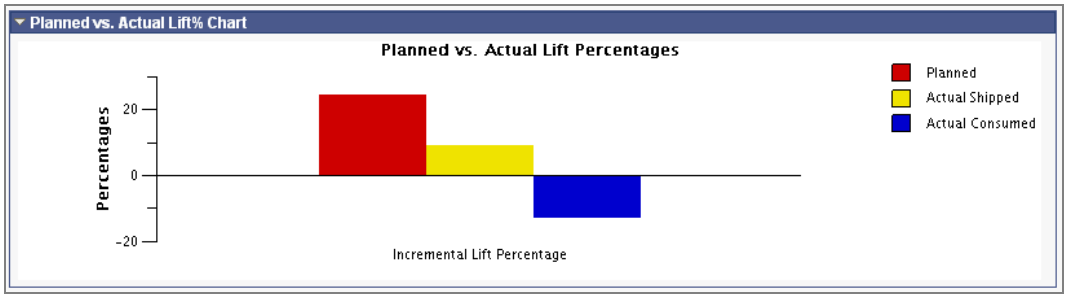
	Planned	Actual Shipped	Actual Consumed
Ship Quantity	1000.0000	250.0000	0.0000
Incremental Lift Percentage	25.0000	-68.7500	0.0000
Sales	65000.0000	16250.0000	0.0000
Incremental Sales	13000.0000	-35750.0000	0.0000
Promotion Costs	7200.0000	6675.0000	100.0000
Product Costs	15249.0000	3812.2500	0.0000
Contribution	57800.0000	9575.0000	0.0000
Contribution with Product Costs	42551.0000	5762.7500	0.0000
Incremental Contribution	5800.0000	-42425.0000	0.0000
Incremental Contribution with Product Costs	2750.2000	-34038.0500	0.0000

Customer Metrics

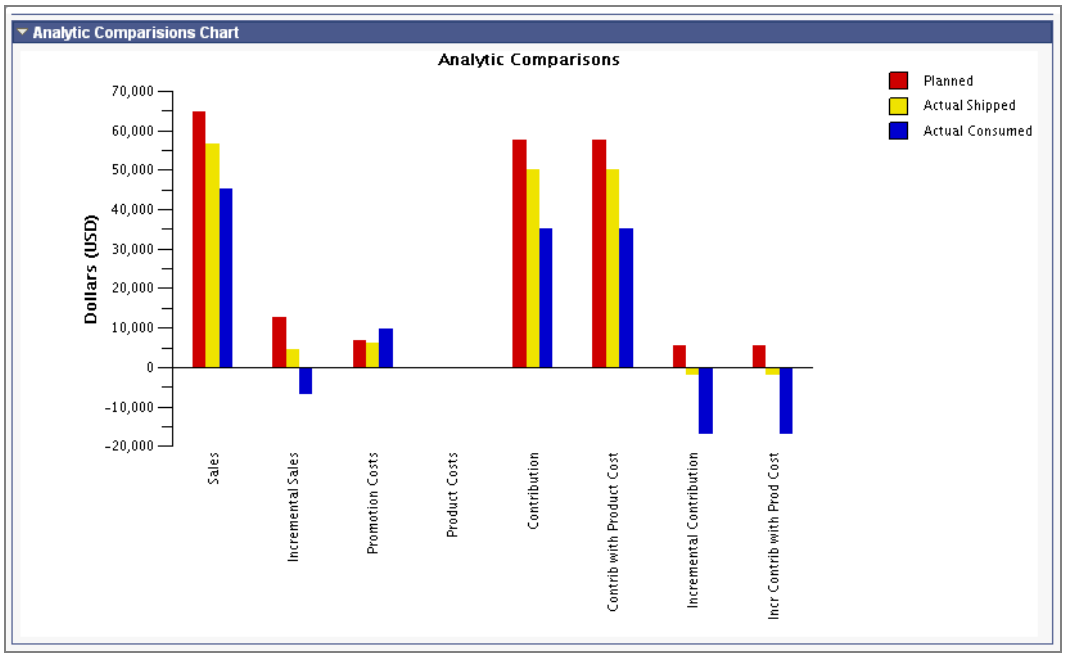
The Planned, Actual Shipped & Actual Consumed Data provides a single analytic view for comparing planned and actual values.



Viewing the Quantity Comparisons Chart.



Viewing the Planned vs. Actual Lift Percentages chart.



Viewing the Analytic Comparisons chart.

Flexible Pricing

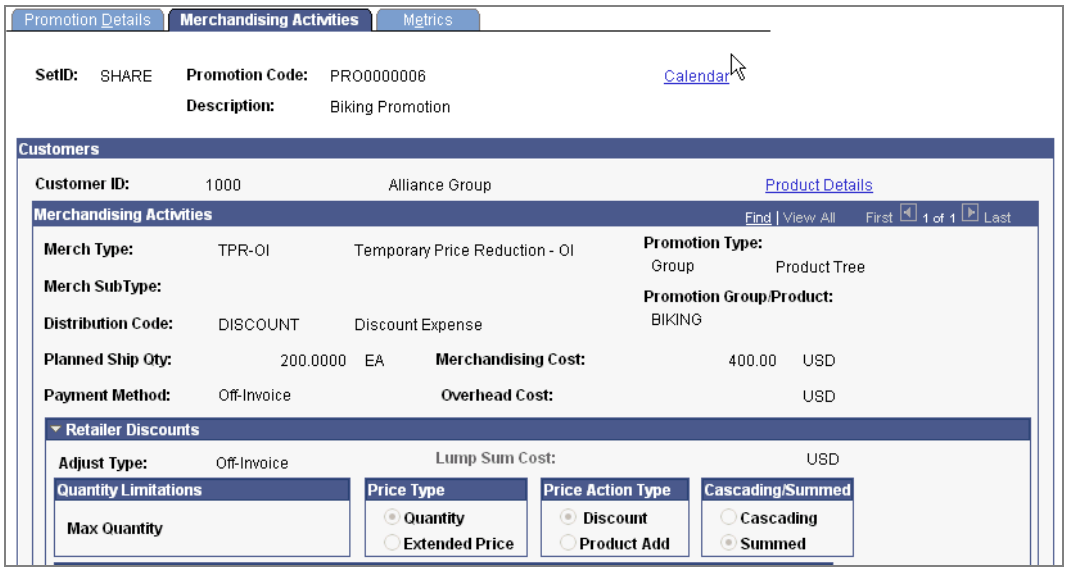
Businesses are continually required to rethink current and invent new promotional strategies to remain competitive. This calls for enhanced flexibility to create promotions that fit your business needs by utilizing new and more flexible pricing features. With Promotions Management 8.9, you will have the advantage of leveraging Enterprise Pricer enhancements, including many new options to create promotions to suit your business needs. These options include, but are not limited to, one-time-only trade promotions, tiered pricing, user-defined pricing dates, discounted product adds, “Buy-One, Get-One” promotions, mutually exclusive promotions, and promotions in conjunction with buying agreements. By utilizing the new pricing features, you can now design more flexible promotions that will satisfy your customer needs as well as your bottom line.

New Functionality

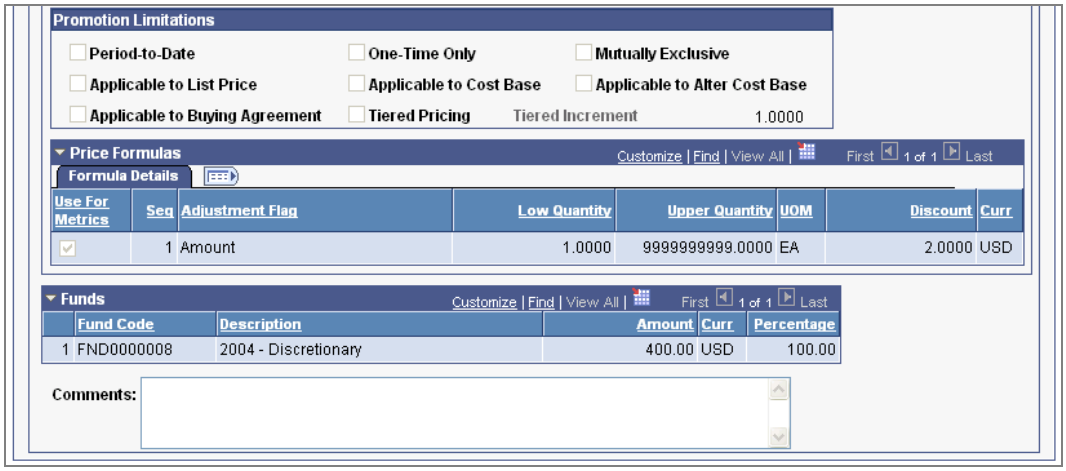
To support flexible pricing, Promotions Management provides the following interface updates to facilitate the use of Enterprise Pricer enhancements added for Release 8.9:

- A ***One-Time Only*** check box has been added to the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support the one-time only price rule.
- To provide cost plus pricing functionality, you have the ability to change the way a price is defaulted to a customer promotion to obtain a more accurate base price. These field values are available for the ***Pricing Default Type*** field on the Promotions Options – Pricing Options page:
  - ***Inventory Business Unit***
  - ***Lowest Price List Price*** (current functionality)
  - ***Full Pricing Simulation***

- A ***Tiered Pricing*** check box and a ***Tiered Increment*** field have been added for the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support an incremental value for tiered pricing in the price formula.
- An ***Applicable to Buying Agreement*** check box has been added to the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support adjustments to a buying agreement price.
- An ***Applicable to List Price*** check box has been has been added to the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support adjustments to a list price.
- An ***Applicable to Cost Base*** check box has been has been added to the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support adjustments to a unit cost.
- An ***Applicable to Alter Cost Base*** check box has been has been added to the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support adjustments to an alternate unit cost.
- An ***Adjustment Flag*** field has been added to the Price Formulas scroll on the Customer Promotion, Multiple Customer Promotion, and National Allowance pages. Field values include:
  - ***BOGO Factor***
  - ***BOGO with Price***
  - ***Quantity***
  - ***Quantity with Price***
- A ***Mutually Exclusive*** check box has been added to the Customer Specific Promotion, Multiple Customer Promotion, and National Allowance pages to support the mutually exclusive price rule.
- The Period to Date (PTD) functionality has been updated so when you select ***Period-to-Date*** on the Customer Promotion or Multiple Customer Promotion pages, the system will process the new PTD price rule by customer. When you select ***Period-to-Date*** on the National Allowance page, the system will process the new PTD price rule by rule.



Merchandising Activities page (1 of 2)



Merchandising Activities page (2 of 2)

Use the new Promotion Limitations options to enhance the flexibility available to price your promotions.

What's New in PeopleSoft Enterprise Contracts 8.9

PeopleSoft Enterprise Contracts 8.9 continues to play a key role in the order-to-cash process. Contracts 8.9 further advances PeopleSoft's Total Ownership Experience initiative by delivering enhancements in the following areas:

- Control and visibility
- Streamlined processing
- Additional new enhancements

Control and Visibility

In today's challenging economic times, many business relationships have contractually defined limitations on the provision of services. This type of contractual arrangement requires a company to have both visibility into contractual limits, as well as, controls in place to ensure efficient processing of revenue and billing in accordance with those limits. Failure to do so can result in improperly recognized revenue and incorrect billing, which in turn can delay cash receipts and increase Days Sales Outstanding (DSO).

Contract Limits

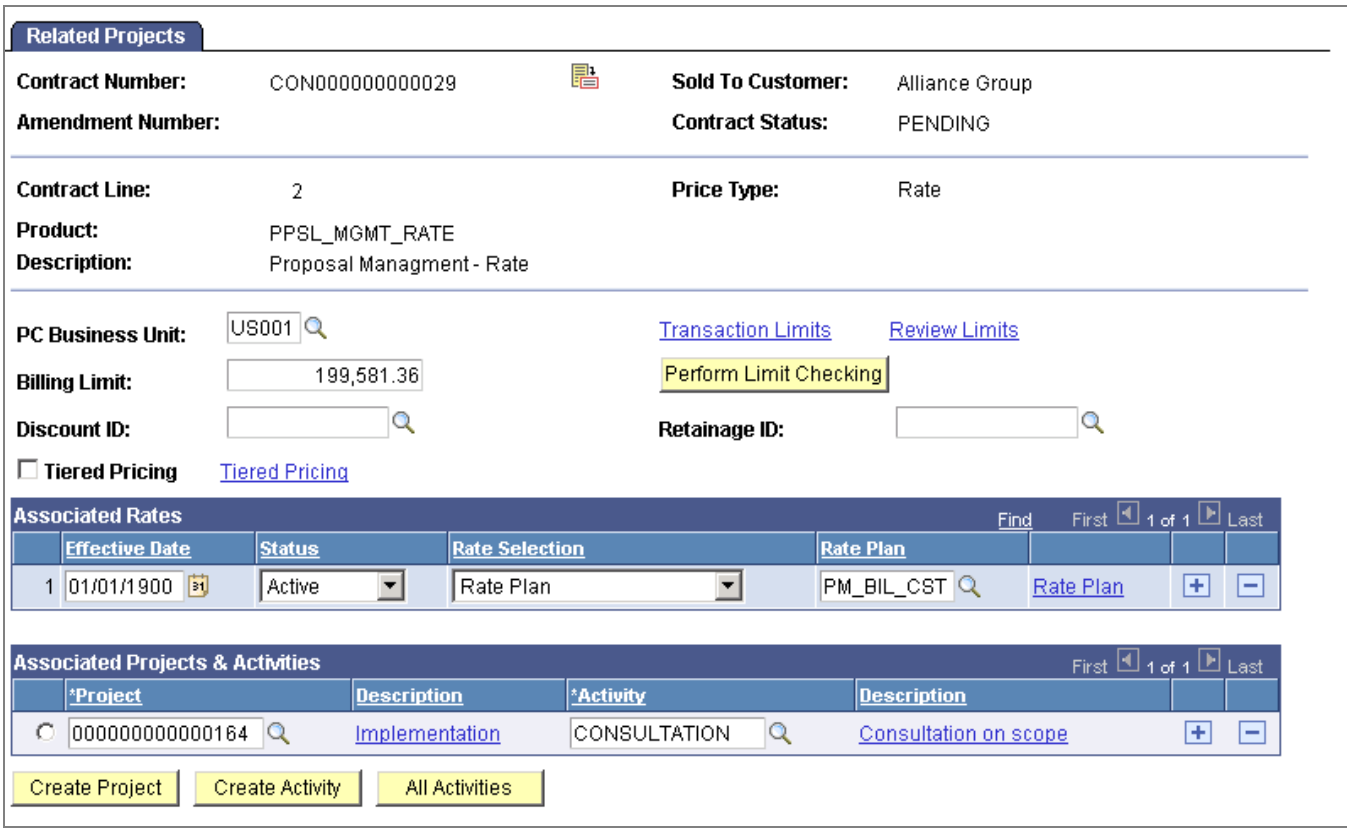
Contract limit visibility provides insight into the existence of a limit, the amount remaining on a limit, and the amount over the limit. This visibility allows for proactive management of limits in order to maximize profitability. The ***Contract Limits*** in Contracts 8.9 has been enhanced to provide greater control and visibility into limits and greater ease of processing. The new limit enhancements allow for the capture of limits at either the contract line or transaction level, ensuring limits are processed in accordance with contractual terms.

Processing improvements provide greater ease and flexibility in managing limits. As limits are increased, Limits functionality now allows for amounts previously deemed "in excess" to be reassessed against the new limit and released for processing as appropriate, reducing the manual management of ongoing limit processing.

New Functionality

Contracts 8.9 enables you to define billing and transaction limits for rate-based contract lines. Using the limits functionality, you can:

- Define your billing limit amount at the contract line level on the Related Projects page.



Related Projects page

- Perform limit processing in batch, while pricing or repricing transactions, when processing incoming transactions from feeder systems, or by individual contract line.

  When a limit is breached, action is taken so that billing does not exceed the limit set.

- Review limit amounts and their associated statuses for your contract lines using the Review Limits and Limit Details pages.

- Increase or decrease limit amounts after the contract has been activated using amendment processing.

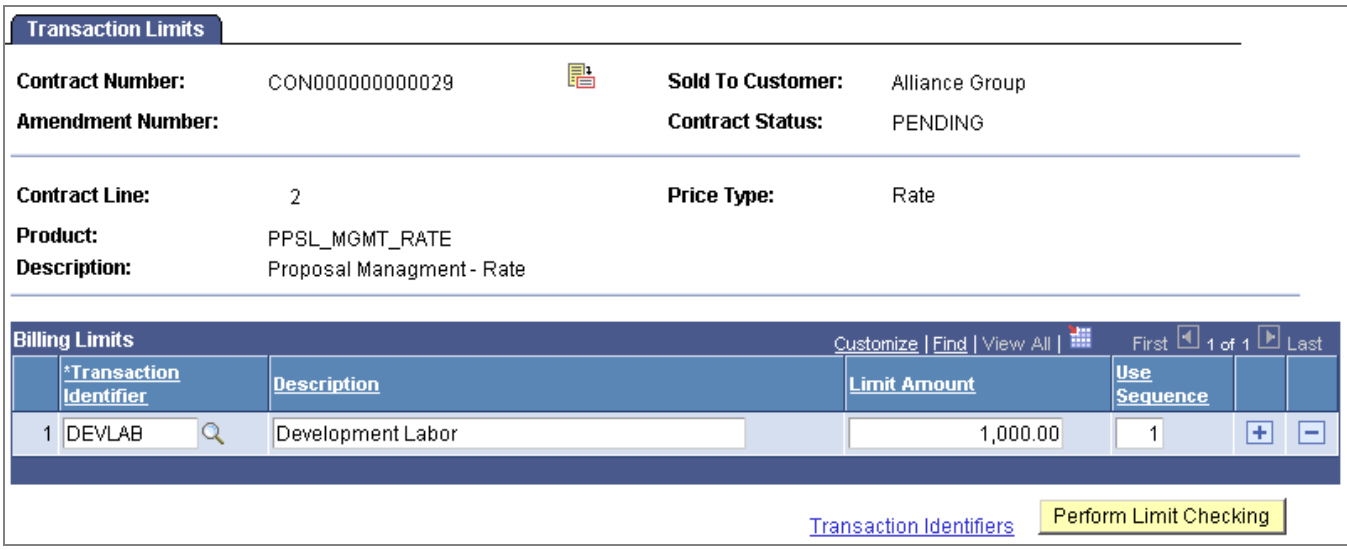
  Once the contract is active, if the limit amount changes, you can increase your limit amounts to allow transactions that were previously considered over the limit, to be billed. If the limit is decreased you can decrease the limit amount to prevent additional transactions from passing limit checking.

Transaction level limits enable you to:

- Apply multiple limit amounts to multiple sets of transactions for a specific contract line.

  Sequence numbering enables you to indicate in what order the transaction limits should be applied against the transaction to accommodate overlapping limit scenarios.

- Define transaction limits using transaction identifiers to identify the specific set of transactions for a contract line that are limit applicable.



Transaction Limits page

- Perform limit processing in batch, while pricing or repricing transactions, when processing incoming transactions from feeder systems, or by individual contract line.

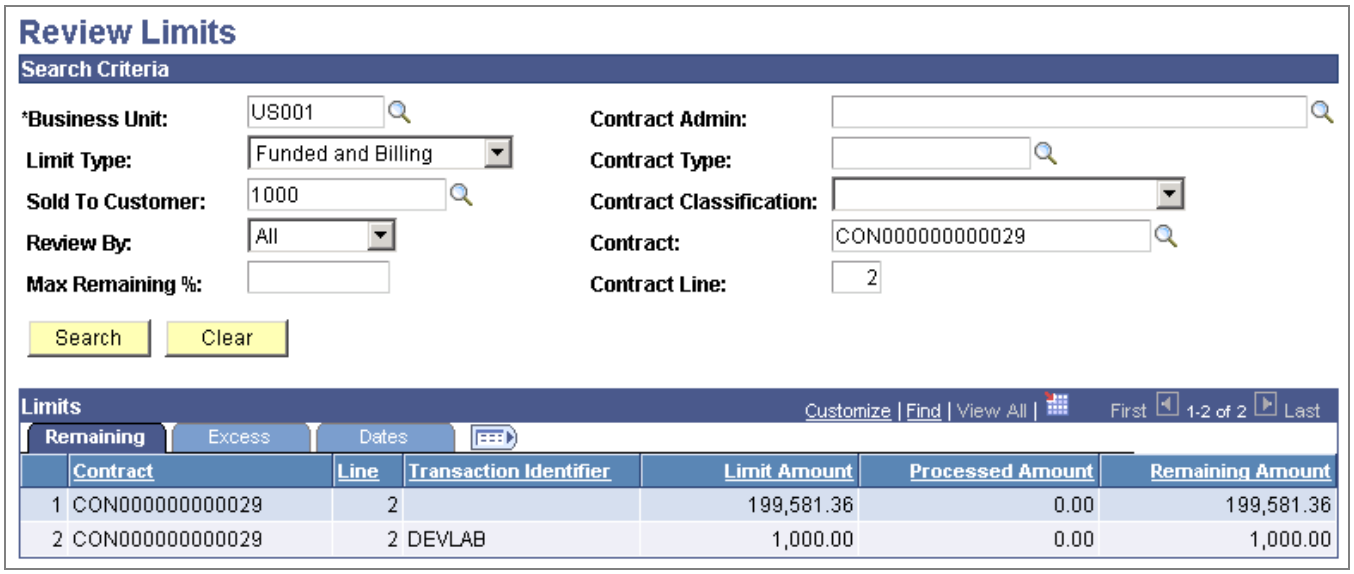
  When a limit is breached, action is taken so that billing does not exceed their limits. The limits process applies any transaction limits first, and then applies any billing limits at the contract line level to determine which transactions are eligible for bill processing.

- Review limit amounts and their associated statuses for your contract lines using the Review Limits and Limit Details pages.

- Increase or decrease limit amounts after the contract has been activated using amendment processing.

  Once the contract is active, if the limit amount changes, you can increase your limit amounts to allow transactions that were previously considered over the limit, to be billed. If the limit is decreased you can decrease your transaction limit amounts to prevent additional transactions from passing limit checking.

The Review Limits Processing feature provides an online inquiry page to view the current limit amounts for your contract lines, including the limit amounts that have been used to date, the amounts remaining, and any amounts that have exceeded your limits in both a summarized and detailed format.



Review Limits page

This inquiry page includes filtering capabilities that enable you to view only the information that you need to effectively manage the limits that you have defined for your contract lines.

When limit amounts have been exceeded, you can use a link on the Excess tab of this page to navigate into the Limit Details page to review the processing details for the exceeded amount. From the Limit Details page, you can manually release individual transactions as needed.

The over-the-limit amounts are written to the PeopleSoft Enterprise Project Costing Project Resource (PROJ_RESOURCE) table for analysis and reporting. If the limit amount is later increased using amendment processing, the over-the-limit rows are reprocessed against the new limit amount and converted into billable rows if possible.

Streamlined Processing

Companies are continuously looking for ways to increase efficiency in order to reduce costs and increase cash flow. Companies can realize both of these goals by optimizing system processes to decrease the amount of manual intervention and speed up processing time for critical transactions within the order-to-cash process. Contracts 8.9 includes enhancements to reduce manual intervention by managing the entire contract lifecycle online, including greater flexibility in credit and adjustment processing. In addition, further enhancements allow for parallel invoice processing to enable faster invoice generation.

Flexible Credits and Adjustments Processing

Companies need agility to respond to ever-changing contractual arrangements and controls in place to ensure adherence to those changes. Contracts 8.9 includes enhancements that reduce costs by providing greater flexibility in managing contract changes that drive financial and billing adjustments. Providing more choices in credit and adjustment processing not only reduces manual intervention, but also provides greater control and visibility with a single source for adjustments.

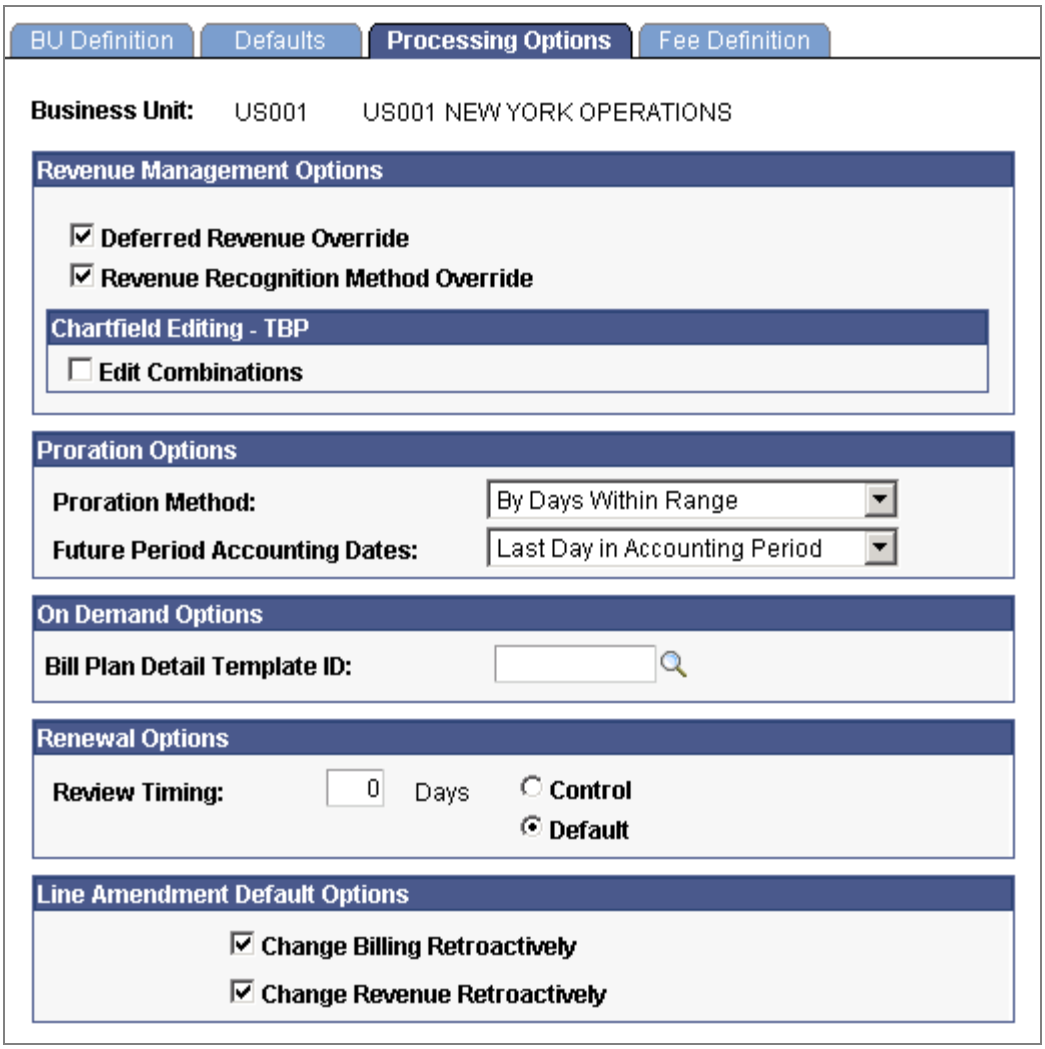
Increasing efficiency, maintaining the integrity of financial and billing adjustments, and providing a systematic audit trail are realized with the expanded ***amendment processing*** in Contracts 8.9. This offers a choice of processing credits and adjustments on either a retroactive or go forward basis, or providing the option to either systematically adjust prior revenue and billing, or to preserve past revenue and billing and adjust only future revenue and billing. This reduces the need for offline adjustments to handle these varying scenarios.

New Functionality

Contracts 8.9 has enhanced the amendment processing feature by enabling you to cancel or modify amount-based contract lines and line amounts retroactively, or at a specific point in time, using the credits and adjustments feature. Using this feature you can:

- Define retroactive billing and revenue process setting defaults at the Contracts business unit level.

  Selecting these options at the business unit level enables these values to appear by default on the Amended Amount Allocation page for your amount-based contract lines.



BU Definition – Processing Options page

- Enable the cancellation of amount-based contract lines using amendment processing, without first unlinking the associated billing and revenue plans.

In addition, the Amendment Process allows the adjustment of ***In Progress*** and ***Completed*** events.

- Enable users to specify whether they want a cancellation on an amount-based contract line to adjust going forward only (*no retroactive adjustment*), or to adjust with a retroactive adjustment by clearing or selecting the options to ***Adjust Billing Retroactively*** and ***Adjust Revenue Retroactively*** on the contract line respectively.
- Enable users to change the amount on an amount-based contract line and choose to adjust future events only (on billing and revenue) instead of having a retroactive adjustment.
- Suspend services by performing the following steps:
  - Cancel the original amount-based contract line with the ***Adjust Billing Retroactively*** and ***Adjust Revenue Retroactively*** options cleared.
  - Add a new amount-based contract line for the reinstatement (unsuspension) of the services.

The billing adjustment type and revenue adjustment type are independent of each other. You can select the ***Adjust Billing Retroactively*** option for billing and not select the ***Adjust Revenue Retroactively*** option for revenue for the same contract line and vice versa.

Parallel Processing Support for Billing

Speed up transaction processing time and get invoices out the door faster with ***Parallel Processing for Billing.*** This enhancement optimizes Contracts' existing streamlined billing functionality by enabling multiple billing processes to be run in parallel. The ability to run billing processes in parallel improves system performance and streamlines invoice processing originated by multiple points within your organization, such as a project manager (using Project Costing) or a contract administrator (using Contracts). Generating invoices faster also improves the efficiency of downstream business processes, such as invoicing, mailing, and cash receipt. The sooner the invoices are issued, the sooner the cash can be received, both of which are necessary to improve and sustain a healthy DSO.

New Functionality

Contracts 8.9 has also added the following billing enhancements:

- Billing Summarization: Enables users to summarize billing lines downstream in PeopleSoft Enterprise Billing.

  Detailed billing data is passed to Billing from Contracts. Then, using a billing summarization template that you specify on the contract's billing plan, the system summarizes the billing data on the invoice.
- Interorganizational and Interunit Billing: To support internal contracts and interunit billing, Contracts 8.9 enables you to set up a contract using a Contract Classification of ***Internal***, and select an interunit bill to customer for the contract.
- Expanded options for selecting payment methods and payment terms on the contract: Users can select the payment method and payment terms that they want to use at the contract and billing plan level.

  The payment method and terms selected at the billing plan level are passed to Billing during bill invoice processing.

- Increased flexibility when entering notes on a contract's billing plan: You can enter multiple billing plan line notes on a billing plan that map to the billing invoice line.

  For Recurring billing plans, billing plan line notes can now be entered, and print out for every line generated by the billing plan. Users can now select whether a billing plan event note should display at the bill header or line.

- Enhanced update processing for billing plan statuses: The Projects/Contracts Interface (BIPCC000) process now includes the additional step of updating all contract tables; including billing plan statuses.

  This happens automatically as a result of running this process either through the streamlined billing process or as a step in processing contract bills.

Additional New Enhancements

Contracts 8.9 also provides these new enhancements:

- Archiving
- Enhanced renewal processing

Archiving

Contracts 8.9 uses the Data Archive Manager utility in PeopleTools to archive Contracts related data. The archiving features provide users with the ability to archive data from all tables that have an integral relationship to a contract. Any user-defined status that maps to a processing status of ***Closed*** is available for archiving. No contracts with user-defined contract statuses that map to a processing status of ***Pending*** or ***Active*** can be archived.

Contracts uses the Archive Data to History option on the PeopleSoft Data Archive Manager menu to select and delete the data. There is also a link on the Contracts Center page.

The data selection criteria for archiving contracts includes the contracts business unit, contract ID, sold to customer, contract status, contract signed date, and last updated date. Only contracts with a processing status of ***Closed*** are eligible for archiving.

See Also

Standardized Archiving Solution

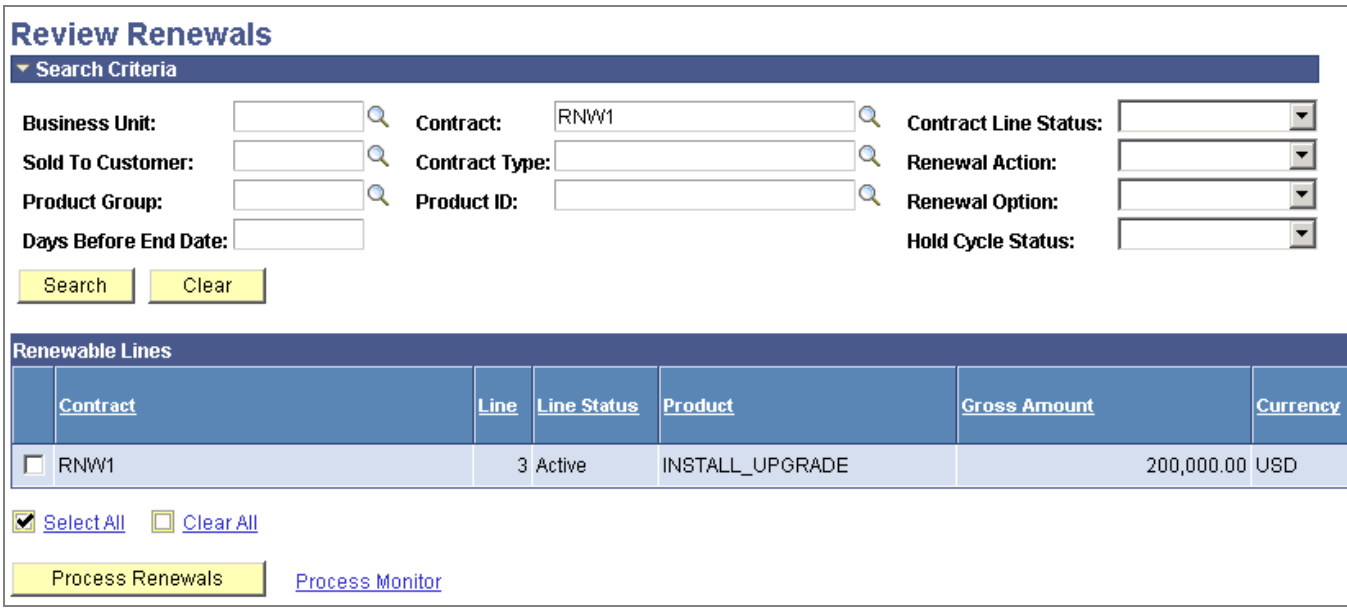
Enhanced Renewal Processing

Contracts 8.9 has enhanced the renewal processing feature to provide more robust renewal management functionality and enables you to automatically renew contract lines. The renewal enhancements include:

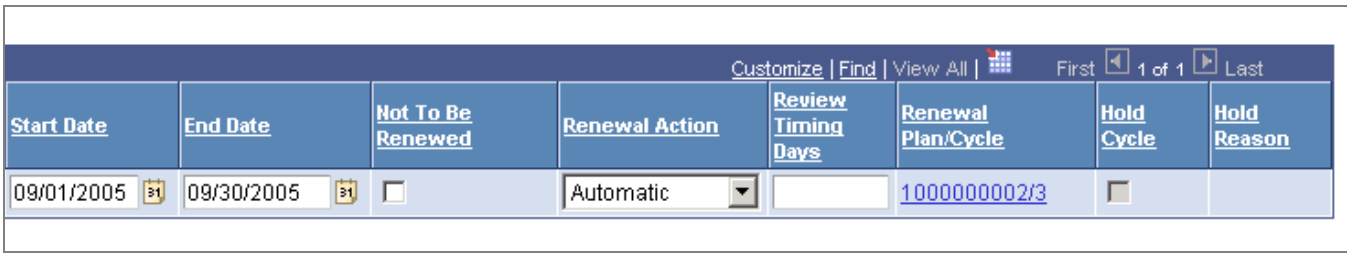
- Enabling users to configure the timing of when a renewal action occurs.
- Modifying the product or product grouping to include a default renewal action.

  The renewal action specified at this level appears by default and is stored on the renewable contract line. The renewal action drives the behavior of the renewal plan tied to that contract line.

- Providing renewal management with visibility to the renewal action chosen and the ability to change the type of renewal action.



Review Renewals page (page 1 of 2)



Review Renewals page (page 2 of 2)

- Enabling users to specify whether a renewable contract line should be renewed.
- Enabling users to include cancelled renewable contract lines in the review and renewal process.
- Enabling users to place a renewal on hold and specify the hold date and hold reason code.
- Enabling users to specify an amount, an amount and percent, or price basis amount representing a price increase or decrease at the renewal cycle level when the renewal process is run.
- Providing an auto-renew option for renewable contract lines.
- Generating multiple renewal contract lines from one renewal plan and cycle.
- Using accounting data from either the product default or source renewable contract line for the renewed contract lines.
- Providing improved renewal plan/cycle usability for manual renewals or coterminations.

Define Renewal Plan

Renewal Plan: 1000000001 *Description: DESCR

*Unit: US001 Currency: USD *Status: Pending

*Target Contract: DEMO Cycle in Progress: 1

Sold To Customer: 1001 Revenue Plan Template: QUARTERLY ☑ Autoready Revenue Plan

Apex Systems Billing Plan Template: QUARTERLY ☑ Autoready Billing Plan

Reprice Detail Template:

Renewal Cycles — Customize | Find | First 1-4 of 4 Last

Cycle	*Start Date	*End Date	Product ID	Quantity	UOM	Gross Amount	*Cycle Status
1	01/01/2006	03/31/2006	INSTALL_UPGRADE	1.0000	EA	200,000.00	Pending
2	04/01/2006	06/29/2006	INSTALL_UPGRADE	1.0000	EA	200,000.00	Pending
3	06/30/2006	09/27/2006	INSTALL_UPGRADE	1.0000	EA	200,000.00	Pending
4	09/28/2006	12/26/2006	INSTALL_UPGRADE	1.0000	EA	200,000.00	Pending

Assign Renewable Lines

Define Renewal Plan page

Define Renewal Cycle

Renewal Plan: 1000000001 DESCR Cycle in Progress: 1

Status: Pending Target Contract: DEMO

Renewal Cycle: 1 *Cycle Status: Pending

Create one contract line
- for all renewable lines
- for each renewable line

Hold
- Hold Cycle
- Reason
- Date Held

Product ID: INSTALL_UPGRADE R_INSTALL & UPGRADE

*Start Date: 01/01/2006 *End Date: 03/31/2006

Accounting Distribution Option: Default Quantity: 1.0000

*Renewal Action: Manual Unit of Measure: EA

*Price Basis: Contract Line Gross Amount Gross Amount: 200,000.00 USD

Reprice Price Rules Maintenance Terms and Conditions

Renewable Lines — Customize | Find | View All | First 1 of 1 Last

General | Target

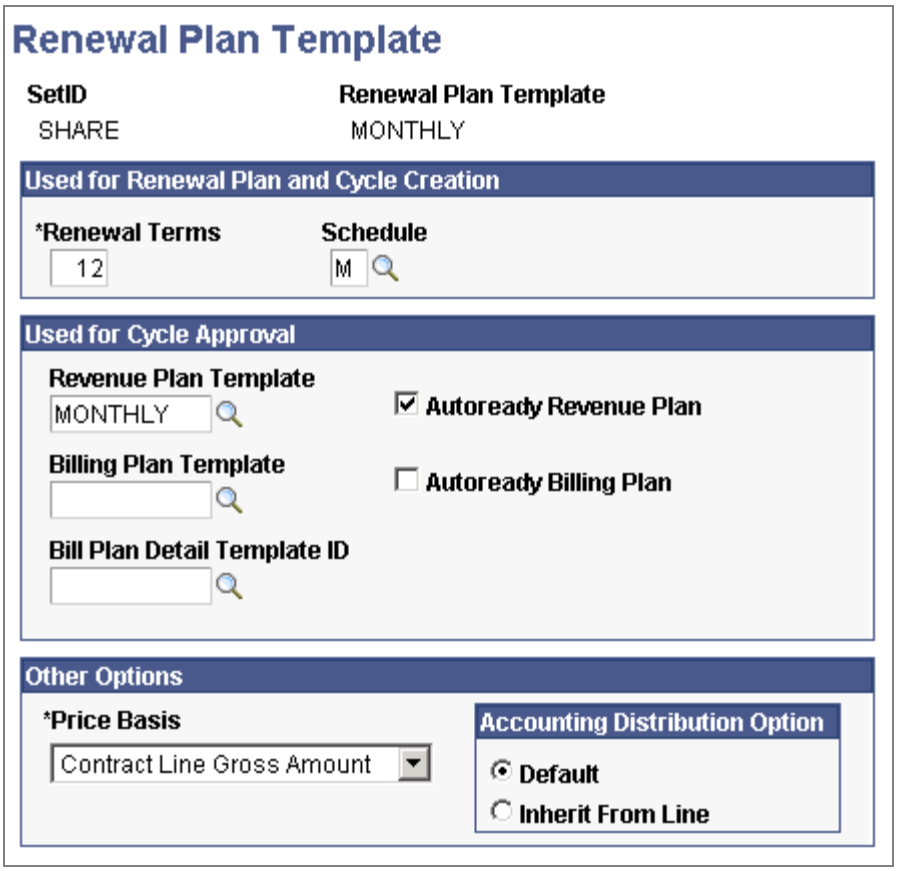
Contract	Contract Status	Line	Line Status	Product	Quantity	UOM	Gross Amount	Currency	Start Date	End Date
DEMO	PENDING	1	Active	INSTALL_UPGRADE	1.0000	EA	200,000.00	USD	01/01/2005	12/31/2005

Define Renewal Cycle page

- Enabling users to adjust start and end dates on renewable contract lines and adjust

billing and revenue plans accordingly.

- Enabling users to define additional options on the renewal plan template for price basis and accounting distribution to enable these values to appear by default on the renewal cycle.



Renewal Plan Template page

The Price basis is used to determine what amount field passes to Enterprise Pricer (EP) to calculate the renewal price.

The Accounting distribution option enables you to specify whether the renewed contract line inherits the accounting distributions associated with the source contract line, or the accounting distributions determined by the defaulting logic associated with the contract's business unit and contract line setup.

What's New in PeopleSoft Enterprise Product Configurator 8.9

Organizations continuously struggle with complexity during sales and fulfillment cycles. This complexity occurs in the form of wading through multiple product offerings, selling multifaceted solutions, specifying make-to-order products, and calculating resulting prices. Often times, your sales staff needs guidance in recommending the most optimal solution in terms of products and prices for customers. Even once these solutions have been specified, errors can still occur when trying to communicate these requirements to the fulfillment staff. Opportunities for failure and unmet customer expectations plague the entire lifecycle of the order. Product Configurator automates the process of selling complex solutions, quoting the corresponding price, and fulfilling the resulting request, thus eliminating these errors and increasing your customer satisfaction rates.

Product Configurator 8.9 delivers enhancements that support fulfillment.

Support for Fulfillment

In order for your company to more effectively handle demand, provide flexibility, and enhance inventory visibility, PeopleSoft Enterprise Inventory 8.9 reworked how it manages and manipulates demand. As a part of these enhancements, PeopleSoft's Product Configurator is being modified to work in harmony with the rest of the fulfillment changes. In addition, some implementation enhancements have been added to offer further flexibility.

Full Support of Fulfillment

Configured product fulfillment requires a high level of automation to ensure high quality and error-free delivery of your products. As a part of the optimization for fulfillment and inventory in 8.9, the Enterprise Product Configurator was modified as required to ensure the flawless automation of configured solutions through fulfillment.

Implementation Enhancements

In an effort to provide more Configurator flexibility, we are making implementation enhancements that enable organizations to specify the date field to be used when selecting configurations. Additionally, fields can be identified that will drive reconfigurations and updates when changed on an order.

What's New in PeopleSoft Enterprise Inventory 8.9

Current market forces—competition, shareholder value and inventory reduction—are driving new advances in how inventory is managed. These advances include greater inventory visibility, flexible responses to customer requests, and the deployment of product closer to the customer. Inventory 8.9 was developed with these trends in mind. Evolution in fulfillment processing, radio frequency identification (RFID), and vendor-managed inventory (VMI) will help you effectively minimize carrying costs, increase inventory accuracy and customer service levels.

Inventory 8.9 delivers enhancements in the following areas:

- Fulfillment optimization
- Enhancements to Cost Management
- RFID/GTIN
- Vendor-managed inventory
- Additional new enhancements

Fulfillment Optimization

Customer order fulfillment is the intersection where suppliers and their customers trade information and inventory. In today's business environment, where all supply-chain intensive companies are trying to drive down inventory while becoming more responsive to their customers, flexibility is critical. Suppliers need inventory management systems that provide greater visibility to stakeholders across the fulfillment chain to make better-informed decisions. PeopleSoft's fulfillment optimization capabilities have been further enhanced in the following areas to better support demands on inventory management.

Architecture

To process more orders faster, with fewer people and fewer inventories, is the goal of most fulfillment organizations. Traditional fulfillment engines contain time-consuming batch-processing jobs that move orders through a sequence of states and confirmations. This architecture is time consuming to process and lacks the flexibility to modify the workflow to adapt to real world business processes that users face. Inventory 8.9 with its ***rearchitected fulfillment engine*** eliminates moving orders from table to table as their status, or states, change. By leveraging PeopleSoft's *Application Engine* technology, states are updated in real time in the same table. The benefits are threefold; processing time is reduced from minutes to seconds; orders no longer have to cycle through all the states to complete the order processing. Instead, users can set up the steps they need to run their business and no extras, allowing maximum flexibility to streamline their operations.

With the new architecture comes a smoother ability to make last minute changes to orders even after they have been sent to the warehouse for picking. If there is a change in delivery scheduling or an unplanned change in inventory availability, the warehouse can, in real time, make updates back up to Inventory. In addition, the rearchitected design improves visibility into the current state of the order. Theses advances are revolutionary in enterprise inventory management.

New Functionality

Orders are no longer moved through three demand tables in the fulfillment process. One table is used to increase efficiency and flexibility.

The remaining core fulfillment programs have been rewritten in this release to work within the umbrella of the fulfillment engine. These core programs include the Picking Plan SQR, Picking Confirmations COBOL, and the Deplete On Hand Quantity COBOL. Two major features have been built to increase the flexibility of fulfillment processing:

- Direct Processing: New enhancements enable users to release orders and ship orders from any previous fulfillment state.

  This eliminates the need to run prerequisite processes in order to print pick plans or to ship demand lines.

- Auto-Processing: New features enable users to perform multiple fulfillment steps automatically without stringing together multiple programs in process-scheduled jobs.

The ability to change an order during fulfillment processing has been improved. The new Demand Change Configuration component enables you to decide, for many fields on the order, when changes are allowed in the fulfillment cycle.

Improved Shortage and Back Order Handling

Earlier releases of inventory management limited back order processing to the order reservation phase. However, different companies address back order processing in different ways and need a system that is flexible enough to handle stock shortages at different stages of order fulfillment. Inventory 8.9 enables downstream visibility to back orders and either manages them at the CSR level or at the warehouse level to determine how to best fill the outstanding orders. Through the ***shortage workbench*** users can view shortages and take action on each back order, case by case, or set up rules to automatically manage them. Users can ship partials, borrow from other reservations or hold orders to ship complete.

New Functionality

Backorders can be created by reservations processing or the shortage can be sent downstream to the picking and shipping processes, where it is visible on reports and inquiries. At shipping time, you can make your final decision to create or cancel a backorder for any shortages that cannot be fulfilled.

The new Shortage Workbench is an online component that enables you to monitor and control stock shortages and other fulfillment issues. You can perform several actions on a set of orders or a set of demand lines, including:

- Create, cancel, or approve backorders.

- Release a demand line with stock shortages to the releasable state enabling the shortage to be viewed and dealt with in the picking and shipping processes.

- Soft-reserve stock online and create ad hoc replenishment requests.

  The Material Stock Reservations component has been replaced by the Shortage Workbench. The reservation of the demand line can be done with or without the new reservation rules.

- Set a demand line from the unfulfilled state to the releasable state and execute any backorder rules.

- Set the demand line back to the unfulfilled state from the releasable state.
- Unreserving demand lines with soft-reserve items that are in an unfulfilled or releasable state.

  The Unreserve Stock Requests page has been replaced by the Shortage Workbench.
- Unpromising demand lines with ATP items that are in an unfulfilled or releasable state.
- De-allocating demand lines with lot-controlled items that are in an unfulfilled or releasable state.
- Approve stock requests.
- Approve partial quantity fulfillment for sales orders and materials stock requests.

  The Partially Fulfilled Requests page has been replaced by the Shortage Workbench.
- Override the soft-reserved, promised, or picking quantity of a demand line.
- Access the Pegging Workbench to peg to a demand line.

Improved Reservation and Backorder Rules

With a rearchitected fulfillment engine and improved workflow capabilities, 8.9 has introduced new reservation and backorder rules to help automate many of the rules that required manual decisions. You can now configure a set of reservation rules at the line and order level to enable users to define at what point they consider the line ready to move forward in the fulfillment process. ***Backorder rules*** enable a backorder to be created, cancelled or a shortage to flow downstream for the backorder decision to be made at reservation or shipping time.

New Functionality

The Reserve Materials process and the new online reservations process can now soft-reserve partial quantities for a demand line and hold the line in the unfulfilled state. The demand line is set to the releasable state when the full quantity is soft-reserved or a reservation rule determines that the demand line should be released.

The Reserve Materials process and the new online reservations process use the new reservation and backorder rules to determine when the demand line of an order is ready to be moved downstream to the releasable state. Backorder rules are also used at shipping time to determine what to do with shortages that cannot be fulfilled. For material stock requests, these rules can be manually entered on the demand line or default to the demand line from the Setup Item Fulfillment-Reservation / Backorder Rules page (the item/business unit level) or the Setup Fulfillment-Reservation page (business unit level). For sales orders, the defaulting rule structure comes from setup in PeopleSoft Enterprise Order Management.

Improved Picking and Shipping

Companies today have varied plans for ***picking and shipping***, depending on inventory positions and customer requirements. Inventory 8.9's flexible design provides various capabilities such as *hard* committing inventory and sending picking instructions to the warehouse; or hard committing without sending picking instructions. In turn, some companies prefer to pick from a soft allocation. Some prefer to ship available product and provide a stock-in date on the documentation when they would expect to ship the balance. The flexibility of Inventory enables users to set up their picking and shipping systems that mirror their operations.

New Functionality

The Picking Plan process has been rewritten into the Order Release Request process, an application engine process that is as a module of the fulfillment engine. Many enhancements have been made to the process, including:

- Splitting the allocations logic away from the actual picking plan print logic to improve performance and to make it easier for users to make format changes to the picking plan.
- Allowing processing of demand lines from an unfulfilled state.
- Providing additional selection criteria when selecting orders being released.
- Allowing picking rule overrides at the request level.
- Providing additional picking rules.
- Providing the ability to release demand lines onto picking plans even though inventory is not available when picking plan runs.
- Providing the option to assign a new pick plan ID at user-specified sort breaks.

A new asynchronous integration point application message has been delivered. The Request Picking Feedback transaction runs within the rules consistent with the other fulfillment engine transaction requests.

During shipping, the new backorder rules determine whether to create or cancel backorders in short ship situations.

The new options, Verify Ship Date and Verify Ship Time, enable you to bypass the scheduled ship date and time validation during shipping.

A number of enhancements have been made to the fulfillment engine transaction-based shipping requests to provide a more robust feature that can be utilized in more situations. Enhancements include:

- Allowing the putaway of short shipments instead of automatically scrapping, including product kits.
- Enabling the assignment of shipping containers and shipping serial numbers on shipping transactions.
- Shipping from a released state.
- Allowing freight charges on shipping transactions.
- Enabling shipments to be auto-depleted.
- Adding processing groups, commit groups and pass through controls to the shipping requests.

Pegging

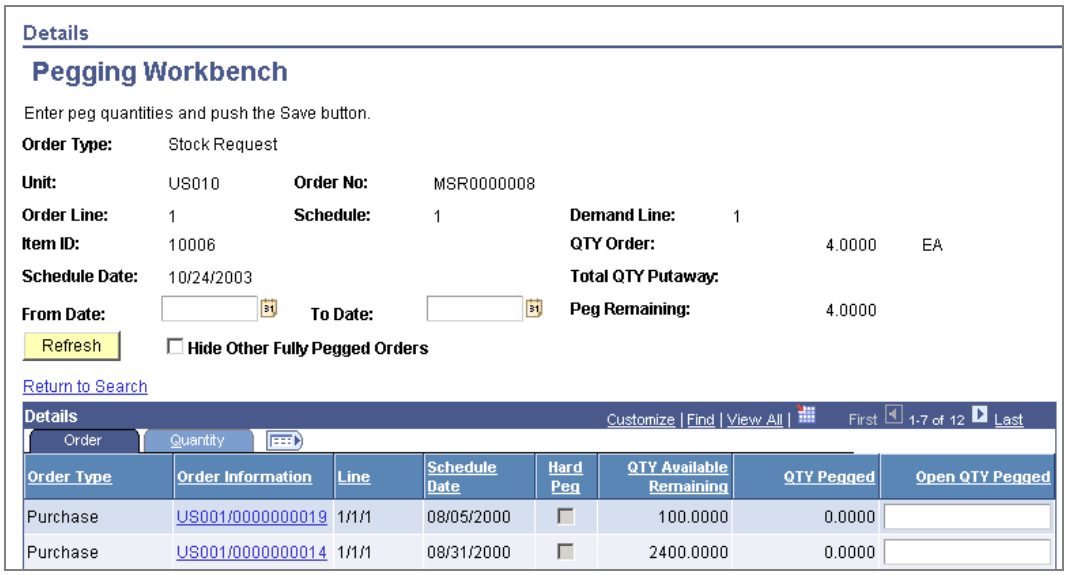
In today's just-in-time business environment, it is commonplace to promise customers inventory that has not yet arrived in your warehouse. To do this effectively, reliable order promising is critical. The consequences of missing a customer need date can lead to compliance penalties, or worse, shutting down a customers production line. Release 8.9, with its improved ***pegging*** capabilities, enables CSRs to more reliably commit against incoming inventory from manufacturing or third-party sources. The system now *tags* any type of demand order to incoming supply orders. That inventory is committed and cannot be allocated to another order. The incoming inventory is then assured of being delivered within the delivery windows promised. By more accurately committing orders to incoming replenishments, suppliers can keep their inventory levels low and still maintain excellent customer service.

New Functionality

Pegging enables you to link supply and demand. Sources of supply include; requisitions and purchase orders from PeopleSoft Enterprise Purchasing, incoming interunit transfers in Inventory, and production from PeopleSoft Enterprise Manufacturing. Sources of demand include; stock requests and outgoing interunit transfers in Inventory, sales orders from Order Management, and work orders from PeopleSoft Enterprise Maintenance Management.

To use the pegging feature:

- Access the Pegging Workbench page where you can link demand to supply or supply to demand.



Pegging Workbench page

- Access the Pegging Inquiry page where you can view the pegging information without changing it.
- Peg a specific order by accessing the Pegging Workbench from the Create/Update Stock Request component.

You can only peg an order when the line is in an unfulfilled state and the item is a soft-reserve, non-ATP item. For a material stock request, you can link supply, for example, an incoming purchase order, to the order. For an interunit order, you can also link the order as supply for demand, such as a sales order, in the receiving inventory business unit. In addition, you can access the Pegging Inquiry page from the Create/Update Stock Request component.

- The peg chain stores the pegged quantity and if either the demand or supply date or quantities change, the system automatically updates the peg (including breaking the peg chain for cancelled orders) or sends notifications to the relevant users (or user roles) that a change has taken place on the demand or supply side.

  Notifications are sent using the Message Dashboard. The setup for the Message Dashboard determines if the notification is logged on the dashboard, sent as an email, or sent as a worklist entry in workflow.

- When the supply is received into the Inventory business unit, the system can place the stock in a default pegging putaway location. During putaway, the stock is reserved or pre-allocated to the demand so that no other demand can take the material.

- Run the Pegging Exception report to review problems in pegging due to changes in dates, quantities, or cancelled orders.

Enhancements to Cost Management

PeopleSoft Enterprise Cost Management also provides these new enhancements:

- Improvements to the negative inventory costing feature.
- Performance tuning enhancements.
- Cost tolerance control.
- Changes to value adjustments for actual cost items.

Improvements to the Negative Inventory Costing Feature

Release 8.9 Cost Management provides additional flexibility to customers in terms of how they would like to cost negative inventory transactions. The enhancement enables them to fully cost the transactions automatically, resolving any anomalies later in the cycle.

New Functionality

The Cost Profiles page includes two new options for the Insufficient Qty Cost Option field: *Always cost insufficient qty* and *Cost in Regular Mode only.* These options enable the Transaction Costing sub process to cost negative inventory depletion transactions before sufficient quantity is entered into the business unit.

The Transaction Costing sub process within the Cost Accounting Creation process (CM_CSTACCTG) include two new features for negative inventory:

- The ability to cost negative inventory depletion transaction before sufficient quantity is entered into the business unit based on your settings on the Cost Profiles page.
- The Negative Inventory Resolver process to check for new receipts (putaway and adjustment transactions) and adjust the quantities and costs of previously recorded negative inventory depletion transactions.

Performance Tuning Enhancements

In release 8.9, performance-tuning enhancements for the Transaction Costing process and Accounting Line Creation process include:

- Combined processes and coalesced processing.
- Set-based sequential accounting line number creation.

Combined Processes and Coalesced Processing

The Transaction Costing process page and the Accounting Line Creation process page have been combined into one page. The new Cost Accounting Creation process page streamlines the maintenance of the run control definition and adds flexibility to improve overall processing time by enabling you to run the Transaction Costing and Accounting Line Creation processes in a continuous stream without a break between these steps.

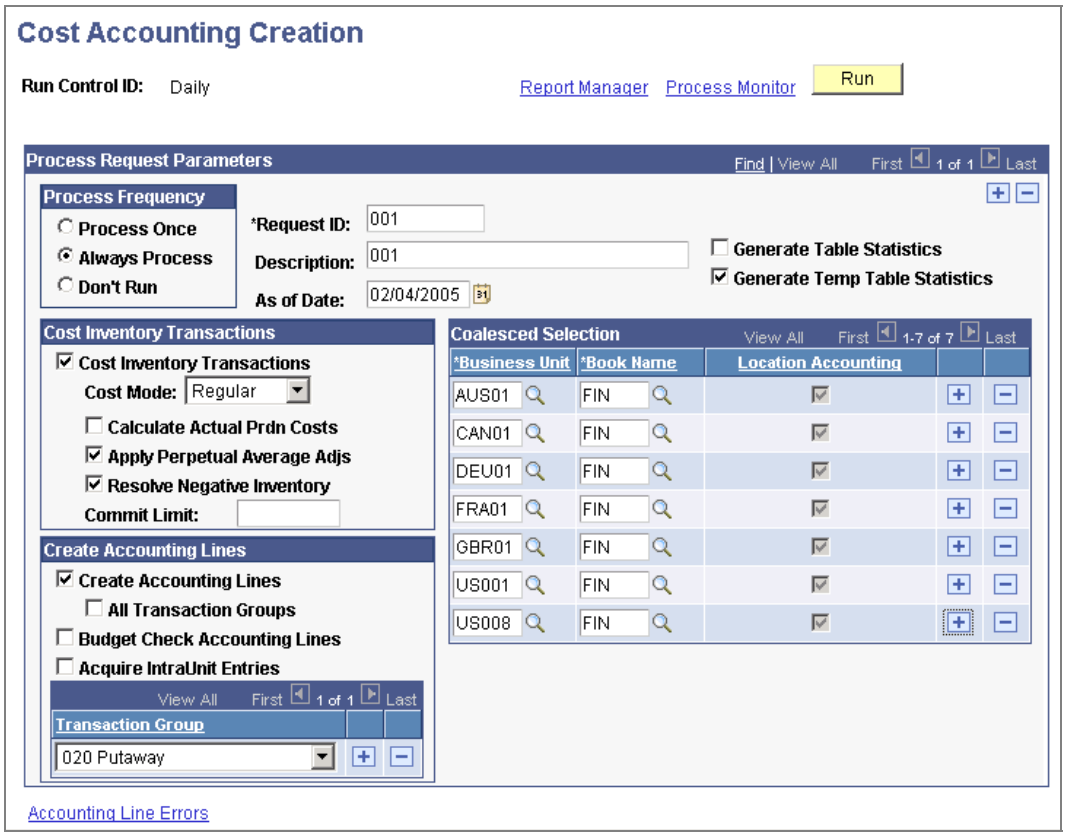
Coalesced processing is used on the new Cost Accounting Creation run control and its sub processes. Coalesced processing enables the system to process all business units in each request ID as one set rather than processing each business unit in a separate set. This change could dramatically improve performance when processing many business units.

The new process page contains all of the same features currently in the separate Transaction Costing and Accounting Line Creation pages. Using the new Cost Accounting Creation process page, you can:

- Run one or both processes on the same process instance.
- Have many requests per process run control definition.
- Specify one or many business units on each request in the Coalesced Selection group box.

  All the business units in one request are processed together as one set to take advantage of set-based relational database performance on sets of data.
- Define the same parameters for all business units within one request.

  Add multiple requests to define different parameters for each request.



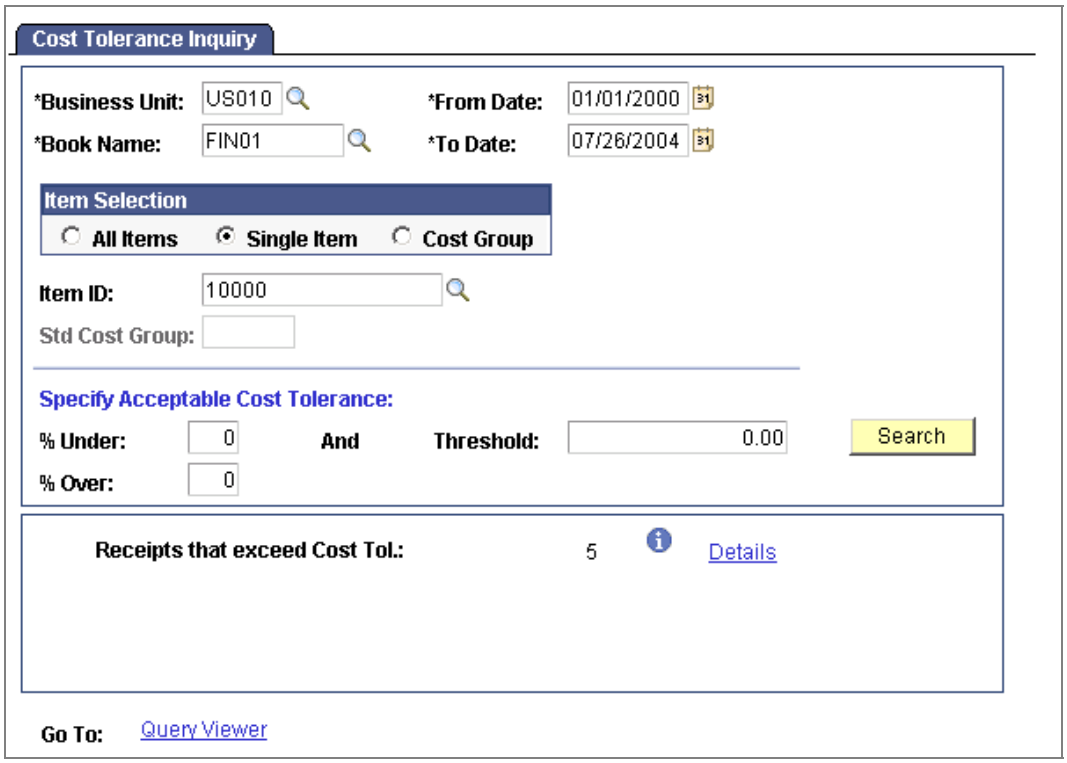
Cost Accounting Creation page

Set-based Sequential Accounting Line Number Creation

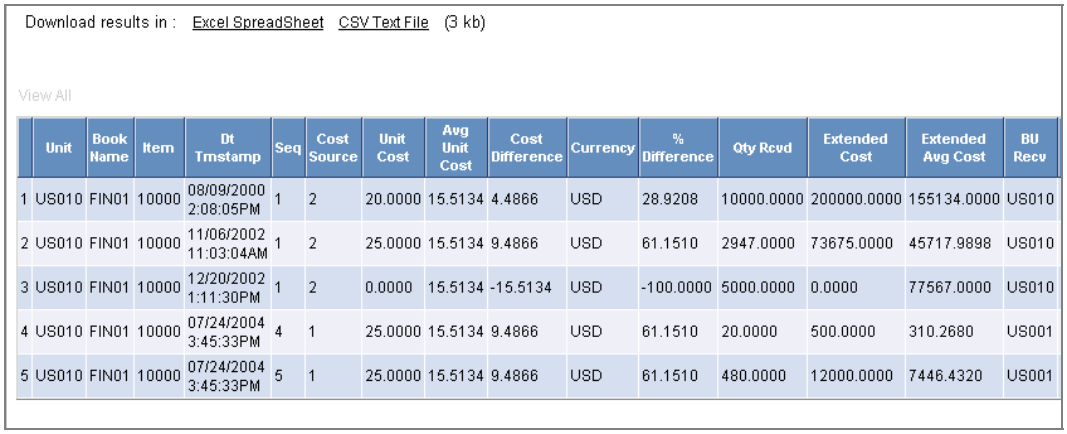
Within the Accounting Line Creation sub process, a substantial reduction in processing time can be achieved by using set-based processing to number the lines of the newly-created accounting entries. As delivered, the system uses row-by-row processing to create the sequential accounting line numbers. By performing additional setup steps you can switch from row-based processing to set-based processing to generate the line numbers.

Cost Tolerance Control

Cost Management receives transactions from a variety of sources. The new Cost Tolerance Inquiry page helps you to monitor transactions flowing into your cost management system and identifies possible cost errors from any of the sources of incoming inventory. Use the inquiry page to view costed inventory transactions that exceed your cost tolerance parameters. The inquiry results can be viewed on screen or downloaded into a spreadsheet such as Microsoft Excel for further analysis.



Cost Tolerance Inquiry page



Download results in : Excel SpreadSheet CSV Text File (3 kb)

View All

	Unit	Book Name	Item	Dt Tmstamp	Seq	Cost Source	Unit Cost	Avg Unit Cost	Cost Difference	Currency	% Difference	Qty Rcvd	Extended Cost	Extended Avg Cost	BU Recv
1	US010	FIN01	10000	08/09/2000 2:08:05PM	1	2	20.0000	15.5134	4.4866	USD	28.9208	10000.0000	200000.0000	155134.0000	US010
2	US010	FIN01	10000	11/06/2002 11:03:04AM	1	2	25.0000	15.5134	9.4866	USD	61.1510	2947.0000	73675.0000	45717.9898	US010
3	US010	FIN01	10000	12/20/2002 1:11:30PM	1	2	0.0000	15.5134	-15.5134	USD	-100.0000	5000.0000	0.0000	77567.0000	US010
4	US010	FIN01	10000	07/24/2004 3:45:33PM	4	1	25.0000	15.5134	9.4866	USD	61.1510	20.0000	500.0000	310.2680	US001
5	US010	FIN01	10000	07/24/2004 3:45:33PM	5	1	25.0000	15.5134	9.4866	USD	61.1510	480.0000	12000.0000	7446.4320	US001

Viewing results online

Changes to Value Adjustments for Actual Cost Items

A value adjustment changes the value of the current inventory stock for a specific item. Value adjustments can be made to actual cost, perpetual average, or retroactive perpetual average cost items. Depletion records are not updated. The previous depleted cost is used. The adjusting entry changes only the value of the existing on-hand quantity.

The following changes have been made to value adjustments:

- Transaction Groups: Value adjustments to actual cost items are now stored in the new transaction group 206, Value Adjust/ActCost Items. Transaction group 205 stores value adjustments for items using perpetual average or retroactive perpetual average costing.

- Cost Flow: The Transaction Costing sub process stores the value adjustments for actual cost items in the record PS_CM_USER_CST_ADJ.
- Financial Inquiry Pages: New inquiry pages to review actual cost value adjustments have been added to the Review Transaction Entries menu and the Review Transaction Details menu.

RFID/GTIN

We are providing the ability to use new technology for identifying inventory items.

RFID

RFID has become one of the hottest topics in inventory management today. Recent mandates by channel masters such as Wal-Mart and the U.S. Department of Defense require their suppliers to support tagging and identifying inventory for tracking by wireless, non line-of-sight RFID systems. The value proposition is two fold: better global visibility, and hence, better control to inventory. The other value is to streamline the manual requirements of relabeling and reidentifying individual cartons. Inventory 8.9 provides support for RFID to enable its customers to comply with the recent mandates and streamline their own operations.

New Functionality

RFID tags have an electronic product code (EPC) number on the tag, and are comprised of a silicon chip and an antenna. PeopleSoft supports third-party vendors in the creation of the actual RFID tag by sending application messages with all of the customer, item and order information that is needed to create the RFID tag. The application messages are:

- The Customer Sync message
- The Item Sync message
- The Shipping Order Release message

The actual tag creation is then performed by using the third-party system after the Shipping Order Release message has been sent. Creating a RFID tag requires special printers that encode data onto the physical tag. The tag is attached to an item and used by a scanning device for inventory management.

GTIN

Inventory 8.9 now becomes the system of record for managing RFID-related transactions. Unlike other enterprise inventory systems, PeopleSoft maintains the ***global trade identification numbers (GTINs)***, which is the basic numbering convention for the RFID. GTINs are unique product/quantity combinations soon to be used between trading partners to buy and sell products. As the system of record, inventory management provides item synchronizations for item/unit of measure and ship to location updates. RFID also enables users to comply with new industry agreements such as Sunrise 2005, which require manufacturers to procure and sell using the GTINs.

New Functionality

PeopleSoft's universal item ID feature enables you to maintain and store universal product numbers (UPN), GTINs, global location numbers (GLN), and other industry item identifiers on your PeopleSoft system. For example, GTIN and GLN data can be registered with the Uniform Council Code (UCC). GTIN and GLN data is maintained in a global registry supported by the UCCNet, which is a branch of the UCC. The PeopleSoft UCCNet support feature enables you to publish data to the global registry by going through a non-PeopleSoft partner, which makes the data available to your customers.

Select a universal item ID type code that is used for entering a global trade item number within a setID using the Universal Item ID Types page. This value also determines which universal item identifier represents GTIN data when publishing to the UCCNet, and the GTIN to use when generating RFID tags.

Assign a GTIN to the item and unit of measure combination using the Global Trade Item Number page.

Vendor-Managed Inventory

In today's complex supply chain environments, suppliers and customers are looking for ways of reducing inventory costs while improving customer service. Many trading partners are looking to vendor-managed inventory (VMI) to provide optimal customer service and deploy inventory closer to the customer. VMI is a collaborative replenishment process intended to reduce buffer stock, order processing costs, increase utilization, and improve customer service. The VMI process is built into Inventory 8.9 and can be easily used with a variety of customer owned and nonowned inventory situations.

Foundation Changes

Inventory managers need an easy, configurable system to manage products within their own four walls as well as inventory residing at their customer's site. The new foundational changes to VMI enable suppliers to quickly add new customers and site locations to their inventory management system without modifications to the system and IT support. Inventory 8.9 enables users to see up-to-date inventory levels at customer sites, change replenishment parameters according to historical data, and receive point-of-sale data or get inventory balances from customers automatically.

VMI Process for Consigned and Nonconsigned

A big challenge for VMI environments today is handling both owned and nonowned inventory at the customer site. The situation occurs when you ship a product to your VMI customers and they either take ownership of it, or they wait until the material is consumed or bought and then they take ownership. Either way this leaves suppliers with the issue of how to handle both situations and know when to invoice for materials and how to properly set reordering levels. With the new ***VMI Process*** in Inventory 8.9, the issue of owned and nonowned is handled automatically during the replenishment process, ordering process, and the billing process.

New Functionality

As the vendor, you create a VMI business unit, which represents your customer's warehouse. This business unit has storage locations that contain items and item quantities that match the consigned items and item quantities at the customer site.

Your VMI manager works with the customer and agrees upon which items and item quantities to stock at the customer site. This information is entered into your enterprise system for the VMI business unit, in the VMI Replenishment menu.

On a periodic basis, which is agreed upon between the VMI manager and the customer, the customer sends EIP messages to notify you of item activity and to synchronize item quantities. Transactions are written to the transaction table (TRANSACTION_INV), and item quantities are updated in the VMI business unit. The VMI manager initiates the replenishment process to determine if quantity is needed at the customer site. If quantities are needed:

- The replenishment process creates an interunit material stock request (MSR) for consigned items.

  Once the MSR is shipped and depleted, the OM Billing Interface process creates a bill-only sales order, which is used to create an invoice to send to the customer.

- The replenishment process creates a sales order for nonconsigned items, which is shipped and billed similar to a typical sale.

The fulfillment process is used to ship the items to the customer. During the Deplete On Hand Quantity process the auto-putaway process is initiated and updates item quantities in the VMI business unit.

The customer can return consigned or nonconsigned items:

- If the customer returns a consigned item, the VMI manager creates an interunit MSR from the VMI business unit to the supplying inventory business unit.

- If the customer returns a nonconsigned item, the RMA form is used.

Additional New Enhancements

Inventory also provides these new enhancements:

- New options have been added to the Available to Promise (ATP) calculations.

  ATP can now include planned orders from PeopleSoft Enterprise Supply Planning and production orders in an *Entered* status from PeopleSoft Enterprise Manufacturing.

- A new product, Maintenance Management has been created to manage the maintenance and repair of an asset.

  The maintenance and repair of an asset may require parts from Inventory. Inventory has been integrated with Maintenance Management to fulfill work orders from Maintenance Management.

- The new Message Dashboard provides a central place to see information related to notifications, warnings, and errors generated from batch or online processes.

Introducing PeopleSoft Enterprise Transaction Billing Processor 8.9

PeopleSoft Enterprise Transaction Billing Processor 8.9 provides a flexible accounting structure and extensive processing to ensure specific transaction sources are structured as needed for processing. Because of the generic nature of the structure and processing provided, the Transaction Billing Processor enables multiple solutions to integrate seamlessly with PeopleSoft Enterprise Billing 8.9 and provides the accounting and processing for direct integration to PeopleSoft Enterprise General Ledger 8.9.

Many services-oriented organizations require their customer-facing employees to make financial decisions that must result in an immediate invoice or credit card charge. While Customer Relationship Management solutions exist with integration to billing solutions, these are focused on product sales and not services. The Transaction Billing Processor receives transactions from the following sources in the PeopleSoft Enterprise CRM solutions:

- PeopleSoft Enterprise Order Capture 8.9 and 8.95.
- PeopleSoft Enterprise Support 8.9 and 8.95.
- PeopleSoft Enterprise Field Service 8.9 and 8.95.

The solution is focused on processing subscription, service order, cases or other short-term task-oriented services received directly from the source. The Transaction Billing Processor 8.9 also determines if the transactions received are adjustments to prior received items and generates the appropriate incremental transactions before sending them on to Billing.

Additionally, PeopleSoft Enterprise Real Estate Management 8.9 uses the Transaction Billing Processor to enable companies to turn their properties into revenue-generation sources. As with CRM, the Transaction Billing Processor receives transactions from Real Estate Management 8.9, applies the appropriate accounting and structures the information as the user predefined for invoicing.

New Functionality

The Transaction Billing Processor enables Customer Relationship Management (CRM) Field Services, Support, and Order Capture 8.9 and 8.95, as well as Real Estate Management 8.9 to integrate with Billing and General Ledger using the Contracts 8.9 architecture.

Leveraging the rate-based billing and revenue recognition functionality of Contracts 8.9 with additional processing for adjustment processing, the CRM solutions bill and process revenue for recurring, one-time and on-demand services. The Real Estate Management application uses this feature to bill and process revenue for on-demand services.

For CRM Field Services and Support, when an agreement and an agreement line are created, this triggers the automatic creation of a contract, contract line, as well as billing and revenue plans ready for processing.

For CRM Order Capture, when transactions are sent to the Transaction Billing Processor, it determines if a new contract needs to be created, or whether a contract already exists for the Sold to customer. This leverages previously created contracts to minimize data stored and additional processing.

Service order, service agreement, and case details are gathered as transactions in CRM. Order Capture details are gathered as transactions in Order Capture. These transactions are priced by CRM and then sent to Transaction Billing Processor 8.9, where this data is linked to a transaction table. The necessary information is sent to Billing so that invoices can be created for the service orders, service agreements, cases, and order capture fees.

Where appropriate for service orders, separate entries are generated directly to General Ledger 8.9 to enable revenue recognition to occur prior to invoicing. Additionally, for agreement-related transactions, deferred revenue schedules may be triggered for creation in Billing to delay revenue recognition for subscriptions.

For lease-related transactions, Real Estate Management 8.9 calls the Transaction Billing Processor to create a new contract when a lease is activated. Then, when Real Estate Management processes the invoices from a lease, Real Estate Management calls the Transaction Billing Processor again to generate the billable transactions and to trigger the interface process to Billing 8.9.

The use of the Transaction Billing Processor by these solutions enables accounting and billing setup to be centralized and leveraged. The source system then is left to focus on the user's specific operation needs.

See Also

Seamless Billing Integration

What's New in PeopleSoft Enterprise Billing 8.9

There is no doubt about it, no matter how well you execute within your organization, it all comes down to collecting from your customers. It seems like a simple step but can be very frustrating, costly, and damaging to a business if this is not an integrated, well-oiled process. To keep cash flow consistent and the books clean, you need a tool that enables you to quickly and accurately invoice your customers in a manner that suits their business needs.

Billing 8.9 delivers enhancements in these areas:

- Prompt customer payments
- Enhanced processing
- Additional new enhancements

Prompt Customer Payments

Customers may delay or even reject payments because their invoices do not have the correct information formatted in a manner that meets their requirements. Creating accurate invoices, with the information presented in a way that customers want to receive it, will enable them to move through the approval cycle faster and make payments more rapidly.

Billing Summarization

For 8.9, in conjunction with PeopleSoft Enterprise Contracts, you can now produce an invoice with the billing information grouped in a manner that meets your customers' invoicing requirements. Some customers may not want to see all of the bill lines of an invoice, but would prefer to see the lines aggregated by selected criteria for presentation purposes. With Billing 8.9, you can create different templates for each of these service customers so they receive invoices summarized in the manner that they prefer. This enhancement will enable you to submit invoices the way that your customers want to receive them, leading them to pay you more promptly.

New Functionality

You can use any of the existing bill line fields as criteria for grouping and summarizing invoice lines, or you can create your own criteria with the new summarization fields. The summarization template configuration component lets you configure and preview the summarization format. You can create both summarized and detailed invoices for any bill.

General Definitions | Group Header | Group Detail

Summarization Template ID: PRODUCTS *Summarization ID: SUMM_AMT_BSD

*Status: Active

*Short Description: PRODUCTS

*Description: Summarize Contract Products

Preview Summarization Template

Summarization Rules

Summarized Order	*Field Name	Description	Group Detail Indicator
1	BUSINESS_UNIT_CA	Contracts Business Unit	☐
2	CONTRACT_NUM	Contract	☐
3	SUM_GROUP_ID	Summarization Group ID	☑
4	SUM_GROUP_TYPE	Summarization Group Type	☐

Summarized Note

☑ Summarize & Display Qty & UOM

☑ Include Line Notes

The summarization template configuration component lets you configure and preview the summarization format

Header - Info 1 | Line - Info 1 | Line - Misc Info

Unit: US001 Bill To: 1011 Pretax Amt: 435,000.00 USD

Invoice: OE-00091132 Consolidated Business Max Rows: 5

Bill Line — Find | View All First 1 of 1 Last

Seq	Line	Table	Identifier	Description	Net Extended
1			10033	Gamma3 Mountain Tent	435,000.00

Start Date: User Amt 1:

End Date: User Date 1:

User 1: Summarization Template ID: PRODUCTS Preview Summarization Template

User 2: Summarization Group Type: SFWR

Summarization Group ID: LICENSING

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry

Summary Bill Search Line Search Navigation: Line - Misc Info

Page Series: Prev Next

Return to Maintain Bills

Add a summarization template, group type and group ID to a bill on the Line-Misc Info page

Preview Template

Summarization Template ID: PRODUCTS

Short Description: PRODUCTS

Description: Summarize Contract Products

Summarize Invoice Line by: Contracts Business Unit,Contract,Summarization Group ID,Summarization Group Type

Sort Invoice Line by: Summarization Group ID,Summarization Group Type

Summarized Format Sample

Line	Description
1	Contracts Business Unit<Contracts Business Unit>Contract<Contract> Summarization Group ID<Summarization Group ID>Summarization Group Type<Summarization Group Type> <Bill Line Notes>

<Field Name> = Field value of the field will be printed.

<Bill Line Notes> = line notes detail will be printed.

Return to Maintain Bills

You can preview the results of the summarization using the Preview Template page

Enhanced Processing

As your customer base increases and your business grows, you may have multiple billing specialists who need to generate bills, possibly at the same time. This could be in response to customers who demand invoices more frequently, or on an ad hoc basis. Utilizing the parallel processing capabilities in Billing, you are able to effectively and efficiently scale your invoice generation workload.

Parallel Processing

With Billing 8.9, multiple billing specialists can generate bills concurrently. The parallel processing enhancements in Billing 8.9 enables you to run multiple finalization processes concurrently using dedicated temporary tables. The printing processes have also been rearchitected, making it possible to run multiple processes simultaneously.

New Functionality

The procedures for generating invoices remain essentially the same; so minimal retraining of billing personnel is necessary to take advantage of the improved performance. The printing processes have been divided into two parts: data extraction and invoice formatting. First, an Application Engine process extracts billing information into extract tables, and then SQR or Crystal formatting processes create printable invoices from the extract tables. Both data extraction and invoice formatting processes can be run in a single job.

Additional New Enhancements

Billing 8.9 also delivers enhancements in these areas:

Support for Vertex O Series and Taxware Enterprise.

Integration between Billing and other applications.

Support for Vertex O Series and Taxware Enterprise

Billing now supports the new releases of both the Vertex and Taxware tax solutions. Both tax solutions offer updated tax calculations, enhanced rule-based processing, and improved reporting and compliance management. Integration with the new releases uses their web services' deployment.

Integration Between Billing and Other Applications

Government Contract Progress Payment and Withholding: In conjunction with Government Contracts, Billing can generate invoices containing progress payment and withholding lines, as well as create the appropriate accounting entries. The ability to include progress payment and withholding lines on an invoice helps you comply with common requirements of contracts with the U.S. Federal Government.

Paperless Invoicing: A new process will prepare invoices for presentment through eBill Payment. This process can be added to your standard invoicing jobs so that paperless invoices are processed at the same time as printed invoices, or it can be run independently. The delivery preference setting for the customer, which the customer can change using eBill Payment, determines whether invoices will be delivered electronically or printed.

What's New in PeopleSoft Enterprise eBill Payment 8.9

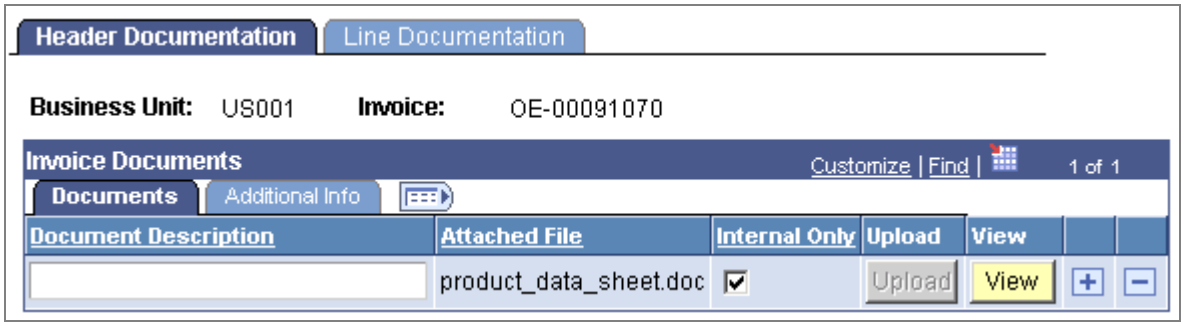
Often times, you need to send customers supporting documents associated with an invoice. Perhaps your customer wants to see the delivery notice related to an invoice or a bill of lading. Not only can it be quite costly to make copies of these documents and mail them out, it also takes valuable time that you could use to help other customers with more critical needs. You can save time and money by directing your customers to eBill Payment 8.9 for supporting invoice documents.

Document Attachments

In eBill Payment 8.9, your customers can access supporting invoice and documentation online. Think of the time and cost savings if you no longer need to send your customers detailed information along with the hardcopy invoice. This is yet one more opportunity for you to provide your customers with the highest levels of customer service while lowering operating expenses.

New Functionality

A new page in PeopleSoft Enterprise Billing enables you to upload and attach documents to a bill header or line. When a customer reviews an invoice in eBill Payment, the system provides a link to view each supporting document attached to the invoice. Because there are certain documents you may not want your customers to view, attached documents can be marked as internal only, and will be excluded from the links.



Use the Header Documentation page in Billing to upload and attach documents to a bill header or line

Bills

Bill Summary

Invoice Number: OE-00091116

Bill Summary

Invoice Date	Due Date	Current Balance	
11/15/2000	12/15/2000	1,415.10	USD

Gross Extended Amount:	1,320.00
Total Discounts:	-39.00
Total Surcharges:	54.00
Net Extended Amount:	1,335.00
Total VAT Amount:	0.00
Total Sales/Use Tax:	80.10
Total Invoice Amount:	1,415.10

Have a question about this bill? Call 800-246-8000

Bill Details

Line	Description	Quantity	UOM	Unit Price	Disc / Surch	Tax Amount	Total Amount
1	Biking Gloves, Unisex	12.00	EA	45.00	54.00	35.64	629.64
2	Pro5500 Road Helmet	12.00	EA	65.00	-39.00	44.46	785.46

Return to Bill List Email me an Invoice Copy View Supporting Documentation

Use the View Supporting Documentation link in the eBill Payment Bill Summary page to view bill attachments

What's New in PeopleSoft Enterprise Receivables 8.9

As one of the largest assets on your company's books, accounts receivable must be managed as efficiently as possible leveraging the latest process and technology improvements to optimize working capital within your organization. You need a flexible and powerful system capable of accurately and efficiently processing all types of transactions flowing into accounts receivable, combined with the visibility and tools for managing overdue and problem accounts that could affect cash flow and expose your company to unwanted credit risk. Effective receivables management enables your organization to increase cash flow, reduce operating costs, minimize bad debt, and ensure compliance with accounting guidelines.

Receivables 8.9 delivers enhancements in these areas:

- Streamlined processing
- Additional enhancements

Streamlined Processing

Increase the productivity and effectiveness of your receivables department resources through new enhancements that make processing transactions easier and faster both online and in batch.

Increased Flexibility and Control

Reworking invalid transactions adds no value to your organization. It is time-consuming and frustrating and it drags down the productivity of your workforce. Now you can eliminate costly rework resulting from accounting errors and, while you are at it, simplify the process of entering transactions online. Accounting entries are now available for direct online update at the time of transaction entry, and the control of accounting accuracy is enforced with ***Combination Editing.*** Receivables enables entry of only valid combinations of ChartFields, and it notifies the user immediately when an invalid combination needs to be corrected. The system no longer requires multiple entry reasons for every possible ChartField combination. The user can now reference a straightforward entry reason and populate additional ChartField values as needed to accurately describe the transaction.

Project-centric organizations need the flexibility and control of tracking project-related activities at the most appropriate level of detail. Receivables now tracks ***Project ChartFields on Distribution Lines.*** Analysis and reporting of project-related activity is more straightforward now with project information tracked at a consistent level across all PeopleSoft applications.

New Functionality

Receivables 8.9 now edits ChartField combinations in accounting entries if you enable combination editing at the business unit level on the Receivables Options - General 2 page. When you enable combination editing, you have two options:

Recycle	You can save the accounting entries, but you cannot post them until you fix the error or you change the combo edit templates. For batch accounting entries, you check the message log for errors and use the error correction pages to correct them.
Warning	The system displays a warning message for online accounting entries and adds a warning message to the message log if you run the Receivable Update process (ARUPDATE) to create accounting entries. However, you can post online accounting entries and the Receivable Update process posts the accounting entries that it creates.

Receivables enables users to change the receivables (AR) line for new transactions created on worksheets that do *not* reference existing items. If you have ChartField inheritance enabled, the system copies the new ChartField values entered in the AR line to the offset line. Receivables also enables you to modify the ChartFields on the user-defined lines for discounts, write-offs, and overdue charges. If you want to ensure that you have balanced entries for a ChartField, you must enable ChartField Balancing at the ledger group level to create intraunit accounting entries to balance the transaction.

In Receivables 8.9, the project-related ChartFields now reside at the line level. You now enter project information directly in the ChartField grid on the various accounting entries pages, including the pages for direct journals and cash control. The link to enter project information no longer exists. If you do not have PeopleSoft Enterprise Project Costing, the Project ID ChartField appears only if it is defined as an active ChartField during ChartField Configuration. If you have Project Costing, these ChartFields appear in the grid in addition to the project ID:

- PC Bus Unit (Project Costing business unit).
- Activity.
- Source Type (if defined as an active ChartField).
- Category (if defined as an active ChartField).
- Subcategory (if defined as an active ChartField).

The project-related ChartFields are no longer on the Pending Item (PS_PENDING_ITEM) and Item (PS_ITEM) tables. They are now in the PC_CF1_N_SBR subrecord on the Pending Distribution (PS_PENDING_DST) and Item Distribution Lines (PS_ITEM_DST) tables. The system-defined accounting definition templates for Receivables were modified to accommodate this change. The project-related ChartFields are also on the Payment Miscellaneous Distribution table (PS_PAY_MISC_DST) table for Direct Journal and Cash Control accounting entries.

Improved Performance

Today's high performance enterprises operate in continuous, worldwide, 24x7 processing environments. Shared service centers and single instance installations require robust performance capabilities to process ever-larger volumes of data. Process run times within Receivables have been reduced even further in Receivables 8.9 with the introduction of ***parallel processing for aging and statements***. Building on the parallel processing capabilities introduced in 8.8 for the Receivables Update and Payment Predictor (ARPREDCT) processes, Receivables 8.9 can now process even more transactions in a smaller process window.

New Functionality

In release 8.9, Receivables provides parallel processing for aging and statements. Transactions are now split into multiple partitions to be processed in parallel. You decide the number of partitions that are optimal for your environment. You initiate the parallel processes by using a single run control, and the process automatically divides the work among the number of partitions that you specify in your setup. PeopleSoft Enterprise Process Monitor waits until all parallel streams are complete before indicating that the process is complete.

You run the Aging - Parallel multiprocess job (ARAGE) from the run control page, which runs:

- The Aging Parallel Preprocessor Application Engine process (AR_AGEPP).

  This selects business units and customers for processing and partitions the data among the defined parallel processes.

- The Aging Parallel multiprocess job (AR_AGE).

  This calls each defined child process definition, which run the AR_AGING process. The AR_AGING process ages the open items and updates the customer aging categories.

You run the Statements - Preprocessor multiprocess job (ARSTMT) from the run control page, which runs:

- The Statemnt Parallel Preprocessor process (AR_STMTPP).

  This selects setIDs and customers for processing and partitions the data among the defined parallel processes.

- The Statements - Parallel multiprocess job (AR_STMT).

  This calls each defined child process definition, which run the AR_STMTS process. The AR_STMTS process extracts the data and prepares statements.

PeopleSoft Receivables also provides the Statements-Parallel/Prnt multiprocess job (STATEMNT), which runs the Statements (AR_STMT) multiprocess job and these two processes that print the statements:

- Customer Statement (AR32000)
- Balance Forward Statement (AR32001)

Additional New Enhancements

Receivables 8.9 also provides these new enhancements:

- Direct debit remittances.
- Accounting entry enhancements.

- Cash receipt processing.
- Vendor rebate and claimback processing.
- Commitment Control processing.
- Archiving.

Direct Debit Remittances

Receivables now provides two methods for remitting direct debits to the bank. You can generate an EFT file manually and submit it using a third-party integration or use the Financial Gateway feature in PeopleSoft Enterprise Cash Management to remit the direct debit to the bank. If you use Financial Gateway, you receive acknowledgement statuses from the bank.

The EFT layout assigned to the bank on the External Accounts - Collection page is associated with one of the two remittance methods. When you create a direct debit profile, the system populates the EFT layout based on the default layout assigned to the bank. You can override the EFT layout if desired.

When you run the Create Direct Debit process (AR_DIRDEBIT), the system populates the EFT Layout Code field on the run control with the layout associated with the direct debit profile. You can override the layout if needed. The system uses the remittance method associated with the layout code to determine whether to remit the direct debits through Financial Gateway.

Entering run parameters for the Create Direct Debit process

When you run the process to create EFT files, you select the remit process that you want to run. You run the Format EFT Files process (FIN2025) to create an EFT file that you remit manually to the bank. You run the Create EFT Through FG System process (AR_FG_PROC) to remit the EFT file through the Financial Gateway. Each process checks the Settle By field on Direct Debit Control table (DD_CONTROL) for a direct debit to determine whether it should process the direct debit.

The new Create EFT Through FG System process triggers the Payment Request message (PAYMENT_REQUEST) and sends one message for each direct debit to the Financial Gateway. The Financial Gateway sends messages back using the Payment Acknowledgement message (PAYMENT_RESPONSE) as the dispatch status changes.

You use the DD Control page to view the current dispatch status for each direct debit and to drill down to view all the details about the direct debit settlement and the history of the settlement processing in Financial Gateway.

When you select direct debits to be cancelled, the system checks to see if the settlement method for the direct debit is Financial Gateway. If so, the system triggers the Cancel Request message (PAYMENT_CANCEL) to notify Financial Gateway, and Financial Gateway sends back an acknowledgement message. The system updates the dispatch status in real time to either *Error* or *Canceled.* You can cancel only direct debits whose status is *Error, Flagged for Hold,* or *Awaiting Dispatch.*

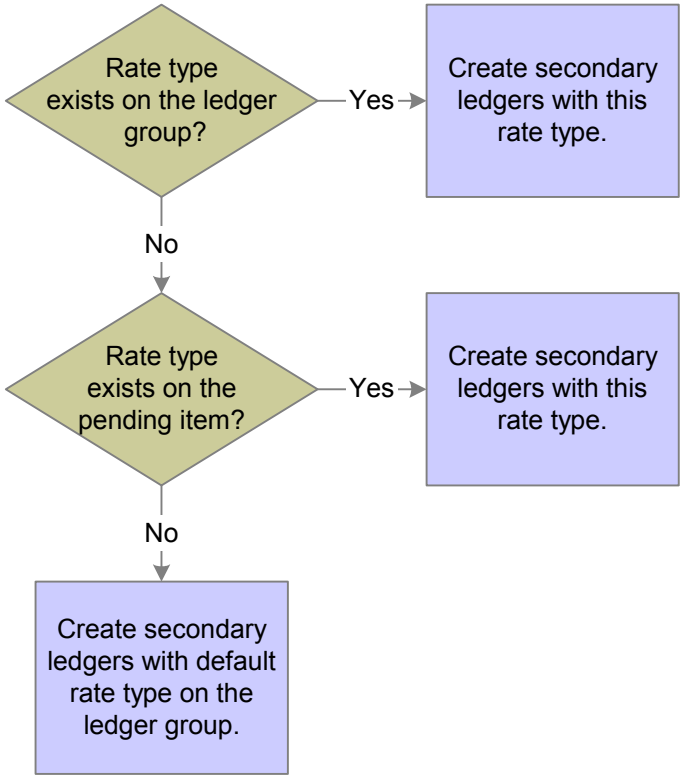
See Also

Financial Gateway

Accounting Entry Enhancements

Receivables now populates the Ledger and Ledger Group fields on Pending Item Distribution table (PS_PENDING_DST) and Item Distribution table (PS_ITEM_DST) table for all transactions and not just multibook transactions. The system uses the ledger group associated with the general ledger business unit. The Ledger and Ledger Group fields appear on the Accounting Entry pages if the customer has enabled the Multibook option.

This diagram illustrates how Receivables obtains the rate type for secondary ledgers in release 8.9:



Obtaining rate type for secondary ledgers

Cash Receipt Processing

PeopleSoft enables you to enter an order and the payment for the order at the same time for counter sales using the Cash Drawer Receipts feature. To load the cash drawer payments into Receivables, run the Load Cash Drawer Receipts process (CDR_LOADPMT) to update the payment staging tables, and run the Payment Loader process (AR_PAYLOAD) to load the data from the payment staging tables into the payment application tables.

Each payment that the Load Cash Drawer Receipts process interfaces to Receivables should have the order number, and possibly other reference information, to enable you to apply the payment to the item associated with the order. If you make a cash refund from the cash drawer, then the Load Cash Drawer Receipts process sends a negative payment.

The Load Cash Drawer Receipts process populates the Payment ID field with different values depending on the payment method as shown in this table:

Payment Method	Payment ID
Cash	Cash Drawer Receipt Number
Debit, Credit, or Procurement Card (EFT)	Authorization Code
Check	Check Number

The Payment Loader process processes payments with a cash payment method only if they originate in the cash drawer receipts interface. After you load the cash drawer receipts into the payment application tables, use Payment Predictor to apply the payments to the items associated with the orders.

If a payment has multiple references, the Payment Predictor process retains all the reference values unless there are multiple references for the same reference qualifier code. This enables you to match new credits or debits with these items using the Automatic Maintenance process (AR_AUTOMNT) by building automatic maintenance methods that match items by these reference fields and amounts.

The Express Deposit and Regular Deposit - Payments pages now display a new payment method (Cash) for payments interfaced from the cash drawer with a cash payment method. All payments in the deposit must have a Cash payment method, and users cannot change the payment method in this case. When you add payments online, cash is not available as a payment method.

See Also

Wholesale Distribution Enhancements

Vendor Rebate and Claimback Processing

Receivables now receives external pending item groups from PeopleSoft Enterprise Purchasing for vendor rebate claims and from PeopleSoft Enterprise Order Management for claimbacks. Purchasing and Order Management define the ChartField values for the user-defined distribution line.

You process the claims as you would any other item in Receivables except when the claim item has a business unit that is associated with a value-added-tax (VAT) entity. In this case, when you apply a payment or draft to the claim item on the payment or draft worksheet, or when you offset the claim item on the maintenance worksheet; you must enter two transactions to close the item on the worksheet: one transaction will be the base amount for the item and one transaction will be the VAT amount for the item. Then you assign the entry reason, which you set up to identify these amounts for claim items, to each transaction.

After you run the Receivable Update process for payment, draft, and maintenance groups that offset claim items, you run the AR Rebate Notification process (AR_REBATE) to send the payment and offset activity information to the claims management workbench that is used to reconcile the claims. The process sends the base amount and the VAT amount (if the item is for a business unit associated with a VAT entity) for each item. When you run the Claim Settlement process for AP process (PO_CLMSTL_AP) on the claims management workbench, the process uses this information to generate the base and VAT distribution lines when it creates adjustment vouchers or claimback vouchers.

Besides creating unique entry reasons to identify the base amount and VAT amount for the MT-01 (Offset an ITEM), WS-01 (Pay an Item), and DM-01 (Pay an Item) system functions in Receivables, you also create two new group types: *C* for claimbacks and *R* for vendor rebates. The AR Rebate Notification process looks at the group type for the original item associated with Pay an Item (WS-01 or DM-01) or Offset (MT-01) activities to determine whether to send notification to the claims management workbench that the original item was paid or offset.

See Also

Vendor Rebates

Commitment Control Processing

The Revenue Estimate process (AR_REV_EST) uses the accounting lines in the PeopleSoft Enterprise Billing accounting entry table (PS_BI_ACCT_ENTRY) to generate the source transactions for the collected bucket when you apply payments to items that are interfaced from PeopleSoft Billing. If an item has an associated contract line in PeopleSoft Enterprise Contracts, then the revenue lines for recognized revenue reside on the Contracts accounting line tables. PeopleSoft Enterprise General Ledger updates and budget checks the recognized revenue lines for the budget when you post the Contracts journals in General Ledger. When you apply payments to items with an associated contract line, the process looks for the revenue line in these tables in this order to populate the revenue collected bucket:

- Contracts Accounting Line Projects table (PS_CA_ACCTG_LN_PC), which contains the revenue lines for rate-based contracts.
- Contracts Accounting Line table (PS_CA_ACCTG_LINE), which contains the revenue lines for amount based contracts.

The process uses the most recent revenue entry that was posted for the contract line in the Contracts Accounting Line table (PS_CA_ACCTG_LINE). At least one revenue event must be posted in Contracts before you apply the first payment to the item associated with the contract line. If there are no posted revenue lines for the contract line, the process does not update the collected revenue bucket and the process generates an error message.

In Receivables 8.9, the system provides a warning message when a reduction in revenue causes the remaining spending authority for an associated expenditure budget to become negative. If you receive this message, you can review the budget to determine whether you want add funds on the expense side.

Archiving

For 8.9, Receivables uses the Data Archive Manager utility in PeopleTools to archive information in transaction tables for these data types:

- Pending item data
- Posted item data
- Payment data
- Statement data
- Action data
- Direct debit data

You no longer use the batch processes in Receivables to select data for archiving, build archive candidate tables, and delete the data from the transaction tables.

Receivables still delivers the existing archive candidate reports, but they have been modified to work with the Data Archive Manager.

Receivables 8.9 enables you to archive data in the Action table (ACTION_LST) if the actions have:

- A date that the action was added that is equal to or less than the archive date.
- A status of Cancelled, Completed, System Cancelled, or System Completed.

Receivables 8.9 also enables you to archive direct debit data in the Direct Debit Control (DD_CONTROL), Direct Debit Item (DD_ITEM), and Multiple Revenue Line Entries for Direct Debits (DD_ITEM_MRL) tables if the direct debits:

- Have a cash posting date or cancel posting date that is equal to or less than the archive date.
- Have a status of Completed or Rejected.

Receivables provides two new archive candidate reports for actions and direct debits.

See Also

Standardized Archiving Solution

Industry Enhancements

PeopleSoft Financial Management Solutions, Supply Chain Management, Asset Lifecycle Management, and Enterprise Service Automation 8.9 provide industry-specific enhancements in these areas:

- Grants management
- Staffing
- Wholesale distribution

What's New in PeopleSoft Enterprise Grants 8.9

PeopleSoft is passionate about providing grants management customers with the solutions they need to automate and streamline the grants lifecycle process from preaward to postaward. The PeopleSoft Enterprise Grants Management Solution fully integrates PeopleSoft Enterprise Grants, Contracts, Project Costing, Billing, and reporting processes into a single, online system that improves data accuracy, spending control, and compliance with grant reporting requirements.

Grants 8.9 delivers enhancements in these areas:

- Compliance and control
- Streamlined processing

Compliance and Control

All researchers who use animal or human subjects must comply with Federal Regulations of research. According to U.S. federal law, organizations that use laboratory animals for research or instructional purposes must establish an Institutional Animal Care and Use Committee (IACUC) to oversee and evaluate all aspects of the institution's animal care and use program.

Human subjects research is defined as the collection and analysis of data from living persons including interviews, ethnographic observations, review of existing records (such as school transcripts), and experimental medical procedures. Policies regarding human subjects are intended to minimize risks to subjects, to protect subject confidentiality, and to ensure that subjects are informed of what their participation will entail, including any risks.

When human and/or animal subjects are utilized in the performance of sponsored research, the federal government has a series of regulatory requirements with which entities conducting the research must comply. These regulations require research organizations to create a review committee to help ensure that the research protocol is designed to safeguard human and animal subjects against unnecessary health risks, inhumane treatment, and so on.

Enhanced Documenting and Tracking

Grants 8.9 introduces functionality for documenting and tracking protocols for Animal and Human Subject research. Protocol Office regulatory and operational responsibilities have become more demanding; therefore, streamlining routine procedures such as document distribution, amendment logging, and data analysis is a top priority. Grants 8.9 provides an automated system that has the ability to document and amend human and animal ***protocols***, and to facilitate the management of the necessary approval processes for the approving authority. Protocol processing provides the ability to track multiple versions of a protocol, create a new protocol, and to copy protocols for modification or renewal.

New Functionality

In release 8.9, Grants provides protocol components that capture all data elements required to submit a protocol application for both the Institutional Review Board (IRB) and IACUC approval review process. You also have the ability to:

- Copy a protocol and version for modification, renewal, and for a new protocol.

The Protocol Capture solution is designed with two levels: header and version. While the header information captures static information applicable to the protocol, the versions (of which there may be many) capture the history as well as handle modifications and renewals. Delivered with protocol management is copy functionality that allows you to easily create new protocol versions off existing ones hence saving you from unnecessary manual reentry of data into the next version. The distinction between these two levels enables maximum flexibility in copying versions and in tracking changes between versions, which is essential to protocol management business process. You can choose from two options: 1) copy one protocol with it's current version to a brand new protocol and version, or 2) copy one version within a protocol to another version within that same protocol.

- Track all history of change.

  A protocol can have a series of phases during its life. These phases are captured at the version level through the phase type. A protocol moves from one phase to the next through version creation. Only one version can govern at any one time, and is flagged as the current version. By viewing the versions on the version grid at the header level, it is possible to determine the history and flow of the protocol life.

  Phases and versions follow these rules:

  4. The new protocol header is created with a version of Phase Type "New" and Status "Draft."

     This is the only and current version. You cannot add or copy versions at this point.

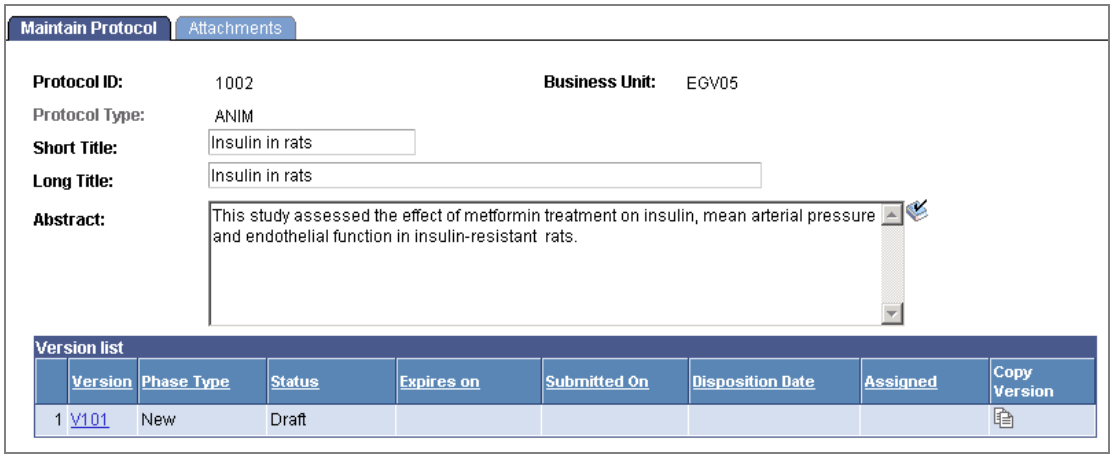
  5. Once the protocol version is submitted, the status changes to Pending.

     Again, you cannot add or copy this version until it is approved.

  6. If the disposition is issued approved, the status also changes to Approved.

     You can now copy.

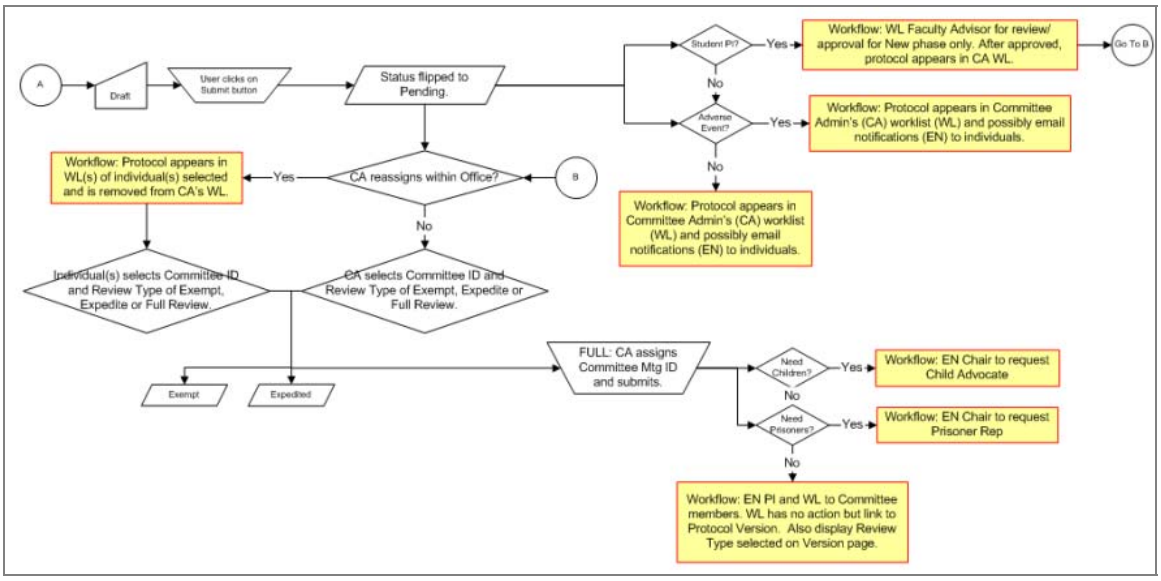
  7. If the disposition is issued returned, the status also changes to Returned, and you can now copy.



Maintain Protocol page

- Renew an approved protocol.

You may need to renew an approved protocol because your research is extended or you reapply for and are approved for additional funding. You can copy the approved protocol to a renewed type version, make the necessary updates including extending the end date, and resubmit the protocol to the committee for evaluation. The diagram below illustrates the basic workflow processes captured in this design:



Basic workflow processes

- Workflow protocol to multiple individuals and committees for various actionable events, such as email notifications of committee meeting dates, agenda, dispositions to Principal Investigator (PI), adverse events, and others.

  A user triggers workflow through the system by an action such as clicking on a submit button, setting up a scheduled batch process, or the meeting conditions you established. Based on a predetermined set of contact roles and the rule conditions for when to contact them, workflow sends an email notification, worklist, or both. You can configure rules and roles to capture the people, events, and scenarios your business process requires.

Streamlined Processing

Grants 8.9 also provides these new enhancements:

- Automated workflow
- Enhanced user interface

Automated Workflow

Approvals are key to ensuring proper controls are in place. Grants 8.9 delivers configurable ***workflow templates*** to automate the business process of submitting, reviewing and approving Grant Protocols and Grant Proposals, and facilitating efficient communication between the different project roles through all aspects of the Protocol/Proposal lifecycle. This also gives you the ability to view an online approval status/history.

New Functionality

Workflow enables you to manage the approval process easily and efficiently by leveraging the following functionality and processes:

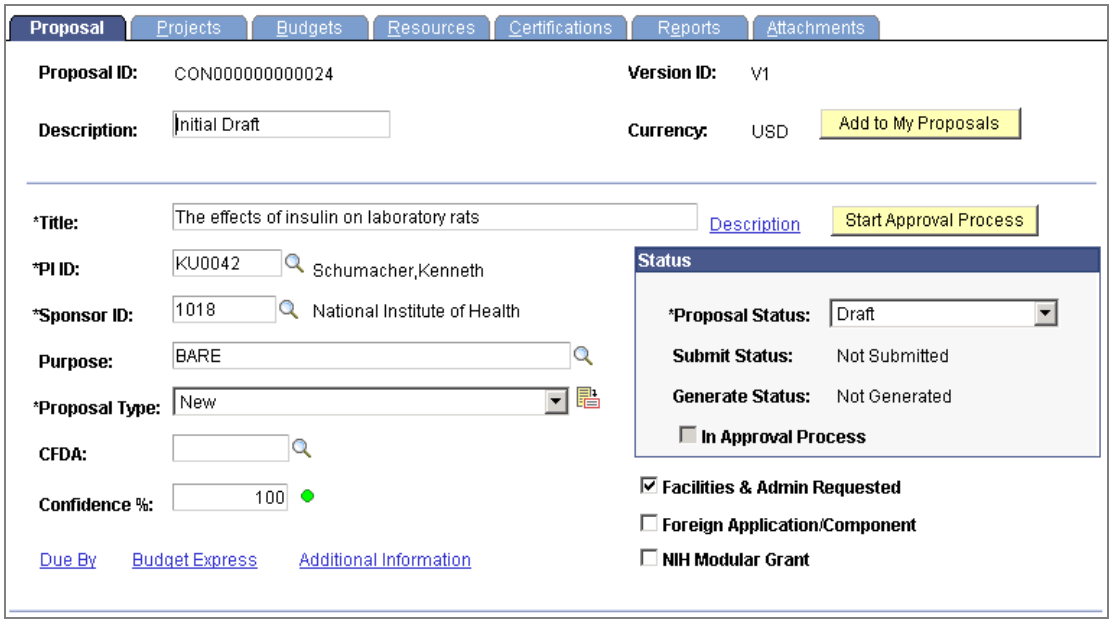
Functions/Processes	Description
A common component to set up the workflow approval/notification process for all Grants Workflow solutions	A common workflow setup component provides a single user interface for configuring and structuring all Grant's workflow processes and rules. You define the approval/notification processes at the business unit level. This setup component includes the following sections depending on the type of workflow: • Approval/Notification Process Definition • Routing Roles • Approval Rules/Detail • Approval Criteria
Milestone due notification	Send reminder email notifications to a group of roles (people) prior to the milestone due date. Functionality includes: • Using a run control to search for milestones that satisfy the search conditions. The result is a generated list of award milestone(s). You can then trigger email notifications from the list. Email notification can be sent out for all or only select award milestone(s). • Using a process scheduler to search for milestones due on the current date, and then sending out email notifications automatically • Defining required milestones so the system generates them at award.
Proposal status notification	Send informational email notifications to a group of roles (people) when the proposal status changes.
Proposal (component) approval process	Generate a worklist or email notification requesting an approval or review of a proposal or project. The process provides an efficient workflow solution that supports the business process of submitting, reviewing, and approving a grant proposal at the proposal/primary project component or project component level.
Protocol approval process	Generate a worklist or email notification requesting multi-layered approval of a protocol.
Protocol notification	Generate a worklist or email notification to a group of roles (people) when the protocol status changes.
Protocol batch notification	Sends an email notification for committee meeting reminders, continuing reviews, expirations, and renewals.

Enhanced User Interface

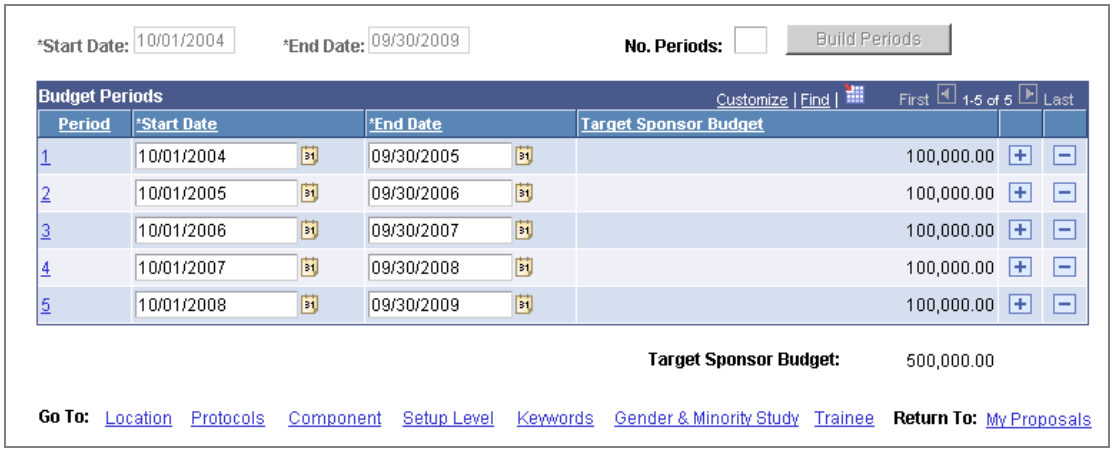
Save time and improve efficiency with Grants enhanced user interface

New Functionality

We redesigned the proposal component to make it easier to set up and maintain your proposals. You can enter much of the key proposal information on a single page that includes all the fields required to save a proposal. Proposal entry is simpler with field values defaulting where appropriate.



Proposal page (1 of 2)



Proposal page (2 of 2)

Other enhanced features in the Proposal Component include:

- We minimized the number of tabs. You can access other pages in the component through the links at the bottom of the page.
- The proposal budget header is now part of the Proposal page.
- You can submit the proposal for internal workflow approvals using the Start Approval Process button.
- On the Proposal page, you can enter the Start Date, End Date and Number of Periods

and have the system build the budget periods.

- The CFDA field is now a prompt table.
- The Project page now includes additional fields for the Sponsored Project Office and the percent share Department F&A distribution.
- The proposal budget is no longer a separate component. The Budget page includes the budget header information. The system now rounds calculated budget amounts. Pricing includes “Fixed Price” as well as “As Incurred”. You can flag a budget line for mandatory cost share and define a salary cap limit on the sponsor for personnel budgets.
- On the Resources page you can enter subrecipient budget information. The system carries subrecipient information forward to the award. You can define role-level access to the proposal for proposal professionals.
- You can review the proposal approval status and history on the Component page.
- On the Setup Level page you can determine the setup levels for various features of the proposal. The setup levels defined at the business unit default.

Other Grants 8.9 enhancements include:

- You can now change the Begin and End Dates of a copied proposal.
- You have the ability to identify the number of “Days to Close” at the Business Unit level for trailing costs.
- The Award Profile stores the CFDA number on the award. The CFDA field is now a prompt table.
- Certifications now flow from pre-award to post-award.
- The Award Modification page tracks multiple award modifications per period.

What's New in PeopleSoft Enterprise Contracts 8.9 for the U.S. Government

Doing business with the U.S. government requires government contractors to strictly adhere to a complex set of business rules. Government contracts are typically long term agreements awarded for a specific amount or defined estimated amounts, which are then managed to that amount. The U.S. government has specific requirements (Federal Acquisition Regulations or FAR) that contractors must meet in order to be awarded the contract and manage the contract. Ultimately, these requirements are centered on cost control and billing/cash settlement.

With this in mind, PeopleSoft Contracts 8.9 delivers key functionality to meet the Federal Acquisition Regulations, thereby enabling government contractors to obtain and retain United States government business.

Contracts 8.9 delivers functionality in the following areas:

- Control and visibility
- Revenue and billing management
- Efficient change management

Control and Visibility

Government contracts are complex and long term in nature. Government contractors must ensure strict adherence to these complex contract terms while at the same time maximizing profitability. In addition to Defense Contract Audit Agency (DCAA) audits, government contractors now have additional pressures from Sarbanes-Oxley that mandate a demonstrated audit trail for financial transactions. Until now, an integrated solution required significant customization to ensure not only contractual compliance and an audit trail, but also the optimization of revenue and billing. The introduction of Contracts for the U.S. government complements the robust PeopleSoft Enterprise ESA 8.9 application suite to provide an integrated government contracting solution.

Cost Control and Compliance

As government contracts are focused on cost control, a key component for many of these contracts are limits on the type and amount of costs. The ***limits*** functionality in Contracts provides control and visibility into limits along with ease of processing. Limits can be captured at the contract line level or transaction level and can be viewed at the contract header level to ensure that limits are processed in accordance with contractual terms.

Government contracts require contractors to retain a percentage of the contract line as an incentive for the contractor to complete contracts on a timely basis. Contracts provides enhanced functionality in the area of ***withholdings***, allowing the capture of withholdings, increased flexibility in determining how withholdings are administered, and visibility into the amounts currently withheld. This functionality not only aids in compliance, but also in maximizing cash flow by ensuring that the withholding is applied at the appropriate level and that billing is generated in an accurate and timely fashion.

A major challenge for government contractors is the need to manage time and expense capture to adhere to DCAA requirements. Enhancements have been made to PeopleSoft Enterprise Expenses 8.9 to support the DCAA's unique business requirements.

See Also

What's New in PeopleSoft Enterprise Expenses 8.9

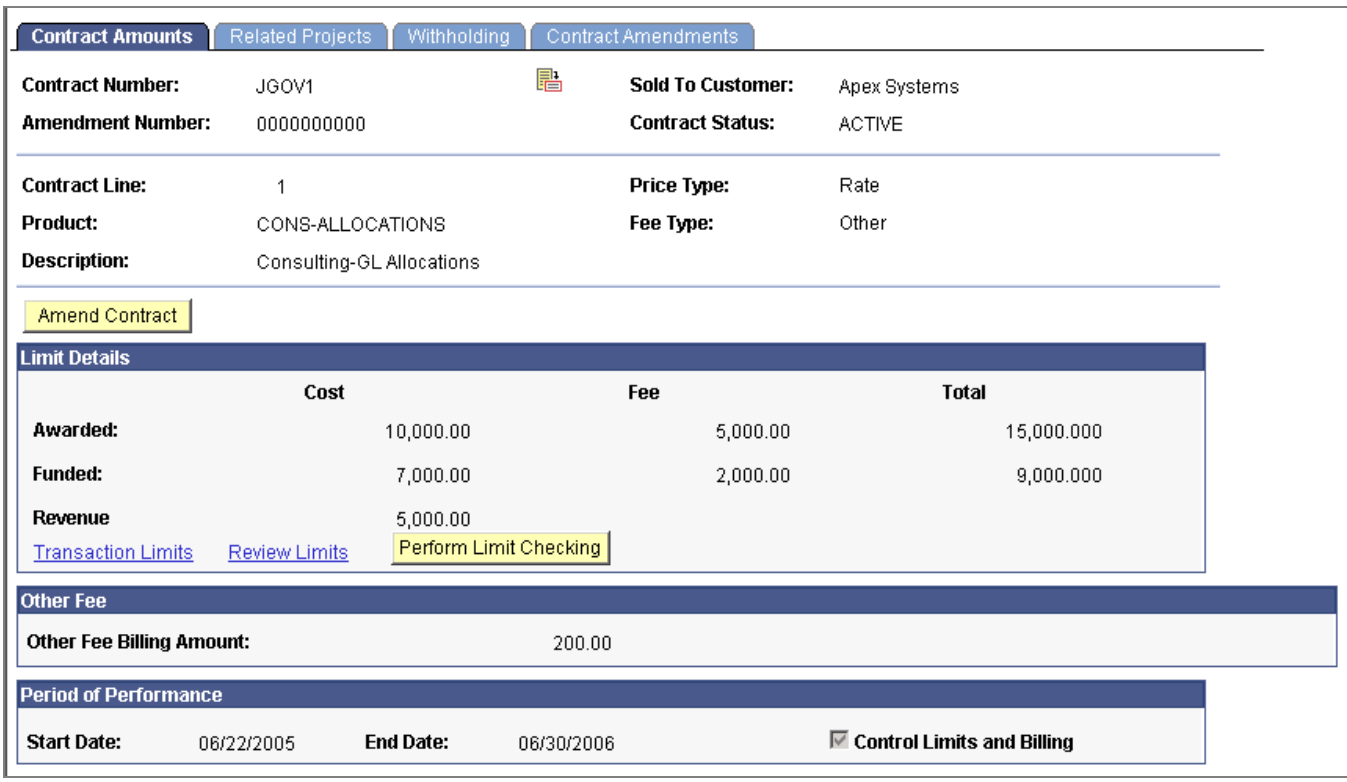
New Functionality

Contracts 8.9 delivers limit functionality for funding, revenue, and transaction level limits for rate-based contract lines. Use this functionality to set limits on amounts available for billing, amounts that can be recognized as revenue, limits on fees, and limits on user-specified sets of transactions. Transaction limits are defined by transaction identifier, which allows the user to specify a particular set of transactions.

Funding and revenue limits enable you to:

- Enter funding and revenue limit amounts at the contract line level.

  The Contract Amounts page enables you to enter funded, revenue and fee limits for your time and material and cost-plus contract lines. Revenue limits can only be entered if you have selected the ***Separate Billing and Revenue*** option on the Installation Options-Contracts page for your government contracts.



Contracts Amounts page

- Perform limit processing in batch, while pricing or repricing transactions, when processing incoming transactions from feeder systems, or by individual contract line.

  When a limit is breached, action is taken so that billing and revenue do not exceed their limits.

- Review limit amounts and their associated statuses for your contract lines.

  The Contract Entry-General page provides a summarized view of limits defined at the individual contract line level.

General | Lines | Amendments

Contract Number:	JGOV1	**Sold To Customer:**	Apex Systems
Amendment Number:	0000000000	***Contract Status:**	ACTIVE

Amend Contract Add to My Contracts

Description:	Jenn Gov Test	**Processing Status:**	Active
Contract Admin:	Angelini,Gina	**Amendment Status**	Complete
Region Code:		**Business Unit:**	US001 NEW YORK OPERATIONS
Contract Type:	COMMERCIAL	**Contract Classification:**	Government
Currency Code:	USD	**Start Date:**	06/22/2005
Exchange Rate Type:	CRRNT	**End Date:**	06/30/2006
Contract Signed:	06/22/2005	**Last Update Date/Time:**	06/22/2005 4:08:01PM
		Last Update User ID:	DVP1

Other Information

Summary of Amounts

Contract Amounts		Limit Amounts	
Awarded Cost	10,000.00	**Funded Cost:**	7,000.00
Awarded Fee	5,000.00	**Funded Fee**	2,000.00
Awarded Subtotal	15,000.00	**Funded TM:**	0.00
Awarded T&M	0.00		
Fixed Price	0.00	**Revenue Cost:**	5,000.00
Total Contract Value	15,000.00	**Revenue Fee:**	see Revenue Fee Worksheets

Go To: Billing Plans Revenue Plans Milestones More

Contract Entry-General page

- Increase or decrease limit amounts after the contract has been activated using amendment processing.

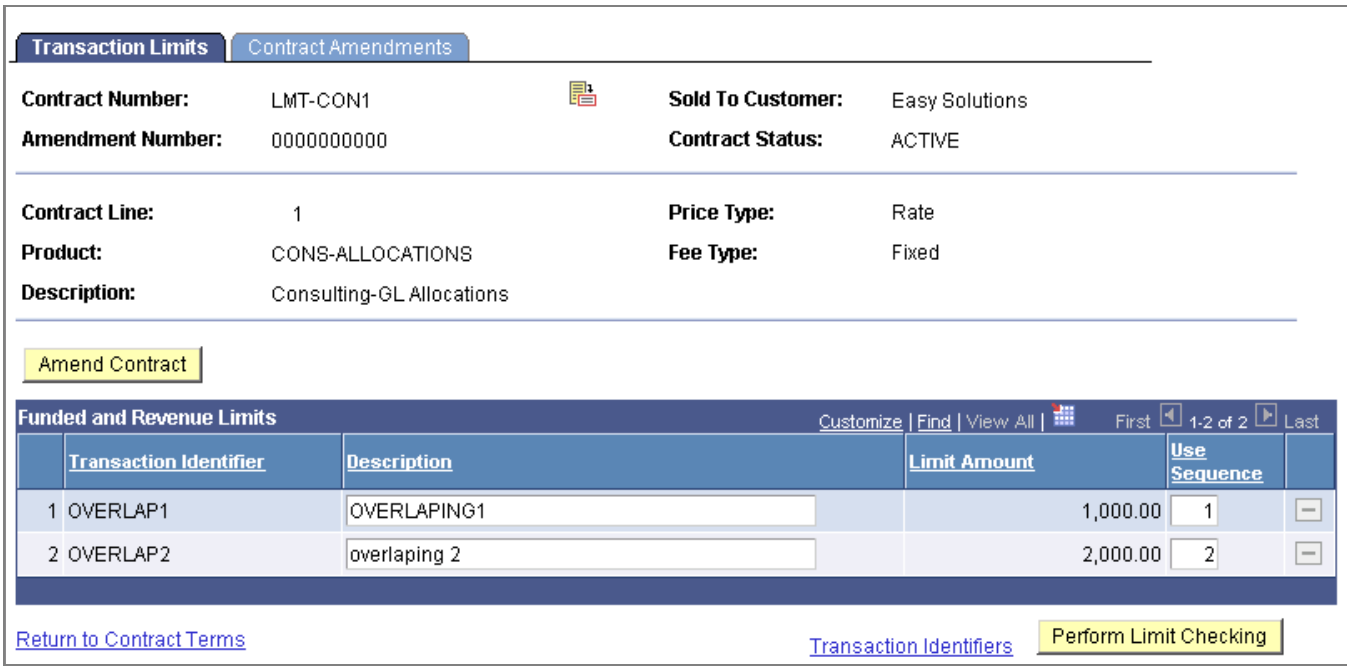
  After the contract is active, if the limit amount increases, you can increase your limit amounts to allow transactions that were previously considered over-the-limit to be billed or be recognized as revenue. If the limit is decreased you can decrease your funded or revenue limit amounts to prevent additional transactions from passing limit checking.

  Transaction level limits enable you to:

- Apply multiple limit amounts to multiple sets of transactions for a specific contract line.

  Sequence numbering enables you to indicate in what order the transaction limits should be applied against the transaction to accommodate overlapping limit scenarios.

  The Transaction Limits page enables you to add multiple transaction level limits for each rate-based contract line.



Transaction Limits page

- Define transaction limits using transaction identifiers to identify the specific set of transactions that are limit applicable.
- Perform limit processing in batch, while pricing or repricing transactions, when processing incoming transactions from feeder systems, or by individual contract line.

  When a limit is breached, action is taken so that billing and revenue do not exceed their limits. The limits process applies any transaction limits first, and then applies any funding and revenue limits to determine which transactions are eligible for billing or revenue recognition.
- Review limit amounts and their associated statuses for your contract lines.
- Increase limit amounts after the contract has been activated using amendment processing.

  After the contract is active, if the limit amount increases, you can increase your limit amounts to allow transactions that were previously considered over-the-limit to be billed or be recognized as revenue.
- If the Split to Match Limit Exactly option is selected on the Installation Options-Contracts page, all limits are split to match the transaction exactly and to fully exhaust the limit amount for the particular contract line.

Contracts 8.9 supports the management of amounts that are withheld and released as a percentage of the transaction on an inception-to-date basis for rate-based contract lines. This functionality enables you to:

- Define the withholding and release terms and conditions on the contract, including partial releases of previously withheld amounts.

The Withholding page enables you to capture withholding-related contractual terms to apply to transactions and for management reporting for your government contracts. You can apply withholding and release terms to rate-based contract lines (time and material and cost-plus), to calculate withholding amounts on fees, project-, and activity-related transactions.

- Generate invoices that include identifiers for the amount withheld.
- Generate invoices that include identifiers for amounts released from withholding.
- Write off withholding amounts that are eligible for release.
- Manage rate adjustments for withheld amounts using amendment processing.
- Create additional transactions to incorporate any rate changes that occur during the life of the contract.

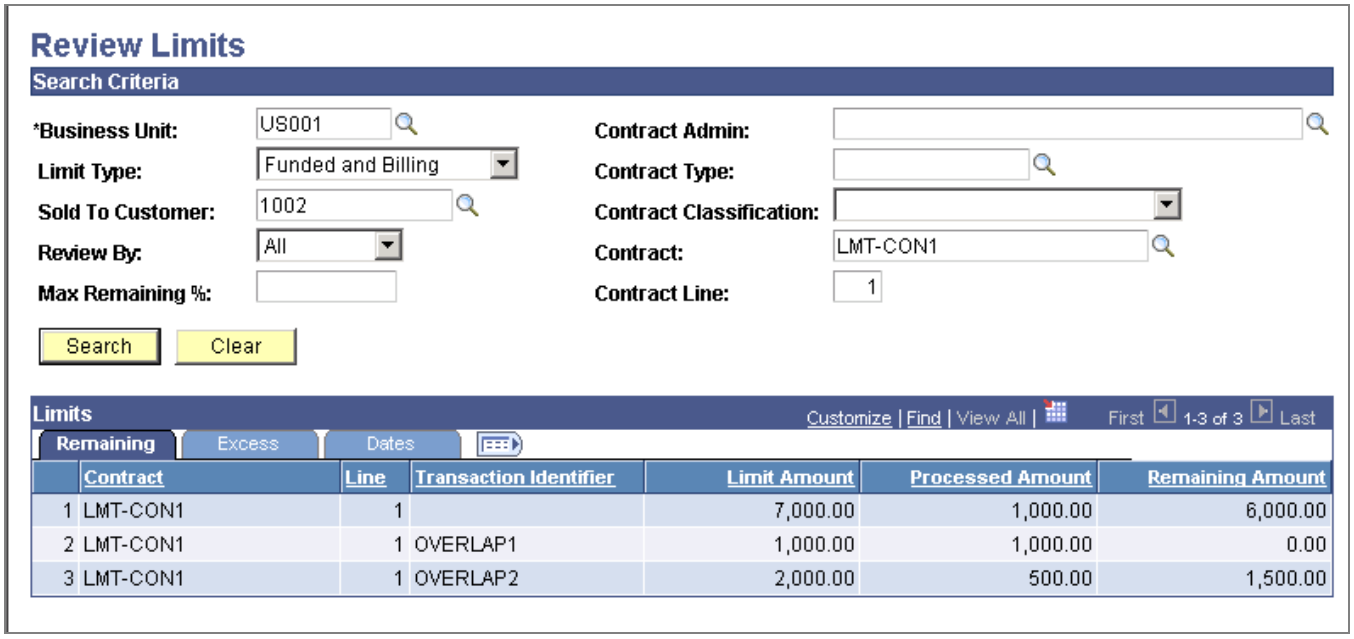
Proactive Funding Management

Using the Review Limits feature, government contractors now have online visibility into the total funding, remaining funding, and the amount in excess of the funding. This visibility not only ensures compliance with the contractual terms, but also enables proactive management of limits in order to maximize revenue and billing.

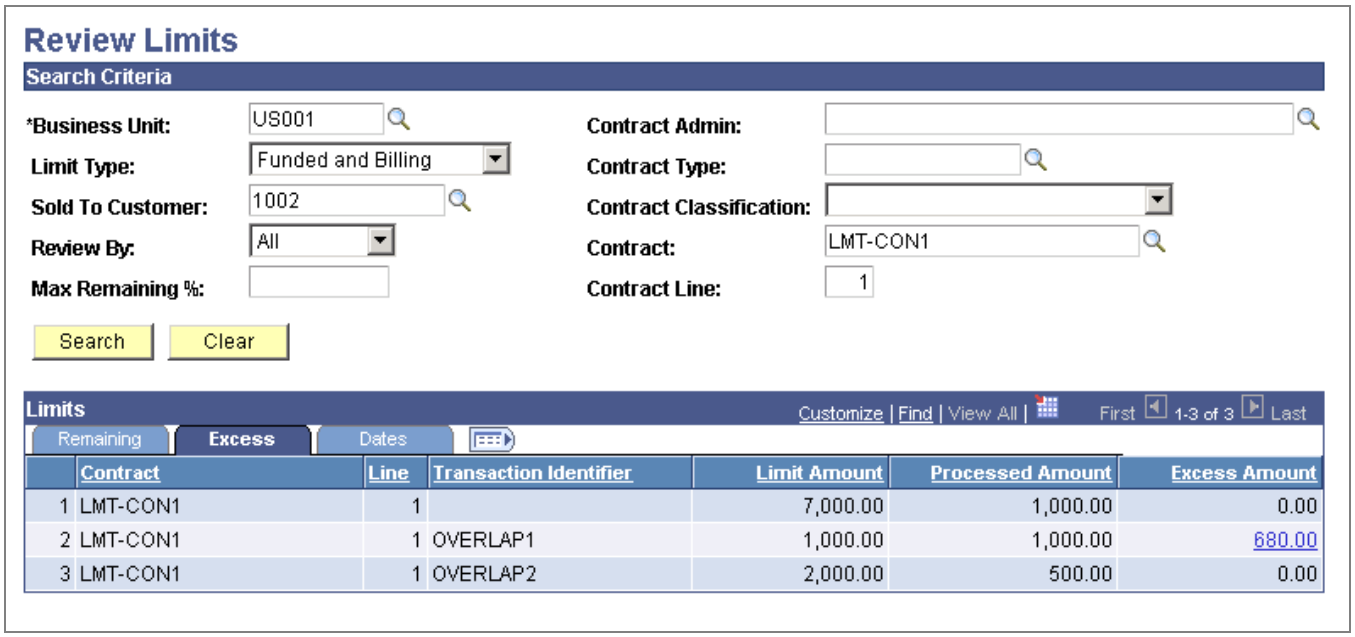
New Functionality

The Review Limits Processing feature provides an online inquiry page to view the current limit amounts for your contract lines, including the amount of the limits that has been used to date, the amounts remaining, and any amounts that have exceeded your limits in both a summarized and detailed format.

This inquiry page includes filtering capabilities that enable you to view only the information that you need to effectively manage the limits that you have defined for your contract lines.



Review Limits page: Remaining tab



Review Limits page: Excess tab

The Limit Details page enables you to view the details of any limit amount that have been exceeded, displaying the transaction details, amounts, and ChartField data.

Limit Details

Contract Number:	LMT-CON1	**Description:**	LMT-CON1
Amendment Number:	0000000000	**Contract Type:**	COMMERCIAL
Business Unit:	US001 NEW YORK OPERATIONS	**Contract Classification:**	Governmt
Sold To Customer:	Easy Solutions	**Contract Status:**	ACTIVE
Contract Admin:	Angelini,Gina	**Processing Status:**	Active
Currency Code:	USD		

Contract Line:	1	**Description:**	Consulting-GL Allocations
Product ID:	CONS-ALLOCATIONS	**Price Type:**	Rate
Fee Type:	Fixed		

Limit Type:	Funded and Billing	**Transaction Identifier:**	OVERLAP1
Limit Amount:	1,000.00	**Processed Amount:**	1,000.00
Remaining Amount:	0.00	**Excess Amount:**	680.00

Date Type **From Date** **Through Date** Search

Excess Transactions Customize | Find | View All | First 1-2 of 3 Last

Amounts | Chartfields | Transaction IDs

	Transaction Date	Accounting Date	Foreign Amount		Projects Business Unit Amount	
1	06/17/2005	06/17/2005	150.00	USD	150.00	USD
2	06/17/2005	06/17/2005	180.00	USD	180.00	USD

Limit Details page: Amounts tab

Limit Details

Contract Number:	LMT-CON1	**Description:**	LMT-CON1
Amendment Number:	0000000000	**Contract Type:**	COMMERCIAL
Business Unit:	US001 NEW YORK OPERATIONS	**Contract Classification:**	Governmt
Sold To Customer:	Easy Solutions	**Contract Status:**	ACTIVE
Contract Admin:	Angelini,Gina	**Processing Status:**	Active
Currency Code:	USD		

Contract Line:	1	**Description:**	Consulting-GL Allocations
Product ID:	CONS-ALLOCATIONS	**Price Type:**	Rate
Fee Type:	Fixed		

Limit Type:	Funded and Billing	**Transaction Identifier:**	OVERLAP1
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Remaining Amount:	0.00	**Excess Amount:**	680.00

Date Type **From Date** **Through Date** Search

Excess Transactions Customize | Find | View All | First 1-2 of 3 Last

Amounts | Chartfields | Transaction IDs

	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description
1	US004	LMT-CON1	ACT1	LABOR	ENG	G&A	Billing from PRV rows
2	US004	LMT-CON1	ACT1	LABOR	ENG	G&A	Billing from PRV rows

Limit Details page: ChartFields tab

Revenue and Billing Management

A key contributor to financial success in government contracting lies in maximizing revenue and billing. Contracts provides government contractors with an integrated solution to ensure billing is done on a timely basis in compliance with contractual terms, at the same time providing flexibility for independent revenue management.

Maximize Revenue and Billing

Limits functionality in Contracts provides greater ease and flexibility in managing limits, as well as visibility into limits when performing revenue and billing management. Transactions can be split in order to process activity to the fullest extent allowed by the limit, maximizing the associated revenue recognition, billing, and cash flow.

To maintain the focus on cost control, many government contracts are “cost plus” types of arrangements. These contractual arrangements, which allow direct costs to be passed to the government with a fee above and beyond the cost reimbursement, require both system flexibility and visibility. Flexibility is needed to allow this fee to be managed separately from the cost and billing, and visibility into critical data elements is needed for revenue recognition and billing purposes in order to maximize profitability.

Capitalizing on contract visibility enabled by Contracts, data elements critical to fee accounting and recognition, and billing in “cost plus” types of arrangements are now available online, enabling users to more efficiently and accurately determine the fee for revenue recognition purposes. A revenue fee worksheet provides visibility into critical data elements for revenue recognition, along with a proposed fee amount, revenue limit and the related revenue fee percentage. A user can either accept or override the system’s proposed amount as deemed necessary. This fee can be managed independently from costs and billing in order to maximize revenue. The resulting amount is then subjected to fee limit processing, ensuring compliance with contractual limits.

Government contractors are also faced with the challenge of managing progress payments. Certain government contracts permit the contractor to bill the government up to a certain percentage of its costs incurred. These progress payments are then recouped by applying a liquidation rate against invoices until all the progress payments are fully liquidated. ***Progress payments*** in Contracts provides the ability to capture the progress payment and liquidation rate mandated by the contract, as well as visibility of the progress payments and liquidation to date, allowing government contractors to proactively manage their revenue and billing.

New Functionality

Contracts 8.9 enables you to split transactions so that the portion of a transaction that is under the limit can be billed and recognized as revenue up to the maximum limit amount. The option to split transactions is configurable on the Installation Options-Contracts page by selecting the option to ***Split to Match Limits Exactly***, and applies to all limits defined for a contract line.

When you have selected this option, the limits process applies the transaction to the limit amount, creates billing and revenue rows for the amount of the transaction that is within the limit amount, and creates over-the-limit rows for the billable or revenue amounts that are outside the maximum limit amount. The over-the-limit amounts are written to the PeopleSoft Enterprise Project Costing Project Transaction (PROJ_RESOURCE) table for analysis and reporting.

To effectively manage your funded and revenue limits, PeopleSoft Enterprise Contracts 8.9 delivers the Review Limits and Limit Details pages and the Limit Amount report. Contracts 8.9 uses these same pages and report to manage limit amounts and view remaining amounts or amounts in excess. Using these features, you can effectively manage limit amounts and amounts in excess and determine whether limits should be increased or decreased according to your business needs.

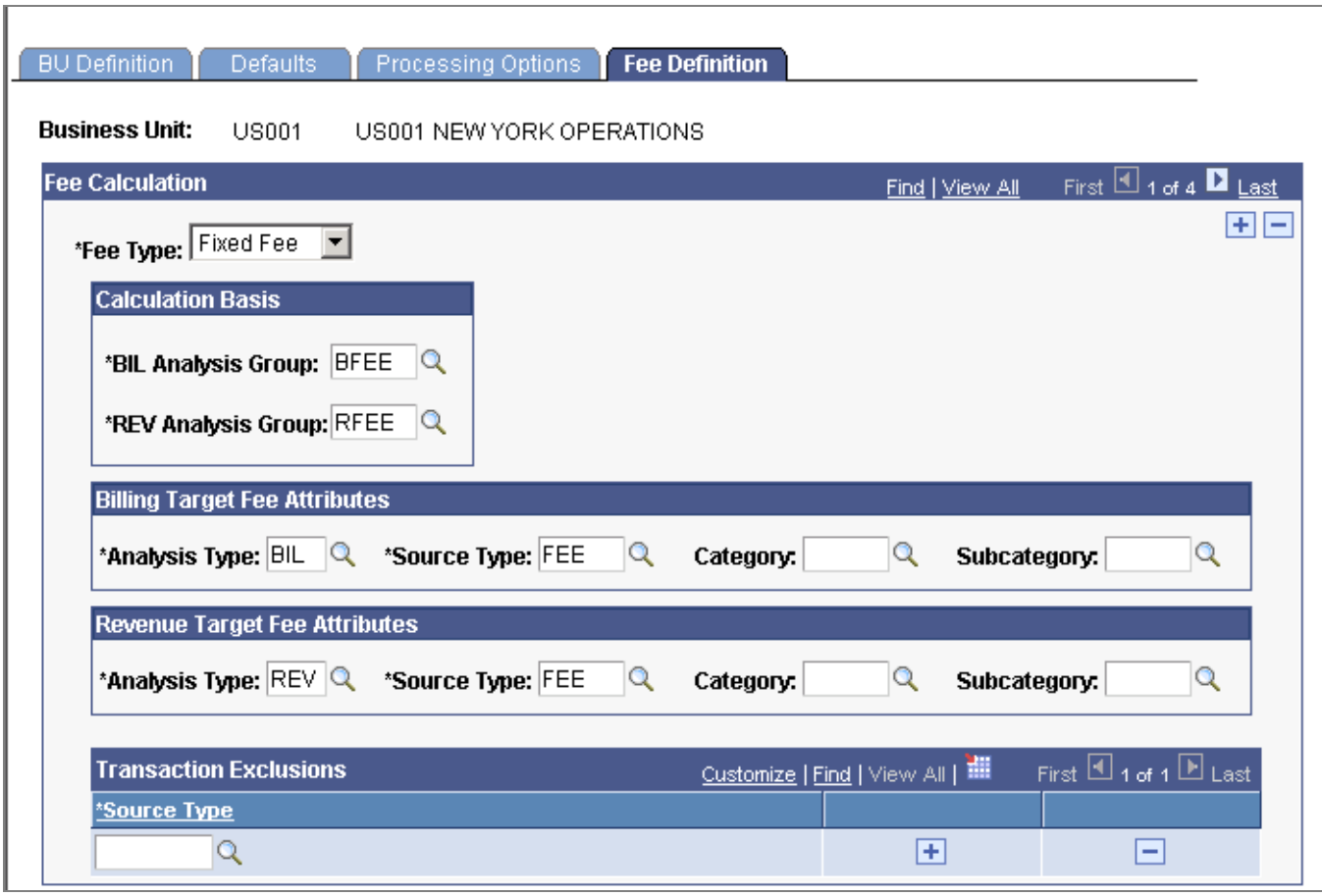
- The Review Limits page enables you to view the remaining limit amounts, amounts that are in excess and the dates that the last transaction was processed or that the limit was reached, by customer and contract line.
- The Limit Details page enables you to view transaction details for transactions that are in excess of your limit amounts by contract line.
- The Limit Amount report enables you to view the details of your rate-based contract lines funded, revenue and transaction limits, and fee limit details for your cost-plus rate-based contract lines.

  Using criteria that you specify on the Limit Report run control page, you can retrieve only the limit data that you need for all of your government contracts.

  Contracts 8.9 enables you to create contracts that contain cost-plus contract lines. Cost-plus contract lines are rate-based contract lines associated with fee types. Using Contracts 8.9 for cost-plus type scenarios, you can:

- Calculate and report on direct costs.
- Calculate and report on indirect costs.
- Calculate and report on fees.
- Set up fee definitions at the business unit level for each fee type that you use.

  Fee definitions are used by the system to calculate fees for the contract line, and must be defined as part of your system set up if you will be using cost-plus functionality. You must set up the Fee Definition page for each fee type that you use for your cost-plus contract lines.



Contracts BU Definition page: Fee Definition

- Manage cost-plus contract lines with a fee type of ***Award***, ***Fixed***, ***Incentive***, or ***Other***.

  A rate-based contract line can only be assigned one fee type and must be assigned to a unique as-incurred revenue recognition plan.

  The Contract Amounts page captures the fee limit and calculation data that is used by the billing and revenue fee worksheets to calculate the funded and revenue fee amounts.

  - Award fees enable you to define a base fee percentage, which is used to compute the base fee, plus either an additional award fee amount or percentage, which is used to compute the additional award fee amount.

Contract Amounts | Related Projects | Withholding

Contract Number: GCONTRACT
Sold To Customer: National Institute of Health
Amendment Number:
Contract Status: PENDING

Contract Line: 2
Price Type: Rate
Product: CONS-CUSTOM
Fee Type: Award
Description: Consulting - Customize

Limit Details

	Cost	Fee	Total
Awarded:	0.00	0.00	0.000
Funded:	0.00	0.00	0.000
Revenue	0.00		

Revenue Fee Worksheet
Transaction Limits Review Limits Perform Limit Checking

Award Fee

Billing Base Fee Percent: 0.00000000
Additional Award: Percent 0.00000000 0.00
Amount 0.00
Revenue Fee Worksheet

Period of Performance

Start Date: End Date: Control Limits and Billing

Contract Amounts page – Award Fee

- Fixed fees enable you to enter a percentage that is applied to total contract costs and represents the amount of profit that can be recognized for the contract up to a specified limit.

Contract Amounts | Related Projects | Withholding

Contract Number:	GCONTRACT	**Sold To Customer:**	National Institute of Health
Amendment Number:		**Contract Status:**	PENDING
Contract Line:	3	**Price Type:**	Rate
Product:	CONS-DESIGN	**Fee Type:**	Fixed
Description:	Consulting-Implementn Design		

Limit Details

	Cost	Fee	Total
Awarded:	0.00	0.00	0.000
Funded:	0.00	0.00	0.000
Revenue	0.00	Revenue Fee Worksheet	

Transaction Limits Review Limits Perform Limit Checking

Fixed Fee

Billing Fixed Fee Percent: 0.00000000

Revenue Fee Worksheet

Period of Performance

Start Date: **End Date:** **Control Limits and Billing**

Contract Amounts page – Fixed Fee

- Incentive fees enable you to define cost overrun and underrun percentages, and target, minimum, and maximum fee amounts.

  These values are used by the system to calculate incentive fees that may be awarded to the contractor based on their performance and whether the contract costs fall within the values specified.

Contract Amounts | Related Projects | Withholding

Contract Number:	GCONTRACT	**Sold To Customer:**	National Institute of Health
Amendment Number:		**Contract Status:**	PENDING
Contract Line:	4	**Price Type:**	Rate
Product:	CONS-ESA	**Fee Type:**	Incentive
Description:	CONSULTING-ESA ENHANCEMENTS		

Limit Details

	Cost	Fee	Total
Awarded:	0.00	0.00	0.000
Funded:	0.00	0.00	
Revenue	0.00	Revenue Fee Worksheet	

Transaction Limits Review Limits Perform Limit Checking

Incentive Fee

	Underrun	Overrun
Cost Share Percent:	0.00000000	0.00000000

	Target	Minimum	Maximum
Fee Percent:	0.00000000	0.00000000	0.00000000
Fee Amount:	0.00	0.00	0.00

Revenue Fee Worksheet

Period of Performance

Start Date: **End Date:** ☐ **Control Limits and Billing**

Contract Amounts page – Incentive Fee

- Other fees enable you to define funding and revenue fee limits amounts, against which a captured amount is applied.

  There are no additional special attributes for this fee type.

Contract Amounts | Related Projects | Withholding

Contract Number:	GCONTRACT	**Sold To Customer:**	National Institute of Health
Amendment Number:		**Contract Status:**	PENDING
Contract Line:	5	**Price Type:**	Rate
Product:	CONS-INSTALL	**Fee Type:**	Other
Description:	Consulting - Installation		

Limit Details

	Cost	Fee	Total
Awarded:	0.00	0.00	0.000
Funded:	0.00	0.00	0.000
Revenue	0.00		

Revenue Fee Worksheet

Transaction Limits Review Limits Perform Limit Checking

Other Fee

Other Fee Billing Amount: 0.00

Revenue Fee Worksheet

Period of Performance

Start Date: **End Date:** **Control Limits and Billing**

Contract Amounts page - Other Fee

- Define fee limits.
- Specify separate cost, billing and revenue rates to apply to direct costs, indirect costs, and fees.
- Use billing and revenue fee worksheets, specific to the fee type assigned to the contract line, to adjust, check and create fees for the current period.

Billing Plan General | Billing Fee Worksheet | Tax Parameters | History

Contract:	GCONTRACT		**BI Unit:**	US001	
Sold To Customer:	1018	National Institute of Health	**Bill To:**	1018	National Institute of Health
Billing Plan:	B103	As-Incurred Bill/Revenue Plan	**Currency:**	USD	

Fee Type: Fixed Fee

Fee last processed on: **Currency** USD

Billing Amounts

Amounts from Contract Amt Page

Funded Cost Limit:	0.000
Fixed Fee Percent:	0.00000000
Funded Fee Limit:	0.000
Total Contract Line:	0.000

Project Costing - Billing

All Billable Costs:	0.000
Costs Used in Fee Calculation:	0.000
Current Period Billable Costs:	0.000

Billing Fee Calculation

Fixed Fee Already Created:	0.000
Proposed Fixed Fee:	0.000

(•) **Proposed**
( ) **Override**

Current Period Fixed Fee:	0.00

Billing Fee Worksheet – Fixed Fee (1 of 2)

Processing Options

Accounting Date

(•) **Processing Date**
( ) **User Define** 06/27/2005

[x] **Process Automatically**

Submit for Processing Process Monitor

Billing Fee Worksheet - Fixed Fee (2 of 2)

- View overall fee amounts, funded and revenue limits, and fee calculations to date, using the Contract Amounts page and fee worksheet pages, and make any adjustments as needed over the life of the contract.

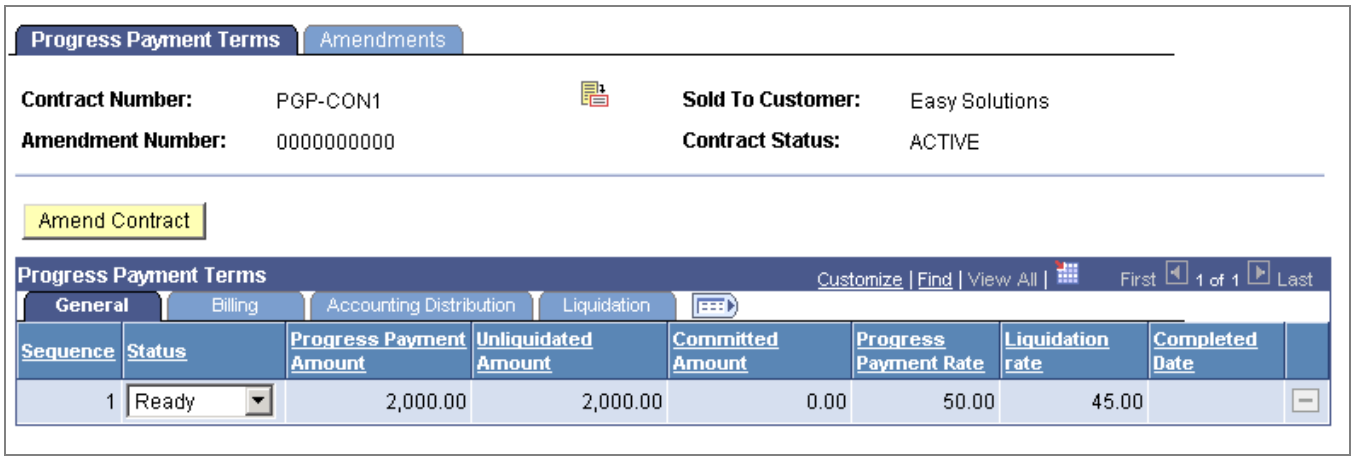
Contracts 8.9 delivers progress payment functionality to enable you to receive payment prior to item delivery for amount-based contract lines associated with government contracts.

Using the Progress Payment feature, you can:

- Define progress payment and liquidation rates.
- Define liquidation criteria for progress payment terms.
- Assign a distribution code to book the progress payment liability.
- Associate predefined projects, activities and amount-based contract lines to the progress payment terms and conditions.

- Manage the status of the progress payment terms to enable processing.

Progress payment terms define the parameters and details for both processing progress payment requests and liquidating the progress payment amounts against regular bills after the contracted items are delivered.



Progress Payment Terms page: General tab

To process progress payments, you can:

- Prepare a progress payment request using the progress payment worksheet.

  The progress payment worksheet is in the format of the standard form 1443, and enables users to calculate the proposed progress payment amount using progress payment terms and conditions, and project and activity cost data stored in Project Costing Project Transaction (PROJ_RESOURCE) table.

- Assign an immediate billing plan to the progress payment request.

  Immediate billing plans are used to bill for the progress payment amount.

- Apply liquidation rates to invoices when the contract items are delivered.

  When you are ready to bill for an item for which a progress payment amount was received, you process the invoice using a milestone, immediate or percent complete billing plan. The Contracts/Billing interface process calls the Progress Payment Liquidation (CA_PGP_LIQ) Application Engine process to evaluate the bill line and liquidate any outstanding progress payments against it.

  The liquidation process evaluates the amount available for liquidation, calculates the maximum liquidation amount, liquidates the calculated amount against the regular bill, and creates a bill line on the invoice with a credit amount and a liquidation description.

Complex Billing

Billing management is further complicated by the existence of withholdings. To maximize billing, government contractors need flexibility in the setup of withholding, as well as a systematic way to process the withholding - including the ability to partially release the withholding to Billing. Withholdings functionality allows the specification of a withholding against all costs, fees, or just a specific set of transactions.

This functionality also provides flexibility in defining the application of withholding, such as whether to withhold all applicable transactions once a certain percentage of billing has occurred up to a predetermined amount, or whether to withhold a portion of applicable transactions based on a certain percentage, along with the ability to specify the amount to release to billing.

Online access to this functionality increases efficiency and accuracy, and maximizes cash flow by ensuring billing is initiated in a timely and accurate manner. Capitalizing on the integrated ESA solution, withholding can be passed to Billing for invoice presentment, further reducing the need for offline adjustments.

Progress payments also contribute to the complexity of billing management for government contractors. The Federal Acquisition Regulations define how progress payments can be applied to Billing. The inception to date liquidation applied to the billings cannot exceed the inception to date progress payment billings.

Progress Payments functionality in Contracts provides the needed visibility into progress payment status, including inception to date cost summarization. This visibility allows for in depth analysis to ensure compliance with the FAR-mandated progress payment application to Billing.

Using Progress Payments enables the billing and liquidation of progress payments to be integrated into the billing process using a progress payment worksheet. This functionality increases efficiency by determining the progress payment amount, submitting the worksheet for processing, and initiating timely billing, which in turn increases cash flow as well as provides an audit trail.

New Functionality

Contracts 8.9 delivers withholding functionality that is applicable to your rate-based contract lines. To be eligible for withholding terms and conditions, the rate-based contract lines cannot be associated with a prepaid amount and must be assigned to an as-incurred billing plan.

Contracts 8.9 delivers a Withholding page that enables you to define the rules that the system uses to calculate the withholding and release amounts. Withholding can be calculated on project and activity related transactions, as well as, cost-plus fees.

Withholding setup enables you to specify whether to withhold all applicable transactions once a certain percentage of billing has occurred up to a predetermined amount, or withhold a portion of applicable transactions based on a certain percentage.

Using the Withholding page, you can:

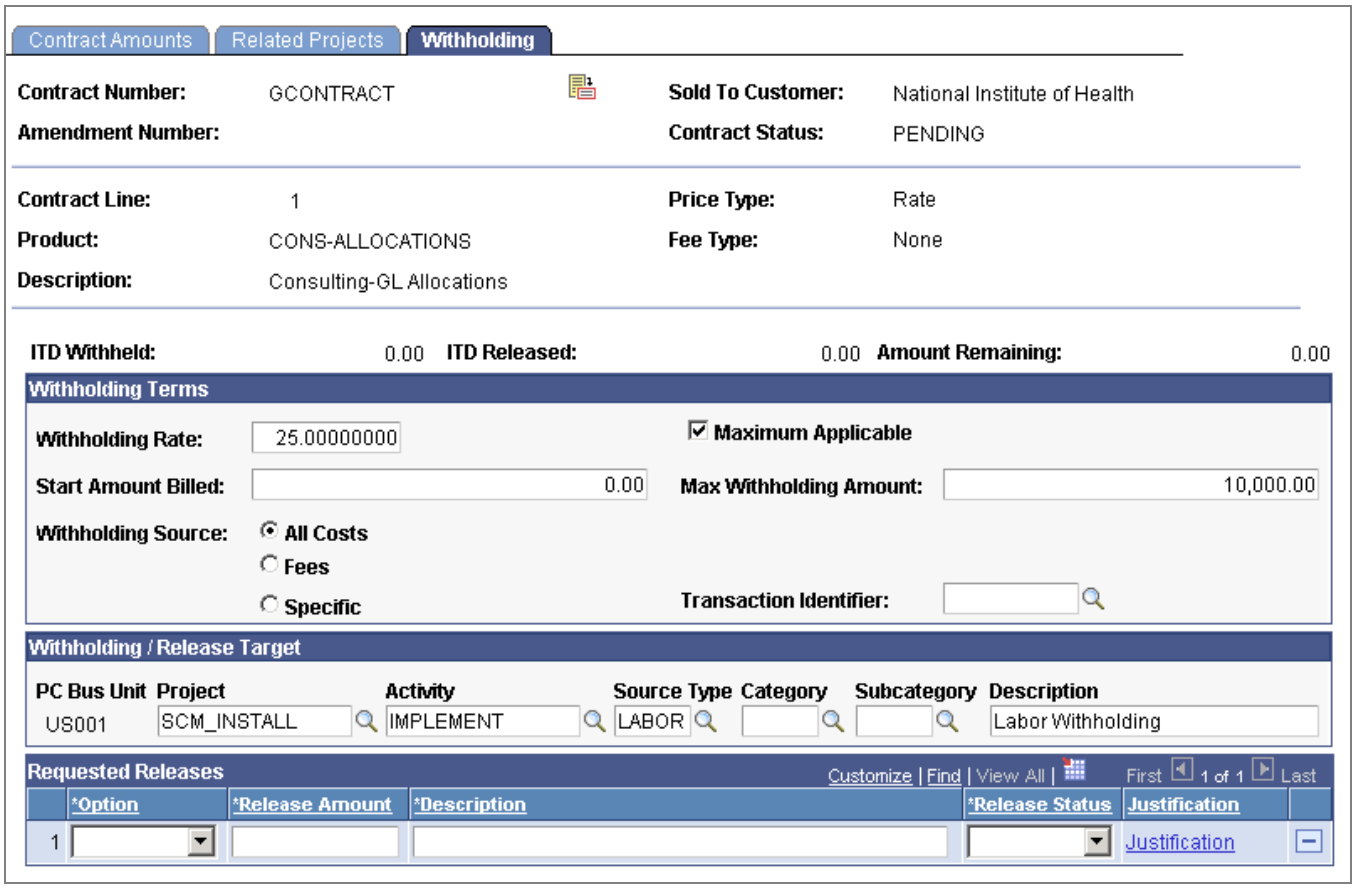
- Define a withholding rate: This is the percentage that the system uses to calculate withholding amounts on billed or billable project transactions.
- Enter a start amount: Enter an actual amount that must first be billed for the contract line before withholding can be applied.
- Enter a maximum withholding amount: Enter the maximum amount that can be withheld from the contract line's billable transactions.
- Identify a withholding source: Indicate whether all costs, fees only or specific project transactions are eligible for withholding calculations. If the source is specific project transactions, you must select a transaction identifier that identifies the transactions to be included.
- Select the withholding and release target project data: Enter the project and activity identifiers, as well as, any specific project ChartField data that you want to be stamped

on the withholding and release transaction rows that appear on the invoice.

- Request releases: When withheld amounts are eligible for release, you can use this section of the page to bill or write off all or a portion of the withheld amount.

  Only one release row may be entered for processing at a time. You can only enter a release amount that is less than or equal to the amount remaining of withholding. Release justification data can also be entered by means of a hyperlink on the page.

The Withholding page also provides visibility to the inception to date withheld amount, the inception to date released amount and the amount remaining, upon opening the page. The inception to date withheld and release data is based on transaction data stored in the Project Costing Project Transaction (PROJ_RESOURCE) table.

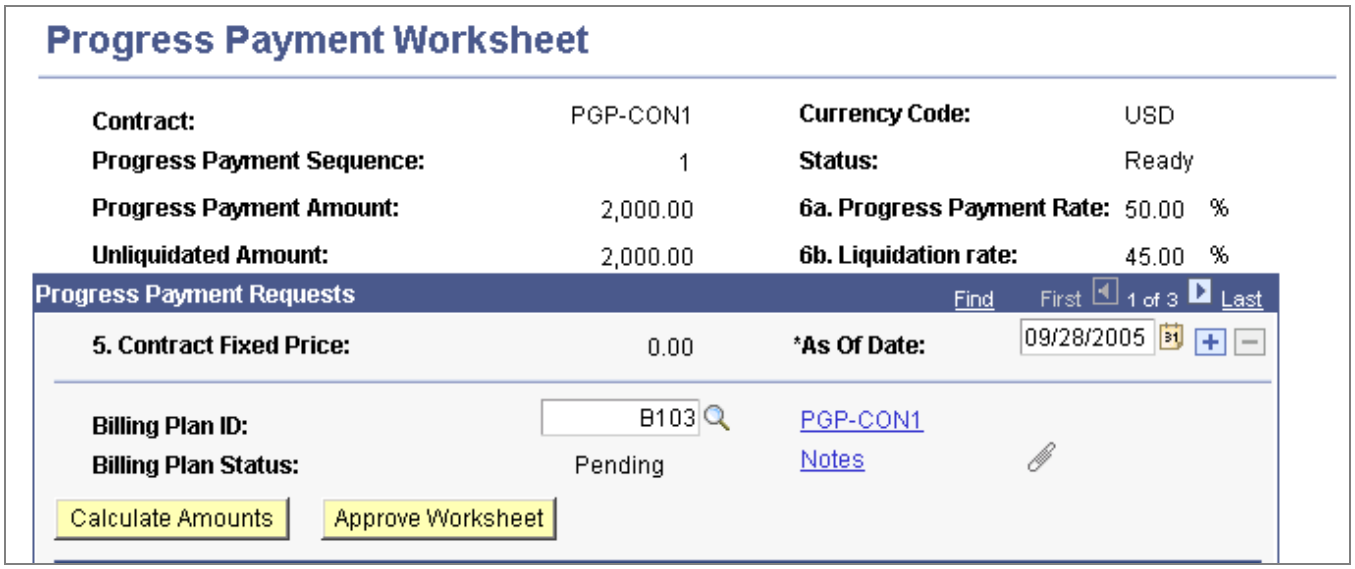


Withholding page

When managing your progress payment, Contracts 8.9 delivers online visibility to the progress payment, committed and unliquidated amounts to date on both the Progress Payment Terms component (CA_PGP_TERMS) and the Progress Payment Worksheet component (CA_PGP_WKS).

To calculate allowable progress payment request amounts based on the project and activity costs tracked in Project Costing, you must first run the Accumulate Costs (CA_PGP_CALC) process.

This batch process retrieves the current inception to date and estimated cost to complete costs from the Project Costing Project Transaction (PROJ_RESOURCE) table for projects and activities associated with the progress payment terms. The resulting cost summary rows are inserted into the Progress Payment Costs (CA_PGP_COSTS) table. This data can be uploaded into the progress payment worksheet and used to calculate progress payment request amounts.

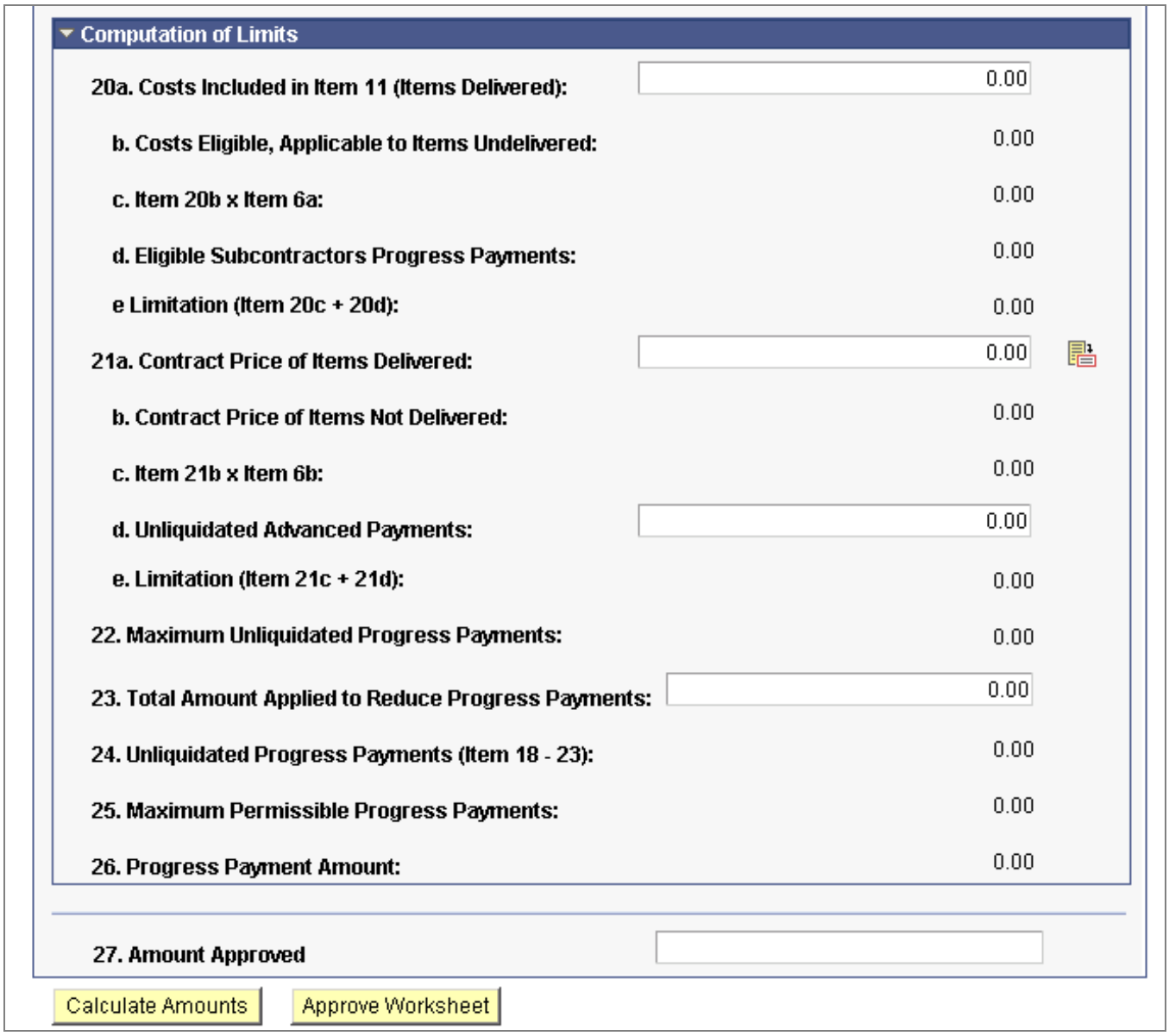


Progress Payment Worksheet page (1 of 3)

Statement of Costs

9. Eligible Paid Costs:	0.00
10. Eligible Incurred Costs:	8,000.00
11. Total Costs Eligible:	0.00
12a. Total Costs Incurred:	0.00
b. Estimated Costs to Complete:	0.00
13. Item 11 x Item 6a:	0.00
14a. Subcontractors Payments:	0.00
b. Liquidated Payments:	0.00
c. Unliquidated Subcontractors Progress Payments:	0.00
d. Subcontractors Progress Billings Approved:	0.00
e. Eligible Subcontractors Progress Payments:	0.00
15. Total Amount (Item 13 + 14e):	0.00
16. Item 5 x Item 6b:	0.00
17. Lesser of Item 15 or 16:	0.00
18. Total of Previous Progress Payments Requested:	0.00
19. Maximum Balance Eligible for Progress Payments:	0.00

Progress Payment Worksheet page (2 of 3)



Progress Payment Worksheet page (3 of 3)

Efficient Change Management

During the lifecycle of a contract, government contractors have to manage changes to contractual terms such as limit and rate changes. This need for efficient change management is heightened by the DCAA requirement for a demonstrated audit trail. Contracts includes functionality to reduce costs by providing an efficient mechanism for managing changes that drive financial and billing adjustments, while at the same time providing greater control and visibility with a single source for adjustments.

Flexible Amendment Processing

Minimize the need for offline adjustments by utilizing expanded ***amendment processing*** functionality in Contracts to process changes to progress payment and liquidation rates as well as award and funding changes for limits. Users now have a choice in processing credits and adjustments on either a retroactive or go forward basis. This enables government contractors to preserve past revenue and billing and adjust only future revenue and billing. Managing change in one place provides a demonstrated audit trail, and greater efficiency is realized with automatic billing adjustments.

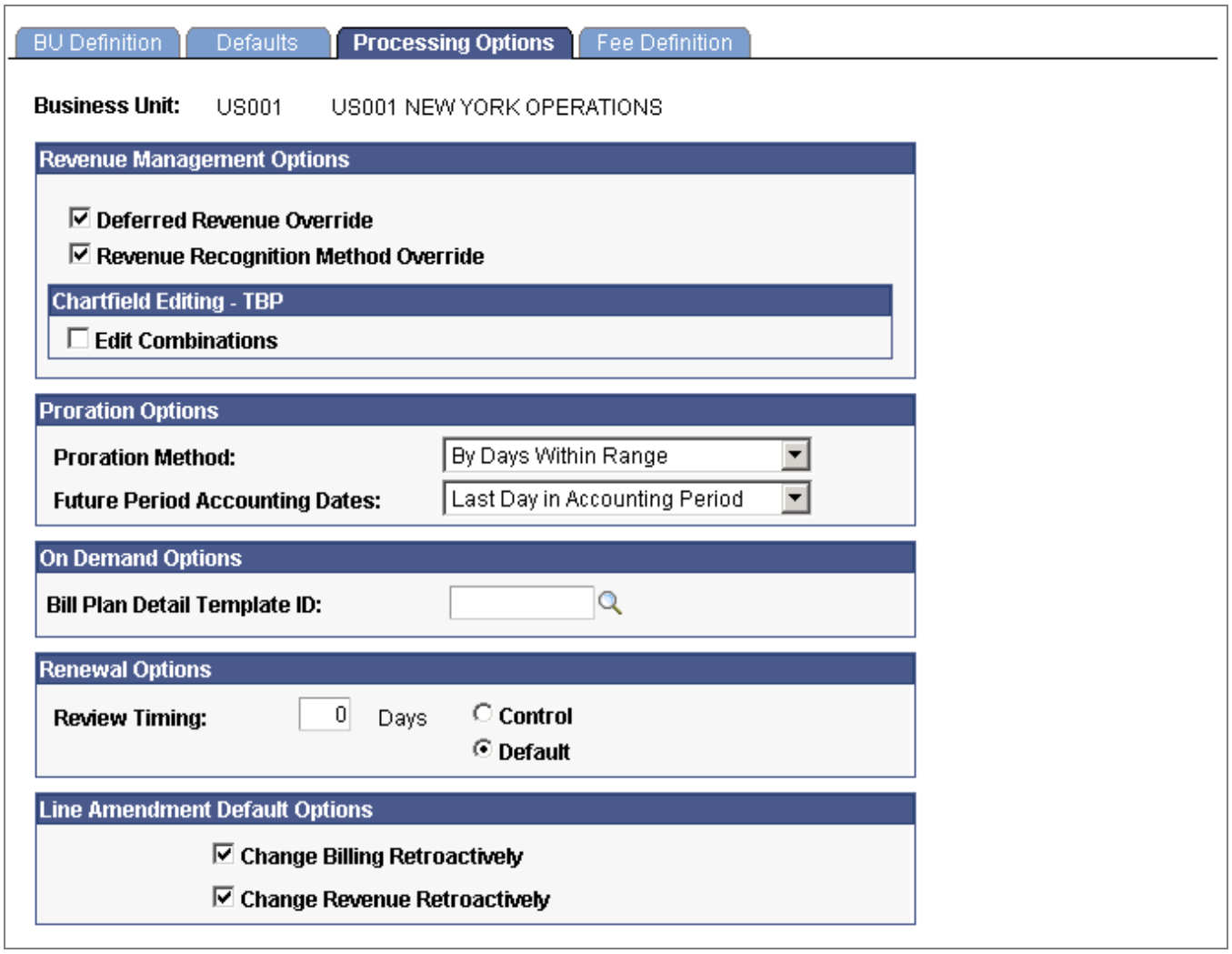
New Functionality

A contract amendment is any change made to an active contract where you are altering the fundamental obligations and entitlements of the contract. This could include modifications to the data contained in the contract entry component, limit changes, changes to withholding terms and conditions, changes to progress payment terms, and so on.

Using amendment processing, Contracts 8.9 enables you to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle. To make an amendment to an active contract, use the amendment processing feature. Once a contract is active, you can create a new amendment or open an existing, pending amendment by clicking the Amend Contract button from within most pages of the contract.

Contracts 8.9 uses the Amendment and Amendment Details pages to enter and track summarized amendment details. When amending limits, withholding rates, progress payment rates or any other contract changes, you will access the same pages where you entered the original data, using amendment mode. You can make as many changes as needed on a single amendment instance, as long as the amendment is in a pending status. Once your changes are made, the amendment status is set to ready, and the amendment is processed, the new data becomes the current version of the contract.

For amount-based contract lines, Contracts 8.9 enables you to cancel or modify contract lines and line amounts retroactively or at a specific point in time using the credit and adjustment features. At the Contracts Business Unit level, you can indicate whether or not you want to adjust processed billing and revenue amounts retroactively in the event of a cancellation or modification to the contract line. Selecting these options at the business unit level enables these values to appear by default on the Amended Amount Allocation page for your amount-based contract lines, but they can still be overridden at the contract line level.



Contracts BU Definition page: Processing Options tab

By selecting the options to change billing or revenue retroactively when a contract line is cancelled, or the contract line amount is amended, the system adjusts billing or revenue that has been processed for the contract line to date as well as any billing or revenue events going forward.

If you do not select the options to adjust billing or revenue retroactively, you can in effect, suspend services when canceling a contract line, and then add a new contract line when services are reinstated. You can also adjust only future billing and revenue events when modifying the amount-based contract line amount by not selecting these options. The options to adjust billing or revenue retroactively can be used independently of one another.

Streamlined Rate Changes

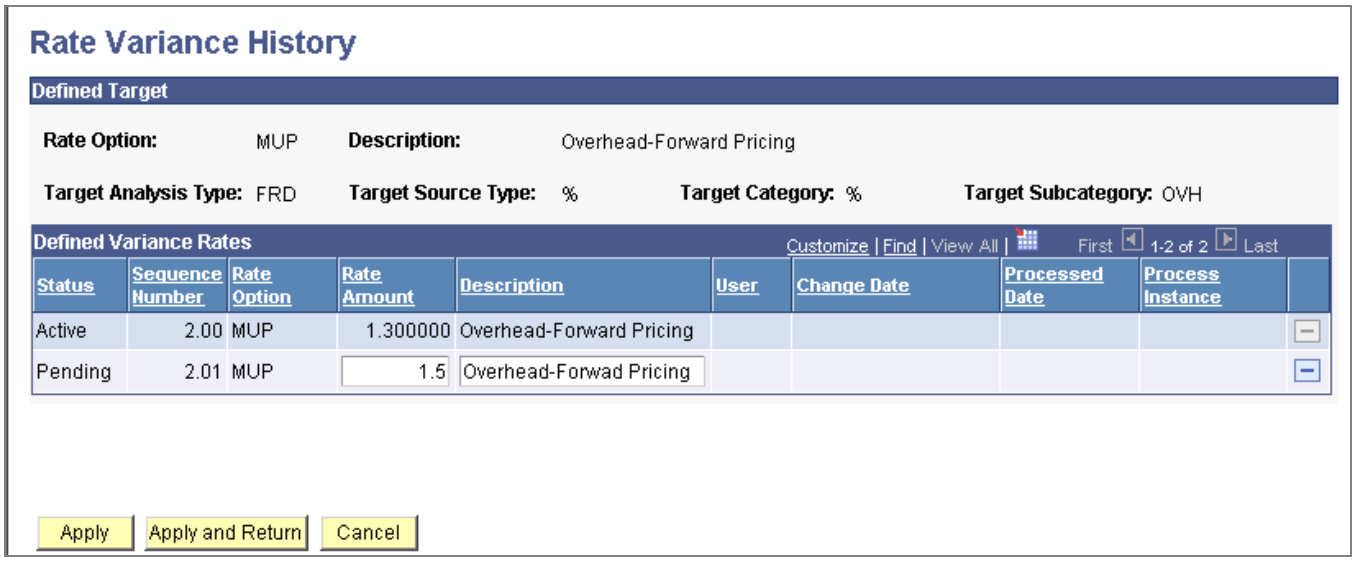
Together with Project Costing 8.9, Contracts provides government contractors with an online solution for processing complex cost rate scenarios. Users can improve efficiency and accounting accuracy by using ***variance pricing*** to implement new rates and generate resulting incremental transactions. These incremental transactions can then be systematically applied to the limits and withholdings on a contract, both eliminating the need for offline adjustments and providing a demonstrated audit trail.

Limit change management further streamlines the contract change process. As new funding is received and limits are increased, amounts previously deemed in excess can now be reassessed against the new limit and systematically released for processing as appropriate, eliminating the need for offline adjustments. This systematic capture also provides an audit trail of costs and the related changes.

New Functionality

Contracts 8.9 uses Variance Pricing functionality to enable you to capture and process any rate changes for indirect costs associated with the contract. Such rate changes generally impact a certain period of time within the contract. The difference between the old rate and the new rate is calculated and then retroactively applied to any transactions that were processed during that time frame. New indirect cost rows are generated by the system for the difference in the old and new rates, and the new rates are used to calculate indirect costs against any current or future transactions going forward. Contracts 8.9 maintains a history of these rate changes for audit and reporting purposes.

The Rate Variance History page is used to enter any rate changes to your costing rates, and maintains a historical record of any changes made to the rate set.



Rate Variance History page

Using variance pricing, you can:

- Capture and process variance pricing for a particular effective dated set of rates.

  The rate change applies to the one effective dated period to which it was entered.
- Capture historical data on when a rate change was entered and by whom.
- Run variance pricing for one or all existing cost sets.

  Variance rates may be entered for one or multiple costing rate types at the same time.

To streamline limit processing, Contracts 8.9 enables you modify a limit amount, after the contract has been activated, using amendment processing. For example, if additional funding is received on a government contract, and the previously established limit amount has been reached, you can increase the contract line limit amount in amendment mode. After the amendment has been processed and the new limit amount becomes available, the next time that you run the limits process, the system performs the following steps:

- Calculates the remaining amount for each limit.
- Applies the remaining transaction level and line level funded and revenue limit amounts to any transactions that were previously marked as over-the limit by the system and passes them to Billing or PeopleSoft Enterprise General Ledger where possible.
- Applies the new remaining limit amounts against any new transactions being processed for the contract line.

What's New in PeopleSoft Enterprise 8.9 for Staffing Front Office

PeopleSoft Enterprise Staffing Front Office 8.9 automates the manual, time-consuming aspects of client, candidate, and order management for staffing organizations. By providing global visibility into orders and assignments, powerful search and match capabilities, and contact management tools, Staffing Front Office 8.9 enables you to focus on filling more job orders and growing your business.

Staffing Front Office 8.9 delivers enhancements in these areas:

- Total ownership experience
- Improved usability

Total Ownership Experience

Integrating business software applications is a common challenge for most organizations. The challenge is greater when the applications to be integrated reside in different environments. The cost of installing, implementing, monitoring, and maintaining multiple application environments can be significant. Staffing Front Office reduces your total cost of ownership through our relocating the application to the Financials database.

Software Installation

Streamlined software installation is key for getting your implementation and upgrade projects started sooner. The installation process for Staffing Front Office has been greatly simplified because this application now resides in the Financials database and is included as part of the core FMS installation. Hardware and software requirements are also reduced with the elimination of the need for a specific Staffing Front Office database, application server, and process scheduler.

Installation Options | Staffing

Staffing Installation

Country: USA United States

Last Emplid Used: 1010

Last History ID Assigned:

Last Service Order ID Used: 31

Apply Online

Department SetID: SHARE CORPORATE SETID

Employee Self Service Deptid: 10000 Human Resources

Default Attachment Type: SR

Additional Job Options

Always Create New Jobs:

☑ Hourly Employees

☑ Salaried Employees

Organization Structure

Organization Unit Field:

Organization Unit Record:

Organization Unit Tree:

Employee - Organization Record:

Setting installation options on the Staffing Installation page

System Integration

When you use Staffing Front Office 8.9 in conjunction with PeopleSoft Enterprise Pay/Bill Management 8.9, configuring Integration Broker, Application Messaging, and Single Sign-On is much easier because Staffing Front Office has changed from its original three-database architecture (Staffing Front Office, FMS, and HCM) to a two-database format (FMS and HCM). The setup of new environments is simplified because the previously required six-way database communication has now been replaced by two-way database integration. The effort required to monitor the integration between the two databases is also minimized because the number of application messages used by the application has been significantly reduced.

Maintenance

Staying current with updates and fixes is crucial for organizations to maximize the benefits of their enterprise business software. With the relocation of Staffing Front Office to the Financials database, the delivery and application of software updates is greatly simplified, because this application is now included in the delivery of the core Financials Maintenance and Service Packs.

Improved Usability

Staffing users perform business functions that are commonly supported by a number of different software applications. Training a large user base in these different applications and their integration can be challenging and costly. These training costs can be magnified by a decentralized user base and high personnel turnover. Making the system integration transparent to the users is a must for improved operational efficiency. Staffing Front Office offers seamless integration with other applications including PeopleSoft Enterprise Pay/Bill Management, Project Costing, Contracts, Billing, Payables, HR, Payroll, Time and Labor, Resource Management, and Competency Management. Additionally, because we relocated Staffing Front Office to the Financials database, we developed several new features to enhance the user experience and increase productivity.

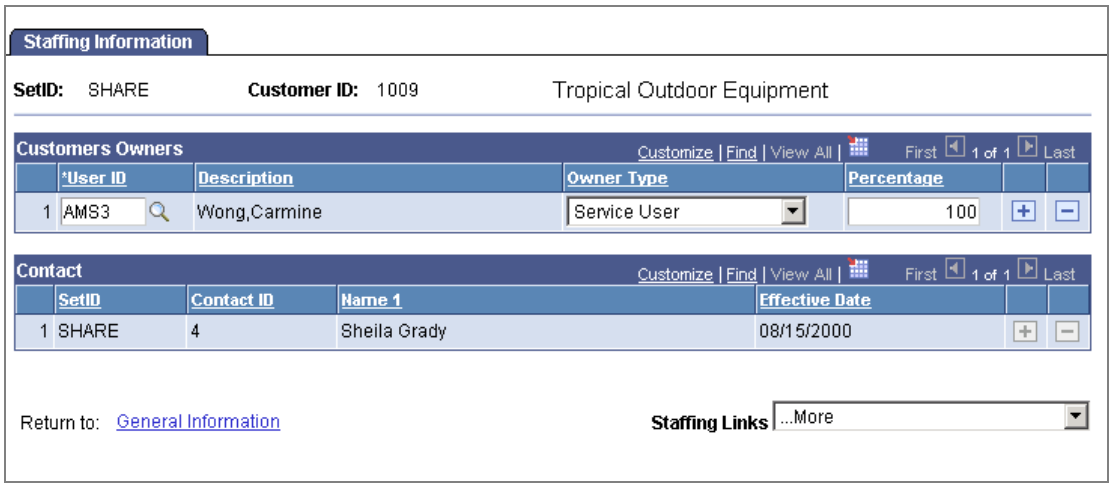
Customer and Contact Management

Maintaining accurate and consistent customer and contact information is essential for business development, billing, and collection activities. In prior releases, Staffing Front Office had its own user interface and tables to maintain ***Customer*** and ***Contact*** information. Unidirectional data synchronization with the core Financials Customer and Contact tables was provided through Pay/Bill Management.

In release 8.9, the core Financials user interface and data model used to maintain ***Customer*** and ***Contact*** information have been enhanced to address the requirements of the staffing industry. Users have a single method of maintaining this information and the data is now stored in the same set of tables.

New Functionality

From the Front Office Management Center page, you click the Add/Update Customers link to access the General Info page in the core Financials component. From there you choose Staffing Information and you can maintain all categories of customer information by selecting any of the Staffing Links that are available on this page.



Maintaining customer information

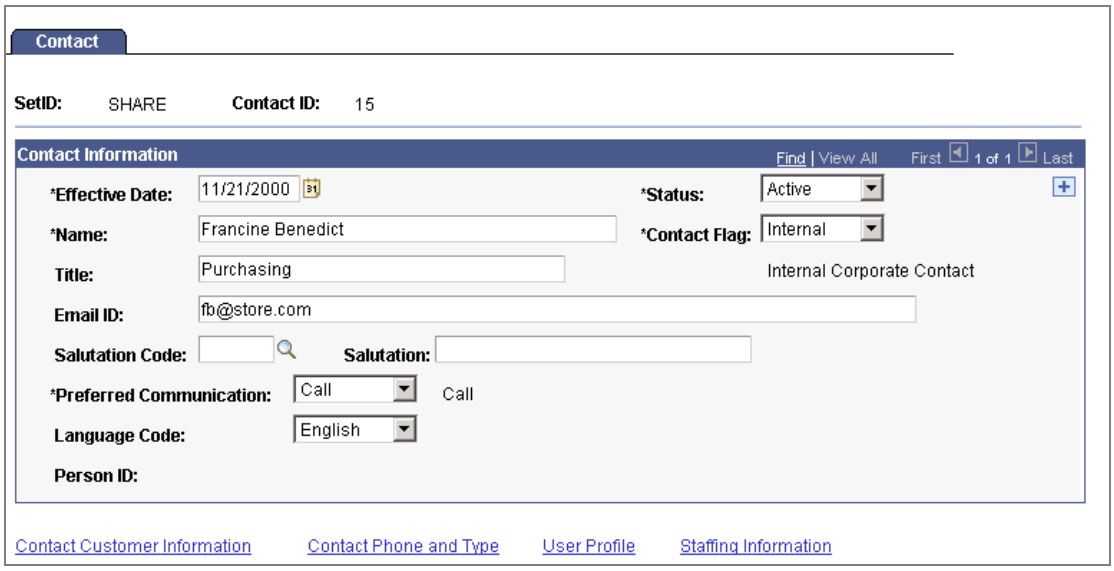
You use the core Financials customer pages to enter new customers, and to edit existing customer information. Specific links within this core component enable you to add and update customer data specific to Staffing Front Office. From the General Info page, you can access the Staffing Information, the Customer CSF, and the Worksite Master page. When you access any of these three pages, you can drill deeper to view or add details about the following:

- Agenda
- History
- Contacts
- Orders
- Assignments
- Target qualifications
- Target job titles
- Career master
- Benefits
- Peak seasons
- Competitors
- Lines of business
- Job supplements
- Forms

Accessing the components from these various links enables you to view and update the information directly.

From the Contact page in the Financials core component, you can click the Staffing Information link to access the Staffing Info page. Form this page you can select links to view and update the same kinds of information about contacts as you can for customers, including:

- View orders
- Add orders
- Marketing activities
- View history
- Add agenda
- Add history
- Related employees
- Contacts qualifications
- Target job titles
- Forms
- Attachments
- Contact customer information
- Contact phone information
- User profile



Updating contact information

We now enable you to track contact owners, capture up to 9,999 contacts and up to 9,999 addresses per customer, and capture customer and contact target qualifications using the same data model as PeopleSoft Enterprise Competency Management 8.9.

Applicant and Employee Management

Human talent is the core of the staffing business. Maintaining consistent and comprehensive candidate information throughout the enterprise allows matching the best work opportunities to the best resources.

In prior releases, Staffing Front Office had its own user interface and tables to maintain ***Applicant*** and ***Employee*** information. Unidirectional synchronization of employee personal and job data between Staffing Front Office and PeopleSoft Enterprise Human Resources was provided through Pay/Bill Management. Employee experience was not shared between the two applications.

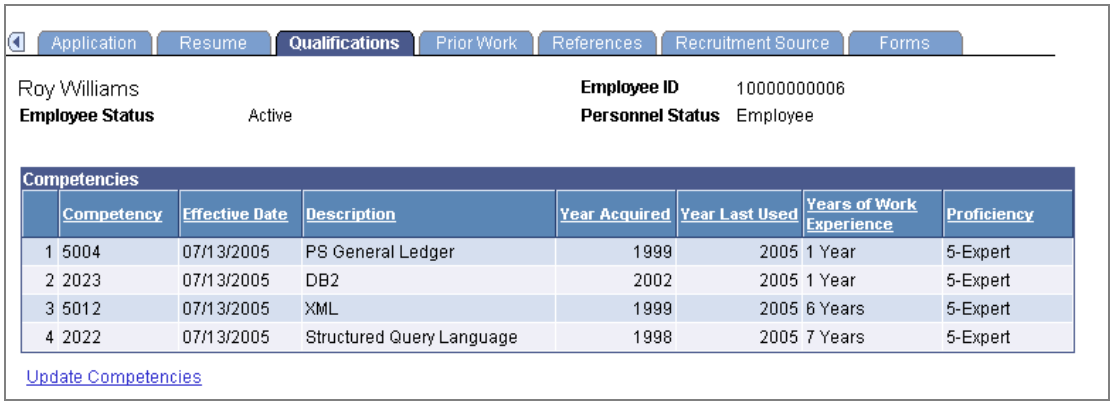
In release 8.9, the core Financials ***Employee*** data model now comprehensively addresses the requirements of the staffing industry. Staffing Front Office 8.9 provides its own user interface to capture employee information, however the data is now stored in the same tables used by other Financials applications such as PeopleSoft Enterprise Resource Management 8.9 and PeopleSoft Enterprise Expenses 8.9.

New Functionality

Employee qualifications are now captured using the same data model as competency Management 8.9. Customers who implement Staffing Front Office 8.9 along with Pay/Bill Management 8.9 can share and synchronize competencies, accomplishments, education, and work experience with PeopleSoft Enterprise Human Resources 8.9.

Directly from the Resources menu in Staffing Front Office, you can access the Employees - Qualifications page to enter and update qualification information for the following categories:

- Competencies
- School education
- Professional education
- Licenses and certificates
- Languages
- Memberships
- Honors and awards
- Test results
- Job titles
- Lines of business



Competencies							
	Competency	Effective Date	Description	Year Acquired	Year Last Used	Years of Work Experience	Proficiency
1	5004	07/13/2005	PS General Ledger	1999	2005	1 Year	5-Expert
2	2023	07/13/2005	DB2	2002	2005	1 Year	5-Expert
3	5012	07/13/2005	XML	1999	2005	6 Years	5-Expert
4	2022	07/13/2005	Structured Query Language	1998	2005	7 Years	5-Expert

Adding competencies on the Employees - Qualifications page

Staffing Front Office 8.9, when used in conjunction with Pay/Bill Management, also enables users to handle “moonlighters,” as well as resources that were originally hired in nonbillable positions but were later transferred or rehired in billable positions. A moonlighter is someone who has a permanent internal position with the Staffing organization, but to supplement their income also occasionally engages in temporary, billable assignments at customer sites.

We’ve introduced the concept of ***Employee Staffing Eligibility*** to enable searching for, matching, and assigning those employees originally hired directly in Human Resources 8.9, provided that they are marked as eligible to the Staffing Front Office 8.9 application. Employees hired in Staffing Front Office 8.9 are automatically set up as eligible for staffing.

When you hire a person using the Applicant component in Staffing Front Office, you simply click one of the hire buttons at the top of the Contact Information page, and the system automatically marks the person as eligible in Staffing Front Office.

If you bypass Staffing Front Office and hire a person directly in HRMS, and later you want to be able to staff (hire) that person, you access two components in Staffing Front Office. The first component marks the person as eligible by enabling the employee ID to Staffing Front Office. The second component marks which of the person’s jobs are eligible by enabling specific employee job record numbers to Staffing Front Office.

Enable Employee to Staffing: On the Create Resources page, you first establish the employee ID as eligible for use in Staffing Front Office by creating them as a resource in the application.

Job Record Eligibility: On the Job Record Eligibility page, you can change the employee's status from active to inactive after the employee was marked as eligible in the previous component. You can also change the employee to active from inactive using this page.

A third component is provided to change the person’s eligibility as needed on an effective-dated basis:

Employee Eligibility: On the Resource Search page you select an employee, then, using the Maintain Eligibility page, you can make the resource ineligible, or schedule a change in the resource's eligibility for a future date. The resource remains in search results for the component even if you mark him or her ineligible, enabling you to quickly change the status back to eligible should the need arise.

Additional Staffing Front Office enhancements include:

- The elimination of the requirement of mapping HR business units to HR companies.
- The addition of a Resume ASCII Text field to improve the performance of the creation of Verity collections.

  Alternatively, users will still be able to attach and search resume attachments.
- Social security number validations consistent with those performed in HCM.

Orders and Assignments

Capturing customer resource requests and tracking resource assignments are among the most important daily activities in the staffing business. Maintaining up-to-date information even as service requirements, billing, or payroll needs change is crucial to the delivery of quality service to customers.

In prior releases, Staffing Front Office and Pay/Bill Management had distinct user interfaces and data models to capture ***Order*** and ***Assignment*** information. Unidirectional synchronization between ***Orders*** and ***Staffing Agreements*** and between ***Assignments*** and ***Agreement Items*** was achieved through application messaging and component interface technology. In integrated environments, the system of record concept required users to add orders and assignments using Staffing Front Office, but perform transaction updates using Pay/Bill Management.

Staffing Front Office 8.9 now uses the same components and tables as Pay/Bill Management 8.9 to capture and store ***Order*** and ***Assignment*** information. Transactions are added and maintained in the same components, using a single user interface, greatly improving usability and facilitating user training. The use of common tables eliminates the need for creating and managing redundant data between the two applications.

Staffing Front Office 8.9 and Pay/Bill Management 8.9 also share the same Order and Assignment tables as Resource Management 8.9. Leveraging the existing data model will enable organizations to have increased visibility into resource assignments created by any of these applications, and to have a comprehensive view of resource availability.

New Functionality

Staffing Front Office now enables you to classify transactions by user-defined order types. An example of how user-defined order types can be configured in the system is below:

User Order Type	System Order Type	Order Description
TECCR	Career	Technology Career Order
PROCR	Career	Professional Recruiting Career Order
STFTM	Temporary	Staffing Temporary Order
OUTTM	Temporary	Outsourcing Temporary Order

You will be able to specify both bill to and worksite (ship to) customer IDs for each order. Users can capture orders with multiple lines, where each line may request resources with a different set of qualifications. Required qualifications will be captured in the same format as that used by Competency Management and Resource Management. Users now have three options to enter the required resource qualifications: qualification lists, competency trees, and qualification profiles.

Staffing Front Office also enables you to capture assignments with multiple start and end date ranges as well as information regarding assignment extensions and assignment replacements. Assignment date information now automatically populates a Resource Calendar. The system can then use the Resource Calendar information to compute resource availability scores in the search and match processes.

Staffing Front Office 8.9 now also provides more flexibility when capturing temporary assignment rates. Prior releases relied on a systemwide configuration, but users can now add and remove different types of rates at the assignment level. Additionally, it's now possible to configure different types of rates in the system including Pay-Only, Bill-Only, Pay and Bill, and Mark-up rates.

Searches

Finding the best resources to fill job orders and finding opportunities for unassigned resources are fundamental requirements in the staffing business process.

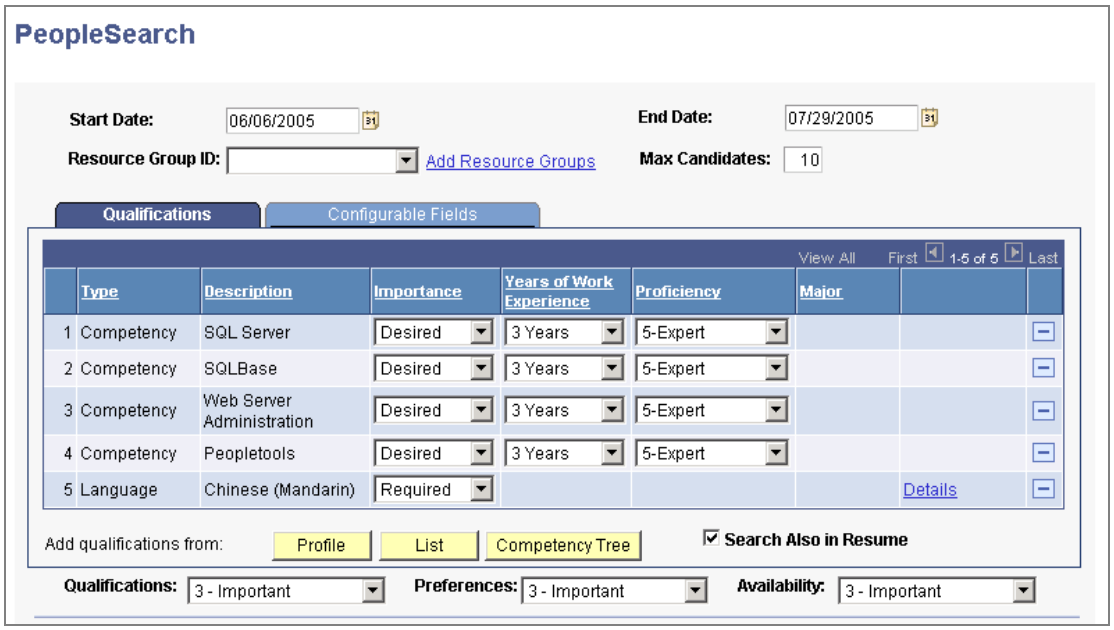
Several search enhancements are available in Staffing Front Office 8.9. ***PeopleMatch*** and ***PeopleSearch*** now calculate three different scores: candidate qualifications, candidate preferences, and candidate availability. Qualifications and preferences scores are determined based on the candidate profile, while availability is calculated based on the Resource Calendar. Users can establish the importance of each of these scores as part of the search criteria. ***PeopleMatch*** and ***PeopleSearch*** now also enable more refined geographic searches because users can specify a node in a staffing branch organizational tree beneath which the candidates should be searched.

As with prior releases, users can search both structured data stored in database tables, and unstructured data originating from electronic resume files. Staffing Front Office 8.9 will also enable users to store resume information in ASCII format for improved performance during the creation of Verity index files.

Finally, we've streamlined the process of finding work opportunities for unassigned candidates. ***Order Search***, ***Contact Search,*** and ***Customer Search*** have been replaced by a single component called ***Opportunity Search***. Users specify criteria just once and can then search all orders, contacts, and customers who match the target qualifications with a single click of a button.

New Functionality

You can use the PeopleSearch page to search for applicants, employees, and contractors who possess particular qualifications. You can add specific qualifications—from lists, profiles, or trees— to your search criteria so that only qualified resources display in the results. From this page you can also specify that the search include specific configurable search fields such as zip code or city.



Specifying qualifications as search criteria

The Opportunity Search page combines the search for orders, customers, and contacts—all from a single page. Using this page you can search among current customers, contacts, and orders for potential new placements for existing employees.

What's New for PeopleSoft Enterprise Pay/Bill Management

PeopleSoft Enterprise Pay/Bill Management 8.9 streamlines key back-office functions of staffing organizations. It builds on the functionality found in the PeopleSoft Enterprise Service Automation and core Financials and HCM applications, such as PeopleSoft Enterprise Project Costing, Contracts, Billing, Payables, Time and Labor, and Payroll, to enable staffing firms to capture time, pay their employees, bill their customers, and manage contractors—faster and easier. By automating these processes and standardizing them across business units, offices, states, and countries, Pay/Bill Management enables you to increase the efficiency of your enterprise and deepen real-time visibility into your business operations.

Pay/Bill Management 8.9 delivers several enhancements in streamlined processing.

Streamlined Processing

The end-to-end business processes in staffing organizations cross the boundaries of different software applications in both the PeopleSoft Enterprise Human Capital Management and Financial Management pillars. Ensuring that information flows reliably and accurately from time entry to payroll—and to billing—is essential for the back office operations of staffing organizations. Making the system integration transparent to the users is a must for improved operational efficiency. Pay/Bill Management offers seamless integration with other applications including Staffing Front Office, Project Costing, Contracts, Billing, Payables, HR, Payroll, Time and Labor, Resource Management and Competency Management. Additionally, we developed several new features to enhance the user experience and increase productivity.

Customer and Contact Management

Billing and collections processes depend on reliable and accurate customer information. In prior releases, Pay/Bill Management had its own user interface and tables to maintain ***Customer*** and ***Contact*** information. Unidirectional data synchronization with the core Financials Customer and Contact tables was provided through component interface technology.

In release 8.9, the core Financials user interface and data model used to maintain ***Customer*** and ***Contact*** information is being enhanced to address the requirements of the staffing industry. Users now have a single method of maintaining this information and the data will be stored in the same set of tables.

New Functionality

From the Pay/Bill Management Center page, you click the Add/Update Customers link to access the General Info page in the core Financials component.

You use the core Financials customer pages to enter new customers, and to edit existing customer information. Specific links within this core component enable you to then add and update customer data specific to Pay/Bill Management, including Customer Specified Fields (CSFs).

Additional enhancements now enable you to capture up to 9,999 contacts and up to 9,999 addresses per customer.

Employee Management

Staffing organizations need consistent and comprehensive employee information throughout different applications to track resource assignments, capture time, and process payroll.

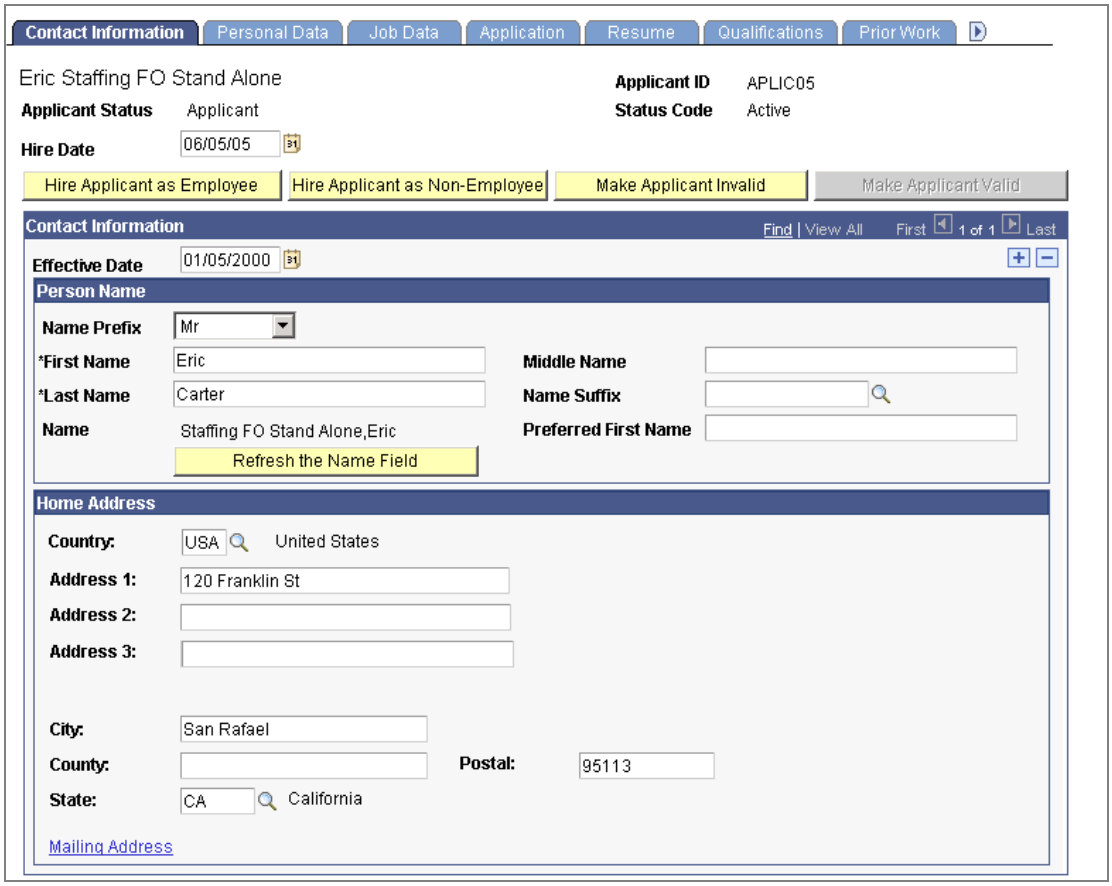
In prior releases, Pay/Bill Management had its own user interface and tables to hire ***Employees***. Unidirectional synchronization of employee personal and job data between Pay/Bill Management and Human Resources was achieved through application messaging and component interface technologies.

In release 8.9, the core Financials ***Employee*** data model comprehensively addresses the requirements of the staffing industry. Pay/Bill Management will still provide its own user interface to hire and display employee information, however the data is stored in the same tables used by other Financials applications such as Staffing Front Office, Resource Management, and Expenses.

Pay/Bill Management has also changed the way it creates job records in Human Resources. The application now reuses job records for different assignments, improving system processing in Time and Labor and in Payroll.

New Functionality

Directly from the Resources menu in the Pay/Bill Management Center page, you can click the Applicants link. This “quick hire component” now enables you to add employees and send their information to HCM.



Adding an applicant as an employee or non-employee

Also from the Resources menu, you can review employee and contractor data and access links to update the employee information in HCM.

Orders and Assignments

Capturing the billing and payroll requirements associated with staffing services is a critical step in the order and assignment creation processes. Ensuring that this information flows seamlessly to Payroll and to Billing is crucial to the efficiency of back office operations. Pay/Bill Management 8.9 now streamlines this information flow by sharing transactional data with Staffing Front Office 8.9.

In prior releases, Staffing Front Office and Pay/Bill Management had distinct user interfaces and data models to capture ***Order*** and ***Assignment*** information. Unidirectional synchronization between ***Orders*** and ***Staffing Agreements*** and between ***Assignments*** and ***Agreement Items*** was achieved through application messaging and component interface technology. In integrated environments (where Staffing Front Office and Pay/Bill Management are both installed), the system-of-record concept required users to add orders and assignments using Staffing Front Office, but perform transaction updates using Pay/Bill Management.

In release 8.9, Pay/Bill Management uses the same components and tables as Staffing Front Office to capture and store ***Order*** and ***Assignment*** information. Transactions are added and maintained in the same components, using a single user interface. The use of common tables will eliminate the need for redundant data between the two applications.

The application now provides more flexibility for capturing temporary assignment rates. Users can add and remove different types of rates at the assignment level, instead of relying on a system-wide rate profile configuration that applies to all assignments. Additionally, users can now configure different types of rates in the system including Pay-Only, Bill-Only, Pay & Bill, and Markup rates.

Additional enhancements enable you to classify transactions by user-defined order types. This means more flexibility in configuring how projects and contracts are created and how accounting entries are generated in the system.

Pay/Bill Management now also captures additional information needed for sales tax processing, which will facilitate the integration with third-party software applications such as Vertex and Taxware.

An additional enhancement in this release enables you to capture customer purchase order numbers in the assignment transaction even when the customer purchase order balance-tracking feature is not used. This information flows seamlessly to the invoice in Billing, minimizing the incidence of customer disputes and facilitating the collections effort.

New Functionality

Staffing Front Office now enables you to classify transactions by user-defined order types. Here's an example of how you can configure user-defined order types in the system:

User Order Type	System Order Type	Order Description
TECCR	Career	Technology Career Order
PROCR	Career	Professional Recruiting Career Order
STFTM	Temporary	Staffing Temporary Order
OUTTM	Temporary	Outsourcing Temporary Order

You then access the Order page and other pages in the Add/Update Orders component to complete the details for the particular order.

On the Resource Request page, you can add as many lines as you need, with each line having the capability of defining a differently qualified resource. Each line includes worksite customer, contact, customer fields, and assignment information to give you flexibility in order creation and management.

You have the flexibility of adding different types of rates on the Assignment Header page as needed through the use of a new concept called rate elements.

On the Billing page in the Assignments component, you can select the Use PO Processing check box in order to have the system capture and save the business unit and the PO tracking ID at the time of assignment creation. You can still enter an associated PO number if you choose not to select the Use PO Processing check box.

Installation options also enable you to define whether a new job record should be created for each assignment, or whether job records can be reused. By reusing job records you will be able to improve performance of several batch processes in HCM.

Time Entry

In the staffing business, labor hours are the key input for paycheck and invoice generation. Capturing this information accurately and sending it to Payroll and Billing is essential to ensuring that employees are paid and customers are billed correctly.

In prior releases, Pay/Bill Management provided its own configuration, user interface, and tables to capture time worked in staffing assignments.

Pay/Bill Management still provides its own time entry user interface. However, the application now shares the configuration, business logic, and tables used by Time and Labor. Leveraging this core functionality enables securing critical validations earlier in the business process, and improves back office operational efficiency.

Wholesale Distribution Enhancements

The wholesale distribution industry is often characterized by its constant awareness of margins and its commitment to offer products by methods most convenient to its customers, all within a context of value-added services. Although these are common wholesale distribution attributes, they are also true for most of the industries serviced by PeopleSoft Enterprise Supply Chain Management. In PeopleSoft Enterprise Order Management 8.9, users will be given the visibility and tools to effectively view and adjust attributes that will drive margins. In addition, a new “Direct from the Counter” order taking channel enables an organization to deliver better customer service, to sell solutions face-to-face, and to accept immediate payment for goods.

Order Entry Price Adjustments

Imagine your competitive advantage if you could flexibly quote and price items or groups of items by margin amount, by total amount, or by specifying a price in terms of a formula. With the Order Management 8.9, your Customer Support Representatives can define adjustments in the format that they want with full margin disclosure right on the sales order, including the resulting line item values for any grouped item discount.

Using the margin adjustment functionality, the CSR can make pricing decisions on the fly to improve competitiveness and ensure customer satisfaction.

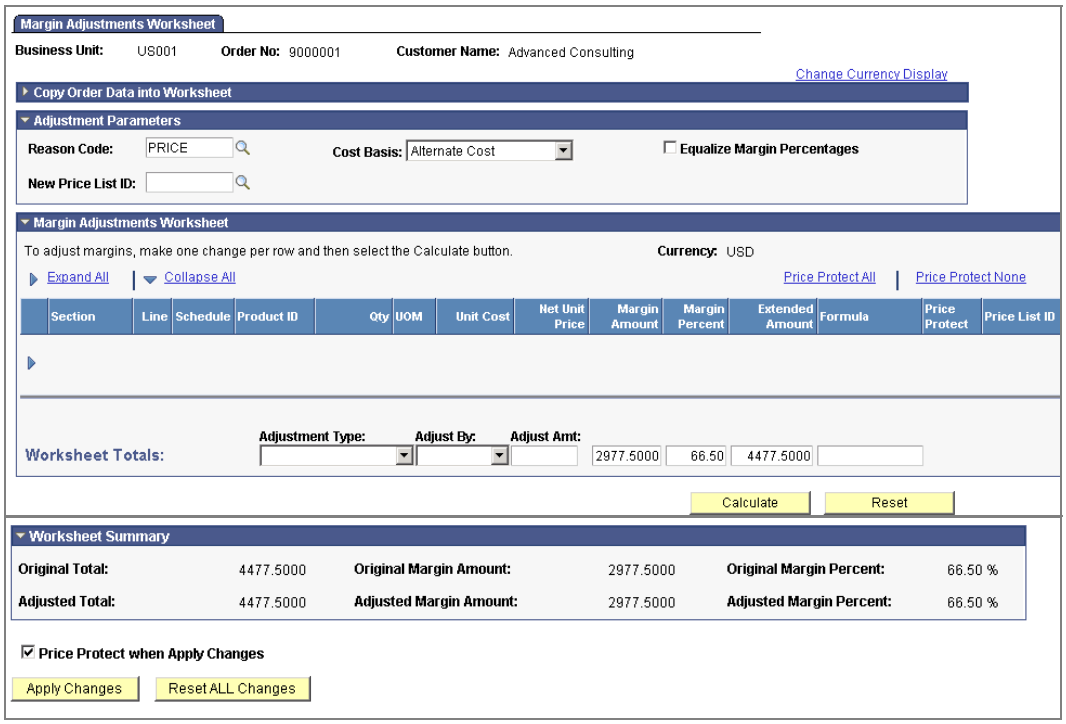
We’ve introduced some new fields for product or groups of products that are used to help control margin manipulation:

- Known value items (KVI): The selling price cannot be increased or decreased.
- Non-discountable products (NDP): The selling price cannot be decreased.

We have also introduced the concept of an alternate cost adjustment factor for situations where the price may change because of where it is shipping from for example. The warehouse may be remote or it’s a fast moving object that gets frequently restocked.

The option to adjust the margin on the sales order is established on the Order Management Business Unit. Of course, the feature is tied closely to the Feature/Function Security in Order Management so you can establish who can change the margin price on the sales order. You may set it up so all CSRs can view the information; only certain CSRs can change the price.

Once you are on the sales order, the net unit price can be adjusted at the total order, line, schedule, section, or worksheet level. The section enables you to create logical groupings of lines that then can be manipulated or added to a worksheet where they can be adjusted.



The actual adjustments can be made by an amount or percent. You will also be able to specify the adjustments in terms of the base price or cost and an adjustment.

Short Term Customer

Your business may sometimes require you to generate an order when you don't want to track detailed customer information or that customer may never purchase from you again. The new ***short-term customer*** capability enables quick order entry without the overhead of having to set up all of the required customer attributes for normal customer orders. By speeding up the entry of orders to one or two pages with very few required fields, you can improve customer satisfaction, and the Customer Service Representatives will enjoy a more straightforward business process.

New Functionality

Short-term customers are temporary customers that are not already in the system. You can add them quickly to a sales order or quote in the counter sales environment without entering the customer through Quick Customer Create or the Customer component. You'll create a template for the customer in the Customer General component and add it to the Order Management business unit for quotes, orders, and returns. In the case of returns, you may need to process a return for a customer that is no longer in the system.

When you create the template customer, you select a customer status of Template. You'll also specify whether to use the template address as the address for the customer and whether to use an expiration date and for how long to keep the customer active.

Before you add the new short-term customer, it's important to search to make sure that you are not entering a customer already in the system.

Short-Term Customer Setup

Enter Customer Name and Address Information

Template ID: STCUST_ORD

Customer Name:

Search for Existing Customer

Support Team Code: A-1 Super Support Team

Address

Country: United States Change Country

Address 1: Customer Address

Address 2:

Address 3:

City: Customer City In City Limit

County: Postal: 94588 Lookup

State: CA California

Telephone

International Prefix: Phone:

Extension: Fax:

Tax Information

Tax Code: Physical Nature: Where Service Performed:

Tax Exempt Certificates VAT Information

Pricing

Arbitration Plan:

Customer Group:

Input Credit Card Data

OK Skip

When entering the sales order, quote, or RMA, you will add additional information about the customer as necessary

After the transaction is saved, the sold to, ship to, and bill to customer Ids will be updated with the new customer Id. The new customer can be changed to a regular customer if the nature of the relationship changes.

The expiration date is used for the new customer. If you enter an order or quote for a customer and the expiration date has expired, you will get an error message during the transaction. In the case of orders, you will be able to save the order, but you will need to update the date for the customer.

Counter Sales

Many companies need to transact immediately in a face-to-face environment. For some, this is simply for sales to your employees and visitors. For others, the face-to-face transaction is an integral part of how your customers perceive your company in the market. In fact, many businesses may have locations where counter sales represent 100 percent of the transactions. PeopleSoft is providing the ability to service these ***counter sale*** scenarios through a single order management transaction, where immediate payment can be accepted.

New Functionality

Counter sales enable you to take an order over the counter and interact directly with the customer. Customers can pick out items and bring them to the counter or they can order items that are available behind the counter or at a pick-up/will call area. At the counter, the clerk will ring up the order, accept payment, issue a receipt, and picking list if some of the items will be picked up elsewhere.

PeopleSoft.

23 California Street
San Francisco, CA 94121

Goods Receipt

Print Date: 7/28/2005
Print Time: 12:09:21
Reference: US001900005000001
OMBU: US001
Order No: 9000050
Delivery Date: 7/28/2005
Purchase Order:
Invoice: OE-00091147
Order Owner: DVP1

Sold To: Alliance Group
14410 Union Ave
San Jose, CA 95124

Bill To: Alliance Group
14410 Union Ave
San Jose, CA 95124

#	Product ID	Quantity	UOM	Unit Price	Net Amount	Adjustment	Net Extended
1-1-1	10010 Mountain Bike Gloves, Women's	5	EA	36.05	180.25	0	180.25

Subtotal: 180.25
Taxes: 0

Total Due: 180.25 USD
Payments:
Cash 180.25

Signature:_____ **Balance Due:** 0 USD

Viewing the Goods Receipt for a counter sale

The transaction between the customer and the clerk should be completed in a couple minutes. Multiple types of payment can be accepted at the counter.

Record Payment

Unit: US001 Order: 9000155
Receipt Number: NEXT *Receipt Status New
*Cash Drawer ID: C1 Drawer 1 - Front of Store

Pickup Amount: 516.00
Total Due: 516.00 USD
Payment Amount: 516.00

Payment Tendered Customize | Find | First 1-4 of 4 Last

*Payment Method	Amount Tendered		
Cash	100.00		
Corporate Voucher	100.00		
Debit Card	216.00	Additional Information	
Check	100	Additional Information	

Remaining Balance: 100.00
Non-Cash Received: 316.00
Cash Received: 100.00

Total Tendered: 416.00
Change Due: 0.00

Comments:
Cashier ID: Date/Time:

Order Entry Print Receipt Complete Order

The customer can pay cash, use a credit card, pay on account, and use other methods of payments such as a debit card and so on

If some of the items are not available for immediate pick-up, a deposit may be required to place the order. A deposit may also be required for a new customer with no previously established credit.

Counter sales transactions require a new term that will be added to the sales order functionality. The Pickup Quantity is the product quantity the customer is taking with them from the counter. This indicates the amount needed to be allocated in PeopleSoft Enterprise Inventory. This will be a new field on the line and schedule.

The ship from Inventory business unit entered upon entering the sales order is required when adding a counter sale order. It determines which order lines can be picked up and paid for during the session and it controls other processing requirements for item picking and allocation.

Counter sales is closely tied to the multiple payments, short-term customers, feature/function security and PeopleSoft Enterprise Pricer enhancements.

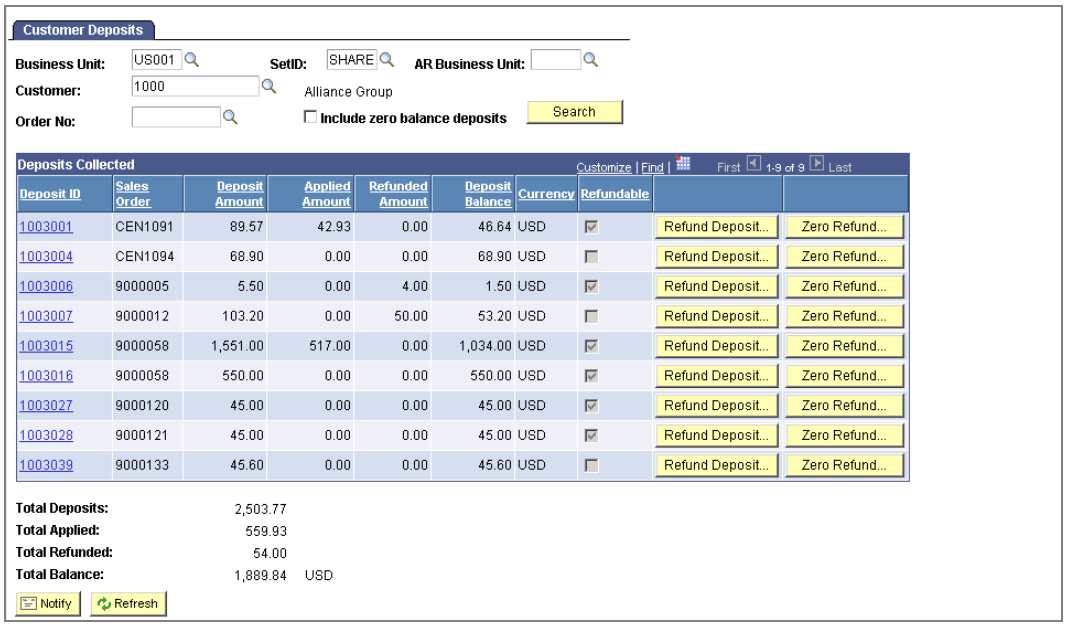
Multiple Payment Methods

To receive payments in a way that is most convenient to your customers can be a competitive differentiator and may even be a requirement to compete in a particular market. ***Multiple payment method*** in Order Management 8.9 enables counter sales users to also receive payment by any number of methods and even combinations. Among them is the ability to accept immediate cash payments and to reconcile these payments appropriately within your organization's financial system.

New Functionality

The ability to make multiple types of payment towards an order is part of the counter sale feature. Another key aspect of this enhancement is to record a payment immediately at the counter while the customer is making their purchase. The following transactions are part of the multiple payment method enhancement:

- Sales orders paid on account - current functionality.
- Sales orders paid by immediate payment, either with single or multiple payment methods.
- Sales order partially paid by immediate payment and the balance to be paid on account
- Customers can make a payment on their account over the counter and receive a printed receipt.
- Sales orders requiring a deposit for special ordered or back-ordered items.
- Customer cancels the sales order and requests a refund of their deposit.
- Customer cancels the sales order but the deposit is not refundable.



Viewing deposits for a customer

Cash drawer reconciliation and the ability to issue a receipt for the payment is also part of this enhancement. In addition to being linked with counter sales, it is also closely tied with the feature/function security enhancement. You may want to enable your clerks to work with cash transactions, but only the supervisor can refund a deposit as an example. These enhancements are fully integrated with PeopleSoft's Enterprise Billing and Account Receivables products.

Claimback Contracts

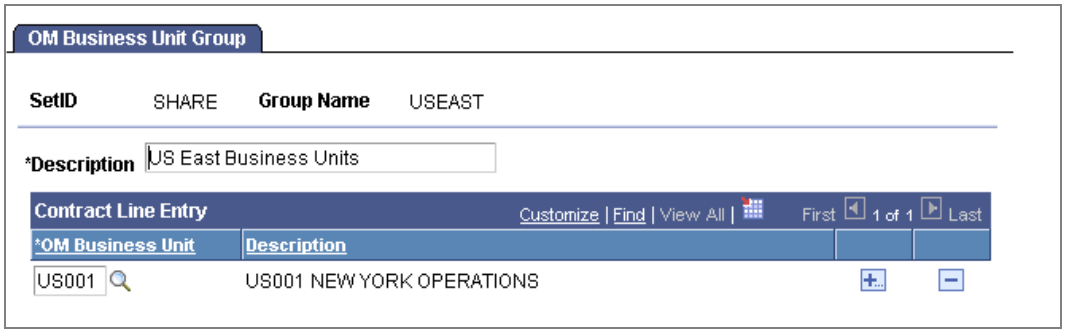
Claimback contracts are common within industries that sell and supply through wholesalers. A claimback contract is an agreement between a distributor and a manufacturer and is based on the sale of goods from the distributor to an end retailer or customer. It specifies a special price that a manufacturer wants a retailer or customer to receive when they buy certain products from a particular distributor. This price often results in the distributor having to claim an amount back from the manufacturer so that the distributor can earn the normally expected margin. Order Management 8.9 supports application of claimback contracts to sales orders, generation of claims, monitoring of claim activity, and integration to the appropriate method for settling ***claimback contracts***.

New Functionality

Claimback automated processing will be added so monies paid to the distributor by the supplier on sales of specific products or product groups to specific customers can be calculated and collected.

At the installation level, the claimback setting is established and a new page has been added to the Order Management Business Unit to handle the accounting entries for claimbacks.

Two additional setup pages will be added to the Order Management Foundation menu for claimback setup. You'll establish contacts for the claimbacks, tolerances, schedules, and how the claimback contract will be applied to a sales order.



The other page handles how multiple Order Management business units are grouped together on a claimback contract

The details of the claimback contract are defined primarily at the header level where you will specify the customer or customer group and product or product group in addition to the amount, percentage, and preferred settlement method.

Claimback Header | Claimback Activity | Claimback History

SetID: SHARE
Claimback Contract ID: CBC000001
Description: Claimback Contract
*Status: Approved
Recalculate Claims

Vendor ID: USA0000001
Location: Bay Area Electric-
Vendor Reference:
Procurement Contract:
Start Date: 01/01/2005
End Date: 12/31/2005
Schedule ID: MONTHLY
Next Claims Generation Date: 01/15/2005
Customer Type: Customer
Product Type: Product
Customer ID: 1000
Product ID: 10000
Alliance Group
Men's Long Sleeve Bike Jersey
Customer Group:
Product Group:
Buying Agreement ID:
Unit of Measure: EA
Currency Code: USD
Rate Type: CRRNT
Claimback Amount:
Claimback Percentage: 15.000
Cost Fixed From Contract Date
Cost Fixed Date:
Cost Defined On Contract
Purchase Cost:
Maximum Quantity: 1000.0000
Stop Apply At Max Quantity
Include Shipments: Standard
Claimback Margin Impact: Both
Settlement Method: Check
AP Payment Terms: 30
AR Payment Terms: NET30
Claimback Mgr: VP1
Notify Claimback Manager

Group Name
Load BU Settlement Options

Contract Line Entry — Find | View All — First 1 of 1 Last

Settlement Options
OM Business Unit: US001 US001 NEW YORK OPERATIONS
AP Business Unit: US001 AR Business Unit: US001 GL Business Unit: US001
AR Distribution Code: AR

Customize | Find | View All — First 1 of 1 Last

	Accrued Revenue Dist. Code	Percentage
1	REV-OTHER	100.00

Customize | Find | View All — First 1 of 1 Last

	Claimback Distribution Code	Percentage
1	REV-CLMB	100.00

Comment

There is also a place to record comments about the contract. In the same component you can view the activity and maintenance history for the claimback contract.

A process is used to generate accrued revenue transactions and claims for the claimback contract. Accrued revenue can be viewed in an inquiry and a new report has been created to view the impact of the claimback contract on profitability.

Additional pages have been created to:

- Notify the claimback or settlement manager of claimback activity.
- Print the claimback contract details.
- Use the workbench to further manage the claims created for a contract.
- View details of the claims.

- Settle the claims.
- Reconcile the claim payments.

This feature is closely tied with the feature/function security in Order Management and leverages the new vendor rebates functionality in PeopleSoft Enterprise Purchasing to process the claims generated for claimback contracts.

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