



Queen's

A presentation by

4 X H H Q ¶ V 8 Q L Y H U V L

Financial Services



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Alternative formats for this presentation can be found on the Financial Services website.

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What Feeds into Finance PeopleSoft

Objective



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The objective of this module is to bring an awareness of the types of transactions that feed into Finance PeopleSoft and post to the General Ledger (GL) that may or may not be initiated by a physical document prepared by you and to know who to ask when you have an inquiry .

Ever wonder?



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³ + R Z G L G M S D V H R U U H Y H Q X H S F
D F F R X Q W Z L W K R X W W K H Q M U D L Q W D L F C

³ , G R Q ¶ W L U Q H F V D L O D W L Q J W K H W U D

A transaction

V V R X U F H



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Not all charges, deposits, and/or internal allocations will be processed by Cheque Requisitions, Deposit Transmittal forms and/or regular Journal entries.

What feeds into Finance PeopleSoft?



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Many business units
university community.

D W 4 X H H Q ¶ V S U R Y L G H J R R G V D Q G

For example:

- f* Residences and Housing
- f* Hospitality and Conference Services
- f* Parking
- f* Physical Plant Services
- f* Operating unit
- f* Research unit



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Most common inquiries



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Where to begin



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Ask yourself

Did I submit an online order form?

Did I order via telephone, email or fax?

Often times, asking these questions will

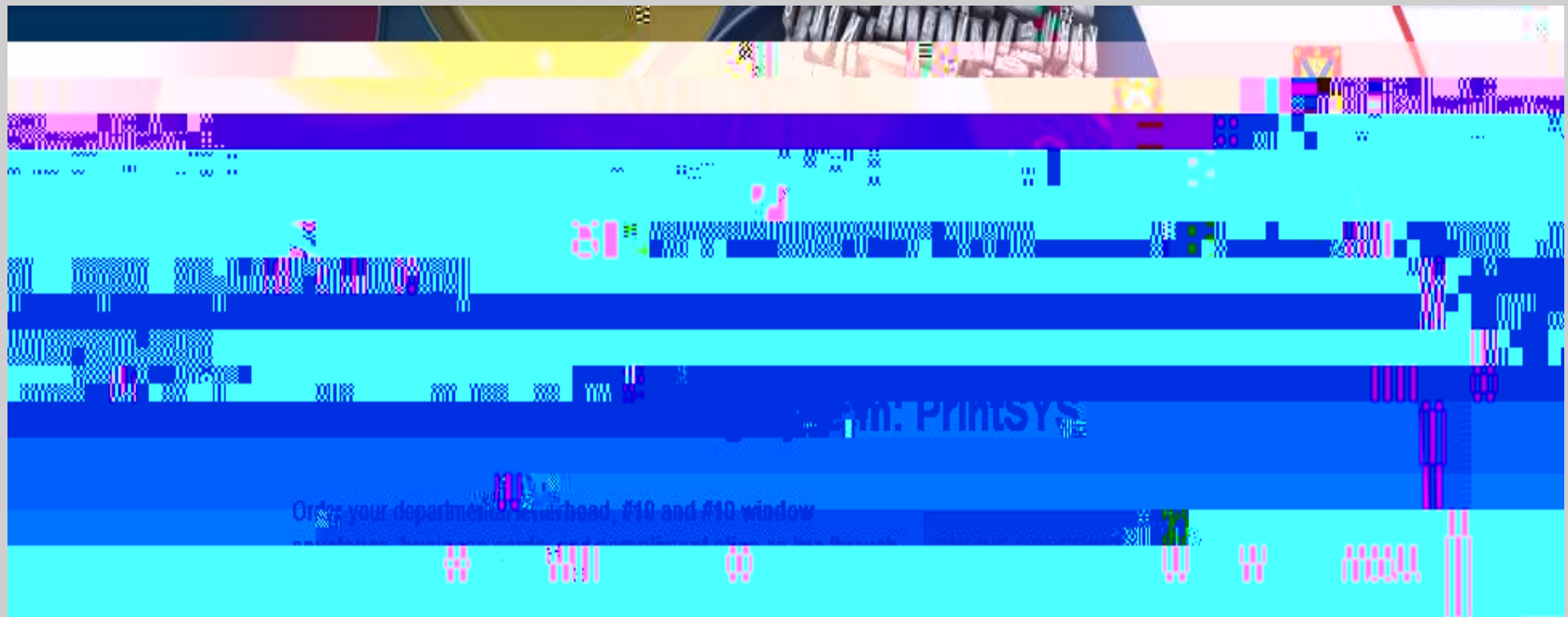
UHPLQG \RX RI WKH WUDQVDFWL



For example - Print SYS



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- f* Requestor completes online order form
- f* Complete and submit online order form
- f* Printing Services administrator approves and submits online order to supplier
- f* Requestor receives E-mail detailing order and price (your paperwork)



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Remember!



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If an entry appears on your financial statement that you did not initiate or one where the amount is not what you expected to see, contact the person whose name appears in the User ID field.

, I W K H & V H L U H O G R L W D S H U V R Q T V Q D P H

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How may we help you today?



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