



# Foundational Course

## PeopleSoft v9.2 Foundations

### Financials Supply Chain Management (FSCM)

This one-day PeopleSoft v9.2 Foundations for Financials and Supply Chain Management (FSCM) course introduces participants to basic concepts used in the PeopleSoft FSCM modules.

Participants will learn about the foundation of PeopleSoft applications, how to navigate the menu structure and personalize content, how data tables are structured and explore various methods of navigating through PeopleSoft FSCM applications. Exercises in scheduling and running reports and processes enhance the learn experience and familiarize participants with the Process Monitor.

### Prerequisites:

- Basic understanding of relational databases
- General knowledge of Windows environment

## Overview of PeopleSoft

- ERP Defined
- History of PeopleSoft
- PeopleSoft Enterprise v9.2 Modules
- PeopleSoft Pure Internet Architecture (PIA)
- Overview PeopleTools 8.53

## Logging On and Basic Navigation

- Logging On & System Security
- Home Page Layout & Navigation Features
- Universal Navigation Header
- The Pagebar
- Using Keyboard Shortcuts

## Personalization Options

- Personalizing Your Home Page
- Passwords
- My Personalizations
- My System Profile
- My Dictionary

## PeopleSoft System Structure

- Understanding the PeopleSoft Relational Database Structure
- PeopleSoft Business Units and SetIDs

## Working in PeopleSoft Pages

- Using Search Pages
- Working in PeopleSoft Component Pages
- Effective Dating
- Page Action Options

## Running Processes and Reports

- Run Controls
- Running a Process with the Process Monitor
- Report Manager
- Reporting Console
- Process Scheduler

## PeopleSoft Workflows

- Defining Workflows
- Worklists
- Workflow Notifications

## PeopleSoft Query

- Creating a Query
- Running Queries and Exporting Query Results
- Scheduling Queries
- Adding Queries to My Favorite Queries List

## PeopleBooks

- Accessing the PeopleBooks Home Page Interface
- PeopleBooks Business Process Maps
- PeopleBooks Search

## PeopleSoft System Security

- Understanding PeopleSoft Online Security
- Permissions Lists
- Roles
- User Profiles