Translate

Peralta Colleges | Apply & Enroll | Site Index | Directory | MyPeralta | Home

Information Technology

Apply & Enroll   Students   Faculty & Staff   District Offices   Governance   Community

Navigation

Information Technology Home
Faculty/Staff Quick Reference
PeopleSoft Upgrade
    PeopleSoft 9.2 upgrade Resources
    PeopleSoft Phase I Task (Completed)
    PeopleSoft Phase II Upgrade FSCM
    PeopleSoft Phase II HCM Update
Policies, Procedures and Guidelines
Peralta Email Office 365
Documents and Forms
Help Desk
    CISCO Unified IP Phone User Guides
IT Maintenances
Campus Solution Cache & Cookies
System and Network Status
Student Email Information
Student Campus Solutions
SPAM Filtering System

Computer Standards

Desktops, Laptops, and Accessories

Quick Links

Business Services

Survey

Faculty Web Survey

Computer Standards

Desktops, Laptops, and Accessories

Quick Links

Business Services

Survey

Faculty Web Survey

PeopleSoft Phase II Upgrade FSCM

PeopleSoft Upgrade 9.2 Phase II Business Process Modernization

Finance Supply & Chain Management

New Modules
• Asset Management
• Expense Management
• Supplier Contracts

Project Goal

Utilize District Resources effectively and efficiently

1. Asset Management module will be implemented to track all the assets greater than 5000$ and provide the net book value to management

2. The Supplier Contract Management module provides a centralized contract clause library used for executing purchases, which allows the District to author, approve, manage documents and amendments, preserve legal documents and execute contracts via Adobe Sign between Suppliers and the District

3. Expense Management module will be implemented to replace manual process in administration and tracking of District's travel expenses

Asset Management module will be implemented to track assets greater than 5000$.

- . Asset Management module will record and store required asset information in our Oracle database.
- Basic information will be tracked for each asset. This includes cost, quantity, in-service date, depreciation method, category, profiles, location, asset types, book, tag number serial ID, manufacturer, model number, etc.
- Any asset more than $5,000 will be capitalized immediately and will have a corresponding asset tag.
- Project Assets will be transferred to inventory after the completion of the project. These assets will then be considered as a "normal" asset thereafter.
- Assets will be tagged in the PeopleSoft System with the implementation of this module.
- Lease assets will be tracked.
- Asset Physical inventory system features will be enabled and reports can be generated.

Implement Supplier Contract Module to replace existing contract administration

The Supplier Contract Management module provides a centralized contract clause library used for executing purchases, which allows the District to author, approve, manage documents and amendments, preserve legal documents and execute contracts via Adobe Sign between Suppliers and the District

- Create contract – Only the Requisitioners who have the proper security can have access to create and submit contracts in the Oracle database.
- Approve Contract- Only Approvers who have proper security can access and approve contracts
- Create document

- Create requisition and pre-encumber funds
- Approve and sign documents – Submission will be done only after the requisition is created
- Add contract ID to the requisition line
- Approve and budget check the requisition
- Run auto source to process the purchase order

Implement Expense Management module to replace Microsoft Word, Excel and Adobe Sign manual administration and tracking of District's Expense.

PeopleSoft Expenses module is an important self-service application used to automate and streamline the employee travel and expense transactions

- Travel authorizations – Travel authorizations are used to pre-approve the not-to-exceed amount of travel costs.
- Travel Advance – Requests will be submitted through the expense module
- Expense reports – Expense reports are submitted after the travel to reconcile all the costs and advance against the travel authorizations.
- We will no longer be using dummy vendor files for employees
- Expenses can be classified and coded directly within the expense module

User and/or Requestor Training

- User Training will be provided on how to use Asset Management module
- User Training will be provided on how to submit travel and expense using Expense module.
- User Training will be provided on how to request/create contract using Supplier Contract module.

Approver Training

- Approver Training will be provided on how to make approvals using Asset Management module.
- Approver Training will be provided on how to make approvals using Expense module.
- Approver Training will be provided on how to make approvals using Supplier Contract module.

AWE Notification

- Automated Workflow Electronic Notification will be send for any transactions that requires action.
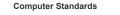- Notification will appear in employee's PCCD email

FSCM Project team allocated to this project:

- Purchasing
- Accounts Payable
- Finance Staff
- Campus Users
- Information Technology

Team Resources

Full collaboration and numerous work sessions are on-going between multiple departments to ensure the accuracy of business processes.

PeopleSoft-Upgrade-9.2-Phase-II-Finance-Management

Computer Standards   **Survey**

Desktops, Laptops, and Accessories   Faculty Web Survey