

PeopleSoft Financials - Basic Information

Login Instructions

- Go to BC Project Web-site:
<http://www.bc.edu/psfinancial/>
- Go to **PS FINANCIALS LOGIN** page
- Follow the instructions

View Budgets

- Module: **Reporting Tools**
 - General Operating: BC_GL%
BC_GL_BUD_ACCTD_STDNT_SLRY
 - Grants: BC_GM%
BC_GM_BUD_ACCTD_GRANTS

Pay a Non-BC Employee, BC Student (non-employee) or Company

- Module: **Accounts Payable / Voucher**

Reimburse an Employee

- Module: **Employee Self-Service / Travel and Expense**

Create a Req for a PO

- Module: **eProcurement**

Helpful Getting Started Hints:

How Do I Log In To PeopleSoft Financials?

Step 1: Go to <https://www11.bc.edu/psp/FN84PROD/?cmd=login>

Step 2: Save URL as a favorite before logging in.

Step 3: Log In with the same username and pin number that you use in Agora. (all lower case)

What Web-Browser should I use?

- It is recommended that you use Internet Explorer Version 6 or greater.

How do I get my chart string values?

- When processing transactions, a magnifying glass will appear next to each Chart Field. You can look up chartfields this way.

How do I get my budgets?

- Run a Budget Inquiry
- OR**
- Run the Budget Query

What do I do if my computer freezes?

- It may just be slow. When first loading PeopleSoft, it may take awhile for the screens to load. Be patient.
- Exit out of internet explorer and log back into PeopleSoft.
- Clean out your temporary internet files and cookies.

What do I do if I get an error message?

- Read the error message and fix the error on the page. For example, PeopleSoft highlights in RED the chartstring values that are incorrect.
- When entering information, make sure all required fields, those with an *, have values in them.

What do I do if I hit the Back Button?

- If you have not lost any of your data that you've been inputting, then continue with your task and try not to hit the BACK button in the future.
- If you have lost data or your system does not function the way it is suppose to, then exit out of PeopleSoft and log back in.

What do I do if I have a question?

- Call your P1 or whoever has been designated to take questions for your P1.

What do I do if I can't find a vendor?

- Continue with your task until you get to a screen to save your work
- After saving, go to the AP home page <http://www.bc.edu/offices/acctpay/forms/>
- Select **Vendor Request Form**