

# Frostburg State University

## PEOPLESOFT NEWS

January 2004 Issue 2

### **Frustrated With PS Financials?**

Are you frustrated by the lack of information you get from the PeopleSoft Financials System? We understand your pain and have been working to generate information that will help you manage your budget and your stress level. The information will be similar to what was displayed in FRS, but with enhancements. The information will become available in March.

### **Modules to be implemented:**

- Student Records
- Student Financials
- Contributor Relations
- Financial Aid

### **Already implemented:**

- Financials
- Human Resources/Payroll
- Admissions
- Campus Community

### **Contact Info:**

Roger Bruszewski  
Executive Sponsor x4335

Beth Meeks  
Project Director x4045

Heidi Diaz  
Administrative Asst. x3155

## **A New Name and Logo**

Be on the lookout for the new PAWS logo. PAWS is short for PeopleSoft Administrative Workflow System. We chose the name to give our Administrative Systems a FSU look and feel. As a start, you'll see the new logo and colors in the shared Human Resource System and Student Administration System. Changes to the Financials System will take place in the near future.



## **Student Administration Goes On-line this Spring**

Soon after the dust settles in February from drop/add Spring 2004, all of the administrative functions of Admissions, Registrar's Office, Student Billing and Financial Aid will be conducted in the new PAWS (PeopleSoft Application Workflow System) software. When the student history in the current SIS has been migrated to the PeopleSoft Student Administration System in early March, all faculty, staff and students who want to access student information such as course information, schedule of

classes, student class schedules, rosters, grades, and transcripts will be directed to the new PAWS system. Registration for the Summer 2004 and Fall 2004 semesters will be conducted via the web-based Self-Service. Students can also access their Student Billing and Financial Aid accounts through Self-Service when the system is implemented. Finally, at the end of the Spring 2004 term, faculty will submit grades through the web-based grading system, and students will view their grade reports through the web as well.

## **Knowledge Transfer Essential to Project Success**

At right, Angela Hovatter, Director of Financial Aid works closely with Jill Palla and Steve Hamrock, consultants. The implementation of PeopleSoft Software requires the expertise of consultants who understand the extensiveness and complexity of the software. Transfer of knowledge from the consultants to FSU staff is essential. With the necessary knowledge, FSU staff will successfully maintain and provide on-going support for the software once the consultants leave for their next assignment.



**THANKS TO CEDAR,**



**OUR IMPLEMENTATION  
PARTNER**

**Need Technical  
Assistance?**

**Contact the FSU**

**Help Desk**

On-Campus: x7777  
Off-Campus: 301-687-7777  
E-mail: [helpdesk@frostburg.edu](mailto:helpdesk@frostburg.edu)

## Tips when using PAWS

The following are a few tips you can use to make working in PAWS a little easier.

1. If your computer seems slower than usual when using PAWS, clearing your cache may help it perform better. To do this, go to Start>Settings>Control Panel>Internet Options. To clear the cache, simply click on the delete cookies and delete files buttons under the General tab. Click OK and exit the browser.
2. Using 'wildcard' characters such as '?' and '\*' will expand your search if you are not sure of the spelling of your search term. Asterisks substitute for a string of characters of any length and question marks substitute for any single character.
3. At the top of all PeopleSoft pages you may notice the New Window hyperlink. Clicking this link will open a new browser window showing the menu navigation to your current position. Using the new window button will allow you to open a new page without disturbing the current one. This is helpful when you need to check information on another page but don't want to disturb the page you are currently viewing.

## Notify Button Not Functioning Properly in PAWS Financials

Please be aware that the 'Notify' button in PAWS Financials does not always function properly. If you utilize the 'Notify' button after entering a requisition in PAWS, the approver receives an email with a hyperlink to the requisition. When the approver clicks on the hyperlink one of three things usually happens:

1. The requisition is opened successfully and is ready for approval.
2. The requisition is opened but all fields are blank. If the approver clicks on the checkmark to approve the requisition, an error will be displayed saying 'You are not authorized to add a requisition'.
3. You receive an error saying 'You are not authorized to access this component'.

You can continue to use the 'Notify' button, but the approver may experience either of the problems explained in number 2 or 3 above. If you are approving a requisition and encounter either of these errors, please use the following instructions to reselect the requisition:

- Click on 'Maintain Requisitions' to get back to the Find/Add tabs for requisitions.
- Click on Find Existing and re-enter the requisition number in the Requisition ID field.

Once the requisition is reselected, you can successfully approve and budget check the requisition. This problem has been reported to PeopleSoft and we will let everyone know when it has been resolved. If you experience a problem you need assistance with, please call the FSU Help Desk at x-7777.