

# PeopleSoft Fluid Delegation Framework Best Practices

P-049664

# Meet SpearMC



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Vice President

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# SpearMC Sessions

| Date  | Time (ET) | Session Title                                                                                                                                                  | Presenter                      | Session # |
|-------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------|
| 10/29 | 12:00 PM  | Business Process Weaver – Automation please!                                                                                                                   | Jessica Mann<br>Yuliya Ivanova | P-049639  |
| 10/29 | 1:30 PM   | Demo Enhancing Internal Controls Using a Segregation of Duties Analyzer                                                                                        | Randy Johnson                  | DEMO      |
| 10/29 | 1:45 PM   | Learn PeopleSoft Today, Invest in Your Future with PeopleSoft All Access Learning Pass. Product Demonstration for PeopleTools, FSCM, HCM and Campus Solutions. | Marcus Bode<br>Susan Caranante | DEMO      |
| 10/29 | 2:30 PM   | A Fresh Look at PeopleSoft Grants Management                                                                                                                   | Jessica Mann                   | P-049641  |
| 10/29 | 3:45 PM   | Customer Panel - Oracle Guided Learning                                                                                                                        | Cameron McClurg                | P-049755  |
| 10/30 | 12:00 PM  | Exploring PeopleSoft PICASO: A Guided Demo of Chatbot Capabilities                                                                                             | Joe Finlinson                  | DEMO      |
| 10/30 | 1:15 PM   | Achieve a Seamlessly Integrated Time, Absence, Payroll Management Solution using PeopleSoft HCM                                                                | Logesh<br>Balasubramaniam      | P-049960  |
| 10/30 | 3:00 PM   | PeopleSoft Automated Testing and PTF Accelerators at NDUS and State of ND                                                                                      | Tarun Amuthan                  | DEMO      |
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October 28 – 31, 2024

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 | Expertise in Oracle Cloud Platform in North America

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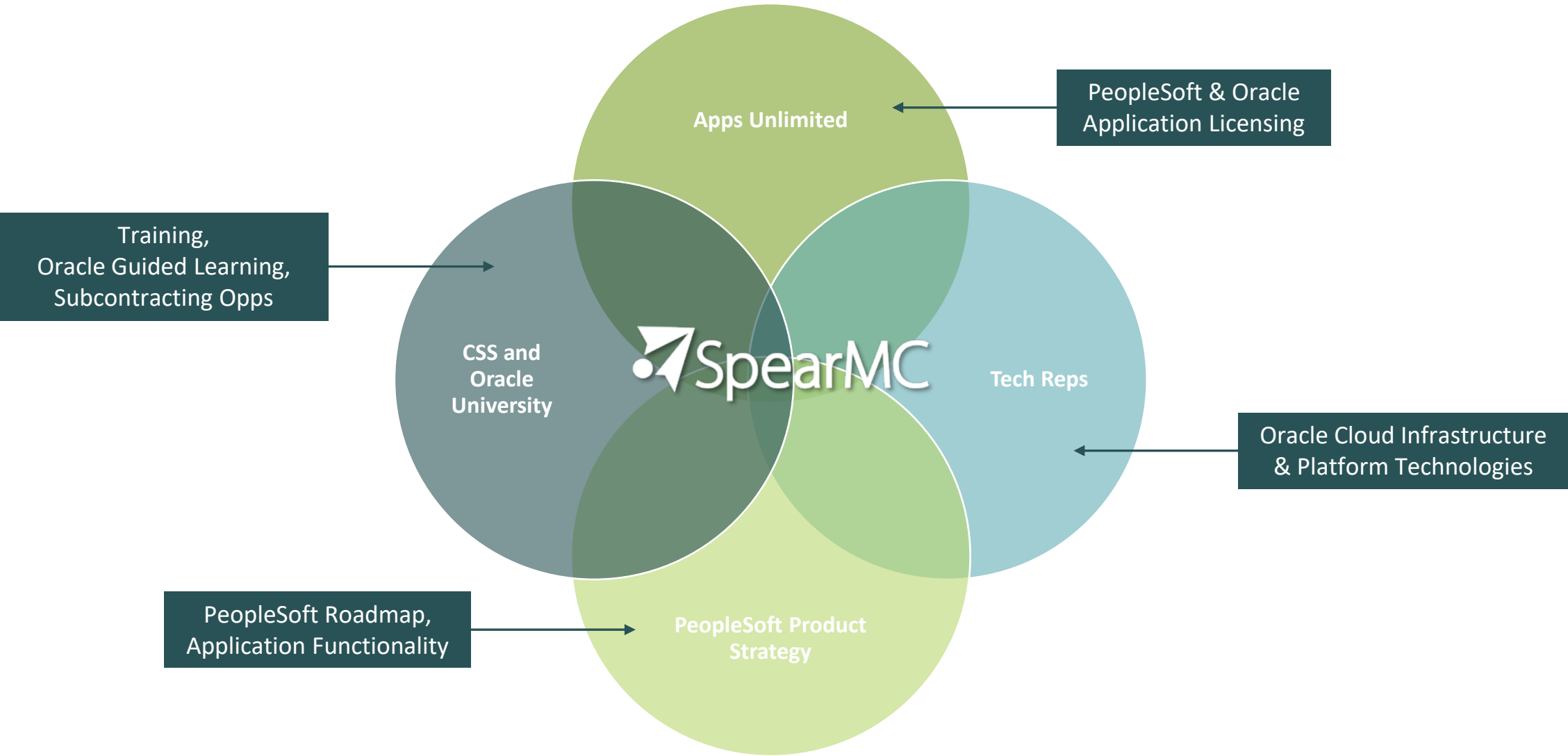


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Supplier Contracts: Authoring  
Lease Admin: GASB 87

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- PeopleTools: Fluid Development, and Integration Broker/REST Web Services
- Reporting: OpenSearch Dashboards (formerly Kibana) and Query

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# PeopleSoft Delegation Framework



## ➤ **Why now?**

- Many organizations are going with an ERP First philosophy
- Examples include customers expanding use of PeopleSoft
  - Expense Reports
  - eProcurement
  - ePerformance
  - Recruiting
  - Supplier Portal
- PUM Upgrades have brought in the full Fluid UI
- Fluid Approvals are streamlined to a singular location

# PeopleSoft Delegation Framework



## ➤ The Problem...

- Expanding the use of PeopleSoft expands the user community
- With increased adoption of Fluid Workflow Approvals, there was an increased need to assign alternate approvers
- Traditional models required administrators to process alternate approvers
- Self-service delegation quickly becomes a go-live requirement

# PeopleSoft Delegation Framework

## ➤ The Solution...

- Utilization of the delivered PeopleSoft Delegation Framework
- Generally requires zero customization
- Provides approver self-service for delegation requests across all approval types
- Allows administrator to perform delegation for emergency out-of-office situations



# Screen Shots - Setup

The screenshot displays the PeopleSoft Configuration Specialist interface. The top navigation bar includes a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, settings, and refresh. The main content area is titled 'Configuration Specialist' and shows a grid of tiles: 'Activity Guides', 'Notifications', 'Setup Delegations' (highlighted with a red border), 'Pivot Grids', 'Manage Dashboard Pages', 'Related Content', 'Manage Navigation Collections', 'Tile Wizard', and 'Setup Approvals'. The right sidebar, titled 'Notifications', has tabs for 'Actions' and 'Alerts'. It shows a list of 12 actions, including notifications about payable exceptions and deal confirmations.

**Configuration Specialist** 16 of 17

**Setup Delegations**

**Notifications**

**Actions** Alerts

12 Actions

- 191 Payables Exception(s) require your attention  
22 hours ago
- 742 Payables Exception(s) were not assigned per any rule, please review  
22 hours ago
- Deal 000000000376 is awaiting your confirmation  
13 Mar at 6:45 AM
- Deal '000000000376' is awaiting your approval  
13 Mar at 6:45 AM
- Deal 000000000375 is awaiting your confirmation  
13 Mar at 6:40 AM
- Deal '000000000375' is awaiting your approval  
13 Mar at 6:40 AM

# Screen Shots - setup

## Setup Delegations

Installation Settings

Transaction Category

Workflow Transactions

Delegation Transaction

Create Delegation Request

My Delegates

My Delegated Authorities

Maintain Delegated Authorities

Administer Delegation

Administer Create Delegation

Days After Current Date

7

☐ Cascade Delegations

### Application Override

\*Root Package ID

EODL

\*Application Class Path

DelegationDefaultImplementor

Save

Notify

# Screen Shots - setup

### Setup Delegations

- Installation Settings
- Transaction Category**
- Workflow Transactions
- Delegation Transaction
- Create Delegation Request
- My Delegates
- My Delegated Authorities
- Maintain Delegated Authorities
- Administer Delegation
- Administer Create Delegation

### Workflow Transaction Categories

| *Transaction Category | *Description                   |   |   |
|-----------------------|--------------------------------|---|---|
| Assets                | All Asset Transactions         | + | — |
| Billing               | Billing Transactions           | + | — |
| Engineering           | Engineering Transactions       | + | — |
| Expenses              | Expense Transactions           | + | — |
| General Ledger        | General Ledger Transactions    | + | — |
| Grants                | Grants Transactions            | + | — |
| Lease Admin           | Lease Admin Transactions       | + | — |
| Payables              | Payables Transactions          | + | — |
| Procurement           | Procurement Transactions       | + | — |
| Program Mgmt          | Program Mgmt Transactions      | + | — |
| Receivables           | Receivables Transactions       | + | — |
| Resource Mgmt         | Resource Assignment Approval   | + | — |
| SCMT                  | Supplier Contract Transactions | + | — |

# Screen Shots - setup

< Configuration Specialist

Setup Delegations

Home

Search

Notifications

More

New Window | Personalize Page

Installation Settings

Transaction Category

**Workflow Transactions**

Delegation Transaction

Create Delegation Request

My Delegates

My Delegated Authorities

Maintain Delegated Authorities

Administer Delegation

Administer Create Delegation

Workflow Transactions

Workflow Transactions

In the grid below, insert a row for each transaction that will use the Approval Workflow Engine (AWE) and the Delegation Framework. Transactions can not be registered in both the Workflow Transactions and the AWE and Delegation Transactions grids.

Approval Workflow Engine (AWE) and Delegation Transactions

Details1

Details2

| Transaction Name         | Category | Description                |   |   |
|--------------------------|----------|----------------------------|---|---|
| AM Cost Adjust Transfer  | Assets   | AM Cost Adjust Transfer    | + | - |
| AM Disposal              | Assets   | AM Disposal                | + | - |
| AM Mass Transaction      | Assets   | AM Mass Transaction        | + | - |
| AM Self Service          | Assets   | AM Self Service            | + | - |
| AM Self Service Retire   | Assets   | AM Self Service Retire     | + | - |
| AM Self Service Transfer | Assets   | AM Self Service Transfer   | + | - |
| AM Upload Spreadsheet    | Assets   | AM Upload Spreadsheet Data | + | - |

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# Screen Shots - setup

## Setup Delegations

- Installation Settings
- Transaction Category
- Workflow Transactions
- Delegation Transaction**
- Create Delegation Request
- My Delegates
- My Delegated Authorities
- Maintain Delegated Authorities
- Administer Delegation
- Administer Create Delegation

### Delegation Transaction Setup

**Find an Existing Value** + Add a

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Transaction Name

begins with

E

Q

Transaction Type

=

Description

begins with

^ Show fewer options

☐ Case Sensitive

☐ Include History

Search

Clear

<< < 1-3 of 3 > >> | View All

| Transaction Name       | Transaction Type | Description                    |   |
|------------------------|------------------|--------------------------------|---|
| EMInvoiceLineApproval  | Approve          | EMInvoiceLineApproval          | > |
| Expense Reports        | Approve          | Expense Reports                | > |
| Express Credit Invoice | Approve          | Express Billing Credit Invoice | > |

# Screen Shots - setup

Setup Delegations

Installation Settings

Transaction Category

Workflow Transactions

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My Delegates

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Delegation Transaction Setup

Find an Existing Value

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Search Criteria

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begins with

E

Transaction Type

=

Description

begins with

Show fewer options

Case Sensitive

Include History

Search

Clear

1-3 of 3

View All

| Transaction Name       | Transaction Type | Description                    |   |
|------------------------|------------------|--------------------------------|---|
| EMInvoiceLineApproval  | Approve          | EMInvoiceLineApproval          | > |
| Expense Reports        | Approve          | Expense Reports                | > |
| Express Credit Invoice | Approve          | Express Billing Credit Invoice | > |

# Screen Shots - setup

## Transaction Definition

- Generally Same as Workflow Transaction Definition
- Role can be blank – but delegate must have Approval in their profile
- Alternate option – Create “temporary” Approval Role

### Setup Delegations

- Installation Settings
- Transaction Category
- Workflow Transactions
- Delegation Transaction**
- Create Delegation Request
- My Delegates
- My Delegated Authorities
- Maintain Delegated Authorities
- Administer Delegation
- Administer Create Delegation

\*Effective Date01/01/1900

\*StatusActive

+ -

#### Security

Role Name

\*Component NameEX\_SHEET\_APPR

#### Optional Parameters

Display Link Label

Message Set Number

Message Number

Delegation Event Handler Class

Root Package ID

Appl Path

Delegation Options

☐ Cascade Delegation

☒ Include Delegator

# Screen Shots – Review Delegation Process

Menu

Search in Menu

Employee Self Service

1 of 17

Notifications

Run Control Delete

Approvals

31

eProcurement

Delegations

Expenses

0.000 Unapplied Charges

Time Entry

Travel Authorizations

My Service Requests

Status Reports

Actions

Alerts

12 Actions

191 Payables Exception(s) require your attention

23 hours ago

742 Payables Exception(s) were not assigned per any rule, please review

23 hours ago

Deal 000000000376 is awaiting your confirmation

13 Mar at 6:45 AM

Deal '000000000376' is awaiting your approval

13 Mar at 6:45 AM

Deal 000000000375 is awaiting your confirmation

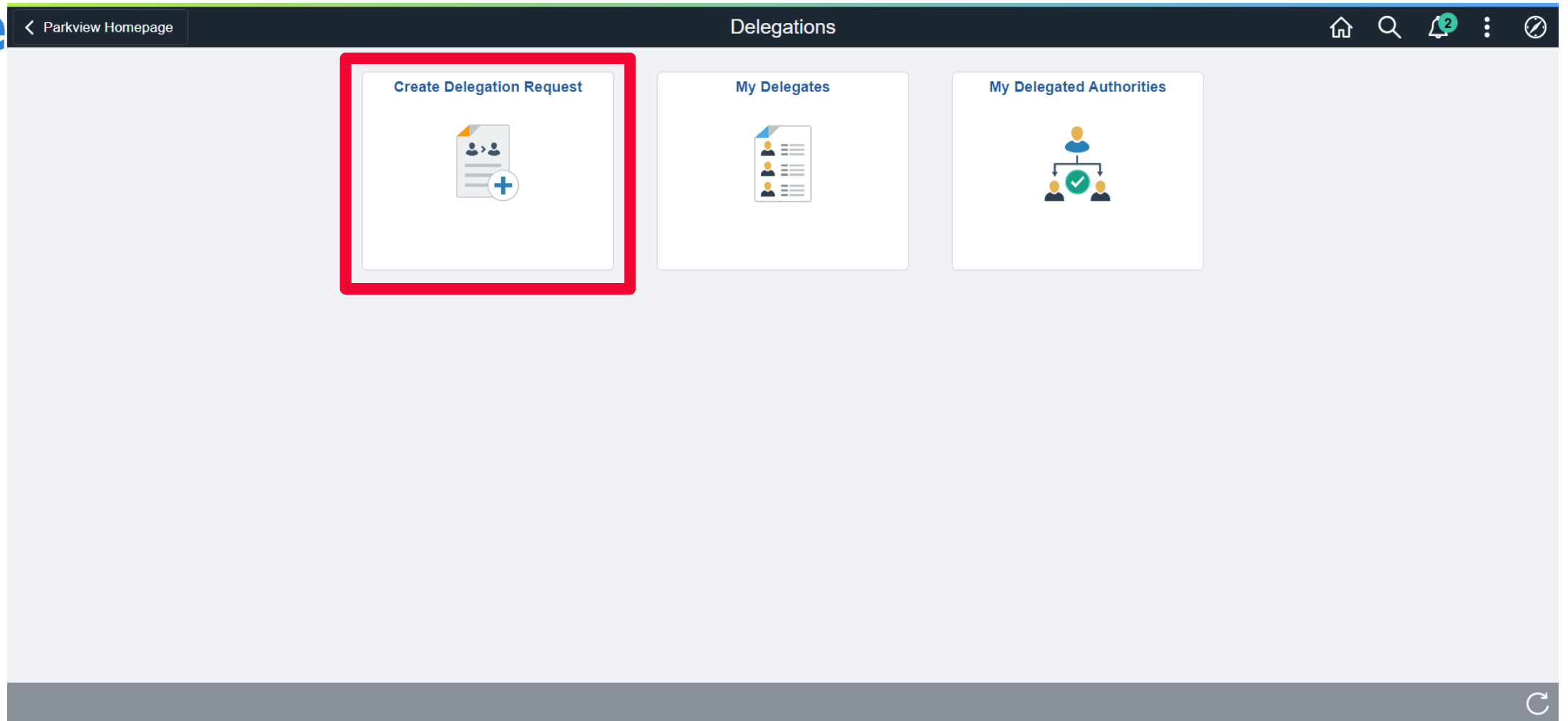
13 Mar at 6:40 AM

Deal '000000000375' is awaiting your approval

13 Mar at 6:40 AM

# Screen Shots – Review

## Dele



# Screen Shots – Review Delegation Process

✕ Exit

Delegation Request

1

2

3

4

Delegation Dates

Delegates

Transactions

Review and Submit

Next >

Step 1 of 4: Delegation Dates

\*Start Date

End Date

Leave blank for open-ended delegations

\*Comment

# Screen Shots – Review Delegation Process

✕ Exit

Delegation Request

🔔 ⋮

1

2

3

4

Delegation Dates

Delegates

Transactions

Review and Submit

< Previous

Next >

## Step 2 of 4: Delegates

51 rows

Select All

Clear All

Add Delegate

🔍 ↕

|                                     | Name ⚙                                                                                                  | Email ID ⚙                       | Phone ⚙ |
|-------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------|---------|
| <input type="checkbox"/>            |  Pratap Koganti        | no-reply@oracle.com              |         |
| <input type="checkbox"/>            |  Rakesh Sreeramaneni   | rakesh.sreeramaneni@spear_mc.com |         |
| <input checked="" type="checkbox"/> |  Randall Johnson       | randall.johnson@spear_mc.com     |         |
| <input type="checkbox"/>            |  Sandhya Ayyathodiyil | no-reply@oracle.com              |         |
| <input type="checkbox"/>            |  Sanjay Todi         | no-reply@oracle.com              |         |

# Screen Shots – Review Delegation Process

✕ Exit

Delegation Request

1

2

3

4

Delegation Dates

Delegates

Transactions

Review and Submit

< Previous

Next >

Step 3 of 4: Transactions

All

Approve

Initiate

Select All

Clear All

68 rows

Description

☐ EMInvoiceLineApproval

☐ Event Approval

☒ Expense Reports

☐ Express Billing Credit Invoice

☐ Finalise Sites

☒ Financial Structure Request

☒ GL Journal Approval

# Screen Shots – Review Delegation Process

✕ ExitDelegation Request🔔⋮

1

2

3

4

Delegation DatesDelegatesTransactionsReview and Submit

⏪ PreviousSubmit

## Step 4 of 4: Review and Submit

### Delegation Details

**Start Date** 06/12/2023

**End Date** No end date selected

**Comment** Test

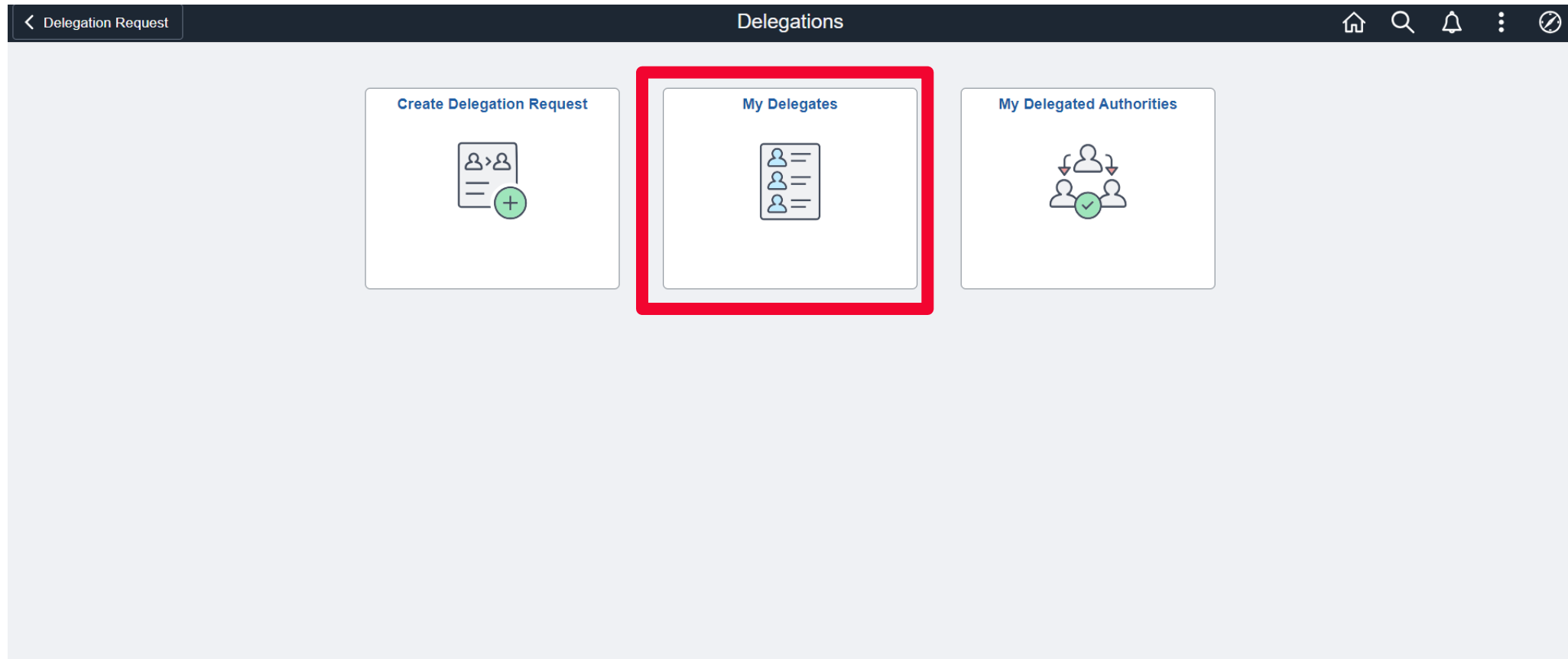
**Delegates** Randall Johnson

**Transactions** Expense Reports

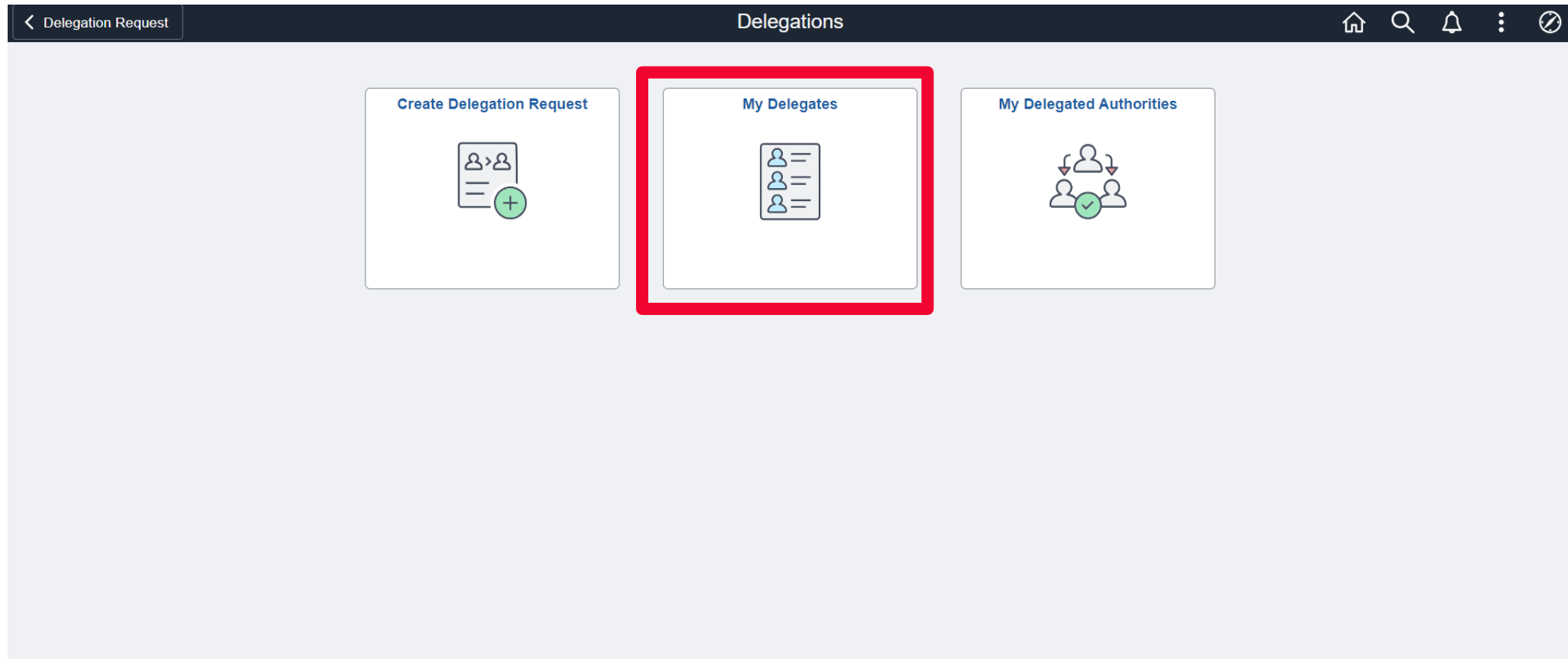
Financial Structure Request

GL Journal Approval

# Screen Shots – Review Delegation Process



# Screen Shots – Review Delegation Process



# Screen Shots – Review Delegation Process

< Delegations

My Delegates

Home

Search

Notifications

More

Refresh

Active

Accepted

Rejected

Revoked

Submitted

Ended

Group Transactions

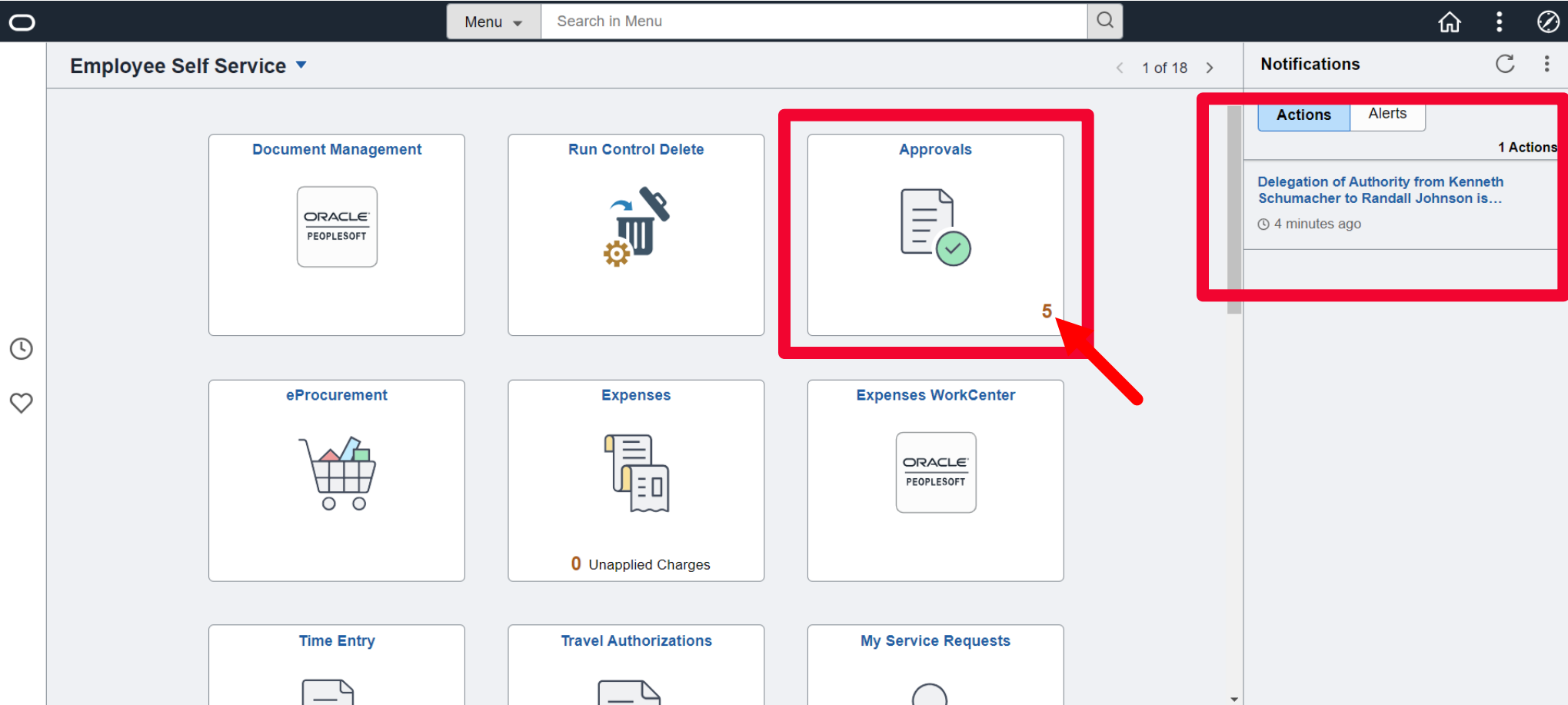
Yes

All Active transaction(s) (Grouped)

Revoke

|                          | Delegates       | Start Date / End Date | Transactions             | Status    |
|--------------------------|-----------------|-----------------------|--------------------------|-----------|
| <input type="checkbox"/> | Randall Johnson | 06/12/2023            | <div>View Details3</div> | Submitted |

# Screen Shots – Review Delegation Process



# Screen Shots – Review Delegation Process

< Employee Self Service

Delegation of Authority

🏠 🔍 🔔 ⋮ ⚙️

 In Process

Approve

Deny

More

Delegation From

Kenneth Schumacher

Delegation To

Randall Johnson

From 06/12/23

To

Requester Kenneth Schumacher

Delegated Authority

| Transaction                 |
|-----------------------------|
| Expense Reports             |
| Financial Structure Request |
| GL Journal Approval         |

Approver Comments

javascript:DoBack('win0')

# PeopleSoft Delegation Framework – Live DEMO



# Delegation Security Roles and Processes

## ➡ Delivered Roles

- ➡ EODL\_Administrator
- ➡ EODL\_User

## ➡ Delivered Permission Lists:

- ➡ EODL1000 (Delegation Setup)
- ➡ EODL1100 (Delegation Maintain)

## ➡ Batch Process:

- ➡ Enterprise Component → Delegations → Maintain Delegated Authorities

# Questions?

**Contact me:**

Randall Johnson

Vice President, SpearMC

[Randall.Johnson@SpearMC.com](mailto:Randall.Johnson@SpearMC.com)

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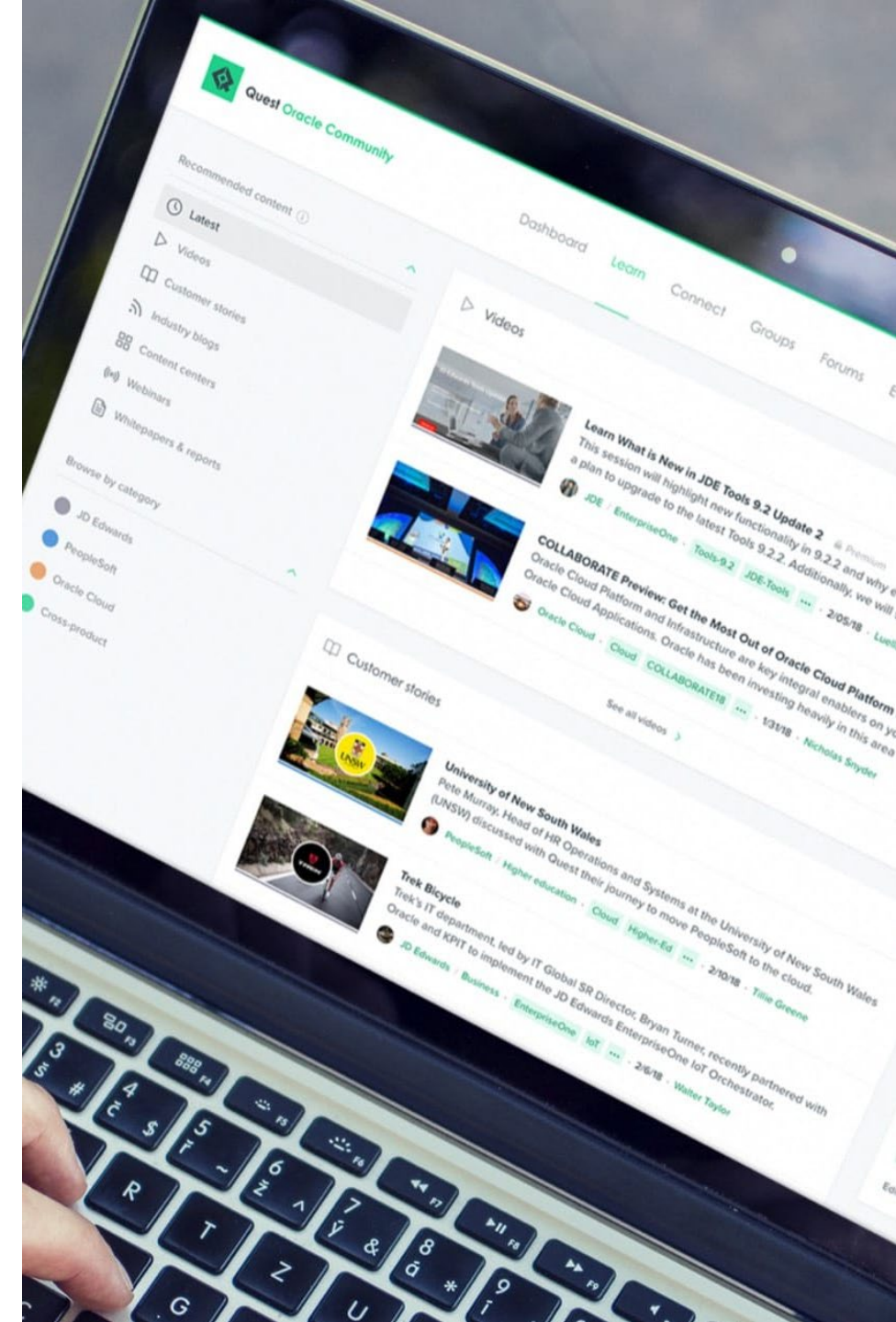
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# Appendix

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# 2024 Training Calendar

| Date             | Session Title                                                                |
|------------------|------------------------------------------------------------------------------|
| Nov 4            | PeopleSoft 9.2 Query Basic & Intermediate for HCM                            |
| Nov 5            | PeopleSoft 9.2 Query Advanced for HCM                                        |
| Nov 7            | PeopleTools 8.59-8.61 OpenSearch Dashboards                                  |
| Dec 10-11, 17-18 | PeopleTools 8.59-8.61 System Administration: Maintenance and Troubleshooting |

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# 2025 Training Calendar

| Date   | Session Title                                                  |
|--------|----------------------------------------------------------------|
| Jan 22 | PeopleSoft 9.2 Query Basic & Intermediate for FSCM             |
| Jan 23 | PeopleSoft 9.2 Query Advanced for FSCM                         |
| Feb 19 | PeopleSoft 9.2 Query Basic & Intermediate for Campus Solutions |
| Feb 20 | PeopleSoft 9.2 Query Advanced for Campus Solutions             |

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