



Financials and Supply Change Management Image 53 Accessibility Supplemental

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Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is an overview of the changes that you can expect to see as part of this upgrade.

Accessibility

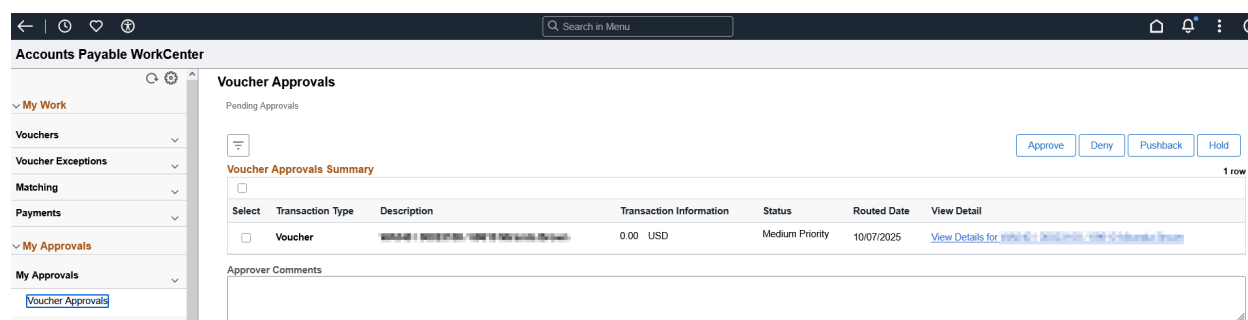
Accounts Payable Fluid WorkCenter My Approvals

The Voucher Approvals button is now appropriately read by the screen reader

Navigation

Home Page > Payables Operations > Payables WorkCenter Tile

Image: Voucher Approvals Prior to Image 53



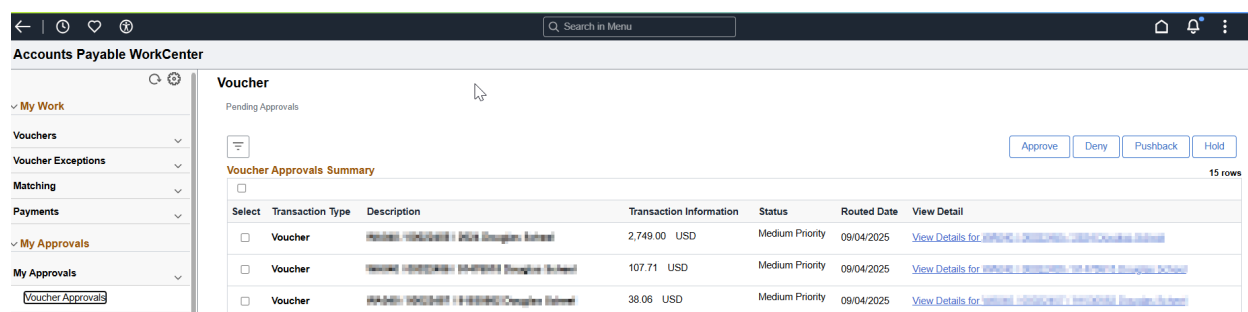
Previous Screen Reader output:

My Work button expanded heading level 2

My Approvals button expanded heading level 2

list with 1 item clickable Voucher Approvals

Image: Voucher Approvals Image 53



Screen Reader output:

My Work button expanded heading level 2

My Approvals button expanded heading level 2

list with 1 item Voucher Approvals button

Fluid Travel Authorization Line Attachments

The fluid line attachments button is now appropriately identified by the screen reader.

Navigation

Home Page > Employee Self Service > Travel Authorization Tile > Add Travel Authorization

Image: Fluid Travel Authorization Line Attachments Prior to Image 53

The screenshot shows a web application interface for "Travel Authorization". At the top, there is a navigation bar with a search menu and a "Search in Menu" input. Below the navigation bar, the page title "Travel Authorization" is displayed, followed by a status bar showing "Report NEXT Pending" and "Attachments/Approvals" with a dropdown arrow. A "Save" button and a "Submit" button are located on the right side of the status bar. The main form area contains several input fields: "Description" (text input), "Business Purpose" (dropdown menu), "Comments" (text area), "Billing Type" (dropdown menu set to "Billable"), "Travel From" (text input with a search icon), "Travel To" (text input with a search icon), "Date From" (calendar icon), "Date To" (calendar icon), and "Trip Duration" (set to "1 Day"). Below the form, there is a "View Printable Version" link and an "Attachments" button with a plus icon, followed by a "Create A Cash Advance" link. The bottom section of the page is titled "Details" and contains a table with columns: "Expense Type", "Description", "Amount", "Currency", "Accounting", "Attachments", "Add row", and "Delete row". The table has one row with the following data: "Airline outside State of WA", an empty description field, an empty amount field, "USD", a search icon, a "Details" link, an "Attachments" button with a plus icon, an "Add row" button with a plus icon, and a "Delete row" button with a minus icon. The bottom right corner of the page shows "Total Expenses 0.00" and "USD".

Previous Screen Reader output:

row 2 Accounting column 5 Accounting Detail graphic button

column 6 Details link

Attachments column 7 button

Image: Fluid Travel Authorization Line Attachments Image 53

Travel Authorization

Report **NEXT** Pending

[Save](#) [Submit](#)

*Description

*Business Purpose

Comments

Billing Type

[Attachments](#)

[Create A Cash Advance](#)
[View Printable Version](#)
[Notes](#)

*Travel From

*Travel To

*Date From

*Date To

Trip Duration 1 Day

Details

[Accounting Default](#) [Populate from Travel Authorization](#) [Populate from Template](#) [Quick-Fill](#)

Date T1	Expense Type T1	Description T1	Amount T1	Currency T1	Accounting	Attachments	Add row	Delete row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Expenses 0.00 USD

Screen Reader output:

row 2 Accounting column 6 Accounting Detail graphic button

column 7 Details link

Attachments column 8 Attachments button

Create Customer Information Page

The cursor now focuses on the General Info link when entering the page, so the screen reader user may select the desired area using the keyboard.

Navigation

NavBar > Menu > Customers > Customer Information > Create Customer Information

Image: Create Customer Information Page Prior to Image 53

General Info | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Miscellaneous General Info](#)

SetID WACTC Customer ID 00000001 General Info Links [...More](#)

Status Inactive Inactive As Of 08/26/2015 Level Regular

Date Added 01/01/1901 * Since 01/01/1901 * Type Commercial

Name 1 Test Customer 2 * Short Name Test Cust2

Name 2 Currency Code USD Rate Type CRRNT

Roles

- ☒ **Bill To Customer**
[Bill To Selection](#)
- ☐ **Ship To Customer**
[Ship To Selection](#)
- ☐ **Sold To Customer**
[Sold To Selection](#)
- ☐ **Broker Customer**
- ☐ **Indirect Customer**
- ☒ **Correspondence Customer**
[Correspondence Selection](#)
- ☒ **Remit From Customer**
[Remit From Selection](#)
- ☒ **Corporate Customer**
[Corporate Selection](#)
- ☐ **Consolidation Customer** Consolidation Business Unit ☐ Grants Management Sponsor

Federal Attributes

☐ Federal Customer Trading Partner Code Disbursing Office ☐ Appropriation Symbol Not Required for Reimbursable Agreements

Previous Screen Reader output:

General Info main landmark

Name 1 edit required Test Customer 2

Image: Create Customer Information Page Image 53

← | ⌚ | ♥

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

SetID WACTC Customer ID 000000001 General Info Link **...More** ▼

* Status Inactive As Of 08/26/2015 Level

* Date Added * Since * Type

* Name 1 * Short Name

Name 2 Currency Code Rate Type

Roles

- ☒ Bill To Customer
[Bill To Selection](#)
- ☐ Ship To Customer
[Ship To Selection](#)
- ☐ Sold To Customer
[Sold To Selection](#)
- ☐ Broker Customer
- ☐ Indirect Customer
- ☒ Correspondence Customer
[Correspondence Selection](#)
- ☒ Remit From Customer
[Remit From Selection](#)
- ☒ Corporate Customer
[Corporate Selection](#)
- ☐ Consolidation Customer
-
- ☐ Grants Management Sponsor

Federal Attributes

☐ Federal Customer Trading Partner Code Disbursing Office ☐ Appropriation Symbol Not Required for Reimbursable Agreements

Screen Reader output:

General Info main landmark

General Info Links combo box ...More collapsed

Cash Advance Page

The links for User Defaults, Import ATM Advances, View Printable Version, Notes and Attachments are now read only once by the screen reader.

Navigation

NavBar > Menu > Travel and Expenses > Cash Advance > Create/Modify

Cash Advance grouping Help Cash Advance button

User Defaults [graphic](#) [link](#)

User Defaults [link](#)

Import ATM Advances [graphic](#) [link](#)

Import ATM Advances [link](#)

[View Printable Version](#) [graphic](#) [link](#)

[View Printable Version](#) [link](#)

Notes graphic link

Notes [link](#)

Attachments graphic link

Attachments link

Image: Cash Advance Page Image 53

The screenshot displays the 'Cash Advance' page. At the top right, there is a 'Save for Later' link. Below this, the 'Business Purpose' is selected from a dropdown menu. The 'Advance Description' and 'Reference' fields are present, with a search icon in the reference field. A 'Cash Advance' section contains a help icon. A navigation bar includes links for 'User Defaults', 'Import ATM Advances', 'View Printable Version', 'Notes', and 'Attachments', with 'User Defaults' highlighted. Below the navigation bar, there are input fields for 'Source', 'Description', 'Amount' (set to 0.00), and 'Currency' (set to USD). An 'Accounting Details' section is collapsed. A 'Totals' section shows the 'Advance Amount' as 0.00 USD. At the bottom, there is a checkbox for certifying the accuracy of the submission and a 'Submit Cash Advance' button.

Save for Later

*Business Purpose

* Advance Description Reference

Cash Advance

User Defaults Import ATM Advances View Printable Version Notes Attachments

+ - *Source Description * Amount Currency

Accounting Details

>

Totals

▼

Advance Amount 0.00 USD

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

Screen Reader output:

Cash Advance grouping Help Cash Advance button

User Defaults link

Import ATM Advances link

View Printable Version link

Notes link

Attachments link

Voucher Maintenance Search Page

Voucher Maintenance Search Page now uses group boxes for lookup criteria so the screen reader user will get correct information during criteria lookup selection

Navigation

NavBar > Menu > Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search

Image: Voucher Maintenance Search Page Prior to Image 53

Voucher Maintenance Search

Enter Voucher, Supplier and/or Error lookup criteria. All information entered is used to search.

Voucher Lookup Criteria

<input checked="" type="radio"/> Business Unit	<input type="text"/>	<input type="button" value="Q"/>
<input type="radio"/> From Business Unit	<input type="text"/>	
To Business Unit	<input type="text"/>	
<input checked="" type="radio"/> User ID	<input type="text"/>	<input type="button" value="Q"/>
<input type="radio"/> From User ID	<input type="text"/>	
To User ID	<input type="text"/>	
<input checked="" type="radio"/> Control Group	<input type="text"/>	<input type="button" value="Q"/>
<input type="radio"/> From Control Group	<input type="text"/>	
To Control Group	<input type="text"/>	
Origin Set ID	<input type="text"/>	<input type="button" value="Q"/>
<input checked="" type="radio"/> Origin	<input type="text"/>	<input type="button" value="Q"/>
<input type="radio"/> From Origin	<input type="text"/>	
To Origin	<input type="text"/>	
<input checked="" type="radio"/> Voucher ID	<input type="text"/>	<input type="button" value="Q"/>
<input type="radio"/> From Voucher ID	<input type="text"/>	
To Voucher ID	<input type="text"/>	
<input type="radio"/> Invoice	<input type="text"/>	
<input type="radio"/> From Invoice	<input type="text"/>	
To Invoice	<input type="text"/>	
Voucher Style	<input type="text"/>	<input type="button" value="v"/>
Approval Status	<input type="text"/>	<input type="button" value="v"/>
<input type="text" value="Any"/>	Voucher Gross Amount	<input type="text" value="0.000"/>
Transaction Currency	<input type="text"/>	<input type="button" value="Q"/>
<input checked="" type="radio"/> Process Instance	<input type="text"/>	
<input type="radio"/> From Process Instance	<input type="text"/>	
To Process Instance	<input type="text"/>	

Date Lookup Criteria

From Invoice Date

To Invoice Date

From Accounting Date

To Accounting Date

From Entered Date

To Entered Date

From Due Date

To Due Date

Supplier Lookup Criteria

SetID

☒ Supplier ID

☐ From Supplier ID

To Supplier ID

☐ Supplier Name

☐ From Supplier Name

To Supplier Name

Supplier Location

Error Lookup Criteria

- ☐ Unposted Vouchers with Matching Errors
- ☐ Vouchers with Combo Edit Errors
- ☐ Vouchers in Recycle Status

Vouchers with Scheduled Payments on hold

- ☐ Vouchers with Scheduled Payments on hold

Search

Reset Criteria

Refresh

Previous Screen Reader output:

Voucher Maintenance Search main landmark

Voucher Lookup Criteria grouping

Search a Business Unit radio button checked 1 of 1

Business Unit edit blank

Look up Business Unit button

Search a Range of BU's radio button not checked 1 of 1

Search a Single Operator radio button checked 1 of 1

User ID edit blank

Look up User ID button

Search a Range of Operators radio button not checked 1 of 1

Search a Single AP Group radio button checked 1 of 1

Control Group edit blank

Look up Control Group button

Search a Range of AP Groups radio button not checked 1 of 1

Origin Set ID edit blank

Look up Origin Set ID button

Search a Single Origin radio button checked 1 of 1

Origin edit blank

Look up Origin button

Search a Range of Origins radio button not checked 1 of 1

Search a Single Voucher radio button checked 1 of 1

Voucher ID edit blank

Look up Voucher ID button

Search a Range of Vouchers radio button not checked 1 of 1

Voucher Style combo box collapsed

Approval Status combo box collapsed

Amount Rule: combo box Any collapsed required

Transaction Currency edit blank

Look up Transaction Currency button

Search a Single Process Inst radio button checked 1 of 1

Process Instance edit blank

Search a Range of Origins radio button not checked 1 of 1

Date Lookup Criteria grouping

From Invoice Date edit blank

Calendar From Invoice Date button

To Invoice Date edit blank

Calendar To Invoice Date button

From Accounting Date edit blank

Calendar From Accounting Date button

To Accounting Date edit blank

Calendar To Accounting Date button

From Entered Date edit blank

Calendar From Entered Date button

To Entered Date edit blank

Calendar To Entered Date button

From Due Date edit blank

Calendar From Due Date button

To Due Date edit blank

Calendar To Due Date button

Supplier Lookup Criteria grouping

SetID edit selected WA000

Look up SetID button

Search a Supplier radio button checked 1 of 1

Supplier ID edit blank

Look up Supplier ID button

Search a Range of Suppliers radio button not checked 1 of 1

Search a Supplier Name radio button not checked 1 of 1

Search a Rge of Supplier Name radio button not checked 1 of 1

Supplier Location edit blank

Look up Supplier Location button

Error Lookup Criteria grouping Unposted Vouchers with Matching Errors check box not checked

Vouchers with Combo Edit Errors check box not checked

Vouchers in Recycle Status check box not checked

Vouchers with Scheduled Payments on hold grouping Vouchers with Scheduled Payments on hold
check box not checked

Search button

Image: Voucher Maintenance Search Page Image 53

Voucher Maintenance Search

Enter Voucher, Supplier and/or Error lookup criteria. All information entered is used to search.

Enable Cash Clearing for Non Federal ACH/EFT

☒ Business Unit

☐ From Business Unit

To Business Unit

Operator Lookup Criteria

☒ User ID

☐ From User ID

To User ID

Control Group Lookup Criteria

☒ Control Group

☐ From Control Group

To Control Group

Date Lookup Criteria

From Invoice Date



To Invoice Date



From Accounting Date



To Accounting Date



From Entered Date



To Entered Date



From Due Date



To Due Date



Origin Lookup Criteria

Origin Set ID



☒ Origin



☐ From Origin

To Origin

Voucher Lookup Criteria

☒ Voucher ID

☐ From Voucher ID

To Voucher ID

☐ Invoice

☐ From Invoice

To Invoice

Voucher Style

Approval Status

Voucher Gross Amount

Transaction Currency

Supplier Lookup Criteria

SetID

☒ Supplier ID

☐ From Supplier ID

To Supplier ID

☐ Supplier Name

☐ From Supplier Name

To Supplier Name

Supplier Location

Process Instance Lookup Criteria

☒ Process Instance
☐ From Process Instance
To Process Instance

Error Lookup Criteria

☐ Unposted Vouchers with Matching Errors
☐ Vouchers with Combo Edit Errors
☐ Vouchers in Recycle Status

Vouchers with Scheduled Payments on hold

☐ Vouchers with Scheduled Payments on hold

Screen Reader output:

Voucher Maintenance Search main landmark

Enable Cash Clearing for Non Federal ACH/EFT grouping

Search a Business Unit radio button checked 1 of 2

Business Unit edit blank

Look up Business Unit button

Search a Range of BU's radio button not checked 2 of 2

Operator Lookup Criteria grouping

Search a Single Operator radio button checked 1 of 2

User ID edit blank

Look up User ID button

Search a Range of Operators radio button not checked 2 of 2

Control Group Lookup Criteria grouping

Search a Single AP Group radio button checked 1 of 2

Control Group edit blank

Look up Control Group button

Search a Range of AP Groups radio button not checked 2 of 2

Origin Lookup Criteria grouping

Origin Set ID edit blank

Look up Origin Set ID button

Search a Single Origin radio button checked 1 of 2

Origin edit blank

Look up Origin button

Search a Range of Origins radio button not checked 2 of 2

Voucher Lookup Criteria grouping

Search a Single Voucher radio button checked 1 of 4

Voucher ID edit blank

Look up Voucher ID button

Search a Range of Vouchers radio button not checked 2 of 4

Voucher Style combo box collapsed

Approval Status combo box collapsed

Amount Rule: combo box Any collapsed required

Transaction Currency edit blank

Look up Transaction Currency button

Process Instance Lookup Criteria grouping

Search a Single Process Inst radio button checked 1 of 2

Process Instance edit blank

Search a Range of Origins radio button not checked 2 of 2

Date Lookup Criteria grouping

From Invoice Date edit blank

Calendar From Invoice Date button

To Invoice Date edit blank

Calendar To Invoice Date button

From Accounting Date edit blank

Calendar From Accounting Date button

To Accounting Date edit blank

Calendar To Accounting Date button

From Entered Date edit blank

Calendar From Entered Date button

To Entered Date edit blank

Calendar To Entered Date button

From Due Date edit blank

Calendar From Due Date button

To Due Date edit blank

Calendar To Due Date button

Supplier Lookup Criteria grouping

SetID edit selected WA000

Look up SetID button

Search a Supplier radio button checked 1 of 4

Supplier ID edit blank

Look up Supplier ID button

Search a Range of Suppliers radio button not checked 2 of 4

Search a Supplier Name radio button not checked 3 of 4

Search a Range of Supplier Name radio button not checked 4 of 4

Supplier Location edit blank

Look up Supplier Location button

Error Lookup Criteria grouping Unposted Vouchers with Matching Errors check box not checked

Vouchers with Combo Edit Errors check box not checked

Vouchers in Recycle Status check box not checked

Vouchers with Scheduled Payments on hold grouping Vouchers with Scheduled Payments on hold
check box not checked

Search button



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Washington State Board for Community and Technical Colleges