Financials and Supply Change Management Image 53

Accessibility Supplemental

CONTENTS

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.
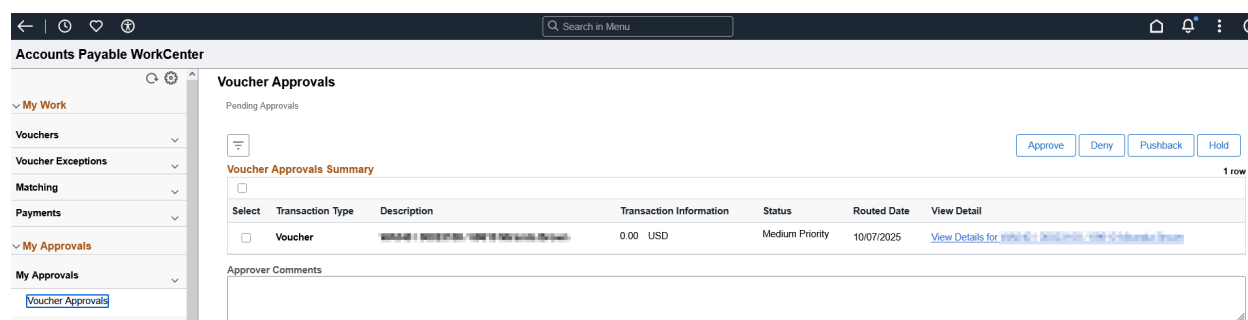
Accessibility

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

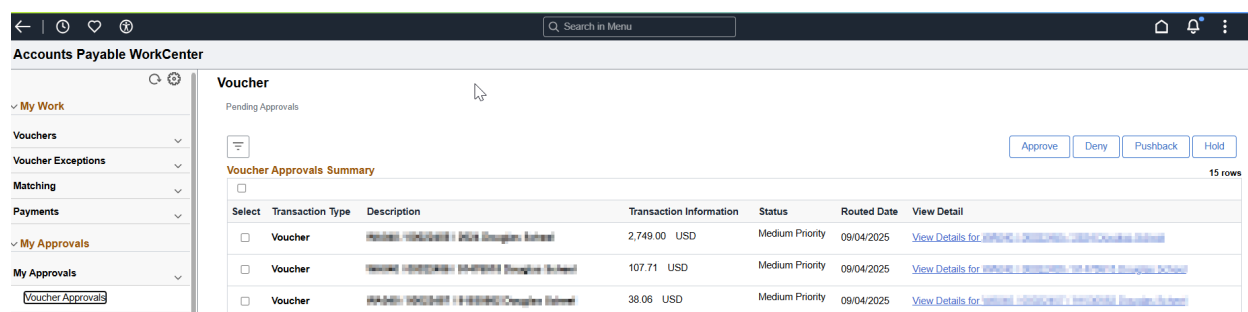### Image: Voucher Approvals Prior to Image 53

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

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

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 000000001 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

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

Image: Cash Advance Page Prior to Image 53

Save for Later

'Business Purpose

' Advance Description   Reference

Cash Advance

⑦

User Defaults 🖾Import ATM Advances🖨View Printable Version◯Notes✎Attachments

+ — *Source   Description   * Amount   0.00   Currency USD

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

Previous Screen Reader output:

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

Save for Later

*Business Purpose [_____ ▾]

* Advance Description [_____]   Reference [_____ 🔍]

┌─ Cash Advance ──┐
│ ⍰   │
└──┘

User Defaults Import ATM AdvancesView Printable VersionNotesAttachments

＋ ー *Source [_____ ▾]   Description [_____]   * Amount [0.00] Currency [USD]

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

- ⦿ Business Unit [🔍]
- ○ From Business Unit [   ]

To Business Unit [   ]

- ⦿ User ID [🔍]
- ○ From User ID [   ]

To User ID [   ]

- ⦿ Control Group [🔍]
- ○ From Control Group [   ]

To Control Group [   ]

Origin Set ID [🔍]

- ⦿ Origin [🔍]
- ○ From Origin [   ]

To Origin [   ]

- ⦿ Voucher ID [🔍]
- ○ From Voucher ID [   ]

To Voucher ID [   ]

- ○ Invoice [   ]
- ○ From Invoice [   ]

To Invoice [   ]

Voucher Style [⌄]

Approval Status [⌄]

[Any   ⌄] Voucher Gross Amount [0.000]

Transaction Currency [🔍]

- ⦿ Process Instance [   ]
- ○ From Process Instance [   ]

To Process Instance [   ]

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 [WA000] 🔍

● 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 [▼]

[Any ▼] Voucher Gross Amount [0.000]

Transaction Currency [🔍]

Supplier Lookup Criteria

SetID [WA000 🔍]

◉ 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

[Search] [Reset Criteria]

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

Washington State Board for Community and Technical Colleges