

The Purchasing department provides services to the following entities: 1) Stanford Health Care; 2) University HealthCare Alliance; 3) Stanford Blood Center, LLC; 4) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 5) Packard Children's Health Alliance; and 6) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare")

TRAINING GUIDE – Tracking Remaining Funds in a Purchase Order in PeopleSoft

Description: The Purchasing department utilizes an online system called "PeopleSoft" to create Purchase Orders for the following Stanford entities: 1) Lucile Salter Packard Children's Hospital at Stanford and 2) Packard Children's Health Alliance. Follow the steps outlined below to track remaining funds in a previously issued Purchase Order.

1. Navigate to PeopleSoft

- a. Navigate to:

<https://peoplesoftfscmq.stanfordchildrens.org/psp/FSCMQA/?cmd=login&languageCd=ENG&>; or

- b. Navigate to the <https://intranet.lpch.org/> and click on the "Departments and Projects" button displayed below.



- c. Select the letter "F" and then select "Finance" from the list of options:



[Family Partners Program](#)
[Fertility and Reproductive Health](#)
[Finance](#)
[Financial Planning and Decision S](#)
[Food Services](#)


- d. Click the "PeopleSoft Access" button displayed below:



Lucile Packard
Children's Hospital
at Stanford | **AccessFSCM**

2. Sign in to PeopleSoft

- a. Enter the applicable “User ID” and “Password” and then click “Sign In”.

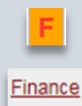


The image shows a sign-in form with a blue background. At the top, it says 'User ID' above a white text input field. Below that, it says 'Password' above another white text input field. At the bottom right, there is a green button labeled 'Sign In'. A large yellow arrow points from the left towards the 'Sign In' button.

- b. PeopleSoft requires a unique username and password, which can be obtained by following the next steps:
- Navigate to the <https://intranet.lpch.org/> and click on the “Departments and Projects” button displayed below.



- Select the letter “F” and then select “Finance” from the list of options.



- Select “Forms”.



- Select “Online Access Control Request Form”, fill out the form and send it to DS-Security_LPCH@Dell.com.

• [Online Access Control Request Form](#) - Please [view this step-by-step guide with FAQs](#) for more information

3. Navigate to "Activity Summary"

- a. In the "Employee Self Service" page, click on "Requisition" tile displayed below:



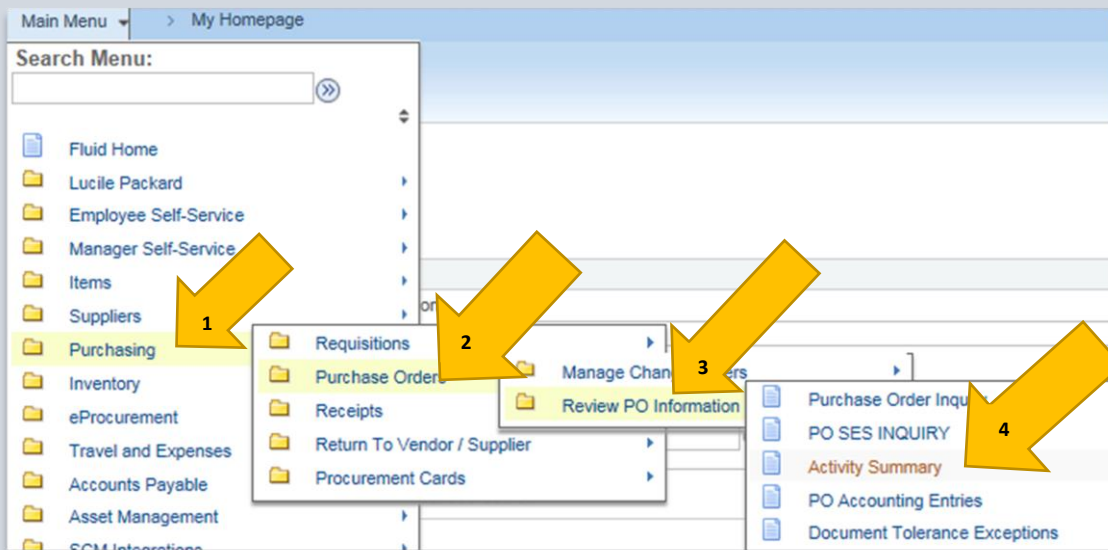
- b. Click on "Manage Requisitions" tile displayed below:



- c. Click on the "Main Menu" in the ribbon on the top of the screen:



- d. Select the following from the drop-down lists: "Purchasing", "Purchase Orders", "Review PO Information", and "Activity Summary".



4. Search for the Previously Issued Purchase Order

- a. In the “PO Activity Summary” page, enter the previously issued Purchase Order number for checking the funds remaining in the “PO Number” box; then click the “Search” button.

The screenshot shows the "PO Activity Summary" search interface. It includes a "Find an Existing Value" button, a "Search Criteria" section with dropdown menus for Business Unit, PO Number, Purchase Order Date, Purchase Order Reference, and Supplier ID, and a "Case Sensitive" checkbox. A yellow arrow labeled "1" points to the PO Number input field, which contains "LP001". Another yellow arrow labeled "2" points to the "Search" button.

- b. In the “Lines” screen, click on the “Invoice” tab.

The screenshot shows the "Lines" screen with a tabbed interface. The tabs are "Details", "Receipt", "Invoice", "Matched", "RTV", and a help icon. A yellow arrow points to the "Invoice" tab, which is currently selected.

- c. The “Un-invoiced Amount” shows the funds remaining for the previously issued Purchase Order.

The screenshot shows a table with two columns: "Un-invoiced Amount" and "Currency". A yellow arrow points to the "Un-invoiced Amount" cell, which contains the value "1,648.000".

Un-invoiced Amount	Currency
1,648.000	USD

For additional assistance, please email Purchasing@stanfordhealthcare.org.