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# PeopleSoft Enterprise 9.1 Investor Portal PeopleBook

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# Contents

## Preface

<b>PeopleSoft Investor Portal Preface</b> .....	<b>v</b>
PeopleSoft Enterprise Investor Portal 9 PeopleBook .....	v
Other Related PeopleSoft PeopleBooks .....	v
Additional Resources .....	vi
PeopleBooks and the Online PeopleSoft Library .....	vii

## Chapter 1

<b>Getting Started with PeopleSoft Investor Portal</b> .....	<b>1</b>
PeopleSoft Investor Portal Overview .....	1
PeopleSoft Investor Portal Business Processes .....	3
PeopleSoft Investor Portal Implementation .....	3
Setting Up PeopleSoft Investor Portal .....	3

## Chapter 2

<b>PeopleSoft Investor Portal Pagelet</b> .....	<b>5</b>
Understanding PeopleSoft Investor Portal Pagelet .....	5
PeopleSoft EPM Portal Pack Pagelets .....	5
Viewing Data Through the PeopleSoft Investor Portal Pack Pagelet .....	6
Investor Insights and Tools Pagelet .....	6

## Chapter 3

<b>Configuring and Managing Investor Portal Content</b> .....	<b>7</b>
Understanding PeopleSoft Investor Portal Content Management .....	7
PeopleSoft Investor Portal Content Management .....	7
PeopleSoft Investor Portal Insights and Tools .....	8
Configuring the Investor Insights & Tools Shortcut Collection .....	8
Prerequisites .....	8
Pages Used to Configure Shortcut Links .....	8
Updating the Investor Insights & Tools Shortcut Collection .....	9

Configuring the Location for Assembled Reports .....	12
Creating Content Folders .....	12
Creating and Filing Financial Reports .....	13
The 10K Process .....	13
Creating Report Templates .....	13
Page Used to Create Report Templates .....	13
Setting up Report Templates .....	13
Setting Up and Managing Multi-Level Approval .....	14
Understanding the Multi-Level Approval Process .....	15
Pages Used to Set Up and Manage Multi-Level Approval .....	15
Establishing a Multi-Level Approval List .....	16
Scheduling Multi-Level Approvals .....	17
Processing Approvals .....	18
Assembling Reports .....	20
Pages Used to Assemble Reports .....	20
Assembling Reports .....	20
Sending Content .....	22
Page Used to Send Content .....	23
Using the Send Content Tool .....	23
<b>Index .....</b>	<b>25</b>

# PeopleSoft Investor Portal Preface

Welcome to the *PeopleSoft Enterprise Investor Portal 9 PeopleBook*. This PeopleBook describes how to set up and administer the PeopleSoft Investor Portal.

This preface provides an overview of:

- PeopleSoft Enterprise Investor Portal 9 PeopleBook.
- Related PeopleBooks.
- Additional resources.

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## PeopleSoft Enterprise Investor Portal 9 PeopleBook

The *PeopleSoft Enterprise Investor Portal 9 PeopleBook* provides implementation and business processing information for the PeopleSoft Investor Portal. Documentation for the PeopleSoft Investor Portal solution is divided into the following chapters:

- *Preface*. This chapter explains the structure of the *PeopleSoft Enterprise Investor Portal 9 PeopleBook*. It also provides an overview of related PeopleBooks that you will need to refer to as part of your implementation.
- *Getting Started With PeopleSoft Investor Portal*. This chapter contains a list of Investor Portal implementation steps. This chapter also provides an overview of the PeopleSoft Investor Portal and PeopleSoft Investor Portal business processes.
- *PeopleSoft Investor Portal Pagelets*. This chapter lists the pagelets delivered with the PeopleSoft Investor Portal Pack and describes the function of each.
- *Configuring and Managing Investor Portal Content*. This chapter describes the features of the Internal Investor Portal. Here you will learn how to employ the content management feature of the PeopleSoft Enterprise Portal to generate information for internal users of the Investor Portal. You will learn how to create and assemble reports and set up multi-level approval for content.

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## Other Related PeopleSoft PeopleBooks

In addition to the components described in this PeopleBook, the PeopleSoft 9.0 Investor Portal comprises the following products:

- PeopleSoft EPM Portal Pack 9.0 . This portal pack provides Key Performance Indicators (KPIs) built for the government and CFO portals that enable users across the enterprise to track key performance areas of business for their areas of responsibility and stay informed about their progress towards achieving corporate goals, as well as pagelets for viewing the KPIs. From these pagelets you can drill down into the PeopleSoft Enterprise Scorecard application.

- PeopleSoft Enterprise Scorecard 9.0. The predefined KPIs we deliver for internal use utilize the PeopleSoft Enterprise Scorecard tools to provide an immediate and up-to-date picture of how the company is meeting and performing against its objectives.
- PeopleSoft Enterprise Portal 9. The PeopleSoft Investor Portal utilizes the content management, system administration, and publication features of the Enterprise Portal.

For documentation on these products, refer to the following PeopleBooks:

- *PeopleSoft Enterprise Scorecard 9.0 PeopleBook*, delivered on the PeopleSoft Enterprise Performance Management 9.0 PeopleBooks CD.
- *PeopleSoft Enterprise Warehouse 9.0 PeopleBook*, delivered on the PeopleSoft Enterprise Performance Management 9.0 PeopleBooks CD.
- *PeopleSoft EPM Portal Pack 9.0 PeopleBook*, delivered on the PeopleSoft Enterprise Performance Management 9.0 PeopleBooks CD.
- *PeopleSoft Enterprise Portal Solutions 9 PeopleBooks*, delivered on the PeopleSoft Enterprise Portal Solution 9 PeopleBooks CD.

## Additional Resources

The following resources are located on the PeopleSoft Customer Connection Website.

Access Customer Connection at [http://www.peoplesoft.com/corp/en/customer\\_index.asp](http://www.peoplesoft.com/corp/en/customer_index.asp)

<b>Resource</b>	<b>Navigation</b>
Application maintenance information	Patches + Fixes
Hardware and Software Requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Installation Guides and Notes
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Product release roadmap	Support, Roadmaps + Schedules

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## PeopleBooks and the Online PeopleSoft Library

A companion PeopleBook called PeopleBooks and the Online PeopleSoft Library contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the PeopleSoft online library including full-text searching and configuring a reverse proxy server.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Glossary of useful PeopleSoft terms that are used in PeopleBooks.

You can find this companion PeopleBook in your PeopleSoft online library.



## Chapter 1

# Getting Started with PeopleSoft Investor Portal

This chapter provides an overview of the PeopleSoft Investor Portal and discusses:

- PeopleSoft Investor Portal business processes.
- PeopleSoft Investor Portal implementation.

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## PeopleSoft Investor Portal Overview

The PeopleSoft Investor Portal is a solution that enables your corporation to drive shareholder value through improved corporate performance management.

PeopleSoft Investor Portal helps your corporation to:

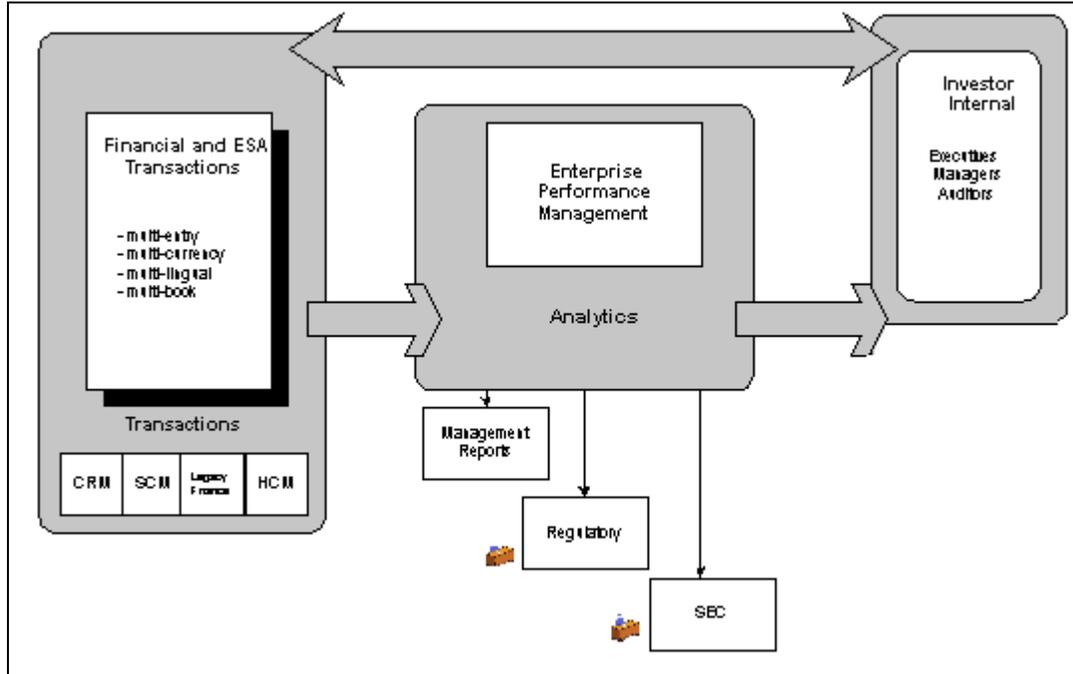
- Meet current SEC timing and reporting requirements efficiently and accurately.
- Disclose information to your investors to improve visibility into your company. This also enables your employees, management, and directors to improve accountability.
- Create an environment of good corporate governance including the management of corporate policies and procedures and the provision of a single source of information for transparency.
- Support proactive management within your company.

### ***PeopleSoft Investor Portal***

The PeopleSoft Investor Portal comprises a series of products that address corporate governance and corporate disclosures. These are:

- PeopleSoft Investor Portal Pack. This provides much of the functionality around your investor Website and the internal management of the relevant content including pagelets, workflow, report generation capabilities, and content management libraries.
- PeopleSoft Enterprise Portal. This provides a customizable, single gateway to information from PeopleSoft and non-PeopleSoft applications as well as a powerful content management module with check in and check out capabilities.
- PeopleSoft EPM Portal Pack. This provides pagelets and KPIs providing your managers with insight into key performance areas and enabling them to stay informed about progress toward the achievement of corporate goals.

- PeopleSoft Enterprise Scorecard. This ensures a single source of data for your Key Performance Indicators (KPIs) and supports the visualization of KPI data. The KPI pagelets enable your managers to drill directly into this application to review data in greater detail.



PeopleSoft Investor Portal — the big picture

Most of the documentation in this PeopleBook discusses the features and functionality of the PeopleSoft Investor Portal Pack.

For more information on the PeopleSoft EPM Portal Pack, PeopleSoft Key Performance Indicators (KPIs) for the CFO and government portals, PeopleSoft Enterprise Scorecard, and PeopleSoft Enterprise Portal, refer to the applicable PeopleBooks delivered on the PeopleBooks CDs for those applications.

### ***PeopleSoft Investor Portal Pack***

The PeopleSoft Investor Portal Pack is comprised of the Internal Investor Portal:

The Internal Investor Portal delivers:

- Content management and approval workflow to support the generation, approval, and communication of public disclosures and corporate policies.
- Report generation to support the creation of financial reports.
- Capability to aid in the filing of reports to the SEC, such as the 10Q, 10K, 8K, and 20F.
- Single access point to manage and communicate your corporate performance. In many cases the business information, reports, and metrics your company uses internally to manage ongoing business can also be made available externally for your investors. This ensures data consistency and more accurate reporting.

## PeopleSoft Investor Portal Business Processes

PeopleSoft Investor Portal provides the following business processes for managing your corporate performance:

- Corporate Governance. Generate and disseminate corporate policies and procedures to increase corporate accountability.
- Corporate Reporting. Generate reports for SEC reporting and audits using report templates and workflow.
- Corporate Communication. Generate and publish press releases and public disclosures for your investors.

## PeopleSoft Investor Portal Implementation

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and the PeopleBooks for other products in this solution.

### Setting Up PeopleSoft Investor Portal

This section lists how to set up PeopleSoft Investor Portal

<b>Step</b>	<b>Reference</b>
Complete setup of the Enterprise Scorecard.	See <i>PeopleSoft Enterprise Scorecard 9.0 PeopleBook</i>
Complete setup of the Enterprise Portal.	See <i>PeopleSoft Enterprise Portal Solutions 9 PeopleBook</i> .
Complete configuration of the Investor Portal content folders and configure links to Investor Insights and Tools.	See <i>PeopleSoft Enterprise Portal Solutions 9 PeopleBook</i> and Chapter 3, "Configuring and Managing Investor Portal Content", Configuring the Investor Insights and Tools Shortcut Collection and Configuring Content Folders.
Configure the location for assembled reports.	See Chapter 3, "Configuring and Managing Investor Portal Content", Configuring the Location for Assembled Reports.
Create content folders	See Chapter 3, "Configuring and Managing Investor Portal Content", Creating Content Folders.
Create report templates.	See Chapter 3, "Configuring and Managing Investor Portal Content", Creating Report Templates.
Establish multi-level approval process.	See Chapter 3, "Configuring and Managing Investor Portal Content", Setting Up and Managing Multi-Level Approval.

<b>Step</b>	<b>Reference</b>
Assemble reports	See Chapter 3, "Configuring and Managing Investor Portal Content", Assembling Reports.
Send content	See Chapter 3, "Configuring and Managing Investor Portal Content", Sending Content.

## Chapter 2

# PeopleSoft Investor Portal Pagelet

This section provides an overview of the PeopleSoft Investor Portal pagelet and discusses viewing data through this pagelet.

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## Understanding PeopleSoft Investor Portal Pagelet

The pagelet delivered with the PeopleSoft Investor Portal provides your users within your company with at-a-glance access to data. The portal pagelet is an internet page on which you can configure the content.

This pagelet is specific for the Internal Investor Portal. In this pagelet internal users will be able to personalize the data displayed.

The following table lists the pagelet we deliver.

<i>Pagelet</i>	<i>External Investor Portal</i>	<i>Internal Investor Portal</i>
Investor Insights and Tools	No	Yes

## PeopleSoft EPM Portal Pack Pagelets

In addition to the pagelet listed above, you will have access to the PeopleSoft EPM Portal Pack Key Performance Indicator (KPI) pagelets as part of the PeopleSoft Investor Portal.

These pagelets enable managers within your organization to have quick access to information regarding the performance of the company. They can quickly review pre-mapped Key Performance Indicator (KPI) results; see assessment results for key scorecard components and KPI; see how successfully you are achieving your goals within each balanced scorecard perspective; and see KPI dimension ranking, comparisons, and details.

These pagelets are described in the *PeopleSoft EPM Portal Pack 9.0 PeopleBook*. To configure these pagelets for use with the Enterprise Portal, refer to the *PeopleSoft Enterprise Performance Management Installation Guide* and Appendix E of the *PeopleSoft Enterprise Portal Installation Guide*.

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**Note.** As part of the PeopleSoft Investor Portal we deliver all the CFO and government portal KPIs as well as Investor Portal-specific KPI for use with the PeopleSoft EPM Portal Pack.

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## Viewing Data Through the PeopleSoft Investor Portal Pack Pagelet

This section discusses the Investor Insights and Tools pagelet

### Investor Insights and Tools Pagelet

This pagelet displays links to PeopleSoft Investor Portal Pack Investor Insights and Tools that support the PeopleSoft Investor Portal Pack content generation, approval, and management system.



Investor Insights & Tools pagelet

The links provide internal users direct access to the pages they need to:

- Set up and process multi-level approval.
- Review current approvals.
- Create report templates, assemble reports, and send approved content.

These features and functions are discussed later in this PeopleBook.

## Chapter 3

# Configuring and Managing Investor Portal Content

This chapter provides an overview of content management within the PeopleSoft Investor Portal and discusses how to:

- Configure the Investor Insights & Tools shortcut collection.
- Configure the location for assembled reports.
- Create content folders.
- Create and file financial reports.
- Create report templates
- Set up and manage multi-level approval.
- Assemble reports.
- Send content.

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## Understanding PeopleSoft Investor Portal Content Management

This section discusses:

- PeopleSoft Investor Portal content management
- PeopleSoft Investor Portal insights and tools.

## PeopleSoft Investor Portal Content Management

The PeopleSoft Investor Portal leverages the content management system of the PeopleSoft Enterprise Portal. The Investor Portal provides you with specific content folders that act as libraries of information for your specific investor portal content. These content folders offer the ability to create content, edit content, a check-in and check-out function, version controls to safeguard editions of content, and a submission and approval process that culminates in content available for publishing to a wider audience. With PeopleSoft Investor Portal, we deliver three main content folders:

- Policies & Procedures are vital to support corporate performance management, such as the audit process and certification process, and proposed and new regulations.

- Disclosures & Communications such as press releases, webcasts, and presentations.
- SEC Filings, both in process and filed reports.

The PeopleSoft Investor Portal also leverages the news publications features of the PeopleSoft Enterprise Portal enabling companies to take the content they have created and submit it for publication to the External Investor Portal for your investors.

Before completing implementation and setup of the features described in this chapter, you must be familiar with the PeopleSoft Enterprise Portal content management and news publication systems.

## PeopleSoft Investor Portal Insights and Tools

PeopleSoft Investor Portal Pack provides the Investor Insights & Tools pagelet, for the Internal Investor Portal with links to the content folders described above, as well as a:

- Multi-Level Approval tool enabling users to route content in the content folders for approval by multiple individuals with automated email and notifications.
- Report Template tool enabling users to build and save templates for specific reports.
- Report Assembler tool enabling users to assemble financial reports, such as a 10K or 10Q report.
- Send Content feature enabling users to electronically distribute files.

The sections in this chapter describes how to configure and administer these insights and tools.

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## Configuring the Investor Insights & Tools Shortcut Collection

You will need to configure the shortcut links for the Investor Insights & Tools shortcut collection. This ensures that the links to the PeopleSoft Investor Portal folders from the Content Management, Managed Content, Browse Folders menu and the Investor Insights & Tools pagelet work in your environment.

### Prerequisites

Before configuring the shortcut collection, you need to verify the system-assigned folder IDs for the Policies & Procedures, Disclosures & Communications, and SEC Filings folders in your system.

### Pages Used to Configure Shortcut Links

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Collection	PTPP_SCMAINTCOLL	Portal Administration, Navigation, Navigation Collections, Edit	Access the Investor Insights and Tools navigation collection.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Edit Folder	PTPP_SCAE_FOLDER	Click the Edit Link button for the specific content folder.	Update the content ID in the Additional Parameters field to match the folder ID for the content folder in your system.  <b>Note.</b> As delivered the pagelet shortcuts are configured for the demo database.

## Updating the Investor Insights & Tools Shortcut Collection

To update the Investor Insights & Tools Shortcut Collection:

1. Access the Navigation Collections search page under the Portal Administration, Navigation, menu structure.
2. Click Search and click the Edit link for the Insights & Tools shortcut collection.
3. On the Navigation Collection page, expand the Investor Insights folder.

Four shortcuts display: Disclosures & Communications, Policies & Procedures, My Approval List, and SEC Filings.

4. Select Disclosures & Communications and click the Edit Link button.

The Edit Link page displays.

5. In the Additional Parameters field replace the category ID number, 1504 in the example shown below, with the category ID number for the folder in your system.

```
&EPPCM_CATGID=1504
```

6. Click OK to save the changes and return to the Navigations Collections page.
7. Repeat steps 4 to 6 for Policies & Procedures and SEC Filings, replacing the existing category ID number with the appropriate number for the respective folder in your system.
8. Click Save to save your changes.

The following screen shots show the Navigation Collections page for the Investor Insights & Tools shortcut collection and the Edit Link page for the Disclosures & Communications.

Maintain Collection
Publish Collection

## Navigation Collections

Define the Navigation Collection. The main folder of the Navigation Collection tree is determined from the Navigation Collection name. Add additional folders or links to the Navigation Collection by clicking on a tree node, and then clicking on one of the displayed action buttons.

▼ Collection Properties

**\*Name:**

**Description:**    
(254 Characters)

**\*Valid from date:**  **Valid to date:**

**Owner ID:**

▶ Override Default Options

- 📁 [Investor Insights & Tools](#)
- 📁 [Investor Insights](#)
  - 📄 [\[My Approval List\]](#)
  - 📄 [\[Disclosures & Communications\]](#) Edit Link Delete Link
  - 📄 [\[SEC Filings\]](#)
  - 📄 [\[Policies & Procedures\]](#)
- + [Investor Tools](#)

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[Return to Search](#)

Navigation Collections page

## Edit Link

**\*Source Portal:** EMPLOYEE

**\*Source Link:** PAPP\_EPPCM\_HIERARCHY\_R\_GBL

**Label:** Search Folders

**Description:** Search for a Managed Content folder. Access the children associated with the selected folder.  
(254 Characters)

**Open in a new window**

**Additional Parameters:** &EPPCM\_CATGID=1504  
Example: name1=value1 &name2=value2

### Override Options

**Override Image:**

**Override Label:** Disclosures & Communications

**Override Description:** Public Disclosures & Communications  
(254 Characters)

Edit Link page (1 of 2)

### Placement Properties

To move the current link to another folder, select Move to New Parent Folder. To change the sequencing of the current link, make a selection from the Placement in Folder dropdown. Note that placement values reflect link sequencing that is already saved to the database.

**Move to New Parent Folder**

**Parent Folder:** Investor Insights

**Placement in Folder:** 02 - After My Approval List

**OK** **Cancel** [Find Source](#)

Edit Link page (2 of 2)

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**Note.** The folder ID numbers that display are the ID numbers used by the demo data we deliver.

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## Configuring the Location for Assembled Reports

You will need to configure the location for storing reports assembled using the Report Assembler tool. You must verify the folder ID for this folder before following the steps listed below.

---

**Note.** You will need to create the content folder beforehand and write down the folder ID number:

---

To configure the location for assembled reports:

1. Log onto the Application Designer for the System Enterprise Portal (PA) database.
2. Select Open from the File menu.
3. In the Open Definition window, select a Definition of *Record*, and enter a name of *EPICP\_INST\_HDR*.
4. Click Open. The EPICP\_INST\_HDR record displays.
5. In EPICP\_INST\_HDR, select EPPCM\_CATGID and open the definition. The Record Field Properties window displays.
6. In the Default Value Constant field, enter the folder ID for the folder in which you want to store reports created with the Report Assembler tool.
7. Click OK.
8. Select File, Save to save the changes.
9. Exit the Application Designer.

---

## Creating Content Folders

Once you have completed setup of the PeopleSoft Enterprise Portal, you will need to implement the content folder structure for the PeopleSoft Investor Portal. The Investor Portal provides three main content folders: Policies & Procedures, Disclosures and Communication, and SEC Filings. However, you will need to configure the folder structure of each of these folders. For example, you may elect to divide the SEC Filings folder into two sub-folders, one for filings in progress and one for published reports.

To establish Investor Portal-specific content folders, you must:

1. Create the content folders by entering the folder information on the Folder Properties page (go to Content Management, Managed Content, Search Folders, Select a Folder, Click Add Folder).
2. Enable multi-level approval for any of the folders you create by including the user SEE\_MY\_APPROVAL\_LIST as one of the members of the folder on the Folder Security page. This will trigger the multi-level approval process described later in this chapter.

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## Creating and Filing Financial Reports

This section provides an example of how you can use the PeopleSoft Investor Portal Pack to create an SEC financial report, using the 10K process as an example.

### The 10K Process

Using the PeopleSoft Investor Portal Pack, the 10K report process can be broken down as follows:

1. Complete setup of the content folders for SEC reports.
2. Create a report template for assembling a 10K report.
3. In the content folder you have created for SEC Filings, create a calendar that outlines the 10K process including the timelines and milestones, as well as the content that needs to be provided with the names of the respective content providers. Use the Notifications page for this content to list all users who should receive notifications when you distribute this calendar. Send this for multi-level approval to ensure everyone involved in the 10K process is aware of the schedule, deliverables, and their responsibilities. This calendar should also provide content providers with the names of the content folders in which they should update or add content.
4. As each piece of content is created, it can be sent it for multi-level approval.
5. Once all the content has been generated and approved, use the Report Assembler tool to assemble the final report and submit for multi-level approval.

See *PeopleSoft Enterprise Portal 9 PeopleBook: Content Management and Publication*

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## Creating Report Templates

To create reports, for example for SEC filings, you first need to build templates that define the structure of the reports you want to assemble. This section discusses how to create report templates.

### Page Used to Create Report Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Report Template	EPICP_TMPL_DEFN	Investor Portal, Report Template	Create a report template.

### Setting up Report Templates

Access the Report Template page.

## Report Template

**Template ID:** 10KREPORT

**\*Description:**

Template Details						Customize   Find   View All	First	1-10 of 22	Last
*Seq #	*Template Contents	*Description	*Source	Folder ID					
1	INTRODUCTION	Introduction & Index	Content Management	1547					
2	GENERAL OVERVIEW	Part I, section heading	User Input						
3	BUSINESS	Part I	Content Management	1546					
4	PROPERTIES	Part I	Content Management	1546					
5	LEGAL PROCEEDING	Part I	Content Management	1546					
6	SUBMISSION OF MAT	Part I	Content Management	1546					
7	FINANCIAL PERFOR	Part II, section heading	User Input						
8	COMMON SHARES	Part II	Content Management	1548					
9	SELECTED FINANCI	Part II	Content Management	1548					
10	MD&A	Part II	Content Management	1548					

Report Template page showing a sample template for a 10K report.

Enter a template ID and a description for the template. In Template Details enter:

**Seq #** (sequence number) Required field that defines the order of the content in the report.

**Template Contents** Required field that you can use to describe the type of contents to be included on this page.

**Description** Description of the contents.

**Source** Use to define the content source. This can be: *Content Management*, *Text/HTML File* (a file of text or HTML that you can attach), or *User Input* (text or HTML that you can enter directly in the report).

**Folder ID** For any *Content Management* source, select the folder ID (content folder) by clicking the lookup button. You can navigate to the folder ID that you want to use.

## Setting Up and Managing Multi-Level Approval

This section provides an overview of the Multi-Level Approval tool and discusses how to:

- Establish a multi-level approval list.
- Schedule multi-level approval.
- Process approvals.

## Understanding the Multi-Level Approval Process

The PeopleSoft Investor Portal multi-level approval enables you to enhance the approval functionality of the PeopleSoft Enterprise Portal to include a number of approvers for content and reports, ensuring that everyone in your corporation who needs to validate content can do so. With each piece of content you create, you have the choice of sending the content to one approver using the PeopleSoft Enterprise Portal content management approval process, or of using multilevel approval to ensure that everyone in your company who needs to has a chance to review the content and approve it.

To use multi-level approval:

1. You must set the approver of any content that requires multi-level approval to the user ID `SEE_MY_APPROVAL_LIST`. This sets the content in *New* status and flags it to be picked up by Multi-Level Approval process (`EPICP_WF_APR`).
2. Establish by content ID, a multi-level approval list for anyone who needs to approve that content.

Once content is awaiting multi-level approval, the Multi-Level Approval process picks up any pending content and generates the appropriate email notifications based on the approval list and the notification list set up on the content. The notification list itself needs to be set up when creating the content using the Notification page in the Content component. Notifications are generated throughout the process to track who has reviewed the content, who needs to review it next, and any comments that may need to be considered.

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**Note.** For the notifications to be sent, the users should be added to the notification list for the content and their email ids must be set up in the user profiles.

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## Pages Used to Set Up and Manage Multi-Level Approval

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Multi-Level Approval List	EPICP_WF_ASSIGN	Investor Portal, Multi-Level Approval List	Create a multi-level list of approvers for content or a report.

Page Name	Definition Name	Navigation	Usage
Schedule Multi-Level Approval	EPICP_WF_APR	Investor Portal, Schedule Multi-Level Approval.	Establish a schedule for running the Schedule Multi-Level Approval Application Engine process (EPICP_WF_APR). This process picks up any content pending multi-level approval and generates the applicable email notifications and workflow. The notifications are sent based on the notification list set on the content itself.
My Approval List	EPICP_MYAPRLIST	Investor Portal, My Approval List	Access by user ID any content that is pending multi-level approval.
Review Content	EPICP_WF_APPR_SEC	Click the Review link on the My Approval List page.	Review content and approve, deny, or reassign.
Content Transfer	EPPCM_PRE_CONT_XFR	Click the View Content link on the Review Content page.	Access the content for review.
View Comments	EPICP_VIEW_COMMENT	Click the Comments link on the My Approval List page.	View comments and approval actions taken by other approvers on the approval list.

## Establishing a Multi-Level Approval List

Access the Multi-Level Approval List page.

### Multi - Level Approval List

**Content ID:** 1036    Consultant Partner Program Overview

Approver List					<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>	
*Level	*Approver	Description	Status			
1	VP1	Gonzales,George	New	+	-	
2	PTDMO	Unger,Annette	New	+	-	
3	PS	Smith, Frank	New	+	-	

Multi-Level Approval List page

Enter the ID of the content for which you want multi-level approval.

<b>Level</b>	Determines the sequence for approval. The approvals go to the approvers at level 1 first, followed by level 2, and so on. You can have multiple approvers at the same level. All approvers at a level need to give approval before the content can be processed further.
<b>Approver</b>	Select the user ID for approval.

## Scheduling Multi-Level Approvals

Access the Schedule Multi-Level Approval page.

A system administrator uses this page to schedule the Multi-Level Approval process (EPICP\_WF\_APR).

The process picks up any content or reports with a status of *New* that are configured for multi-level approval and generates the applicable notifications and workflow based on the multi-level approval list for a given content and the notification setup on the content.

The system changes the approval status of the content to *Pending* after the Multi-Level Approval process is run.

### ***How Multi-Level Approval Works***

The following email is generated when content is available for approval using multi-level approval.

```

This content is available for approval.

This content now needs to be approved by:IVP1

Click the following to go to Approve Content
https://rtntgn22.peoplesoft.com:8001/psp/y880rbnt\_3/EMPLOYEE/EMPL/c/EPICP\_INVESTOR.EPICP\_WF\_APPROVE.GBL?action=U&Content\_ID=2004

```

Sample approve content email

Once this content is approved by the user IVP1 in the above example, an email notification is sent to all members on the content notification list detailing that the approval has occurred and who the next approver is.

This content has just been approved by:IVP1  
 Approver Comments:

This content now needs to be approved by:IVP2

Click the following to go to Approve Content  
[https://rt-sun17.peoplesoft.com:8001/psp/y880r41bx/EMPLOYEE/EMPL/c/EPICP\\_INVESTOR.EPICP\\_WF\\_APPROVE.GBL?Action=U&Content\\_ID=2003](https://rt-sun17.peoplesoft.com:8001/psp/y880r41bx/EMPLOYEE/EMPL/c/EPICP_INVESTOR.EPICP_WF_APPROVE.GBL?Action=U&Content_ID=2003)

Sample of approval workflow

Any approver on the approval worklist who attempts to approve the content out of order, receives an error message that indicates content cannot be approved out of sequence.

Once all approvers have approved content, the following email notification is generated:

This content has just been approved by:VP1  
 Approver Comments:

This content has been approved by all the approvers.

Click the following to go to Approve Content  
[https://rt-sun17.peoplesoft.com:8001/psp/y880r41bx/EMPLOYEE/EMPL/c/EPICP\\_INVESTOR.EPICP\\_WF\\_APPROVE.GBL?Action=U&Content\\_ID=2003](https://rt-sun17.peoplesoft.com:8001/psp/y880r41bx/EMPLOYEE/EMPL/c/EPICP_INVESTOR.EPICP_WF_APPROVE.GBL?Action=U&Content_ID=2003)

Sample final approval email.

## Processing Approvals

Access the My Approval List page.

**My Approval List**

Approval Status:

My Approval List				
Content ID	Title	Status	Content	View
1501	Receivables Management	New	<a href="#">Review</a>	<a href="#">Comments</a>

My Approval List page

Use this page to review your multi-level approval queue. Content that is not subject to multi-level approval will not display on this page.

- Approval Status** Select the approval status to review items that are *Pending* approval, *New*, *Approved*, or need *Rework*.  
Any content listed as *New* cannot be accessed until it has been picked up by the Multi-Level Approval process.
- Search** Click if you change the approval status to refresh the display.
- Review** Click to open the Review Content page on which you can access the content for review, as well as approve, deny, or reassign the content. You cannot reassign to another approver listed on the approval list. You can only reassign to another user who has security access to the folder.
- Comments** Click to open the View Comments page on which you can review the approval action and any comments entered by other approvers.

### ***Reviewing and Approving Content***

Access the Review Content page.

**Review Content: 1501 - Receivables Management**

You can approve, deny or reassign this document by clicking on the appropriate button. You may also include comments in the comments section to be forwarded to the rest of the notification group. Denying this document will reset the approval status for all members and the workflow will need to begin again at the start.

[View Content](#)

Reassign To:

**Comments:**

This looks good. I approve.

Review Content page

- View Content** Click to open the Content Transfer page from which you can directly access the content for review.

<b>Approve</b>	Click to approve the content.
<b>Deny</b>	Click to deny the content. This resets the approval status for all members of the approval list and the workflow starts again from the beginning.
<b>Reassign</b>	Click to reassign the approval to another user. Enter the user ID in the Reassign To field.
	<hr/> <b>Note.</b> You cannot reassign to a user who is on the original multi-level approval list. It has to be another user who has the security access to the folder. <hr/>
<b>Comments</b>	Enter any comments in this text box. The comments display on the View Comments page and are forwarded to the rest of the notification group.

---

## Assembling Reports

Once you have created report templates, generated and approved content, you can assemble your financial reports using the Report Assembler tool. This section discusses how to assemble reports.

### Pages Used to Assemble Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Report Assembler	EPICP_INST_DEFN	Investor Portal, Report Assembler	Assemble reports from already created content.
View Section	EPICP_INST_TEXT	Click the Section link on the Report Assembler page.	Depending on the source for which you select Section, either attach a file, enter text, or view a section of predefined content.
View Report	EPICP_INST_REPORT	Click the Preview button on the Report Assembler page.	View the entire report.

### Assembling Reports

Access the Report Assembler page.

## Report Assembler

**Template ID:** 10QREPORT      **Report ID:** ZZZZ

**\*Description:**

Report Details					
Seq #	Template Contents	Source	Content ID	Status	View
1	INTRODUCTION	Content Management	<input type="text" value="1504"/>	Approved	<a href="#">Section</a>
2	FINANCIAL STATEMENTS	User Input	<input type="text"/>		<a href="#">Section</a>
3	INCOME STATEMENT	Content Management	<input type="text"/>		<a href="#">Section</a>
4	BALANCE SHEETS	Content Management	<input type="text"/>		<a href="#">Section</a>
5	CASH FLOW STATEMENTS	Content Management	<input type="text"/>		<a href="#">Section</a>
6	EQUITY STATEMENTS	Content Management	<input type="text"/>		<a href="#">Section</a>
7	NOTES TO STATEMENTS	Content Management	<input type="text"/>		<a href="#">Section</a>
8	MANAGEMENT DISCUSSIO	User Input	<input type="text"/>		<a href="#">Section</a>
9	ANALYSIS OF RESULTS	Content Management	<input type="text" value="1506"/>	Approved	<a href="#">Section</a>
10	DISCLOSURE OF RISK	Content Management	<input type="text" value="1506"/>	Approved	<a href="#">Section</a>

Report Assembler page

Enter the template ID to use and an ID for the report. Then enter a description.

**Note.** Unapproved content can be included and saved in the report. However it cannot be viewed in the report preview. The section with the unapproved content displays with a message that the content is not approved. In addition, a report cannot be posted until all the content has been approved.

**Content ID**      Select the content ID for any *Content Management* source. The content available is based on the content folder ID entered on the report template.

**Section**      Click to open the View Section page.

For a source of *Content Management*, you can preview the section of content.

For a source of *User Input*, you can enter the text in the text box provided. Use the Spell Check button to check the spelling of the text you enter.

For a source of *Text/HTML File*, you can click the Import Text/HTML File button to browse for a text or HTML file you want to use.

**Note.** The system only supports file types of HTML or text for use as a source.

- Preview** Click to open the View Report page on which you can preview the entire report. Click Return to return to the Report Assembler page. You can only preview content that has been approved.
- Post Report** Click to post the report. You must Save the report before you can post it. Posting a report generates an HTML version of the content and stores this content in the content folder you configured for you assembled reports.
- See [Chapter 3, "Configuring and Managing Investor Portal Content," Configuring the Location for Assembled Reports, page 12.](#)

The page updates to display the following fields:

- File Report** This button displays but is not active. The report must be approved before it can be filed.
- Content ID** System-generated content ID for the report you have created.
- Edit Multi-Level Approval List** Link that opens the Multi Level Approval List page on which you can set up the approval list for this report. Once you have set up the approval list save the page. You can also use this page to review the approval status of the report.
- Once you have saved the page, the report will have an approval status of *New*. It can now be picked up by the Multi-Level Approval process.

See [Chapter 3, "Configuring and Managing Investor Portal Content," Setting Up and Managing Multi-Level Approval, page 14.](#)

### ***Sending Assembled Reports for Approval***

Once you have set up and saved the multi-level approval list, the Multi-Level Approval process picks up the report on the next run. The approval status of the report is set to *Pending*, and the system schedules the approval process with emails and notifications.

### ***Filing a Report***

Once all approvals have been received for the report, you can file the report by accessing the Report Assembler page.

The File Report button is now active. The system files the report in the content folder specified as part of system setup.

---

## **Sending Content**

You can send files containing content as an email attachment using the Send Content tool.

## Page Used to Send Content

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Send Content	EPICP_COMM_WIZ	Investor Portal, Send Content	Send files as email attachments with details on publication dates and times.

## Using the Send Content Tool

Access the Send Content page.

### Send Content

**Content ID:** 1040      Portal ROI, Whitepaper

**Publish Date:**        **Publish Time:**

**\*Folder:**  Please specify temporary folder to download the content

**\*E-Mail To:**  Please separate E-mail IDs by commas

**CC:**

**BCC:**

Attached is the ROI White Paper you requested 

Send Content page

**Content ID**      Select the content you want to send as an email attachment. You can only send text and HTML files as content.

**Publish Date and Publish Time**      Enter the time and date at which you want the content published.

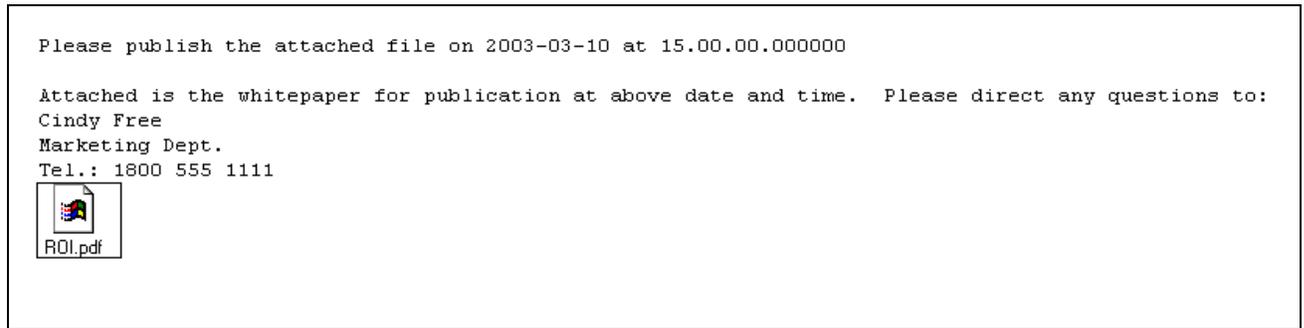
**Folder**      Specify a temporary folder for downloading the content.

**Email To** Enter the email address for the recipients of this email. Separate multiple addresses by commas.

Use the text box to type in any text you want to accompany the email. Click Send to send the email and attachment.

You can save the emails you create.

The following screenshot shows an example of the email generated using the Send Content feature.



Send Content email.

### ***Using Send Content to Transmit an Assembled Report***

You can use the Send Content tool to send an assembled report to outside organizations for publication. The report and all the sections in the report that require approval, must be approved before you send it.

When you post the report on the Report Assembler page, the system automatically generates the HTML for the report and saves it to the location you configured for assembled reports. This content can then be sent for approval. Once it has been approved, you can select it on the Sent Content page for transmitting.

Alternatively, you can select the contents of the assembled report and paste them into a new file in another tool such as Word and save. This enables you to apply formatting to the contents and save in formats such as HTML or PDF. You can then add this file as new content to the appropriate content folder using the *File Attachment* option and attaching this file.

# Index

## A

- additional resources vi
- approvals
  - multi-level 15
  - multi-level scheduling 17
- assembled reports
  - location, configuring 12
  - sending 24

## B

- business processes, overview 3

## C

- content
  - notification list 13
  - sending 22
- content folders 7
  - configuring 8
  - Disclosures & Communications 8
  - IDs, finding 8
  - multi-level approval, enabling 12
  - Policies & Procedures 7
  - SEC filings 8
  - structure, creating 12
- content management, overview 7
- Customer Connection vi

## D

- Disclosures & Communications 8
- documentation
  - additional resources vi
  - Hardware and Software Requirements vi
  - Installation Guides vi
  - PeopleBook updates vi
  - related v
  - structure v

## E

- Edit Shortcut page 9
- Enterprise Scorecard 2
- EPICP\_WF\_APR process 17
- EPM Portal Pack 1
- EPM Portal Pack, pagelets 5

## F

- financial reports
  - 10K overview 13
  - assembling 20
  - templates, creating 13

## H

- Hardware and Software Requirements vi

## I

- implementation sequence 3
- Installation Guides vi
- Internal Investor Portal, overview 2
- Investor Insights & Tools
  - pagelet 6, 8
  - shortcut collection, configuring 8
- Investor Portal
  - business processes 3
  - implementation 3
  - Internal Investor Portal, overview 2
  - overview 1
  - pagelets 5
  - pagelets, viewing data 6
  - portal pack 2
- Investor Portal, components 1

## M

- Maintain Collection page 9
- multi-level approval
  - content folders, enabling 12
  - notification lists 13
  - overview 15
  - process (EPICP\_WF\_APR) 17
  - reassign approval 20
  - Review Content page 19
  - View Comments page 19
- Multi-Level Approval List page 16
- My Approval List page 18

## N

- notification lists, content 13

## O

- overview
  - business processes 3
  - content management 7
  - financial report process 13
  - Internal Investor Portal 2

multi-level approval 15

## P

pagelets

- EPM Portal Pack 5
- Investor Insights & Tools 6, 8
- Investor Portal 5
- overview 5
- viewing data 6

PeopleBooks

- related v
- structure v
- updates vi

Policies & Procedures 7

portal pack

- EPM 1
- Investor Portal 2

## R

reassign approval 20

related PeopleBooks v

release roadmap vi

Report Assembler page 20

Report Assembler tool 20

- filing reports 22
- posting reports 22
- reports, sending 24
- sending for approval 22

reports

- assembled, configuring 12
- assembling 20
- filing 22
- financial, overview 13
- posting 22
- sending for approval 22
- templates, creating 13

Report Template page 13

Review Content page 19

## S

Schedule Multi-Level Approval page 17

SEC filings

- content folder 8
- reports, assembling 20
- reports, overview 13
- templates, creating 13

Send Content

- page 23
- tool 22

shortcut collection, configuring 8, 9

Shortcut Collections search page 9

structure, PeopleBook v

support policy vi

## T

templates, creating 13

## V

View Comments page 19