

New Format for PeopleSoft Locations

There are two main panels on the requisition screens in which you can view locations.

1. Header Defaults panel

PeopleSoft. Home Worklist MultiCha

Header Defaults

Unit: SLCMP Req ID: 2006101106

Default Options
 Default Override

Item Defaults
Vendor: 0000003699 Location: MAIN BKM TOTAL OFC OF CA
[Vendor Lookup](#)
Ship To: 070_108 Warehouse Receiving Dept_State
Due Date: 06/27/2007 Category: 42000 UOM: EA
Distribute by: SpeedChart:

Distributions
Customize | Find | View All | First 1 of 1

Dist	Percent	GL Unit	Account	Oper Unit	Fund Code	Dept	Program	Class	Budget Date	Project	Location
1		SLCMP			SL001	121200			05/08/2007		035_204

OK Cancel Refresh

2. Distribution Information panel

PeopleSoft.

Distribution Information

Req ID: 2006101106 Line: 1 Sched: 1 TS31408
[Chair-Jenny Lounge](#) ✕

Ship To: 070_108 Warehouse Open Qty: 2.0000
Distribute by: SpeedChart: [Multi-SpeedCharts](#)

Distributions
Details More Details Asset Information

Sel	Dist	Status	Location	Req Qty	Amount	Percent	GL Unit	Account	Operating Unit	Fund
<input checked="" type="checkbox"/>	1	Open	035_204	2.0000	1,248.76	100.0000	SLCMP	660800		SL001

Req Qty: 2.0000 EA Amount: 1,248.76 USD

[Exchange Rate Detail](#)

OK Cancel Refresh

Due to the implementation of the PeopleSoft Asset Management module, it has been determined the location code should conform to the format used by Facilities. This ten-digit code represents the building number, main or out building, room number and supplemental room number. If no letter or number is used, a zero is used as a place holder.

In the example below, what was previously listed as 070_108 (Building 70, Room 108) will now be shown as: 0700010800 and 035_204 will now be: 0350020400.

The screenshot shows the PeopleSoft interface. Under 'Header Defaults', 'Unit' is SLCMP and 'Req ID' is NEXT. Under 'Item Defaults', 'Vendor' is 0000000655 and 'Location' is MAIN. The 'Ship To' field is highlighted with a red box and contains '0700010800'. Below this, a table is displayed with the following data:

Dist	Percent	GL Unit	Account	Fund Code	Dept	Program	Class	Budget Date	Project	Location
1		SLCMP	660003	SL001	121200			05/10/2007		0350020400

The table below shows examples of old locations, new locations and how the ten-digit code is determined:

Old Location Code:	New Location Code:	Building #	0 = Main Bldg; A = Out Bldg.	Room #	Supplemental Room #
070_108	0700010800	070	0	0108	00
035_204	0350020400	035	0	0204	00
001_131B	001001310B	001	0	0131	0B
001_126A	001001260A	001	0	0126	0A

A spreadsheet with the conversion information for all locations on campus can be found on the AFD Finance Customer Connection web page: http://www.afd.calpoly.edu/customer_connection/departact.htm. The document is under the Budget & Analytic Business Services section.