PeopleSoft Newsletter

PeopleSoft Upgrade Oct.13th-15th

Beginning Friday, October 13th at 3:00 p.m., the PeopleSoft Finance system will be unavailable while the technical team performs an application upgrade. The system will be unavailable until Sunday afternoon on or before 3:00 p.m. This upgrade is bringing our version of the system up to release 9.2.22. While there are many bug fixes, there are no major changes to the way end users will use the system. New features and enhancements will be evaluated at a later date.

This upgrade is also an important pre-requisite to implementing the Travel & Expense module – which is planned for a pilot phase in November of this year and a system-wide phased rollout the first half of next year. Look for additional information regarding this implementation in the next newsletter.

Printing Purchase Orders

The Print Purchase Order process allows Requesters to obtain a copy of a purchase order in Adobe PDF format if a filed copy is needed.

To print a purchase order use the navigation:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

Printing a PO requires a Run Control ID and it should only be created one time. Your request parameters and settings will be saved and the existing Run Control ID can be retrieved whenever a printed copy of a PO is needed.

It is important to remember this is an unauthorized copy of a PO and is for file use only. For more detailed instructions, a Print PO User Guide can be found on the Purchasing Resource page.

Missed a Quarterly Training

The Controller's Office just finished up their quarterly training webinars. If you were not able to attend, listen to the recorded webinar anytime at your convenience. The link for playback is available on the PeopleSoft Resource page.

Don't forget!

Live Webinar

On **October 18th** at **9am**, the Purchasing Department will host an online webinar session to provide information and tips on new processes, policies and features as it relates to purchasing in PeopleSoft.

Click here to register.

Out of Office Reminder

Do not forget to select an alternate user to review and approve transactions while out of the office using the **My System Profile** page in PeopleSoft.

Previous Newsletter Issues
Click here to access. previous issues of the PeopleSoft newsletter.

Questions or comments? Use the **Contact Us** page to determine where to send your questions or comments.