



# PeopleSoft Newsletter

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## Information for New PeopleSoft Users

The [New User Information](#) page on the PeopleSoft website provides users with an overview of some of the resources available to assist with tasks for which they are responsible. New users in your department should access this page first to get started.

## Cash/Travel Advance Training - January 12th

The topic for this month's General Accounting and AP Hot Topic is cash and travel advances. Go to the [PeopleSoft Training schedule](#) to register for this training session hosted by the Controller's office. The webinar is scheduled for **January 12th at 9am**.

## AP Upload Training - January 19th

A webinar is scheduled for **January 19th at 9am** to provide training for the AP Upload process. AP Upload can be used if you have 10 or more payments in a specific category. During this session employees from the Controller's Office will review:

- Specific Categories
- Spreadsheet Templates
- New AP Upload Approval form
- Important Tips

Use the [PeopleSoft Training schedule](#) to register for the AP Upload training session.

## Query and Advanced Finance Intranet Available

Queries and the Finance Intranet are tools available to all users to extract information from PeopleSoft. Use the [PeopleSoft Training schedule](#) to review the prerequisites, if applicable, and register for these in-person sessions.

### Classroom Training: Requisition and Receiving

**January 10th** at 1600 Hampton Street, Professional Development Training Room, 1st Floor at 9am

Click [here](#) to register.

### Live Webinar: Purchasing Highlights

The Purchasing Department is hosting this webinar at 9am on **January 18th**.

Click [here](#) to register.

### Previous Newsletter Issues

Click [here](#) to access previous issues of the PeopleSoft newsletter.