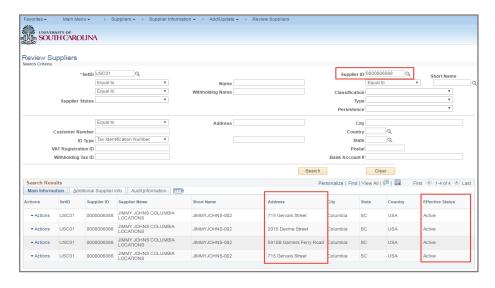# PeopleSoft Newsletter

New Departmental Approvers

If your department has experienced organizational changes that impact the approval processes in PeopleSoft, please use the PeopleSoft Access form on the Contact Us page to request the appropriate updates. Incorrect approvers can slow down the processing of transactions. The instructions to complete the form as well as the fax number are located on the form.

New Navigation for Supplier Inquiry

Effective immediately the navigation to review supplier information has changed to:

Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

Click here to read more about this change.

Have You Missed a Live Webinar?

All PeopleSoft related live webinars are recorded and the link for playback is made available within 24 hours on the PeopleSoft Resources website page. Listen to the recorded webinar anytime at your convenience.

Live Webinar:
AP Upload

January 19th at 9am hosted by the Controller's Office.

Click here to register.

Classroom Training:
Depositor

The Bursar's Office is conducting training for departmental depositors on **January 27th** at 9am.

Click here to register.

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.