

PeopleSoft Finance/Supply Chain Upgrade Memorial Day Weekend Update April 24, 2015

As we continue the countdown to the Finance/Supply Chain 9.2 upgrade weekend, you will be receiving email updates regarding new features, important dates and deadlines, and other pertinent information.

Changes to the Dates for Information sessions

In order to avoid a conflict with Staff Recognition activities on the Missouri S&T campus, we have made changes to the dates for Information Sessions on the Columbia and S&T campuses. The new dates are:

Missouri S&T	May 18 th	Butler Carlton Hall Room 120
Columbia/System	May 20 th	Jesse Wrench Auditorium, Memorial Union

As stated last week, the scheduled times and number of sessions are still being determined and will be communicated in the next few weeks.

New features in the Travel & Expenses and Accounts Receivable/Billing module.

This week's we are highlighting new features in the Travel & Expenses and Accounts Receivable/Billing module.

Travel & Expenses

Travel & Expenses (T&E) pages will have a different look in version 9.2 but there are no major changes to the business process of completing a Travel Authorization, Cash Advance or Expense Report. Attachments are handled differently and certain methods of adding expenses have changed, but all changes should be beneficial to the users of the module.

- Look and Feel – There are changes to the look of pages within T&E in version 9.2. Information, such as accounting or expense details, that is currently available to view through hyperlinks or additional pages, will be displayed on the page, but can be hidden using an expand/collapse arrow.
- Attachments – Receipts and attachments can be added to the transaction by clicking the attachment link on the page. No more scanning documents and emailing to the document imaging system. The attachments can be retrieved and viewed from the page by approvers as the document proceeds through workflow.
- Hotel wizard no longer required – When T&E was implemented, a modification was done to require the use of the Hotel Wizard to itemize a hotel bill. This was done to assist the users in learning how the new system worked and to ensure all detail was included on the expense report. Now that employees are more comfortable using T&E and

understand the detail required, they will be allowed to select the itemized expense types for hotel expenses and enter them manually. The Hotel Wizard will no longer be required but will still be available if the users prefer that method.

9.2 Training materials and Quick Reference Guides for the traveler will be available on the [training web site](#) as they are completed.

Accounts Receivable/Billing

A new feature in Accounts Receivable/Billing is the ability to choose whether to have system-generated email invoices sent to customers, or continue to have the invoice printed and mailed as we have done in the past. How the invoices are sent can be set at the customer level or at the individual invoice level. This will be extremely helpful when working with foreign customers and provides a solution for workarounds that have been utilized for several years.