

PeopleSoft Finance/Supply Chain Upgrade Memorial Day Weekend Update May 18th, 2015

DEADLINE TO ENTER VOUCHERS OR REQUEST NEW VENDORS

Tuesday, May 19th, is the last day that new vendors may be requested or new vouchers entered into the system. You will have the ability to enter again when the system is available on May 26th.

CAMPUS INFORMATION SESSIONS

A reminder of the sessions scheduled for Tuesday, May 19th:

| | | | |
|-----------|----------|-----------------|------------------|
| St. Louis | May 19th | 10:00 – 11:30am | 00100 Clark Hall |
| St. Louis | May 19th | 1:00 – 2:30pm | 00100 Clark Hall |
| St. Louis | May 19th | 3:00 – 4:30pm | 00100 Clark Hall |

There is no advance registration for the sessions at the campus locations. Hospital employees have been contacted by separate email to register for a session at their locations.

TRAINING INSTANCE

A training site has been created where you can log in to see the new 9.2 instance and enter some test transactions for different scenarios. The instance requires you to log in with specific training ids, not your personal SSO id. These training IDS and the URL are located on the same Finance Support Center site as the training materials. Click [here](#) to access the training materials site and click on the **Training Access in FSTRN 9.2** link for the URL and ID information.

TRAINING MATERIALS

Training materials are available to assist you in learning how to use PeopleSoft Financials/Supply Chain 9.2. Tutorials, training guides, and quick reference guides are available on the Finance Support Center web site and also through links from the Controller site. Additional materials will be added as they become available. Click [here](#) to see what is currently available.

FINANCE SUPPORT CENTER

The Finance Support Center is available to answer any of your questions relating to the Finance function and the upgrade. They are available by email or by phone during the hours of 7:30 am – 5:00 pm Monday through Friday. Click [here](#) to find more information on contacting the support center.

*You are receiving this email based on current distribution lists for users of PeopleSoft Finance. If this email has reached you in error, please delete and accept our apologies.