PeopleSoft Newsletter

Procure to Pay Policy Changes
Starting in May, several Procure to Pay webinars have been scheduled to provide important information on policy changes. Leaders from Purchasing and General Accounting will be available to answer your questions. Use this link to access the PeopleSoft training schedule and register for the day and time that works best for you. Registration is required in order to receive the meeting invitation to attend the webinar.

Query Viewer Training Available Now
Query is an ad hoc reporting tool used to extract information from PeopleSoft. All PeopleSoft users have the Query Viewer role. The Query Viewer Training course will show you how to search for public queries, run queries, export query results into Excel, schedule queries and add queries used most often to your favorites list. This course is available for registration. Classes fill up quickly, click here to register.

New Contact Us Page on PeopleSoft Website
A new page is available to guide you to the appropriate department for answers to your questions. You will find contact emails organized by department. Use the information on this page to decide where to send your request. Always remember to provide as much information as possible to expedite the resolution of your request. Click here to access the Contact Us page.

PeopleSoft Approvers Webinar Coming Soon
If you approve transactions in PeopleSoft, a new webinar will soon be available to demonstrate a few new features and review approver responsibilities. Monitor the training schedule and sign up for these new sessions as soon as they are available.

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