PeopleSoft Newsletter

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.

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