

Updates for the February 2021 PeopleSoft Update

Journal Entry

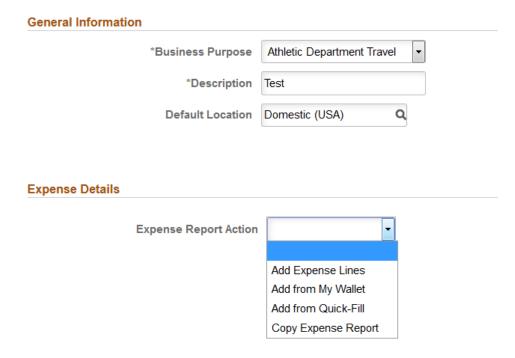
On Journal Edit a new option will be displayed for users when they edit a journal entry.



This option will notify users they can wait for the journal to edit or come back to later. We recommend that users select YES and allow the journal to edit.

Travel and Expense Entry

On the Create Expense report a tile a new Action Menu drop down menu is available:



Item	Description			
Add Expense Lines	Most Used Option. Allows a user to add expense lines to the report.			
Add from My Wallet	Allows a user to add expenses from My Wallet for users that have a AMEX Travel and Expense card.			
Add from Quick-Fill	Allows a user to add expenses from a Quick-Fill template			
Copy Expense Report	Allows a user to copy expenses from an existing report.			

Requisition Approval

A new feature on the Requisition Approval screen displays a summary of the requisition by line.



Requisition: 1000723422			Requester: dre5 Requested By: Elliott,David Entered Date: 1/21/21			Status: Pending Approval Currency: USD Requisition Total: 10.00	
Line: 1	Item Description: Test Ite	m	Quantity	1.0000	UOM: EA	Price: 10.0000	Line Total: 10.00 Line Status: Pending
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	p Line: 1 Ship To: DRE5 Address: Shipping Quantity: ention: 336/David Elliott Due Date: BioEnterprise Shipping Total: 10.00 p Via: BESTWAY Freight Terms:3 11000 Cedar Avenue 5A02 Cleveland OH 44106 United States						
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	DRE5	1.0000	100.00	10.00	CASE1	531100
Dept F		Fund	und			Class	
231240		97600				10	
Open QTY			Open Amt				
0.0000			10.0000				
GL Base Amount		Currency	rency Sequence		e	Capitalize	
10.00		USD	0		N		
	Chartfield 2						
	OPR231240						

Travel and Expense Approval

The View Notes section now shows history of all comments, including entry individuals and approvers.



Classic Menu Structure

As PeopleSoft's ongoing updates to improve the layout and mobile functionality the Classic menu has been removed. *No functionality has been removed.* Any user that still uses the menu structure can access those options using the Navigator. Select the compass in the upper right corner of the screen, then the navigator icon:

