



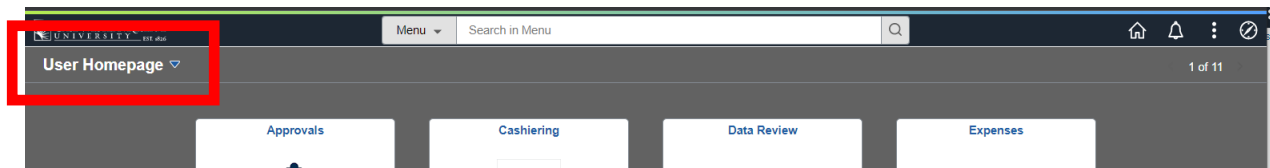
December 2022 PeopleSoft Financials Update

Notes:

- *This update will maintain PeopleSoft Financials at current levels for support and future features*
- *A new version of the Excel upload is **not** required*
- *All users should clear their web browser cache before logging into the upgraded system*

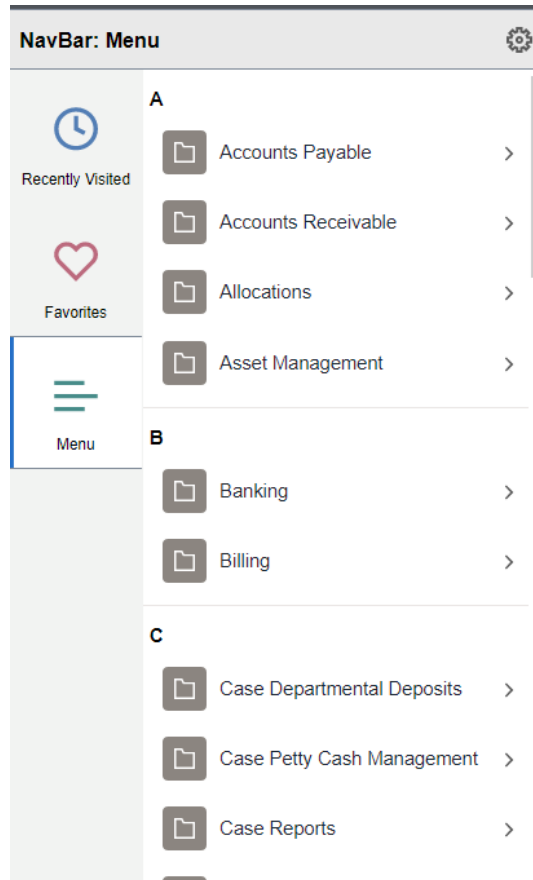
Update #1—Main Drop Down Menu

PeopleSoft Financials has relocated the Main drop down menu from the center of the screen to the left of the screen.



Update #2—Main Menu

PeopleSoft has restructured the main menu to organize all folders and program items to be in alphabetical order. The Main Menu will have a similar structure as HCM menu currently does.



New Program Icon:



New Folder Icon:



Update #3—Process Monitor Quick Access

PeopleSoft has provided a shortcut to access reports within the Process Monitor. After reports are run in Financials Reporting, they will continue to be available in the View Log/Trace section of the monitor. View Log/Trace is now available from the Actions drop down menu on the main page:

Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
CWGL0029	dre5	12/06/2022 11:06:01AM EST	Success	Posted	Details	Actions

- Update Process >
- Details
- Parameters
- Message Log
- View Log/Trace**

File List

Name	File Size (bytes)	Datetime Created
APPSRV.LOG	142	12/06/2022 11:06:31.335300AM EST
SQR_CWGL0029_6893007.log	0	12/06/2022 11:06:31.335300AM EST
cwgl0029_6893007.out	413	12/06/2022 11:06:31.335300AM EST
cwgl0029_6893007_3.PDF	6,581	12/06/2022 11:06:31.335300AM EST