Financials and Supply Change Management Image 39 Overview

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Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is a brief overview of the changes that you can expect to see as part of this upgrade.

Travel and Expenses

T&E - Delegations

The Travel and Expenses Delegations feature was released with DG4 in February. Following are some screenshots and information regarding this new functionality. The old way to Delegate work required a Security Administrator to Reassign work in the Employees Distributed User Profile. This task was time consuming and there was no acknowledgement created by the Proxy (Delegate). The new Delegations functionality is accessed from the Employee Self Service Fluid Tile at Fluid Pages > Employee Self Service > Delegations. Here are some key features of this new functionality: Self-sufficient, Quick, Proxy acknowledgement, Options for proxy to decline, Options for requester to revoke, Delegation administrator.

Navigation

Fluid Pages > Employee Self Service > Delegations

Image (Before): People Tools > Security > Distributed User Profile > User Profile –
Workflow Tab

Image (After): Fluid Pages > Employee Self Service > Delegations

QRG

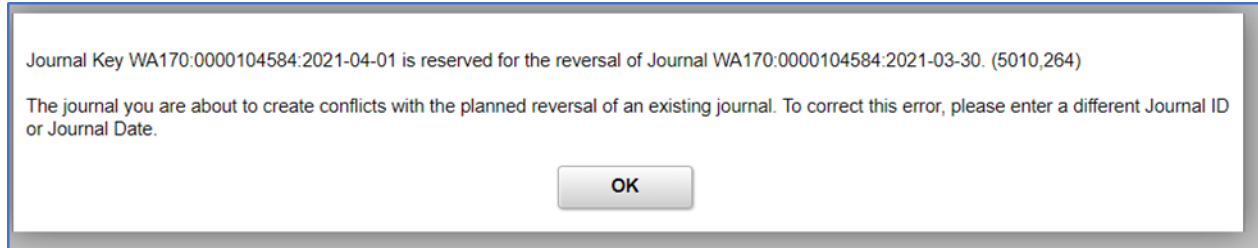All T&E Delegations QRG's

General Ledger

Reversal of Journal

There is an update to the General Ledger when processing a journal with a reversal. If the document
number on a reversal is used again it will display an error message.

Navigation

Image: Journal Error Message

Journal Key WA170:0000104584:2021-04-01 is reserved for the reversal of Journal WA170:0000104584:2021-03-30. (5010,264)

The journal you are about to create conflicts with the planned reversal of an existing journal. To correct this error, please enter a different Journal ID or Journal Date.

OK

QRG

9.2 Creating and Posting a Manual Journal Entry

9.2 Creating and Reviewing a Journal Entry Reversal

General Ledger

Mark Journal for Unposting

The General ledger has a wild card capability utilized when searching for a Journal to unpost. The wild card is the % symbol.

Navigation

Image: Wild Card Search for a Journal Number

QRG

9.2 Unposting Journals

Asset Management

Search for an Asset

Navigation

Main Menu > Asset Management> Search for an Asset

Image: ARO Field Removed

Image 39 removed the field "ARO" from view since it is not being used.

QRG

Accessibility

Create Travel Authorization

Corrected the tab order for the create travel and authorization page when in accessibility mode.

Navigation

Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Image (Before): Create Travel Authorization

Image (After): Create Travel Authorization

QRG

9.2 Creating Travel Authorizations

Washington State Board for Community and Technical Colleges