



PeopleSoft Newsletter

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Email Notifications for Match Exceptions Starting June 2

Requisition Requesters will start receiving emails on June 2 notifying them of match exceptions that require their attention. The Requester will get the initial email when the match exception process runs each night and subsequent emails will be triggered every 2 days until the exception has been resolved by the Requester. Your prompt attention to these exceptions is required to ensure timely payment processing. Click [here](#) to get more detailed information on how to resolve the top three match exceptions.

Purchasing Work Room Every Wednesday in June

Come to 1600 Hampton St., Suite 605 to get one-on-one assistance from the Purchasing department with entering requisitions, reviewing purchase orders, identifying old purchase orders to be closed and entering blanket requisitions. You must register to attend. Use the link [here](#) to access the training calendar to sign up for the date and timeframe that works best with your schedule. Bring your work so Purchasing can assist with your specific needs.

Webinar Recordings Always Available

Last month was filled with webinars providing information regarding fiscal year –end dates/deadlines and many PeopleSoft related changes taking effect in June. If you were not able to attend one of the live webinar sessions, the recorded version is available for you to listen at your convenience. All the webinar recordings are located in the **PeopleSoft Videos** section of the [Resources](#) page.

GL Account View Only on Requisitions Starting June 2

Starting June 2, when creating a requisition you will no longer be able to update the GL Account field after selecting the appropriate Category Code. Purchasing and General Accounting have worked to identify the correct account that should be used with each category code.



Live Webinar: Query Viewer

Online Query Viewer sessions have been scheduled to accommodate users who can not make it to Columbia.

Click here to [register](#) for your session of choice.

Classroom Training: Requisition and Receiving 6/7 @ UTS

Click here to [register](#) for this class. There are still seats available.

PeopleSoft Remote Access Changes

Starting July 1st an additional layer of authentication will be needed to access PeopleSoft using VPN.

Click [here](#) to read more.