PeopleSoft Financial System Changes for October 2018

Invoice Information Header Layout

The header layout of the Invoice Information tab was reconfigured to provide a more intuitive layout and to display information previously listed under the View Related drop down menu for easier processing.

**System Change:** Change to the layout.

Discount Available Checkbox

To maximize available discounts, a checkbox was added to notify AP of possible discounts for assessment. **Checking this box does not guarantee a discount will be taken. AP will evaluate the invoice to determine if the discount can be taken at the time of AP approval.**

**System Change:** Addition of a new checkbox.

New Moving Expense Category ID - NA25

To accommodate the processing of employee reimbursement and direct payment vouchers of moving expenses greater than $5000, category ID NA25 was created. This category ID can not be used with state appropriated funds.

**System Change:** Added Category ID NA25 to the available selection on the Invoice Information tab under Voucher Entry.
New Hotel Accommodations Section

To comply with federal reporting requirements, the university will now capture the hotel information for all travel reimbursement requests. This change **only** applies when students are accompanying the travel reimbursement requestor on trips two days or greater.

**System Change:** An Accommodations section was added to enter the details of hotels utilized by the students accompanying the traveler.

***If a hotel was **not** utilized, enter “None” in the required fields and enter the begin and end date of travel as the Check-in/Check-Out dates.***