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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
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
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Image: Journal Error Message

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.
9.2 Using the Asset Search Page

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
9.2 Creating Travel Authorizations