



# Financials and Supply Change Management Image 53 Overview

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# Introduction

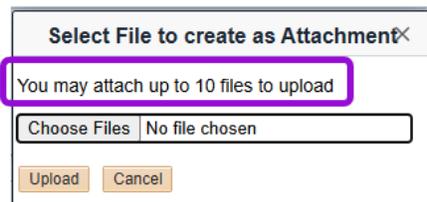
The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each 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 an overview of the changes that you can expect to see as part of this upgrade.

## Purchasing

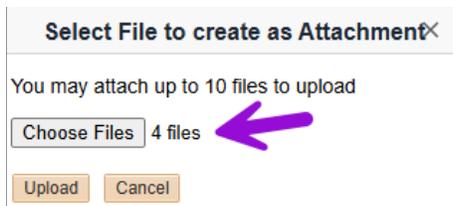
### Multiple Attachments

Header and Line Comments and Attachments now allows up to 10 attachments at one time.

#### Image: Sample Screenshot of Multiple Attachments



#### Image: Sample Screenshot Showing Multiple Files are Ready to be Uploaded



## Image: PO Header Comments Page Showing Multiple Attachments

**PO Header Comments**

Business Unit WA160      PO ID [REDACTED]      Supplier [REDACTED]

---

Retrieve Active Comments Only     

\*Sort Method       \*Sort Sequence      

**Comments** Find | View All      First 9 of 9 Last

Use Standard Comments      Comment Status Active     

Send to Supplier       Show at Receipt  
 Show at Voucher       Approval Justification

**Attachments**

Attached File	User/Date Time	View	Send to Supplier
1 [REDACTED].xlsx	CTC_KTWOGOOD2025-09-22-13.10.26.032	<input type="button" value="View"/>	<input type="checkbox"/>
2 [REDACTED].xlsx	CTC_KTWOGOOD2025-09-22-13.10.26.032-1	<input type="button" value="View"/>	<input type="checkbox"/>
3 [REDACTED].docx	CTC_KTWOGOOD2025-09-22-13.10.26.032-2	<input type="button" value="View"/>	<input type="checkbox"/>
4 [REDACTED] PO.docx	CTC_KTWOGOOD2025-09-22-13.10.26.032-3	<input type="button" value="View"/>	<input type="checkbox"/>

## QRG

[Splitting and Updating Transaction Lines](#)

## Purchase Order Dispatch Email

Currently email comes from a generic system generated email.

Peoplesoft + fsprd@sbctc.edu

New feature allows 2 new things to happen:

1. Copy of email will be automatically sent to Buyer AND this can be opted out of in the Buyer Setup (college controlled)

## Navigation

Set Up Financials/Supply Chain > Product Related > Procurement Options > Buyer Setup

## Image: Buyer Setup Page Showing Opt Out Option Checkbox

**Buyer Setup**

Buyer Setup | Dashboard

**Buyer Setup**

Buyer: [Redacted] Department: Emily Gerding \*Status: Active

Department SetID: WA000 Q Department: [Redacted] Q

ShipTo SetID: WA000 Q Ship To: [Redacted] Q

Location Set ID: WA000 Q Location: [Redacted] Q

PO Origin SetID: WACTC Q Origin: ONL Q

Phone: [Redacted]

Fax: [Redacted]

**Default PO Status**

Open

Pending Approval/Approved

Opt out from PO dispatch Email  
fin\_ers\_1@qctclink.local

PO Dispatch Signature Location: [Redacted]

- The email that shows when dispatched, the “FROM” email, can now be set to be the system default (as it is now and will remain the default), the Buyer’s email, or a BU specified generic email. Each college can choose to select to change from the system default to either the Buyer’s Email or a BU specified generic email. A ticket will be required to request ERP Customer Support make the configuration change.

## Image: System Default When Opt Out from PO Dispatch Email

peoplesoft+ [Redacted]@sbctc.edu  
Wed, 17 Sep 2025 11:25:58 -0700 (PDT)  
Dispatched Purchase Order

To: [Redacted] Supplier Email Address

Attachments: WA160\_0000005913\_0.pdf

YAKIMA VALLEY COLLEGE PO 0000005913 has been dispatched. Please open the file and print for your record.

## Image: Buyer’s Email When You Choose to Receive PO Dispatch Email

This is a test email account

fin\_ers\_1@qctclink.local Buyer's Email from system  
Wed, 17 Sep 2025 13:35:44 -0700 (PDT)  
Dispatched Purchase Order

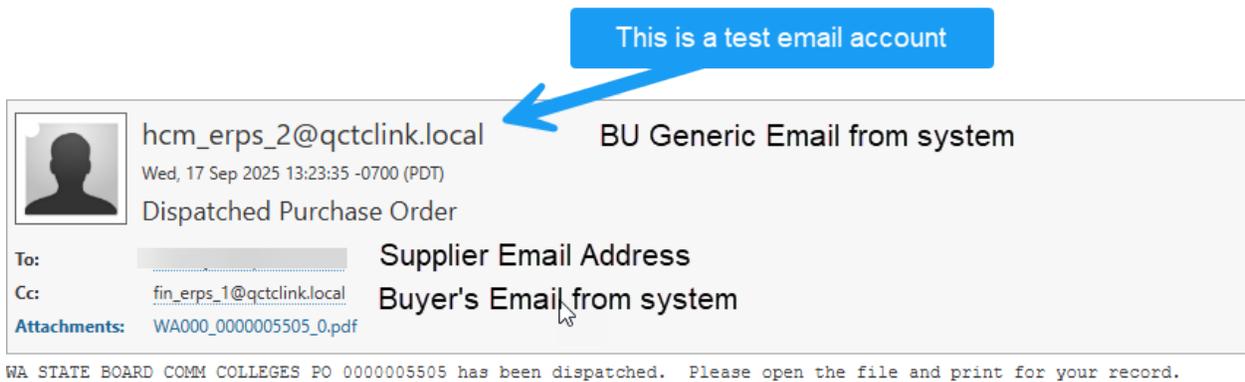
To: [Redacted] Supplier Email Address

Cc: fin\_ers\_1@qctclink.local Buyer's Email from system

Attachments: WA000\_0000005504\_0.pdf

WA STATE BOARD COMM COLLEGES PO 0000005504 has been dispatched. Please open the file and print for your record.

## Image: Email When You Choose to Receive a Generic Email



Example would be: [Purchasing@sbctc.edu](mailto:Purchasing@sbctc.edu). Just needs to be an existing email account.

This is a configurable change that will be done by Purchasing ERP Customer Support upon request via ticket.

## Image: Define Dispatch Options

The configuration for the Buyer's Email or BU specified option is done in Define Dispatch Options (not available to the college users).

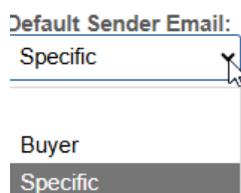
The 'Define Dispatch Options' window includes the following settings:

- Print Image on Purchase Order
- PO Dispatch Image Location:
- Print Signature on PO
- PO Dispatch Signature Location:
- Template ID:
- Default Sender Email:  (dropdown menu)
- Email ID:

Buttons: OK, Cancel

## Image: Default Sender Email Dropdown

Default Sender Email drop down choice by Business Unit. Request will need to be approved by appropriate college leadership.



## QRG

[Batch Dispatch Purchase Orders](#)

## Auto Sourcing Requisition

For those that use this tool for auto sourcing requisitions to purchase orders, due to an issue with additional processing options, those options will no longer be available. We found that when selecting additional processing options such as run budget check, that the entire processes errors and results in locked requisitions and purchase orders.

This change will **REQUIRE** a new run control to be created when using this process.

No other changes to the QRG or process.

## Navigation

Menu > Purchasing > Purchase Orders > Stage/Source Requests > PO Auto Sourcing

## Image: Before Screenshot of the PO Auto Sourcing Page Showing Additional Processing Options are Available

**PO Auto Sourcing**

Objectives **Options** Results

Run Control ID  Report Manager Process Monitor

Expand All Collapse All  
Requisition Selection Criteria

Item ID Required

Business Unit  Origin

Requisition ID  To Business Unit

Requisition Name  To Requisition ID

Supplier SetID  Supplier

Contract SetID  Contract

SetID  Category

Requester  Priority

Buyer

**Date Selection**

\*Option  Operand

Number of Days  Date

**Purchase Order Options**

\*Consolidation Method  Origin

Purchase Order Date

Purchase Order Reference

Pre-Approve Supplier  
 Build POs as Approved  
 Calculate PO Line Numbers  
 Hold From Further Processing  
 Allow Dispatch When Appr

**Flexible Sourcing Controls**

Lead Time Factor %

Ship to Priority Factor %

Price Factor %

Supplier Priority Factor %

**Additional Processing Options**

Run Budget Check  
 Run Document Tolerance  
 Run PO Dispatch

**No longer available**

## QRG

[Sourcing Requisitions](#), [Auto Sourcing Requisitions](#)

## New Feature - Requisition Approver View Comments and Attachments

Approvers are now able to view comments and attachments when approving a requisition.

### Navigation

Fluid > Approvals Tile

### Image: Requisition Fluid Approval Page

Select a Requisition that is to be approved. Under More Information is the Header Comments and attachments link. Select link to view comments and attachments in the header of the Requisition.

**Requisition**

5 line(s) are pending your approval

[Approve](#) [Deny](#) [More](#)

**Summary**

Business Unit [Redacted] Requisition ID [Redacted]  
Routed Date September 4, 2025 Requisition Date September 3, 2025  
Requester [Redacted] Entered by [Redacted]  
Budget Header Status Provisionally Valid  
[Edit Requisition](#)

▼ **More Information**

- Header comments and attachments >
- View Printable Version >

▼ **Lines**

### Image: Requisition Attachments

The text heading of the comment states comment 1 even though it is an attachment.

**Requisition Header Comments and Attachments**

Business Unit [Redacted]  
Requisition ID [Redacted] 311

**Header Details**

▼ **Comment 1**

Sequence	Attached File
1	[Redacted]_Renewal_Signed.pdf

## Image: Requisition Approval Page

To view line comments and attachments, select line to be reviewed and then select Line comments and attachments link.

**Approval Line Detail**

USD 7/1/2025 - 6/30/2026

**Line Details**

Business Unit		Requisition ID	11
Line	1	Item ID	
Supplier	001	Quantity	1 EA
Price	USD	Ship To	001
Category			

**Shipping Information**

Schedule	Ship To	Quantity	Price	Amount	Attention	Due Date
1	001	1 EA	USD	USD		2026-06-30

**More Information**

Line comments and attachments >

[Back To Header](#)

## Image: Requisition Comments

The text heading of the comment states comment 1.

**Requisition Line Comments and Attachments** X

Business Unit

Requisition ID 11

---

Line 1

Item Description 7/1/2025 - 6/30/2026

Comment 1

Test comment 1

## QRG

[Process Requisition Approvals](#)

## New Feature - Purchase Order Approver View Comments and Attachments

Approvers are now able to view comments and attachments when approving a purchase order.

### Navigation

Fluid > Approvals Tile

Select a Purchase Order that is to be approved. Under More Information is the Header Comments and attachments link. Select link to view comments and attachments in the header of the Purchase Order.

## Image: Purchase Order Fluid Approval Page

Select a Purchase Order that is to be approved. Under More Information is the Header Comments and attachments link. Select link to view comments and attachments in the header of the Purchase Order.

**Purchase Order**

FedEx Freight Inc  
USD

1 line(s) are pending your approval

**Summary**

Supplier: FedEx Freight Inc	PO Total: [redacted]
PO Reference: [redacted]dEx	Status: Pend Appr
PO ID: [redacted]343	Business Unit: [redacted]
PO Date: 07/30/25	Routed Date: 08/13/25
Buyer: [redacted]	Budget Status: Valid

[Edit Purchase Order](#)

More Information

- [View Comments and Attachments](#)
- [View Printable Version](#)

Lines

Pending All

## Image: Purchase Order Comment

The text heading of the comment states Group box whether it is a comment or attachment.

**Purchase Order Header Comments and Attachments**

Business Unit [redacted]

PO Number [redacted]43

### Group box

Blanket PO for FedEx activities. Will upload invoices against the appropriate line as they arrive.

## Image: Purchase Order Approval Page

To view line comments and attachments, select line to be reviewed and then select Line comments and attachments link.

**Approval Line Detail**

[redacted] USD

**Line Details**

Line 1  
Item  
Quantity 1 EA  
Price [redacted] USD  
Amount [redacted] USD

Receiving Required Do Not

**Shipping Information**

Schedule	Ship To	Quantity	Price	Amount	Attention	Due Date
1	[redacted]01	1 EA	[redacted] USD	[redacted] USD		2025-09-16

More Information

- [Line Comments and Attachments](#)

[Back To Header](#)

## Image: Purchase Order Attachments

The text heading of the comment states Group box whether it is a comment or attachment.

Comments and Attachments	
Business Unit	
PO Number	506
Line 1	
Item Description	
Group box	
contract statement	
Attached File	
2026_Holiday_List.docx	

## QRG

[Process PO Approvals](#)

# Travel and Expenses

## Fluid Travel Authorization Creation Page Updates

Enhanced the Fluid Travel Authorization Creation page by adding the following: Expense Type Date Column, Expense Type Location Column, View Printable Version link added to the left side of the header, Notes link added to the left side of the header and a Gear icon added to right top of the expense details section, which is used to access the Grid settings (customize the expense details columns and sort order). The Create Cash Advance link was moved to the left side of the header.

## Navigation

Employee Self Service Fluid Home Page > Expenses > Create Travel Authorization

## Image: Fluid Travel Authorization Creation Page

Travel Authorization  
Report 0000038842 Pending

\*Description: Fall Conference  
\*Business Purpose: Professional Development  
Comments: ABC Fall Start Conference 10/22/25-10/24/25  
Billing Type: Billable  
Attachments

\*Travel From: Bellingham  
\*Travel To: Anacortes  
\*Date From: 10/22/2025  
\*Date To: 10/24/2025 Trip Duration 2 Days

Create A Cash Advance  
View Printable Version  
Notes

Details

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
10/22/2025	Hotel in State of WA	1st night	Anacortes	110.00	USD		Details
10/23/2025	Hotel in State of WA	2nd night	Anacortes	110.00	USD		Details
10/22/2025	Meal in State of WA Dinner	1st night	Anacortes	31.00	USD		Details
10/23/2025	Meal in State of WA Dinner	2nd night	Anacortes	31.00	USD		Details

Total Expenses 282.00 USD

## Image: Gear Icon, Grid Settings Menu

Grid Settings

Personalize Column and Sort Order

Use the Grid Columns section to reorder or hide columns. Use the Sort Order section to define up to three columns (either ascending or descending) to be used for sorting. Use the Grid Columns section to select columns to add to the Sort Order. Selecting a column displays the associated actions which can be performed on that column.

Grid Name: Details

Grid Columns

- Date  Hidden
- Expense Type  Hidden
- Description  Hidden
- Location  Hidden
- Amount  Hidden
- Currency  Hidden
- Accounting  Hidden
- MORE  Hidden

Sort Order

Default Sort Order is Used

Clear Selections Restore Defaults

## QRG

### [Creating Travel Authorizations](#)

## Fluid Expense Report, Transportation Mileage Favorites

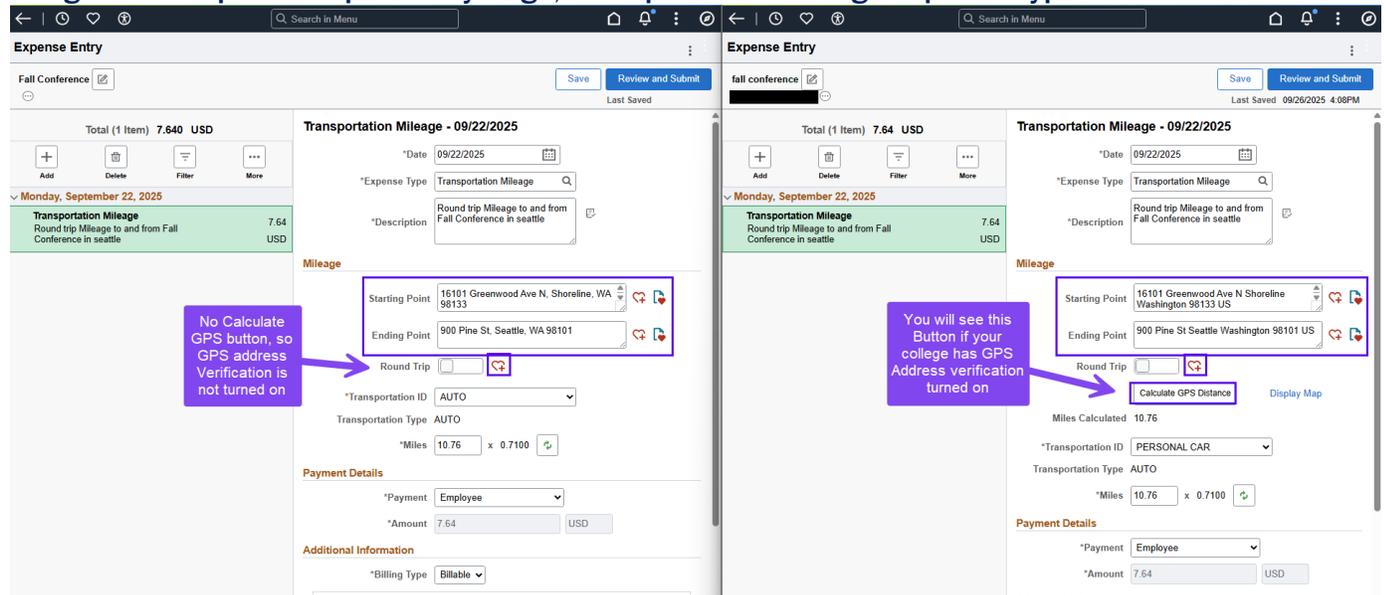
Enhanced the Fluid Expense Report Creation page by adding new Favorites functionality to the Transportation Mileage Expense Type. **Add to Favorites** and **View Favorites** buttons are now available. As part of this enhancement, Address boxes will now be displayed for all users, even if your college doesn't have GPS Address verification turned on. The Address boxes are optional to use if

your college doesn't have GPS Address verification turned on and are mandatory if it does.

## Navigation

Employee Self Service Fluid Home Page > Expenses > Create Expense Report

### Image: Fluid Expense Report Entry Page, Transportation Mileage Expense Type



## QRG

[Create Fluid Expense Report](#)

### Fluid Expense Report Approvals, Exception Comments

Enhanced the Fluid Expense Report Approval page by adding access to Exception comments when needed. If your local setup allows editing expense lines during approvals, and editing causes an exception, you can now add Exception Comments in Fluid Approvals.

## Navigation

Navbar > Approval Tile > Expense Reports

# Image: Fluid Expense Report Entry Page, Exception Comment Required

**Expense Entry**

Total (1 Item) 55.00 USD

**Automobile Rental - 06/01/2025**

**Expense Entry Errors**  
Correct the following errors prior to submission:

- Older Transaction -- Explanation required for the expense line older than 30 days.

\*Date: 06/01/2025

\*Expense Type: Automobile Rental

\*Description: Trip auto rental

**Payment Details**

\*Payment: Employee

\*Amount: 55.00 USD

**Additional Information**

\*Billing Type: Billable

Attach Receipt (Required) No Receipts >

Accounting 1 >

Receipt Split

**Exceptions**

Personal Expense

No Receipt

No Receipt Reason: >

**Exception Comments**

Older Transaction No Comments >

Receipt Missing >

# Image: Fluid Expense Report Entry Page, Exception Comment Window

**Expense Entry**

Total (1 Item) 55.00 USD

**Automobile Rental - 06/01/2025**

**Expense Entry Errors**  
Correct the following errors prior to submission:

- Older Transaction -- Explanation required for the expense line older than 30 days.

**Exception Comment**

Cancel Done

Date: 06/01/2025

Expense Type: Automobile Rental

**Older Transaction Exception**

An explanation for the expense line older than 30 days is required. Explain why.

Accounting

## QRG

### [Completing Expense Report Approvals \(Fluid\)](#)

## Fluid Expense Report Approvals, Receipt Value Functionality

Improved the Fluid Expense Report Approval Line Detail page so that the absence of a receipt is indicated correctly.

### Navigation

Navbar > Approval Tile > Expense Reports > Approval Line Detail

### Image: Fluid Expense Report Header Approval Page, Select the Expense Line

**Expense Report**

55.00 USD Approve Deny More

1 line(s) are pending your approval

**Summary**

Name [Redacted] Report ID 000096434 Submitted for Approval

Total Due Employee 55.00 USD Reference

Report Description Test Submission Date 09/12/25

Business Purpose Miscellaneous Updated on 09/29/25 - 10:05 AM

Location Tacoma [Exceptions and Risks](#)

Header Attachment N [Expense Details](#)

**Lines**

Pending All

Select	Risk/Exception	Date/Expense Type	Reimbursement Amount	Receipt Required	Receipt Attached
<input type="checkbox"/>		06/02/25 Automobile Rental Employee	55.00 USD	Y	N

Approver Comments

Approval Chain

### Image: Fluid Expense Report Approval Line Detail Page

**Approval Line Detail**

Automobile Rental

55.00 USD

**Line Detail**

Transaction Date	Payment Method	Employee	Receipt Required	No Receipt Reason
06/02/25			Y	
Expense Type	Merchant		Receipt Attached	
Description	Location			
Billing Action	Personal Expense	N		
	Receipt Verified	N		

[Exceptions and Risks](#)

**Additional Information**

View Accounting

## QRG

### [Completing Expense Report Approvals \(Fluid\)](#)

## New Feature - Fluid Expenses Workcenter

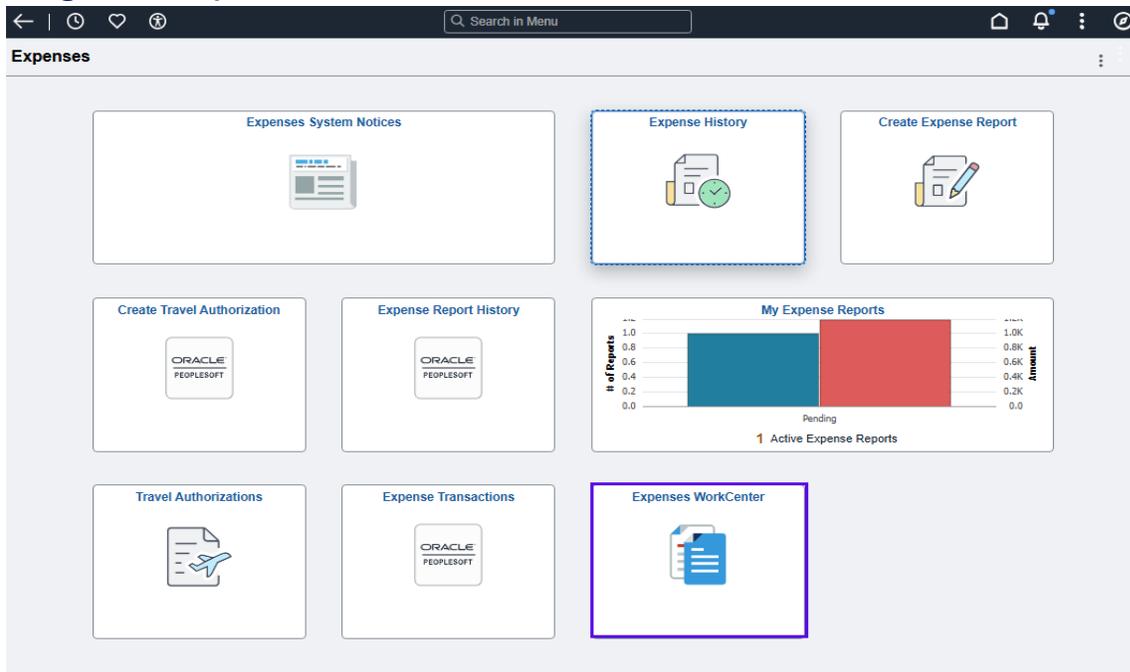
There is a new Fluid Expenses Workcenter that has all the pages from Travel and Expenses, reorganized into one Workcenter to help Travel Administrators stay organized. The Classic Expenses Workcenter has also been modified with these updates.

The Fluid Expenses Workcenter will migrate with the new image and will be located on the Fluid Expenses Homepage. If you already have a shortcut 'tile' for the Classic Expenses Workcenter on one of your homepages, you will need to manually add the Fluid Expenses Workcenter to the Fluid Expenses Homepage (or homepage of your choice).

### Navigation

Fluid Employee Self Service Home Page > Expenses > Expenses WorkCenter

### Image: Fluid Expenses WorkCenter



### QRG

[Using Expenses Workcenter](#) (to be updated)

## Project Costing

### My Projects List

The limit of 50 projects that a user can have in their My Projects list has been removed.

### Navigation

Project Management Homepage > My Projects fluid tile

### QRG

[Project Management Homepage](#)

# Customer Contracts

## New Feature - Contracts Update Wizard

There is a new wizard that allows a user to update various parts of a grant award or a customer contract en masse. Items that can be updated include Assistance Listing Number (ALN), award reporting roles, award status, billing specialist, contract administrator, post-award administrator, and principal investigator. The most common use for this may be principal investigator as shown in the example below.

### Navigation

Customer Contracts Fluid Homepage > Contract & Award Updates tile

Image: Contract & Award Updates Tile on the Customer Contracts Homepage

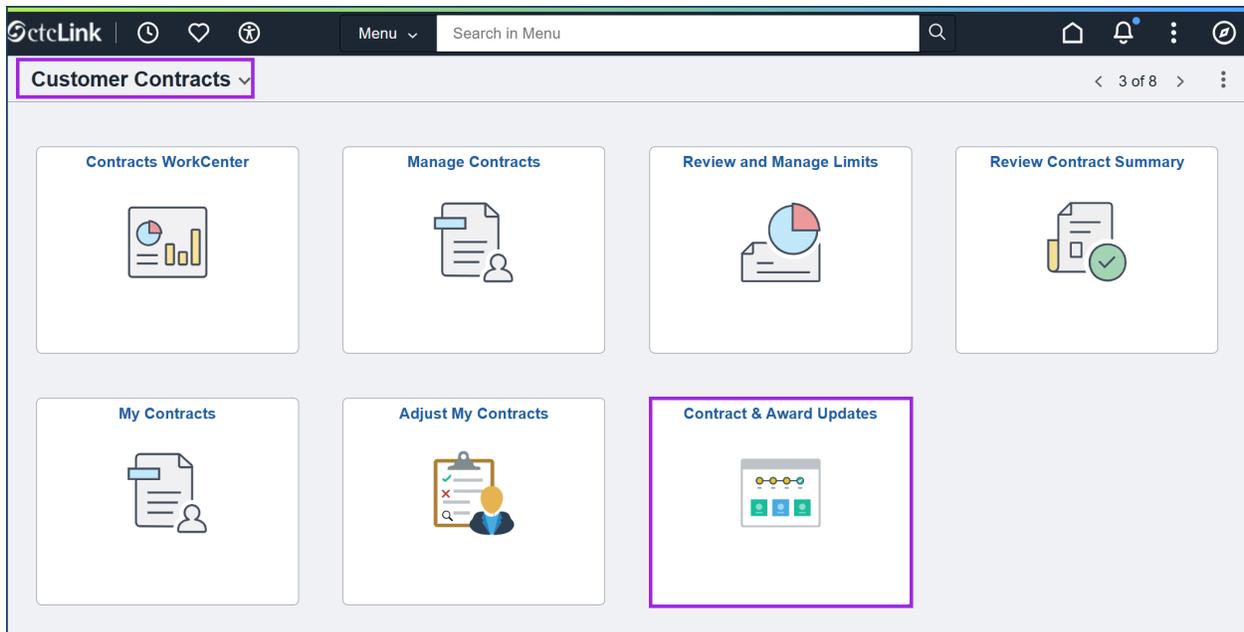
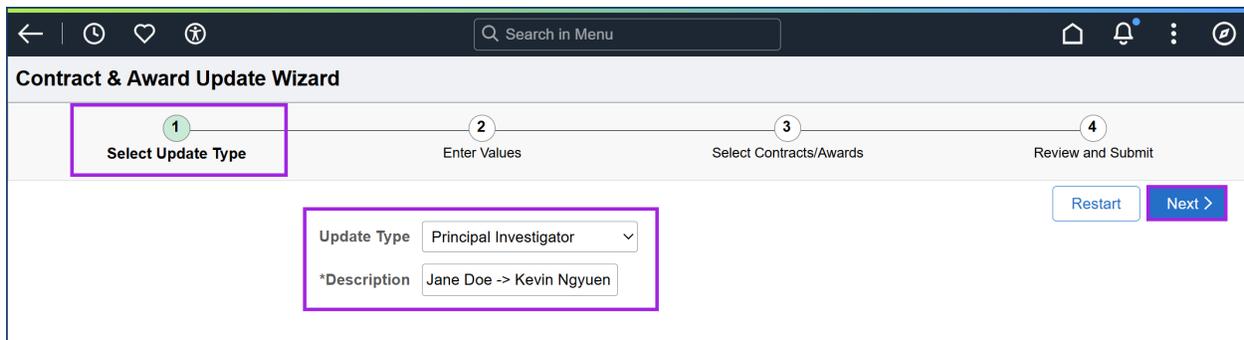


Image: Step 1 = Select Update Type



## Image: Step 2 = Enter Values

The screenshot shows the 'Contract & Award Update Wizard' interface. The progress bar at the top indicates four steps: 1. Update Type: Principal Investigator, 2. Enter Values (highlighted with a purple box), 3. Select Awards, and 4. Review and Submit. Below the progress bar, there are three buttons: 'Restart', '< Previous', and 'Next >'. The main content area is titled 'Enter Principal Investigator' and contains two input fields: '\*Business Unit' with the value 'WA000' and '\*Award PI' with the value 'Doe,Jane'. Both input fields are highlighted with a purple box.

## Image: Step 3 = Select Awards

The screenshot shows the 'Contract & Award Update Wizard' interface at Step 3: Select Awards. The progress bar at the top indicates four steps: 1. Update Type: Principal Investigator, 2. Enter Values, 3. Select Awards (highlighted with a purple box), and 4. Review and Submit. Below the progress bar, there are three buttons: 'Restart', '< Previous', and 'Next >'. The main content area is titled '> Select Awards' and shows 'Search Results' for 26 rows. A table lists the search results with columns for Award ID, Description, Award Status, Award PI, Start Date, and End Date. The first seven rows are highlighted with a purple box, and each row has a checked checkbox in the first column.

<input type="checkbox"/>	Award ID ↑↓	Description ↑↓	Award Status ↑↓	Award PI ↑↓	Start Date ↑↓	End Date ↑↓
<input checked="" type="checkbox"/>	000000000000000004069	IELCE FY24	Accepted	Doe,Jane	07/01/2023	12/31/2025
<input checked="" type="checkbox"/>	000000000000000004086	Corrections Ed FY24	Accepted	Doe,Jane	07/01/2023	07/31/2024
<input checked="" type="checkbox"/>	000000000000000004536	ABE FY25	Accepted	Doe,Jane	07/01/2024	12/31/2026
<input checked="" type="checkbox"/>	000000000000000004577	IELCE FY25	Accepted	Doe,Jane	07/01/2024	12/31/2026
<input checked="" type="checkbox"/>	000000000000000004751	Corrections Ed FY25	Accepted	Doe,Jane	07/01/2024	07/31/2025
<input checked="" type="checkbox"/>	000000000000000005044	ABE FY26	Accepted	Doe,Jane	07/01/2025	12/31/2027
<input checked="" type="checkbox"/>	000000000000000005045	IELCE FY26	Accepted	Doe,Jane	07/01/2025	12/31/2027

## Image: Step 4 = Review and Submit

**Contract & Award Update Wizard**

1 Update Type: Principal Investigator    2 Enter Values    3 Select Awards    4 **Review and Submit**

Restart    < Previous    Submit

**Awards** 7 rows

Business Unit	Award ID	Description	Award Status	Award PI	New Award PI
WA000	0000000000000004069	IELCE FY24	Accepted	Doe,Jane	Nguyen,Kevin
WA000	0000000000000004086	Corrections Ed FY24	Accepted	Doe,Jane	Nguyen,Kevin
WA000	0000000000000004536	ABE FY25	Accepted	Doe,Jane	Nguyen,Kevin
WA000	0000000000000004577	IELCE FY25	Accepted	Doe,Jane	Nguyen,Kevin
WA000	0000000000000004751	Corrections Ed FY25	Accepted	Doe,Jane	Nguyen,Kevin
WA000	0000000000000005044	ABE FY26	Accepted	Doe,Jane	Nguyen,Kevin
WA000	0000000000000005045	IELCE FY26	Accepted	Doe,Jane	Nguyen,Kevin

## Image: Confirmation that changes were made

**Contract & Award Update Wizard**

Update Type: Principal Investigator  
Description: Jane Doe -> Kevin Ngyuen

New Update

**Update Summary** 7 rows

Business Unit	Award ID	Field Name	Old Value	Old Description	New Value	New Description	Updated By	Datetime processed
WA000	0000000000000004069	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM
WA000	0000000000000004086	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM
WA000	0000000000000004536	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM
WA000	0000000000000004577	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM
WA000	0000000000000004751	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM
WA000	0000000000000005044	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM
WA000	0000000000000005045	EMPLID	[Redacted]	Doe,Jane	[Redacted]	Nguyen,Kevin	Diego Sanchez	10/01/25 4:34:43.000000PM

QRG

[Contracts Update Wizard](#)

# Grants

## Assistance Listing Number

The old federal term of Catalog of Federal Domestic Assistance (CFDA) has been updated to the new federal term of Assistance Listing Number (ALN) throughout the Grants module.

### Navigation

Grants > Proposals > Maintain Proposal

Grants > Awards > Award Profile

### Image: Current Maintain Proposal Page with CFDA

**Maintain Proposal**

Proposal ID NEXT      Version ID V101

Description       Currency USD     

Reference Award Number       Federal Award Identification Number

\*Title

Long Description  254 characters remaining

\*PI ID

\*Sponsor ID

Pre-Award Administrator

Purpose

\*Proposal Type

Confidence %

**CFDA**

**Status**

\*Proposal Status

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component       Template Proposal

NIH Modular Grant

Due By      Budget Express      Additional Information

Image: Updated Maintain Proposal Page with ALN

### Maintain Proposal

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments

Proposal ID NEXT      Version ID V101  
Description       Currency USD      [Add to My Proposals](#)  
Reference Award Number       Federal Award Identification Number

---

\*Title   
Long Description  254 characters remaining  
\*PI ID    
\*Sponsor ID    
Prime Sponsor   
Pre-Award Administrator    
Purpose    
\*Proposal Type New   
Confidence %   
**ALN**

**Status**  
\*Proposal Status Draft   
Submit Status: Not Submitted  
Generate Status: Not Generated  
 In Approval Process

Facilities & Admin Requested  
 Foreign Application/Component       Template Proposal  
 NIH Modular Grant

[Due By](#)      [Budget Express](#)      [Additional Information](#)

Image: Current Award Profile Page with CFDA

### Award Profile

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

Award ID 0000000000000005044  
Reference Award Number       Federal Award Identification Number

---

Title   
Long Description  254 characters remaining  
Award PI   [Reporting Role](#)  
Sponsor US Department of Education  
Post Award Administrator    
Purpose INSTR   
Status Accepted   
Award Type Grant   
**CFDA**    
Proposal ID 0000000000000005044  [View Proposal](#)  
Version ID V101   
Start Date 07/01/2025    
End Date 12/31/2027

## Image: Updated Award Profile Page with ALN

**Award Profile**

Award ID 00000000000000005044

Reference Award Number  Federal Award Identification Number

Title

Long Description

254 characters remaining

Award PI  [Reporting Role](#)

Sponsor US Department of Education

Prime Sponsor

Post Award Administrator

Purpose INSTR

Status Accepted

Award Type Grant

**ALN**

Proposal ID 00000000000000005044 [View Proposal](#)

Version ID V101

Start Date 07/01/2025

End Date 12/31/2027

## QRGs

[Reimbursable Grant - Creation to Activation](#)

[Reimbursable Grant with Multiple Projects - Creation to Activation](#)

[Fixed Price Grant - Creation to Activation](#)

## Billing

### Grant Billing: Billing Interface Error Details

Process Monitor log file now contains information on all errors that occur when processing a billing interface ID number from the Customer Contracts module into the Billing Module (process name: BIIF0001). The process no longer stops after finding the first error. Details are found in the log file. The screenshots below demonstrate how to find the errors in the log file.

## Navigation

PeopleTools > Process Scheduler > Process Monitor

## Image: Process List in Process Monitor

Select the Details link when the BIIF0001 process is in Warning status.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	7229202		AsInc	Application Engine	BIIF0001		09/22/2025 4:56:26PM PDT	Warning	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

## Image: Process Detail Window

On the Process Detail window, select the View Log/Trace link.

### Process Detail

[Help](#)

**Process**

Instance	7229202	Type	Application Engine
Name	BIIF0001	Description	Billing Interface
Run Status	Warning	Distribution Status	Posted

**Run**

Run Control ID	AsInc
Location	Server
Server	PSUNX
Recurrence	

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

**Date/Time**

Request Created On	09/22/2025 4:56:29PM PDT
Run Anytime After	09/22/2025 4:56:26PM PDT
Began Process At	09/22/2025 4:56:36PM PDT
Ended Process At	09/22/2025 4:56:51PM PDT

**Actions**

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

## Image: View Log/Trace Window

Select the link for the Interface Errors Log File in CSV format.

View Log/Trace ×
Help

**Report**

Report ID	6615528	Process Instance	7229202	<a href="#">Message Log</a>
Name	BIIF0001	Process Type	Application Engine	
Run Status	Warning			

Billing Interface

**Distribution Details**

Distribution Node	local	Expiration Date	10/22/2025
-------------------	-------	-----------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_BIIF0001_7229202.log</a>	437	09/22/2025 4:56:51.618923PM PDT
<a href="#">Interface_Errors_Log_File_7229202.csv</a>	259	09/22/2025 4:56:51.618923PM PDT

**Distribute To**

Distribution ID Type	Distribution ID
User	[REDACTED]

## Image: Spreadsheet Displaying Interface Error Details

View the error details in the spreadsheet.

	A	B	C	D	E
1	Interface Errors				
2	Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Message
3	18827	1	Accounting Entry	0	Invalid Business Unit
4	18827	1	Accounting Entry	0	Invalid Account
5	18827	1	Chargeable Line	0	Error in PS_INTFC_BI_AEDS row
6					
7					

As in the past, interface errors can be corrected by navigating to Billing > Interface Transactions > Correct Interface Errors using the following QRG.

## QRG

### [Correcting Interface Errors](#)

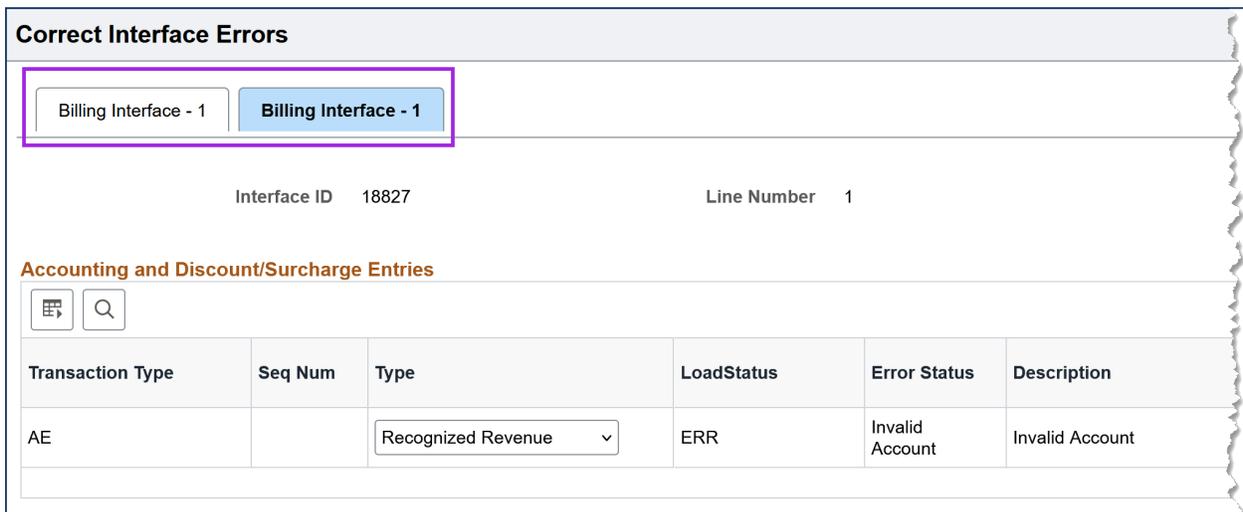
## Grant Billing: Updated Tab Name in Correcting Interface Errors

Both tabs on the Correct Interface Errors page used to be labeled **Billing Interface - 1**. The tabs now have distinct labels better describing the components of each tab: **Bill Interface Info** and **Bill Interface - Acc Entry**.

### Navigation

Billing > Interface Transactions > Correct Interface Errors

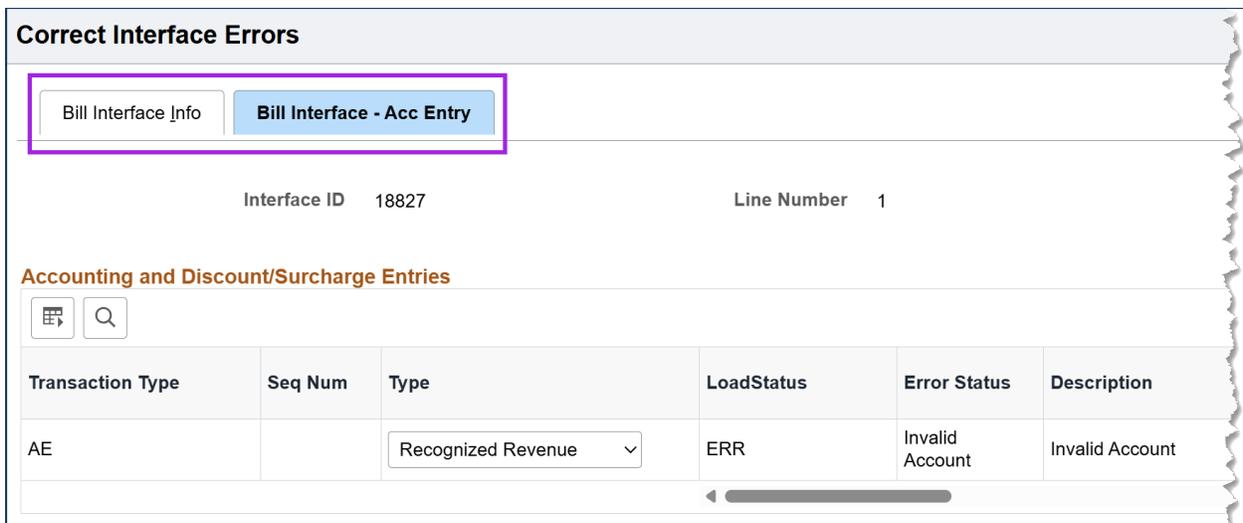
### Image: Old Correct Interface Errors Tab Name



The screenshot shows the 'Correct Interface Errors' page with two tabs, both labeled 'Billing Interface - 1'. Below the tabs, the page displays 'Interface ID 18827' and 'Line Number 1'. A section titled 'Accounting and Discount/Surcharge Entries' contains a table with the following data:

Transaction Type	Seq Num	Type	LoadStatus	Error Status	Description
AE		Recognized Revenue	ERR	Invalid Account	Invalid Account

### Image: New Correct Interface Errors Tab Name



The screenshot shows the 'Correct Interface Errors' page with two tabs, 'Bill Interface Info' and 'Bill Interface - Acc Entry'. Below the tabs, the page displays 'Interface ID 18827' and 'Line Number 1'. A section titled 'Accounting and Discount/Surcharge Entries' contains a table with the following data:

Transaction Type	Seq Num	Type	LoadStatus	Error Status	Description
AE		Recognized Revenue	ERR	Invalid Account	Invalid Account

# Billing: Remove Budget Status Column from Invoices Not Integrated to GL

Oracle removed the Budget Status column from the "Invoices Not Integrated to GL" view in both Classic and Fluid Billing Work Center, as it consistently displays blank values and provides no functional value.

Business Impact:

- The Budget Status column occupies screen space without providing useful information
- Creates user confusion as they expect to see values populated at some point
- Reduces UI clarity and efficiency in the Billing Work Center

## Navigation

Billing > Billing Workcenter

### Image: Invoices Not Integrated to GL Pagelet

Before the image, the Budget Status column is visible in both Classic and Fluid interfaces but never displays any values (always blank).

The screenshot shows the Billing WorkCenter interface. On the left is a navigation pane with 'My Work' and 'Links' sections. The main area displays the 'Invoices Not Integrated to GL' pagelet. At the top of the pagelet is a 'Billing Invoice List' header with tabs for 'General' and 'Details'. Below the header is a table with the following data:

Business Unit	Invoice	Bill To	Customer Name	Invoice Amount	Currency	Pre-Load Status	Budget Status
WIA210	CA-0000026133	FIN00107	State Board for Comm & Tech Colleges	13,777.66	USD	Done	

Below the table, there are 'Select All' and 'Deselect All' buttons, and an 'Actions' dropdown menu. A 'Totals by Currency' row shows a total of 13,777.66 USD. The 'Budget Status' column in the table is highlighted in yellow, indicating it is currently blank.

## Image: Invoices Not Integrated to GL Pagelet

After the image, the Budget Status column was removed entirely from the "Invoices Not Integrated to GL" view in both Classic and Fluid Billing Work Center

**Billing WorkCenter**

**Billing WorkCenter**

Main Reports/Queries

My Work

Edit Filters

Invoices Not Integrated to GL (1)

Invoices Not Finalized (2)

Invoices Pending My Approval

Invoices Not Submitted for Approval

Invoices Pending Approval

Recurring Invoices Not Generated

Invoices Entered Today

Recent Invoices (46)

Recent Credit and Rebill

Links

Bill Entry Group

Other Links

Invoices Not Integrated to GL

Refine Filter Criteria

Personalize Find View All First 1 of 1 Last

General Details

Business Unit	Invoice	Bill To	Customer Name	Invoice Amount	Currency	Pre-Load Status
WA150	MSC-000041735	001000005	Red Dot Corporation	100.00	USD	Done

Select All Deselect All

Actions GO

Totals by Currency 100.00 USD

\* Multi-Select Action

## Workaround

### Alternative Access to Budget Status Data

Budget Status information remains accessible to users through PeopleSoft Query or Review Billing Information Page.

### PS Query

Use this Query QFS\_BI\_INV\_BUDCHK\_INCMPLT to identify invoices that did not complete

### QRG

[Budget Checking Billing Invoices](#)

[Correcting Billing Errors and Exceptions](#)

## General Ledger

### Future Effective Dating Journal Source will not Show in Current Journal Selection

When creating a journal, only current journal sources should be available for selection. A future dated journal source should not be available.

### Navigation

FSCM Menu > Set Up Financials/Supply Chain > Common Definitions > Define Journal Source

### Image: Example of a Future dated Journal Source TST

**Define Journal Source**

Definition | Journal Options | Currency Options | Approval Options

SetID WACTC Source TST

Effective Date 09/01/2027 \*Status Active

\*Description test

Physical Nature

VAT Default

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Definition | Journal Options | Currency Options | Approval Options

Journal source for a journal dated 9/25/25 is not found for TST

### Navigation

FSCM Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.

## Image: Selection of Journal Source on Manual Journal

The screenshot shows the 'Create/Update Journal Entries' interface. The main form includes fields for Unit (WA000), Journal ID (NEXT), Date (09/25/2025), Long Description (254 characters remaining), Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Ledger, Fiscal Year (2026), Period (3), \*Source, Reference Number, Journal Class, Transaction Code (GENERAL), SJE Type, Currency Defaults (USD / CRRNT / 1), Attachments (0), Reversal (Do Not Generate Reversal), Entered By (CTC\_BEISMON), Entered On, Last Updated On, and buttons for Save, Notify, Refresh, Add, and Update/Display. A 'Look Up Source' pop-up window is open on the right, listing various sources such as ALO (Allocation Process), AM (Asset Management), AP (Accounts Payable), AR (Accounts Receivable), AV (Student Adm/Student Adv), BI (Billing), CA (Contracts), CB (Claimbacks), CLO (Closing Journal Source), EX (Expenses), EXT (External Application), GM (Grants), ME (Month-End Adjustments), ONL (Online Journal Entry), PAY (Payroll Processing), PC (Project Costing), PO (Purchasing), PTR (Payroll Transfer), RVL (Revolving & System IT Alloc), SF (Student Adm/Student Financials), SFC (Student Financials Cashiering), SFX (GL Correction for SF), SIS (Second Journal Set), STA (Stat Journals), and TR (Treasury). The STA (Stat Journals) entry is highlighted with a red box.

## QRG

[Create/Edit Journals](#)

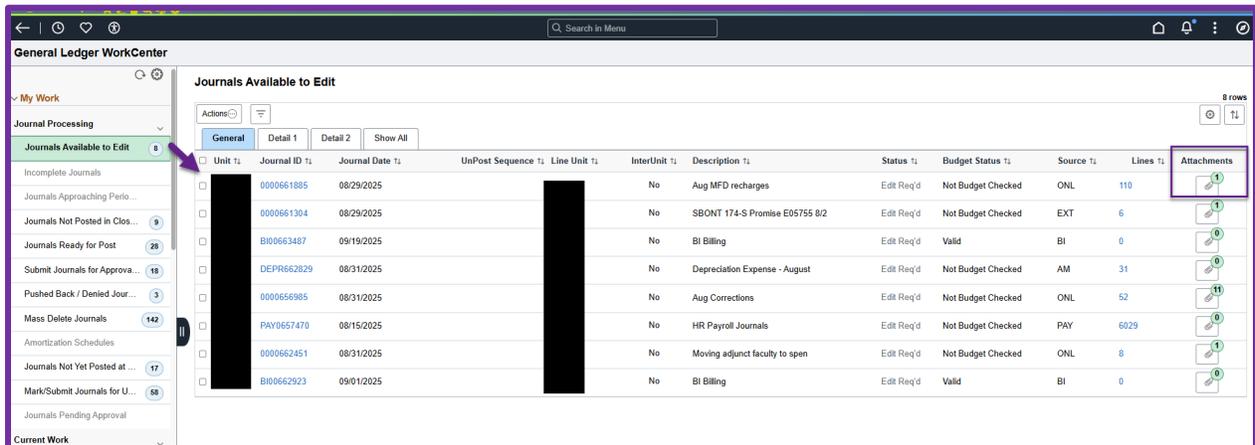
## Fluid WorkCenter Attachments – New Icon/Less Clicks

The General Ledger Fluid WorkCenter has improved the view and saves clicking steps when reviewing attachments in Pagelets under Journal Processing and Current Work. The number of attachments are to the right of the view on the paper clip icon and can be clicked on to pull up the navigation to the attachment selection.

## Navigation

GL WorkCenter fluid Tile

Image: General Ledger WorkCenter Fluid Tile, My Work Section



Example of attachment icon is shown on the Journals Available for Edit. The Attachment can be viewed by clicking on the hyperlink under File Name.

Image: Fluid General Ledger WorkCenter



## QRG

### [WorkCenter Attachments](#)

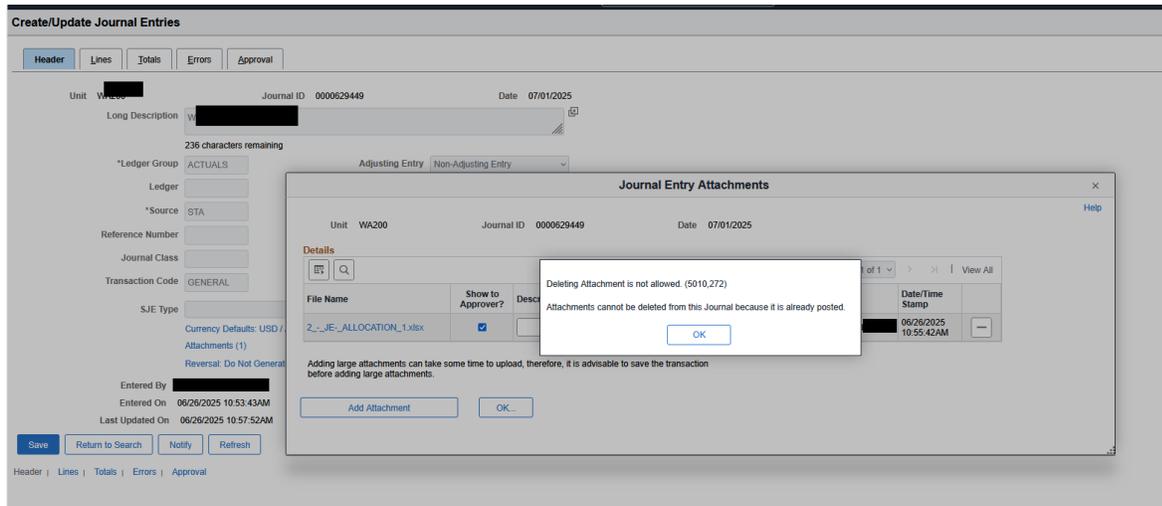
## Journal Attachments can be Cancelled Before Attaching to a Posted Journal

Previous to image 53, when a person adds an attachment to a posted journal they cannot change their mind, but will have to post it. With the new image 53, if a user cancels the attachment before selecting “OK” it will cancel and not return a “...not allowed” message. (Do note, once saved it will be preserved, and you cannot delete an attachment on a posted journal.)

## Navigation

FSCM Main menu > General Ledger > Journals > Journal Entries > Create/update Journal entries

## Image: Prior to Update, From Create/Update Journal Entries



## QRG

### [Journal Attachments can be Cancelled](#)

Previously, on the import journal template if you move the field Open Item Key to anything other than the last field on the template it would not properly set the column length. Image 53 allows you to move this field to the location of your choice.

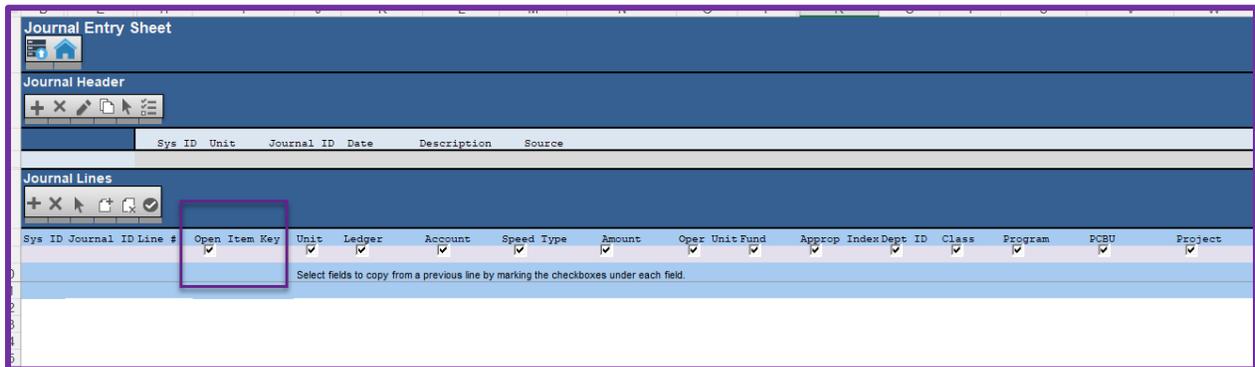
## Navigation

JRNL1\_WS Journal Import Template

### Image: Prior Right Side of JRNL1\_WS Import Journal Template

AN	AO	AP	AQ	AR	AS	AT	AU	AY	BB	BC	BD
[Empty Row]											
[Empty Row]											
[Empty Row]											
[Empty Row]											
Chartfield 3	Affiliate	Fund Aff	Scenario	OperUnit Aff	Res Type	Category	Sub Cat.	Alt Account	IU Group	IU Anchor	Open Item Key
<input checked="" type="checkbox"/>											
[Empty Row]											
[Empty Row]											

Image: New JRNL1\_WS Import Journal Template



## QRG

[Customizing Journal Import Template](#)

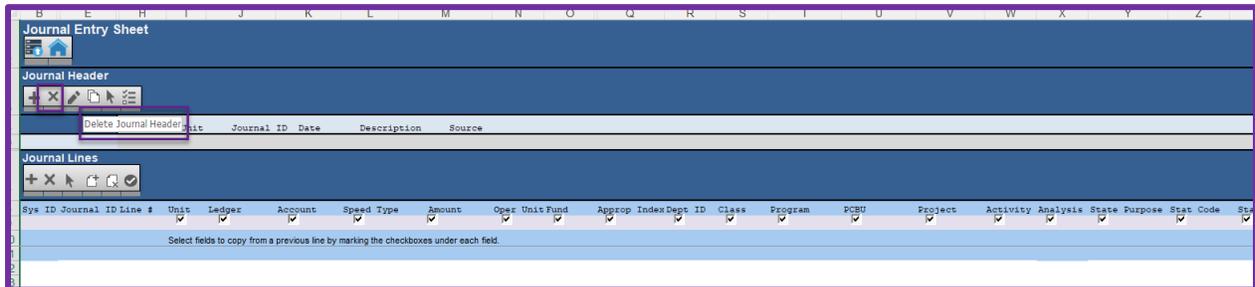
## Hovering Text on Icons for the JRNL1\_WS Journal Template

On the Journal Entry Sheet of the JRNL1\_WS journal import template, you can now hover over the icons to see the detail description of what the icon button does.

## Navigation

JRNL1\_WS Journal Import Template

Image: JRNL1\_WS Journal Import Journal Entry Sheet, Shows Hovering Over Delete Icon



## QRGs

[Importing a Journal \(Import Now\)](#)

[Importing a Journal \(Write to File\)](#)

## JRNL1\_WS Import Can Use Special Characters for Journal Numbers

The Import journal JRNL1\_WS now allows for the journal number/label to have a special character.

## Navigation

JRNL1WS Journal Import Template

Image: Taken from JRNL1\_WS Shows Dollar Sign in Journal Number

Journal Header					
Sys ID	Unit	Journal ID	Date	Description	Source
1678	WA	\$12345	9/29/2025		EXT

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Speed Type	Amount	Oper	Unit Fund	Approp	Index	Dept ID	Class	Program	PCBU	Project	Activity	Analysis	State	Purpose	Stat	Co
Select fields to copy from a previous line by marking the checkboxes under each field																						
1678	\$12345	9978	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9979	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9980	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9981	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9982	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9983	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9984	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9985	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			
1678	\$12345	9986	WA	LOCAL	1000199		-0.01	7	145			36010	161		WA	0000011910	ADMIN	DNC	N			

**QRG**

[Importing a Journal \(Import Now\)](#)

**JRNL1\_WS correction allows for budget checking on imported journals**

Previously, by selecting the "Edit Journal(s)" option and the "Budget Check Journals" on JRNL1\_WS Setup, users would get the message that transactions were budget checked but they were NOT. This is now fixed and by clicking on the "Edit Journal(s)" and "Budget Check Journals" the journal should be edited and budget checked properly.

**Navigation**

JRNL1\_WS Journal Import Template

Image: JRNL1\_WS Journal Import, Setup & Defaults

**Define Options and Defaults**

**Header Defaults**

Business Unit: wa000  
 Date: 9/29/2025  
 Ledger Group: ACTUALS  
 Source: EXT  
 User ID: CURRENT\_USER

Enable Multibook     DATA Act  
 AutoGen Lines     Accounting Tag

**General Options**

Language: English

Edit Journal(s)  
 Budget Check Journals  
 Recalc Exchange Rates  
 Submit Journal(s) for Approval

**Message Options**

Log Error Message only  
 Log Successful and Error Message  
 Display Messages Online

**Document Sequencing**

Enable Document Sequencing  
 Default Document Type:

**Online Import Control**

Address: https://fs-pts.peoplesoft-nonprod-aws.ctclini  
 Database: PSFT\_EP

**After successful import**

Change import status to Do Not Import  
 Keep import status as Import

Skip if Journal already exists  
 Skip if Journal has error

Buttons: OK, Cancel, Configure

## QRG

[Importing a Journal \(Import Now\)](#)

## Comment Box is Displayed on Submitting a Journal

This enhancement allows the submitter to attach a comment to their journal before submitting for approval. It also allows users to review comments when a journal is denied.

### Navigation

FSCM Menu > General Ledger > Journals > Journal Entries > Create/Edit Journal Entries

**Image: From Create/Update Journal Entry, Lines tab on Creators' Side Before Submitting**

The screenshot displays the 'Create/Update Journal Entries' application window. The 'Lines' tab is active, showing a table with columns for 'Select', 'Line', '\*Unit', '\*Ledger', and 'Speed Type'. Two lines are listed, both with 'WA' as the unit and 'LOCAL' as the ledger. A 'Journal Approval Comments' dialog box is overlaid on the interface, featuring a text input field with the placeholder 'put your comment here', a character count of '233 characters remaining', and an 'OK' button. The background interface includes a header with 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' tabs, and a footer with columns for 'Unit', 'Total Lines', 'Total Debits', 'Total Credits', 'Journal Status', and 'Budget Status'.

Select	Line	*Unit	*Ledger	Speed Type
<input type="checkbox"/>	1	WA	LOCAL	
<input type="checkbox"/>	2	WA	LOCAL	

**Image: From Create/Update Journal Entries, Approval Tab View of the Journal Approver**  
On the approvers side it will contain the comment in the approval tab.

**Create/Update Journal Entries**

Header | Lines | Totals | Errors | **Approval**

Unit WA Journal ID 0000663655 Date 09/25/2025 Submit

**Approval Status**

Unit WA  
Approval Check Active Y  
Approval Status Pending Approval  
Approval Action Approve  
Comments  
254 characters remaining

**Journal Approval**

Unit WA ID 0000663655, Date 2025-09-25, Line Unit WA Pending

Journal Approval  
Pending  
Multiple Approvers  
GL Journal Approvals-ZZ Role

Comments  
at 09/25/25 - 3:15 PM  
put your comment here

> Approval History

Save Return to Search Notify Refresh Add Update/Dis

**Image: From Create/Update Journal Entries, Approval Tab**  
Denied journal comment shows on the creator's approval tab.

**Create/Update Journal Entries**

Header | Lines | Totals | Errors | **Approval**

Unit WA Journal ID 0000663655 Date 09/25/2025 Submit

**Approval Status**

Unit WA  
Approval Check Active Y  
Approval Status Denied  
Approval Action Approve  
Comments  
254 characters remaining

**Journal Approval**

Unit WA ID 0000663655, Date 2025-09-25, Line Unit WA Denied

Journal Approval  
Denied  
GL Journal Approvals-ZZ Role  
09/25/25 - 3:26 PM

Comments  
at 09/25/25 - 3:26 PM  
denied to test the comment functionality  
at 09/25/25 - 3:15 PM  
put your comment here

> Approval History

**QRG**  
[Manual Journal Submission](#)

## New Feature - Check Box to Remove Comment Regarding Waiting for Journal Processing

This new feature enables a college user to eliminate the popup box asking if they ... “would like to wait...” while their Journal is being processed.

There are two boxes to Uncheck if the popup question is not desired. The popup question is a default; to remove the popup an IT specialist will have to remove one or both check marks from Define user preferences (select Overall Preferences and General Ledger).

The first check box, if checked, will deliver a popup question when editing a journal, asking if they would like to wait while the journal is being processed. If unchecked the message will not appear.

The second check box is for when the user wants a comment popup when a journal is being posted. If unchecked the message will not appear.

### Navigation

FSCM Main Menu > Set Up Financials/Supply Chain >Common Definitions >User Preferences > Define User Preferences (select Overall Preferences and General Ledger)

### Image: Example of wait message on running an edit/post on create/update Journal Entries

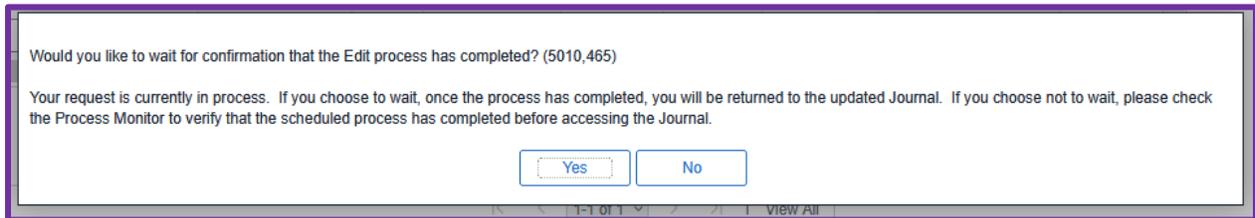


Image: Define User Preferences, BEFORE the Image

### Define User Preferences

User Preferences
General Ledger

User ID 101 [REDACTED]

Name [REDACTED]

Ledger LOCAL Local USD Currency Ledger

Ledger Group ACTUALS Actual Recording Ledger Group

Commitment Control Ledger Group [REDACTED]

Source [REDACTED]

**Journal Entry Options**

- Change Date on Correction Journals
- Use Next Journal ID
- Change Journals from Journal Generator
- Enter Adjustment Type Journal
- Save Journal Incomplete Status
- Allow Copy Journal with Control Accounts
- Allow Delete Journal with Control Accounts
- Allow Unpost Journal with Control Accounts
- Enter Date Code Adjustments
- Enable Online Journal Post
- Update Amortization Journal ChartField Values

**Online Journal Edit Defaults**

- Re-Edit Previously Edited
- Mark Journal(s) to Post
- Recalc Currency Exchange Rates

**Journal Post Defaults**

- Skip Open Item Reconciliation
- Skip Summary Ledger Update
- Skip Essbase Incremental Load

**Budget Post Options**

- Skip Entry Event processing

\*Parent Budget Generation User Specified

Save
Return to Search
Notify
Refresh

User Preferences | General Ledger

Image: Define User Preferences, AFTER the Image

← | 🕒 | ❤️
Search in Menu

### Define User Preferences

User Preferences
General Ledger

User ID 101 [REDACTED]

Name [REDACTED]

Ledger LOCAL Local USD Currency Ledger

Ledger Group ACTUALS Actual Recording Ledger Group

Commitment Control Ledger Group [REDACTED]

Source [REDACTED]

**Journal Entry Options**

- Change Date on Correction Journals
- Use Next Journal ID
- Change Journals from Journal Generator
- Enter Adjustment Type Journal
- Save Journal Incomplete Status
- Allow Copy Journal with Control Accounts
- Allow Delete Journal with Control Accounts
- Allow Unpost Journal with Control Accounts
- Enter Date Code Adjustments
- Enable Online Journal Post
- Update Amortization Journal ChartField Values

**Online Journal Edit Defaults**

- Re-Edit Previously Edited
- Mark Journal(s) to Post
- Recalc Currency Exchange Rates
- Display Confirmation Message

**Journal Post Defaults**

- Skip Open Item Reconciliation
- Skip Summary Ledger Update
- Skip Essbase Incremental Load
- Display Confirmation Message

**Budget Post Options**

- Skip Entry Event processing

\*Parent Budget Generation User Specified

Save
Return to Search
Notify
Refresh

Insights Preferences

QRG

[Check Box to Remove Comment](#)

# Accounts Payable

## New Feature – Voucher Approval Remit to Supplier Information

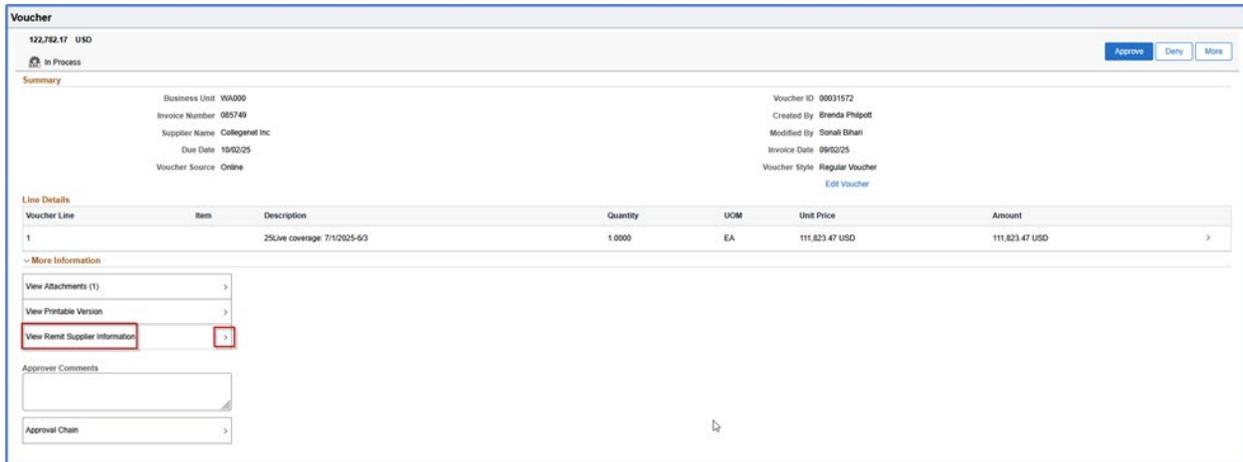
Added the option to view remit-to supplier information on the Fluid Voucher Approval page.

### Navigation

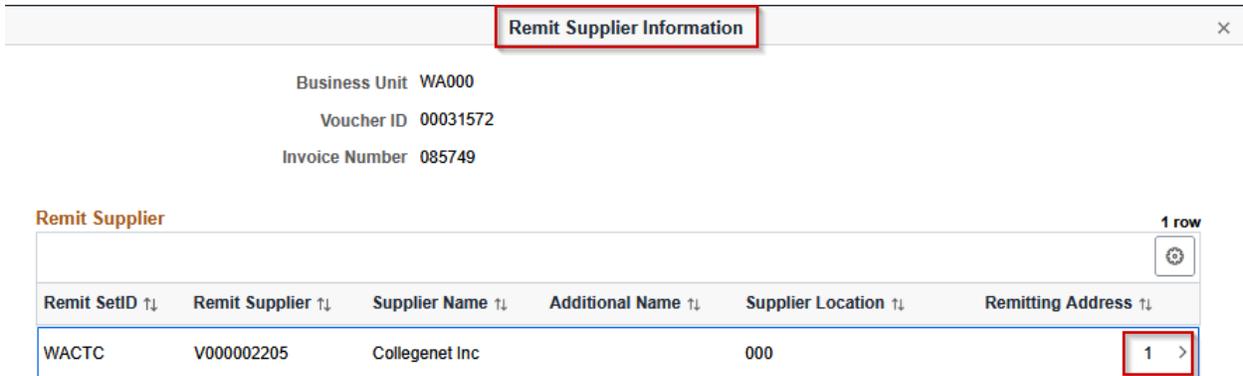
NavBar > Approvals Tile > Pending Approvals > Vouchers

Display Remit Supplier in Fluid Voucher Approvals.

### Image: Fluid Voucher Approval Page



### Image: Remit Supplier Information



## Image: Remit Supplier Address

**Remit Supplier Address**

×

**Supplier Name** Collegenet Inc

**Short Name** COLLEGENET-001

**Phone**

**Email**

**Location** 000

**Address** 805 SW Broadway Ste 1600  
Portland, OR 97205  
United States

## New Feature - Email Notifications Include Approver Comments When Denied

Email notifications now include approver comments when a voucher or vendor is denied.

### Navigation

Fluid > Approvals Tile

## Image: Voucher Approval Page

**Voucher**

122,782.17 USD

In Process Approve Deny More

---

**Summary**

Business Unit: W[redacted]	Voucher ID: 00031572
Invoice Number: 085749	Created By: B[redacted]
Supplier Name: Collegenet Inc	Modified By: S[redacted]
Due Date: 09/02/25	Invoice Date: 09/02/25
Voucher Source: Online	Voucher Style: Regular Voucher

[Edit Voucher](#)

---

**Line Details**

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	
1		25Live coverage: 7/1/2025-6/3	1.0000	EA	111,823.47 USD	111,823.47 USD	>

[View Attachments \(1\)](#) >

[View Printable Version](#) >

[View Remit Supplier Information](#) >

---

**Approver Comments**

Testing Feature (INCLUDE DENY COMMENTS IN AP AWE EMAIL NOTIFICATION)

[Approval Chain](#) >

### Image: Deny Comment

Cancel
**Deny**
Submit

You are about to deny this request.

**Approver Comments**

Testing Feature (INCLUDE DENY COMMENTS IN AP AWE EMAIL NOTIFICATION).

### Image: Sample Email

**From:** fin\_ctl\_1@qctclink.local  
**To:** fin\_ctl\_1@qctclink.local  
**Date:** Tue, 23 Sep 2025 12:45:58 -0700 (PDT)  
**Subject:** Voucher ID "00031572" Business Unit "WA" has been "Denied"

The following Voucher has been "Denied".

```

Business Unit:      WA
Voucher ID:        00031572
Invoice ID:        085749
Invoice Date:      2025-09-02
Gross Amount:     122782.17
Supplier:          Collegenet Inc
Entered by:        Br
Updated by:        Ter
Comments : Testing Feature (INCLUDE DENY COMMENTS IN AP AWE EMAIL NOTIFICATION).
    
```

### Image: Supplier Approval Page

**Supplier**

WACTC: 0000044873  
 Supplier Name: Western (Duplicate - V000010623) Approve Deny Hold

**Summary**

Persistence: Regular	Open For Ordering: Y
Classification: Outside Party	Remit Supplier: 0000044873
Withholding: N	Last modified date: 09/09/25 - 11:00 AM
VAT: N	Last Modified By: 1010
Default Location: 170 Community Colleges of Spokane	

**Supplier Location**

Supplier Location	Description	Effective Date	Effective Status	Payment Terms ID	Requires Matching	Remit Supplier Name	Payment Method	Hold Payment	Pay Group Code	Payment Handling
170	Community Colleges of Spokane	2015-09-18	Active		N	Western (Duplicate - V000010623)		N		

**Supplier Address**

Address ID	Description	Effective Date	Effective Status	Country	Address Line 1	City	County	State	Postal Code	Email ID
1		2015-09-18	Active	USA	10311 E Montgomery Dr	Spokane Valley	Spokane	WA	99206	

**More Information**

View Attachments (1) >

**Approver Comments**

Testing New Feature (INCLUDE DENY COMMENTS IN VENDOR AWE EMAIL NOTIFICATION).

Approval Chain >

## Image: Deny Comment

CancelDenySubmit

You are about to deny this request.

**Approver Comments**

Testing New Feature (INCLUDE DENY COMMENTS IN VENDOR AWE EMAIL NOTIFICATION).

## Image: Sample Email

**From:** fin\_ctcl\_1@qctclink.local  
**To:** fin\_ctcl\_1@qctclink.local  
**Date:** Tue, 23 Sep 2025 13:03:49 -0700 (PDT)  
**Subject:** Supplier ID "0000044873" Setid "WACTC" has been "Denied"

The following Supplier has been "Denied".

Setid: WACTC  
Supplier ID: 0000044873  
Short Name: WESTERN-001  
Supplier Name: Western (Duplicate - V000010623)  
Testing  
Entered By: R [redacted] r  
Updated By: Sc [redacted] i  
**Comments:** Testing New Feature (INCLUDE DENY COMMENTS IN VENDOR AWE EMAIL NOTIFICATION).

You can navigate to the supplier page by clicking the link below:

[https://fs-pts.peoplesoft-nonprod-aws.ctclink.sbctc.edu/psp/fspts/EMPLOYEE/ERP/c/MAINTAIN\\_VENDORS.VNDR\\_ID.GBL?Page=VNDR\\_ID1\\_SUM&Action=U&SETID=WACTC&VENDOR\\_ID=0000044873](https://fs-pts.peoplesoft-nonprod-aws.ctclink.sbctc.edu/psp/fspts/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?Page=VNDR_ID1_SUM&Action=U&SETID=WACTC&VENDOR_ID=0000044873)

## QRG

N/A

## New Feature - Voucher Upload Improvements

The voucher upload process now has additional fields to the upload spreadsheet, save login information, improve error messages, and implement additional field validations.

1. Add additional fields: **PYMNT\_HOLD**, **PYMNT\_HOLD\_REASON**, and **PYMNT\_SEPARATE** – These fields will allow users to indicate if a payment should be held, specify the reason for the hold, and identify whether the payment should be processed separately.
2. Stay logged on in between submissions- the user only had to log in one time to the AP voucher template and then could submit templates multiple times without needing to enter log on detail each time.
3. Improved Error Messaging- will highlight specific fields with issues and provide clear

descriptions when data fails validation. Data cannot be loaded until errors are resolved, preventing invalid entries. This allows users to quickly correct issues in the template before re-uploading, rather than fixing individual errors later.

4. Field Validation- Add validation for each column/field in alignment with existing PeopleSoft system validation. Voucher Header, Line, and Distribution Line data will be validated as it is entered into the AP Voucher Upload template.

## QRG

[Create Voucher Using a Voucher Upload Process](#)

## New Feature – Journal Voucher

Journal Voucher has a new feature to support Copy Distributions of related Voucher.

### Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Style: Journal Voucher

### Image: Journal Voucher Page

Select **Copy Distribution** button to copy all the voucher lines or select the specific line by entering voucher line **From Voucher Line** and **To Voucher Line** field.

**Regular Entry**

Invoice Information | Payments | Voucher Attributes

Business Unit	WA000	Invoice No	CA-073025_JV	<b>Invoice Total</b>	<a href="#">Sales/Use Tax Summary</a> <a href="#">VAT Summary</a> <a href="#">Session Defaults</a> <a href="#">Comments(0)</a> <a href="#">Attachments(0)</a> <a href="#">Template List</a> <a href="#">Advanced Supplier Search</a> <a href="#">Supplier Hierarchy</a> <a href="#">Supplier 360</a>	
Voucher ID	NEXT	Accounting Date	09/11/2025	Line Total		0.00
Voucher Style	Journal Voucher	Pay Terms	00	*Currency		USD
Invoice Date	06/30/2025	Basis Date Type	Inv Date	VAT NonInv		0.00
Invoice Received	09/11/2025	Control Group		Total		0.00
Supplier ID	Bellevue College V000009070	Related Voucher	00031127	Difference		0.00
ShortName	BELLEVUECO-001	From Voucher Line				
Location	000	To Voucher Line				
*Address	1					
		<input type="button" value="Copy Distributions"/>				

Incomplete Voucher

### Image: Distribution Line After Copy Distribution

In the Invoice Lines section, ChartField values are copied from the original voucher.

Invoice Lines

Line 1  Copy Down

\*Distribute by: Amount

Item: [ ]

Quantity: [ ]

UOM: [ ]

Unit Price: [ ]

Line Amount: 0.00

Ship To: AP00000001

Description: 108-BSP-25

Related Voucher: 00031127

Packing Slip: [ ]

One Asset

Invoice Line VAT

Calculate

Description/Merchant

Distribution Lines

GL Chart | Exchange Rate | Statistics

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class
<input checked="" type="checkbox"/>	1	-1,223.32		WA000	2001090	7000	146		01305	182

Save | Save For Later

## QRG

[Enter a Journal Voucher](#)

# Accounts Receivable

## Refunds in AR WorkCenter

Oracle has created the Refunds pagelet in AR WorkCenter for a one stop shop to create, process, and view refunds.

### Navigation

Main Menu > Accounts Receivable > AR WorkCenter

### Image: Refunds Pagelet in the AR WorkCenter

AR WorkCenter

Refunds

Personalize | Find | View All | First | 1 of 1 | Last

Business Unit	Customer ID	Customer Name	Item	Item Line	Sequence	Entry Type	Entry Reason
<input checked="" type="checkbox"/>		Dept of Labor and Industries	CR-MS-0000017321	1	2	RC	

Totals by Currency

Count: 1 | Amount: 1,109.00 | USD

Actions: Load Refunds to AP | GO |  Load Directly to AP

## QRG

[Refunds in AR WorkCenter](#)

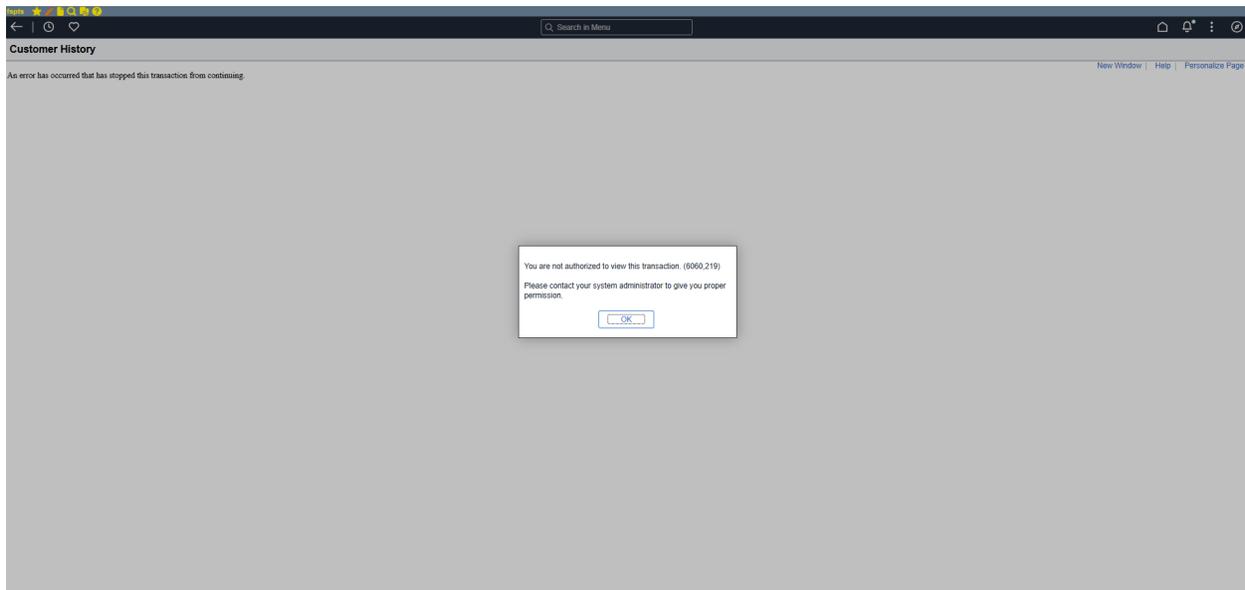
## Customer History Page Error

The Customer History Page will not be available due to an error caused by Oracle. We are working closely with them to resolve this issue. Estimated fix is PUM-55 on 12/01/2025.

### Navigation

Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer History

### Image: Customer History Page



### Work Around

TBD

QRG

N/A

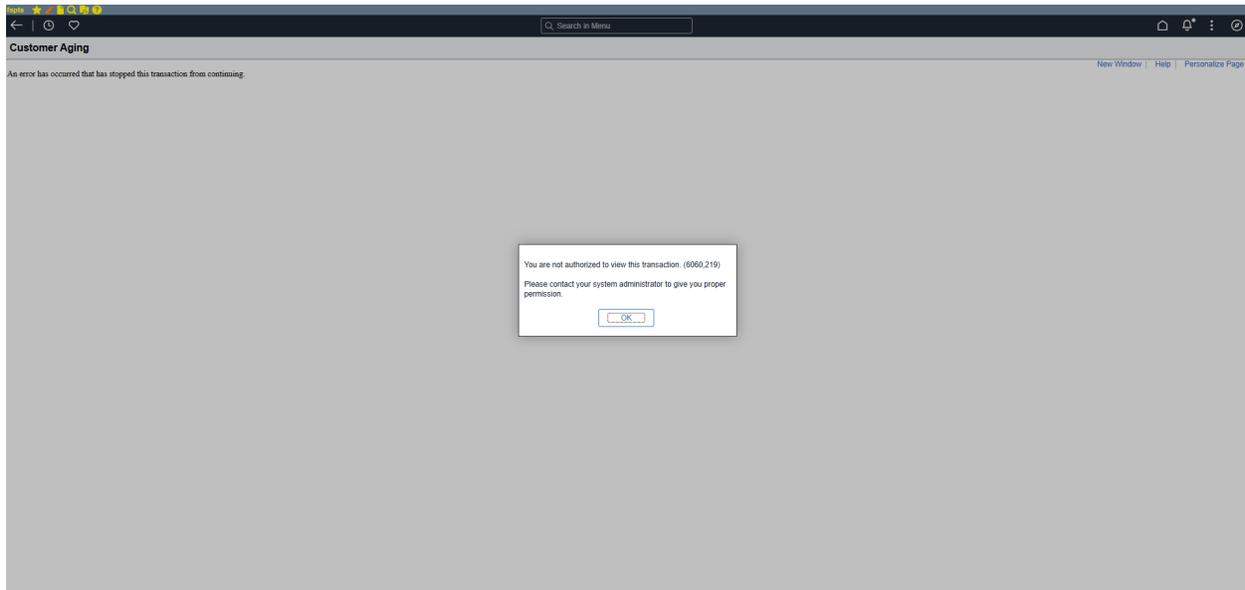
## Customer Aging Page Error

The Customer Aging Page will not be available due to an error caused by Oracle. We are working closely with them to resolve this issue. Estimated fix is PUM-55 on 12/01/2025.

### Navigation

Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Aging

## Image: Customer Aging Page



### Work Around

TBD

QRG

N/A

## Asset Management

### Asset's Retirement Date Must Be After All Its Transfer Dates

When an asset is retired using an older date than an asset's transfer date, the error message below pops up. ctCLink will not let the user proceed with the Retirement, unless the Retirement dates are changed to a date after/more recent than all its Transfer dates.

### Navigation

Asset Management> Asset Transactions> Asset Disposal> Retire/Reinstate Asset

## Image: Retire/Reinstate Asset Page Showing Error Message

**Retire/Reinstate Asset**

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)

Unit: [REDACTED] Asset ID: 00000000134 89644SIT Tag: 89644SIT1 In Service [Audit Logs](#)  
Trans Date: 09/30/2025 Acctg Date: 09/30/2025 Rate Type: CRRNT  In Physical Use

**Book** [Search] | < | > | 1 of 1 | View All

Book Name: WACTC MAIN BOOK Base Currency: USD As Of: 10/03/2025  
Retire As: Retirement by Sale   Quantity: 1.0000  
 Copy Changes to Other Books Cost: 12,300.00

**Retirement**

Date/Time: 09/30/25 12:05:20PM  
\*Disposal Code: Retirement by Sale  
Quantity: -1.0000 Retirement Amt: -12,300.00 USD  
Removal Cost: 0.00 RC Curr: USD  
Proceeds: 0.00 Pr Curr: USD  
Convention: Actual Month  
Trans Code: Governmental Funding  
Retire Option: Calculate Gain/Loss  Override Accum

Base Removal Cost: 0.00  
Base Proceeds: 0.00  
Accum Depr: 0.00  
Gain/Loss: 0.00

Accounting date should be greater than or equal to fiscal year/period: 2026 / 4, for WACTC book. (8010,181)  
The asset has another transaction with an accounting period that is higher than the accounting period entered.

### QRG

#### [Retire and Reinstate Assets](#)

## Fluid Workcenter Number Transaction in Pending Column

In the Asset Management (AM) fluid WorkCenter, Transaction Loader can be used to enter and modify asset data. Click on the number in the Transactions Pending column to review and make changes to individual asset data before it is loaded into AM.

### Navigation

Asset Management Homepage > Asset Management Tile

## Image: Asset Management Workcenter Transaction Loader

Click on the “4” in the Transactions Pending column, to view Review Transactions, where asset data can be modified or excluded (if Load Status is “Excluded”, the transaction cannot be uploaded into AM).

Asset Management WorkCenter

Load Transactions into AM Process Monitor

3 rows

Actions	System Source	Interface ID	Load Type	Load Description	Transactions Pending	
	Load Data From Spreadsheet	120000	FAD	Financial & Physical Add	1	
	AM Batch	10000874	IHI	Inventory History Insert	4	
	WA160	AM Batch	10000874	AUP	Asset Information Update	1

## Image: Review Interface Transactions

Review Interface Transactions:

Interface ID	Interface Line Number	Business Unit	Asset Identification	Voucher ID	Voucher Line Number	PO Number	Receipt Number	Project	System Source	Trans Load Type	Physical Inventory ID	Transaction	Description	Serial ID	Load Status	Auto Approval Status
10000874	0	WA160	000000000007	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SITREG160	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10000874	0	WA160	000000000008	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SITREG160	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10000874	0	WA160	000000000009	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SITREG160	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10000874	0	WA160	000000000010	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SITREG160	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N

## QRG

[Using AM WorkCenter](#)

## New Feature - Upload Attachment(s) to Multiple Assets

This is a new feature in Asset Management. Enter the selection criteria to identify the assets that need the attachment(s). Use the “Add Attachments to Multiple Assets link” to attach the file(s) to all the assets selected. The Attachments column will show a link to the attachment.

## Navigation

Asset Management > Asset Transactions > Asset Attachments > blue link “Add Attachments to Multiple Assets”

## Image: Asset Attachments

### Asset Attachments

▼ **Asset Search Criteria**

Unit <input type="text" value="WA160"/>	Book <input type="text"/>	Parent ID <input type="text"/>
Category <input type="text"/>	Location <input type="text"/>	Area ID <input type="text"/>
From Asset ID <input type="text" value="00000000130"/>	To Asset ID <input type="text" value="00000000140"/>	Asset Status <input type="text" value="In Service"/>
Tag Number <input type="text"/>	Profile ID <input type="text"/>	Group ID <input type="text"/>
Serial ID <input type="text"/>	Threshold ID <input type="text"/>	Asset Class <input type="text"/>

Additional Search Criteria

**Acquisition Details**

From Acquisition Date <input type="text"/>	To Acquisition Date <input type="text"/>		
PO Unit <input type="text"/>	Receipt Unit <input type="text"/>	AP Unit <input type="text"/>	PC Bus Unit <input type="text"/>
PO No <input type="text"/>	Receipt No <input type="text"/>	Voucher <input type="text"/>	Project ID <input type="text"/>

**Search Results** 🔍

	Asset ID	Description	Acquisition Date	Manufacturer	Attachments
<input type="checkbox"/>	00000000130	Skills Center HVAC R093	06/30/2025		Attachments (0)
<input type="checkbox"/>	00000000132	Desktop Computers, PCs	09/12/2025		Attachments (0)
<input type="checkbox"/>	00000000133	SIT Test 89644	09/30/2025		Attachments (0)
<input type="checkbox"/>	00000000134	89644SIT	09/26/2025		Attachments (0)
<input checked="" type="checkbox"/>	00000000135	SIT Test 89646	09/30/2025		Attachments (2)
<input checked="" type="checkbox"/>	00000000136	SIT Test 89647	09/30/2025		Attachments (1)

## QRG

[Upload Attachment\(s\) to Multiple Assets!](#)

## New Feature - Create QR or BAR codes in AM to Scan Assets Using a Phone/Device

Asset Management prints QR and/or Bar codes to attach to assets to simplify inventorying them. Cell Phones and devices can read the QR and Bar codes Asset Management creates, eliminating the need for secondary software or devices to perform physical inventory.

### Navigation

Asset Management > Physical Inventory > Print QR/Bar Code

### Image: QR Code

The size of the QR or Bar code can be modified to align with the sticker size you choose. Users can select if the QR or Bar code shows the Tag # or the Serial # of the asset below the code.



SIT89644

This QR code has the Tag # at the bottom

### QRG

[Create QR or BAR codes in AM to Scan Assets Using a Phone/Device](#)

## Users Can Delete Attachments Added by Other Users

In Asset Management, a user can remove an attachment to an asset that was added by another user.

### Navigation

Asset Management > Asset Transactions > Owned Assets > Basic Add, General Information tab/page

Image: Basic Add General Information Attachment Hyperlink

Attachments x

[Help](#)

Unit [REDACTED]    Asset ID 00000000135    SIT Test 89646    Tag Number SIT89646    In Service

**Details**

<< < 1-1 of 1 > >> | [View All](#)

File Name	Description	User	Name	Date/Time Stamp	
<a href="#">89647FieldMisalign.docx</a>	<input type="text"/>	101044253	<span style="background-color: black; color: black;">[REDACTED]</span>	10/01/2025 8:43:18PM	-

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

## Image: Basic Add General Information Attachment Hyperlink

As another user, I removed the attachment added.

**Attachments** ×

[Related Content](#) | [Help](#)

Unit WA160    Asset ID 00000000135    SIT Test 89646    Tag Number SIT89646    In Service

**Details**

⌵ 🔍 |< < 1-1 of 1 > >| View All

File Name	Description	User	Name	Date/Time Stamp	
View					-

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

## QRG

[Delete Attachments Added by Other Users](#)



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Washington State Board for Community and Technical Colleges