

Spring 2016 Updates to the University of Missouri Financials System

This is the first in a series of emails being sent to highlight new functionality that will be available after updates are implemented in PeopleSoft Finance the last weekend of April. Training materials are being updated to reflect any new features or functionality and will be available later this month.

Supplier ID - Payment Request Search Option

PeopleSoft has added a second search option on the Supplier Information tab of the Payment Request pages. After the update, you will have the ability to search for an existing supplier by entering the Supplier ID (if known). A partial ID can also be entered and by clicking the magnifying glass, a list that meets the criteria will display. Select a supplier ID from the list, hit the search button and choose the supplier you wish to pay.

The screenshot displays the 'Payment Request' interface. At the top, there is a navigation bar with four tabs: 'Summary Information', 'Supplier Information' (which is active), 'Invoice Details', and 'Review and Submit'. Below the navigation bar, the page title is 'Supplier Information - Step 2 of 4'. The main content area includes several fields: 'Business Unit' (UMSYS), 'Request ID', 'Invoice Number' (5555), 'Invoice Date' (04/06/2016), 'Entered By' (redacted), and 'Entered Datetime' (04/06/2016 11:36AM). A 'Supplier Search' section is highlighted with a red box, containing a 'Supplier ID' input field with a magnifying glass icon, a 'Supplier Name' input field, and a 'Search' button. At the bottom of the page, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'.

You can still search by Supplier Name in the same manner as before. Training materials are being updated to reflect the additional search capabilities.