

GeorgiaFIRST Financials V8

Announcement

POSTED: March 16, 2010

SUBJECT: Travel and Expenses Email Template Modification

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 of a modification to the template for Approver and Traveler emails that are generated out of the Travel and Expense module.

FUNCTIONAL IMPACT: The template for the following email notifications that are generated out of the Travel and Expense module has been modified to remove the sign-in link to Financials:

1. For approvers when there is an expense transaction waiting on approval; and,
2. For travelers when there is an expense transaction that has been paid.

The link was not automatically logging employees into the system, therefore causing confusion. It has been updated to advise the traveler/approver to login directly to Financials to see the transaction.

SUPPORTING DOCUMENTATION: N/A

ADDITIONAL OIIT RESOURCES and SUPPORT: To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.)