**Changes to PeopleSoft because of the upgrade.**

1. **The default menu sorting is now alphabetical.**

To change the sorting back to standard sort, follow the below.

* Click on the navigation icon and select the settings button beside ‘NavBar’.



Click on the ‘Standard’ button under the Menu Order menu then click the save button.



1. **Recently Visited and favorites now showing on the left panel.**



1. **When running processes on the journal entry page a new popup is displayed.**



 Below is the new popup



Click yes to stay on the page and wait for processing to finish, click no to return to the journal creation/search page.

1. **Nav changes for AR/Billing users**

|  |  |
| --- | --- |
| **Old Navigation Name** | **New Navigation Name** |
| Customers > Customer Information >General information | Customers > Customer Information > Create Customer Information |

1. **There is a new template for journal uploads, a separate communication will be sent to users with spreadsheet journal upload access.**
2. **Personalizing journal entry fields**

In order to personalize the journal entry page after the upgrade you now need to select the grid action button located on the left-hand side of the lines section and then the personalize link. The process to personalize your columns after that remains the same as before the upgrade.

