**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’.

Graphical user interface

Description automatically generated with medium confidence

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

Diagram

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

A picture containing graphical user interface

Description automatically generated

Below is the new popup

Graphical user interface, text, application

Description automatically generated

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.

Graphical user interface, text, application

Description automatically generated