



Employee Update

Issue No. 12

www.maine.edu/peoplesoft

Late June 2005

Who you gonna call?

Next week is go-live. Some things may go wrong. You may forget how to navigate through some of the screens. You may not see the menus you expected to see. Some screens may not look exactly they way they did in training. Things may move slowly. You may be confused. **DO NOT PANIC.** There will be an answer for every question, and each problem you may face can be ironed out. Here, listed by university (in case you have misplaced the information you received at training), are the names and/or numbers you may need on and after July 5, if you have problems with or questions about PeopleSoft®'s Financial Management module.



Employees at University of Maine at Augusta, University College-Bangor, and University College Outreach, call:		
621-3103	Priscilla Costello (UMA/UC-B)	Purchasing, requisitions & receiving, vendors
621-3034	Kim Dulac (UMA/UC-B)	Purchasing, requisitions & receiving, vendors
621-3292	Carol O'Donnell (UMA/UC-B)	Journal Entry, GL Inquiry
621-3411	Ruth Turcotte (UCO)	All areas
621-3409	Judy Jewell (UCO)	All areas
Employees at University of Maine at Farmington, call:		
778-7300	Help Desk	Standard connection/login questions
778-7254	Sharon Nadeau	All PeopleSoft Financial Management questions
Employees at University of Maine at Fort Kent, call:		
834-7818	Help Desk	Standard connection/login questions
834-7553	Jeanita Theriault	PeopleSoft Financial Management questions
834-7550	Leslie Plourde	PeopleSoft Financial Management questions
834-7515	John Murphy	Security issues only
Employees at University of Maine at Machias, call:		
255-1237	Help Desk	Standard connection/login questions
255-1220	Joan Getchell	Vouchers, journal entry, requisitions, purchase orders, receiving, expenses, policies, security, training, gripes, etc.
255-1310	Margaret Dyer	Requisitions, purchase orders, receiving, expenses
255-1221	Tom Potter	Vouchers, journal entry, GL Inquiry Pages, policies, security, training, gripes, etc.
Employees at University of Maine at Presque Isle, call:		
768-9626	Help Desk	Standard connection/login questions
768-9547	Eldon Levesque	PeopleSoft Financial Management questions
768-9466	Lida Pinkham	PeopleSoft Financial Management questions

Employees at University of Southern Maine, call:		
780-4029	Help Desk	Standard connection/login questions
780-8386		Financials Implementation HELP Line: This number reaches a voice mailbox asking callers to leave a message containing a question. Messages will be picked up several times throughout the day and forwarded to the proper source for help. Callers will receive a call-back with assistance specific to their questions.
Employees at The University of Maine, call:		
581-2506	Help Desk	Standard connection/login questions
581-1545		Journal Entry, Expenses, GL Inquiry (GLI)
581-2695		Accounts Payable, Requisitions or Receiving
Employees at System-wide Services and Chancellor's Office, call:		
561-3587	Help Desk	Standard connection/login questions
561-3319		Accounts Payable
561-3317		Purchasing
561-3335		Travel & Expenses
561-3303		Journal Entry and GL Inquiry
561-3336		Reports
561-3325		Security



MANUALS available online: for General Ledger manuals, including Online Journal Entry, Excel Journal Entry, Journal Entry Approval, GL Inquiry, GL Reports, FAST to GL Translate Tool, and Discoverer installation and setup, go to:

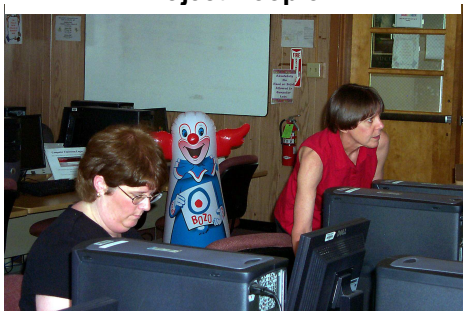
www.maine.edu/oft/psfin.htm

For Requisitions and Receiving manuals, go to:

www.maine.edu/oft/pspcrr.pdf

The first time you view each new PeopleSoft Financials page, you may notice that things run slowly as the cache is generated. Subsequent visits will load much more quickly (unless the server has been down and restarted).

Project People!



From left: **Peggy Morse** (University College-Bangor), an **unidentified trainee** (we're unsure of his university affiliation), and **Carol O'Donnell** (Lead Financials trainer and Director of Finance at UMA) go over some GL Inquiry Pages techniques at a recent training session.



A gentle reminder:

If you do not regularly use your UMS email account (**yourname@maine.edu**) for your email, you **MUST** adjust your settings to have mail forwarded from **yourname@maine.edu** to the account you do use.

PeopleSoft Financials sends all official notifications (including workflow and worklist messages) to your UMS email account. If you don't check mail from your UMS account regularly or forward it to the account you do use, chances are excellent that you **WILL** miss important messages.☺