



# BE THE CHANGE. BE INFORMED

2 September 2016



## NEWS & UPDATES

### BI SYSTEM UNAVAILABLE SATURDAY 3 SEPTEMBER

On Saturday 3 September 2016, the Umoja Production BI system will be unavailable between 10:00 am and 2:00 pm (New York time) to facilitate essential maintenance and patching activity. The patch will further assist in improving performance of the BI system.

All ECC/Portal/SRM systems will operate as normal during this time. Please refer to the [Umoja System Status](#) page to view the maintenance plan and alerts.

### UPDATE ON TIME MASS APPROVAL

Approving multiple leave requests just got easier! Whether you have multiple requests from one colleague or a group of staff members, you can now select one, some or all requests and approve them with a single click. To ease the process even further, the Time Mass Approval function allows you to sort and filter the list of pending requests to make the steps of identification, review, selection and approval more efficient.

Please see the new [Tutorial](#) and [Quick Guide](#) in the [ESS/MSS](#) page.

### RELEASE NOTES

Did you know that under Sales and Distribution it is now possible to attach files to Credit Memo Requests, Debit Memo Requests, Return Orders and Resource Related Billing Orders? Or, that the new updates enable improved synchronization between GM and FM reports? See the complete list of system changes in this week's [Umoja Release Notes](#).

### UPDATED JOB AIDS

#### Fixed Assets Management

[2.1 Manual Acquisition of Fixed Assets \(Current Year\)](#)

[4.1 Retirement of Assets](#)

[4.2 Retirement of Incorrectly Capitalized Asset](#)

[6.0 Impairment of Assets](#)

#### Grants and Project Management

[Create Project from Standard WBS 2.1](#)



## FIELD IN FOCUS

### FIELD SUPPORT UPDATE

The latest issue of Field Support Quarterly provides information about major initiatives in field support, including updates on Cluster 5 deployment. Read more about the latest from our colleagues in the field [here](#).

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