

PeopleSoft Finance

Navigation

Navigating within PeopleSoft Finance

There are now 2 different ways to navigate within PeopleSoft Finance:

1. From the “My Homepage” screen, navigate through the GL WorkCenter by clicking on the “GL WorkCenter” tile.



Navigating within PeopleSoft Finance (cont'd)

An example of a GL WorkCenter is presented below.

General Ledger WorkCenter

Journals Ready for Processing 195 rows

Actions

General Detail 1 Detail 2 Show All

Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines
QUNIV	0000083574	31/01/2012		QUNIV	No	Prepayed to CC Jan 2012 Detail	Valid	Valid	RSH	55
QUNIV	0000083576	31/01/2012		QUNIV	No	Prepayed to CC Jan 2012 Sum	Valid	Valid	RSH	55
QUNIV	0000086686	29/02/2012		QUNIV	No	PREPAY TO CC FEB 2012 SUM	Valid	Valid	RSH	77
QUNIV	0000086688	29/02/2012		QUNIV	No	PREPAY TO CC FEB 2012 DET	Valid	Valid	RSH	77
QUNIV	0000089148	28/03/2012		QUNIV	No	corr 375055 commitment control	Valid	Valid	RSH	1
QUNIV	0000091069	31/03/2012		QUNIV	No	PREPAYED TO CC MAR 2012 SUM	Valid	Valid	RSH	119
QUNIV	0000091087	31/03/2012		QUNIV	No	PREPAYED TO CC MAR 2012 DETAIL	Valid	Valid	RSH	119
QUNIV	0000091214	12/04/2012		QUNIV	No	Prepayed to CC April 2012 Sum	Valid	Valid	RSH	9
QUNIV	0000091216	12/04/2012		QUNIV	No	Prepayed to CC Apr 2012 Detail	Valid	Valid	RSH	9

My Work

Current Work

Journals Ready for Processing 195

Incomplete Journals

** Journals Approaching Period End

** Journals Not Posted in Current Period

Journals Ready for Post 254

Exceptions

Journals with Errors

Journals with Edit Errors 51

Journals with Balance Errors 15

Journals - Commitment Control

Budget Journal Exceptions 5097

Links

My Links

Query Manager

Manage and Monitor Journals

Create/Update Journal Entries

Copy Journals

Spreadsheet Journal Import

Flat File Journal Import

Navigating within PeopleSoft Finance (cont'd)

2. The **second** method of navigating through PeopleSoft Finance is by clicking on the NavBar button in the top right corner of the “My Homepage” screen, and selecting the Navigator button. The navigation bar will appear on the right hand side of the page. From here you can click on a menu item (ex: General Ledger) and navigate to the desired page.

