

# PeopleSoft Finance

## Navigation

## Navigating within PeopleSoft Finance

There are now 3 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

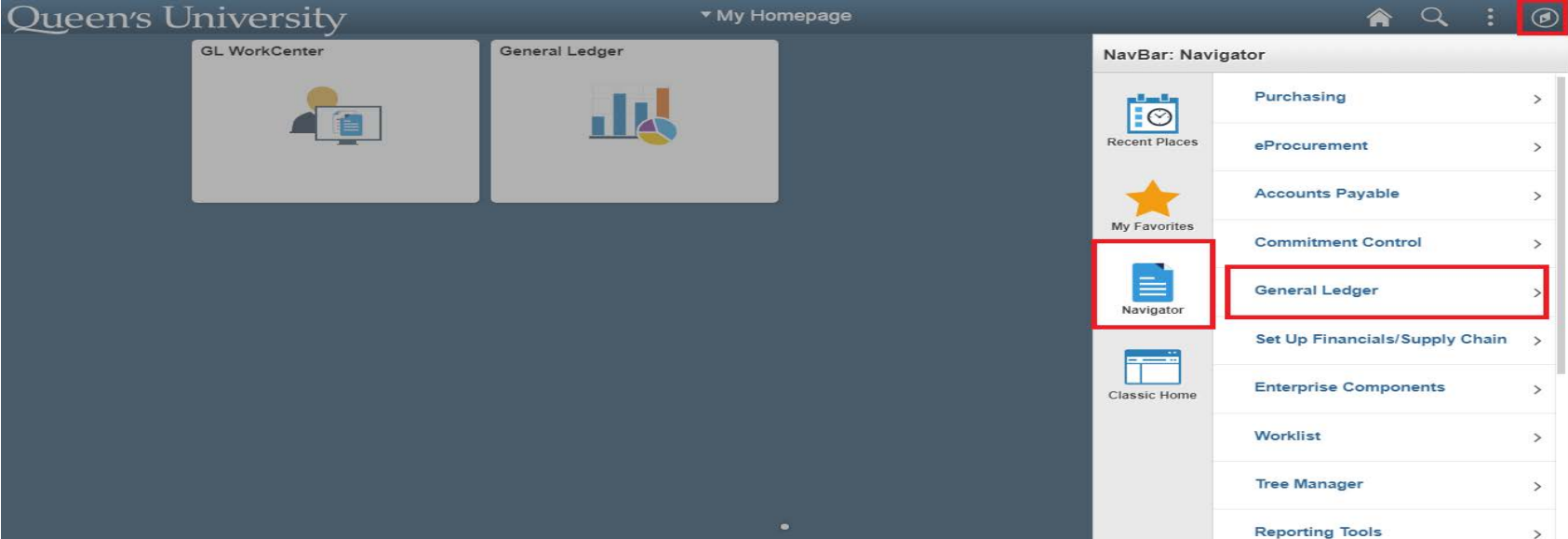
Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines
QUNIV	0000083574	31/01/2012		QUNIV	No	Prepayed to CC Jan 2012 Detail	Valid	Valid	RSH	55
QUNIV	0000083576	31/01/2012		QUNIV	No	Prepayed to CC Jan 2012 Sum	Valid	Valid	RSH	55
QUNIV	0000086686	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 Proce... 195
  - Incomplete Journals
  - \*\* Journals Approaching Per...
  - \*\* Journals Not Posted in Cl...
  - Journals Ready for Post 254
- Exceptions
  - Journals with Errors
  - Journals with Edit Errors 51
  - Journals with Balance Errors 15
  - Journals - Commitment Con...
  - 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.

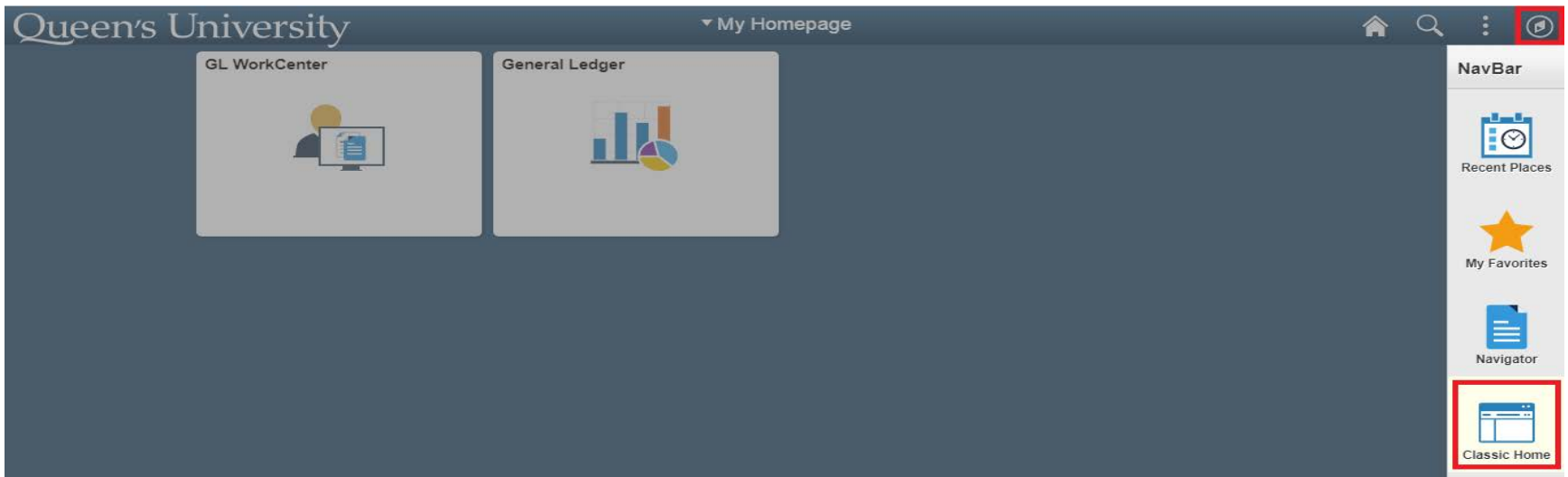


The screenshot displays the 'My Homepage' interface in PeopleSoft Finance. The top right corner features a NavBar button (a circle with a square) highlighted with a red box. Below it, the 'NavBar: Navigator' panel is open, showing a list of menu items. The 'Navigator' button in the left sidebar is also highlighted with a red box, and the 'General Ledger' menu item in the list is highlighted with a red box.

Recent Places	My Favorites	Classic Home
 Recent Places	 My Favorites	 Classic Home
<a href="#">Purchasing</a>	<a href="#">Navigator</a>	
<a href="#">eProcurement</a>		
<a href="#">Accounts Payable</a>		
<a href="#">Commitment Control</a>		
<a href="#">General Ledger</a>		
<a href="#">Set Up Financials/Supply Chain</a>		
<a href="#">Enterprise Components</a>		
<a href="#">Worklist</a>		
<a href="#">Tree Manager</a>		
<a href="#">Reporting Tools</a>		

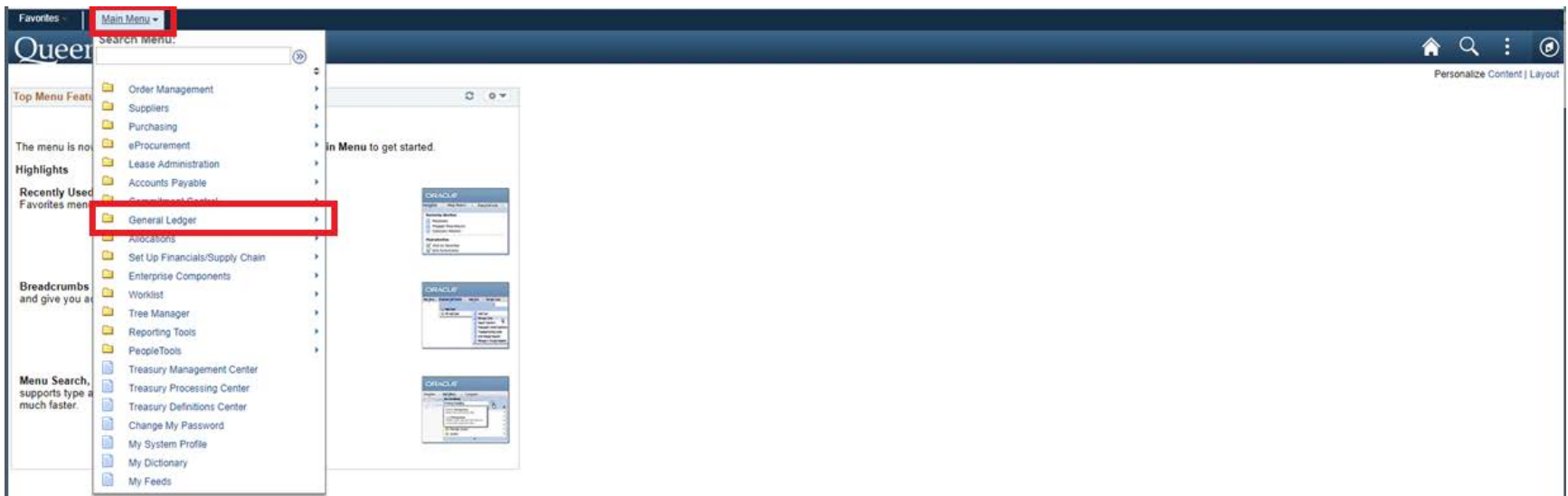
## Navigating within PeopleSoft Finance (cont'd)

3. The **third** method of navigating is by selecting the “Classic Home” button from the NavBar button. Click on the NavBar button, then click on the “Classic Home” button. This will take you to the homepage that you are used to seeing in PeopleSoft. Now you can navigate as you currently do by clicking on main menu and selecting a menu item to navigate to the desired page.



## Navigating within PeopleSoft Finance (cont'd)

This will take you to the homepage that you are used to seeing in PeopleSoft. Now you can navigate as you currently do by clicking on main menu and selecting a menu item to navigate to the desired page.



The screenshot displays the PeopleSoft Finance Main Menu. The 'Main Menu' dropdown is open, showing a list of menu items. The 'General Ledger' item is highlighted with a red box. The main menu area contains sections for 'Top Menu Features', 'Highlights', 'Recently Used', 'Favorites', 'Breadcrumbs', and 'Menu Search'. The 'General Ledger' item is located under the 'Recently Used' section. The main content area of the page is currently blank, with a 'Personalize Content | Layout' link in the top right corner.