

PeopleSoft

Navigation Guide

Version 1.2 | Updated March 6, 2024



PREPARED BY SDCOE PEOPLESFT SUPPORT

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Contents

Finance	1
1099 Processing	2
Accounts Payable	3
Accounts Receivable	5
Billing & Express Deposits	6
Budgets/Commitment Control	7
Financial Asset Management	9
General Ledger	12
Inventory	13
Manage Approvals	16
PO Rollover	17
Process Monitor and Report Manager (for Finance)	18
Procure to Pay Process	19
Project Costing	20
Purchase Orders	21
Query Manager and Query Viewer	23
Receiving Goods & Return to Vendor	24
Requisitions – Core	25
Requisitions – eProcurement	26
Travel and Expense	27
Year End Finance (YEFIN)	29
Year End Purchasing & Inventory (YEPUR, YEIN)	31
HCM	33
Absence Management	34
Benefits Administration	35
Correct History	37
COVID-19 Vaccination and Testing Tracking	38
Department Budget Table (DBT)	39
Human Resources	40
PAF	41
Payroll	42
Process Monitor and Report Manager (for HCM)	44
Time & Labor	45
Other	46

Introduction to PeopleSoft.....	47
Employee Self-Service (ESS)	48

Finance

1099 Processing

1099 to Send Detail screen: NavBar > Menu > FSCM > Suppliers > 1099/Global Withholding > 1099 Reports > 1099 to Send Detail

Adjust Withholding screen: Nav Bar > Menu > FSCM > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Supplier screen: NavBar > Menu > FSCM > Suppliers > Supplier Information > Add/Update > Supplier

Update VoucherLine Withholding screen: NavBar > Menu > FSCM > Suppliers > 1099/Global Withholding > Maintain > Update VoucherLine Withholding

Withhold 1099 Report Job screen: NavBar > Menu > FSCM > Suppliers > 1099 Global Withholding > 1099 Reports > Withhold 1099 Report Job

Accounts Payable

Accounting Entries screen: NavBar > Menu > FSCM >Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Accounts Payable WorkCenter screen: NavBar > Menu > FSCM > Accounts Payable > Accounts Payable WorkCenter

Asset Profiles screen: NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Product Related > Asset Management > Profiles > Asset Profiles

Batch Voucher Approval screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Approve > Batch Voucher Approval

Budget Check screen: NavBar > Menu > FSCM > Accounts Payable > Batch Processes > Vouchers > Budget Check

Budget Check Errors screen: NavBar > Menu > FSCM > Accounts Payable > Accounts Payable Work Center > My Work > Voucher Exceptions > Budget Check Errors

ChartField Values screen: NavBar > Menu > FSCM > Set Up Financials / Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Delete Voucher screen: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Ind Contractor to be Reported screen: NavBar > Menu > FSCM > Accounts Payable > Accounts Payable WorkCenter > Reports/Queries > Ind Contractor to be Reported

Match Exceptions screen: NavBar > Menu > Accounts Payable > FSCM > Reports > Vouchers > Match Exceptions

Match Workbench screen: NavBar > Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Matching screen: NavBar > Menu > FSCM > Accounts Payable > Batch Processes > Vouchers > Matching

Open Liability Reconciliation screen: NavBar > Menu > FSCM > Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Project Activities screen: NavBar > Menu > FSCM > Project Costing > Activity Definitions > Project Activities

Quick Invoice Entry screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

Regular Entry (Vouchers) screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Regular Entry.

Supplier screen: NavBar > Menu > FSCM > Suppliers > Supplier Information > Add/Update > Supplier

Supplier Balance screen: NavBar > Menu > FSCM > Accounts Payable > Reports > Supplier > Supplier Balance

Supplier Name History screen: NavBar > Menu > FSCM > Suppliers > Supplier Information > Add / Update > Supplier Name History

UnPost Voucher screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > UnPost Voucher

Voucher screen: NavBar > Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Voucher Build screen: NavBar > Menu > FSCM > Accounts Payable > Batch Processes > Vouchers > Voucher Build

Accounts Receivable

Account Overview screen: NavBar > Menu > FSCM > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

All Payments screen: NavBar > Menu > FSCM Accounts Receivable > Payments > Review Payments > All Payments

Create Accounting Entries screen: NavBar > **Menu** > FSCM> Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries.

Customer Account Overview use: Account Overview screen: NavBar > Menu > FSCM > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Customer Item History Report use: Item List screen: NavBar > Menu > FSCM > Accounts Receivable > Customer Accounts > Item Information > Item List

Deposit Control bey Entry Date screen: NavBar > Menu > FSCM > Accounts Receivable>Payments>Reports>Deposit Control by Entry Date

Deposit Summary use: Deposit Control bey Entry Date screen: NavBar > Menu > FSCM > Accounts Receivable>Payments>Reports>Deposit Control by Entry Date

Direct Journal screen: NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

Generate Journals screen: NavBar > **Menu** > FSCM > General Ledger > Journals > Subsystem Journal> Generate Journals

Item List screen: NavBar > Menu > FSCM > Accounts Receivable > Customer Accounts > Item Information > Item List

Modify Accounting Entries screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Regular Deposit screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Online Payments > Regular Deposit

Billing & Express Deposits

Account Overview screen: NavBar > Menu > FSCM > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Billing Specialist screen: NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Product Related > Billing > Setup > Billing Specialist

Collections Workbench: NavBar > Menu > FSCM > Accounts Receivable > Collections Workbench

Details screen: NavBar > Menu > FSCM > Billing > Review Billing Information > Details

Deposit Control by Entry Date screen: NavBar > Menu > FSCM > Accounts Receivable>Payments>Reports>Deposit Control by Entry Date

Express Billing screen: NavBar > Menu > FSCM > Billing > Maintain Bills > Express Billing

Express Deposit screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Online Payments > Express Deposit

General Information screen: NavBar > Menu > FSCM > Customers > Customer Information > General Information

Register screen: NavBar > Menu > FSCM > Billing > Generate Invoices > Reports > Invoice Register

Item Activity From a Payment screen: NavBar > Menu > FSCM > Accounts Receivable>Customer Accounts>Item Information>Item Activity From a Payment

Item List screen: NavBar > Menu > FSCM > Accounts Receivable > Customer Accounts > Item Information > Item List

Payment Details screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Reports > Payment Detail

Quick Customer Create screen: NavBar > Menu > FSCM > Customers > Customer Information > Quick Customer Create

Reprint Invoices screen: NavBar > Menu > FSCM > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Supporting Documentation screen: NavBar > Menu > FSCM > Billing > Maintain Bills > Supporting Documentation

Update Conversation screen: NavBar > Menu > FSCM > Customers > Conversations > Update Conversations

Budgets/Commitment Control

- Activity Log screen:** NavBar > Menu > FSCM > Commitment Control > Review Budget Activities > Activity Log
- Budget Attributes screen:** NavBar > Menu > FSCM > Commitment Control > Define Control Budgets > Budget Attributes
- Budget Attributes Report screen:** NavBar > Menu > FSCM > Commitment Control > Budget Reports > Budget Attributes Report
- Budget Checking Status screen:** NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Budget Checking Status
- Budget Exceptions screen:** NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Budget Exceptions
- Budget Status Report screen:** NavBar > Menu > FSCM > SDCOE Custom > Custom Reports > Budget Status Report
- Budgets Details screen:** NavBar > Menu > FSCM > Commitment Control > Review > Budget Activities > Budgets Details
- Budget Journals screen:** NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Journals
- Budgets Overview screen:** NavBar > Menu > FSCM > Commitment Control > Review Budget Activities > Budgets Overview
- Budget Status Report screen:** NavBar > Menu > FSCM > SDCOE Custom > Custom Reports > Budget Status Report
- Budget Transaction Detail screen:** NavBar > Menu > FSCM > Commitment Control > Budget Reports > Budget Transaction Detail
- Budget Transfer screen:** NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Transfer
- ChartField Values screen:** NavBar > Menu > FSCM > Set Up Financials / Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values
- Detail Budget Maintenance screen:** NavBar > Menu > FSCM > General Ledger > Maintain Standard Budgets > Detail Budget Maintenance
- Detail Budget Maintenance screen:** NavBar > Menu > FSCM > General Ledger > Maintain Standard Budgets > Detail Budget Maintenance
- Enter Budget Journals screen:** NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Journals
- Enter Budget Transfer screen:** NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Transfer
- Enter ChartField Values screen:** NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values
- Import Budget Journals screen:** NavBar > Menu > FSCM > Commitment Control > Budget Journals > Import Budget Journals
- Ledger Details screen:** NavBar > Menu > FSCM > Commitment Control > Budget Reports > Ledger Details

Manage Control Budget Journal screen: NavBar > Menu > FSCM > Commitment Control > Budget Journals > Manage Control Budget Journal.

Mark for Unposting screen: NavBar > Menu > FSCM > Commitment Control > Post Control Budget Journals > Mark for Unposting

Mass Delete Budget Journals screen. NavBar > Menu > FSCM > Commitment Control > Budget Journals > Mass Delete Budget Journals

SACS Extract File screen: NavBar > Menu > FSCM > SDCOE Custom > Custom Extracts > SACS Extract File

Purchase Order screen: NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Request Allocation screen: NavBar > Menu > FSCM > Allocations > Define and Perform Allocations > Request Allocation

Requisition screen: NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

Revised Budget Summary Report screen: NavBar > Menu > FSCM > SDCOE Custom > Custom Reports > Revised Budget Summary Report

Voucher screen: NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

Working Budget Comparison Rpt screen: NavBar > Menu > FSCM > SDCOE Custom > Custom Reports > Working Budget Comparison Rpt

Working Budget Status Report screen: NavBar > Menu > FSCM > SDCOE Custom > Custom Reports > Working Budget Status Report

Financial Asset Management

Acquisitions screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Asset Details > Acquisitions

Add/Update POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Add/Update POs

Add/Update Receipts screen: NavBar > Menu > FSCM > Purchasing > Receipts > Add/Update Receipts

Adjust Accumulated Depr screen: NavBar > Menu > FSCM > Asset Management > Depreciation > Processing > Adjust Accumulated Depr

Approve Financial Information > Review screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Approve Financial Information > Review

Approve Physical Information > Review-screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Approve Physical Information > Review

Assets by Location screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Asset Details > By Location

Asset Depreciation screen: NavBar > Menu > FSCM > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset Management WorkCenter: NavBar > Menu > FSCM > Asset Management > Asset Management WorkCenter

Asset Transfers screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Cost and Depreciation > Asset Transfers

Basic Add screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Owned Assets > Basic Add

Calculate screen: NavBar > Menu > FSCM > Asset Management > Depreciation > Processing > Calculate

Consolidate screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Interface Transactions > Consolidate

Copy Existing Asset screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset

Cost Adjust/Transfer Asset screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Create Parent screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Parent-Child Relationship > Create Parent

Define Spreadsheet Template screen: NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Product Related > Asset Management > Import Spreadsheet Setup > Define Spreadsheet Template

Depr Reporting Table screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table

Depreciation Activity screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Cost and Depreciation > Depreciation Activity

Depreciation by Fiscal Year: NavBar > Menu > FSCM > Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Fiscal Year

Depreciation by Period screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Period

Edit (Interface Transactions) screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Interface Transactions > Edit

Express Add screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Owned Assets > Express Add

Item Categories screen: NavBar > Menu > FSCM > Items > Define Controls > Item Categories

Load Assets Request screen: NavBar > Menu > FSCM > Accounts Payable > Batch Processes > Extracts and Loads > Load Assets Request

Load into AM screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Interface Transactions > Load into AM

Net Book Value Table screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Load Reporting Tables > Net Book Value Table

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Regular Entry (Vouchers) screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Regular Entry

Retire/Reinstate Asset screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

Retire/Reinstate Non-Fin Asset screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset

Retirement Activity screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Retirement > Retirement Activity

Retirement Information screen: NavBar > Menu > FSCM > Asset Management > Financial Reports > Retirement > Retirement Information

Retrieve Info from AP/PO screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Retrieve Info from AP/PO

Review (Approve Financial Information) screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Approve Financial Information > Review

Review Cost screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > History > Review Cost

Review (Interface Transactions) screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Interface Transactions > Review

Review Parent-Child screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Parent-Child Relationship > Review Parent-Child

Review Purchase Orders screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Acquisition Details > Review Purchase Orders

Review Receivers screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Acquisition Details > Review Receivers

Review Vouchers screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Acquisition Details > Review Vouchers

Search for an Asset screen: NavBar > Menu > FSCM > Asset Management > Search for an Asset

Unitize screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Interface Transactions > Unitize

Update Non-Capitalized Cost screen: NavBar > Menu > FSCM > Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

Upload Spreadsheet Data screen: NavBar > Menu > FSCM > Asset Management > Send/Receive Information > Import Data via Spreadsheet > Upload Spreadsheet Data

General Ledger

- Budget Attributes screen:** NavBar > Menu > FSCM > Commitment Control > Define Control Budgets > Budget Attributes
- Budgets Details screen:** NavBar > Menu > FSCM > Commitment Control > Review > Budget Activities > Budgets Details
- Budgets Overview screen:** NavBar > Menu > FSCM > Commitment Control > Review Budget Activities > Budgets Overview
- ChartField Reports screen:** NavBar > Menu > FSCM > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports
- ChartField Values screen:** NavBar > Menu > FSCM > Set Up Financials / Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values
- Create/Update Journal Entries screen:** NavBar > Menu > FSCM > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- FIS Procure to Pay History screen:** NavBar > **Menu** > FSCM> Purchasing > Purchase Orders > Review PO Information > FIS Procure to Pay History
- General Ledger WorkCenter:** NavBar > Menu > FSCM > General Ledger > General Ledger WorkCenter
- Journals (review) screen:** NavBar > Menu > FSCM > General Ledger > Review Financial Information > Ledger
- Ledger screen:** NavBar > Menu > FSCM > General Ledger > Review Financial Information > Ledger
- Ledger Activity screen:** NavBar > Menu > FSCM > General Ledger > General Reports > Ledger Activity
- Mark Journal for Unposting screen:** NavBar > Menu > FSCM > General Ledger > Journals > Process Journals > Mark Journals for Unposting
- My Profile screen: (Access through ESS):** NavBar > Menu > My Profile
- Query Viewer screen:** NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer
- Review Combination Data screen:** NavBar > **Menu** > FSCM > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data
- SACS Extract Files screen:** NavBar > Menu > FSCM > SDCOE Custom > Custom Extracts > SACS Extract File
- Spreadsheet Journals screen:** NavBar > Menu > FSCM > General Ledger > Journal > Import Journals > Spreadsheet Journals.
- Trial Balance screen:** NavBar > Menu> FSCM > General Ledger > General Reports > Trial Balance
- Worklist screen:** NavBar > Menu > FSCM > Worklist > Worklist

Inventory

Adjust Average Cost screen: NavBar > Menu > FSCM > Cost Accounting > Item Costs > Update Costs > Adjust Average Cost.

Adjustments screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Adjustments.

Cancel/Hold Stock Requests screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Stock Requests > Cancel/Hold Stock Requests.

Change Item Status screen: NavBar > Menu > FSCM > Items > Define Items and Attributes > Change Item Status

Close Receipts screen: NavBar > Menu > FSCM > Purchasing > Receipts > Close Receipts.

Cost Management screen: NavBar > Menu > FSCM > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Cost Management

Correct Staged Errors screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Correct Staged Errors

Create Counting Event screen: NavBar > Menu > FSCM > Inventory > Inventory Counts > Prepare Counting Event > Create Counting Event

Create Counting Sheet screen: NavBar > Menu > FSCM > Inventory > Inventory Counts > Prepare Counting Event > Create Counting Sheet

Create Replenishment Requests screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory > Create Replenishment Requests

Current Inventory Value screen: NavBar > Menu > FSCM > Cost Accounting > Inventory and Mfg Accounting > Reports > Current Inventory Value

Default Putaway Locations screen: NavBar > Menu > FSCM > Inventory > Maintain Storage Locations > Default Putaway Locations.

Define Business Unit Item screen: NavBar > Menu > FSCM > Items > Define Items and Attributes > Define Business Unit Item

Define Item screen: NavBar > Menu > FSCM > Items > Define Items and Attributes > Define Item.

Deplete On Hand Quantity screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Shipping > Deplete On Hand Quantity.

Edit Unposted Accounting Lines screen: NavBar > Menu > FSCM > Cost Accounting > Inventory and Mfg Accounting > Create Accounting Entries > Edit Unposted Accounting Lines.

Fixed Picking Locations screen: NavBar > Menu > FSCM > Inventory > Maintain Storage Locations > Fixed Picking Locations.

Fulfillment Status screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Review Fulfillment Information > Fulfillment Status

InterUnit and RMA Receiving screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > InterUnit and RMA Receiving.

Inventory Balances screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Reports > Inventory Balances.

Inventory by Area screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Review Inventory Balance Info > Inventory by Area.

Inventory by Item screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Review Inventory
Balance Info > Inventory by Item.

Inventory by Location screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Review Inventory
Balance Info > Inventory by Location.

Inventory Status screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Review Inventory
Balance Info > Inventory Status.

Inventory WorkCenter:

Item Balance by Location screen; NavBar > Menu > FSCM > Inventory > Manage Inventory > Review
Inventory Balance Info > Item Balance by Location.

Item Balance by Unit screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Review Inventory
Balance Info > Item Balance by Unit.

Item screen: NavBar > Menu > FSCM > Cost Accounting > Item Costs > Review Costs > Item.

Load Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Load Requisitions.

Load Staged Items screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Load Staged Items.

Load Staged Items screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Load Staged Items

Maintain Stock Request screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Stock Requests
> Maintain Stock Requests

Manage Replenishment Requests screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory >
Manage Replenishment Requests

Material Picking Feedback screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Picking >
Material Picking Feedback.

Material Storage Locations screen: NavBar > Menu > FSCM > Inventory > Maintain Storage Locations >
Material Storage Locations.

Order Release Request screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Picking > Order
Release Request.

Packing Slip screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Shipping Reports > Packing
Slip.

PO Auto Sourcing screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source
Requests > PO Auto Sourcing.

PO Auto Sourcing screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source
Requests > PO Auto Sourcing

Process Monitor to access the PO in PDF screen: NavBar > Menu > FSCM > PeopleTools > Process
Scheduler > Process Monitor

Reconciliation Report screen: NavBar > Menu > FSCM > Inventory > Inventory Counts > Reconcile Inventory
Balances > Reconciliation Report

Report Manager screen: NavBar > Menu > FSCM > Reporting Tools > Report Manager

Review Replenishment Requests screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory >
Review Replenishment Requests.

Review Transaction History screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Analyze
Inventory > Review Transaction History.

RMA screen: NavBar > Menu > FSCM > Inventory > Managed Returned Material > RMA.

Setup Item Replenishment screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory > Setup Item Replenishment

Shipping/Issues screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Shipping > Shipping/Issues.

Sourcing Workbench screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench.

Sourcing Workbench screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

Stock Status screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Reports > Stock Status.

Stockroom Feedback screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Stockroom Feedback

Transfers screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Transfers.

Update Counting Event screen: NavBar > Menu > FSCM > Inventory > Inventory Counts > Perform Count > Update Counting Event

Update Stock Quantity screen: NavBar > Menu > FSCM > Inventory > Inventory Counts > Reconcile Inventory Balances > Update Stock Quantity

Update Unreserved Orders screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Stock Requests > Update Unreserved Orders

Usage Desktop screen: NavBar > Menu > FSCM > Inventory > Manage Inventory > Analyze Inventory > Usage Desktop.

Manage Approvals

Worklist screen NavBar > Menu > FSCM > Worklist > Worklist or Worklist Details

Alternate User set up: NavBar > My System Profile .Alternate User

PO Rollover

Add/Update POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Add/Update POs page

Budget Check screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Check

Non-Qualified PO Listing screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > Non-Qualified PO Listing

Open Purchase Order Report screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > Open Purchase Order Report.

PO Rollover Activity Report screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > PO Rollover Activity Report

PO Rollover Workbench screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > PO Rollover Workbench

PO Roll View screen NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > PO Roll View

Purchase Orders screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Request PO Rollover1 screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > Request PO Rollover1

Request PO Rollover2 screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Year End Processing > Request PO Rollover2

Process Monitor and Report Manager (for Finance)

Process Monitor screen: NavBar > Menu > FSCM > PeopleTools > Process Scheduler > Process Monitor

Report Manager screen: NavBar > Menu > FSCM > Reporting Tools > Report Manager

Procure to Pay Process

Item Categories screen: NavBar > Menu > FSCM > Items > Define Controls > Item Categories

Query Viewer: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Project Costing

Add Transactions screen: NavBar > Menu > FSCM > Project Costing > Transaction Definitions > Add Transactions.

Create/Update Journal Entries screen: NavBar > Menu > FSCM > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.

Expenses screen: NavBar > Menu > FSCM > Project Costing > Cost Collection > Expenses

Flexible Analysis screen: NavBar > Menu > FSCM > Project Costing > Interactive Reports > Flexible Analysis.

Flexible Analysis User Default screen: NavBar > Menu > FSCM > Project Costing > Flexible Analysis User Default

General Information screen: NavBar > Menu > FSCM > Project Costing > Project Definitions > General Information

General Ledger screen: NavBar > Menu > FSCM > Project Costing > Cost Collection > General Ledger

Payables screen: NavBar > Menu > FSCM > Project Costing > Cost Collection > Payables

Project Activities screen: NavBar > Menu > FSCM > Project Costing > Activity Definitions > Project Activities.

Purchasing screen: NavBar > Menu > FSCM > Project Costing > Cost Collection > **Purchasing**

Purchasing Adjustments screen: NavBar > Menu > FSCM > Project Costing > Cost Collection > Purchasing Adjustments

Regular Entry (Vouchers) screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Regular Entry

Retrieve Commitment Control screen: NavBar > Menu > FSCM > Project Costing > Budgeting > Retrieve Commitment Control

Purchase Orders

Add/Update POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Add/Update POs

Add/Update Receipts screen: NavBar > Menu > FSCM > Purchasing > Receipts > Add/Update Receipts

Buyer's Workbench screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Buyer's Workbench

Buyer WorkCenter screen: NavBar > Menu > FSCM > Purchasing > Buyer WorkCenter

Close Purchase Orders screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders

Close Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions

Dispatch POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Dispatch POs.

ePro Manage Requisitions screen: NavBar > Menu > FSCM > eProcurement > Manage Requisitions

Location screen: NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Common Definitions > Location > Location

PO Budget Check screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Budget Check

Print POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Print POs.

Process Monitor screen: NavBar > Menu > FSCM > PeopleTools > Process Scheduler > Process Monitor

Purchase Order > Reports screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Reports > _____ (enter report name)

Query Viewer for Finance screen: NavBar > Menu > **FSCM** > Reporting Tools > Query > Query Viewer

Reopen POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Reconcile POs > Reopen POs

Reopen Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Reconcile Requisitions > Reopen Requisitions

Report Manager screen NavBar > Menu > FSCM > Reporting Tools > Report Manager

Requester's Workbench screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Requester's Workbench

Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Review Requisitions Information > Requisitions

Req Budget Check screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Budget Check

Requisitions Selection Screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source Requests > Requisition Selection

Review Change Orders screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Manage Change Orders > Review Change Orders

Review Receipt screen: NavBar > Menu > FSCM > Purchasing > Receipts > Review Receipt Information > Receipts

Review PO Information screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Ship To Locations screen: NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations.

Standard Comments screen: NavBar > Menu > FSCM > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Standard Comments

Supplier screen: NavBar > Menu > FSCM > Supplier > Supplier Information > Add/Update > Supplier

Voucher screen: NavBar > Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Query Manager and Query Viewer

Query Manager for Finance screen: NavBar > Menu > **FSCM** > Reporting Tools > Query > Query Manager

Query Manager for HCM screen: NavBar > Menu > **HCM** > Reporting Tools > Query > Query Manager

Query Viewer for Finance screen: NavBar > Menu > **FSCM** > Reporting Tools > Query > Query Viewer

Query Viewer for HCM screen: NavBar > Menu > **HCM** > Reporting Tools > Query > Query Viewer

Receiving Goods & Return to Vendor

Add/Update Receipts screen: NavBar > Menu > FSCM> Purchasing > Receipts > Add/Update Receipts

Add/Update RTV screen: NavBar > Menu > FSCM> Purchasing > Return To Vendor/Supplier > Add/Update RTV.

Buyer WorkCenter: NavBar > Menu FSCM > Purchasing > Buyer WorkCenter

Dispatch RTV screen: NavBar > Menu > FSCM > Purchasing > Return To Vendor/Supplier > Dispatch RTVs.

Planned Receipt screen: NavBar > Menu > FSCM> Purchasing > Receipts > Reports > Planned Receipt

Print RTVs screen: NavBar > Menu > FSCM > Purchasing > Return To Vendor/Supplier > Print RTVs.

Receipt Deliver screen: NavBar > Menu > FSCM > Purchasing > Receipts > Reports > Receipt Delivery

Reconcile RTVs screen: NavBar > Menu > FSCM > Purchasing > Return To Vendor/Supplier > Reconcile RTVs.

Report Manager screen: NavBar > Menu > FSCM > Reporting Tools > Report Manager.

Review Receipt Information screen: NavBar > Menu > FSCM> Purchasing > Receipts > Review Receipt Information > Receipts.

Review RTVs screen: NavBar > Menu > FSCM > Purchasing > Return To Vendor/Supplier > Review RTVs.

Requisitions – Core

Add/Update Receipts screen: NavBar > Menu > FSCM > Purchasing > Receipts > Add/Update Receipts

Add/Update Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Add/Update Requisitions

Budget Check screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Budget Check

Buyer WorkCenter: NavBar > Menu FSCM > Purchasing > Buyer WorkCenter

Catalog screen: NavBar > Menu > FSCM > eProcurement > Requisition > Catalog

Document Status screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Review Requisition Information > Document Status.

eProcurement > Requisition screen: NavBar > Menu > FSCM > eProcurement > Requisition

ePro Manage Requisitions screen: NavBar > Menu > FSCM > eProcurement > Manage Requisitions

Manage Requisition screen: NavBar > Menu > FSCM > eProcurement > Manage Requisition

Query Viewer: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Receipts (review) screen NavBar > Menu > FSCM > Purchasing > Receipts > Review Receipt Information > Receipts.

Receipts (Add/Update) screen: NavBar > Menu > FSCM > Purchasing > Receipts > Add/Update Receipts

Report Manager screen: to NavBar > Menu > FSCM > Reporting Tools > Report Manager

Reports and Processes: NavBar > Menu > FSCM > Purchasing > Requisitions > Reports > _____

Requisitions-Core (Add/Update) screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Add/Update Requisitions

Requisitions-ePro screen: NavBar > Menu > FSCM > eProcurement > Requisition

Requisitions Inquiry screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Review Requisitions Information > Requisitions

Requester's Workbench screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Requester's Workbench

Review PO Information screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders.

Voucher screen: NavBar > Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.

Requisitions – eProcurement

Add/Update Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Add/Update Requisitions

Buyer WorkCenter: NavBar > Menu FSCM > Purchasing > Buyer WorkCenter

Catalog screen: NavBar > Menu > FSCM > eProcurement > Requisition > Catalog

eProcurement > Requisition screen: NavBar > Menu > FSCM > eProcurement > Requisition

Manage Requisition screen: NavBar > Menu > FSCM > eProcurement > Manage Requisition

Receipts screen NavBar > Menu > FSCM > Purchasing > Receipts > Review Receipt Information > Receipts.

Reports and Processes screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Reports >

Review PO Information screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders.

Review Requisitions Information screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Review Requisitions Information > Requisitions.

Voucher screen: NavBar > Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.

Travel and Expense

Travel & Expenses WorkCenter: NavBar > Menu > FSCM > Travel and Expenses > Travel & Expenses WorkCenter

Navigation to Approved Transactions (Modify) screen in Finance: NavBar > Menu > FSCM > Travel and Expenses > Approve Transactions > Modify Approved Transactions

Navigation to Approve Expense Report Transactions screen in Finance: NavBar > Menu > FSCM > Travel and Expenses > Approve Transactions > Approve Transactions

Navigation to Authorize Users screen in ESS: NavBar > **Menu** > Self Service > Travel and Expenses > Authorize Users

Navigation to ER (Create/Modify) screen in ESS: NavBar > Menu > Self Service > Expense Reports > Create/Modify

Navigation to ER (Create/Modify) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Navigation to ER (Delete) screen in ESS: NavBar > Menu > Self Service > Expense Reports > Delete

Navigation to ER (Delete) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Expense Reports > Travel Authorizations > Delete

Navigation to ER (View) screen in ESS: NavBar > Menu > Self Service > Expense Reports > View

Navigation to ER (View) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Expense Reports > View

Navigation to Delegate Entry Authority screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority

Navigation to Profile (Review/Edit) screen in ESS: NavBar > Menu > Self Service > Travel and Expenses > Review/Edit Profile

Navigation to Profile (Review/Edit) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Review/Edit Profile

Navigation to TA (Cancel) screen in ESS: NavBar > Menu > Self Service > Travel Authorization > Cancel

Navigation to TA (Cancel) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

Navigation to TA (Create/Modify) screen in ESS: NavBar > **Menu** > Self Service > Travel Authorization > Create/Modify

Navigation to TA (Create/Modify) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Navigation to TA (Delete) screen in ESS: NavBar > Menu > Self Service > Travel Authorization > Delete

Navigation to TA(Delete) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete

Navigation to TA (View) screen in ESS: NavBar > **Menu** > Self Service > Travel Authorization > View

Navigation to TA (View) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > Travel Authorizations > View

Navigation to Template to Approve TA (Create/Update) screen in ESS: NavBar > Menu > Self Service > Travel and Expenses > Create/Update User Template

Navigation to User Template to Approve TA (Create/Update) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > User Preferences > Create/Update User Template

Navigation to User Template (Create/Update) screen in ESS: NavBar > Menu > Self Service > Travel and Expenses > Create/Update User Template

Navigation to User Template (Create/Update) screen in Finance: NavBar > Menu > FSCM > Employee Self-Service > Travel and Expenses > User Preferences > Create/Update User Template

Year End Finance (YEFIN)

Accounts Payable WorkCenter screen: NavBar > Menu > FSCM > Accounts Payable > Accounts Payable WorkCenter

Budget Details screen NavBar > Menu > FSCM > Commitment Control > Review Budget Activities > Budget Details

Budget Journals screen: NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Journals

Budget Transfer screen: NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Transfer

Budgets Overview screen: NavBar > Menu > FSCM > Commitment Control > Review Budget Activities > Budgets Overview

Budget Status Report screen: NavBar > Menu > FSCM > SDCOE Custom Reports > Budget Status Report

ChartField Values screen: NavBar > Menu > FSCM > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Create Accounting Entries screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Create/Update Journal Entries screen: NavBar > Menu > FSCM > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Delete Vouchers screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Delete Vouchers

Enter Budget Journals screen: NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Journals

Enter Budget Transfer screen: NavBar > Menu > FSCM > Commitment Control > Budget Journals > Enter Budget Transfer

Generate Journals screen: NavBar > Menu > FSCM > General Ledger > Journals > Subsystem Journal > Generate Journals

Ledger screen: NavBar > Menu > FSCM > General Ledger > Review Financial Information > Ledger

Mass Delete Budget Journals screen: NavBar > Menu > FSCM > Commitment Control > Budget Journals > Mass Delete Budget Journals

Match Workbench screen: NavBar > Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Modify Accounting Entries screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Query Manager for Finance screen: NavBar > Menu > **FSCM** > Reporting Tools > Query > Query Manager

Regular Deposit screen: NavBar > Menu > FSCM > Accounts Receivable > Payments > Online Payments > Regular Deposit

Regular Entry (Vouchers) screen: NavBar > Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Regular Entry

Review Combination screen: Data NavBar > Menu > FSCM > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data

Revised Budget Summary Report screen: NavBar > Menu > FSCM > SDCOE Custom > Custom Reports > Revised Budget Summary Report

Supplier screen: NavBar > Menu > FSCM > Suppliers > Supplier Information > Add/Update > Supplier

Year End Purchasing & Inventory (YEPUR, YEIN)

Add/Update POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Add/Update POs

Add/Update Receipts screen: NavBar > Menu > FSCM > Purchasing > Receipts > Add/Update Receipts

Add/Update Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Add/Update Requisitions

Buyer's Workbench screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Buyer's Workbench

Cancel/Hold Stock Requests screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Stock Requests > Cancel/Hold Stock Requests

Create Replenishment Requests screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory > Create Replenishment Requests

Correct Staged Errors screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Correct Staged Errors

Dispatch POs screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Dispatch POs

Fulfillment Status screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Review Fulfillment Information > Fulfillment Status

InterUnit and RMA Receiving screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > InterUnit and RMA Receiving

Load Requisitions screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Load Requisitions

Load Staged Items screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Load Staged Items

Manage Requisitions screen: NavBar > Menu > FSCM > eProcurement > Manage Requisitions

Manage Replenishment Requests screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory > Manage Replenishment Requests

Material Picking Feedback screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Picking > Material Picking Feedback

Order Release Request screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Picking > Order Release Request

Packing Slip screen: NavBar > Menu > FSCM > Inventory > Fulfill Stock Orders > Shipping Reports > Packing Slip

POs (Add/Update) screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Add/Update POs

PO Auto Sourcing screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source Requests > PO Auto Sourcing

Purchase Orders screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Receipts (Add/Update) screen: NavBar > Menu > FSCM > Purchasing > Receipts > Add/Update Receipts

Regular Entry (AP) screen: NavBar > Menu > FSCM > Accounts Payable > Accounts Payable WorkCenter > Regular Entry

Requester's Workbench screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Requester's Workbench

Requisitions (Add/Update) screen: NavBar > Menu > FSCM > Purchasing > Requisitions > Add/Update Requisitions

Review Replenishment Requests screen: NavBar > Menu > FSCM > Inventory > Replenish Inventory > Review Replenishment Requests

RMA screen: NavBar > Menu > FSCM > Inventory > Managed Returned Material > RMA

RMA Report screen: NavBar > Menu > FSCM > Inventory > Manage Returned Material > RMA Report

Sourcing Workbench screen: NavBar > Menu > FSCM > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

Stockroom Feedback screen: NavBar > Menu > FSCM > Inventory > Putaway Stock > Stockroom Feedback

HCM

Absence Management

Absences (Adjust Balances) screen: NavBar Menu > HCM > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences.

Absence Balances screen: NavBar Menu > HCM > Manager Self Service > Time Management > View Time > Absence Balances

Absence Event screen: NavBar Menu > HCM > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Request History screen: NavBar > Menu > HCM > Manager Self Service > Time Management > View Time > Absence Request History.

Absence Request (Approve Time and Exceptions) screen: NavBar: HCM > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests.

Absence Request (Time Management) screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Report Time > Absence Request

Query Viewer screen: NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer

Results by Calendar screen: NavBar > Menu > HCM > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar

Results by Calendar Group screen: NavBar > Menu > HCM > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group.

Time and Labor WorkCenter: NavBar > Menu > HCM > Manager Self Service > Time Management > Time and Labor WorkCenter

Timesheet screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Report Time > Timesheet

Benefits Administration

- Arrears screen:** NavBar > Menu > HCM > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Arrears
- Benefit Rates screen:** NavBar > Menu > HCM > Set Up HCM > Product Related > Base Benefits > Rates and Rules > Benefit Rates
- Create General Deductions screen:** NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions
- Current Benefits Summary screen:** NavBar > Menu > HCM > Benefits > Review Employee Benefits > Current Benefits Summary
- Deductions in Arrears screen:** NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions in Arrears
- Deduction Register Report screen:** NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Register Report
- Disability Benefits screen:** NavBar > Menu > HCM> Benefits > Enroll in Benefits > Disability Benefits
- Employee Contribution Report:** NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Employer Contribution Report
- Employee Event Details screen:** NavBar > Menu > HCM > Benefits > Manage Automated Enrollment > Review Processing Results > Employee Event Detail
- Employee Process Status Rpt screen:** NavBar > Menu > HCM > Benefits > Manage Automated Enrollment > Investigate Exceptions > Employee Process Status Rpt
- Health Benefits screen:** NavBar > Menu > HCM> Benefits > Enroll in Benefits > Health Benefits (Use this for Medical, Dental and Vision Plans)
- Job Data screen:** NavBar > Menu > HCM > Workforce Administration > Job Information > Job Data.
- Life and AD/D Benefits screen:** NavBar > Menu > HCM> Benefits > Enroll in Benefits > Life and AD/D Benefits
- On-Demand Event Maintenance screen:** NavBar > Menu > HCM > Benefits > Manage Automated Enrollment > Events > On-Demand Event Maintenance
- Override Deductions (Employee) screen:** NavBar > Menu > HCM > SDCOE Custom > Payroll > Processes > Override Deductions (Employee)
- Payline screen:** NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline
- Query Viewer screen:** NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer
- Review BAS Activity screen:** NavBar > Menu > HCM > Benefits > Manage Automated Enrollment > Events > Review BAS Activity
- Review Dep/Ben Summary screen:** NavBar > Menu > HCM > Benefits > Employee/Dependent Information > Review Dep/Ben Summary
- Savings Plan screen:** NavBar > Menu > HCM> Benefits > Enroll in Benefits > Savings Plans
- Simple Benefits screen:** NavBar > Menu > HCM> Benefits > Enroll in Benefits > Simple Benefits
- Vendor Remittance Report screen:** NavBar > Menu > HCM > SDCOE Custom > Benefits > Vendor Remittance Report

Correct History

Additional Pay screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Combination Code Table screen: NavBar > Menu > HCM > > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table

Department Budget Table USA screen: NavBar > Menu > HCM> Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Employee Tax Data screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

General Deductions screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

Health Card screen: NavBar > Menu > HCM > Workforce Monitoring > Health and Safety > Record Medical Exam Results > Health Card

On-Demand Event Maintenance screen: NavBar > Menu > HCM > Benefits > Manage Automated Enrollment > Events > On-Demand Event Maintenance

Personal Information screen: NavBar > Menu > HCM > Workforce Administration > Personal Information > Personal Information

Query Viewer screen: NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer Save *M_PERSON_SEARCH* as a favorite on the Query page.

Position Info (Add/Update) screen: NavBar > Menu > HCM > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Maintain Time Reporter Data screen: NavBar > Menu > HCM > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

Work Schedule screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

COVID-19 Vaccination and Testing Tracking

Health Card screen: NavBar > HCM > Workforce Monitoring > Health and Safety > Record Medical Exam Results > Health Card

COVID Mass Update Validation screen: NavBar > Menu > HCM > SDCOE CUSTOM > Human Resources > COVID Mass Update Validation

Query Viewer screen: NavBar > Menu > FSCM > Reporting Tools > Query > Query Viewer

Department Budget Table (DBT)

Position Info screen: NavBar > Menu > HCM> Organizational Development >Position Management > Maintain Positions/Budgets > Add/Update Position Info

DBT screen: NavBar > Menu > HCM> Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Human Resources

Add a Person screen: NavBar > Menu > HCM > Workforce Administration > Personal Information > Add a Person

Additional Names screen: NavBar > Menu > HCM > Workforce Administration > Personal Information > Biographical > Additional Names

Define Salary Grades screen: NavBar > Menu > HCM > Compensation > Base Compensation > Maintain Plans > Define Salary Grades

Define Salary Plan screen: NavBar > Menu > HCM > Compensation > Base Compensation > Maintain Plans > Define Salary Plan

Emergency Contact screen: NavBar > Menu > HCM > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

Employment Instance screen: NavBar > Menu > HCM > Workforce Administration > Personal Information > Organizational Relationships > Add Employment Instance

Health Card screen: NavBar > Menu > HCM > Workforce Monitoring > Health and Safety > Record Medical Exam Results > Health Card

HR WorkCenter screen: NavBar > Menu > HCM > Workforce Administration > HR WorkCenter

Job Data screen: NavBar > Menu > HCM > Workforce Administration > Job Information > Job Data

Pay Components area screen: NavBar > Menu > HCM > Workforce Administration > Job Information > Job Data > Compensation tab > Pay Components area

Personal Information screen: NavBar > Menu > HCM > Workforce Administration > Personal Information > Personal Information

Position History. screen: NavBar > Menu > HCM > Organizational Development > Position Management > Review Position/Budget Info > Position History.

Position Info (Add/Update) screen: NavBar > Menu > HCM > Organizational Development > Position Management > Maintain Positions/ Budgets > Add/Update Position Info

Position Summary screen: NavBar > Menu > HCM > Organizational Development > Position Management > Review Position/Budget Info > Position Summary

Query Viewer screen: NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer

Vacant Budgeted Positions screen: NavBar > Menu > HCM > Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions

Work Schedule (Assign) screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

PAF

PAF Request screen: NavBar > Menu > HCM > SDCOE Custom> Human Resource > PAF Request.

PAF Approval screen: NavBar > Menu > HCM > SDCOE Custom> SDCOE Custom > Human Resources > PAF Approval

Query Viewer for HCM screen: NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer

Payroll

Create Additional Pay screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Check Register screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Produce Checks > Check Register

Create General Deductions screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

Deductions Not Taken screen: NavBar > **Menu** > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Not Taken

Deduction Register screen: NavBar **Menu** > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Register

Employer Benefits Contributions screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Employer Benefit Contributions

Job Data screen: NavBar > Menu > HCM > Workforce Administration > Job Information > Job Data

Multiple Worksite screen: NavBar > Menu > HCM > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > Multiple Worksite

Other Earning Register screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Other Earnings Register

Override Additional Pay (EmplID) screen: NavBar > Menu > HCM > SDCOE Custom > Payroll > Processes > Override Addl Pay (EmplID)

Override Deductions (Employee) screen: NavBar > Menu > HCM > SDCOE Custom > Payroll > Processes > Override Deductions (Employee)

Payline screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline

Payroll Register screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register

Payroll Errors WorkCenter:

Payroll WorkCenter USA: NavBar > Menu > HCM > Payroll for North America > Payroll WorkCenter USA

Paysheet screen: NavBar > **Menu** > HCM > Payroll for North America > Payroll Processing USA > Update Paysheets > By Paysheet

Query Viewer screen: NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer

Review Garnishments screen: NavBar > **Menu** > HCM > Payroll for North America > Employee Pay Data USA > Deductions > Review Garnishments

Request Direct Deposits screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data USA > Request Direct Deposits

Review Paycheck screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Review Self-Service Paycheck screen: NavBar > Menu > HCM > Payroll for North America > Payroll Processing > Produce Payroll > Review Self Service Paycheck

Update Employee Tax Data screen: NavBar > Menu > HCM > Payroll for North America > Employee Pay Data
USA > Tax Information > Update Employee Tax Data

Process Monitor and Report Manager (for HCM)

Process Monitor screen: NavBar > Menu > HCM > PeopleTools > Process Scheduler > Process Monitor

Report Manager screen: NavBar > Menu > HCM > Reporting Tools > Report Manager

Time & Labor

Approve Time and Exceptions screen > Reported Time screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Assign Work Schedule screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

Compensatory Time screen: NavBar > Menu > HCM > Manager Self Service > Time Management > View Time > Compensatory Time

Employee Search Options screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Employee Search Options

Exceptions screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

Job Data screen: NavBar > Menu > HCM > Workforce Administration > Job Information > Job Data

Payable Time Detail screen: NavBar > Menu > HCM > Manager Self Service > Time Management > View Time > Payable Time Detail

Payable Time Summary screen: NavBar > Menu > HCM > Manager Self Service > Time Management > View Time > Payable Time Summary

Query Viewer screen: NavBar > Menu > HCM > Reporting Tools > Query > Query Viewer

Rapid Time screen: NavBar > Menu > Menu > Time and Labor > Report Time > Rapid Time

Reported Time screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Reported Time Audit screen: NavBar > Menu > HCM > Time and Labor > View Time > Reported Time Audit

Reports screen: NavBar > Menu > HCM > Time and Labor > Reports

Time and Labor WorkCenter: NavBar > Menu > HCM > Manager Self Service > Time Management > Time and Labor WorkCenter

Time Reporter Status screen: NavBar > Menu > HCM > Time and Labor > View Time > Time Reporter Status

Timesheet screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Report Time > Timesheet

Timesheet Summary screen: NavBar > Menu > HCM > Manager Self Service > Time Management > Report Time > Timesheet

Unprocessed Payable Time screen: NavBar > Menu > HCM > Time and Labor > View Time > Unprocessed Payable Time

Unprocessed Reported Time screen: NavBar > Menu > HCM > Time and Labor > View Time > Unprocessed Reported Time

Other

Introduction to PeopleSoft

Menu: NavBar > Menu

My Favorites screen: NavBar > My Favorites

My Preferences screen: NavBar > Menu > FSCM (or HCM) > My Preferences

My Profile screen: Nav Bar > My Profile

My Services screen: Nav Bar > My Services

Query Viewer screen: NavBar > Menu > **select either FSCM or HCM** > Reporting Tools > Query > Query Viewer

Recent Places screen: Nav Bar > Recent Places

Employee Self-Service (ESS)

Menu: NavBar > Menu

My Favorites screen: NavBar > My Favorites

My Preferences screen: NavBar > Menu > FSCM (or HCM) > My Preferences

My Profile screen: Nav Bar > My Profile

My Services screen: Nav Bar > My Services

Recent Places screen: Nav Bar > Recent Places

Tile Navigations:

- Payroll and Compensation
 - View Paychecks
 - View Paycheck – pdf
 - Direct Deposit
 - Split Compensation
 - Compensation History
 - Employee Withholding Forms
 - Vies W-2/W-2c Forms
- Personal Information
 - Addresses
 - Contact Details
 - Marital Status
 - Name
 - Ethnic Groups
 - Emergency Contacts
 - Additional Information
 - Disability
 - Veteran Status
 - Form I-9
- Health and Benefits
 - My Health Card
 - Health Care Summary
 - Health Care Dependent Summary
 - Savings Summary
 - Savings Contribution Summary
 - Savings Beneficiary Summary
 - CalPERS
 - CalSTRS
- Approvals
- Company Directory

These items not available for all districts

- Expense Reports Approvals
- Recruiting Tasks
- Time and Absence
 - Absence Request
 - Absence Request History
 - Absence Balances
- Travel and Expense
 - Travel and Expense WorkCenter
 - User Setup
 - Travel Authorization
 - Expense Reports