



SFS UPGRADE PROJECT

Expense WorkCenter Business Process Guide For Approver

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WorkCenter Overview

The Expense WorkCenter offers users that are an Expense Approver a single place to perform a broad range of tasks without leaving the WorkCenter, resulting in improved efficiency, productivity, and effectiveness. The collection of links in all of these sections are tailored to include only those items which are most useful to a particular role. This not only helps Users more efficiently access the tools and data they need to do their jobs, but can also help new employees understand the scope of their duties and reduce the learning curve.

WorkCenters are divided into two tabs. The **Main** tab and the **Queries** tab. The **Main** tab contains **Links** that navigate you to commonly used menu items so that you can click directly to the item without leaving the WorkCenter. Links may also point to URLs. The **Queries** section contains the most used queries for your job and allows you to add additional Queries that you find useful.



Read on for more detail about these sections.

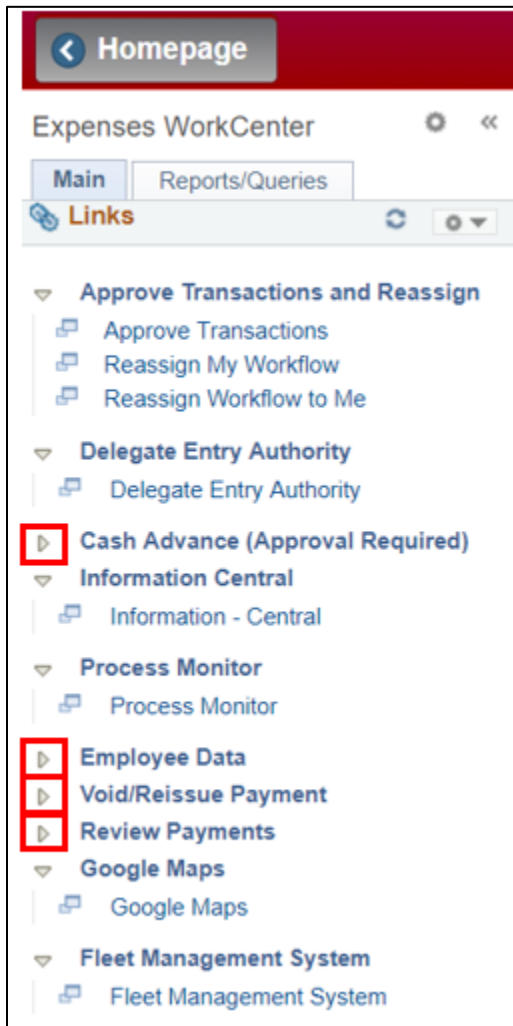
Navigating with Links

Links in the WorkCenter take you directly to the pages that you need to perform your job functions. What appears in the Links section will vary based on each User's job role.

You can click the link to open the page in the Work Area. Or you can click the icon to the left of the link to open the page in another browser.

Caution: If you choose to open the page in another browser, remember that PeopleSoft browsers will log you out after 30 minutes of inactivity.

1. To expand each section click on the triangle left of the topic.



You will see all of the links to which you have access.

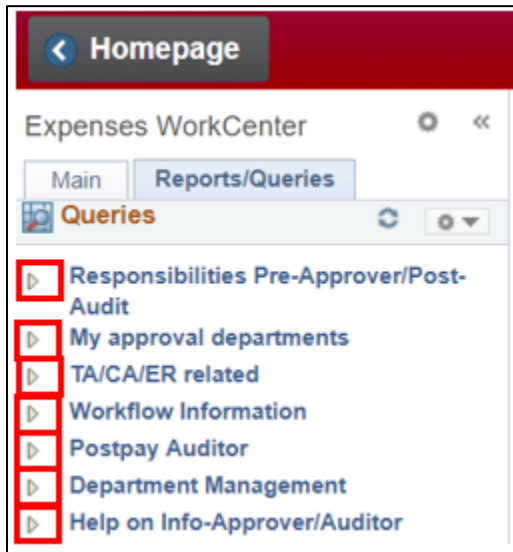


For more information about the use of the links above, see Expense (EX) Business Process Guides.

Queries

The Queries section displays commonly used Queries for your Expense WorkCenter. The Queries section can include links to Query Manager, public queries, and private queries. Access the Query Manager to find existing Public queries or create new queries without leaving the WorkCenter.

1. To expand each section click on the triangle left of the topic.



You will see all of the queries to which you have access.

