UNIVERSITY OF
WISCONSIN SYSTEM
UW SFS

SFS UPGRADE PROJECT

Expense WorkCenter
# Business Process Guide
For Traveler

June 2018

Table of Contents

WorkCenter Overview

The Expense WorkCenter offers Travelers 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.

The **Main** tab provides 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.
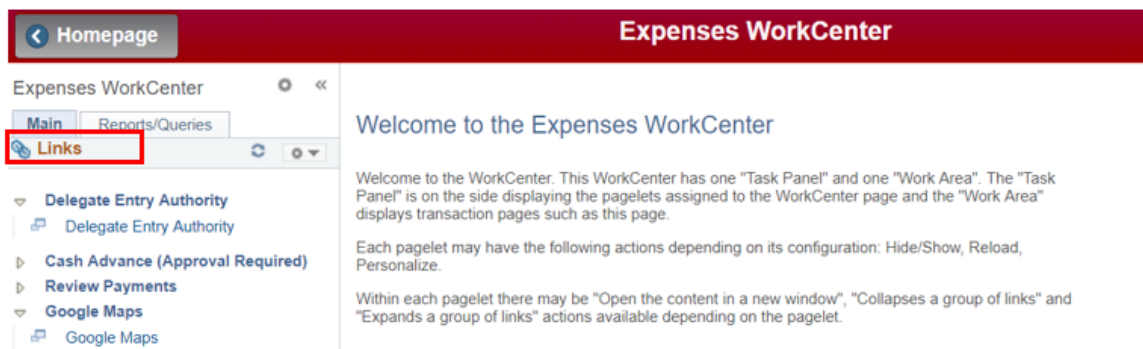
Read on for more detail about Links.

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.
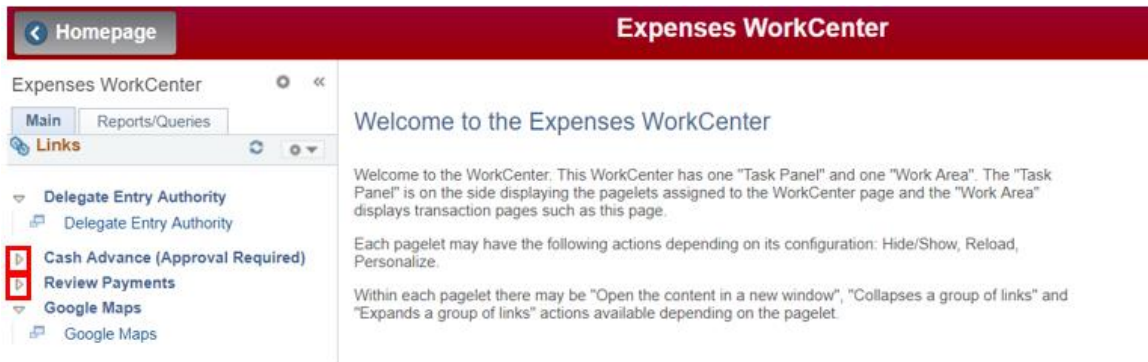
You will see all of the links to which you have access.
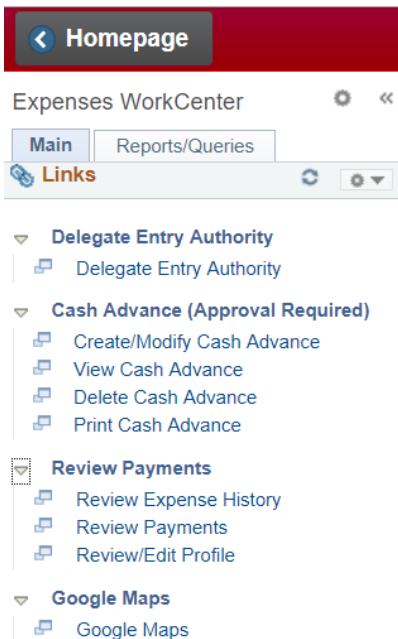
For more information about the use of the links above, see Expense (EX) Business Process Guides.