

Navigation for Common Pages

Name	<u>Tile Navigation</u> - use Homepage dropdown arrow on the blue banner
Voucher Create	Accounts Payable (Homepage) > Voucher Entry
Travel Authorization Create/Modify	Travel & Expense (Homepage) > Create Travel Authorization
Expense Report Create/Modify	Travel & Expense (Homepage) > Create Expense Report
Travel and Expense Center	Travel & Expense (Homepage) > Travel and Expense Center
Budgets Overview	Accounting & Financial Reports (Homepage) > Budgets Overview
SAHARA Account Recons	Accounting & Financial Reports (Homepage) > SAHARA Account Reconciliation
Job Data	Workforce Administrator (Homepage) > Commitment Accounting> Job Data
View Pay Checks	Employee Self Service (Homepage) > Payroll and Compensation > Pay
Enter/Modify Timesheet	Workforce Administrator (Homepage) > Time and Labor Administration > Timesheet
View Vacation/Sick Leave Balances	Employee Self Service (Homepage) > Time and Attendance > Absence Balance Details
Leave Request Submissions	Employee Self Service> Time and Attendance > Request Absence
View My Reports	Employee Self Service (Homepage) > My Reports

Name	<u>Page Navigation</u> - using NavBar (recommended when saving to My Favorites)
Queries FMS	NavBar > Menu > Financials > Reporting Tools > Query > Query Viewer
Queries HRMS	NavBar > Menu > HRMS > Reporting Tools > Query > Query Viewer
Voucher Search	NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Voucher Search
Travel Authorization View	NavBar > Menu > Financials > Travel and Expenses > Travel Authorization > View
Expense Report View	NavBar > Menu > Financials > Travel and Expenses > Expense Report > View

Note: Training is required for access to all navigation options noted above.