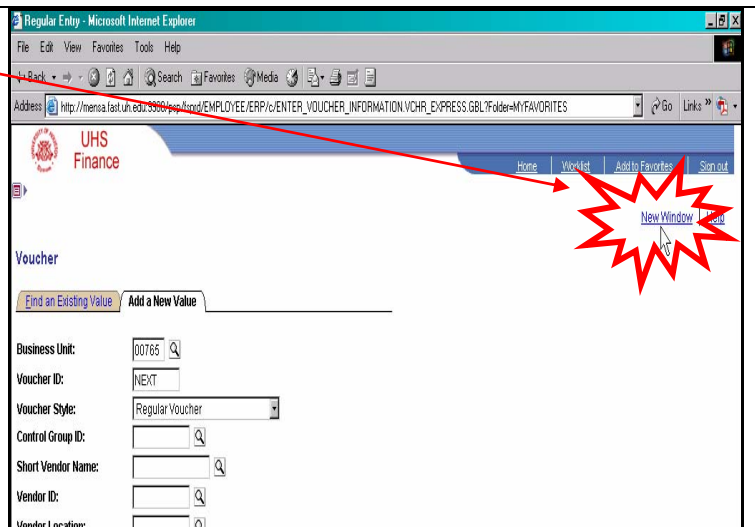


NEW WINDOWS

While in PeopleSoft, click on [New Window](#) (link) in your right hand corner (from any panel you are in).

Once [New Window](#) is selected, the current window will minimize. Wait a few seconds, and the new window will appear.

What screen the New Window will open in, will depend on where you were when you clicked on the link.



NEW WINDOW FOR WORKING WITH VOUCHERS:

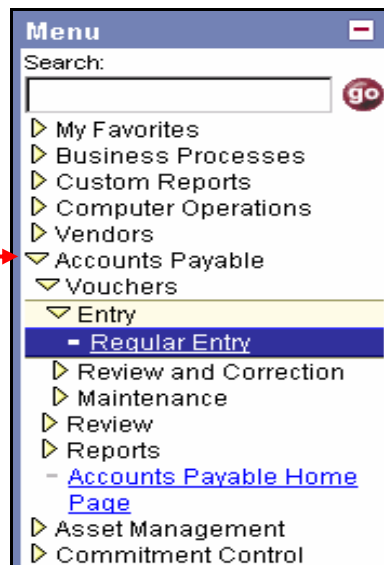
If you were in a voucher: the New Window will automatically come up in the **Add a New Value** tab.

Navigate to where you need to go from here.

OR

If you need to get to a voucher: use this menu path, to get to the voucher screens.

- ▶ **Accounts Payable**
- ▶ **Voucher**
- ▶ **Entry**
- ▶ **Regular Entry**



NEW WINDOW FOR LOOKING UP ACCOUNTS, COST CENTERS, ETC. BY DESCRIPTION:

Use this menu path, to get to the proper screens.

- ▶ **Setup Financials/Supply Chain**
- ▶ **Common Definitions**
- ▶ **Design Chartfields**
- ▶ **Define Values**
- ▶ **Chartfield Values**



NEW WINDOWS

NEW WINDOW FOR RUNNING DETAIL CC TRANSACTION & ONLINE REPORTS:

Use this menu path:

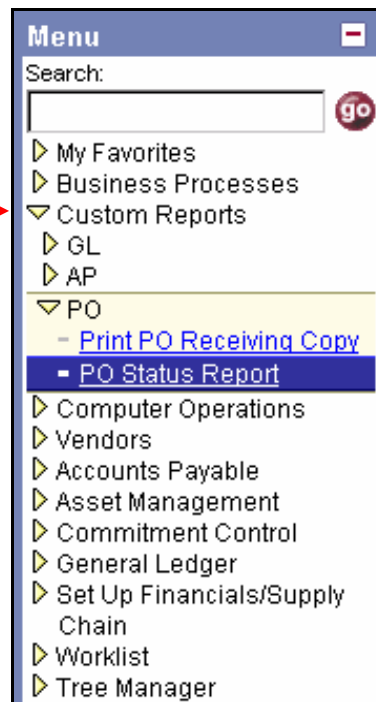
- ▶ **Custom Reports**
- ▶ **GL**



NEW WINDOW FOR LOOKING UP PURCHASE ORDER INFORMATION:

Use this menu path:

- ▶ **Custom Reports**
- ▶ **PO**
- ▶ **PO Status Report**

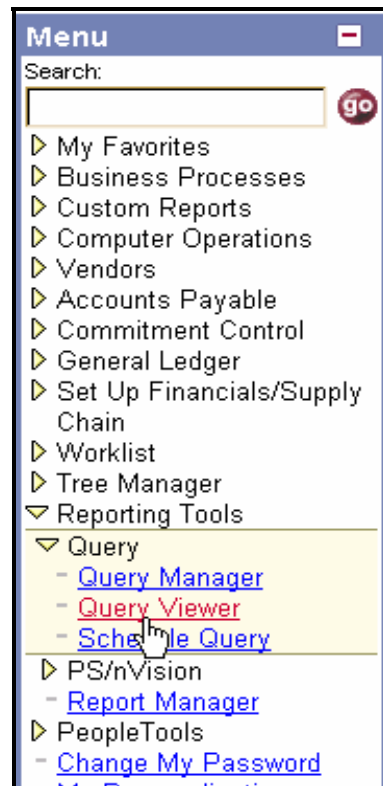


NEW WINDOWS

NEW WINDOW FOR RUNNING VENDOR SEARCH QUERY (OR ANY QUERY):

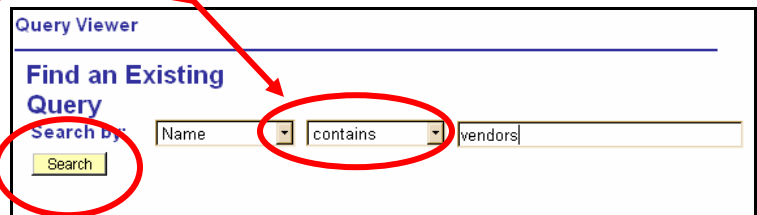
Use this menu path:

- ▶ Reporting Tools
- ▶ Query
- ▶ Query Viewer



Search by: “contains” and type in “Vendors”.

Click



TRICKS/TIPS:

Good for using as an extra window for an inquiry/look-up screen.

You can open several windows at one time.

Each window has a separate timer, ie., if you open up a second window, it has its own 20 minute timer of inactivity before closing.

When closing the second window, *Click on the “X” in the upper right hand corner; do NOT click on “Signout”* (this will log you out of PeopleSoft completely).

Be sure to close second window when you are through with it.