Fluid Navigation for Non-Finance Users

Purpose: This quick reference guide shows you how to navigate FSCM (Finance and Supply Chain Management) functions in the new fluid user interface.

PeopleSoft has moved away from the Classic Cascading Menu and all applications will be Fluid, just like HCM (ie. The HR module).

Audience: All University of Calgary users who are outside of the Finance Business Unit and use PeopleSoft FSCM to complete some of their daily tasks.

FSCM will be moving from the Classic Menu to Fluid User Interface. This will mean the cascading menu will be replaced by Homepages and Tiles.
The way you log in to FSCM (Quick Links or Direct Access) will not change.

The access that you currently have will also not change; the functions and pages you can access today will be the same when we implement the Fluid User interface.

For all Non-Finance Business Unit users who complete transactions or inquiries in FSCM, you will use the Finance Tile on the Employee Self Service Home Page.
This tile will provide you access to Transactions and Inquiry for Billing, Receivables, Accounts Payable, Procurement Operations, General Ledger, and Reporting such as Queries and eFin. Select the menu item in the Navigation Collection on the left-hand side to display the task available to you.

FAQ: What if my task is not in the list on the left-hand side of my screen?

Answer: If you are unable to find your desired task in the list of items in the Navigation Collection you can use the Search or Menu functions:

1. Click the magnifying glass on the right-hand side and enter the task you are looking for:

2. Click the compass at the top right of your screen and then select Menu.
The menu is organized alphabetically and will display additional items like in the previous Classic cascading menu.

When you are done, you can click the Employee Self Service link to return to the Homepage or you can select the Home icon at the top right of your screen to return to the Employee Self Service Home page.

From the Employee Self Service Homepage, you can access other tiles for functions such as My Pay or My Time in HCM (PeopleSoft HR) as well as other functions you may have access to within PeopleSoft HCM or FSCM.