



## PeopleSoft Financials Support

This document shows you how to get help for the following PeopleSoft applications:

- Accounts Payable
- Accounts Receivable
- Budgets
- eProcurement
- Expense Reports
- General
- General Ledger
- Travel Authorizations

The first thing you need to do **before** you pick up a phone or send an e-mail for help is to refer to the appropriate hard copies of training materials. Training materials are the printed manuals and job aids (cheat-sheets) that are given to you when you attend training classes. The same training materials can also be printed out on your computer from the district's DWA training website.

To print training materials, please go online to

<http://old.sandi.net/peoplesoft/readandlearn/index.asp>

These training materials are specifically designed step-by-step illustrated instructions to walk you through all the functions of the respective software applications. After reviewing the training materials, if you still have unanswered questions, please attend an **Open Lab** session. For more information about Open Lab visit

[http://old.sandi.net/peoplesoft/training/open\\_lab/practice.asp](http://old.sandi.net/peoplesoft/training/open_lab/practice.asp)

Currently designated district experts in PeopleSoft Financials. **Please contact only for related emergencies:**

<b>Accounts Payable, Expense Reports &amp; Travel Authorizations</b>	Accounts Payable	(619) 725-7755	<a href="#">Accounts Payable Contact Information</a>
<b>Accounts Receivable</b>	Becky Placides	(619) 725-7594	<a href="mailto:rplacides@sandi.net">rplacides@sandi.net</a>
<b>Budgets &amp; General</b>	Debbie Foster	(619) 725-7646	<a href="mailto:dfoster@sandi.net">dfoster@sandi.net</a>
<b>eProcurement</b>	Robin Hoffpauir	(858) 522-5805	<a href="mailto:rhoffpauir@sandi.net">rhoffpauir@sandi.net</a>
<b>General Ledger</b>	Jodie Macalos	(619) 725-7588	<a href="mailto:jmacalos@sandi.net">jmacalos@sandi.net</a>