

# SDCS PeopleSoft Financials Support

If you have a question about or would like some help with the financial side of PeopleSoft, this is the document for you.

This 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.

If you need to print out any training materials, please go online to:

**<http://www.sandi.net/peoplesoft/training/readandlearn/index.asp>**

These training materials are specifically designed to walk you through (with step-by-step illustrated instructions) all the functions of their respective software applications.

After you read the training materials, if you still have unanswered questions, please attend an **Open Lab** session, or contact the appropriate person from the list below. To find out more about Open Lab, please go online to:

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

The chart below displays the currently designated district experts in PeopleSoft Financials. **Please only contact them for related emergencies:**

<b>Accounts Payable, Expense Reports &amp; Travel Authorizations</b>	Sandy Davis	(619) 725-7756	sdavis@sandi.net
<b>Accounts Receivable</b>	Polly Bell	(619) 725-7594	pbell@sandi.net
<b>Budgets &amp; General</b>	Connie Malmquist	(619) 725-7612	cmalmquist@sandi.net
<b>eProcurement</b>	Robin Hoffpauir	(858) 522-5805	rhoffpauir@sandi.net
<b>General Ledger</b>	Jodie Macalos	(619) 725-7588	jgustafson1@sandi.net