Navigate Using the New Menu

PeopleSoft Financials V9.1

The menu groups and menu items have not changed in this new version of PeopleSoft Financials. What is different is the menu’s display and use.

Follow the instructions in this handout to:

- Use the drop-down menu
- Use the drop-down menu with a navigation page
- Review a new feature in the Favorites menu

Use the Drop-Down Menu

In this example, the path is followed to create a Requisition Print report:
Process Financial Information > UA Department Inquiries > Report > Requisition Print

1. Click on Main Menu.

2. The drop-down menu displays.

3. Click on the label Process Financial Information.

4. Click on the label UA Department Inquiries.

5. Click on the label Report.

6. Click on Requisition Print.

The search page displays.

Click on the Home link in the Navigation Header to return to this Home page.
Navigate Using the New Menu

7. Note the **breadcrumbs** near the top of the PeopleSoft window. Each of the menu selections in the selected path has a breadcrumb in the trail.

8. To navigate to other content, use any of the breadcrumbs. For example, click on **Report** to select another item from the Report menu. For example, click on **Main Menu** to select another item from the Main Menu.

Use the Drop-Down Menu with a Navigation Page

1. Click on **Man Menu**

2. Click on the folder icon **Process Financial Information** for Process Financial Information. A **Navigation Page** displays.

3. Click on the **Requisition Print** link.

4. The Requisition Print search page displays.

New Feature in the Favorites Menu

1. Click on **Favorites**.

2. Note that the Favorites menu now displays a history of the PeopleSoft search pages that you accessed. This list is limited to the last 5 (five) pages. Click on a page name to return to that search page.