Dashboard: General Ledger WorkCenter

The General Ledger WorkCenter allows Journal Entry Preparers access to a broad range of pages and provides the ability to perform numerous tasks from a single page.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in EFS: NavBar > Navigator > General Ledger > GL WorkCenter.

My Work . . . . . . . Contains links to specific pages containing open tasks, reference, oversight, and exceptions. From these pages, a range of tasks can be performed.

Links . . . . . . . . . . . Contains links to PeopleSoft pages.

*Set filter for each label.

Once the filter is set, the Journal Entry Preparer can visit the WorkCenter each day to monitor their current work to ensure journals have been processed successfully.