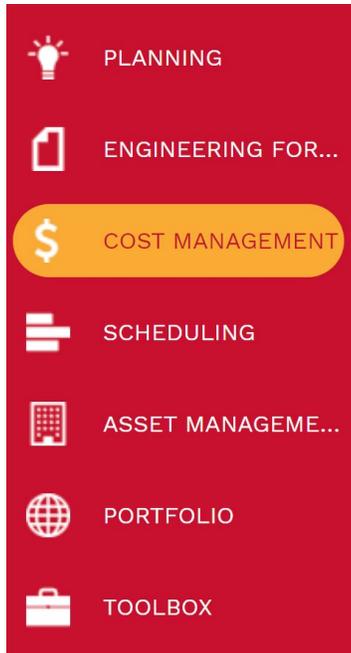


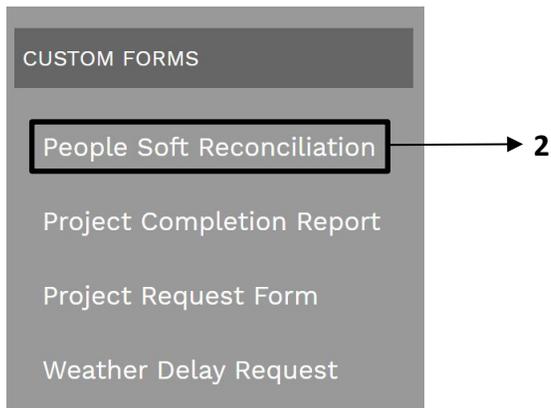


PeopleSoft
Reconciliation

1- Click **COST MANAGEMENT** (buttons on the left)



2- Under **Forms**, Click **People Soft reconciliation**



3- Click on **+** the button.

4- In **Project** Field, select applicable project from the drop-down menu

The screenshot shows a software interface with a top navigation bar containing a menu icon, a refresh icon, a search field with the text "000158-Test", and a save icon. Below the navigation bar are two tabs: "MAIN" (highlighted in orange) and "NOTES". The "MAIN" tab is active, displaying a form with the following fields:

Date	04-14-2021
Subject	Test
Project*	Test
Record #*	1
Reference	Test
Status	Approved
Created By	Lawrence Dang

An arrow labeled "4" points to the "Project*" dropdown menu.

5- Click **"Attachments"** tab in the bottom bar

6- Click on the **+ Add** button

7- Select the desired option

8- Select file to be attached, or drag and drop files

The screenshot shows the software interface with the "ATTACHMENTS" tab selected in the bottom bar. The bottom bar contains three tabs: "MAIN", "NOTES", and "ATTACHMENTS" (highlighted in orange). On the left side of the bottom bar is a "+ Add" button. An arrow labeled "6" points to the "+ Add" button. An arrow labeled "5" points to the "ATTACHMENTS" tab. Below the bottom bar, a dropdown menu is open, showing the following options:

- From Your Computer
- From Document Manager
- Link PMWeb Record
- Link Project Email
- Link Web URL
- SharePoint

An arrow labeled "7" points to the "From Your Computer" option.

9- Click **“Workflow”** tab in the bottom bar

10- In the **Actions** section, there will be (4) options to choose.

Actions

- Reviewed
- Return
- Reject
- Withdraw
- Final Approve

- User Delegate
- Comment

Save