


## COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 401-05</b>
	Section: 400 Disbursements
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Help With PeopleSoft Financials Documents</b>	Effective date: 01/01/2000
	Revision date: 12/12/2014

### PURPOSE

To provide assistance with the input and processing of documents into the PeopleSoft Financial System

### SOURCE

Northern Arizona Financial Accounting Services

### PROCEDURE

#### CMP 401-05: Help With PeopleSoft Financials Documents

For PeopleSoft Financial processing assistance, please refer to the following resources:

1. [PeopleSoft Financials Web Site](#). This website contains an overview of PeopleSoft Financial related business processes and step by step instructions on processing PeopleSoft Financial documents.
2. **PeopleSoft Financials Help Desk** - if you cannot find the answers you're looking for on the [PeopleSoft Financials Web Sites](#) you can phone or e-mail the PeopleSoft Financials Help Desk at: (928) 523-4357 or [ASK-FAS@nau.edu](mailto:ASK-FAS@nau.edu).
3. **ITS Solution Center** - for desktop computing problems or problems with printing from PeopleSoft Financials contact the ITS Solution Center:
  - a. Solution Center Statewide - (888) 520-7215
  - b. Solution Center - (928) 523-1511
  - c. E-Mail - [ASK-ITS@nau.edu](mailto:ASK-ITS@nau.edu)