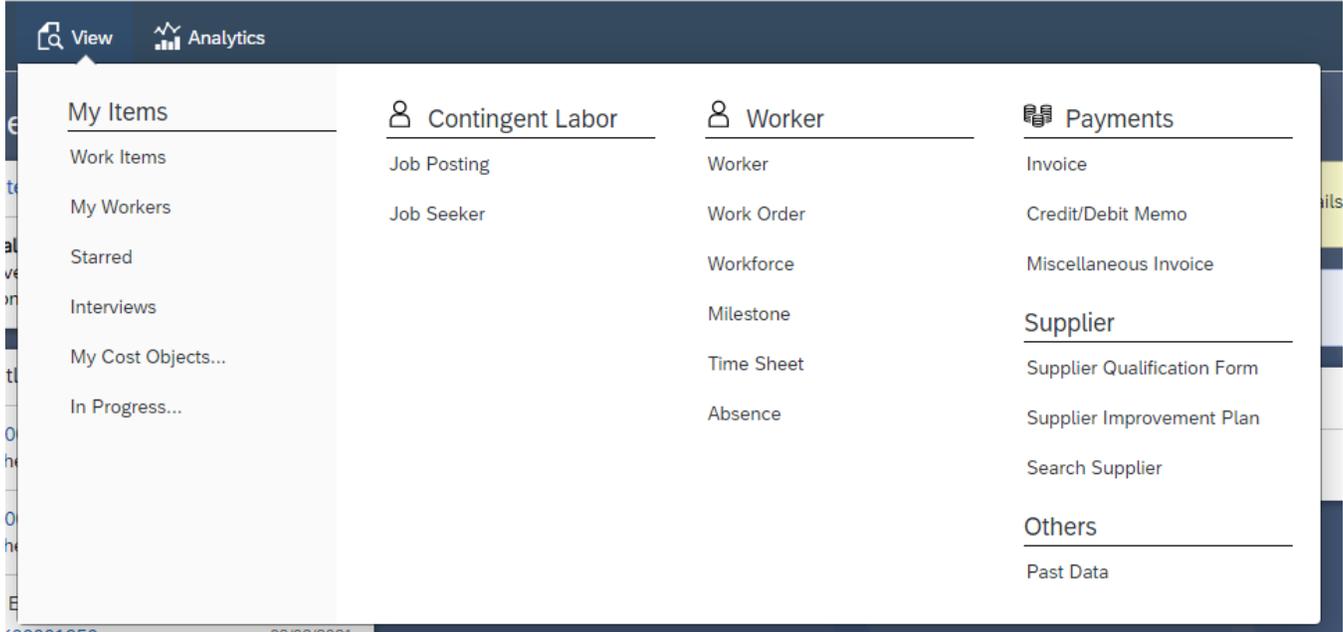


## A quick guide to navigating SAP Fieldglass

Once logged in the Fieldglass system, a Budget Officer can go to the View menu to see Workers, Timesheets, and Invoices.



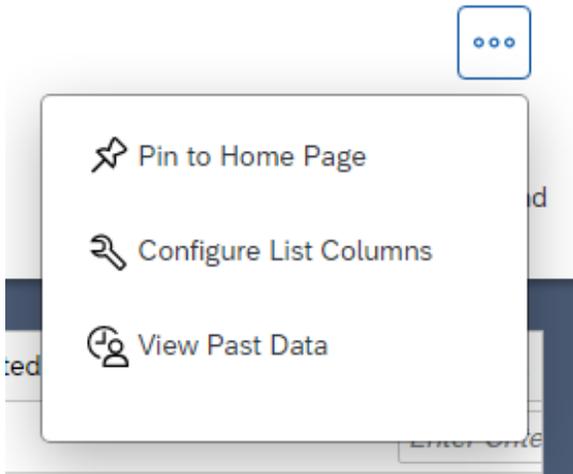
When viewing a list of current records, you may need to adjust the Period to see desired records. For example, keep in mind the date an invoice is generated is determined by the date the associated timesheet is approved.

### Invoices

Period

03/15/2021  to 06/29/2021 

With each new pay period, some past records are relocated to Past Data. So, if you do not see everything of interest in the current list view, you can access a list view of past records by clicking the ellipsis button on the right side of the screen.

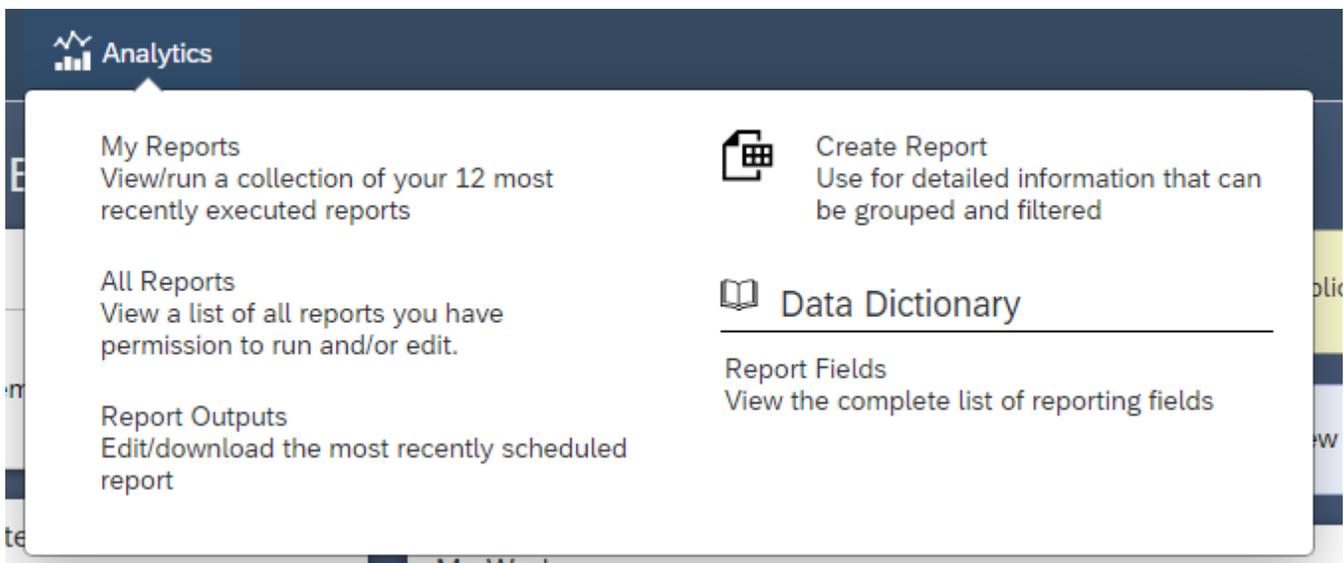


If you know the ID of the record you are looking for, you can enter it in the search bar and access the record directly.



For example, each timesheet has an ID beginning with **UKYTS**. And each completed timesheet is invoiced after approval and given its own ID beginning with **UKYIN**. These invoice IDs appear with the charges posted to SAP. Sometimes, for some employees, a miscellaneous invoice with ID beginning with **UKYMI** might be used to process amounts not captured by a standard timesheet. And each STEPS employee's position is given a worker ID beginning with **UKYWK**.

A general "Invoice Report" can be exported to Excel by going to Analytics and All Reports. You can also experiment by copying and creating reports for your own use.



You can run the report using the Invoice Paid Date, which is the date STEPS charges are loaded into SAP. This is usually the Wednesday following the pay period. For example, charges were loaded into SAP on 5/12/21 following the pay period 04/25/2021 to 05/08/2021.

Invoice Paid Date   05/12/2021  Current Date

Or you can run the report using the Invoice Approved Date, which is determined by the date the timesheet was approved.

Invoice Approved Date    to