



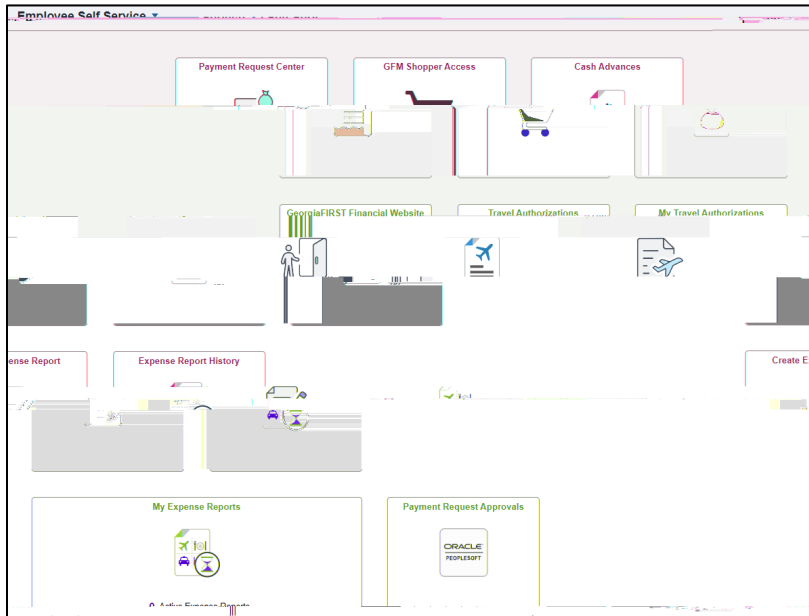
FLUID HOMEPAGES IN PEOPLESFT FINANCIALS

The Fluid Interface is designed to adapt easily to various devices including mobile phones and tablets. The Fluid homepage pictured below replaces the Classic homepage that displayed the navigation menu on the left side.



Homepages by Job Function

Users can view homepages by job function. Each homepage by job function contains default tiles based on that job function. Initially when users log in to GeorgiaFIRST Self Service they land on the Employee Self Service homepage as seen below.



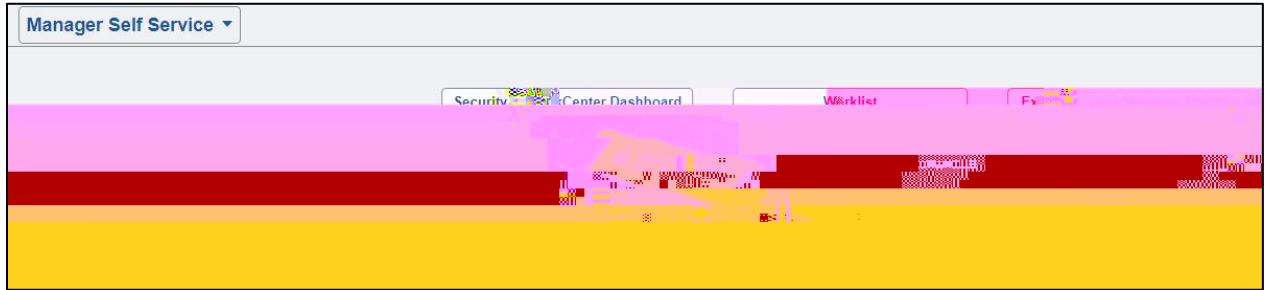
In addition to the Employee Self Service homepage, users can choose from four other homepages by job function as listed below:

- Manager Self Service
- Finance & Accounting
- eProcurement/Purchasing
- Payables Operations

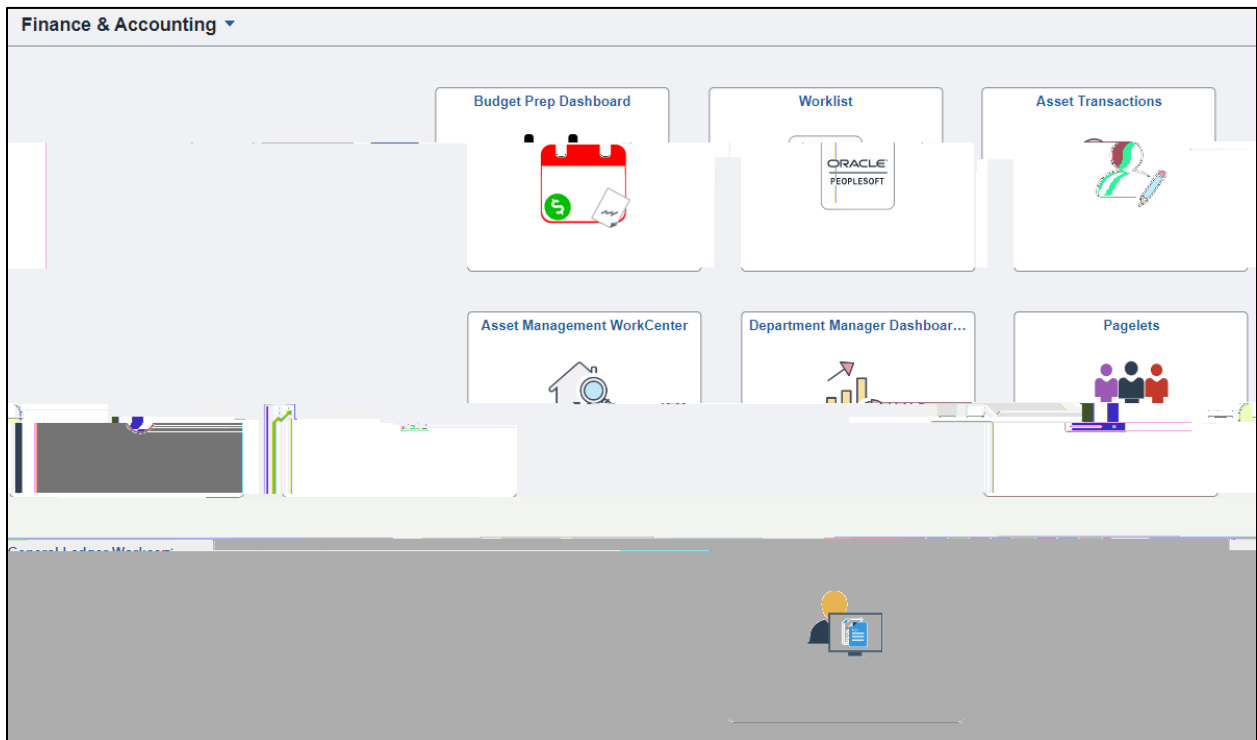
Note: homepage access depends on the user's security access and institution's transaction use. If access to a particular homepage is needed, contact the institution's local Security Administrator.



Manager Self Service Homepage:

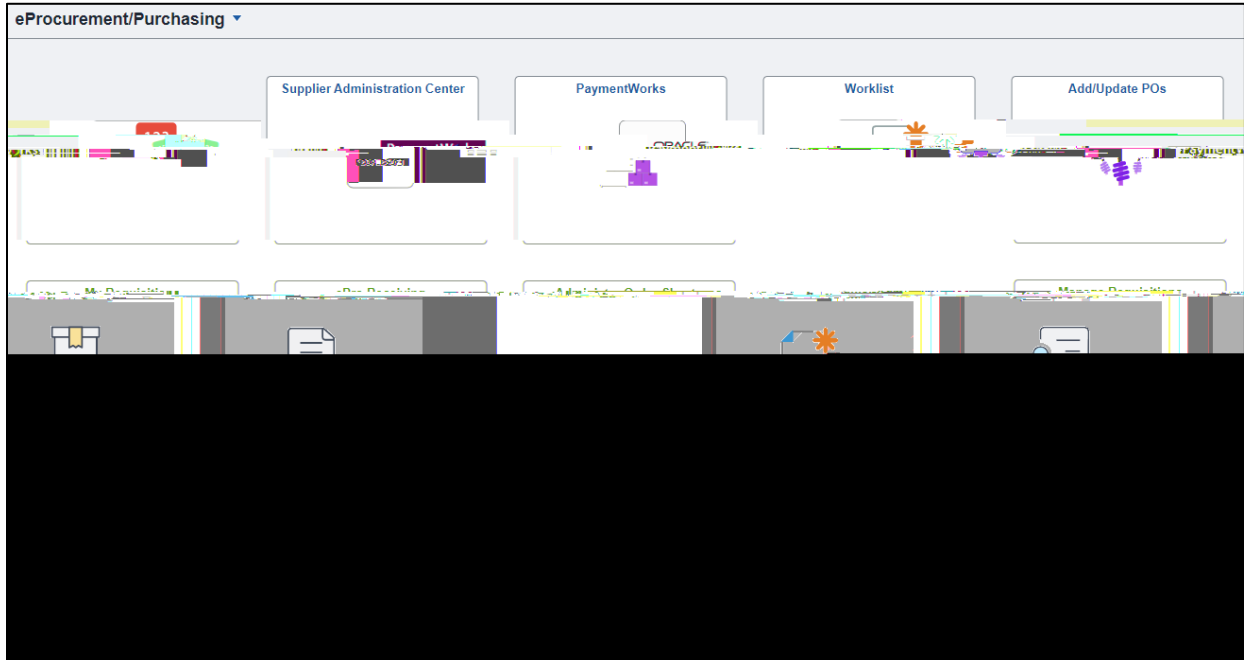


Finance & Accounting Homepage:

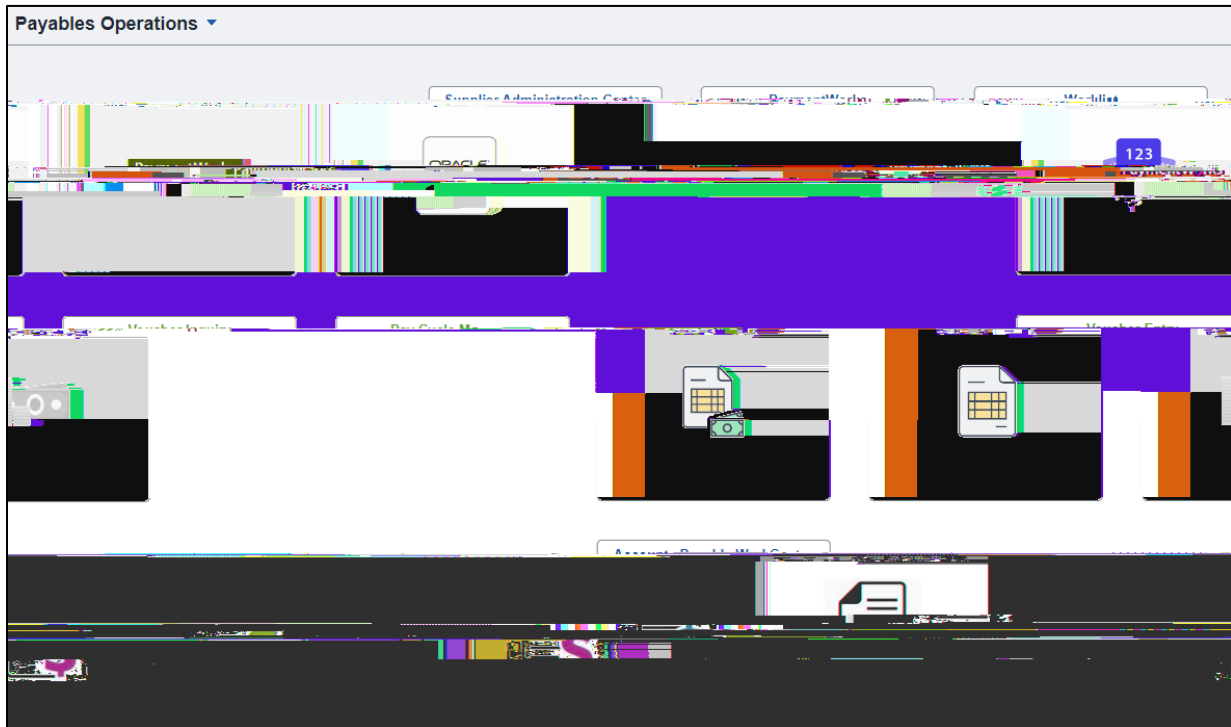





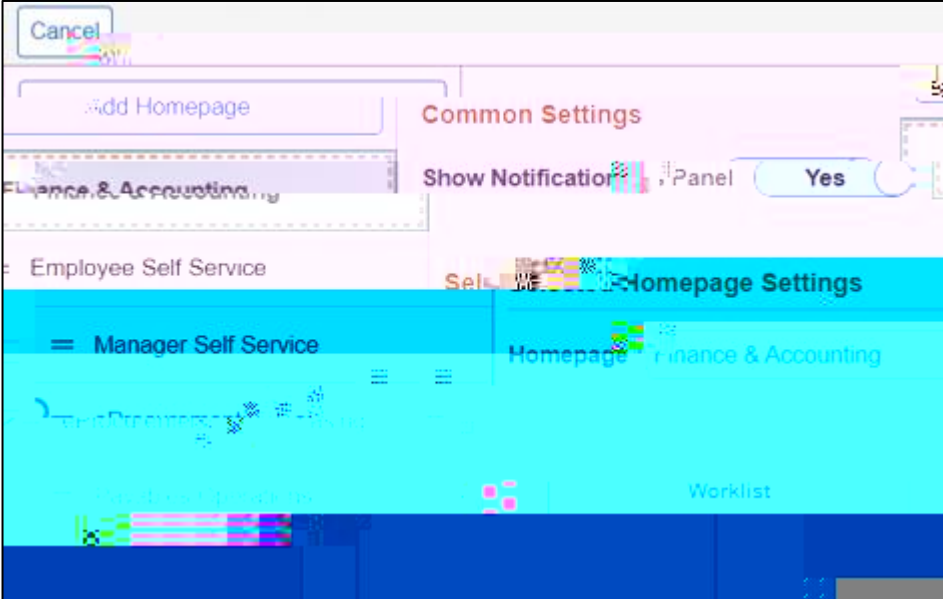
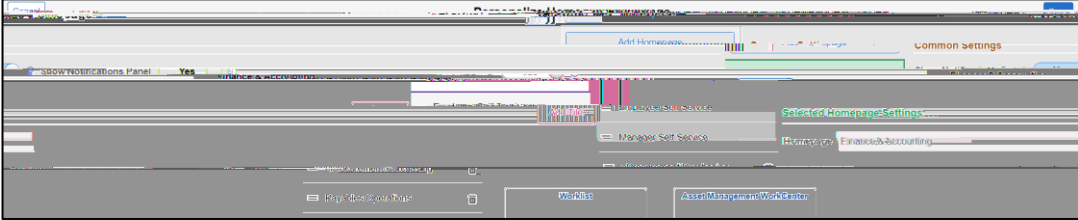
eProcurement/Purchasing Homepage:



Payables Operations Homepage:



Step	Action
	<p data-bbox="435 268 805 380">Finance & Accounting eProcurement/Purchasing Payables Operations</p> <p data-bbox="324 420 1365 531">Note: homepage access depends on the user's security access and institution's transaction use. If access to a particular homepage is needed, contact the institution's local Security Administrator.</p> 

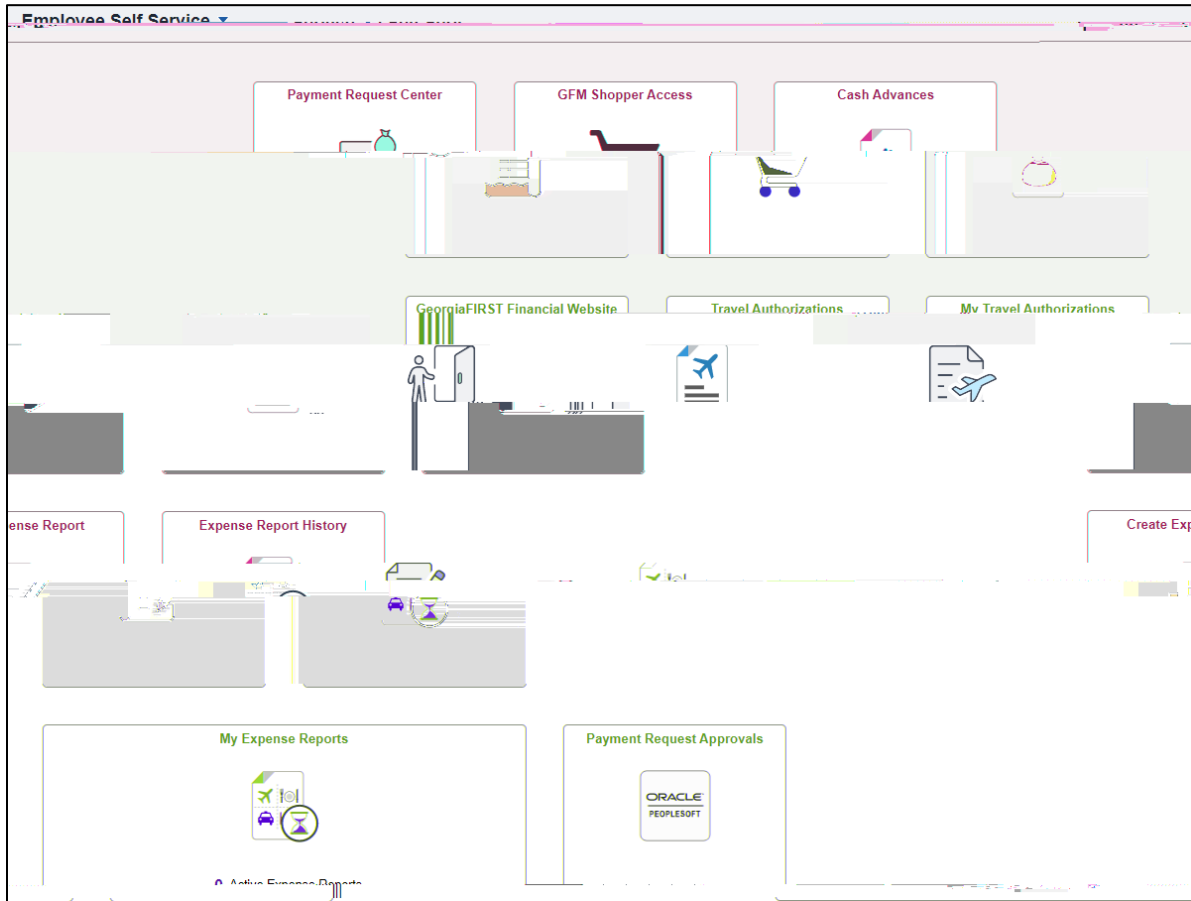
Step	Action
5.	<p>Select the preferred homepage option from the list. A dashed line appears around the homepage selected as seen below. Drag and drop the preferred homepage to the top of the list. Whichever homepage is listed at the top will be the default homepage when a user logs into Self-Service.</p> 
6.	<p>Click the Save button.</p> 
7.	<p>Sign out and sign back in to verify the change took effect.</p>



FLUID HOMEPAGE TILES

Each homepage by job function option contains default tiles. Default tiles provided with each homepage by job function option, as well as descriptions of each tile are below.

Employee SelfService:



Tile Name	Description
Cash Advances	<p>The Cash Advances tile opens the Cash Advance pages Create/Modify, Print, View and Delete. Selecting one of these options navigate users to the Classic Cash Advance pages.</p> <p>The same options can be accessed by navigating to Employee Self-Service > Travel and Expenses > Cash Advances.</p> <p>Note: This tile displays only if the institution uses Cash Advances.</p>



The Travel Authorizations tile opens access to all of the Travel Authorization pages Create, Modify, Print, View, Delete and

Travel
Authorizations



<p>My Expense Reports</p>	<p>Selecting the My Expense Reports tile provides a consolidated view of Expense Reports. This tile contains a list of active Expense Reports:</p> <ul style="list-style-type: none"> Returned (Sent Back) Not Submitted (Created and Saved) Awaiting Approval (Approvals in Process) Pending Payment (Approved) status <p>Similar information can be obtained by navigating to Employee Self-Service > Travel and Expenses > Expense Reports > View.</p>
<p>Expense Report History</p>	<p>The Expense Report History tile lists a summary of all Expense Reports in Staged or Paid status.</p> <p>Similar information can be accessed by navigating to Employee Self-Service > Travel and Expenses > Expense Reports > View.</p>

Payment Request Center

Where department users navigate to initiate a payment request. PeopleSoft Payment Request functionality allows users to submit requests to Accounts Payable for the payment of approved Suppliers. Payment Requests route through Approval Process Workflow and, after final approval, Accounts Payable may process them into vouchers using the Voucher Build process.



GFM Shopper Access	Shoppers can access the Georgia <i>FIRST</i> Marketplace from this tile. Requesters should enter the Marketplace through the menu navigation eProcurement > Requisition.
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	<p>When users click on this tile, the system navigates to the Pending Worklist page, where users can select which transaction(s) they would like to approve, deny, pushback or hold.</p> <p>Similar information can be obtained by navigating to Worklist > Worklist.</p>
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Finance & Accounting:

Tile Name	Description
Worklist	<p>The Worklist tile appears on the following homepages:</p> <ul style="list-style-type: none"> Finance & Accounting Manager Self Service eProcurement/Purchasing Payables Operations <p>When users click on this tile, the system navigates to the Pending</p>



General
Ledger
WorkCenter

Provides a central area for users to access various pages and perform daily tasks, such as query and report access, create/update journal entries page, and look at current journal exceptions, in one tile.



Add/Update POs	<p>When users click this tile, the system navigates to Add/Update PO page. Users can enter a new PO or search for an existing Purchase Order from this page.</p> <p>The same information can be obtained by navigating to Purchasing > Purchase Orders > Add/Update.</p>
Manage Requisitions	<p>When users click this tile, the system navigates to the Manage Requisitions page. Users can perform a variety of functions from this page including search for requisitions, create new requisitions and manage receipts.</p> <p>The same information can be accessed by navigating to eProcurement > Manage Requisitions.</p>
My Requisitions	<p>When users click this tile, the system navigates to the My Requisitions page and returns requisitions for the user based on the criteria defined in the filter.</p> <p>The same information can be accessed by navigating to eProcurement > Manage Requisitions.</p>
ePro Receiving	<p>This tile provides an alternative way to receive items via ePro.</p> <p>The same information can be accessed by navigating to eProcurement > Receive Items or eProcurement > Manage Requisitions > Receive Items for Action list</p>


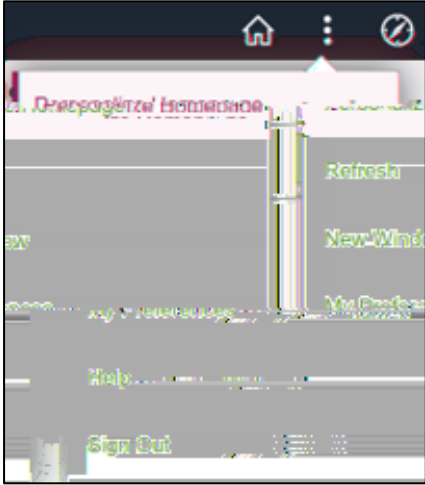
Buyer WorkCenter
This tile provides a central area for users to access various pages and perform daily 3803(n)-3(d)-3(p)M(th)-5(e)-3(u)-5(se)-3(r)-6()18(b)

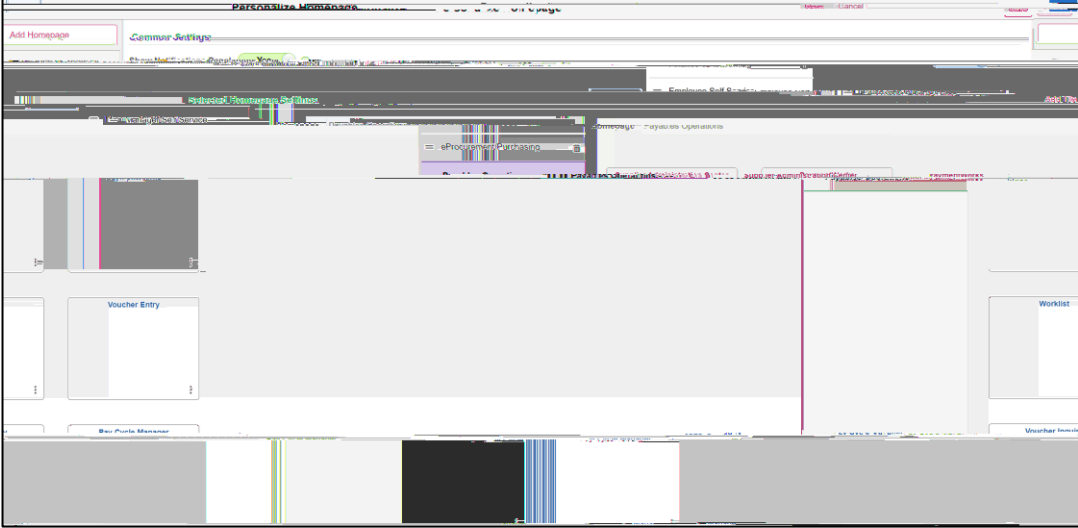


To Personalize Homepage Tiles

Additionally, each user can personalize her/his homepage tiles as needed. Below are step by step instructions on how to add and remove tiles from a homepage.

Below are step by step instructions on how to add a tile to a homepage.

Step	Action
1.	Sign into Self-Service.
2.	Click the three dots at the top right hand. 
3.	Click Personalize Homepage. 

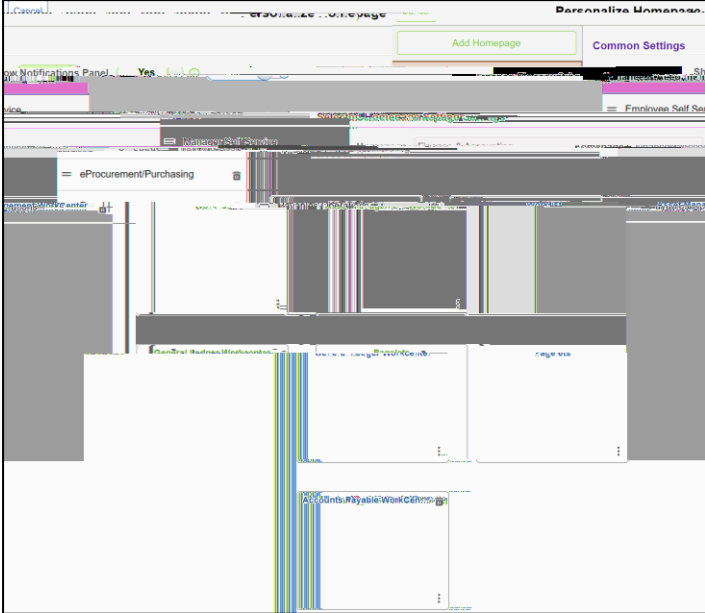
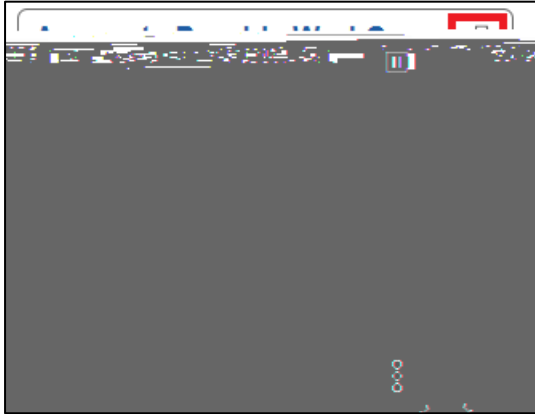
Step	Action
4.	<p>The system navigates to the Personalize Homepage page where users can view tiles on the current homepage.</p> 





Below are step by step instructions on how to remove tiles from a homepage.

Step	Action
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Step	Action
4.	<p>The system navigates to the Personalize Homepage page. Click on the homepage by job function option on the left-hand side to modify a homepage. In the example below, the user selected the Finance & Accounting homepage to modify.</p> 
5.	<p>The system displays all tiles currently on that homepage. Click the trashcan icon on the tile to remove.</p>  <p>Note: Not all tiles can be removed from the homepage. If a tile can be removed a trashcan icon will appear at the top right hand corner.</p>