E-Business Suite homepage

Once you have logged in the E-Business Suite Homepage will appear.

The homepage is split into two main sections:

Navigator and Favorites (note American spelling).

The Navigator section has two columns, Responsibilities and Tasks.

A responsibility is having the ability to use a specific area of the system and within each responsibility there are various tasks that can be performed. Your responsibilities on the Live system are designated by your key contact and further information can be found on the UFS homepage. Responsibilities on the Play system are added by Finance Training.

*The example above shows the responsibility CAPSA AG: AP Invoice Manager.*

When broken down it means:

**CAPSA**  
The original name given to the UFS project in 2000

**AG**  
Every department in the University has a unique two-letter code. AG represents the Finance Division. Your responsibilities on the Live system will show your department’s code.

**AP**  
The Accounts Payable module, where supplier invoices are processed

**Invoice Manager**  
The level of access within the module

Tasks within a responsibility will appear on the second column when the responsibility name is selected.
Setting up Favorites

Favourites enables you to create a list of most commonly used tasks, without the need to drill down on a particular responsibility. The following steps guide you through how to set up Favourites.

1. From the E-Business Suite home page, click on **Personalize** in the **Favourites** section of the screen.

2. Click on the **Responsibility** drop down list to select the relevant responsibility and click on the **Go** button.

3. The tasks for the selected responsibility will display. Tick the boxes adjacent to the tasks that you want to add to your Favourites list and click on the **Add to Favorites** button.

4. The selected tasks will display at the bottom of the screen in the **Selected to Display** section.
TIP: If you have responsibilities for different departments you can change the name of the favourite at this point to make it easier to identify

5. Click on Apply to save the changes.

6. Your E-Business Suite home page will display with links to your Favourite tasks at the right hand side.