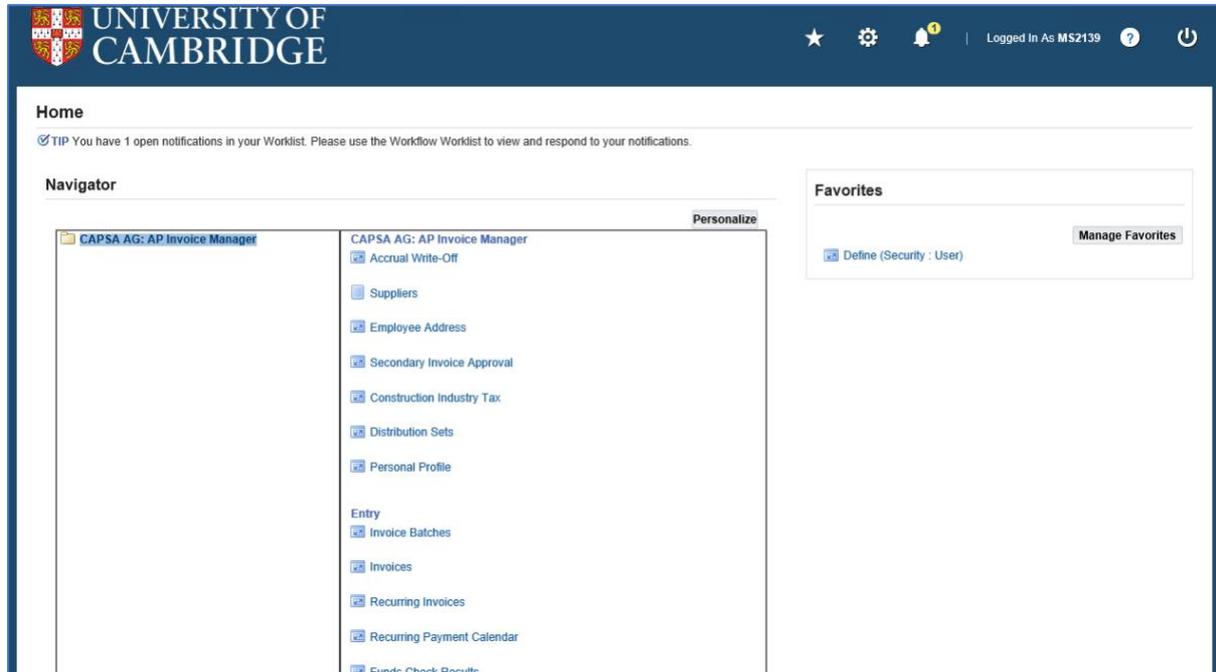


## E-Business Suite homepage

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 **A**ccounts **P**ayable 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

## Favorites

Manage Favorites

You have not selected any favorites. Please use the "Personalize" button to set up your 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.

### Manage Favorites Cancel Apply

**Search for Functions**

Function Prompt  Responsibility CAPSA AG: AP Invoice Manager Go

Description

| ... | Function Prompt      | Description | Menu Hierarchy | Responsibility | Count |
|-----|----------------------|-------------|----------------|----------------|-------|
|     | No search conducted. |             |                |                |       |

**Favorites**

✓ TIP You can only update favorites that are available for your current login.  
✓ TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

Add Outside Link | ...

| ... | Move              | Favorite | Description | Responsibility | URL | Open in New Window |
|-----|-------------------|----------|-------------|----------------|-----|--------------------|
|     | Up                |          |             |                |     |                    |
|     |                   | Down     |             |                |     |                    |
|     | No results found. |          |             |                |     |                    |

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.

### Manage Favorites Cancel Apply

**Search for Functions**

Function Prompt  Responsibility CAPSA AG: AP Invoice Manager Go

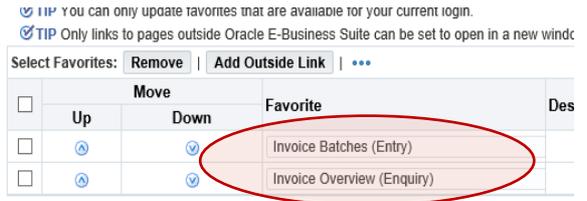
Description

Select Function: Add to Favorites | ... Rows 1 to 27

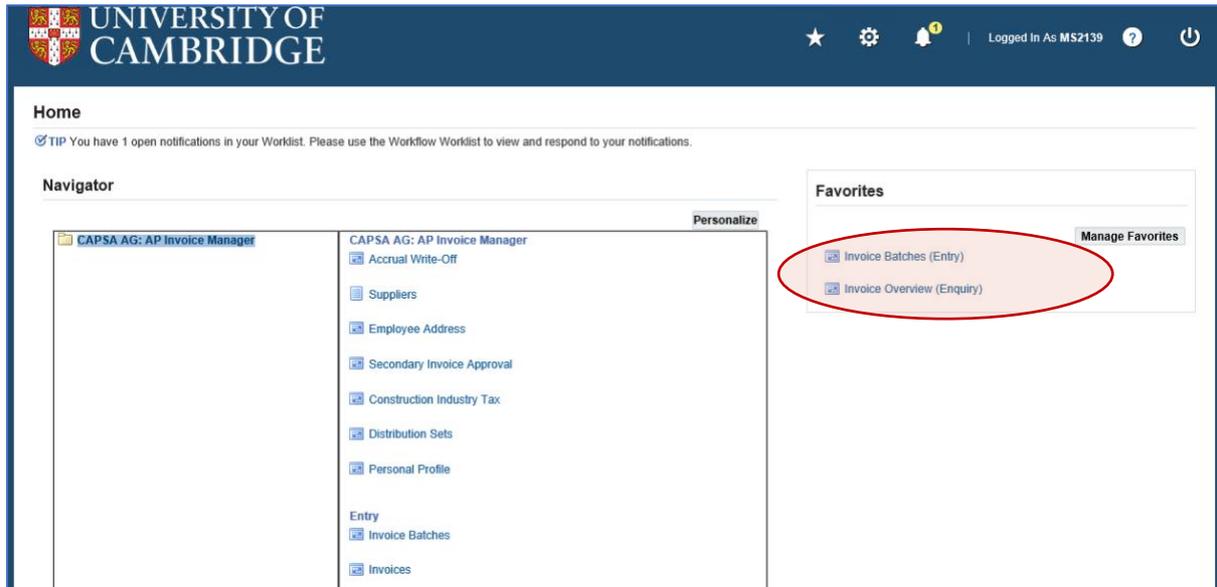
| Function Prompt                                      | Description | Menu Hierarchy | Responsibility               | Count |
|--|-------------|----------------|------------------------------|-------|
| <input checked="" type="checkbox"/> Invoice Batches  |             | Entry          | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Invoices                    |             | Entry          | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Recurring Invoices          |             | Entry          | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Recurring Payment Calendar  |             | Entry          | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Funds Check Results         |             | Entry          | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Invoice Batches             |             | Enquiry        | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Invoices                    |             | Enquiry        | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Quick Invoices              |             | Enquiry        | CAPSA AG: AP Invoice Manager | 0     |
| <input checked="" type="checkbox"/> Invoice Overview |             | Enquiry        | CAPSA AG: AP Invoice Manager | 0     |
| <input type="checkbox"/> Withheld Amounts            |             | Enquiry        | CAPSA AG: AP Invoice Manager | 0     |

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.