E-Business Suite homepage

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

| UNIVERSITY OF CAMBRIDGE | | ★ 휴 🗣 ⊨ Logged In As MS2139 ? (၂) |
|---|---|-----------------------------------|
| Home | | |
| IP You have 1 open notifications in your Worklist. Pl | ease use the Workflow Worklist to view and respond to your notifications. | |
| Navigator | | Favorites |
| | Personalize | |
| CAPSA AG: AP Invoice Manager | CAPSA AG: AP Invoice Manager CAPSA Carual Write-Off | Manage Favorites |
| | Suppliers | |
| | Employee Address | |
| | Secondary Invoice Approval | |
| | Construction Industry Tax | |
| | Distribution Sets | |
| | Personal Profile | |
| | Entry | |
| | Invoice Batches | |
| | Invoices | |
| | Recurring Invoices | |
| | Recurring Payment Calendar | |
| | E Funds Check Results | |

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

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

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.

| Man | nage Favorites | | | | | | Cancel Apply | |
|-------------------------|-----------------------------|----------------|-----------|----------------|----------------|----------------|--------------------|--|
| Sear | rch for Functions | | | | | | | |
| I | Function Prompt Description | Responsibility | Go | | | | | |
| ••• | | | | | | | | |
| | Function Prompt | Description | Menu Hier | Menu Hierarchy | | Responsibility | | |
| | No search conducted. | | | | | | | |
| Favorites | | | | | | | | |
| Add Outside Link ···· | | | | | | | | |
| | Move | | Favorita | Description | Paepaneibility | IIDI | Open in New Window | |
| | Up | Down | ravoille | Description | Responsibility | UKL | Open in New Window | |
| | 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.

| Ma | anage Favorites | | | | | | Cancel | Apply |
|----|---------------------------------|-------------|----------------|------------------------------------|----------------|------------------------------|--------|-----------|
| Se | arch for Functions | | | | | | | |
| | Function Prompt Description | | Responsibility | CAPSA AG: AP Invoice Manager Go | > | | | |
| Se | lect Function: Add to Favorites | | | | | | Rows | s 1 to 27 |
| - | Function Prompt | Description | | | Menu Hierarchy | Responsibility | Co | unt |
| | In oice Batches | | | | Entry | CAPSA AG: AP Invoice Manager | 0 | ~ |
| E | Invoices | | | | Entry | CAPSA AG: AP Invoice Manager | 0 | |
| | Recurring Invoices | | | | Entry | CAPSA AG: AP Invoice Manager | 0 | |
| | Recurring Payment Calendar | | | | Entry | CAPSA AG: AP Invoice Manager | 0 | |
| | Funds Check Results | | | | Entry | CAPSA AG: AP Invoice Manager | 0 | |
| | Invoice Batches | | | | Enquiry | CAPSA AG: AP Invoice Manager | 0 | |
| | Invoices | | | | Enquiry | CAPSA AG: AP Invoice Manager | 0 | |
| 1 | Quick Invoices | | | | Enquiry | CAPSA AG: AP Invoice Manager | 0 | |
| | Invoice Overview | | | | Enquiry | CAPSA AG: AP Invoice Manager | 0 | |
| | Withheld Amounts | | | | Enquiry | CAPSA AG: AP Invoice Manager | 0 | \sim |

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

| Favorites: | Remove Add OL | | | |
|------------|----------------|---|--|--|
| | Move | Favorite | | |
| Up | Down | | | |
| ۲ | 9 | Invoice Batches (Entry) | | |
| ۲ | | Invoice Overview (Enquiry) | | |
| | Up () () | Move Up Down (a) (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c | Move Favorite Up Down Invoice Batches (Entry) Invoice Overview (Enquiry) | |

IP Only links to pages outside Oracle E-Business Suite can be set to open in a new windc

IP YOU CAN ONLY UPDATE TAVOITES THAT ARE AVAILABLE TO YOUR CURRENT LOGIN.

5. Click on **Apply** to save the changes.

| UNIVERSITY O | F E | , | † 😳 | ↓ ⁰ ∣ | Logged In As MS2139 | ? | ሳ |
|---|--|-------------|------------|------------------------------------|---------------------|------------|------|
| Home | | | | | | | |
| TIP You have 1 open notifications in your Worklist. | Please use the Workflow Workflist to view and respond to your notifications. | | | | | | |
| Navigator | | | Favorites | | | | |
| | | Personalize | | | | ana Faurai | |
| CAPSA AG: AP Invoice Manager | CAPSA AG: AP Invoice Manager Accrual Write-Off Suppliers Employee Address Secondary Invoice Approval Construction Industry Tax Distribution Sets Personal Profile | | Invoice B | atches (Entry) verview (Enquiry | |) | Ites |
| | Entry Imvoice Batches Invoices | | | | | | |

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