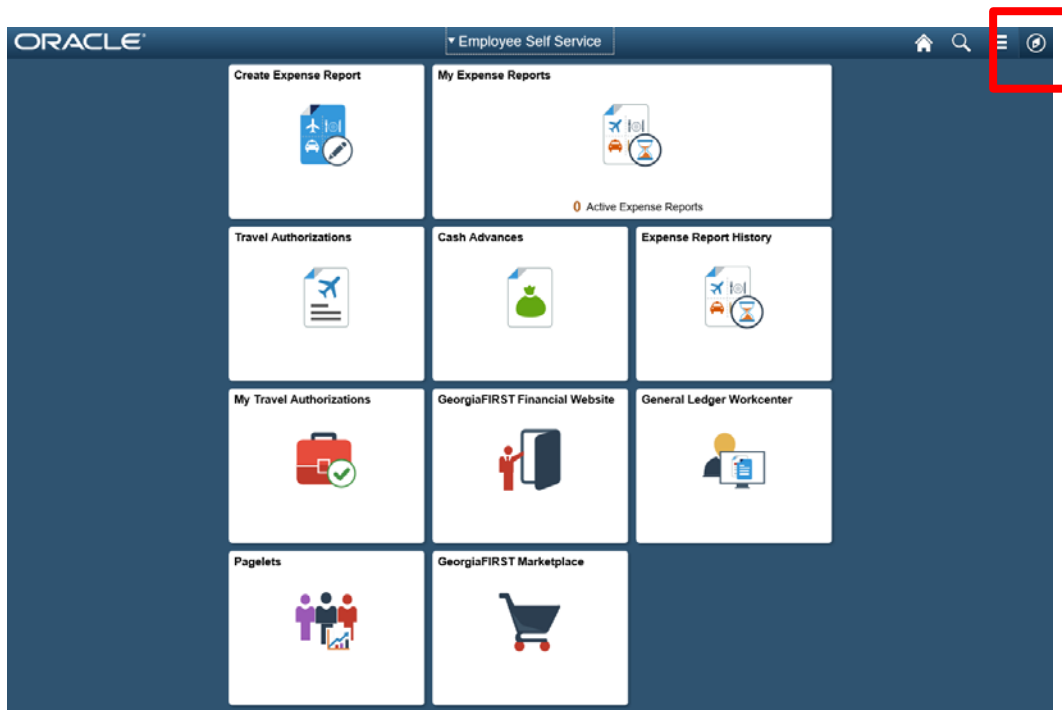


Fluid Homepages in PeopleSoft Financials

PeopleSoft Financials introduced a new Fluid User Interface in Release 5.30. 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. Beginning with Release 5.30, all users will land on the Employee Self Service homepage pictured below.

Note: The tiles present on the homepage depend on your security access and institution's transaction use.



The menu that was previously located on the left side of the homepage will now be accessed from the Navigation Bar (NavBar), located in the top right corner of the page. For more information on how to use the NavBar, see the PeopleSoft Financials Fluid User Interface videos on the GeorgiaFIRST website: <http://www.usg.edu/gafirst-fin/training>.

Self Service Homepage Tiles

1. Create Expense Report Tile



Selecting this tile allows you to create a Fluid expense report for yourself or someone for whom you are an Authorized Expense User.

Creating an expense report using this tile is similar to creating one by navigating to **Employee Self-Service > Travel and Expenses > Expense Report > Create**. The difference is that, by using the tile, you will create your report in the Fluid user interface, which is designed to be used on mobile devices.

For information on how to create a Fluid Expense Report using the Create Expense Report tile, see the Creating and Submitting a Fluid Expense Report job aid, located on the GeorgiaFIRST website: http://www.usg.edu/gafirst-fin/documentation/job_aids/category/travel_and_expenses.

2. My Expense Reports Tile



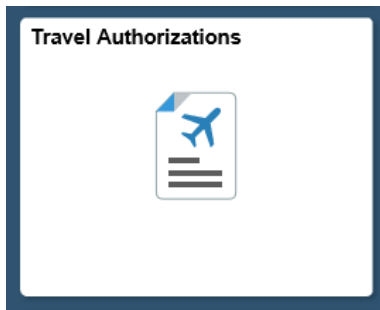
This tile contains a list of your active Expense Reports:

- Returned (Sent Back)
- Not Submitted (Created and Saved)
- Awaiting Approval (Approvals in Process)
- Pending Payment (Approved) status

| Actions | Description | Business Purpose | Report ID | Updated Date | Amount |
|---------|------------------|-------------------|------------|--------------|----------|
| | Test | Attend Conference | 0000602391 | 11/08/2017 | 0.00 USD |
| | Test Mileage Mod | Attend Meetings | 0000602390 | 11/08/2017 | 0.00 USD |

Selecting the My Expense Reports tile provides a consolidated view of your Expense Reports. Similar information can be obtained by navigating to **Employee Self-Service > Travel and Expenses > Expense Reports > View.**

3. Travel Authorizations Tile

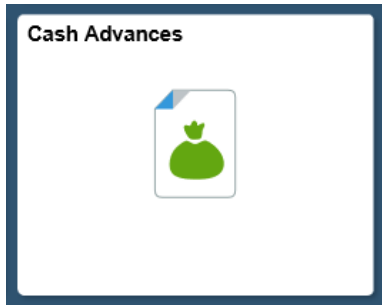


The Travel Authorizations tile opens access to all of the Travel Authorization pages: Create, Modify, Print, View, Delete, and Cancel. Selecting one of these options will take you to the Classic Travel Authorization pages you would see prior to Release 5.30.

The same options can be accessed by navigating to **Employee Self-Service > Travel and Expenses > Travel Authorizations.**

Note: This tile displays only if your institution uses Travel Authorizations.

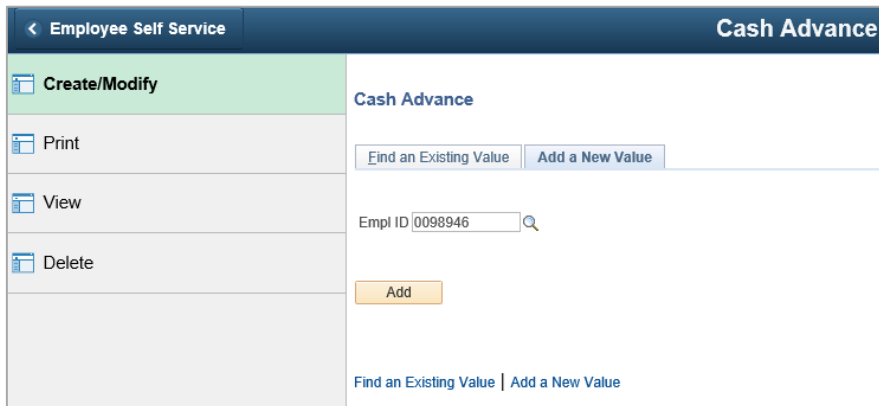
4. Cash Advances Tile



The Cash Advances tile opens the Cash Advance pages: Create/Modify, Print, View, and Delete. Selecting one of these options will take you to the Classic Cash Advance pages you would see prior to Release 5.30.

The same options can be accessed by navigating to **Employee Self-Service > Travel and Expenses > Cash Advances**.

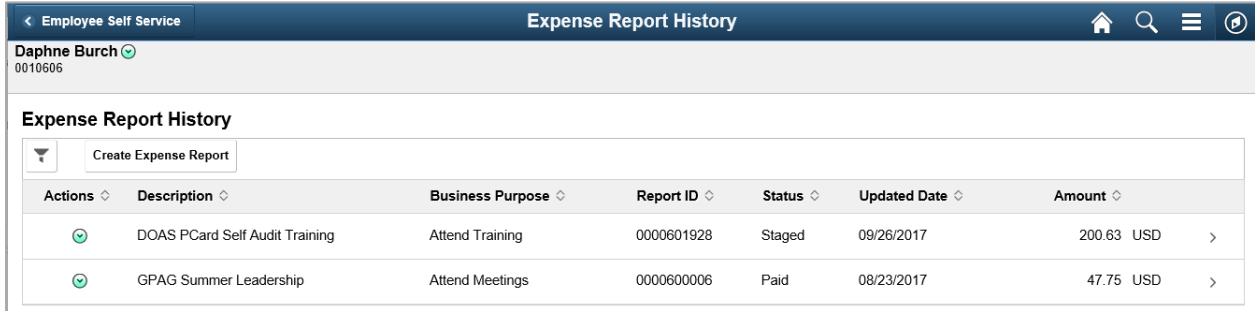
Note: This tile displays only if your institution uses Cash Advances.



5. Expense Report History Tile

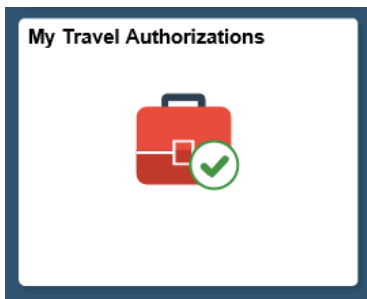


The Expense Report History tile lists a summary of all Expense Reports in Staged or Paid status. Similar information can be accessed by navigating to **Employee Self-Service > Travel and Expenses > Expense Reports > View**.



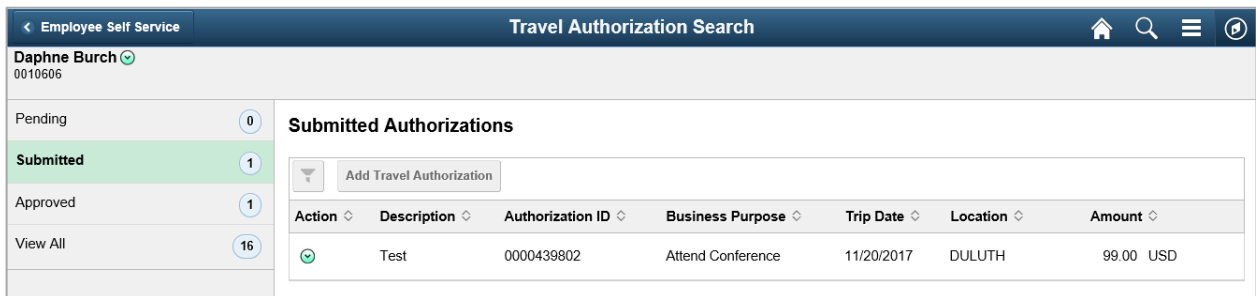
| Actions | Description | Business Purpose | Report ID | Status | Updated Date | Amount |
|---------|--------------------------------|------------------|------------|--------|--------------|------------|
| | DOAS PCard Self Audit Training | Attend Training | 0000601928 | Staged | 09/26/2017 | 200.63 USD |
| | GPAG Summer Leadership | Attend Meetings | 0000600006 | Paid | 08/23/2017 | 47.75 USD |

6. My Travel Authorizations Tile



This tile contains a consolidated list of your Travel Authorizations separated by status. Similar information can be obtained by navigating to **Employee Self-Service > Travel and Expenses > Travel Authorizations > View**.

Note: This tile displays only if your institution uses Travel Authorizations.



| Action | Description | Authorization ID | Business Purpose | Trip Date | Location | Amount |
|--------|-------------|------------------|-------------------|------------|----------|-----------|
| | Test | 0000439802 | Attend Conference | 11/20/2017 | DULUTH | 99.00 USD |

7. GeorgiaFIRST Financial Website Tile



This tile directs users to the homepage on the GeorgiaFIRST Financials website. Users can also access the website by entering this link in the address bar of any browser: <http://www.usg.edu/qafirst-fin/>.

8. WorkCenter Tiles



The Self Service Homepage may display tiles for the following WorkCenters:

- Accounts Payable
- Buyer
- Asset Management
- General Ledger

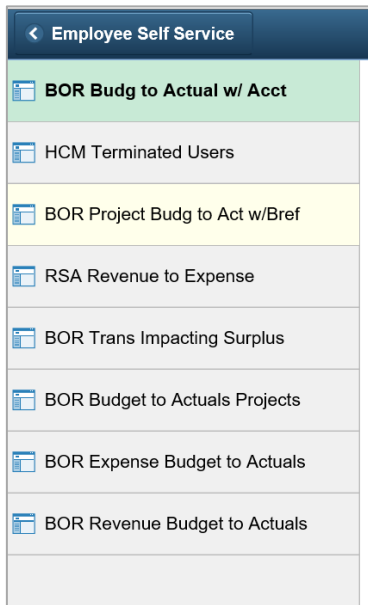
These tiles take users directly into the WorkCenter.

Note: WorkCenter tiles display only if you have the necessary security access.

9. Pagelets Tile



The Pagelet's tile takes you to a list of all available Pagelets. After clicking on the tile, users then click on the Pagelet that they wish to display.



10. The GeorgiaFIRST Marketplace Tile



Shoppers can access the GeorgiaFIRST Marketplace from this tile. Requesters should enter the Marketplace through the menu navigation: **eProcurement > Requisition**.

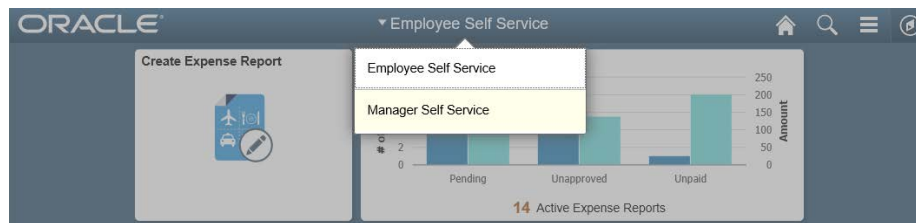


Manager Self Service Homepage

A Manager Self Service homepage, pictured below, will be available for managers and approvers following Release 5.30.



To access Manager Self Service, click the Employee Self Service dropdown located in the top center of the homepage. Then select Manager Self Service.



The Expenses Manager Self Service tile provides access to Manage Expenses Security, Print Reports, and Approve Transactions, depending on your security access. Selecting one of these options will take you to the Classic pages you would see prior to Release 5.30.

The same options can be accessed by navigating to **Manager Self-Service > Travel and Expense Center**.