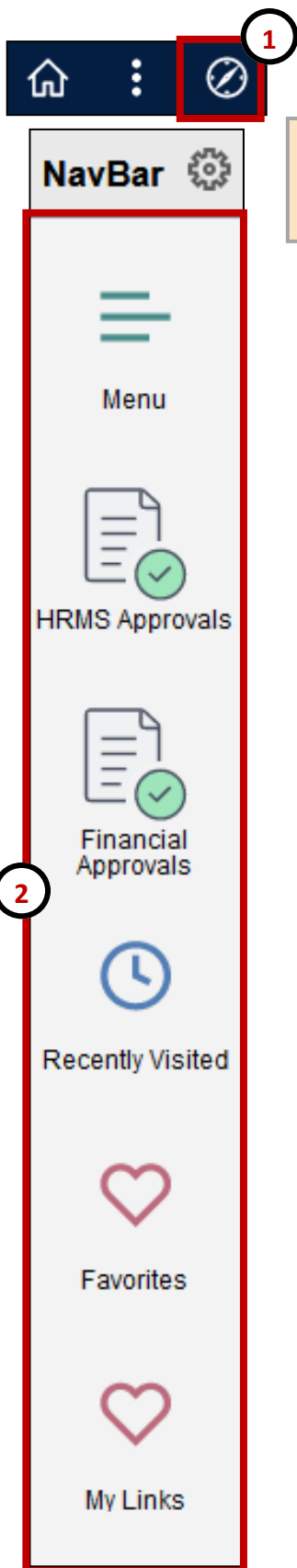


Using the NavBar on Banner Tool Bar

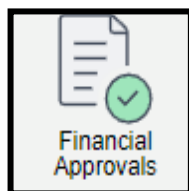


1. Selecting the **NavBar** opens a side window with additional icons.
2. Use NavBar icons to access additional navigation options.



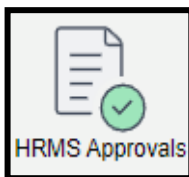
Menu

An alternate navigation option that allows access to PeopleSoft pages.



Financials Approvals

Displays finance documents pending approval. This is similar to the HRMS Approvals tile on the home page.



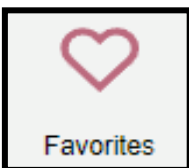
HRMS Approvals

Displays Human Resources Management System documents pending approval. This is similar to the Financial Approvals Tile on the home page.



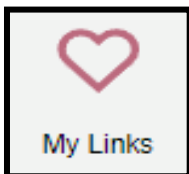
Recently Visited

Displays links to most recent visited PeopleSoft pages.



Favorites

Displays PeopleSoft pages which have been saved as a favorite. Favorites can be added using the Actions List icon on the Tool Bar.



My Links

This icon displays the favorites/links that were **previously** saved before the PeopleSoft Fluid update.

Using the “Navigator” Search Menu

1. Select the **NavBar** tool icon located on the blue fluid banner.

2. Select the **Menu** Tile to navigate using the fluid menu structure.

3. In this example, we will navigate to the Voucher Search page by using the Navigator Tile. Select **Financials**.

4. Scroll down to select **Accounts Payable**.

5. Select the **Vouchers** link.

The screenshot shows a mobile application interface. At the top, a blue banner contains a home icon, a three-dot menu icon, and a search icon (1). Below the banner is a 'NavBar: Menu' section with a 'Menu' tile (2). The main content area shows a list of menu items: 'Financials' (3), 'Accounts Payable' (4), and 'Vouchers' (5). A 'Recently Visited' section is visible on the left.

1. Select the **NavBar** tool icon located on the blue fluid banner.
2. Select the **Menu** Tile to navigate using the fluid menu structure.
3. In this example, we will navigate to the Voucher Search page by using the Navigator Tile. Select **Financials**.
4. Scroll down to select **Accounts Payable**.
5. Select the **Vouchers** link
6. Select the **Add/Update** link.
7. Select **Voucher Search** link.
8. **Voucher Search** page is now displayed.

7. Select **Voucher Search** link.

The screenshot shows the 'Vouchers' screen. The breadcrumb trail is 'Menu > Financials > Accounts Payable > Vouchers'. There are two main sections: 'HRMS Approvals' and 'Financial Approvals'. Under 'Financial Approvals', there are two buttons: 'Regular Entry' and 'Voucher Search' (7).

8. **Voucher Search** page is now displayed.

The screenshot shows the 'Voucher Search' form. It has two main sections: 'Voucher Information' and 'Supplier Detail'. The 'Voucher Information' section includes fields for '*Business Unit' (UTEP1), 'Voucher ID', 'Invoice Number', and 'Related Voucher'. It also has dropdown menus for 'Incomplete Voucher', 'Entry Status', 'Voucher Style', and 'Voucher Source'. The 'Supplier Detail' section includes fields for 'Supplier ID', 'Short Supplier Name', and 'Supplier Name'. There is a 'New window' checkbox and a 'Search' button.