

How To Access Worklist

Access Worklist to view transactions or items that require action.

1. Navigate to the **GeorgiaFirst Financial Management Solutions** page (<https://www.usg.edu/gafirst-fin/>).
2. Under *Core User*, click the **GeorgiaFIRST Financials** button.

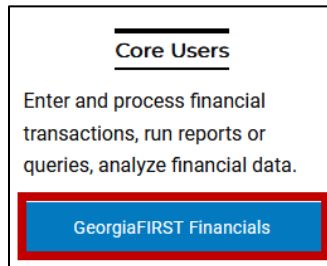


Figure 1 – Select GeorgiaFIRST Financials.

3. **Sign in** using Duo Authentication with university credentials.
4. The Peoplesoft Financials landing page will open. Select the NavBar to open the menu.

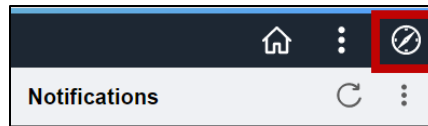


Figure 2 – Select the NavBar to open the menu.

5. Select **Menu**.

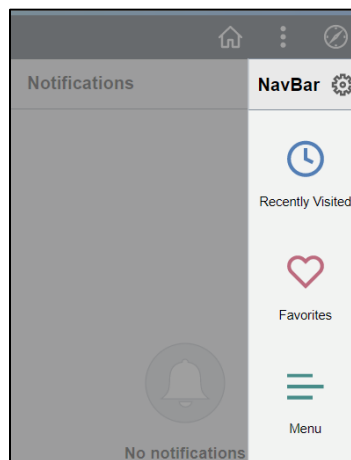


Figure 3 – Select Menu.

6. Scroll to locate Worklist from the corresponding menu, select **Worklist** to open.

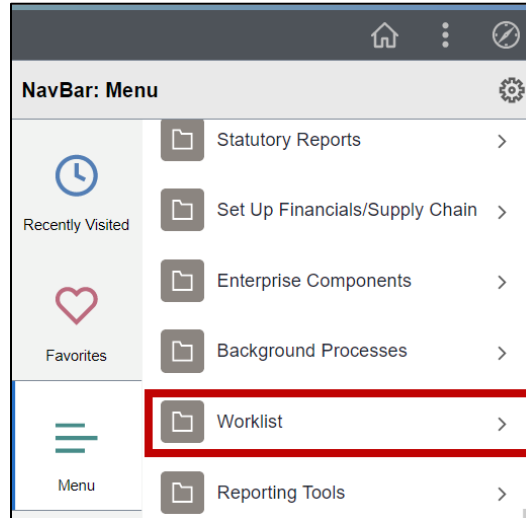


Figure 4 – Select Worklist from the menu.

7. Select to view the worklist **Summary** or **Detail View**.

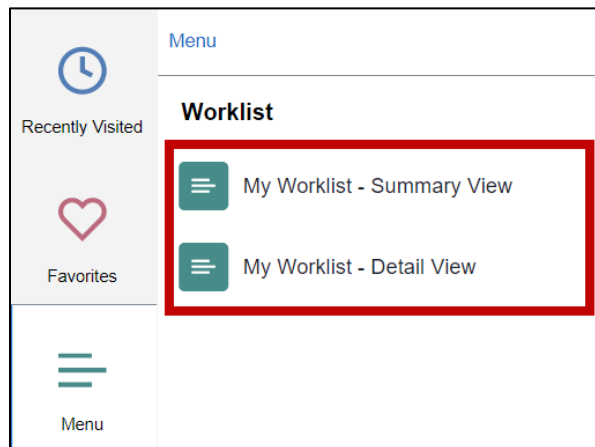


Figure 5 – Select to view worklist Summary or Detail View.