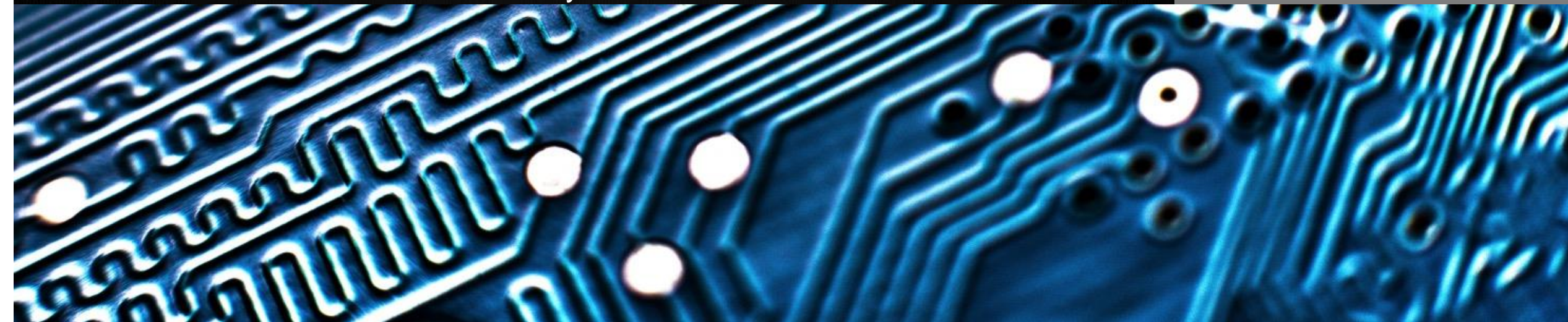


Georgia *FIRST* Financials

Birds of a Feather Session

Kristi Bradshaw
Sherrie Moon
Kelly Saxon

September 13,
2023



Agenda

- Georgia *FIRST* Website
- Update of PeopleSoft Interface
- Adding a Lease
- Reversal Journals
- Simple Journal Functionality
- Questions

GeorgiaFIRST Website

<https://www.usg.edu/gafirst-fin/>

All PeopleSoft Financials Business Processes, Job Aids, and Reference Documents are located on the Documentation Index page.

The screenshot shows the website's navigation menu on the left and a list of documentation topics on the right. The 'Documentation' menu item is highlighted in blue. The documentation list includes:

- [General Job Aids and Reference Documents](#)
- PeopleSoft Financial Modules
 - [Accounts Payable](#)
 - [Accounts Receivable](#)
 - [Asset Management](#)
 - [Banking](#)
 - [Budget Prep](#)
 - [DOAA Reporting](#)
 - [eProcurement](#)
 - [General Ledger and Commitment Control](#)
 - [Purchasing](#)
 - [Queries](#)
 - [Security](#)
 - [Suppliers](#)
 - [Travel and Expenses](#)

The screenshot shows the GeorgiaFIRST website header and main content area. The header includes the logo 'GEORGIAFIRST Information Technology Services' and the tagline 'Delivering Trusted Financial Management Solutions'. The main content area features a navigation menu on the left, a central text block, and a right sidebar with user options.

Navigation Menu:

- Home
- Downtime Calendar
- Announcements
- Documentation +
- Known Issues +
- Releases +
- Project Information
- Training +
- Model Change Request Information
- Support

Main Content:

PeopleSoft Financials was implemented at the teaching institutions of the University System of Georgia, along with the University System Office (USO), under the project name "GeorgiaFIRST" in January 1998. The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making. The single application model and a consolidated database containing the data for all institutions are centrally hosted at ITS, and ITS distributes all software upgrades and releases. This web site provides information relevant to the model application, including business processes and changes or updates to the model, as well as many informational aids and tips.

Some pages in this site contain proprietary information and are restricted to University System of Georgia personnel. To obtain a user name and password, contact the ITS Helpdesk.

Right Sidebar:

- Active GeorgiaFIRST Financials User**
Self-Service Users
Enter Travel, Approve ePro Requisitions and other Worklist Items.
[GeorgiaFIRST Self-Service](#)
- Core Users
Enter and process financial transactions, run reports or queries, analyze financial data.
[GeorgiaFIRST Financials](#)
- New GeorgiaFIRST Financials User**
Register as a new Self-Service user.
[Register For My Account](#)

Subscription and Login:

- Subscribe to our mailing list**
This list is intended for all customers of the GeorgiaFIRST PeopleSoft Financials application. If you are a Budget User responsible for creating/maintaining budgets at your institution, please click the radio button at the bottom of this form to also sign up for the first-lb@listserv.usg.edu listserv.
- Sign in with USG Single Sign-On**
[LOGIN](#)

Annual Maintenance Release 5.90

Georgia*FIRST* Financials
In the Know Session:
October 12th 10:30 am

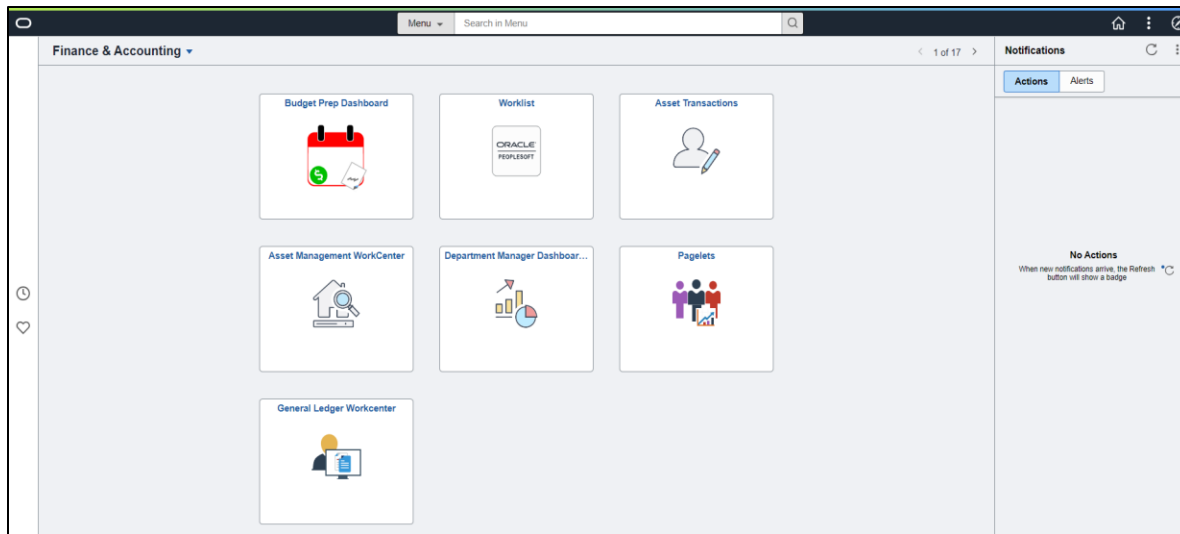
PeopleTools 8.60 Highlights

User Interface Enhancements

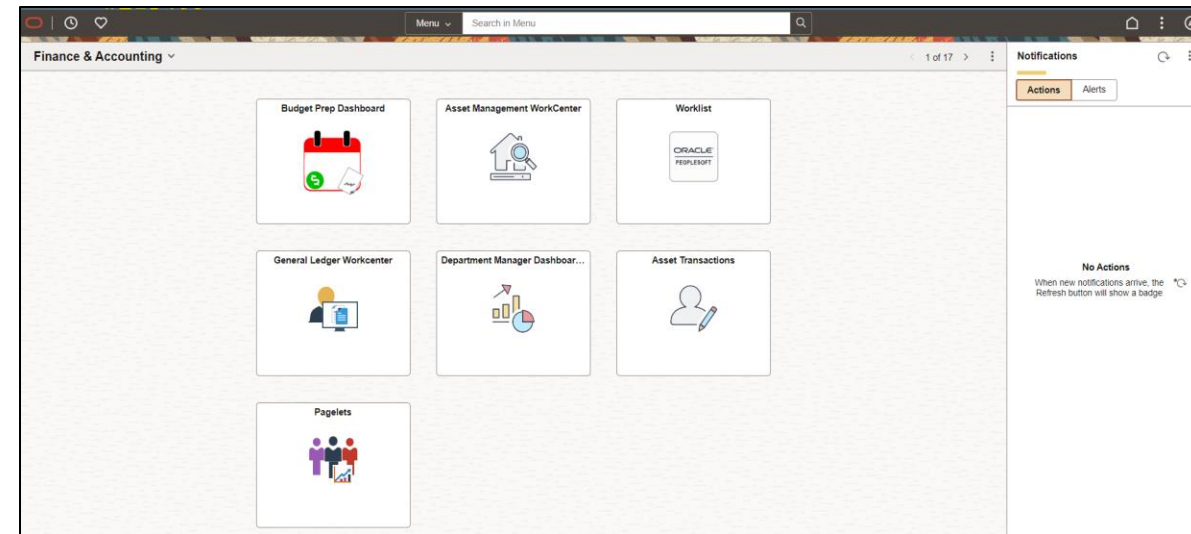
- Redwood Color Scheme Refresh
- User Interface Layout Changes
- Quick Access Bar
- Global Search
- Configurable Search
- User Personalization

User Interface Changes

Current Home Page



New Home Page



Keyword Search

Current Journal Entry Page

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Note: Keyword Search will return results last updated over 12 hours ago (09/08/2023 12:10:25AM)

▼ **Search Criteria**

Keywords

[Search](#) [Basic Search](#) [Advanced Search](#)

New Journal Entry Page

Create/Update Journal Entries

Find an Existing Value [Add a New Value](#)

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Business Unit = 53000

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = No Status - Needs to

Budget Checking Header Status =

Source =

Entered By begins with DONNA

Attachment Exist =

Journal Class begins with

^ Show fewer options

Case Sensitive

[Search](#) [Clear](#)

Questions



Asset Management

- How to enter a Lease: Business Process AM.020.075-Adding a Lease

Navigation: Asset Management>Asset Transaction> Leased Asset>Create New Payables Lease

The screenshot displays the 'Maintain Lease' web application interface. At the top, there are tabs for 'General Information', 'Financial Terms', 'Notes and Attachments', and 'Supplemental Data'. Below the tabs, there is an 'Action' dropdown menu set to '...Choose Action...' and a 'Go' button. To the right, the 'Unit' is '98000' and the 'Status' is 'Pending'. The main section is divided into two columns. The left column, titled 'Payables Lease', includes a 'NEXT' button and a 'Lease Name' field. The right column, titled 'Lease Administration', includes fields for 'Lease Type', 'Lessor', 'Location', and 'Region', each with a search icon. Below these are two sub-sections: 'Lease Timetable' and 'Lease Administration'. The 'Lease Timetable' section contains fields for 'Commencement', 'Termination', 'Lease Term' (0 years, 0 months, 0 days), 'Remaining Term' (0 years, 0 months, 0 days), and 'Lease Signed'. The 'Lease Administration' section contains fields for 'Lease Administrator', 'Portfolio Manager', and 'Lease ID', each with a search icon. At the bottom, there is an 'Asset Information' section with an 'Action' dropdown menu set to '...Choose Action...' and a 'Go' button. Below this, there is a link for 'Lease Payment Allocation'.

Lease Example

- **Entering a Lease in GeorgiaFIRST Financials**
 - **General Information Tab**
 - The commencement date and the termination date should align with the term.
 - Amortization should calculate for the term.
 - 07/01/2023 – 6/30/2026

The screenshot displays the 'General Information' tab for a lease in GeorgiaFIRST Financials. The interface includes several sections:

- General Information:** Contains tabs for 'General Information', 'Financial Terms', 'Notes and Attachments', and 'Supplemental Data'. Below these are fields for 'Action' (a dropdown menu), 'Go' button, 'Unit' (98000), and 'Status' (Pending).
- Lease Details:** A row of fields including 'Payables Lease' (000001107), 'Lease Name' (Lease Test), 'Lease Type' (Third Party Lease), 'Lessor' (Blackbaud), 'Location' (BOSTON-REM), and 'Region' (Southeast).
- Lease Timetable:** A section with a red border highlighting the 'Commencement' date (07/01/2023) and 'Termination' date (06/30/2026). Below this are fields for 'Lease Term', 'Remaining Term', and 'Lease Signed' (07/01/2023).
- Lease Administration:** A section with fields for 'Lease Administrator' (Sherrie Moon) and 'Portfolio Manager' (Sherrie Moon), along with a 'Lease ID' field and a 'Related Leases' link.

Lease Example cont

- Select the appropriate profile ID based on characterization and term of the lease.
- *For leases that do not transfer ownership, the profile and category should begin with an "L." SBITAs should be categorized with an "S" category.*

Add Asset

AM Business Unit 98888

*Profile ID

*Asset Description

Location Code

CAP #

*Asset Type

Tag Number

Currency USD

Transaction Code

Specialized Asset:

Transfer of Ownership:

ROU Asset Cost

OK Cancel

Last Updated By Sherrie Moon
Last Updated On 08/24/2023 4:29:43PM

LBLDG10	Leased Bldg/Bldg Impr - 10 Yr	Depreciate
LBLDG15	Leased Bldg/Bldg Impr - 15 Yr	Depreciate
LBLDG20	Leased Bldg/Bldg Impr - 20 Yr	Depreciate
LBLDG25	Leased Bldg/Bldg Impr - 25 Yr	Depreciate
LBLDG30	Leased Bldg/Bldg Impr - 30 Yr	Depreciate
LBLDG50	Leased Bldg/Bldg Impr - 50 Yr	Depreciate
LFACIMP05	Leased Fac & Oth Improv-05 Yr	Depreciate
LFACIMP10	Leased Fac & Oth Improv-10 Yr	Depreciate
LFACIMP15	Leased Fac & Oth Improv-15 Yr	Depreciate
LFACIMP20	Leased Fac & Oth Improv-20 Yr	Depreciate
LFACIMP25	Leased Fac & Oth Improv-25 Yr	Depreciate
LINFR15	Leased Infrastructure - 15 Yr	Depreciate
LINFR20	Leased Infrastructure - 20 Yr	Depreciate
LINFR25	Leased Infrastructure - 25 Yr	Depreciate
LINFR30	Leased Infrastructure - 30 Yr	Depreciate
LINTAN05	Leased Intangible - 5 Yr	Depreciate
LINTAN10	Leased Intangible - 10 Yr	Depreciate
LITEQUIP03	Leased IT Equipment - 3 Yr	Depreciate
LITEQUIP05	Leased IT Equipment - 5 Yr	Depreciate
LITEQUIP10	Leased IT Equipment - 10 Yr	Depreciate
LMACH01	Leased Mach and Equip - 1 Yr	Depreciate
LMACH02	Leased Mach and Equip - 2 Yr	Depreciate
LMACH03	Leased Mach and Equip - 3 Yr	Depreciate
LMACH04	Leased Mach and Equip - 4 Yr	Depreciate
LMACH05	Leased Mach and Equip - 5 Yr	Depreciate
LMACH06	Leased Mach and Equip - 6 Yr	Depreciate
LMACH10	Leased Mach and Equip - 10 Yr	Depreciate
LVEHICLE04	Leased Vehicle - 4 Yr	Depreciate
LVEHICLE05	Leased Vehicle - 5 Yr	Depreciate
SBILC02	SBILC - 02 YR	Depreciate
SBILC03	SBILC - 03 YR	Depreciate
SBILC04	SBILC - 04 YR	Depreciate
SBILC05	SBILC - 05 YR	Depreciate
SBILC10	SBILC - 10 YR	Depreciate
SBILC15	SBILC - 15 YR	Depreciate
SBITA02	SBITA - 2 YR	Depreciate

Lease Example cont.

-Financial Terms Tab – Base Rent hyperlink

- In the below screenshot, the payment type is “Advance” to obtain the correct payment schedule.
- The start and end date should align with the payment schedule.

Schedule of Payments ?					
Copy Terms	Payment Group	Start Date	End Date	Financial Term	Rent Type
<input type="checkbox"/>	1	07/01/2023	06/30/2024	Base Rent	Base Rent
<input type="checkbox"/>	1	07/01/2024	06/30/2025	Base Rent	Base Rent
<input type="checkbox"/>	1	07/01/2025	06/30/2026	Base Rent	Base Rent

Financial Terms 0000001107 - Lease Tes

Base Rent Details

*Payment Type:

Start Date:

End Date:

Integration With Accounts Payable

Amount: USD

*Schedule:

Frequency: Terms Calendar:

Description:

Reference:

Lease Example cont.



- **Financial Terms Tab – Preview Payment Schedule hyperlink.**
 - Preview Payment Schedule hyperlink to ensure you do not have extra Schedule dates.

Base Rent Details



Total PVLP 96260.95

PVLP for the Payment Group 96260.95

Accounting Distribution
Preview Payment Schedule

Schedule Details								Personalize Find  
Schedule Date	Amount	Obligation Reduction	Interest Expense	Currency	Proration Rate	Transaction Status	Schedule Type	
1 07/01/2023	44711.72	0.00	0.00	USD	1.0000000000	Pending	Normal Rent	

OK Cancel Refresh

Schedule Details								Personalize Find  
Schedule Date	Amount	Obligation Reduction	Interest Expense	Currency	Proration Rate	Transaction Status	Schedule Type	
1 07/01/2024	48240.63	45599.23	2641.40	USD	1.0000000000	Pending	Normal Rent	

Schedule Details								Personalize Find  
Schedule Date	Amount	Obligation Reduction	Interest Expense	Currency	Proration Rate	Transaction Status	Schedule Type	
1 07/05/2025	52051.88	50661.72	1390.16	USD	1.0000000000	Pending	Normal Rent	



Lease Example cont.

- Verify Total Lease Payments, PVLP and ROU Asset Cost before activating the lease:

Financial Summary ?

Accounting Date ⓘ

Interest Rate Percent

Borrowing Rate Percent

Total Lease Payments	145004.23
Present Value Lease Payments	96260.95
ROU Asset Cost	140972.67

Lease Currency 🔍

Prorata Share

Current Est Monthly Payment 0.00

Current Estimated Cost 0.00

Exclude Base Year

Base Year

Base Year Amount

Reference

Proration Method ▼

Recognize Monthly Expense

Rate Type 🔍

Max Op. Ex. Increase/Year

Amount

Percent

Max Lease Rent Escalation

Amount

Percent

Questions



1. Automatic Reversal Journals
2. Simple Journals Functionality

Automatic Reversal Journals

- Automatic Reversal Journals
 - Typically used for year-end journal entries
 - Cannot be edited or deleted
 - Header Info
 - Entered By: will reflect user id of user who approved the original journal entry
 - Entered On: will reflect the date the original journal was approved

Automatic Reversal Journals

The screenshot shows the 'Create/Update Journal Entries' application interface. The main window has a header with navigation icons and a search bar. Below the header, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing fields for Unit (43000), Journal ID (NEXT), and Date (09/06/2023). A 'Long Description' field is present with a character count of 254. Other fields include ^Ledger Group (ACTUALS), Ledger, ^Source (ONL), Reference Number, Journal Class, Transaction Code (DEFAULT), and SJE Type. A 'Reversal: Do Not Generate Reversal' option is highlighted with a red arrow. The 'Adjusting Entry' is set to 'Non-Adjusting Entry', and the 'Fiscal Year' is 2024. The 'Period' is 3, and the 'ADB Date' is 09/06/2023. A 'Journal Entry Reversal' dialog box is open, showing options for 'Reversal' (Do Not Generate Reversal, Beginning of Next Period, End of Next Period, Next Day, Adjustment Period, On Date Specified By User) and 'ADB Reversal' (Same As Journal Reversal, On Date Specified By User). The dialog box also includes fields for 'Adjustment Period', 'Reversal Date', and 'ADB Reversal Date', and buttons for 'OK', 'Cancel', and 'Refresh'.

Automatic Reversal Journals

- **Do not unpost** the original journal entry prior to the automatic reversal journal entry being posted.
 - This has historically caused amounts not to back out of Commitment Control which in turn causes out of balance issues.
 - This has also caused journals to become stuck in an Incomplete Posting status.
 - Both of these can cause inaccurate reporting for your institution.
 - If you find that the original journal entry is incorrect after it is posted, but prior to the automatic reversal journal posting, please submit a ticket to ITS.

Simple Journals:

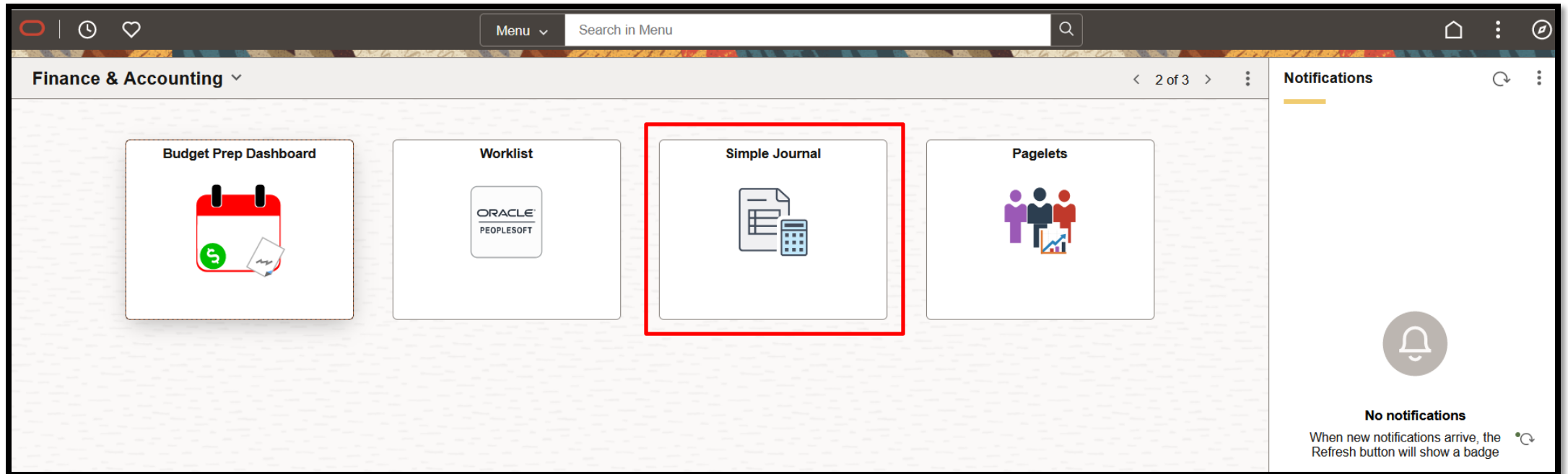
- New functionality for users
- KSU is piloting after the fall release
- Global roll out to all institutions will be spring 2024

Simple Journals

- Simplifies data entry from an end-user standpoint
- Automates the billing of services from one department to another within the institution
- Users will define templates and workflow for intercompany transactions
- Minimum workflow required will be one department approver and overall journal approver

Simple Journals

Users will access the page through the Finance & Accounting Home Page Simple Journal tile.



Simple Journals

The screenshot shows a mobile application interface for creating a 'Simple Journal'. The interface is displayed within a browser-like window with a dark header bar containing navigation icons (back, home, heart, search, home, bell, and profile). Below the header, the title 'Simple Journal' is displayed. The form consists of the following fields and controls:

- *Business Unit:** A text input field containing '43000' with a search icon on the right.
- Journal ID:** A text input field containing 'NEXT'.
- Journal Date:** A date picker field showing '09/06/2023' with a calendar icon on the right.
- Journal Type:** A text input field containing 'INTRA' with a search icon on the right.
- Journal Template:** A text input field containing 'PRINTING' with a search icon on the right.

At the bottom of the form, there are two buttons: a dark 'Add' button and a light blue 'Clear' button.

Simple Journals

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

Simple Journal

Business Unit 43000
Journal ID NEXT No Status - Needs to be Edited
Journal Date 09/06/2023 Source ONL
Created By Owens,Veira Marcalin Last Updated On

Edit Journal | Process | Save

Header	Header
Lines	*Ledger Group ACTUALS
Attachments	Ledger
	*Source ONL
	Reference Number
	Long Description
	Save Journal Incomplete Status <input type="checkbox"/> No

Simple Journals

← | 🕒 | ❤️

🏠 | 🔔 | ⋮ | 🔄

Simple Journal

Business Unit **43000**
 Journal ID **NEXT** No Status - Needs to be Edited
 Journal Date **09/06/2023** Source **ONL**
 Created By **Owens,Veira Marcalin** Last Updated On

Header

Lines

Attachments

Lines

Inter/IntraUnit

Line Details 2 rows

Basic	Chartfields	Currency	Miscellaneous		
Line # ↑↓	*Unit ↑↓	*Ledger ↑↓	Currency ↑↓		
1	43000 🔍	ACTUALS	USD 🔍	+ -	
2	43000 🔍	ACTUALS	USD 🔍	+ -	

Totals 1 row

Unit ↑↓	Total Lines ↑↓	Total Debits ↑↓	Total Credits ↑↓	Journal Status ↑↓	Budget Status ↑↓
43000	2	0.00	0.00	N	N



Simple Journals

Users can process the journal with same options as a regular journal entry.

The screenshot displays the 'Simple Journal' interface. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below this, the journal details are shown: Business Unit 43000, Journal ID 0001167858, No Status - Needs to be Edited, Journal Date 09/06/2023, Source ONL, Created By Owens,Veira Marcalin, and Last Updated On 09/06/2023 4:29:55PM. The main content area is divided into a left sidebar with 'Header', 'Lines', and 'Attachments' sections, and a right section for 'Header' details. These details include input fields for '*Ledger Group' (ACTUALS), 'Ledger', '*Source' (ONL), 'Reference Number', and 'Long Description'. At the bottom, there is a checkbox for 'Save Journal Incomplete Status' set to 'No'. On the right side, a dropdown menu is open, listing actions: Edit Journal (selected), Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Post Journal, Print Journal, Refresh Journal, and Submit Journal. A 'Process' button and a 'Save' button are also visible.

Simple Journals

- Simple Journals will be optional functionality for institutions. Institutions can choose to implement or continue with their defined process to account for these transactions.

Questions



thank you!





UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services