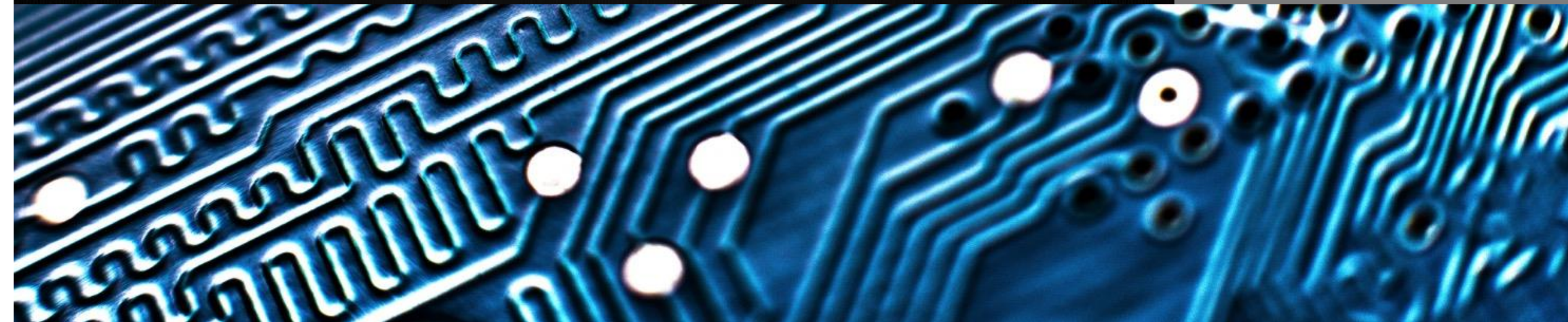


UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

Georgia *FIRST* Financials

Accounts Payable and Travel & Expenses
Birds of a Feather Session

April 16, 2025



Housekeeping

- Please make sure you are muted and your camera is turned off if you are not speaking to the group.
- The Chat or Q&A feature can be used for questions or raise your hand and we will call on you to speak.
- Session is being recorded.



What is a Birds of a Feather?

This session is designed to be interactive, offering institutions a time to discuss relevant topics of interest with each other, ask questions, and receive input from the ITS Georgia*FIRST* Financials support team. This is a fantastic opportunity to connect with colleagues, learn from each other, and share experiences.

Accounts Payable and Travel & Expenses



Open Discussion

GeorgiaFIRST Website

UNIVERSITY SYSTEM OF GEORGIA

ABOUT USG OUR INSTITUTIONS STUDENTS NEWS & REPORTS INITIATIVES & PRIORITIES

GIVE X f in @ SITES A-Z

GEORGIAFIRST

Information Technology Services

About Us

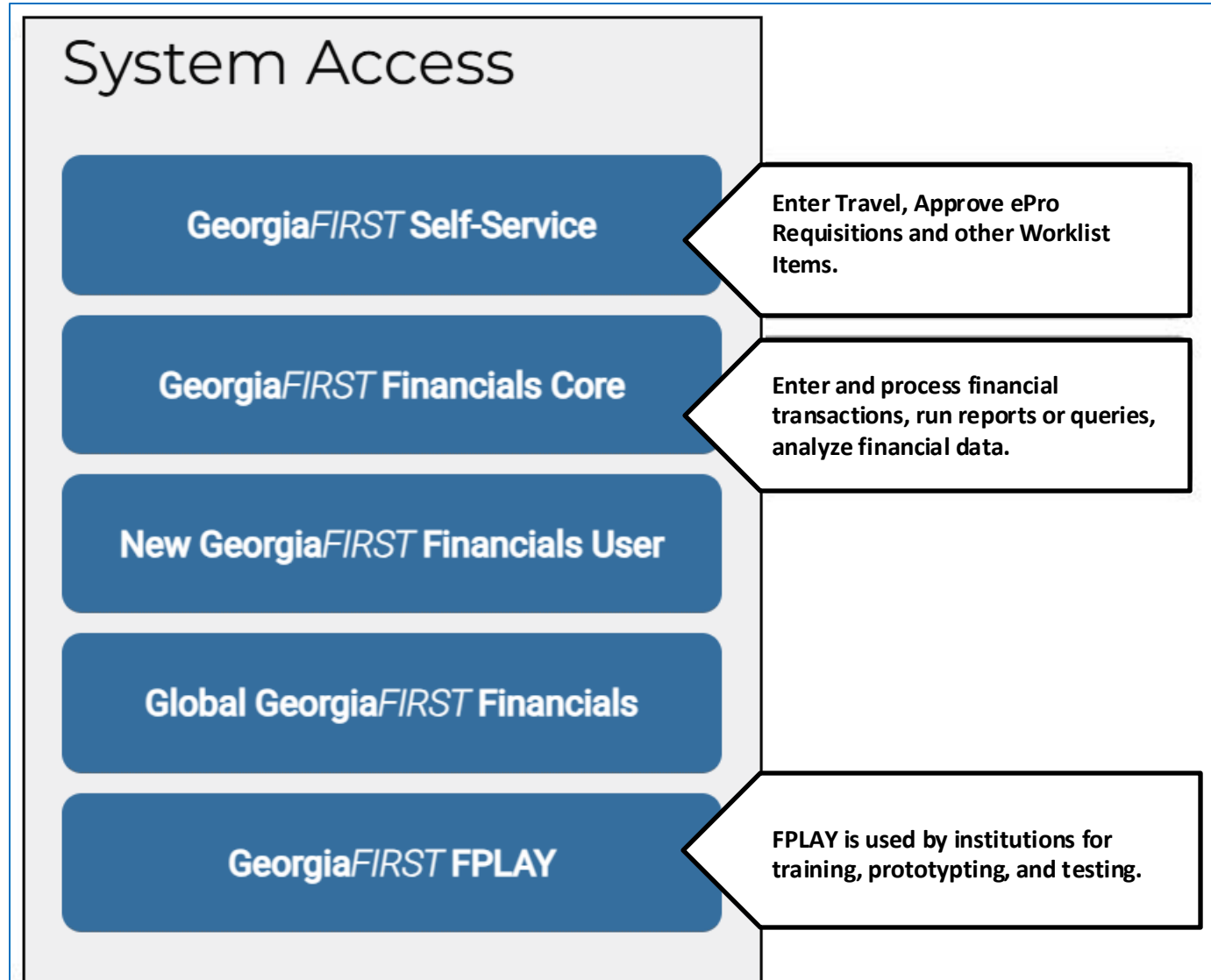
The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making.

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.

System Access

- GeorgiaFIRST Self-Service
- GeorgiaFIRST Financials Core
- New GeorgiaFIRST Financials User
- Global GeorgiaFIRST Financials
- GeorgiaFIRST PPLAY

GeorgiaFIRST Website



GeorgiaFIRST Website

GeorgiaFIRST Online Resources

STAY UP TO DATE WITH ALL THE LATEST INFORMATION



Support

Help with Financials or other system products.



Announcements

News about the latest changes and updates.



Join our Mailing List

Get emails about updates and changes.



Documentation

Your go-to resource for business processes, job aids and updates.



Training

Videos and recorded presentations.



Downtime Calendar

When applications might be down for maintenance or updates.



GeorgiaFIRST Website



Releases

Information on the latest Financials releases.



Known Issues

Issues we are aware of and working to correct.



FY-End & Chart of Accounts

Documentation about closing out financials for the fiscal year.



Model Change Request

A change request to enhance the PeopleSoft application.



System Status

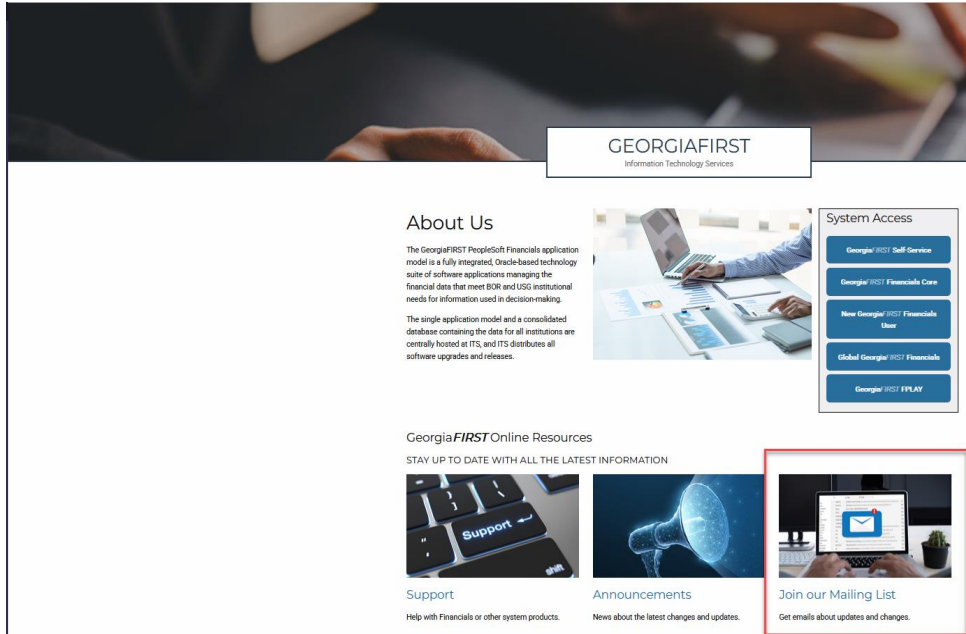
USG Services's home for real-time and historical data on system performance.

Browser reminder

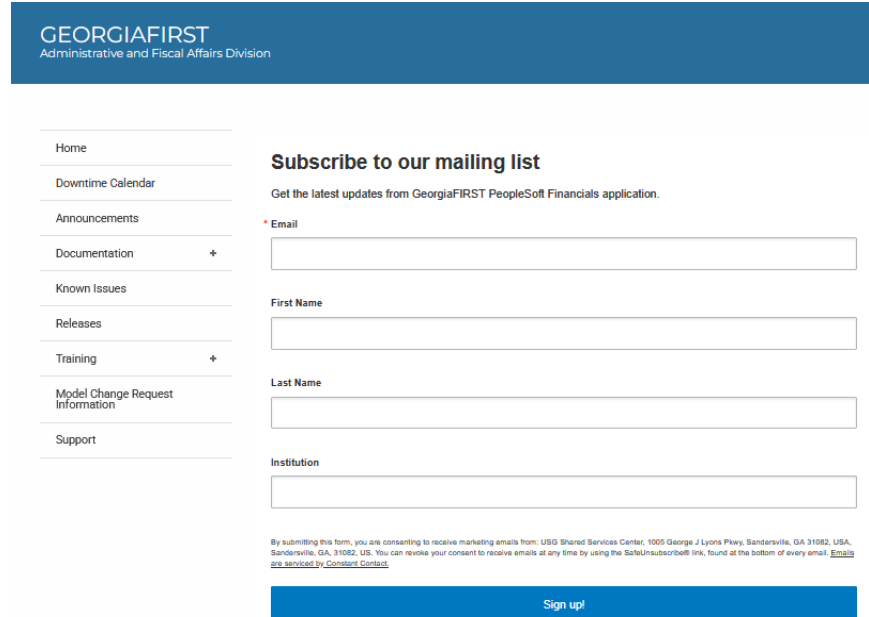
- No changes for supported browsers (Firefox is PeopleSoft recommended)
- As always, it is best practice to clear browser cache on a regular basis and following a Release.
- Refer to the following documentation which can be found [here](#).
 - Browser Compatibility Guide
 - Configuring Browser Settings
 - Clearing Browser Cache

Mailing Lists

- Users are encouraged to subscribe to GeorgiaFIRST communications via Constant Contact announcements [here](#).



The screenshot shows the GeorgiaFIRST website homepage. At the top, there is a navigation bar with the GeorgiaFIRST logo and the text "Information Technology Services". Below the navigation bar, there are several sections: "About Us" with a description of the GeorgiaFIRST PeopleSoft Financials application model; "System Access" with buttons for "Georgia FIRST Self Service", "Georgia FIRST Financials Core", "New Georgia FIRST Financials User", "Global Georgia FIRST Financials", and "Georgia FIRST PFLAY"; "GeorgiaFIRST Online Resources" with a sub-header "STAY UP TO DATE WITH ALL THE LATEST INFORMATION" and three tiles: "Support" (Help with Financials or other system products), "Announcements" (News about the latest changes and updates), and "Join our Mailing List" (Get emails about updates and changes). The "Join our Mailing List" tile is highlighted with a red border.



The screenshot shows the GeorgiaFIRST mailing list subscription form. At the top, there is a blue header with the text "GEORGIAFIRST Administrative and Fiscal Affairs Division". Below the header, there is a navigation menu with links for "Home", "Downtime Calendar", "Announcements", "Documentation", "Known Issues", "Releases", "Training", "Model Change Request Information", and "Support". To the right of the navigation menu, there is a section titled "Subscribe to our mailing list" with the text "Get the latest updates from GeorgiaFIRST PeopleSoft Financials application." Below this text, there is a form with the following fields: "Email" (with a red asterisk), "First Name", "Last Name", and "Institution". At the bottom of the form, there is a blue "Sign up!" button. Below the form, there is a small disclaimer: "By submitting this form, you are consenting to receive marketing emails from: USG Shared Services Center, 1005 George J Lyons Pkwy, Sandersville, GA 31082, USA, Sandersville, GA, 31082, US. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email. Emails are serviced by Constant Contact."

Users are encouraged to subscribe to Georgia*FIRST* communications via Listservs. Please submit a ticket to the USG Service Desk @ support@usg.edu.

Available Listservs:

- PSAP-L
- GAFIRST TRAVEL & EXPENSES
- SCIQUEST

Batch Processing vs. On Demand Processing

Following Release 6.00 in December, GeorgiaFIRST received multiple tickets regarding slow processing times for Batch Processes and/or being kicked out of the Production environment when using On-Demand Processing. ITS published Known Issue: [KI9.2-176 Other-Processes Queueing and Processing Longer Than Normal.](#)

FUNCTIONAL WORKAROUND: There is no functional workaround at this time, however there a few things that all users can do to help reduce the load on the process scheduler:

1. Budget check Requisitions, Purchase Orders, and Vouchers in batch rather than individually.
2. Schedule non-time-sensitive reports and queries for early morning hours.
3. Reduce processing times for queries, especially large ones, by using narrower parameters, e.g. running for specific departments or funds.

Accounts Payable and Travel & Expenses



Open Discussion

Travel & Expenses Year-End Cutoff Dates

To assist institutions using the Travel & Expenses module with completing all FY2025 travel related processing by Monday, June 30, 2025, the following cutoff dates have been set:

- On Friday, June 6, 2025, ITS will cutoff the following entry types 7am:
 - Travel Authorization
 - Cash Advance
- On Friday, June 14, 2025, ITS will cutoff the following entry types 7am:
 - Expense Sheet
- The Institutional Cutoff dates for updates and/or processing are as follows:
 - Deny unapproved Travel Authorizations – Tuesday, June 17, 2025
 - Process final Expenses Pay Cycle – Friday, June 20, 2025
 - Reconcile account 211500 and verify balance is zero – Wednesday, June 25, 2025

Year End Information

Year End Submodule Cleanup Guide:

https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end

TIGA Guide: Updated TIGA Guide will be available at the end of May, an announcement will be sent

Travel & Expenses FY2025 Year End Cutoff Announcement: https://www.usg.edu/gafirst-fin/announcement_docs/A24-019_FY2025_Year-End_Cutoff_Dates_for_Travel_Expenses_and_eProcurement.pdf

Accounts Payable Tips & Tricks

Matching Presentation:

<https://youtu.be/1HRhpX9A8ZA>

https://www.usg.edu/gafirst-fin/announcement_docs/A22-016_Materials_Available_Now_Matching.pdf

Regular Entry					
Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	39000	Invoice Date	08/02/2024		
Voucher ID	05833040	Invoice No	SR11763		
Voucher Style	Regular	Invoice Total	831.66	USD	
Supplier Name	CDW Government 230 N. Milwaukee Avenue Vernon Hills, IL 60061				
Entry Status	Postable	Approval History	Pay Terms	Net 30	
Match Status	Matched		Voucher Source	Online	
Approval Status	Approved		Origin	ONL	
Post Status	Posted		Created On	08/15/2024 11:58AM	
Doc Tol Status	Valid		Created By	abraun_39	
Budget Status	Valid		Last Update	08/15/2024 4:24PM	
Budget Misc Status	Valid		Modified By	BORBATCH	
			ERS Type	Not Applicable	
			Close Status	Open	
*View Related		Payment Inquiry	Go	Audit Logs	
Return to Search	Previous in List	Next in List	Notify	Refresh	Add Update/Display
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary					

Before vouchers can be paid, they must be matched (if related to a PO/Receipt), have a valid doc tol, a valid budget check and be approved.

Matching is the process used to compare vouchers with purchase orders and, when required, receipts to ensure that the institution pays for only the goods and services that have been ordered and received.

Two-Way Match: Voucher and PO

Three-Way Match: Voucher, PO and Receipt

Accounts Payable Tips and Tricks

Accounts Payable Responsibilities

- Understand what a Match Exception means before deciding to override it and what the effect will be if the choice is to override.
- If necessary, request for the Purchasing Dept to adjust the PO Match requirements and/or Receiving settings.



Travel & Expenses: Delegate Entry Authority

- Common Questions

Q: Employee left the institution before reconciling their Cash Advance, how do we reconcile the cash advance now that we cannot submit on behalf of the traveler?

A-1: If the employee is due funds from the travel, you would pay them through the AP module then reconcile the cash advance manually through the T&E module.

A-2: If the employee used the exact amount of the cash advance and is not due funds the institution would record the expense by either AP voucher or creating a journal entry where you debit the expense account and credit the 133100 account. Then manually reconcile the cash advance manually through the T&E module.

Travel & Expenses: Delegate Entry Authority

- Common Questions

Q: Employee left the institution before deleting their pending expense report/s how do we delete these so that they do not return on our queries?

A: After the Delegate Entry Change only the employee that the report belongs to can delete the report, ITS staff does not have this ability.

Note: To have these types of expense reports deleted if deemed necessary by the institution a ticket should be submitted to the help desk requesting a DBI.

Travel & Expenses: CONUS/OCONUS

- Updates occur every fall of the current calendar year
- Next scheduled update: October 2025
- Submit a ticket to the helpdesk if a specific locations rates need to be manually updated sooner than the scheduled yearly update.
- View current Conus rates here: [GSA: Plan a Trip](#)
- View current Oconus rates here: [Foreign Per Diem Rates by Location](#)

Accounts Payable News

Reminder: ITS can perform mass payment cancellations for institutions if there are large quantities of payments to cancel or escheat at a time. Please submit a help desk ticket for review as needed.




- In the past year, Savannah State University onboarded with Payment Request functionality. Interested? Contact anna.reid@usg.edu
- Successful 1099 Season – Thank you!

Other Tips & Tricks




To populate today's date, enter a "T" or "t" in any date field in PeopleSoft Financials.

Click Save and today's date will populate.

Pay Cycle Selection Dates

Pay From Date	10/01/2008		Wed
Pay Through Date	T		Mon
Payment Date	07/30/2018		Mon

Pay Cycle Selection Dates

Pay From Date	10/01/2008		Wed
Pay Through Date	09/12/2018		Wed
Payment Date	07/30/2018		Mon

Coming Soon...New Unified ERP

UNIFIED ERP PROJECT

University System of Georgia

Home

Project Goals

Vision and Guiding Principles

► Timeline

Requirements Gathering

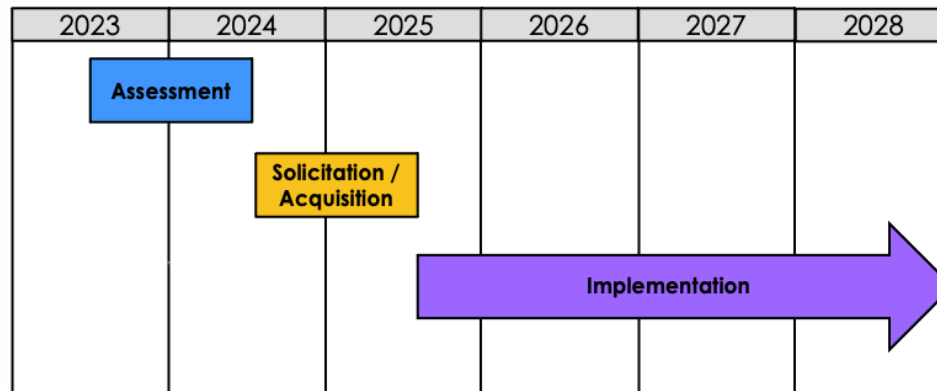
Frequently Asked Questions

Project Updates

Timeline

The Unified ERP Project timeline encompasses three main phases: **Assessment**, **Solicitation/Acquisition**, and **Implementation**.

Unified ERP Project Timeline (Estimated – All Phases)



We are currently in the Solicitation/Acquisition Phase through June 2025.

<https://www.usg.edu/unified-erp>

Accounts Payable and Travel & Expenses



Open Discussion

In Closing

thank you!





UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services