In The Know

Financials update 12-3-24

UNIVERSITY SYSTEM OF GEORGIA
GeorgiaFIRST

Housekeeping

Please make sure you are muted, and your camera is turned off

Session is being recorded

All meeting materials will be sent out to all participants

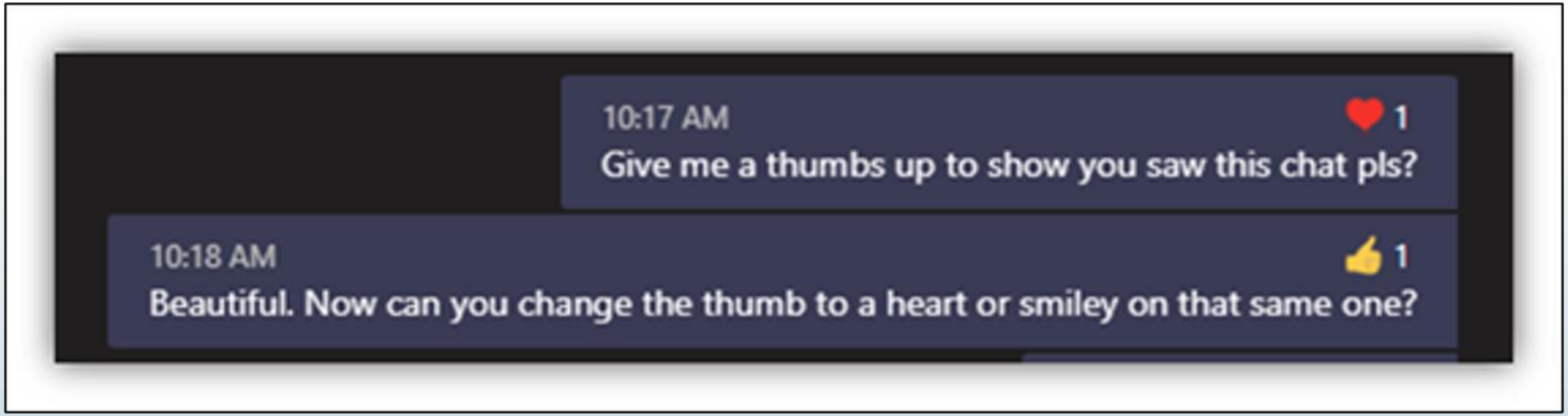
Please use the chat feature for questions

Teams Chat

Chat will also be monitored

= “we see this and are working on it”

= “thanks, this has been addressed”



Agenda

- New Team members
- Release 6.00 Overview
    - Upcoming downtime
- Module Updates
- Communications Updates
- Tips & Tricks

Financials Team Position Updates

New Employees:

Sara Kent
Business Systems Analyst
General Ledger, Commitment Control

Regina Zuck
Business Systems Analyst
Purchasing/ eProcurement

Release 6.00 Overview

Georgia*FIRST* Financials will be unavailable from **11:00 p.m. on Friday, December 13, 2024 until 9pm on Saturday, December 14, 2024** for the application of Release 6.00.

- PeopleTools Upgrade to 8.61
  - No major changes to User Interface
- TIGA report enhancement
- Table Changes

COMING WITH RELEASE 6.00

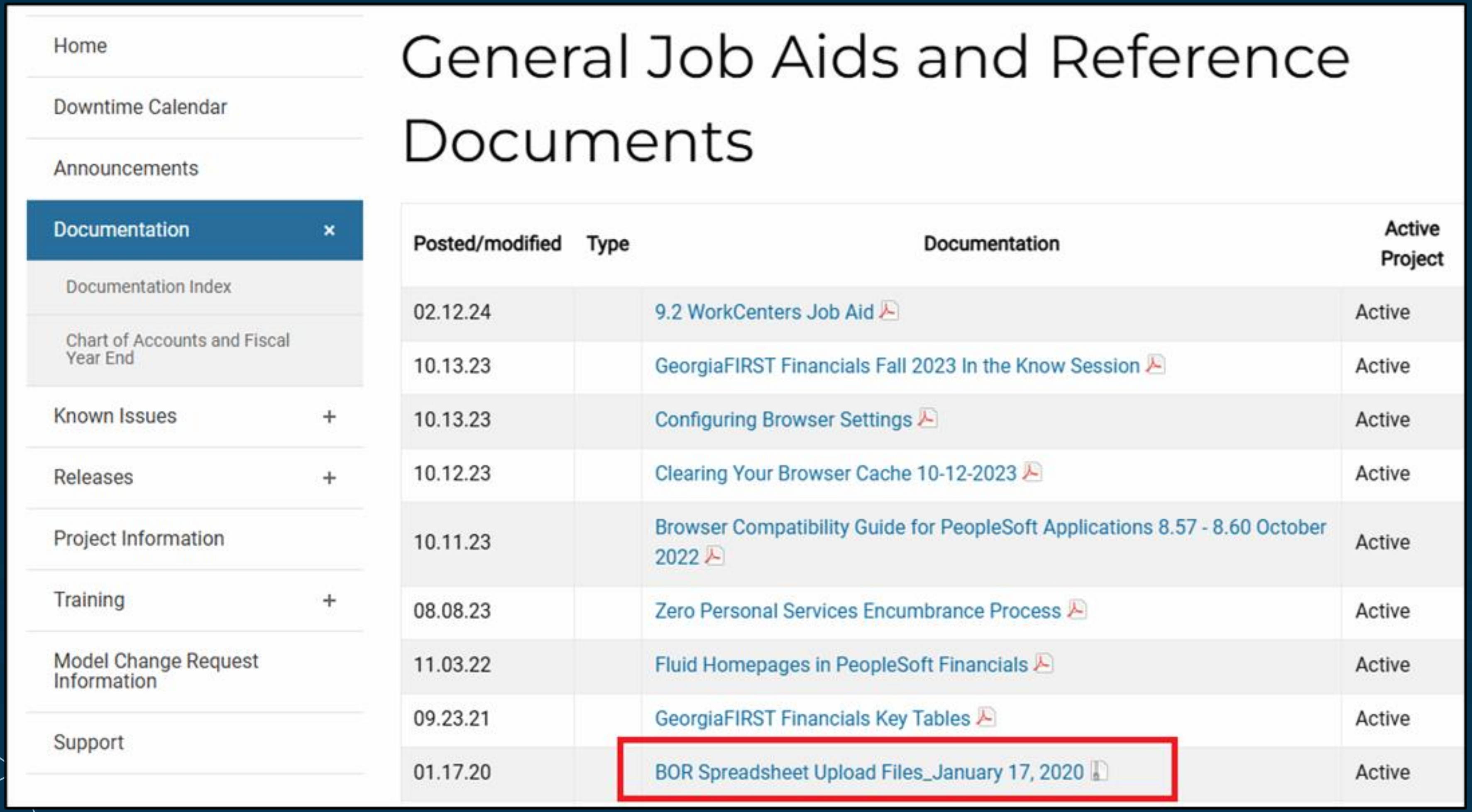
TIGA BORIF01A/B/C report update

Navigation: BOR Menus > BOR GL > BOR GL Interfaces > DOAA Reporting > TIGA Salary and Travel > Create Salary and Travel File

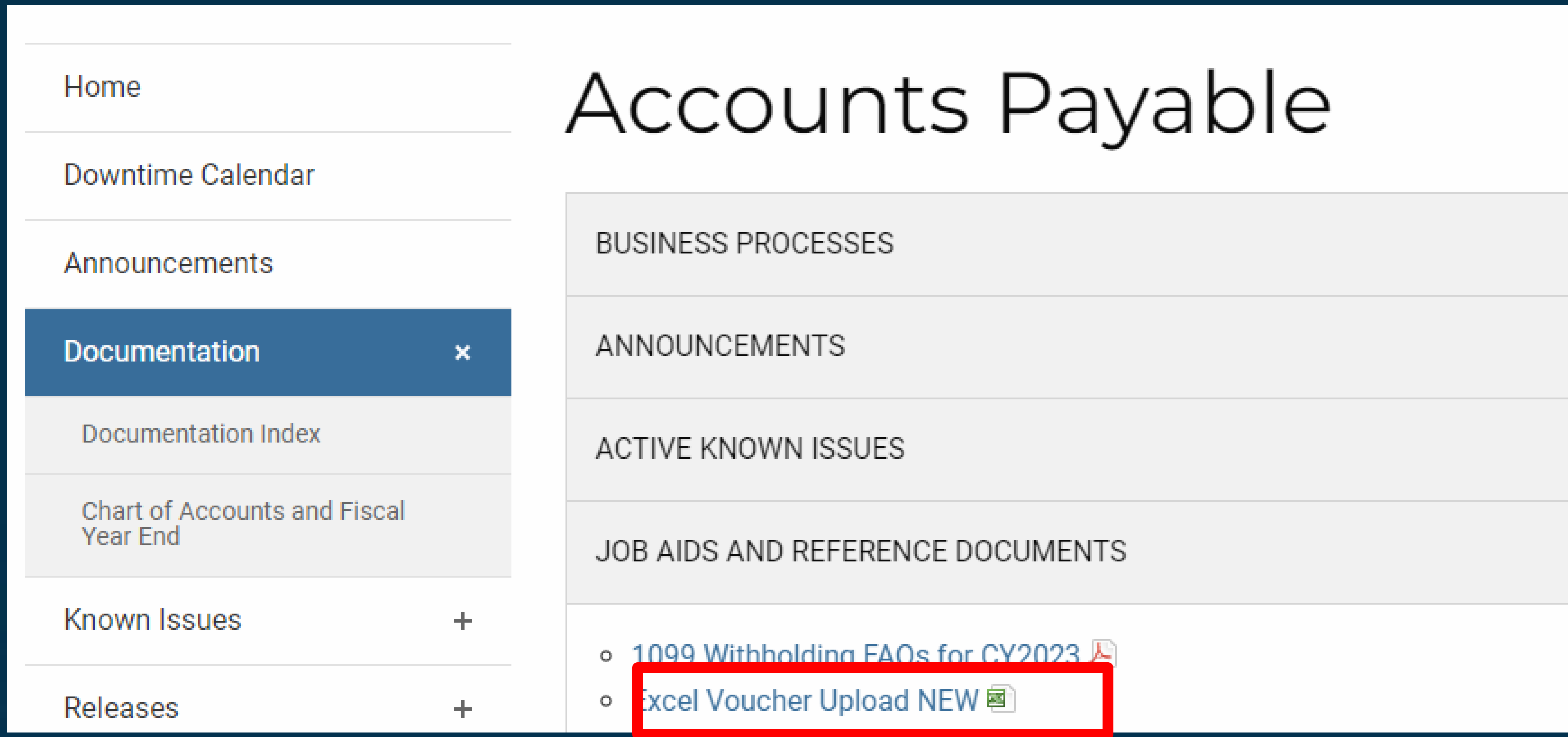
Issue: When attempting to run the BORIF01A process, it would run to error due to an employee's name containing more than 40 characters.

Solution: Changed field from NAME1 to NAME to increase the length of the field for BORIF01A, BORIF01B and BORIF01C processes.

No changes to the Journal Upload, Budget Upload, or Excel Voucher Upload Spreadsheets



https://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents



https://www.usg.edu/gafirst-fin/documentation/category/accounts_payable

Release 6.00 Table Changes:

- Table changes may affect third party integrations. ITS recommends that all institutions using institution specific integrations test these integrations prior to the release.

- Institution resources responsible for local integrations and reporting may notice the new fields (table columns) in the database.

- ITS is not changing any business process or PeopleSoft Financials functionality as a result of these table changes.

Table Name	Type of Change
PSOPRDEFN	New column: PTACCTNEVERLOCK
PS_PERSONAL_DATA PS_PERS_DATA_EFFDT	New columns: NAME_DISPLAY NAME_FORMAL PREF_MIDDLE_NAME PREF_LAST_NAME KNOWN_FIRST_NAME KNOWN_MIDDLE_NAME KNOWN_LAST_NAME KNOWN_NAME NAME_DISPLAY_SRCH NAME_FORMAL_SRCH MIDDLE_NAME_SRCH PREF_FIRST_NM_SRCH PREF_MIDL_NM_SRCH PREF_LAST_NM_SRCH PREF_NAME_PREFIX PREF_NAME_SUFFIX PREF_NAME_TITLE PREF_SEC_LAST_NAME PREF_LAST_SEC_SRCH PARTNER_LAST_NAME PARTN_LAST_NM_SRCH PARTNER_ROY_PREFIX RES_SYSTEM_SOURCE
PS_EX_SHEET_LINE	New columns: LATITUDE1 LONGITUDE1 START_POINT_SELECT LATITUDE2 LONGITUDE2 END_POINT_SELECT DISTANCE_SELECT

Browser reminder

No changes for supported browsers

- 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

Upcoming downtime

FPLAY Refresh Dec. 16-20

Notify Kori Pennington kori.pennington@usg.edu if you have training users in FPLAY that you wish to retain by Friday, 12/6/2024.

If institutional training or testing is scheduled during this time, please adjust your schedule as needed.

Questions?

Updates by Module Area

Commitment Accounting & Budget Prep

Personal Services Encumbrance Processing

- **Upcoming Processing Dates:**
  - Friday, December 6, 2024
  - Friday, January 3, 2025
    - Augusta University will continue current set schedule
  - To request an Ad Hoc Encumbrance process, please submit a request to oneusgsupport@usg.edu.

- **Encumbrance Knowledge Articles**
  - Full Encumbrance Schedule for FY2025:
    - USGKB0012901
    - https://usg.service-now.com/kb_view.do?sysparm_article=USGKB0012901

- **Institution Encumbrance Run Guide, revised 04/2024:**
  - USGKB0011451
    - https://usg.service-now.com/kb_view.do?sysparm_article=USGKB0011451

OneUSG Connect Release Schedule

- **OneUSG Connect Information page**
  - https://www.usg.edu/oneusg_connect

    > General Resources > Releases

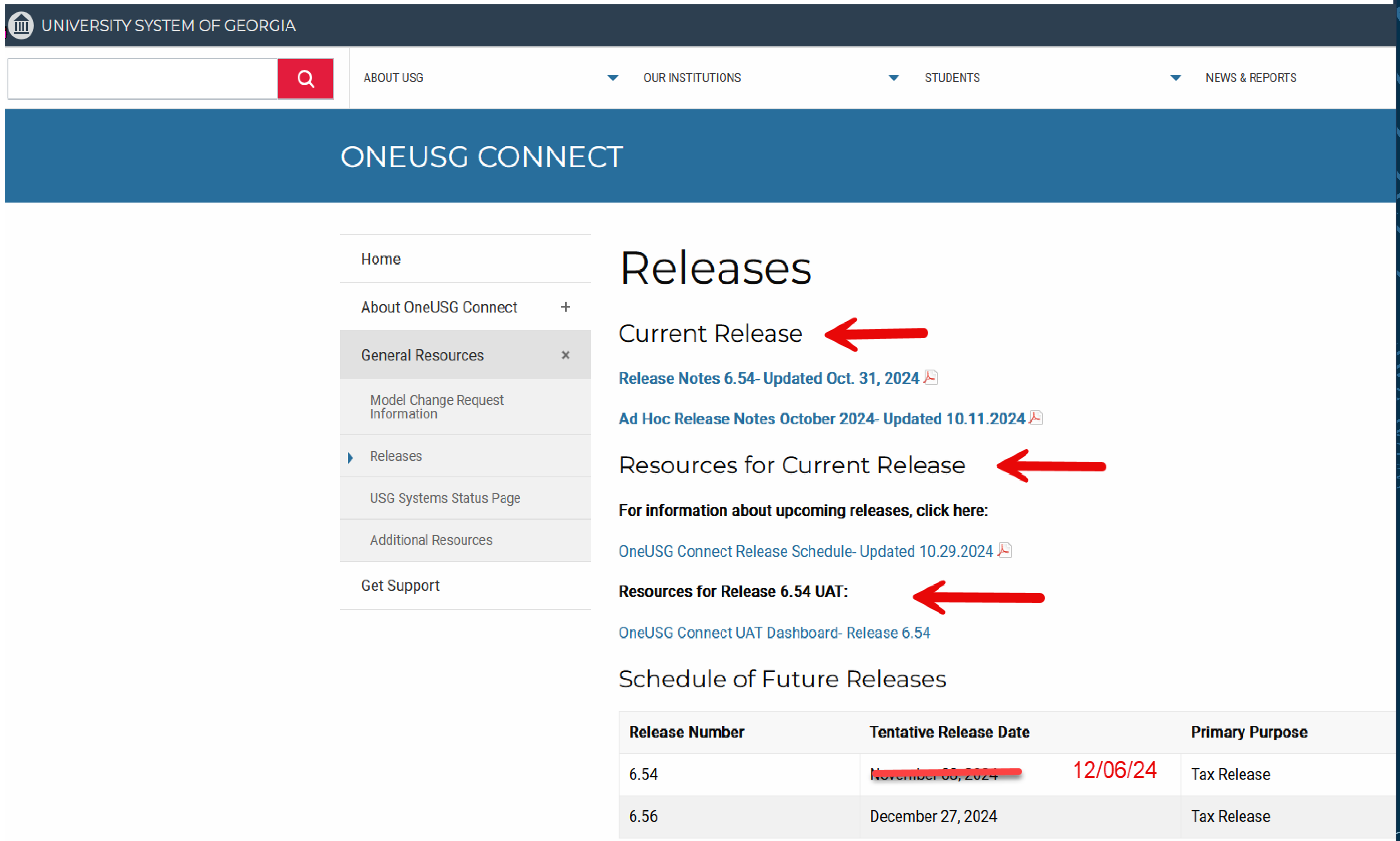
  - Current Release Notes
  - Current and Future Schedules
  - Resources

Note:

HREL 6.54:

UAT 12/03 – 12/04

Release 12/06 – 12/07



Budget Prep Updates

- **Budget Prep Module**
  - No new functionality for Budget Cycle 2026

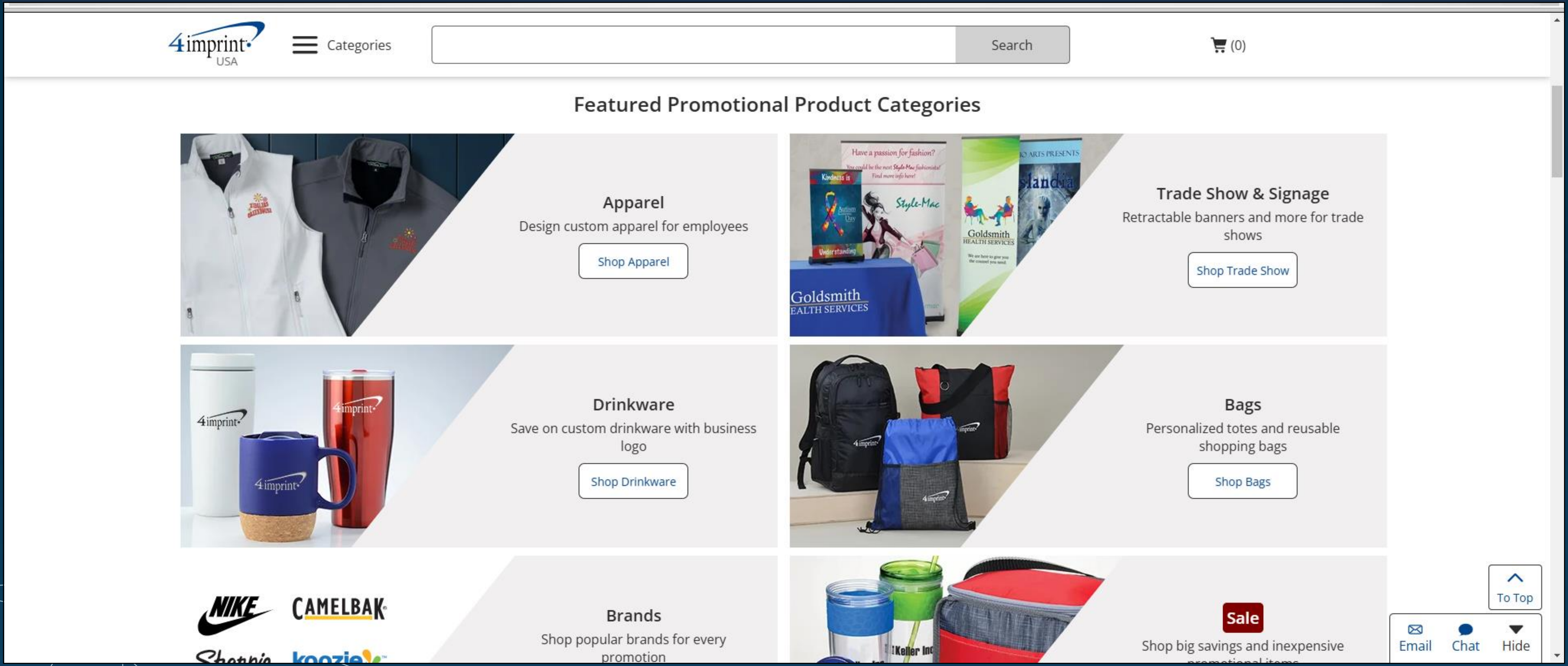
- **Budget Prep User Guide**
  - Updating for new Employer Insurance Cost.
  - Tentative release, February 2025

Questions?

eProcurement - Purchasing

4imprint Punchout

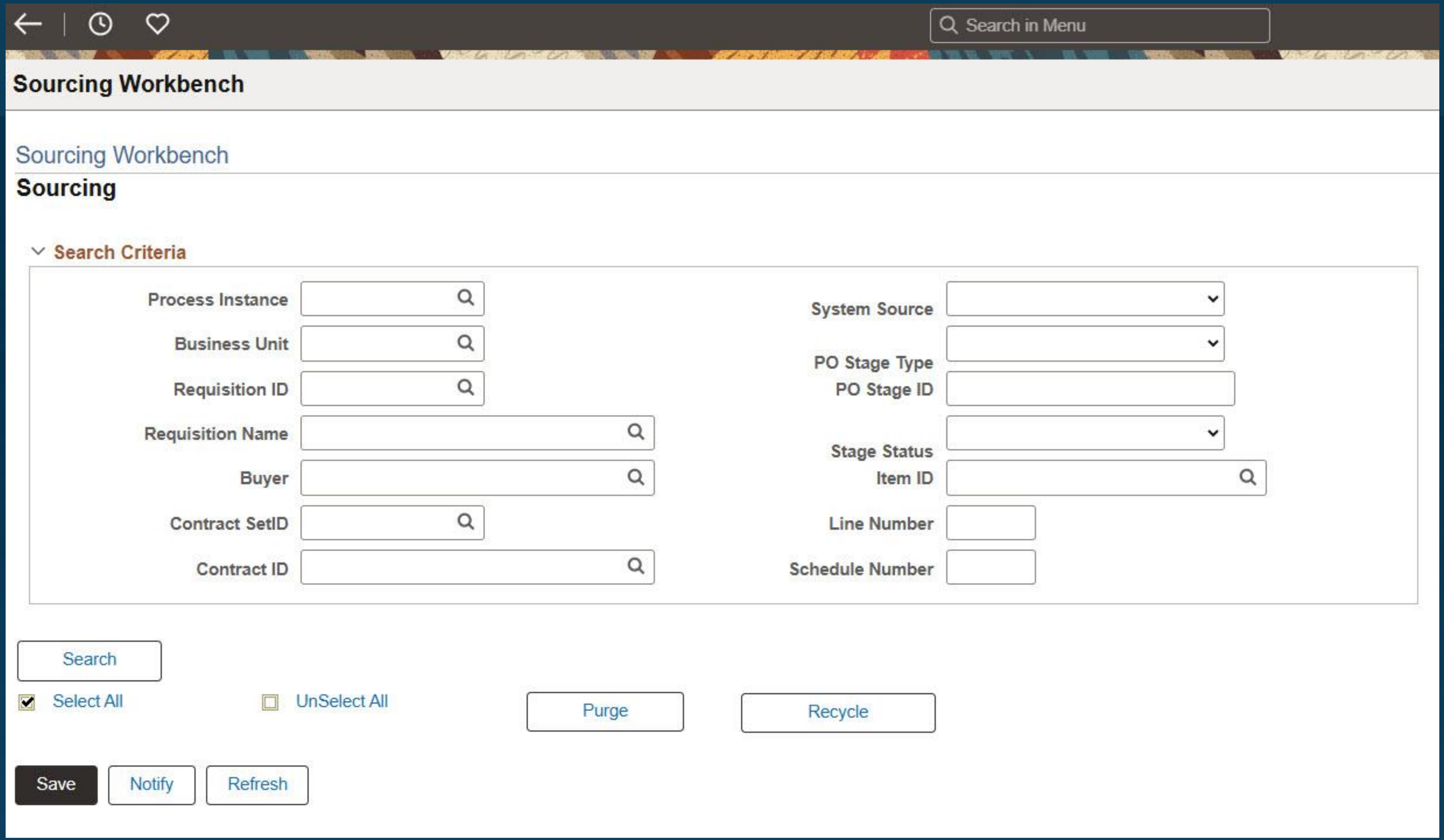
Georgia*FIRST* Financials introduced a new 4imprint Punchout for promotional materials and logoed merchandise, effective July 19, 2024. The punchout allows campus users to order promotional items through the Georgia*FIRST* Marketplace.



Sourcing Workbench

Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

The Sourcing Workbench provides you with a view of the results of each of the sourcing steps. You can view staged rows, along with any errors accompanying them.



Sourcing Workbench

When an error occurs during the expedite requisitions process, this is where the requisition will get "stuck".

The Stg Status field will be in error:

Search Results

1-1 of 1 | View All

Selected Items | Stage Info | Error Messages

Sel	Instance		*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID↑	Purchase Order
☐	18567198		Error	98000		0000003670	ORDERLOC11	Item	FY21 Copier Imaging		UNASSIGNED

Select All | UnSelect All | Purge | Recycle

The Error Messages tab will give the reason for the error:

Search Results

1-1 of 1 | View All

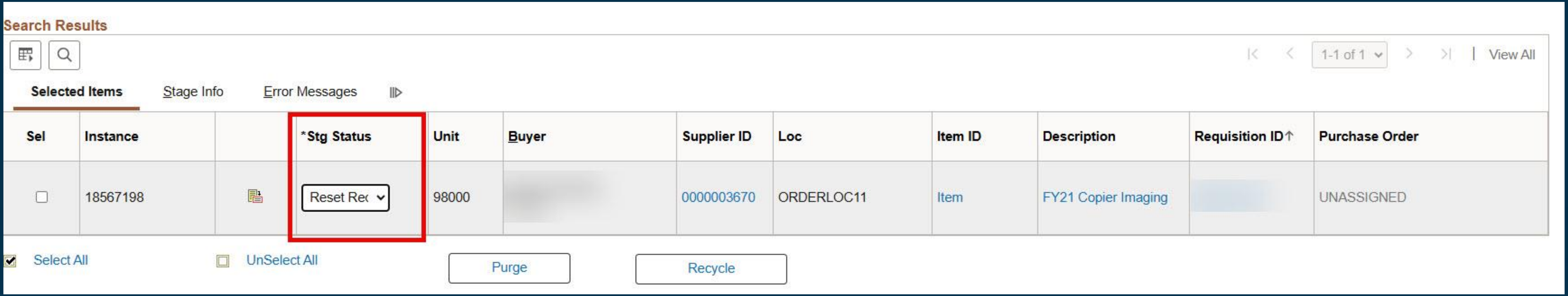
Selected Items | Stage Info | Error Messages

Sel	Instance		*Stg Status	Message Text
☐	18567198		Error	Either no supplier was found for this item (no supplier, or supplier_invoice table), or the given/found supplier/location is inactive.

Select All | UnSelect All | Purge | Recycle

Sourcing Workbench

Select the Reset Req and Purge option from the drop-down menu and save the page.



This will send the requisition back to the previous step so that the requisition can be edited/supplier can be corrected.

If you're uncertain about whether to proceed with the Reset Req and Purge action, please submit a ticket to the ITS Helpdesk for assistance.

NIGP Codes

Invalid NIGP Codes

- Five Zeros – 00000
- Ending in 2 or 3 zeros
  Example: 00500

Requisition line submitted with 00500 NIGP Code

- Invalid NIGP Code Step
- Will route to any user with the BOR_BUYER_APPR role

Correcting Invalid NIGP Codes

- Georgia*FIRST* Marketplace NIGP codes cannot be changed at the requisition level.

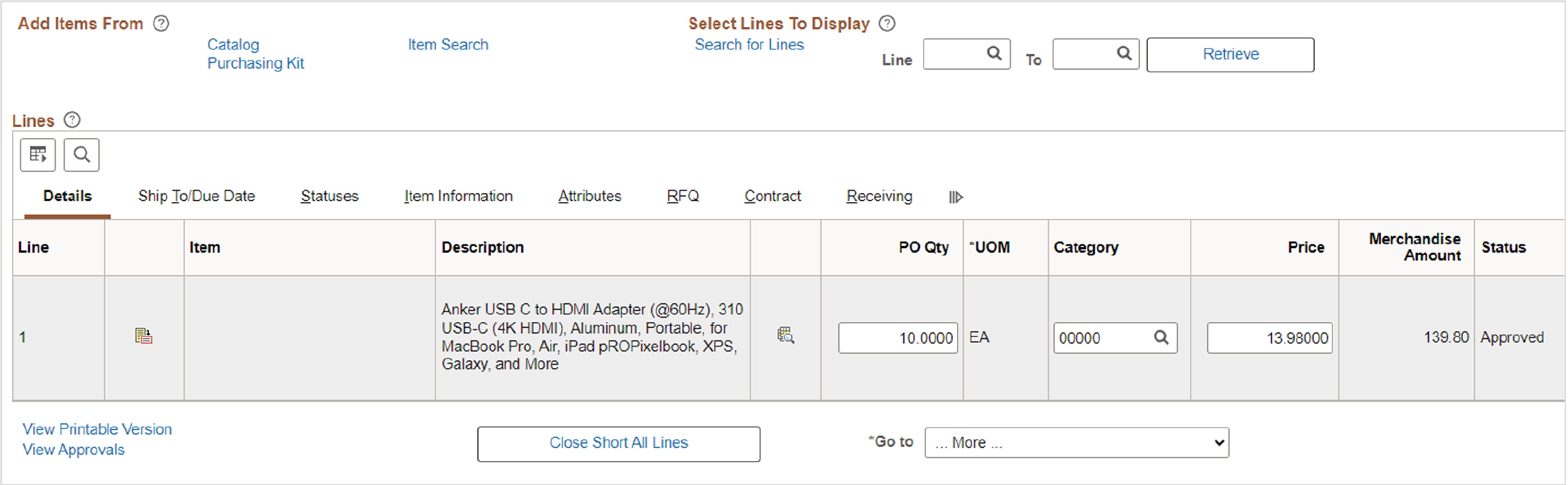
- NIGP code can be corrected once a PO is created BUT must be updated before receipt is generated.

- Run the BOR_PO_INVALID_NIGP_CODE query regularly to locate purchase orders with invalid NIGP codes.

Correcting Invalid NIGP Codes

Purchasing > Purchase Orders > Add/Update POs

Search for the PO and update the invalid category code with a valid code:



** Updating category code may create a change order*

Reports/ Queries Updates

- **BOR_PO_NIGP_INVALID CODES** - Identifies invalid NIGP codes on Purchase Orders so that the codes can be corrected prior to dispatch/receipt generation. Displays purchase orders with an entry date greater than 01/01/2024 with NIGP codes ending in two or more zeros.

- **BOR_POAP_DETAIL** - Displays supplier, payment and voucher info. Results will include purchase orders, requisitions and contract info if these documents exist and are associated with payment information.

- **Smart Procure** - Queries have been updated to reflect SHARE supplier ids.

- **Supplier Spend by Category Report** - This report replaces the Minority Supplier Report and aligns with DOAS reporting requirements. Navigation: BOR Menus > BOR Purchasing > BOR PO Reports > Supplier Spend by Category.

Questions?

Accounts Payable

Accounts Payable

1099 updates

Institutional meeting 1099 Withholding Informational Session on Thursday, December 12, 2025 @ 2 p.m.

Updates applied in January

User's Guide by early January

Payment Requests

Savannah State recently implemented payment request functionality

Albany State is in the beginning stages of implementation

Contact Anna to set up your institution, Anna.Reid@usg.edu.

Supplier Inactivation – Completed November 2024

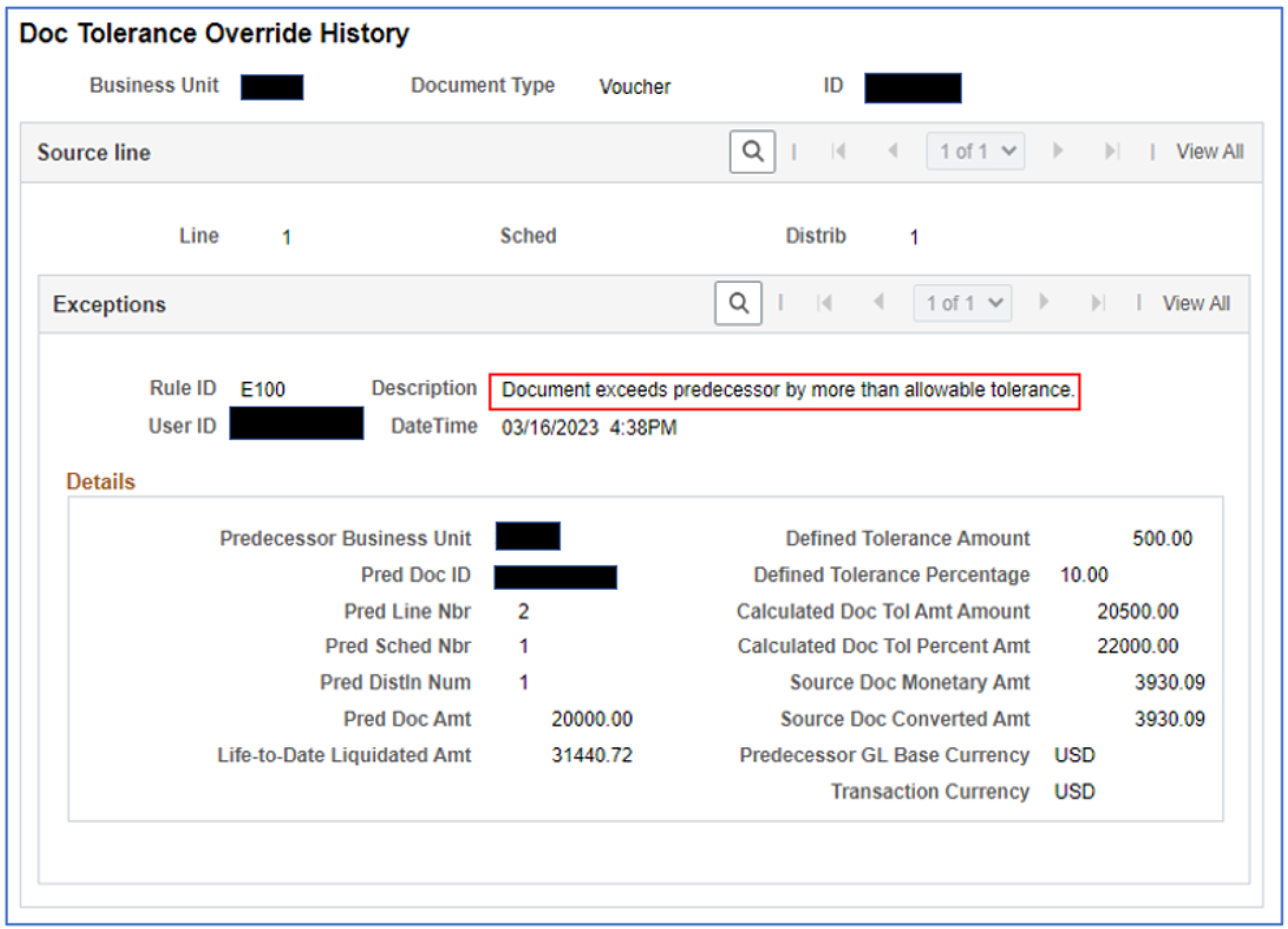
- Suppliers with no activity since 04/30/2023 for the SHARE SetID have been set to inactive.
- Suppliers with no activity since 10/31/2021 for the B SetID have been set to inactive.
- DBI contacts at Institutions were emailed a list of inactivated suppliers on or before 11/27/2024.

Accounts Payable

Just a reminder to consider the effects of overriding a document tolerance error.

For example: This error referred to the voucher exceeding the purchase order by more than the allowable tolerance.

If you're uncertain about how to proceed with a Document Tolerance Exception, please submit a ticket to the ITS Helpdesk for assistance.



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.

Match Exceptions:
The Relationship Between Purchasing and AP

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, with Receipts to ensure that your institution pays for only the goods and services that have been ordered and received.

- Two-Way Match: Voucher and Purchase Order

- Three-Way Match: Voucher, Purchase Order and Receipt

- Decisions made by one department can affect the other. Communication is important to resolve Match Exceptions the right way.

Please refer to "Matching – The Relationship Between Purchasing & Accounts Payable" located on the [Georgia*FIRST* website](). For specific scenarios, see "Birds of a Feather: Travel & Expense and Accounts Payable" located [here]().

Questions?

Travel & Expenses

Travel and Expenses

Annual Per Diem Updates (CONUS/OCONUS)

The annual per diem updates are live in production as of November 5th, 2024 with an effective date of October 1st, 2024.

Travel and Expenses

Review 2024 Delegate Entry authority change

Production Date:
Friday, July 19, 2024

What Changed?
The ‘Edit & Submit’ option previously found on the Delegate Entry Authority page was removed, so that a Delegate is no longer able to submit an expense report for the traveler.

The options available for Delegates are now View or Edit.

Questions?

General Ledger
& Commitment Control

Reminder: Encumbrance Balances Following Year-End

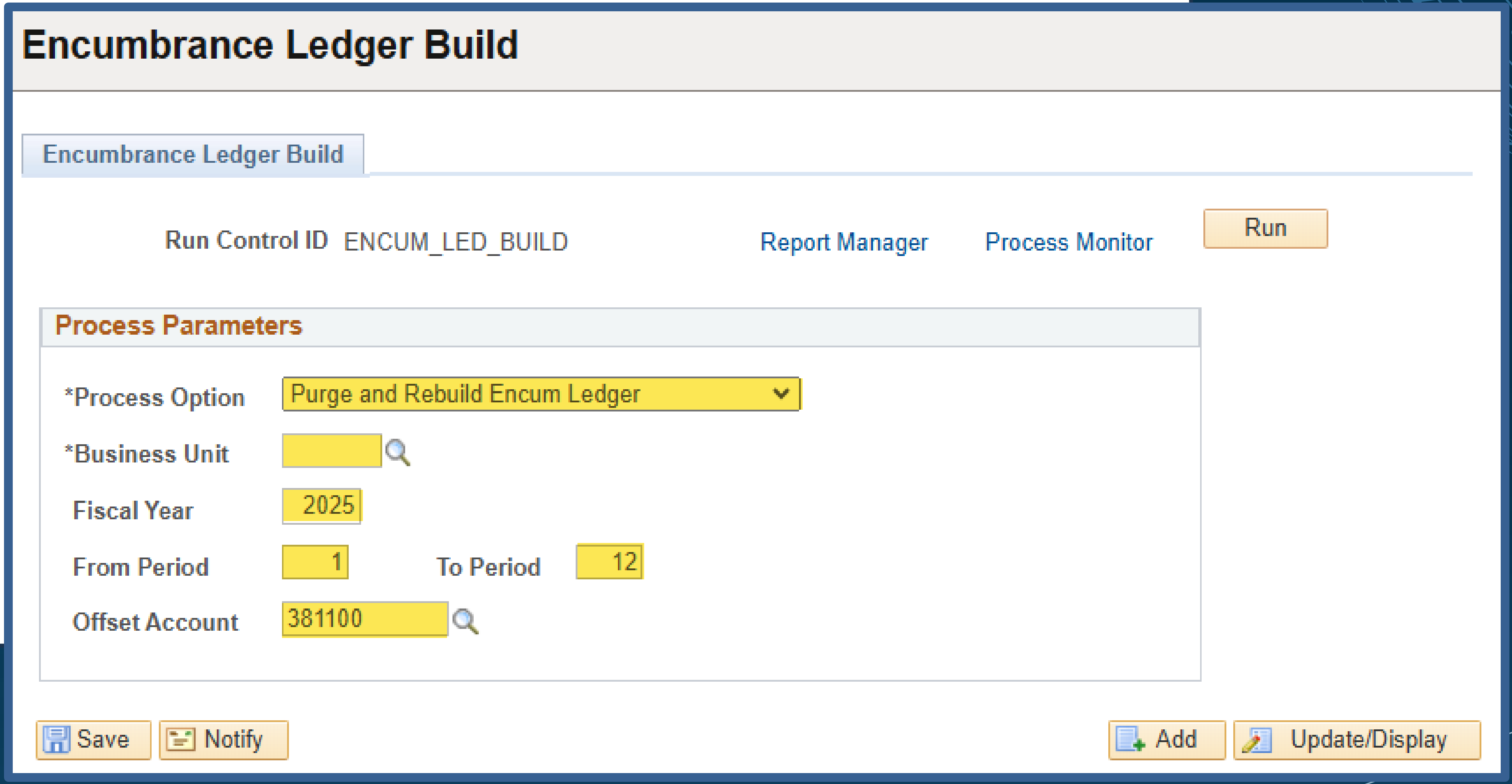
❖ **Encumbrance Build Process**

- The overnight encumbrance build process will **not run** for the new fiscal year until the previous fiscal year is **hard closed**.
- Until the hard closure is complete, you must **manually run** the encumbrance build process to update the ledger balances.

Reminder: Encumbrance Balances Following Year-End

How to Run the Encumbrance Build Process

- ❖Navigate to:
  - ❖**BOR Menus > BOR General Ledger > BOR GL Processing > Encumbrance Ledger Build**
- – After selecting your run control, choose the options displayed in the provided image to build the current fiscal year's encumbrance ledger for periods 1-12.


Encumbrance Ledger Build

Encumbrance Ledger Build

Run Control ID ENCUM_LED_BUILD Report Manager Process Monitor Run

Process Parameters

*Process Option: Purge and Rebuild Encum Ledger

*Business Unit:

Fiscal Year: 2025

From Period: 1 To Period: 12

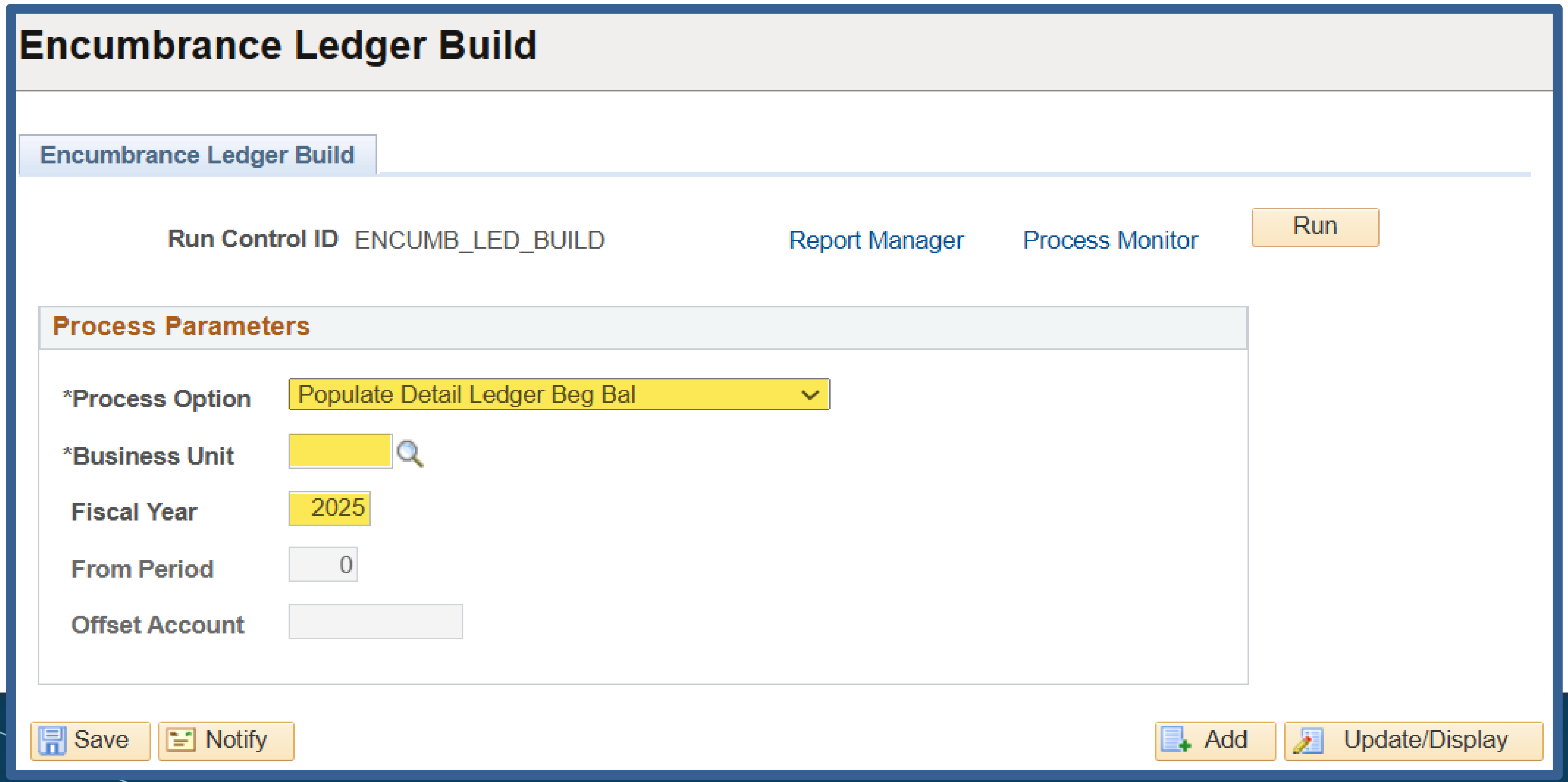
Offset Account: 381100

Save Notify Add Update/Display

Reminder about Encumbrance Balances Following Year-End

❖ Closing the Prior Fiscal Year Encumbrance Ledger

- If the prior fiscal year's encumbrance ledger is not closed, ensure you:
  - Close the **ENCUMB ledger**.
  - Populate the new fiscal year's **beginning balance** as seen in the below image. This process creates your period 0 balances.
- This must be done before building periods 1 through 12 of the encumbrance ledger.

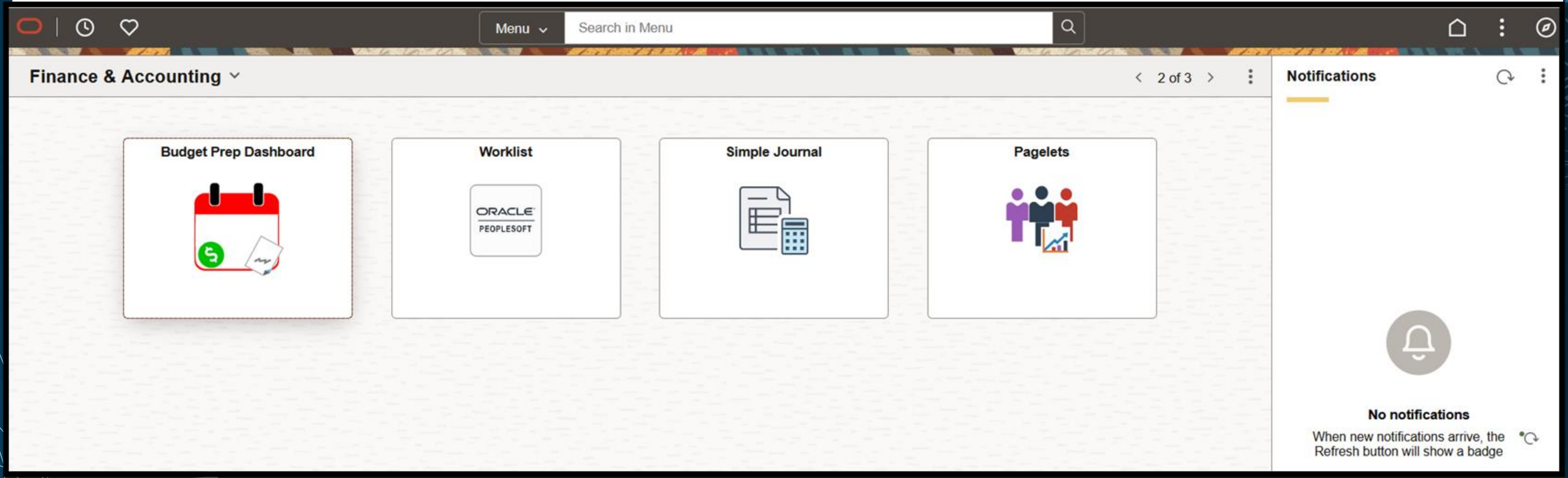


Simple Journals Functionality

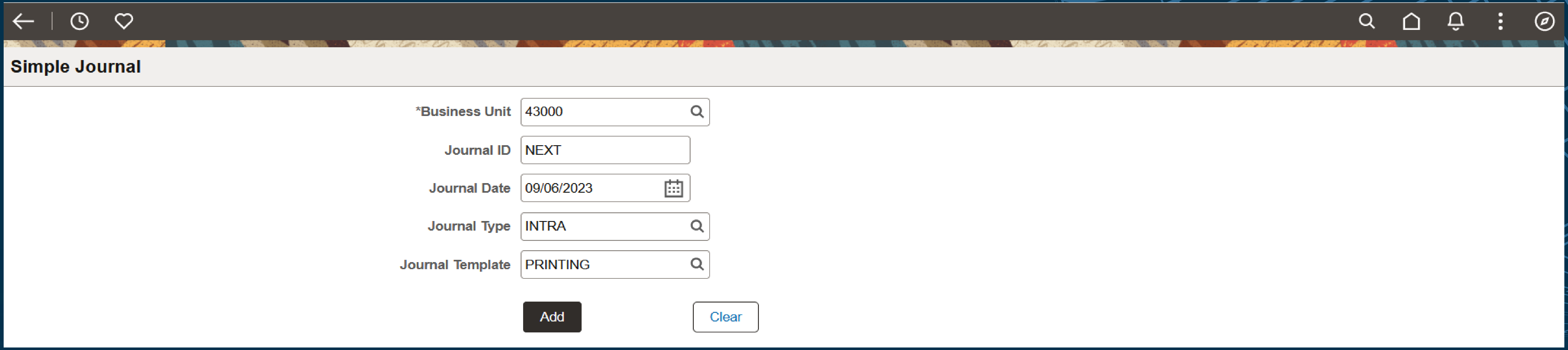
- Simplifies data entry from an end-user standpoint
- Automates the billing of services from one department to another within the institution
- Users will define templates and workflow for intercompany transactions
- Minimum workflow required will be one department approver and overall journal approver

Simple Journals Functionality

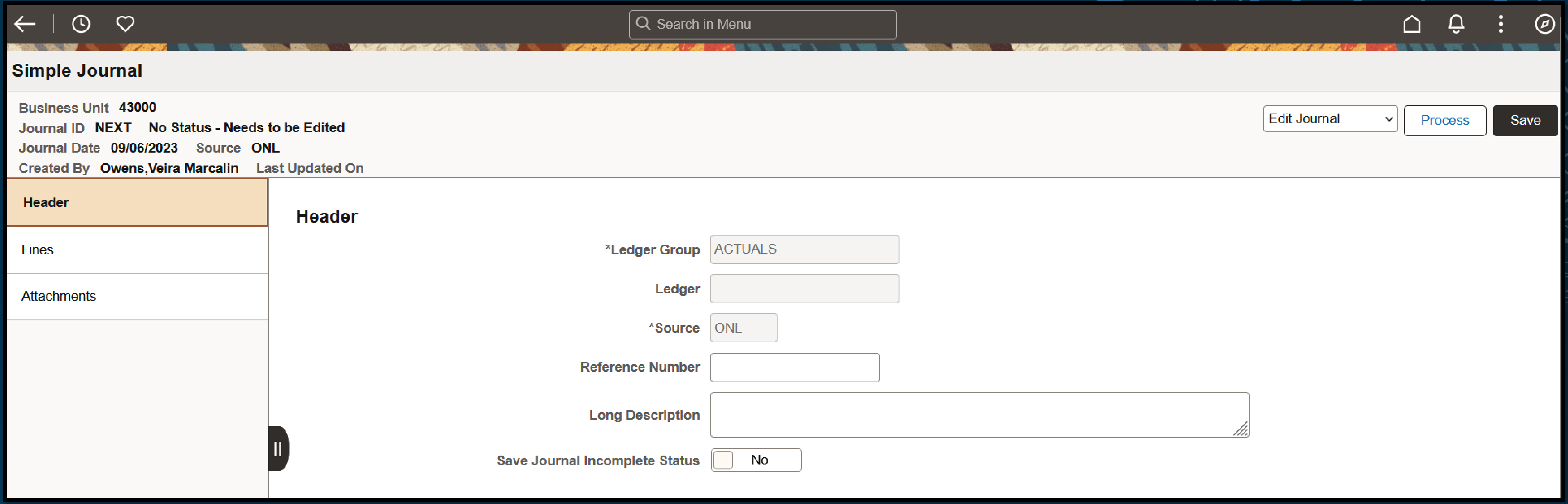
Users will access the page through the Finance & Accounting Home Page Simple Journal tile.



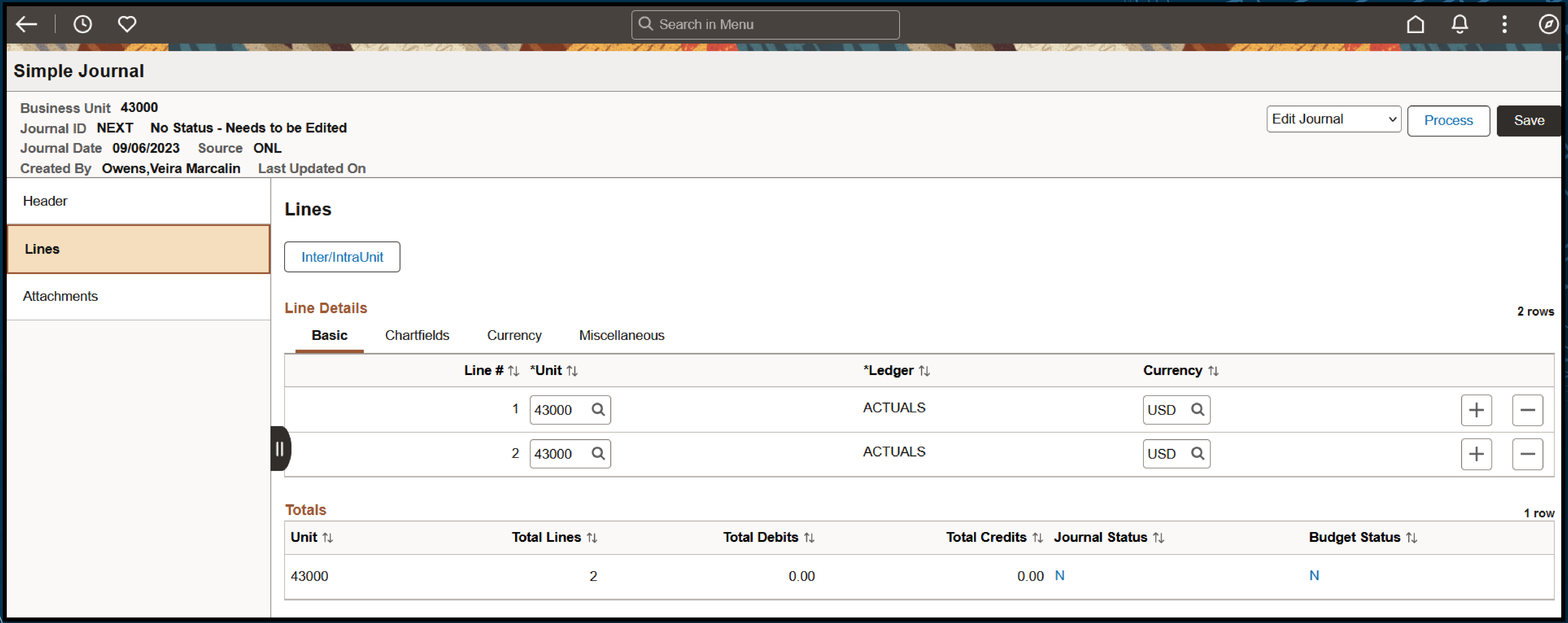
Simple Journals Functionality



Simple Journals Functionality

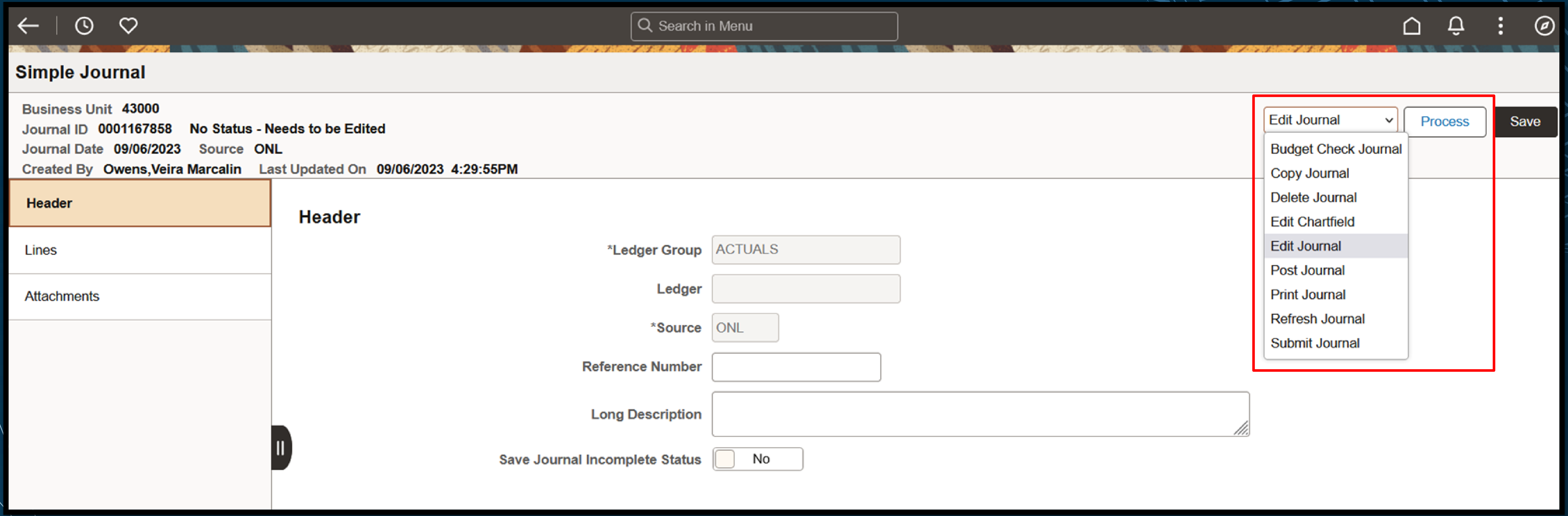


Simple Journals Functionality



Simple Journals Functionality

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



Simple Journals Functionality

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

HRA and PSB Archiving

- ITS has completed archiving data from PERS_SERV_BOR and HR_ACCTG_LINE through 6/30/2021.
- Currently any data prior to a Run Date of 6/30/2021 is only accessible via the archive tables.
- OneUSG:

  PERS_SERV_BOR will be archived to BOR_PERS_S_HIST

  HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H
- GeorgiaFIRST Financials

  PERS_SERV_BOR will be archived to PERS_SERV_BOR_H

  HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H

Dashboards

Available dashboards:

1. Department Manager Expenses
2. Department Manager Revenue
3. Top Supplier
4. PO Open Encumbrance

Dashboards

Setup Job Aid

GEORGIA*FIRST* FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

DEPARTMENT MANAGER DASHBOARD SETUP

The Department Manager Dashboard is functionality that allows department managers to view financial data, including budgets, pre-encumbrances, encumbrances, and expenses as well as details behind those numbers, in one location.

Department and Project level security are two of the features of the dashboard and allow users to have access only to departments and/or projects for which they are granted authorization.

Setting Up Dashboard Security

The local Security Administrator is responsible for assigning a user's security roles. Users need one of the following security roles to access the dashboard:

- BOR_GL_ALLDEPT_ACCESS: Gives users access to all departments in the Department Manager Expenses Dashboard for their institution.
- BOR_GL_ALLDEPT_ACCESS_REV: Gives users access to all departments in the Department Manager Revenue Dashboard for their institution.
- BOR_GL_ALLPROJECT_ACCESS: Gives users access to all projects in the Department Manager Expenses Dashboard for their institution.
- BOR_GL_ALLPROJ_ACCESS_REV: Gives users access to all projects in the Department Manger Revenue Dashboard for their institution.
- BOR_GL_SELECT_DEPT_ACCESS: Gives users access only to the departments they manage in the Department Manager Expenses Dashboard.
- BOR_GL_SELECT_DEPT_ACCESS_REV: Gives users access only to the departments they manage in the Department Manager Revenue Dashboard.
- BOR_GL_SELECT_PROJECT_ACCESS: Gives users access only to the projects they manage in the Department Manager Expenses Dashboard.
- BOR_GL_SELECT_PROJ_ACCESS_REV: Gives users access only to the projects they manage in the Department Manager Revenue Dashboard.

With these security roles, Department and/or Project level security will also need to be added via **PeopleTools > Security > User Profiles > Dashboard Department Security or Dashboard Project Security**

Dashboards

- Functionality delivered in December 2017 that allows Department Managers to view financial data, including budgets, pre-encumbrances, encumbrances, expenses, and the detail behind these numbers in one place.

- 1st phase included:
  - -Department Manager Expense Dashboard
  - -Department Manager Revenue Dashboard
- 2nd phase included:
  - -Top Supplier Dashboard
  - -PO Open Encumbrance

Dashboards

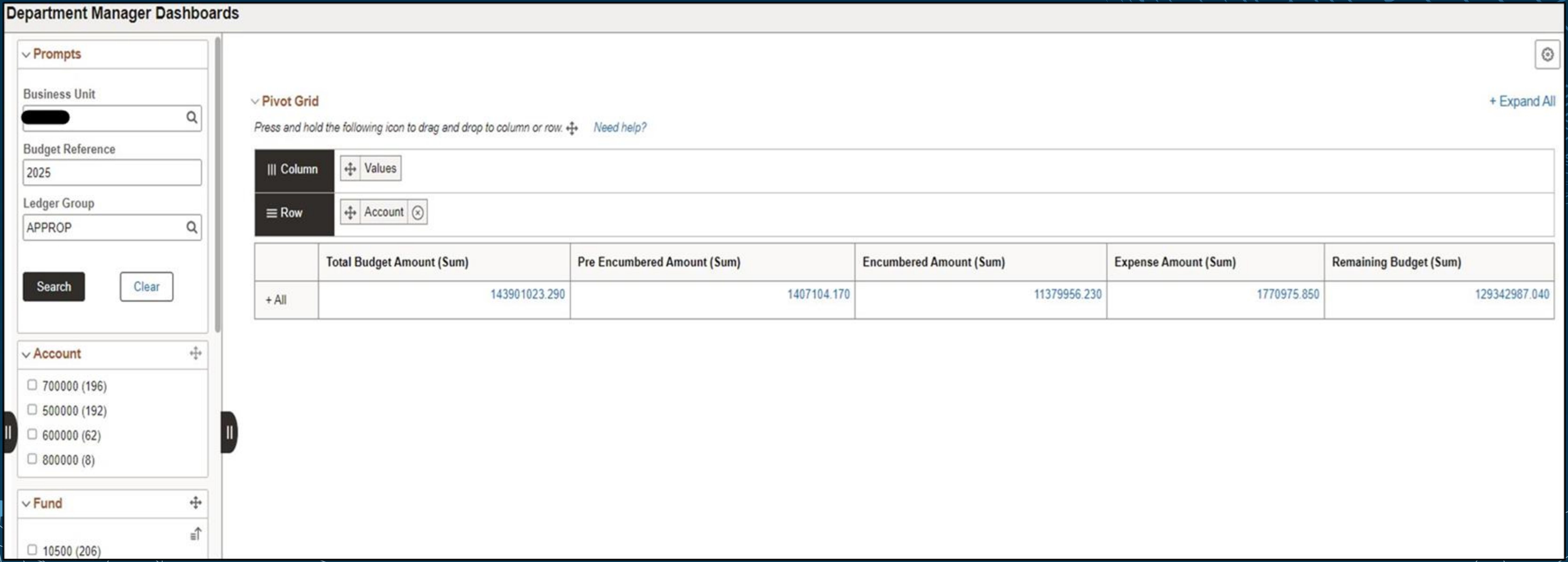
- The Dashboard is geared toward non-traditional financial users such as faculty and department managers
- Users that do not have current access to PeopleSoft Financials

Dashboards Benefits

- Reduces the need for scheduled queries/reports for managers
- Department Level Security
- Project Level Security
- Drilldown capability
- Export to Excel
- Option to save search criteria
- Mobile functionality

Dashboards Preview

- APPROP Budget data displays on the Department Manager Expense Dashboard



Dashboards Preview

- Allows users to drill into the budget data
- Easily view vouchers, purchase orders, requisition, and journals as it relates to their budget
- Access to transactional pages is determined by user's security roles

Dashboards Preview

Drill to Expense details:

Department Manager Expenses

100 row

Business Unit	Ledger Grp	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	APPROP	10000	State Appropriations	0214000	English	11100	11000		2025	600000	Travel	6519.000	0.000	0.000	-3.400	6522.400
53000	APPROP	10000	State Appropriations	0217000	History, Anth, Philosophy	11100	11000		2025	600000	Travel	3605.000	0.000	0.000	2825.100	779.900
53000	APPROP	10000	State Appropriations	0218000	Psychological Science	11100	11000		2025	600000	Travel	2180.000	0.000	0.000	0.000	2180.000
53000	APPROP	10000	State Appropriations	0219000	Sociology & Human Services	11100	11000		2025	600000	Travel	2042.000	0.000	0.000	675.200	1366.800

BOR_GL_DPT_EXP_EX_DET- CF Balances Expense Detail

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Business Unit	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Account	Acct Description	Fiscal Year	Accounting Period	Expense Amount	Base Currency	Tran ID	Tran Date	Tran Line	Journal ID	Journal Date	Voucher ID	Report ID	Supplier ID / Employee ID	Supplier Name / Employee Name	Journal Description	Journal Line Description
1	53000	10000	0219000	11100	11000		2025	641510	Travel - Employee Mileage	2025	1	375.200	USD	0013876050	07/30/2024	1			05466110		0000022780	Amin,Rebecca M		
2	53000	10000	0219000	11100	11000		2025	641240	Intl Travel-Emp-Lodging	2025	3	300.000	USD	0013962502	09/16/2024	1			05466926		0000021203	Whitlock,Mary C		

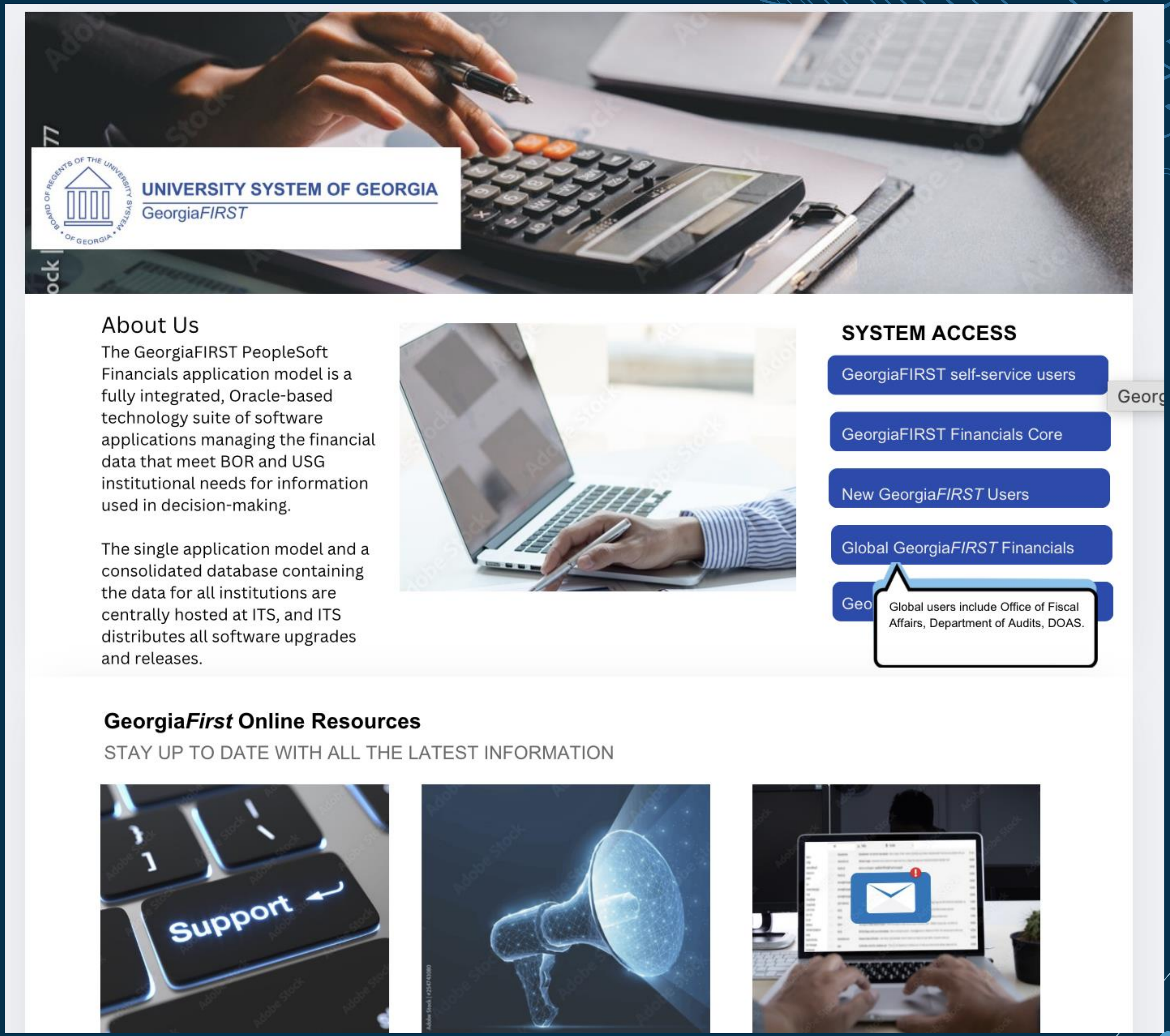
Questions?

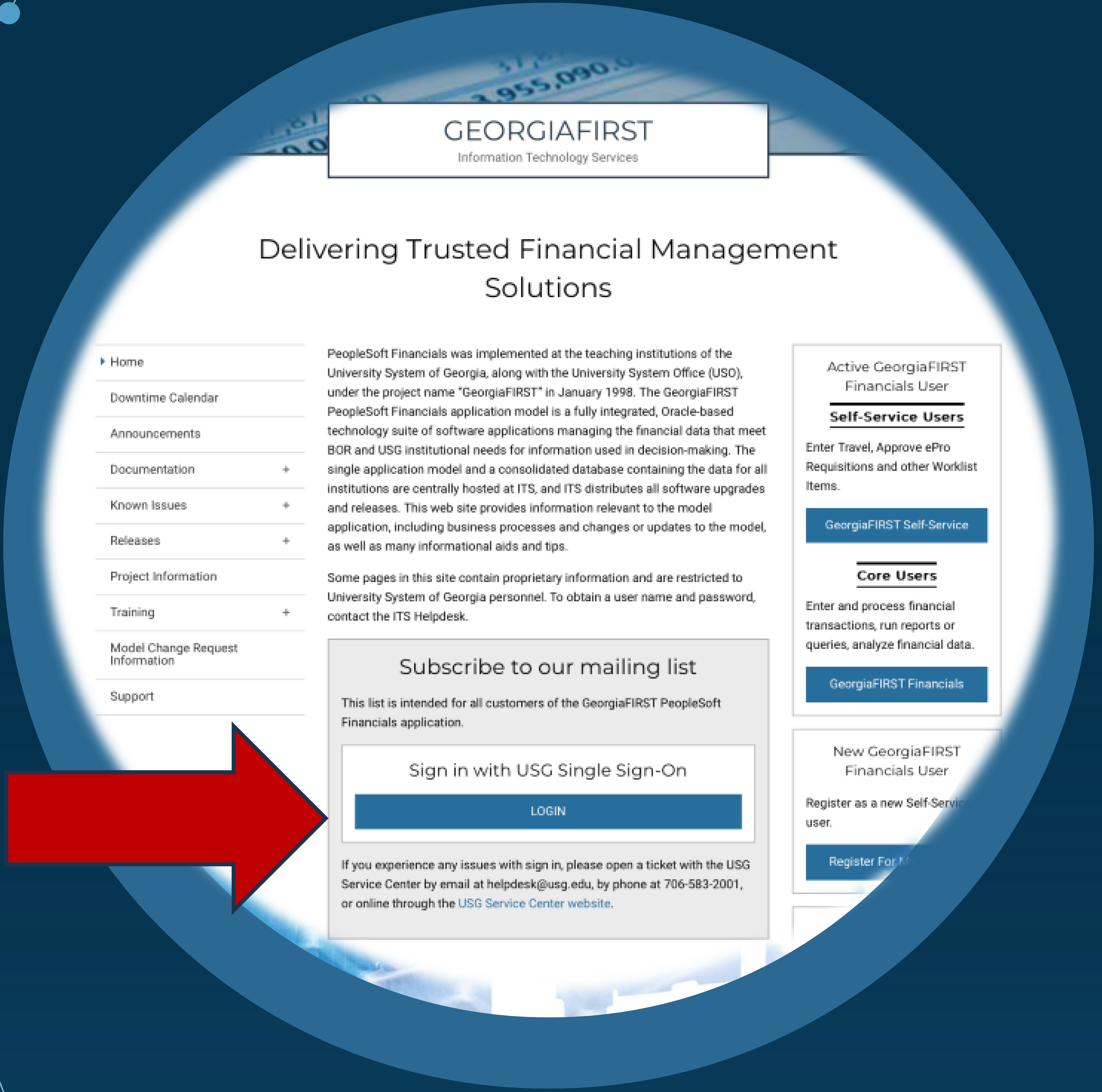
Communications updates

Coming soon

Website update

- The homepage will be updated to look more modern.
- The site’s functionality is being updated.
- The site structure is being slightly revamped to **enhance user experience**. The goal is to make files easier to find.
- Expected around February 2025.





Email updates

Switched to Constant Contact

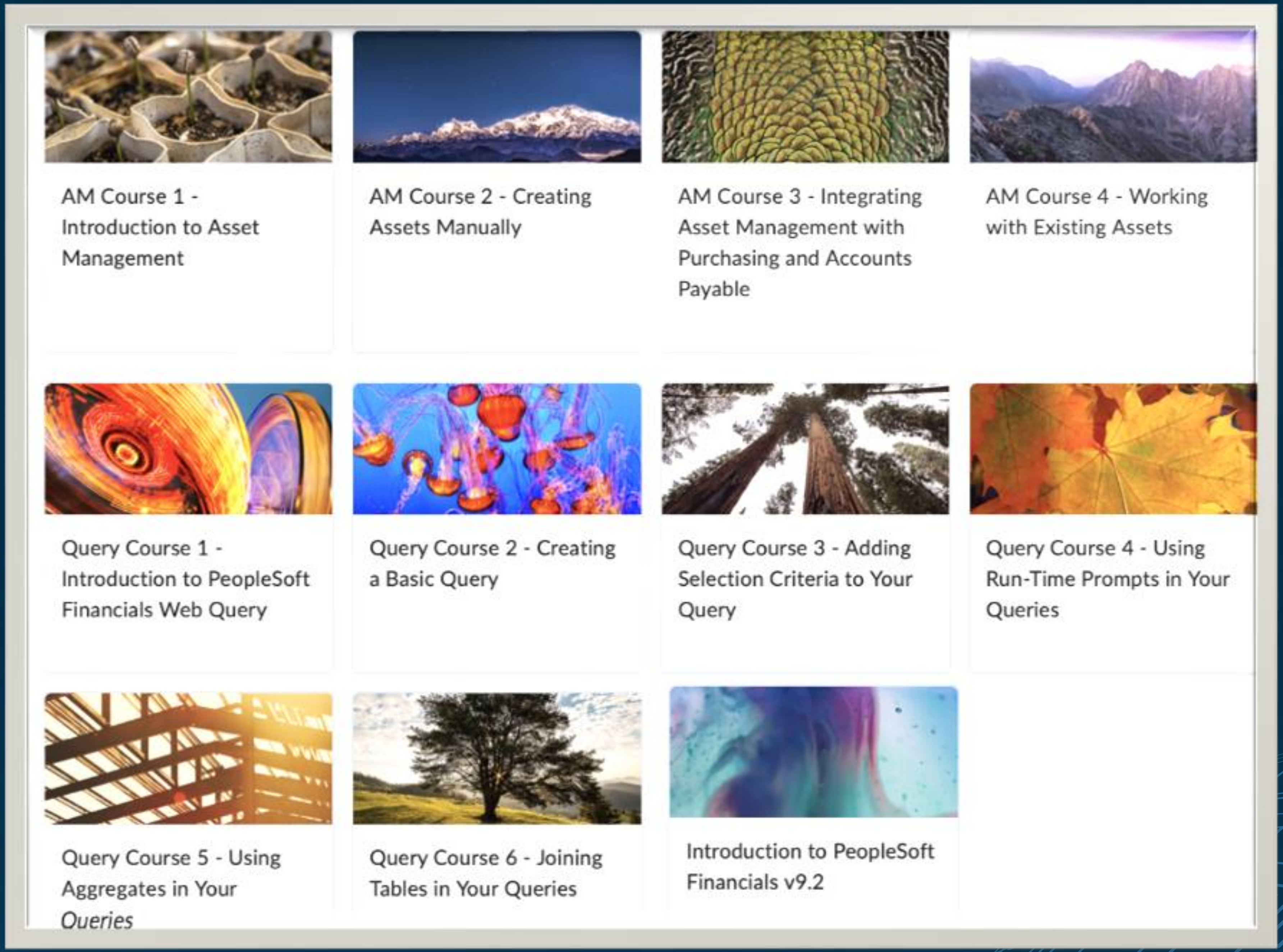
We are on the same platform as the Shared Services Center.

Please forward information to colleagues as needed.

The easiest way to receive our emails is to sign up on the website. Remember this for when you onboard new people.

GeorgiaVIEW Online Training

Allows attendees to complete self-paced training courses related to queries.



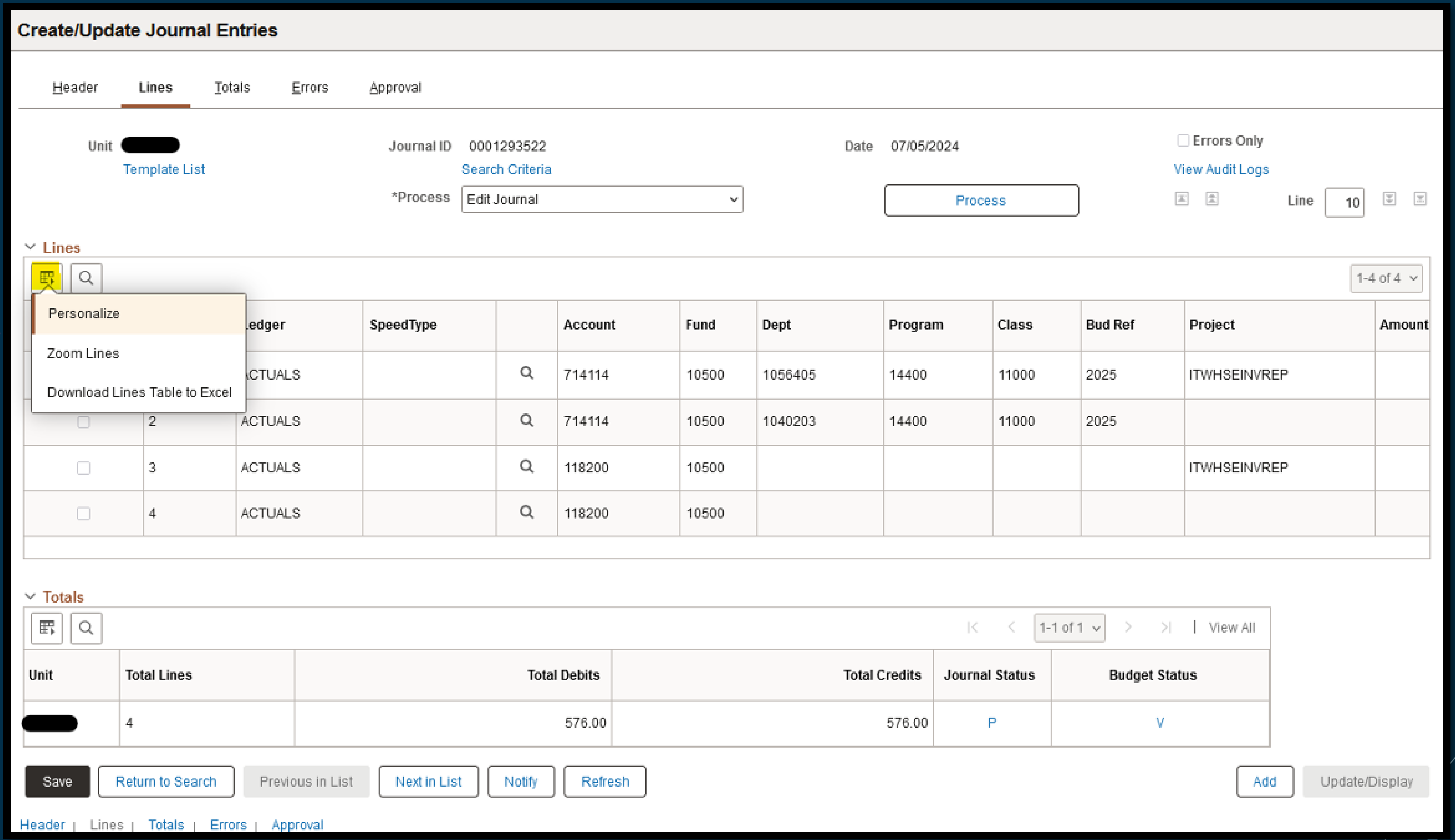
https://www.usg.edu/gafirst-fin/training/online

Questions?

TIPS & TRICKS

Personalizing Grids

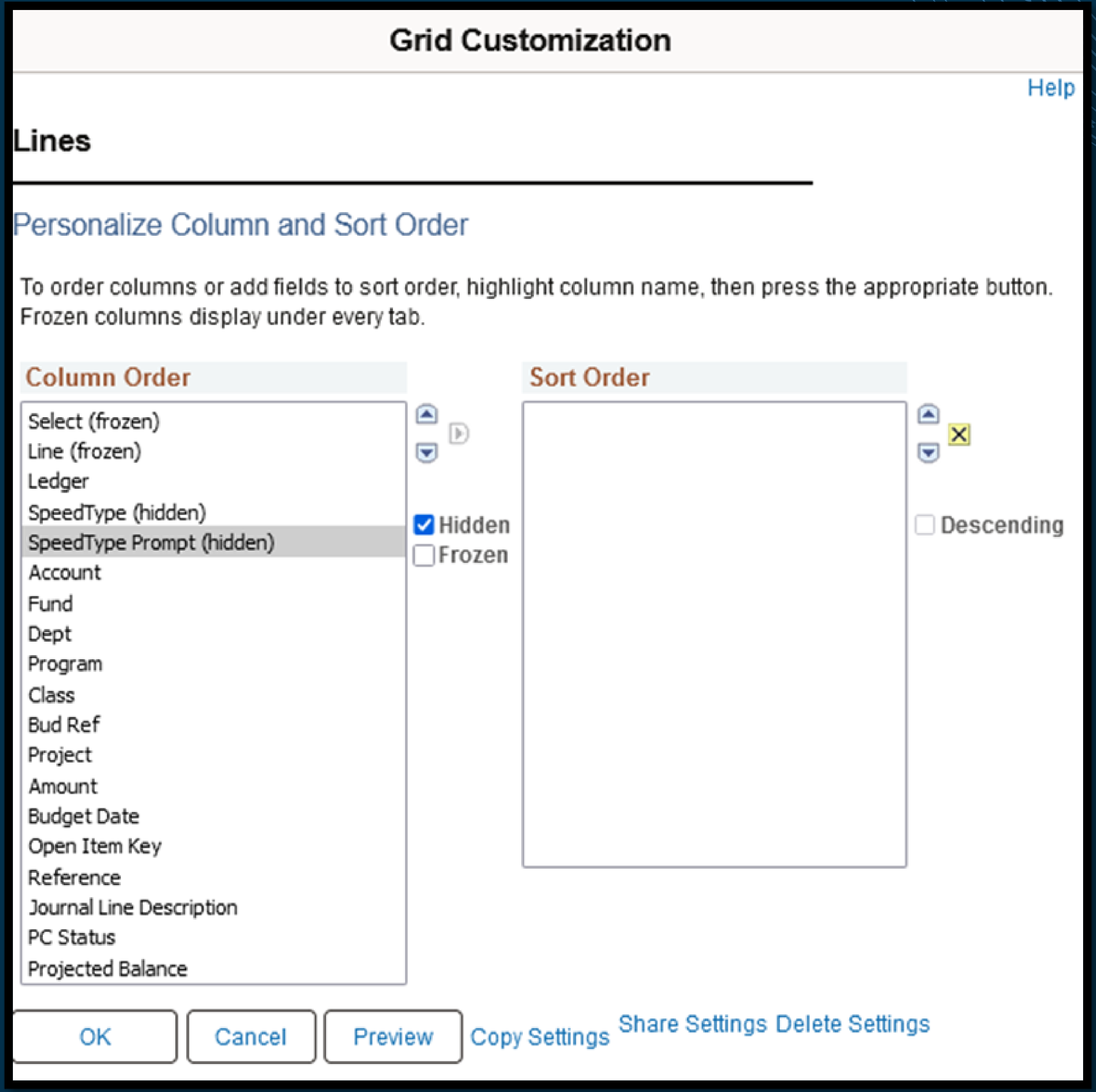
Use the Personalize link on a grid to access the Personalize Column and Sort Order page



Personalizing Grids

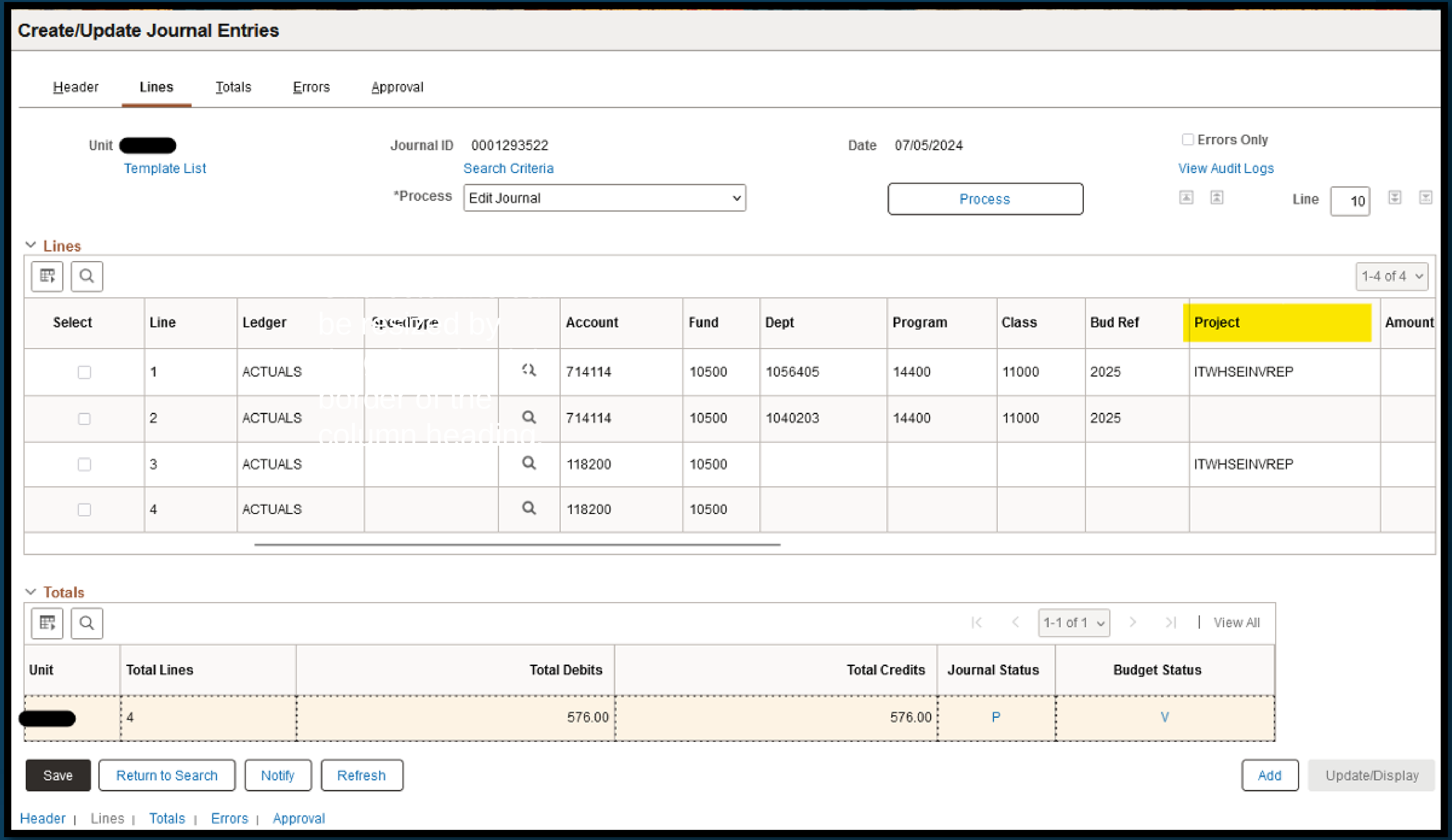
- From here, you can:
- Sort grid data
- Rearrange columns
- Freeze columns
- Hide columns

Any personalizations that you make to a grid remain in place until you change them.



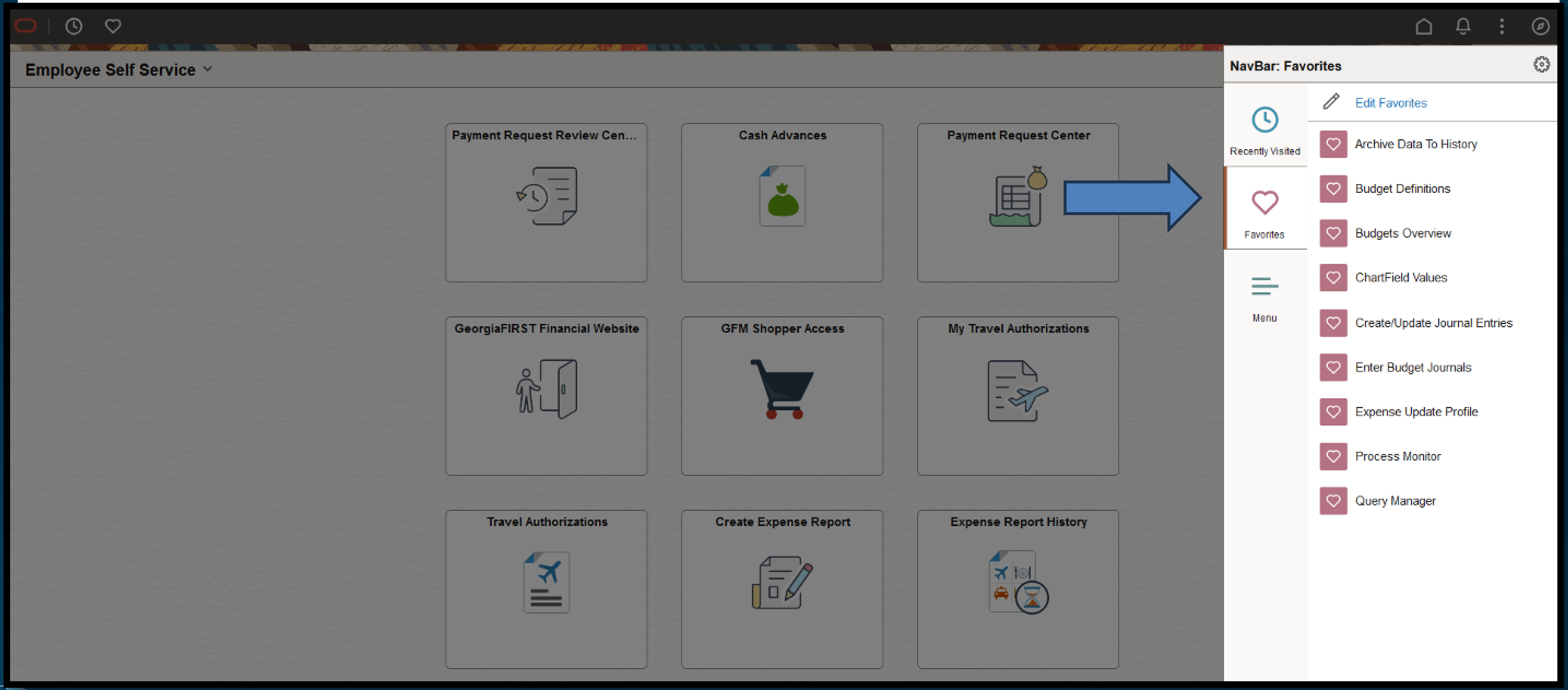
Personalizing Grids

Grid columns can be resized by dragging the right border of the column heading.



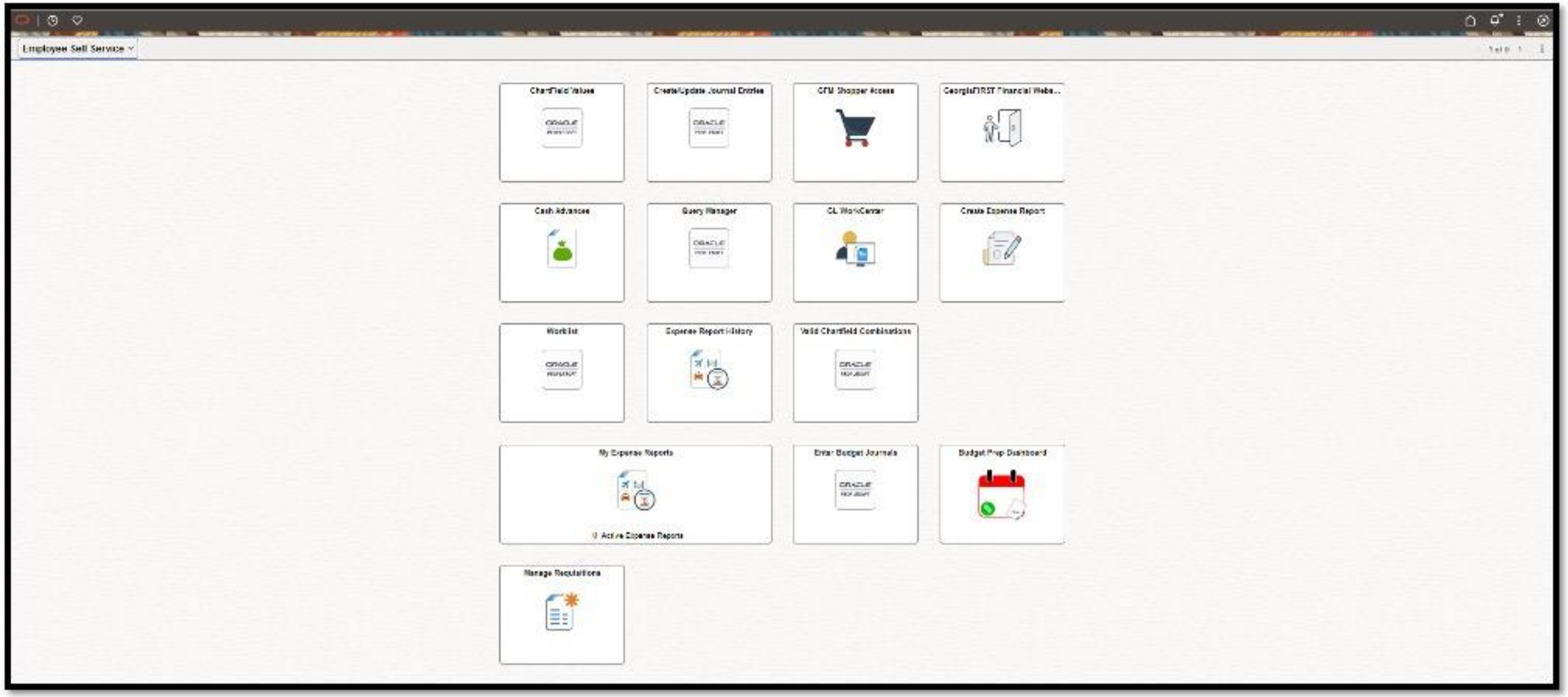
Favorites and Tiles

Frequently used pages can be saved to your Favorites



Favorites and Tiles

Or they can be added as a Tile on your homepage

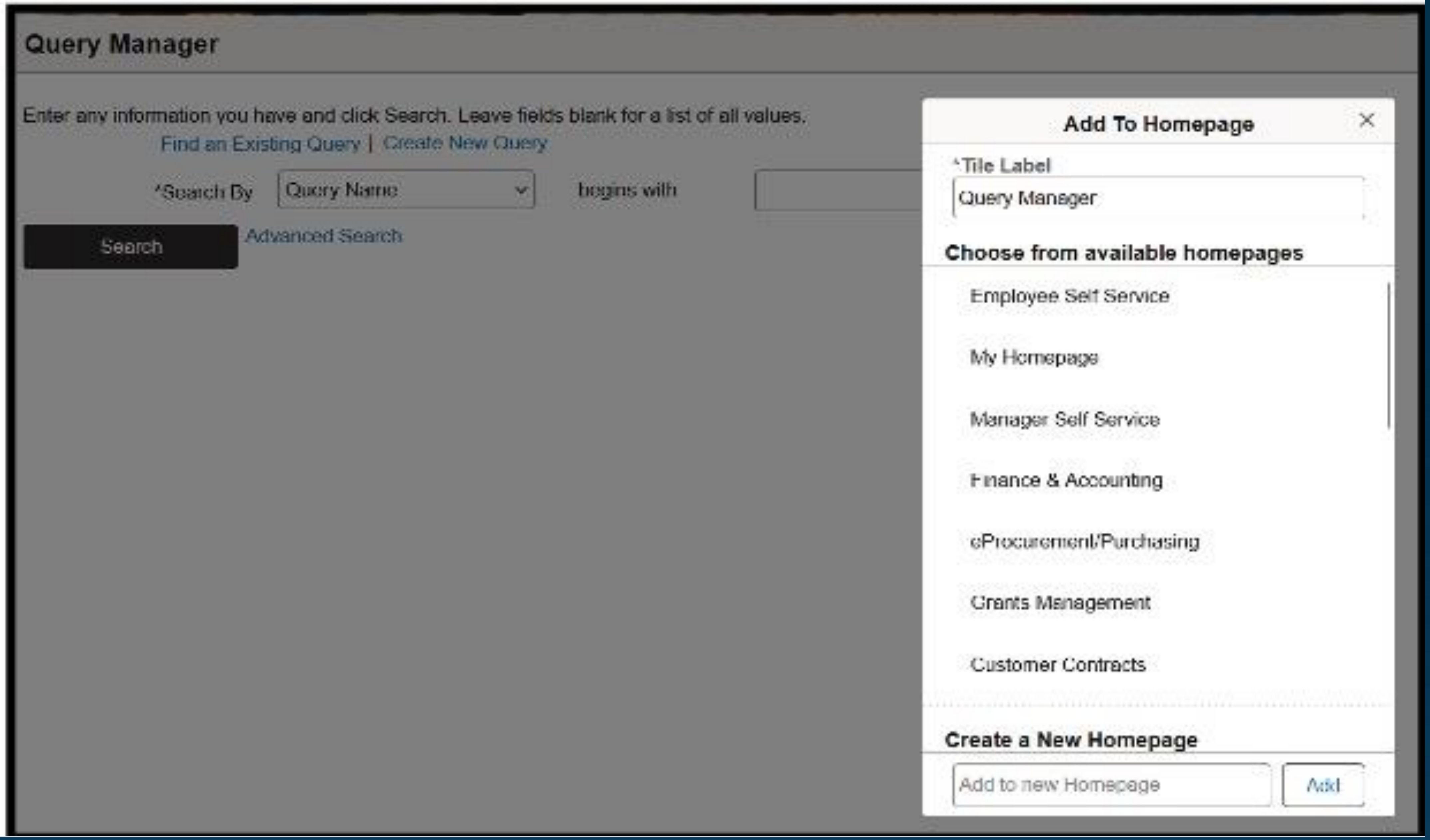


Favorites and Tiles

To add frequently used pages to your Favorites or as a Tile on your home page, navigate to the page, click on the Vertical Ellipsis and click Add to Favorites or Add to Homepage

Favorites and Tiles

If adding as a tile on your home-page, you can choose which homepage to save the tile on after selecting Add to Homepage from the Vertical Ellipsis.



Saved Searches

The Saved Searches feature
makes it easier for you
to quickly find transactions.

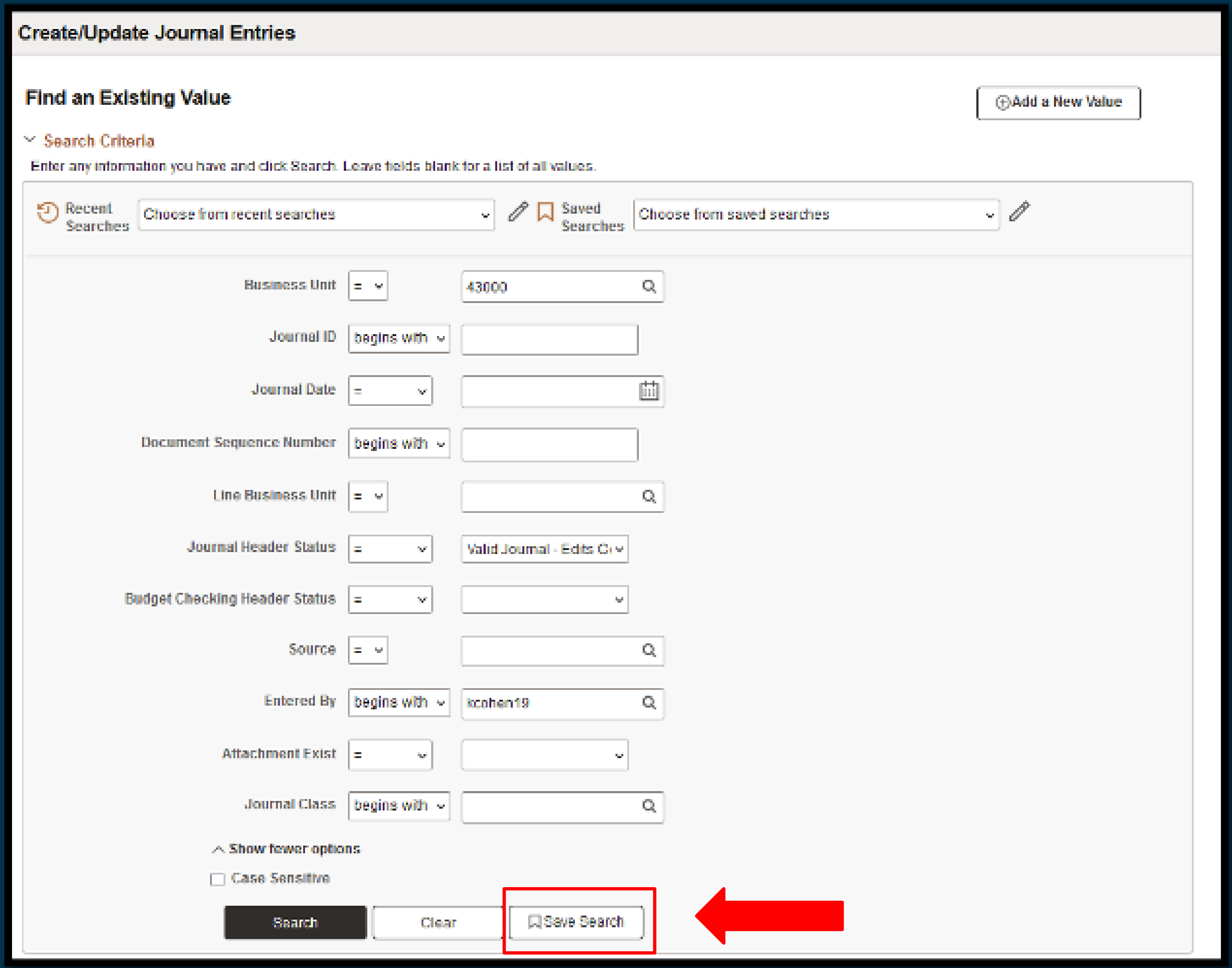
For example, you might save a search to find journal entries:

01 Created by a specific user.

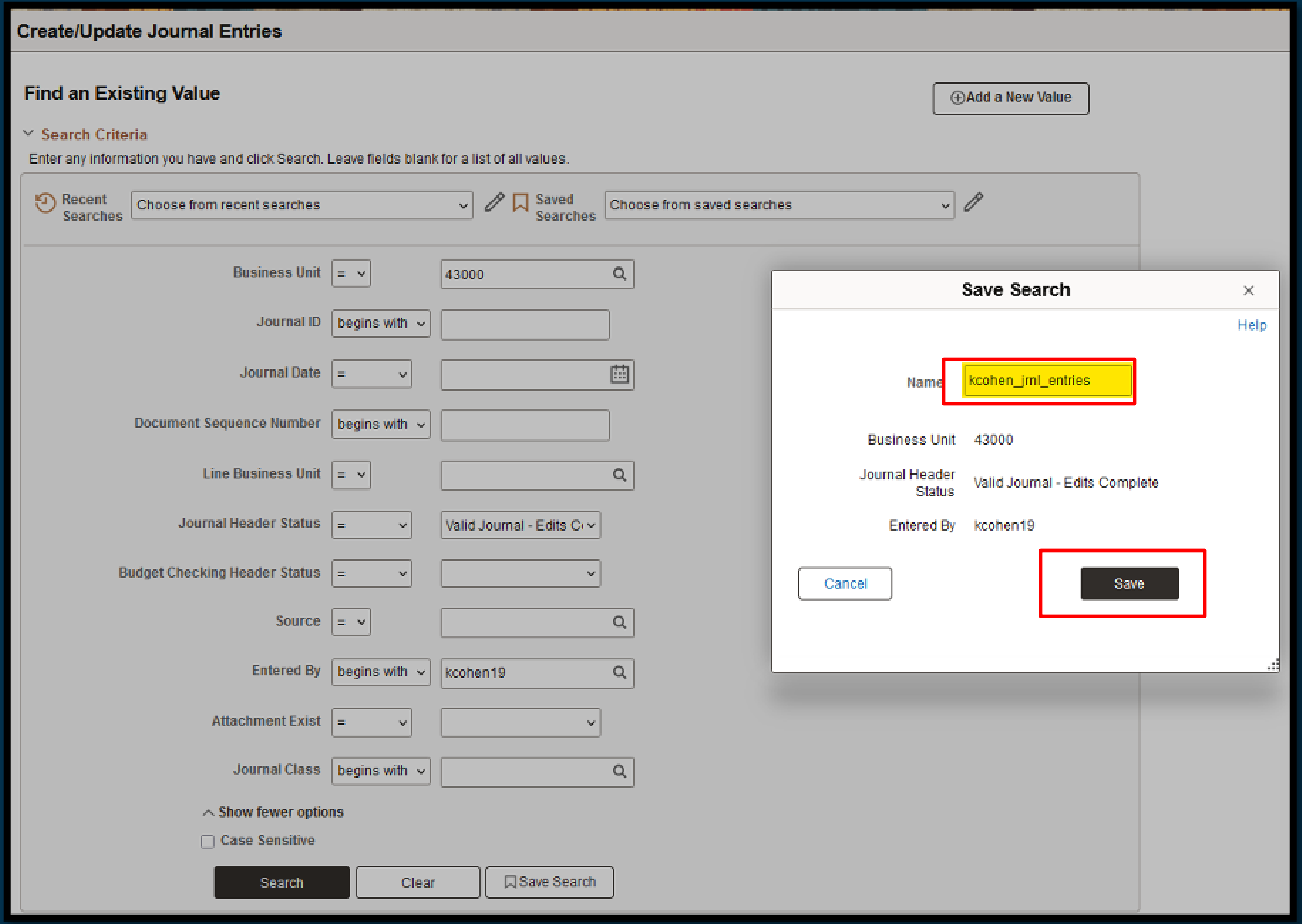
02 Not posted for your source code.

03 Created after a specific date.

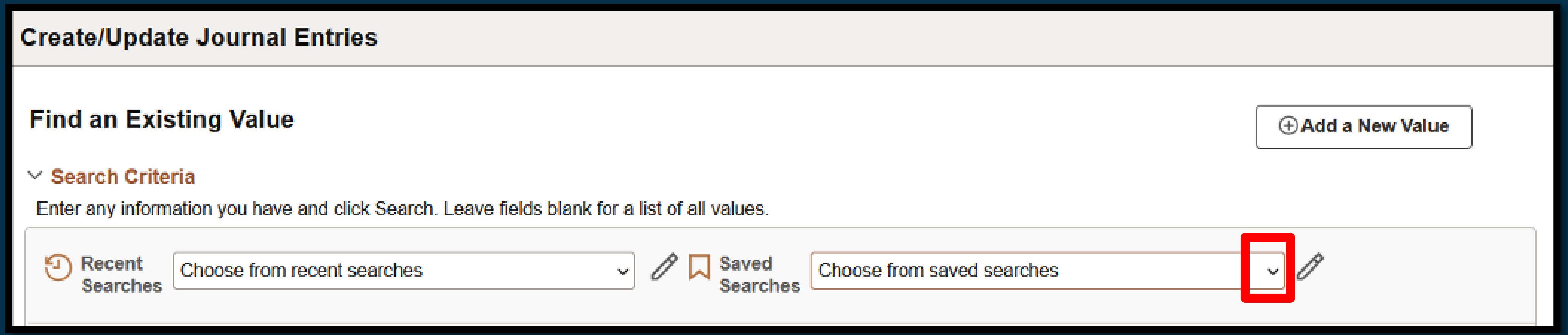
Creating a Saved search

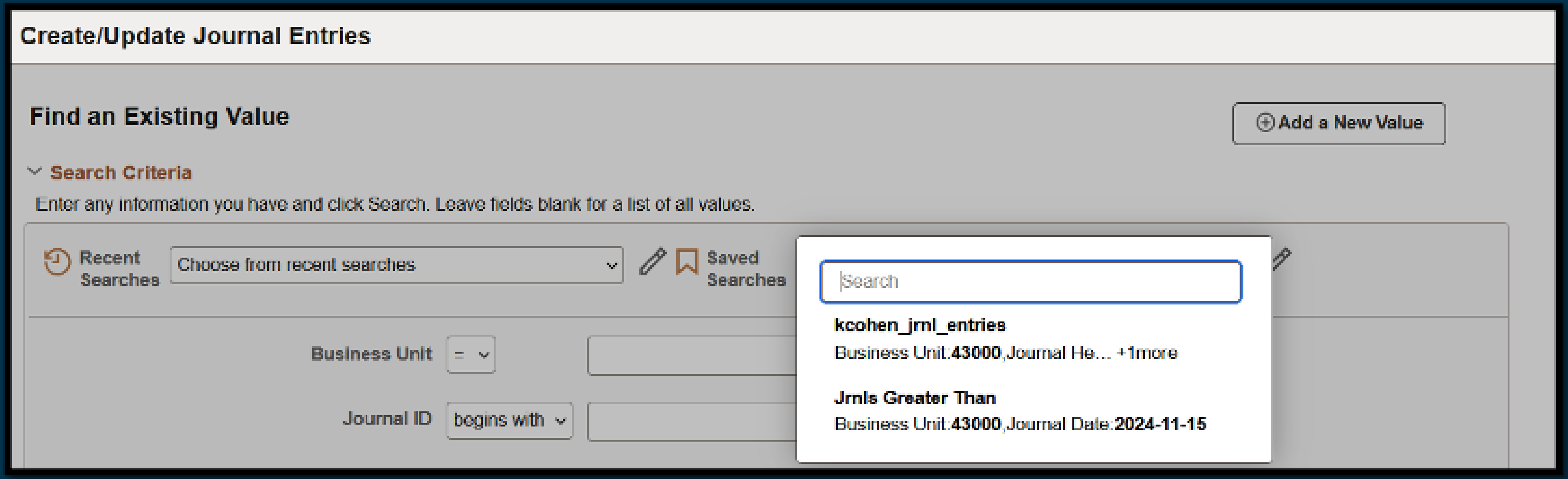


Saved searches

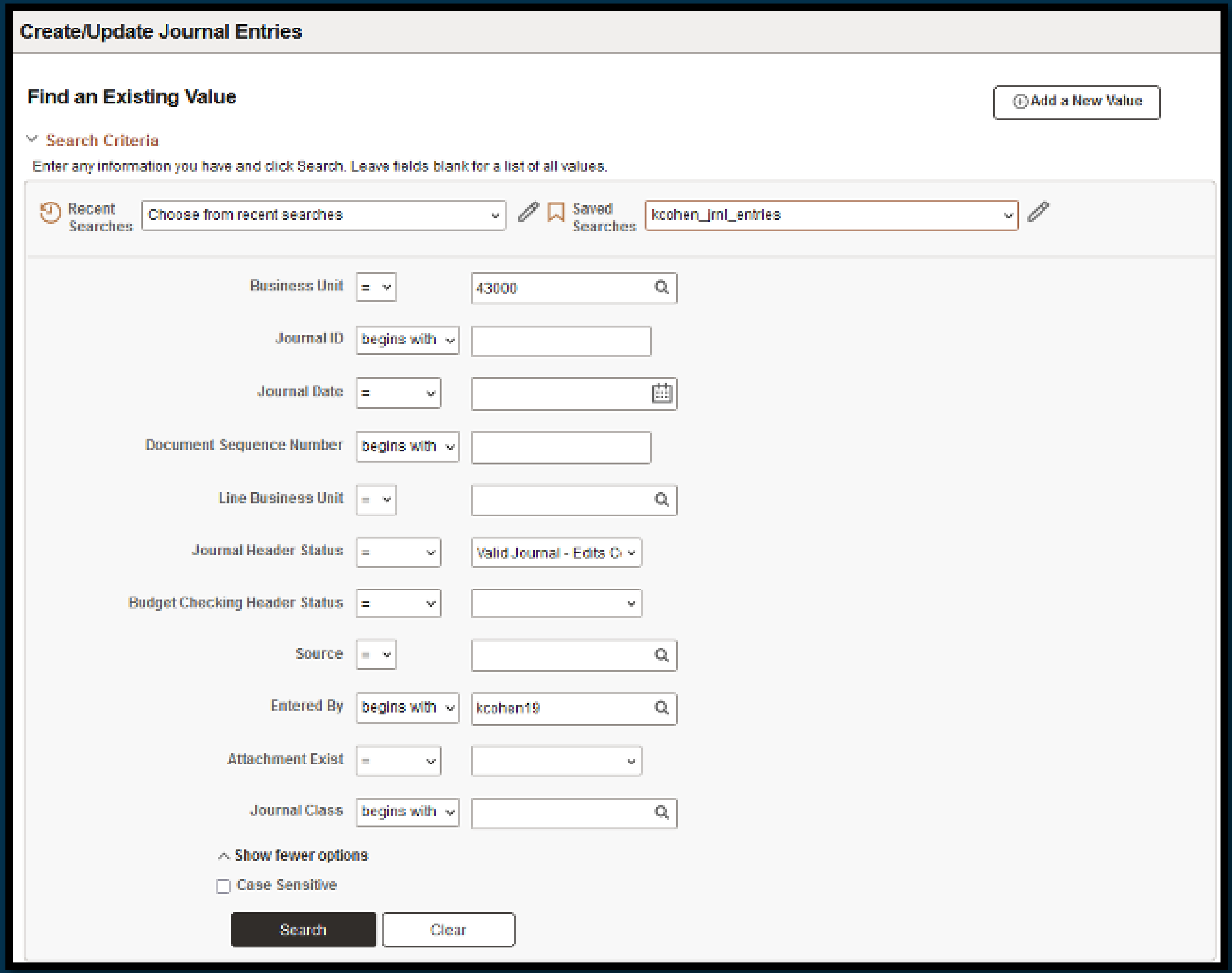


To use a saved search





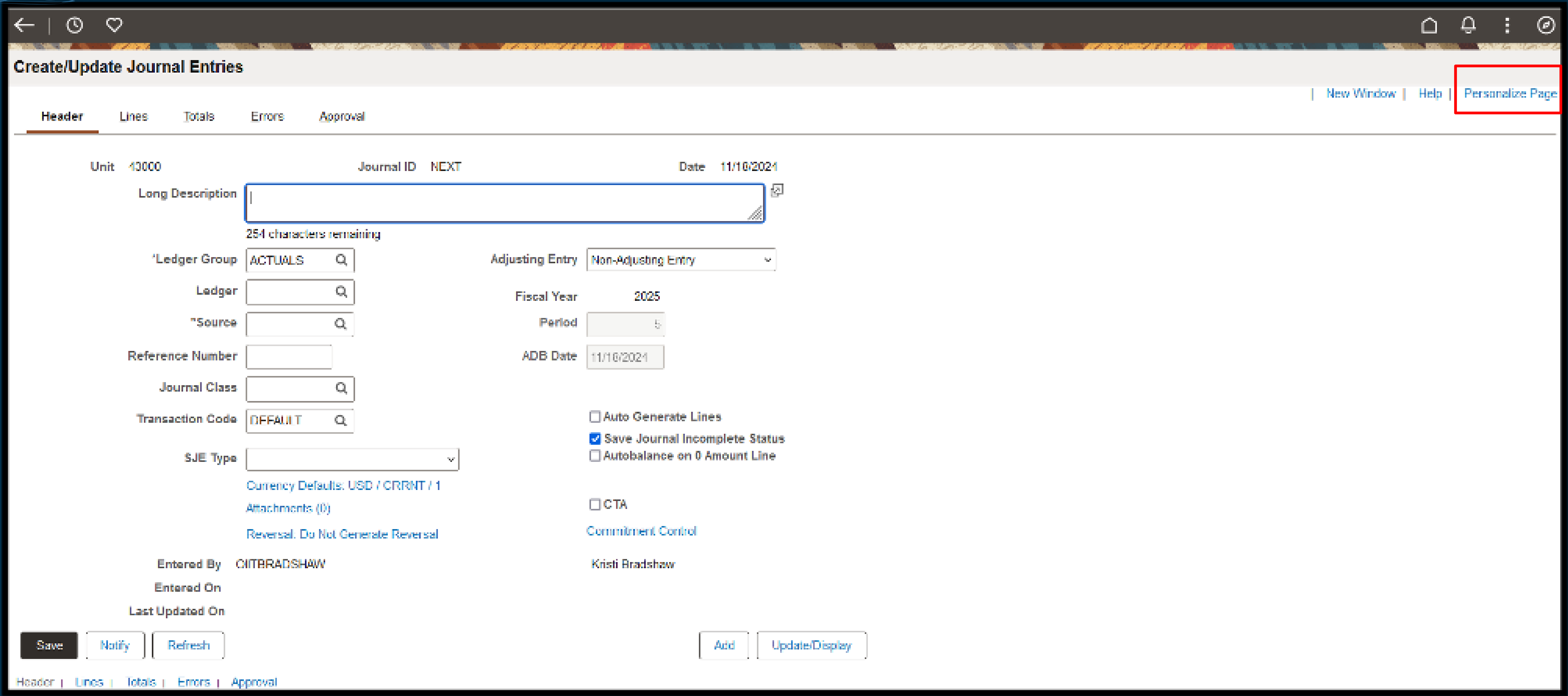
Saved searches



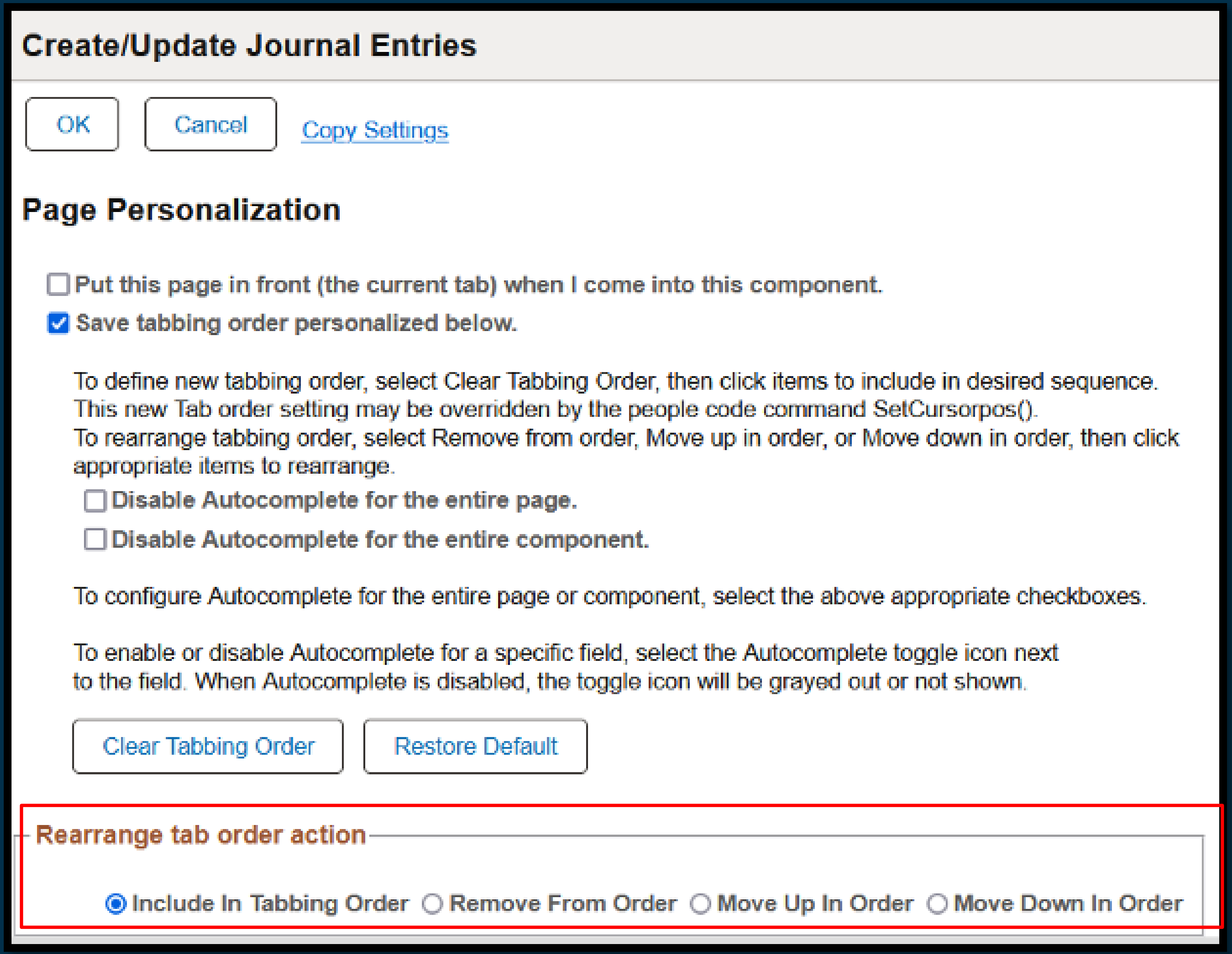
Tabbing order

Allows users to directly manipulate the tabbing order of the fields on a PeopleSoft page.

Setting the tabbing order

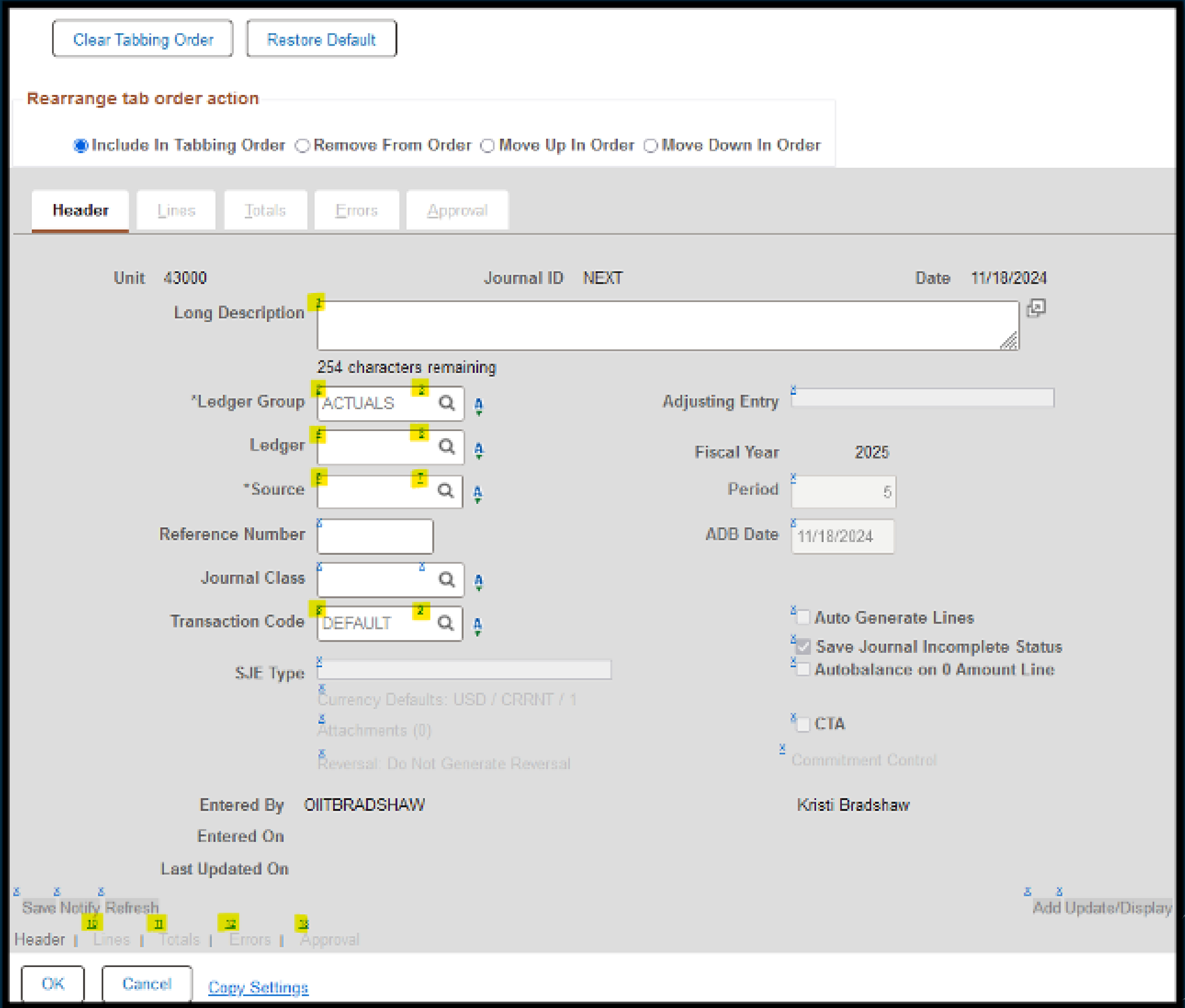


Tabbing order: Page Personalization

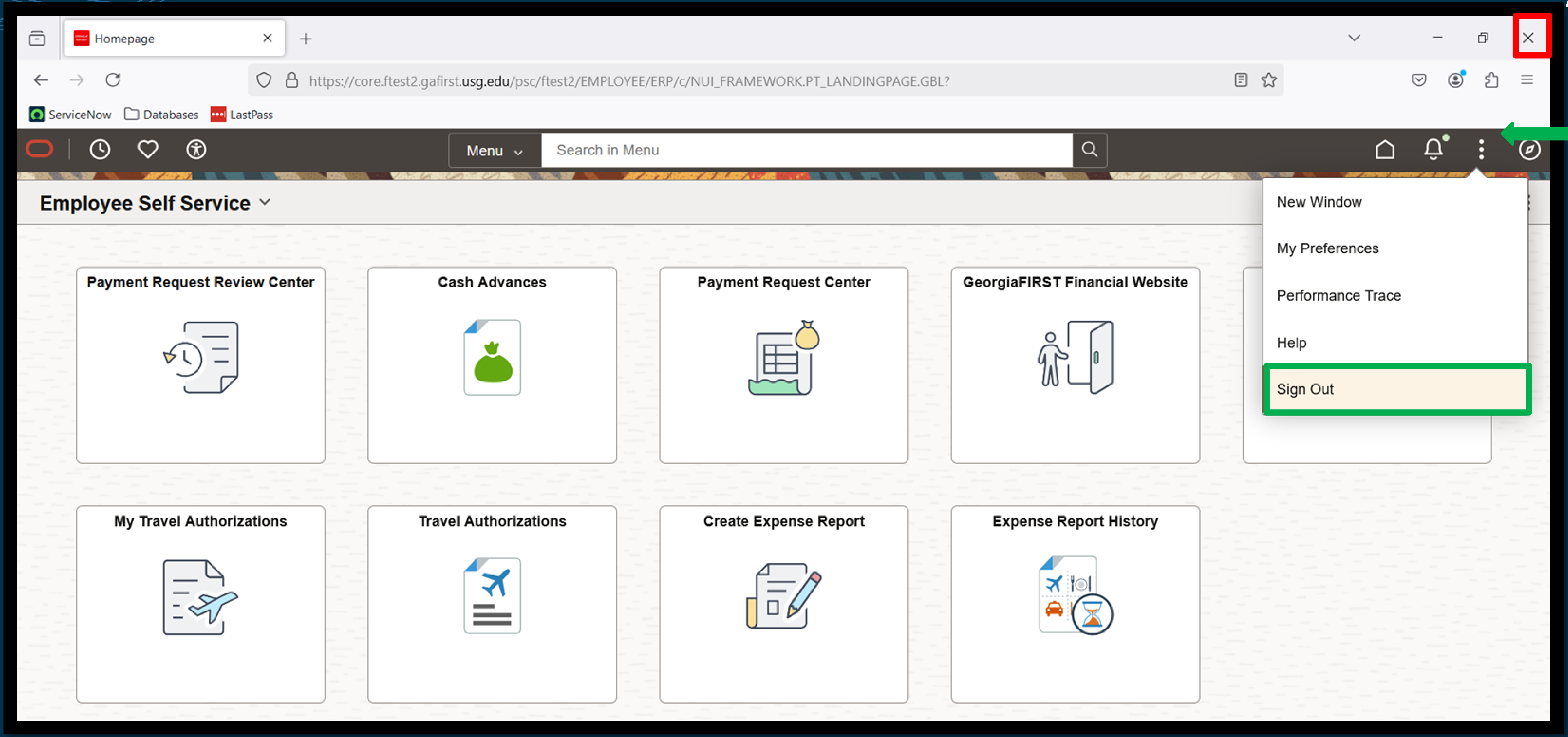


Tabbing order

Click on the X or number hyperlink next to the item to perform the action selected above. This example shows the Journal Header screen after the tabbing order has been cleared and only the chartfields that were included in the tabbing order.



Closing out of PeopleSoft



Questions?

Thank you

Slides will be sent to all attendees.

The video is online:
https://youtu.be/vTa2h6MJdoE

Email: gafirstcomms@cc.usg.edu