

# 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

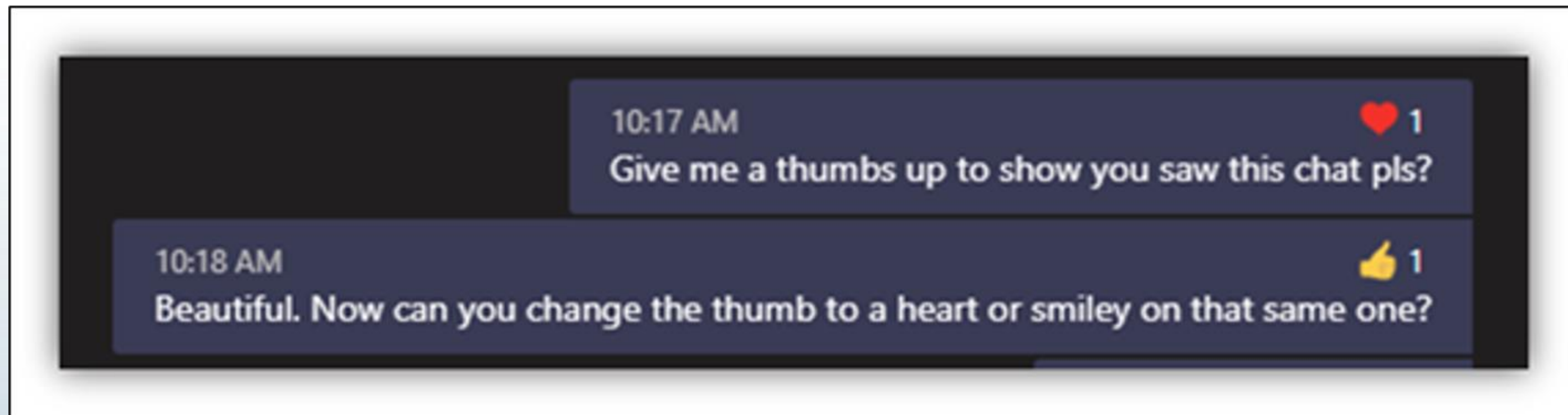


# Teams Chat

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

Posted/modified	Type	Documentation	Active Project
02.12.24		<a href="#">9.2 WorkCenters Job Aid</a>	Active
10.13.23		<a href="#">GeorgiaFIRST Financials Fall 2023 In the Know Session</a>	Active
10.13.23		<a href="#">Configuring Browser Settings</a>	Active
10.12.23		<a href="#">Clearing Your Browser Cache 10-12-2023</a>	Active
10.11.23		<a href="#">Browser Compatibility Guide for PeopleSoft Applications 8.57 - 8.60 October 2022</a>	Active
08.08.23		<a href="#">Zero Personal Services Encumbrance Process</a>	Active
11.03.22		<a href="#">Fluid Homepages in PeopleSoft Financials</a>	Active
09.23.21		<a href="#">GeorgiaFIRST Financials Key Tables</a>	Active
01.17.20		<a href="#">BOR Spreadsheet Upload Files_January 17, 2020</a>	Active

- 1099 Withholding FAQs for CY2023
- Excel Voucher Upload NEW**

[https://www.usg.edu/gafirst-fin/documentation/category/general\\_job\\_aids\\_and\\_reference\\_documents](https://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents)

[https://www.usg.edu/gafirst-fin/documentation/category/accounts\\_payable](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](mailto: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

The background features a dark blue gradient. On the right side, there is a stylized, glowing circuit board pattern with various lines and nodes. On the left side, there is a network graph with several nodes connected by lines, some of which are highlighted in a lighter blue color.



# **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](mailto:oneusgsupport@usg.edu).
- **Encumbrance Knowledge Articles**
  - Full Encumbrance Schedule for FY2025:
    - USGKB0012901
    - [https://usg.service-now.com/kb\\_view.do?sysparm\\_article=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](https://usg.service-now.com/kb_view.do?sysparm_article=USGKB0011451)

# OneUSG Connect Release Schedule

- **OneUSG Connect Information page**

- [https://www.usg.edu/one\\_usg\\_connect](https://www.usg.edu/one_usg_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

The screenshot shows the OneUSG Connect website interface. At the top, there is a navigation bar with the University System of Georgia logo and links for 'ABOUT USG', 'OUR INSTITUTIONS', 'STUDENTS', and 'NEWS & REPORTS'. Below this is a blue header with the text 'ONEUSG CONNECT'. A left-hand navigation menu lists various sections, with 'Releases' highlighted. The main content area is titled 'Releases' and contains several links: 'Current Release' (pointed to by a red arrow), 'Release Notes 6.54- Updated Oct. 31, 2024', 'Ad Hoc Release Notes October 2024- Updated 10.11.2024', 'Resources for Current Release' (pointed to by a red arrow), and 'For information about upcoming releases, click here:'. Below this, there are links for 'OneUSG Connect Release Schedule- Updated 10.29.2024' and 'Resources for Release 6.54 UAT:' (pointed to by a red arrow), which leads to 'OneUSG Connect UAT Dashboard- Release 6.54'. At the bottom, there is a section titled 'Schedule of Future Releases' with a table:

Release Number	Tentative Release Date	Primary Purpose
6.54	<del>November 06, 2024</del> 12/06/24	Tax Release
6.56	December 27, 2024	Tax Release



# 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

GeorgiaFIRST 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 GeorgiaFIRST Marketplace.

The screenshot displays the 4imprint USA website interface. At the top left is the 4imprint USA logo, followed by a 'Categories' menu icon and a search bar with a 'Search' button. A shopping cart icon shows '(0)'. The main content area is titled 'Featured Promotional Product Categories' and contains six product category tiles:

- Apparel:** Design custom apparel for employees. Includes a 'Shop Apparel' button. Image shows two zip-up jackets, one white and one grey, both with a logo.
- Trade Show & Signage:** Retractable banners and more for trade shows. Includes a 'Shop Trade Show' button. Image shows several retractable banners for Goldsmith Health Services.
- Drinkware:** Save on custom drinkware with business logo. Includes a 'Shop Drinkware' button. Image shows a white tumbler, a blue mug, and a red tumbler, all with the 4imprint logo.
- Bags:** Personalized totes and reusable shopping bags. Includes a 'Shop Bags' button. Image shows a black backpack, a red and black tote bag, and a blue and grey tote bag.
- Brands:** Shop popular brands for every promotion. Includes logos for NIKE, CAMELBAK, Shoppin, and koozie.
- Sale:** Shop big savings and inexpensive promotional items. Includes a 'Sale' badge and an image of a blue tumbler, a green tumbler, and a red cooler.

At the bottom right, there is a 'To Top' button and a navigation bar with 'Email', 'Chat', and 'Hide' options.



# 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.

The screenshot displays the Sourcing Workbench interface. At the top, there is a navigation bar with a back arrow, a refresh icon, a heart icon, and a search box labeled "Search in Menu". Below this is the main header "Sourcing Workbench". The page content is titled "Sourcing Workbench" and "Sourcing". A section titled "Search Criteria" is expanded, showing a grid of search fields:

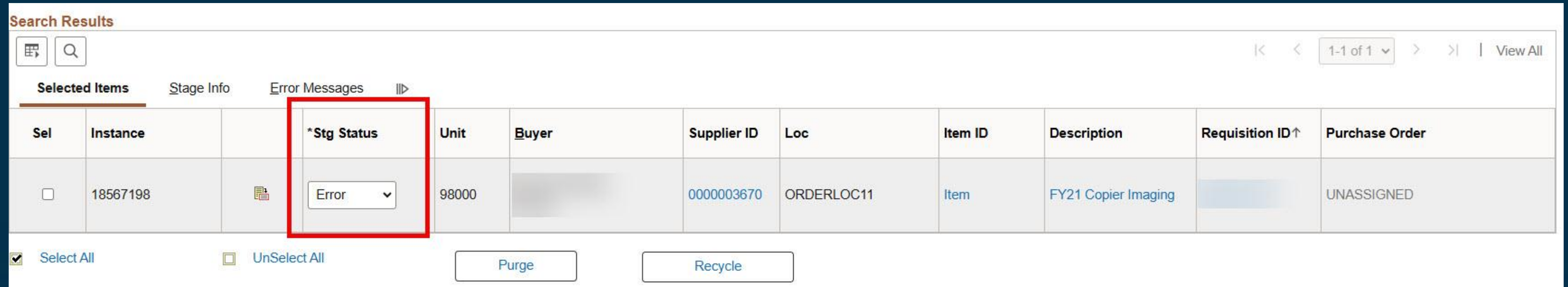
Process Instance	<input type="text"/>	<input type="button" value="Q"/>	System Source	<input type="text"/>	<input type="button" value="v"/>
Business Unit	<input type="text"/>	<input type="button" value="Q"/>	PO Stage Type	<input type="text"/>	<input type="button" value="v"/>
Requisition ID	<input type="text"/>	<input type="button" value="Q"/>	PO Stage ID	<input type="text"/>	
Requisition Name	<input type="text"/>	<input type="button" value="Q"/>	Stage Status	<input type="text"/>	<input type="button" value="v"/>
Buyer	<input type="text"/>	<input type="button" value="Q"/>	Item ID	<input type="text"/>	<input type="button" value="Q"/>
Contract SetID	<input type="text"/>	<input type="button" value="Q"/>	Line Number	<input type="text"/>	
Contract ID	<input type="text"/>	<input type="button" value="Q"/>	Schedule Number	<input type="text"/>	

Below the search criteria, there is a "Search" button. Further down, there are checkboxes for "Select All" (checked) and "UnSelect All", along with "Purge" and "Recycle" buttons. At the bottom, there are "Save", "Notify", and "Refresh" buttons.

# Sourcing Workbench

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

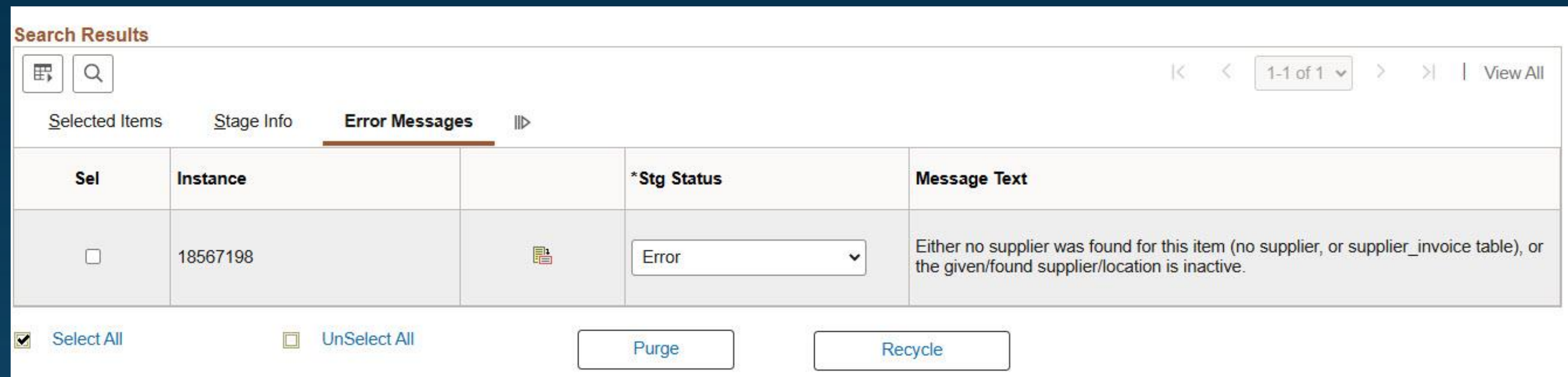
The Stg Status field will be in error:



The screenshot shows the 'Search Results' interface with the 'Selected Items' tab active. A table lists requisition items. The first item has a status of 'Error' in the '\*Stg Status' column, which is highlighted with a red box. The table includes columns for 'Sel', 'Instance', '\*Stg Status', 'Unit', 'Buyer', 'Supplier ID', 'Loc', 'Item ID', 'Description', 'Requisition ID', and 'Purchase Order'. Below the table are controls for 'Select All', 'UnSelect All', 'Purge', and 'Recycle'.

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID↑	Purchase Order
<input type="checkbox"/>	18567198	Error	98000		0000003670	ORDERLOC11	Item	FY21 Copier Imaging		UNASSIGNED

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

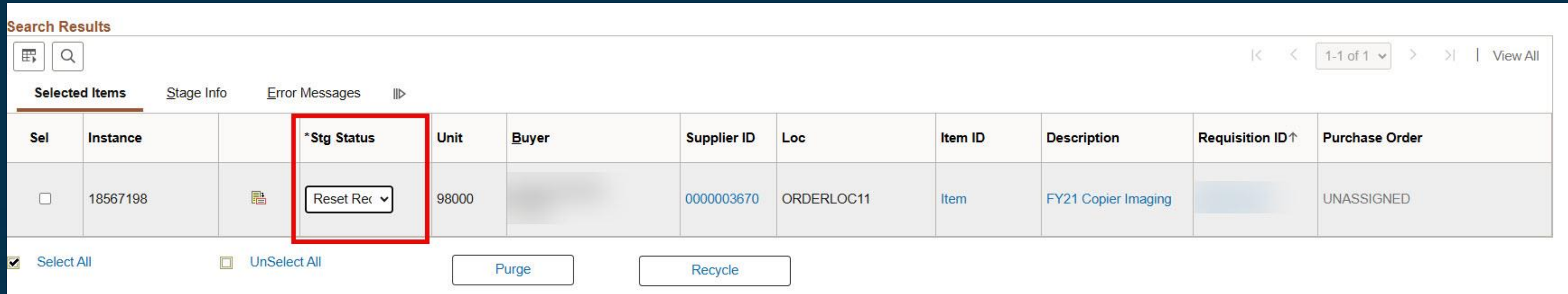


The screenshot shows the 'Search Results' interface with the 'Error Messages' tab active. The table displays error details for the selected item, including the '\*Stg Status' and the 'Message Text'. The message text explains the error: 'Either no supplier was found for this item (no supplier, or supplier\_invoice table), or the given/found supplier/location is inactive.' Below the table are controls for 'Select All', 'UnSelect All', 'Purge', and 'Recycle'.

Sel	Instance	*Stg Status	Message Text
<input type="checkbox"/>	18567198	Error	Either no supplier was found for this item (no supplier, or supplier_invoice table), or the given/found supplier/location is inactive.

# Sourcing Workbench

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



The screenshot displays the Sourcing Workbench interface. At the top, there is a search bar and navigation controls. Below the search bar, there are tabs for 'Selected Items', 'Stage Info', and 'Error Messages'. The main area contains a table with the following columns: Sel, Instance, \*Stg Status, Unit, Buyer, Supplier ID, Loc, Item ID, Description, Requisition ID, and Purchase Order. A red box highlights the '\*Stg Status' column, which contains a dropdown menu with the option 'Reset Req'. Below the table, there are buttons for 'Select All', 'UnSelect All', 'Purge', and 'Recycle'.

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	18567198	Reset Req	98000		0000003670	ORDERLOC11	Item	FY21 Copier Imaging		UNASSIGNED

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

## NIGP Item Category Approval

The screenshot displays a software interface for 'NIGP Item Category Approval'. At the top, it shows 'Line 1: Awaiting Further Approvals' with a 'Start New Path' button. Below this, there is a section for 'Invalid NIGP Code' which contains a workflow step labeled 'Not Routed' with a sub-step 'Multiple Approvers Buyer Line Approval'. The workflow is flanked by plus signs and arrows, indicating a process flow.

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:

**Add Items From** ? [Catalog Purchasing Kit](#) [Item Search](#) **Select Lines To Display** ? [Search for Lines](#) Line   To

**Lines** ?

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Anker USB C to HDMI Adapter (@60Hz), 310 USB-C (4K HDMI), Aluminum, Portable, for MacBook Pro, Air, iPad pROPixelbook, XPS, Galaxy, and More	<input type="text" value="10.0000"/>	EA	<input type="text" value="00000"/> <input type="button" value="Search"/>	<input type="text" value="13.98000"/>	139.80	Approved

[View Printable Version](#) [View Approvals](#)  \*Go to

*\* 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

The background of the slide is a dark blue color. In the top right corner, there is a large, curved graphic resembling a circuit board or a network diagram, with white lines and dots forming a complex pattern. In the bottom left and bottom right corners, there are smaller, similar network-like graphics with white lines and dots.



# 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](mailto: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.

**Doc Tolerance Override History**

Business Unit [REDACTED] Document Type Voucher ID [REDACTED]

Source line [REDACTED] | 1 of 1 | View All

Line	Sched	Distrib
1		1

Exceptions [REDACTED] | 1 of 1 | View All

Rule ID	E100	Description	Document exceeds predecessor by more than allowable tolerance.
User ID	[REDACTED]	DateTime	03/16/2023 4:38PM

**Details**

Predecessor Business Unit	[REDACTED]	Defined Tolerance Amount	500.00
Pred Doc ID	[REDACTED]	Defined Tolerance Percentage	10.00
Pred Line Nbr	2	Calculated Doc Tol Amt Amount	20500.00
Pred Sched Nbr	1	Calculated Doc Tol Percent Amt	22000.00
Pred DistIn Num	1	Source Doc Monetary Amt	3930.09
Pred Doc Amt	20000.00	Source Doc Converted Amt	3930.09
Life-to-Date Liquidated Amt	31440.72	Predecessor GL Base Currency	USD
		Transaction Currency	USD

# 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 [GeorgiaFIRST 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.

The screenshot shows the 'Encumbrance Ledger Build' form. At the top, the title 'Encumbrance Ledger Build' is displayed. Below the title, there is a tab labeled 'Encumbrance Ledger Build'. The form includes a 'Run Control ID' field with the value 'ENCUM\_LED\_BUILD', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Process Parameters' section contains the following fields: '\*Process Option' (dropdown menu set to 'Purge and Rebuild Encum Ledger'), '\*Business Unit' (text input field with a search icon), 'Fiscal Year' (text input field with the value '2025'), 'From Period' (text input field with the value '1') and 'To Period' (text input field with the value '12'), and 'Offset Account' (text input field with the value '381100' and a search icon). At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and '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.

The screenshot shows a software interface titled "Encumbrance Ledger Build". At the top, there is a tab labeled "Encumbrance Ledger Build". Below the tab, the "Run Control ID" is "ENCUMB\_LED\_BUILD". There are links for "Report Manager" and "Process Monitor", and a "Run" button. The "Process Parameters" section contains the following fields:

*Process Option	Populate Detail Ledger Beg Bal
*Business Unit	[Empty field with search icon]
Fiscal Year	2025
From Period	0
Offset Account	[Empty field]

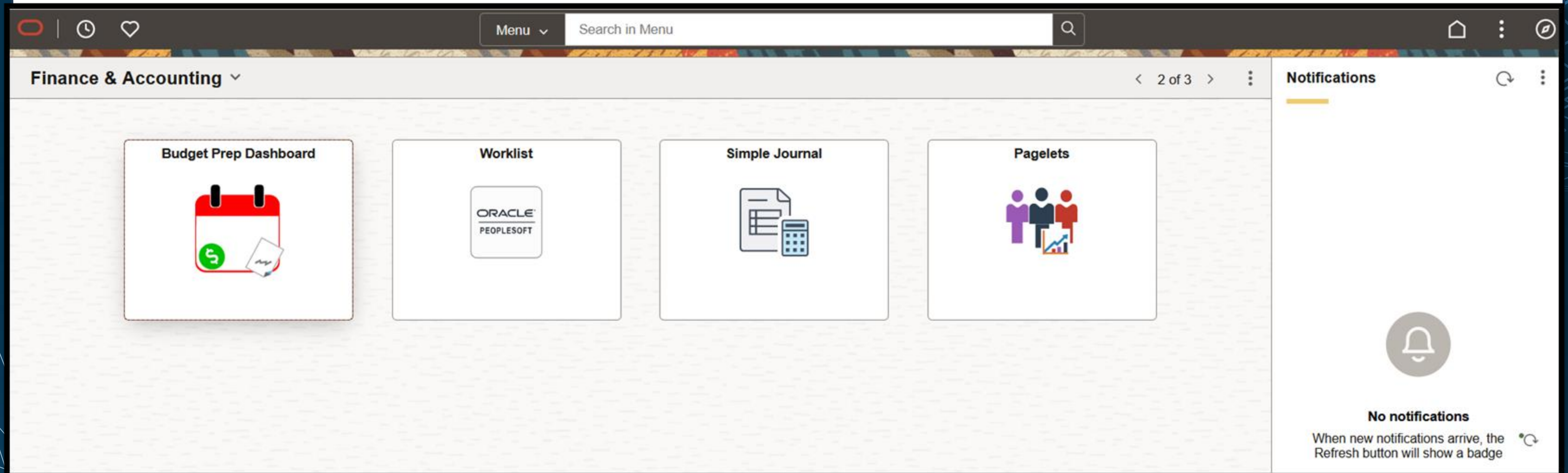
At the bottom of the form, there are buttons for "Save", "Notify", "Add", and "Update/Display".

# 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 Journal**

\*Business Unit  🔍

Journal ID

Journal Date  📅

Journal Type  🔍

Journal Template  🔍

# Simple Journals Functionality

← | 🕒 | ❤️ | 🔍 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 Functionality

← | 🕒 | ❤️

🏠 | 🔔 | ⋮ | 🗑️

## 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

Lines

Attachments

### Lines

Inter/IntraUnit

#### Line Details 2 rows

Basic
Chartfields
Currency
Miscellaneous

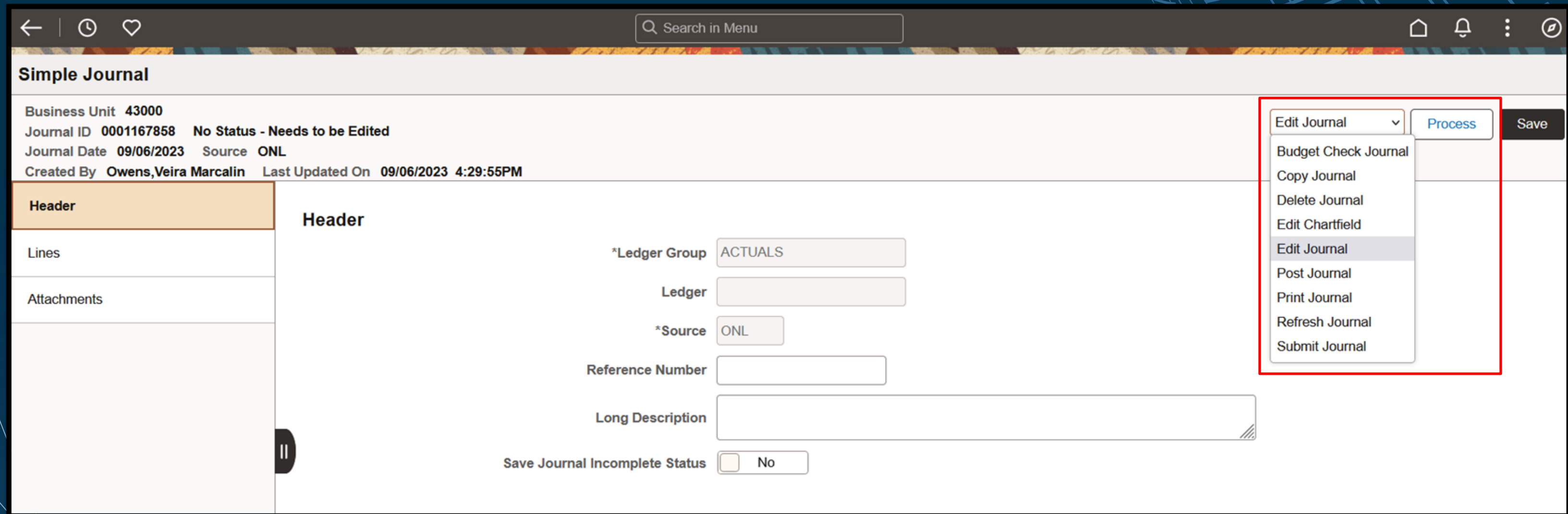
Line # ↑↓	*Unit ↑↓	*Ledger ↑↓	Currency ↑↓	
1	43000 🔍	ACTUALS	USD 🔍	+ -
2	43000 🔍	ACTUALS	USD 🔍	+ -

#### Totals 1 row

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

# Simple Journals Functionality

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' and several icons. 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 area is divided into sections: 'Header' (selected), 'Lines', and 'Attachments'. The 'Header' section contains several input fields: '\*Ledger Group' (ACTUALS), 'Ledger', '\*Source' (ONL), 'Reference Number', 'Long Description', and 'Save Journal Incomplete Status' (No). A dropdown menu is open on the right side, listing options: Edit Journal (selected), Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Post Journal, Print Journal, Refresh Journal, and Submit Journal. The 'Process' and 'Save' buttons are also visible.



# 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

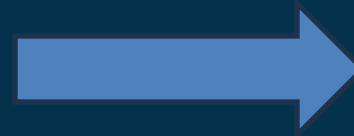
# Dashboards

Available dashboards:

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

# Dashboards

## Setup Job Aid



### 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 Manager 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

Department Manager Dashboards

Business Unit: [Redacted]

Budget Reference: 2025

Ledger Group: APPROP

Search [Clear]

Account:

- 700000 (196)
- 500000 (192)
- 600000 (62)
- 800000 (8)

Fund:

- 10500 (206)

Pivot Grid

Press and hold the following icon to drag and drop to column or row. [Need help?](#)

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
+ All	143901023.290	1407104.170	11379956.230	1770975.850	129342987.040



# 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																	
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.



The screenshot shows the top portion of the GeorgiaFIRST website. At the top is a navigation bar with the University System of Georgia logo and the text "UNIVERSITY SYSTEM OF GEORGIA GeorgiaFIRST". Below the navigation bar is a main content area with three columns. The left column is titled "About Us" and contains two paragraphs of text. The middle column features an image of a person using a laptop. The right column is titled "SYSTEM ACCESS" and contains a list of five blue buttons: "GeorgiaFIRST self-service users", "GeorgiaFIRST Financials Core", "New GeorgiaFIRST Users", "Global GeorgiaFIRST Financials", and "Geo...". A callout box next to the last button contains the text "Global users include Office of Fiscal Affairs, Department of Audits, DOAS." Below the main content area is a section titled "GeorgiaFirst Online Resources" with the subtitle "STAY UP TO DATE WITH ALL THE LATEST INFORMATION". This section contains three images: a close-up of a keyboard with a "Support" key, a glowing blue funnel, and a person's hands typing on a laptop with a notification icon on the screen.

**UNIVERSITY SYSTEM OF GEORGIA**  
GeorgiaFIRST

### 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 users
- GeorgiaFIRST Financials Core
- New GeorgiaFIRST Users
- Global GeorgiaFIRST Financials
- Geo... Global users include Office of Fiscal Affairs, Department of Audits, DOAS.

### GeorgiaFirst Online Resources

STAY UP TO DATE WITH ALL THE LATEST INFORMATION



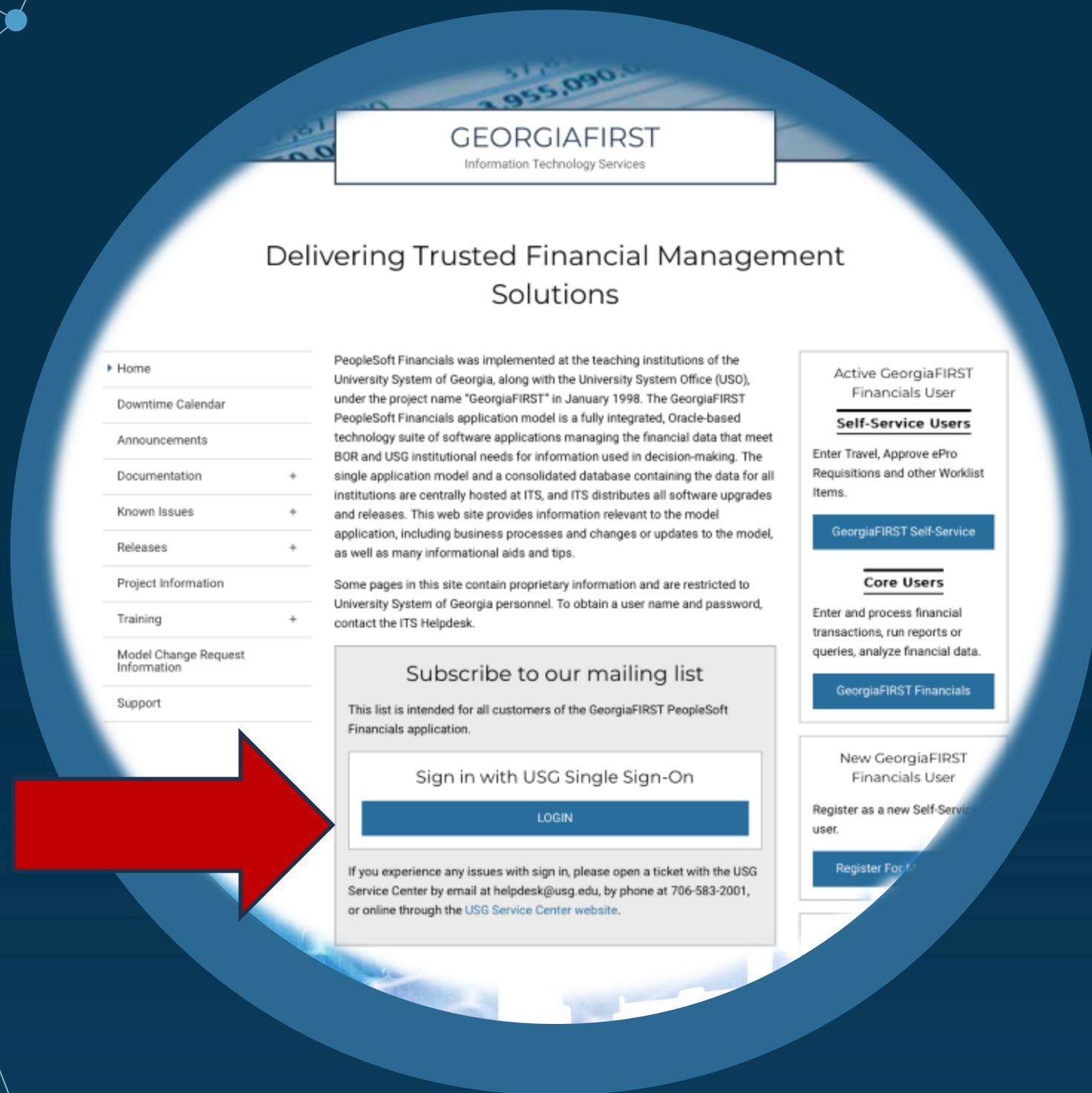
# Email updates

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.














The screenshot shows the GeorgiaFIRST website interface. At the top, the logo reads "GEORGIAFIRST Information Technology Services". Below the logo is the tagline "Delivering Trusted Financial Management Solutions". On the left is a navigation menu with items like Home, Downtime Calendar, Announcements, Documentation, Known Issues, Releases, Project Information, Training, Model Change Request Information, and Support. The main content area includes a paragraph about PeopleSoft Financials implementation, a "Subscribe to our mailing list" section, and a "Sign in with USG Single Sign-On" section with a "LOGIN" button. A red arrow points to this login button. To the right, there are sections for "Active GeorgiaFIRST Financials User" (Self-Service Users) and "New GeorgiaFIRST Financials User" (Core Users).



# GeorgiaVIEW Online Training

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

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

 <p>AM Course 1 - Introduction to Asset Management</p>	 <p>AM Course 2 - Creating Assets Manually</p>	 <p>AM Course 3 - Integrating Asset Management with Purchasing and Accounts Payable</p>	 <p>AM Course 4 - Working with Existing Assets</p>
 <p>Query Course 1 - Introduction to PeopleSoft Financials Web Query</p>	 <p>Query Course 2 - Creating a Basic Query</p>	 <p>Query Course 3 - Adding Selection Criteria to Your Query</p>	 <p>Query Course 4 - Using Run-Time Prompts in Your Queries</p>
 <p>Query Course 5 - Using Aggregates in Your Queries</p>	 <p>Query Course 6 - Joining Tables in Your Queries</p>	 <p>Introduction to PeopleSoft Financials v9.2</p>	



**Questions?**

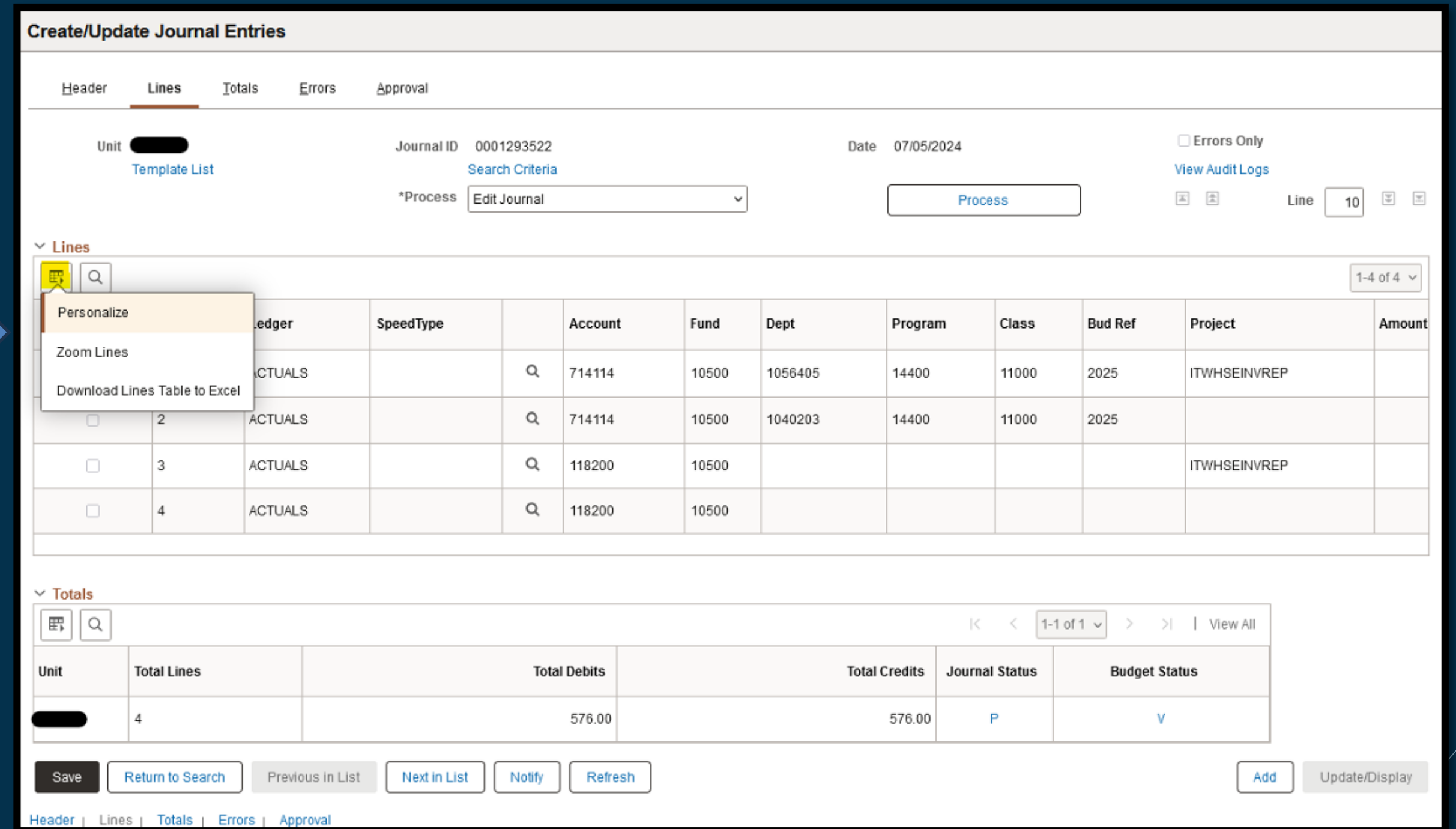


# TIPS & TRICKS



# Personalizing Grids

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



The screenshot displays the 'Create/Update Journal Entries' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit', 'Journal ID' (0001293522), 'Date' (07/05/2024), and '\*Process' (Edit Journal). A 'Process' button is visible. A search bar and 'View Audit Logs' link are also present. The 'Lines' section contains a table with columns: Ledger, SpeedType, Account, Fund, Dept, Program, Class, Bud Ref, Project, and Amount. A context menu is open over the first row, showing options: 'Personalize', 'Zoom Lines', and 'Download Lines Table to Excel'. Below the table is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' table shows 4 total lines, 576.00 total debits, 576.00 total credits, and a journal status of 'P' and budget status of 'V'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom reads 'Header | Lines | Totals | Errors | Approval'.

Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount
ACTUALS		714114	10500	1056405	14400	11000	2025	ITWHSEINVREP	
ACTUALS		714114	10500	1040203	14400	11000	2025		
ACTUALS		118200	10500					ITWHSEINVREP	
ACTUALS		118200	10500						

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
	4	576.00	576.00	P	V

# 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.

### Grid Customization

[Help](#)

#### Lines

---

#### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

##### Column Order

- Select (frozen)
- Line (frozen)
- Ledger
- SpeedType (hidden)  Hidden
- SpeedType Prompt (hidden)  Frozen
- Account
- Fund
- Dept
- Program
- Class
- Bud Ref
- Project
- Amount
- Budget Date
- Open Item Key
- Reference
- Journal Line Description
- PC Status
- Projected Balance

##### Sort Order

- Descending

[Copy Settings](#) [Share Settings](#) [Delete Settings](#)

# Personalizing Grids

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

**Create/Update Journal Entries**

Header | **Lines** | Totals | Errors | Approval

Unit  [Template List](#)      Journal ID 0001293522 [Search Criteria](#)      Date 07/05/2024       Errors Only [View Audit Logs](#)

\*Process        Line

▼ **Lines**

Select	Line	Ledger	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount
<input type="checkbox"/>	1	ACTUALS	714114	10500	1056405	14400	11000	2025	ITWHSEINVREP	
<input type="checkbox"/>	2	ACTUALS	714114	10500	1040203	14400	11000	2025		
<input type="checkbox"/>	3	ACTUALS	118200	10500					ITWHSEINVREP	
<input type="checkbox"/>	4	ACTUALS	118200	10500						

▼ **Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
<input type="text"/>	4	576.00	576.00	P	V

Header | Lines | **Totals** | Errors | Approval



# Favorites and Tiles

Frequently used pages can be saved to your Favorites

The screenshot displays the 'Employee Self Service' application interface. The main content area features a grid of nine tiles, each representing a different function. A blue arrow points from the 'Payment Request Center' tile to the 'Favorites' section in the sidebar. The sidebar, titled 'NavBar: Favorites', includes an 'Edit Favorites' link and a list of favorite items, each with a heart icon. The 'Favorites' section is currently selected and highlighted.

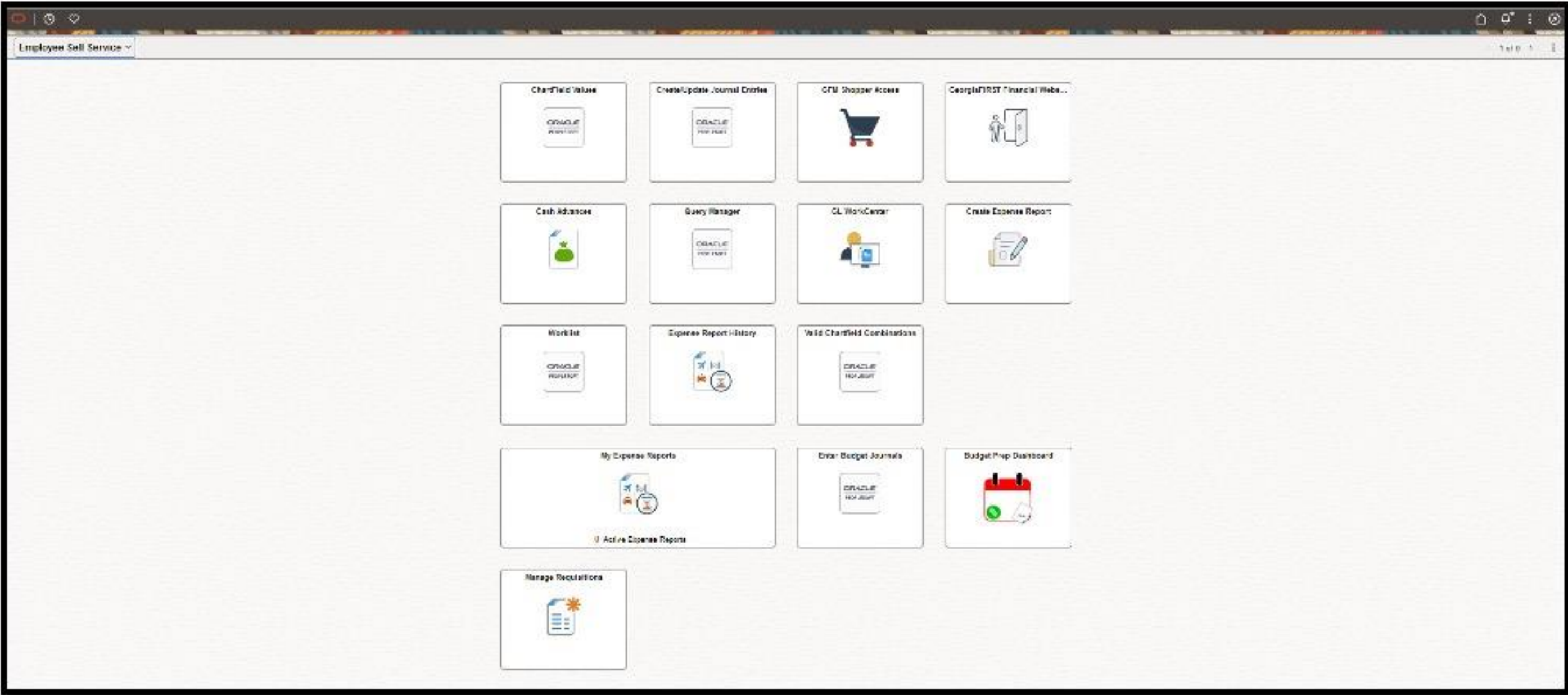
Tile Name	Tile Icon
Payment Request Review Cen...	Document with clock icon
Cash Advances	Green bag icon
Payment Request Center	Document with money icon
GeorgiaFIRST Financial Website	Person at door icon
GFM Shopper Access	Shopping cart icon
My Travel Authorizations	Document with airplane icon
Travel Authorizations	Document with airplane icon
Create Expense Report	Document with pencil icon
Expense Report History	Document with airplane and hourglass icon

**NavBar: Favorites**

- Edit Favorites
- Recently Visited
- Favorites
  - Archive Data To History
  - Budget Definitions
  - Budgets Overview
  - ChartField Values
  - Create/Update Journal Entries
  - Enter Budget Journals
  - Expense Update Profile
  - Process Monitor
  - Query Manager
- Menu

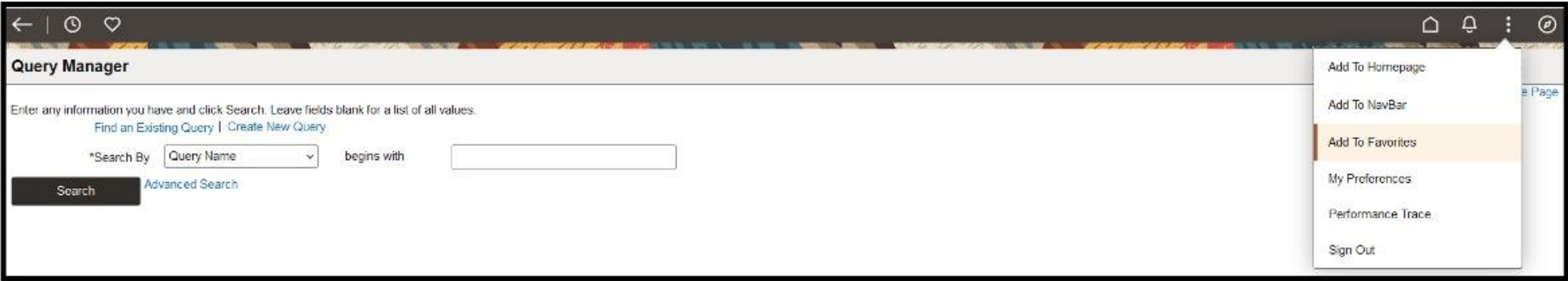
# Favorites and Tiles

Or they can be added as a Tile on your homepage



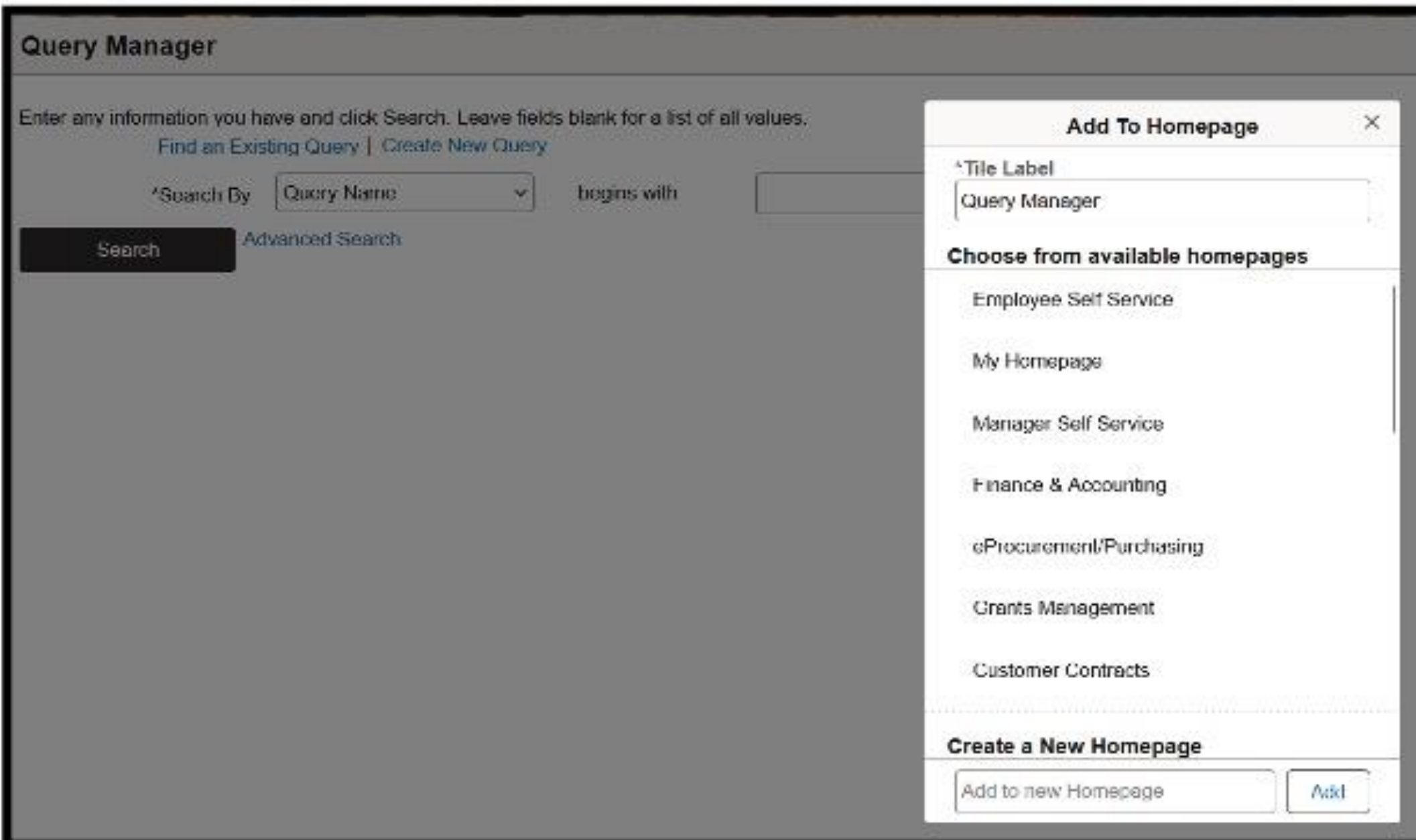
# Favorites and Tiles

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 homepage, 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

## 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

Choose from recent searches

Saved Searches

Choose from saved searches

Business Unit = 43000

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = Valid Journal - Edits Cr

Budget Checking Header Status =

Source =

Entered By begins with kcohen19

Attachment Exist =

Journal Class begins with

^ Show fewer options

Case Sensitive

Search

Clear

Save Search



# Saved searches

**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 Choose from recent searches Saved Searches Choose from saved searches

Business Unit = 43000

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = Valid Journal - Edits C

Budget Checking Header Status =

Source =

Entered By begins with kcohen19

Attachment Exist =

Journal Class begins with

^ Show fewer options  
 Case Sensitive

Search Clear Save Search

**Save Search**

Name **kcohen\_jrn\_entries**

Business Unit 43000

Journal Header Status Valid Journal - Edits Complete

Entered By kcohen19

Cancel Save

# To use a saved search

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 Choose from recent searches  Saved Searches Choose from saved searches

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 Choose from recent searches  Saved Searches Choose from saved searches

Business Unit

Journal ID begins with

**kcohen\_jml\_entries**  
Business Unit: 43000, Journal He... +1more  
**Jrnls Greater Than**  
Business Unit: 43000, Journal Date: 2024-11-15



# Saved searches

### 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 =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

^ Show fewer options  
 Case Sensitive

The background features a dark blue color with a complex network of white lines and dots. In the upper right, a globe is depicted with a circuit board pattern overlaid on it. In the lower left and bottom right, there are abstract network diagrams consisting of interconnected nodes and lines.

# Tabbing order

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

# Setting the tabbing order

← | 🕒 | ❤️ | 🏠 | 🔔 | ⋮ | 🔄

## Create/Update Journal Entries

| [New Window](#) | [Help](#) | [Personalize Page](#)

**Header** | Lines | Totals | Errors | Approval

Unit: 13000      Journal ID: NEXT      Date: 11/10/2021

Long Description:  254 characters remaining

\*Ledger Group: ACTUALS       Adjusting Entry: Non-Adjusting Entry

Ledger:       Fiscal Year: 2025

\*Source:       Period: 5

Reference Number:       ADB Date: 11/10/2021

Journal Class:

Transaction Code: DEFAULT

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Entered By: CITBRADSHAW      Kristi Bradshaw

Entered On:

Last Updated On:

Header | Lines | Totals | Errors | Approval

# Tabbing order: Page Personalization

## Create/Update Journal Entries

OK

Cancel

[Copy Settings](#)

## Page Personalization

Put this page in front (the current tab) when I come into this component.

Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.

This new Tab order setting may be overridden by the people code command SetCursorpos().

To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Disable Autocomplete for the entire page.

Disable Autocomplete for the entire component.

To configure Autocomplete for the entire page or component, select the above appropriate checkboxes.

To enable or disable Autocomplete for a specific field, select the Autocomplete toggle icon next to the field. When Autocomplete is disabled, the toggle icon will be grayed out or not shown.

[Clear Tabbing Order](#)

[Restore Default](#)

### Rearrange tab order action

Include In Tabbing Order  Remove From Order  Move Up In Order  Move Down In Order



# 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.

[Clear Tabbing Order](#) [Restore Default](#)

Rearrange tab order action

Include In Tabbing Order  Remove From Order  Move Up In Order  Move Down In Order

Header Lines Totals Errors Approval

Unit 43000 Journal ID NEXT Date 11/18/2024

Long Description

254 characters remaining

\*Ledger Group ACTUALS

Ledger

\*Source

Reference Number

Journal Class

Transaction Code DEFAULT

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Adjusting Entry

Fiscal Year 2025

Period 5

ADB Date 11/18/2024

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Entered By OITBRADSHAW Kristi Bradshaw

Entered On

Last Updated On

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

[Copy Settings](#)

# Closing out of PeopleSoft



A screenshot of a web browser displaying the PeopleSoft Employee Self Service page. The browser's address bar shows the URL: https://core.ftest2.gafirst.usg.edu/psc/ftest2/EMPLOYEE/ERP/c/NUI\_FRAMEWORK.PT\_LANDINGPAGE.GBL?. The page header includes a "Menu" dropdown and a search bar. The main content area is titled "Employee Self Service" and contains eight tiles: "Payment Request Review Center", "Cash Advances", "Payment Request Center", "GeorgiaFIRST Financial Website", "My Travel Authorizations", "Travel Authorizations", "Create Expense Report", and "Expense Report History". On the right side, a user menu is open, listing options: "New Window", "My Preferences", "Performance Trace", "Help", and "Sign Out". The "Sign Out" option is highlighted with a green rectangular box. A green arrow points to the user menu icon, and a green checkmark is visible to the right of the "Sign Out" button. The browser window's close button (X) is highlighted with a red square.



**Questions?**

# Thank you

Slides will be sent to all attendees.

The video is online:

<https://youtu.be/vTa2h6MJdoE>

Email: [gafirstcomms@cc.usg.edu](mailto:gafirstcomms@cc.usg.edu)