SUBJECT: FY2012 Budget Prep User's Guide

POSTED: April 4, 2011

ANNOUNCEMENT

The FY2012 Budget Prep User's Guide has been posted to the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/category/budget_prep/.

This user guide is designed to provide an overview of the Budget Prep process, as well as detailed business processes for completing each task. This guide details tasks performed in the ADP system, as well as the PeopleSoft Financials system.

SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oiit/policies.