![GEORGIAFIRST - FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW - A Project of the University System of Georgia]

Announcement

SUBJECT: Expenses BOR_EX_DUE Query Information

POSTED: October 10, 2011

ANNOUNCEMENT

To notify users at all institutions using the Georgia*FIRST* PeopleSoft Financials Version 8.9 Travel & Expenses module of a recent change to the BOR_EX_DUE Query.

ITS has modified the BOR_EX_DUE query so that Multi Campus users with Expense Reports ready to be paid, will only appear on the query of the institution in which they are active. In order to accomplish this, it is looking at the user profile to ensure that the traveler's user account is not locked. To ensure that all expense reports and cash advances that are ready to be staged appear on the query, it is vital that the security administrators on campus monitor security profiles to ensure that all accounts of active users are unlocked.

If you run the query and it is missing an expense report for an employee, have your security administrator check their user profile to ensure it is not locked.

SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

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