

**SUBJECT:** New and Updated Business Processes Posted to GeorgiaFIRST Website

**POSTED:** September 18, 2012

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### **ANNOUNCEMENT**

The following business processes have been created or updated and posted to the GeorgiaFIRST website Documentation pages:

#### Accounts Payable - Vouchers

- **AP.040.040** (new) – **External Voucher Upload**
- **AP.020.140** (updated) – **Uploading Vouchers from MS Excel**. Additional information entered into the Dependencies/Constraints section on Page 2.
- **AP.030.060** (updated) – **Running Voucher Build**. Updates to Page 1 in the Concept section, Page 2 in the Additional Information section, Page 3 in Step 10, and Page 6 in Step 61.

#### Accounts Payable – Payments

- **AP.202.550** (updated) – **Processing Escheated Payments**. Update to Page 4, Step 20, reflects a change in account number to '241500', as it was originally mistyped.

#### Vendors – Vendor Maintenance

- **VN.020.050** (updated) – **Inactivating Vendors Not Used in Prior FY**. Update to Page 1 reflects the correct Security Role needed to run the Inactivate Vendors process.

#### Travel and Expenses – Travelers

- **EX.010.030** (updated) – **Reviewing an Employee's Profile Settings**. Update reflects checkbox on page for employee to be paid via system check.
- **EX.020.100** (updated) – **Creating an Expense Report from a Blank Report**. Update reflects new SAO travel guidelines.

### **SUPPORTING DOCUMENTATION**

Business processes are located on the GeorgiaFIRST Website under Documentation > PeopleSoft Financials Modules at <http://www.usg.edu/gafirst-fin/documentation>. Each module has a business process index that lists the business processes according to category. The business processes for each category are loaded as one zip file on the website and may be accessed by clicking on the link, opening the compressed file, and double clicking the Word file for the business process you wish to open.

**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](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto: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/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.