
Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: Wednesday, April 27, 2017

SUBJECT: CORRECTION: New AP Batch Voucher Approval Page

Please note that the correct security role for the AP Batch Voucher Approval Page is BOR_AP_VOUCHER_ENTRY, not BOR_AP_VCHR_BATCH. This correction has been made in the business process AP_030_080_Running Batch Voucher Approval.

ITS has implemented a new PeopleSoft Batch Voucher Approval page that can be used to submit all eligible vouchers for approval. This page will allow Accounts Payable users to submit vouchers (PO and non-PO) for approval on-demand.

Please note, the scheduled Batch Voucher Approval job will continue to run throughout the day. This new page can be used when vouchers need to be submitted for approval in between the scheduled job when a payment needs to be processed in a timely manner.

Additional notes:

- The scheduled Batch Voucher Approval job that submits vouchers for approval will continue to run at 10:30am, 3:00pm and 6:00pm.
- PO Vouchers must be matched and budget checked prior to submitting for approval.
- AP users must have the BOR_AP_VOUCHER_ENTRY security role to access this page.
- This new functionality was discussed in the AP Module Review session conducted November 11, 2016 and was rated as the second highest priority of the AP participants.

A new business process, **AP_030_080_Running Batch Voucher Approval**, is located at http://www.usg.edu/gafirst-fin/documentation/category/accounts_payable and provides detailed instructions for running the Batch Voucher Approval process.

Please contact the ITS Helpdesk if you have any questions or need additional information about this new business process.

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/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.

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http://www.usg.edu/customer_services/service_level_guidelines/

