

GeorgiaFIRST Financials V8

Announcement

POSTED: July 6, 2009

SUBJECT: FY2009 Expenses Transaction Processing Reminders

PURPOSE: To provide users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 direction for final processing of FY2009 Expenses transactions in your individual Financials databases.

Note: Transaction processing other than Expenses is not included in this announcement, and will be sent under separate cover.

FUNCTIONAL IMPACT: The conversion of historical data from your individual Financials databases to the new consolidated Financials database will take place the weekend of July 11th and 12th. **In preparation for this conversion, each institution must complete the following tasks in their individual databases to process all FY2009 cash advances, travel authorizations and expense reports no later than 11 p.m. on Wednesday, July 08, 2009.**

1. Expenses Processing

- Budget Check.
- Post Liabilities.
- Post Payments.
- Journal Generate.
- Close Liabilities.
- Reconcile Cash Advances.

2. Travel Authorizations

- Approve all unapproved Travel Authorizations.
- Run the BOR_KK_OPEN_TAUTH_ENC_CLS query to identify hanging encumbrances.
- Run the **TA Encumbrance Interface** to relieve encumbrances.
- Any Travel authorizations not approved must be **Sent Back** or **Denied**.
- Run Budget Checking on Denied/Sent Back travel authorizations to remove the entries from Commitment Control.

3. Expense Reports

- All Expense Reports must be **Approved** by Close of Business on July 8, 2009.
- Those that are not approved must be in a **Pending** status, **Sent Back**, or **Denied**.
- Run Budget Check on Denied/Sent Back Expense Reports to relieve the entries in Commitment Control.

SUPPORTING DOCUMENTATION: The following documentation is available on the of the Georgia*FIRST* Financials web site to assist you with FY2009 transaction processing.

1. The **Tasks and Reminders for Cutover to Consolidated Financials System** announcement that was posted on June 26, 2009 contains information on other tasks and reminders that are needed for cutover to the Consolidated Financials System. This is located on the **Announcements** page at <http://www.usg.edu/gafirst-fin/announcements/>.
2. Consolidation Project information is posted on the **PSFIN Consolidation Project** page at <http://www.usg.edu/gafirst-fin/projects/consolidation/>.
3. PSFIN Business Processes are posted in the **Business Processes** section of the **Documentation** page at <http://www.usg.edu/gafirst-fin/documentation/>.
4. The **Month End Checklist** is posted in the Checklists section of the **Documentation** page at <http://www.usg.edu/gafirst-fin/documentation/>.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).