
Announcement

TO: PeopleSoft Financials Users

POSTED: March 28, 2016

SUBJECT: Re-Categorizing Leased Capital Assets

At the Mid-Year Workshop on December 1-2, information was presented by Claire Arnold detailing additional Capital Lease asset accounts as part of the account updates resulting from the Standard Chart of Accounts. ITS has completed the necessary configuration changes in production to support the new account numbers and allow institutions to re-categorize their current leased assets. Instructions on how to perform the re-categorizations are attached. This instruction document has also been posted on our website at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/asset_management. **This cleanup must be completed before fiscal year-end** to accommodate changes in the AFR.

If you have questions about completing the re-categorizing steps, please submit a ticket to the ITS Helpdesk.

MORE INFORMATION and SUPPORT

BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY

706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website http://www.usg.edu/customer_services (requires a User ID and password, email helpdesk@usg.edu to obtain credentials)E-mail: helpdesk@usg.edu

ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:

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

