

## GeorgiaFIRST Financials V8

### Announcement

**POSTED:** June 12, 2009

**SUBJECT:** FY2009 Correction to Year End Payroll Accrual Process Instructions

**PURPOSE:** To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 of a correction to the Year End Payroll Accrual Process instructions that are presented in the FY2009 Year End Manual.

**FUNCTIONAL IMPACT:** A clarification has been added to the Step 7 of the Payroll Accrual Process on page 34 in the FY2009 Year End Manual. Users should use the revised step with the following criteria to determine the percentage amount to use for the **percentage to be applied to the old Fiscal Year** in the **Percentage** field.

7. Enter the **percentage to be applied to the old Fiscal Year** in the **Percentage** field.

**Note:** For Fiscal Year 2009, use one of the following criteria:

- **To accrue for the July 17<sup>th</sup> payroll only: use 20%.** If you plan to post your July 3<sup>rd</sup> payroll on June 30 so that the expenses are booked in FY2009, then you only need to accrue for the July 17<sup>th</sup> payroll and you should use **20%** in the percentage field.
- **To accrue for the July 3<sup>rd</sup> and the July 17<sup>th</sup> payrolls: use 120%.** If you plan to post your July 3<sup>rd</sup> payroll in July so that the expenses are booked in FY2010, then you will need to accrue for both the July 3<sup>rd</sup> and the July 17<sup>th</sup> payrolls, and you should use **120%** in the percentage field.

The slides that were presented during the PeopleSoft Year End Wimba Training presentation on June 9, 2009 will be updated before being distributed.

The FY2009 Year End Manual will be updated to include this and other information, and will be reposted to GeorgiaFIRST Financials web site in the near future. You will be notified when the updated manual is posted.

**SUPPORTING DOCUMENTATION:** The FY2009 Year End Manual is available on the **FY End Information: 2009** page of the GeorgiaFIRST Financials web site at: [http://www.usg.edu/gafirst-fin/documentation/fy\\_end\\_2009.phtml](http://www.usg.edu/gafirst-fin/documentation/fy_end_2009.phtml).

**ADDITIONAL OIIT RESOURCES and SUPPORT:** Contact the **OIIT HELPDESK** at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto: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).