

# GeorgiaFIRST Financials V8

## Announcement

**POSTED:** July 6, 2009

**SUBJECT:** FY2009 Transaction Processing Reminders

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

**Note:** Expense transaction processing 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 11<sup>th</sup> and 12<sup>th</sup>. **In preparation for this conversion, each institution must complete the following tasks in their individual databases no later than 11 p.m. on Friday, July 10, 2009.**

### 1. Requisition Processing

- Approve all unapproved 2009 Requisitions.
- Budget check all 2009 Requisitions.
- Source all 2009 Requisitions to POs

### 2. Purchase Order Processing

- Approve all unapproved 2009 Purchase Orders.
- Budget check all 2009 Purchase Orders.

### 3. Accounts Payable Processing

- Budget check all 2009 vouchers.
- Run document tolerance on all 2009 Vouchers and resolve exceptions.
- Run matching and resolve exceptions for all 2009 Vouchers
- Run voucher post on all 2009 Vouchers.
- Run payment post on all 2009 payments.
- Run withholding post.

### 4. Asset Management Processing

- Load all vouchers and receipts to Asset Management.
- For institutions that do not use the delivered AM interface, you must run the load process through the Interface Pre-AM tables where the rows should be deleted. Refer to PSFIN Business Process **AM.020.017 – Deleting a Transaction from the Pre AM Page** for detailed information.

## 5. General Ledger Processing

- Process all interfaces. Refer to the **Month End Checklist** for a list of interfaces.
- Run Journal Generator for all submodules and interfaces
  - **Note:** Journal Generation for Asset Management is optional
- Ensure that all journals have passed edits and are posted.

**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](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).