

GeorgiaFIRST Financials V8 Known Issue

KI8086: GL Travel (Plant) Allocation Step

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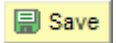
SUBJECT: Known Issue KI8086 – GL Travel (Plant) Allocation Step

PURPOSE: To notify users at institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 in the consolidated environment of a Known Issue with the GL Travel (Plant) Allocation Step caused by the new AIC-approved standardized Expenses accounts

FUNCTIONAL IMPACT: The new AIC-approved standardized Expenses accounts may impact the **Travel (Plant)** Allocation Step. The Plant Allocation steps, as well as the account ranges in each, are institution-specific. Depending upon the range of accounts specific to each institution's Travel (Plant) step, the Pool account range may need to be updated to include the new accounts. If the Pool account range needs to be altered, please follow the procedure in the Functional Workaround below to resolve this issue.

FUNCTIONAL WORKAROUND:

1. Select **Allocations**⇒**Define and Perform Allocations**⇒**Define Allocation Steps**. The **Define Allocation Steps – Find an Existing Value** page displays.
2. Enter your **institution-specific Business Unit number** in the **SetID** field.
3. Enter or select **Plant** as the **Allocation Step**.
4. Click on . A **Search Results** list displays.
5. Click on the [Plant \(Travel\)](#) link. The **Type** page displays.
6. Click on the to insert a new row in the **Effective Date** group box.
7. Enter **07/01/2009** in the **Effective Date** field.
 - **Note: Leave all other data as defaulted.**
8. Click on the **Pool** tab. The **Pool** page displays.
9. Leave the **default value**, or enter or select the **beginning Account Number** in the **Value** field in the **Specify Values/Range of Values/Tree Nodes** group box.
 - For example, you can enter **6XXXXXX**, where X represents the institution-specific Account Code.

10. Enter **651XXX**, where X represents the last institution-specific Account Code in the desired range, in the **To** field.
11. Click on the **Output Options** tab. The **Output Options** page displays.
12. Enter or select **ALO** as the **Source** in the **Journal Options** group box.
13. Click on .

SUPPORTING DOCUMENTATION: Please refer to the **New Standardized Accounts for Expenses Module – UPDATED** announcement that was posted on **July 1, 2009** for more information on the new AIC-approved standardized Travel and Expense accounts. This announcement is located on the **Announcements** page of the Georgia *FIRST* Financials web site at: <http://www.usg.edu/gafirst-fin/announcements/>.

ADDITIONAL OIIT RESOURCES and SUPPORT: To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.