## GENERAL INFORMATION

**Purpose**

These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the scheduled 2.20 release of BOR functional application enhancements.

**NOTE:** These Release Notes and other accompanying documentation for this release can be found on the Georgia*FIRST* web site at: http://www.usg.edu/gafirst-fin/release_info/.

### *TECHNICAL IMPACT*

**Database**

The F89PRD Production Transaction database will be shut down for the normal maintenance window at 11:00 pm on Friday, December 9, 2011, and will remain unavailable until 7:00 am on Sunday, December 11, 2011. The F89PRD Production Transaction database will be ready for access at 7:00 am on Sunday, December 11, 2011.

- **NOTE:** The system cache may be cleared as part of the release process. ITS recommends that all users clear their temporary internet files when logging back into the system. Please be aware that the initial loading of pages may be slower than normal on the first business day after a release because of this. It is highly recommended that all users clear their browser cache often, especially after an update is applied to the Production Transaction database.

## MODULE-SPECIFIC INFORMATION

## ACCOUNTS PAYABLE (AP)

### *MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS*

**AP Voucher Save**

Users have identified the AP Voucher Save process as an area of concern in our recent System Performance Survey. PeopleSoft has distributed a fix which we have applied to production in this release.

PeopleSoft Notes: Performance issue with vouchers with large number of distribution lines from resolution 667402. We modified Record PeopleCode to load vouchers with a large number of distribution records more efficiently.

**1099 Processing**
**Print 1099 Copy B**

**Vendors > 1099/Global Withholding > 1099 reports >**
**Print 1099 copy b**

The process scheduler request page was modified so that processes that are not used are hidden from view and excluded from processing. This will help eliminate confusion of which process to select and will also reduce processing time.

Also, the Print 1099 Copy B run control page was modified to remove the Mask TIN selection box. This is no longer an option for this report.

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| *1099 Processing*<br>*AP_WTHD*<br>*Post Withholdings* | **Vendors > 1099/Global Withholding > Maintain > Post Withholdings**<br><br>We added additional Business Unit criteria to this process. This will eliminate a problem where cancelled payments from other business units were being included. |
| *1099 Processing*<br>*PeopleSoft Patch for*<br>*2011* | The PeopleSoft 1099 Patch for Calendar Year 2011 has been included in this release.<br><br>• The 1099 formatting for IRSTAX.001 text file was modified.<br>• The Print 1099 Copy B run control page was modified to remove the Mask TIN selection box. This is no longer an option for this report. |
| *1099 Processing*<br>*BORRY010* | **BOR Menus > BOR Accounts Payable > BOR AP Reports > 1099 Reportable Transactions**<br><br>The BOR 1099 Reportable Transactions Report, BORRY010, has been updated. This report now includes payments that were reported in the previous calendar year and were cancelled/voided in the current calendar year. |
| *Concur AP_VCHRBLD*<br>*App Engine and*<br>*Voucher Build Page* | **Accounts Payable > Batch Processes > Vouchers > Voucher Build**<br><br>The AP_VCHRBLD App Engine and the Voucher Build run control page were modified to accommodate a new Voucher Interface type of Travel and Expense. This was done to allow the vouchers being created as part of the Concur Travel and Expense implementation to be built separately from vouchers from other sources. If the Travel and Expense interface type is chosen when Voucher Build is run, only those vouchers with VCHR_SRC = 'TRV' will be chosen from the staging tables. |

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| | *NEW BOR PROCESSES AND REPORTS* |
| *Concur BORIF050.sqr*<br>*Interface to AP and GL* | **BOR Menus > BOR Utilities > Concur > Concur to Peoplesoft Financials**<br><br>As part of the implementation of the Concur Travel and Expense software that Kennesaw State University is piloting, a new sqr was created to process a daily text file from the Concur software. This sqr will populate the voucher staging tables VCHR_HDR_STG, VCHR_LINE_STG, and VCHR_DIST_STG, and also the JGEN_CONCUR_BOR table so that vouchers and journals can be created for the transactions originating from the Concur software.<br><br>This sqr will also create vendor profiles for employees where none exists in PS Financials, and also update banking information for employees that have an existing vendor profile.<br><br>The BORIF050 sqr will be run centrally on a daily basis. |

# COMMON REMITTER PHASE I (CR)

## *NEW BOR PROCESSES AND REPORTS*

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| *Common Remitter* | **BOR Menus > BOR Payroll > Common Remitter**

This project provides the central collection and processing of Retirement and TSA demographic data and contributions by SSC to one common vendor for all primary Providers.  In support of the CR process an accounting solution is being provided which further enhances the service by creating standardized accounting practices for the business units.   Phase I includes the TSA remittance and accounting functionality.  Phase II will include the Retirement process for ERS, TRS and ORP and will be available by the end of the 1st quarter of calendar year 2012.

**Go Live for the Common Remitter processes, training, and documentation will be announced at a later date.  Access to these menus will be hidden until the Go Live implementation.** |
| *Setup* | **BOR Menus > BOR Payroll > Common Remitter > Setup > TSA Provider Setup**

- TSA Paygroup Xref – contains the BOR VALIC PayGroup Vendor ID for each Benefit Plan 403b or 457b
- CR Liability – Acct/Fun Xref – list of TSA Account and Fund Codes
- Custom Translate Values – Investment_OPT_BOR- participant vendor list, Pay_Frequency – BW or MO |
| *Processes* | **BOR Menus > BOR Payroll > Common Remitter > Processes > TSA Processes**

- TSA Work Table Load – initial data load process
- TSA Final Extract – remittance file creation
- TSA Accounting Entries – populates HR_ACCTG_LINE with entry data

Generate TSA Journal Entries – journal generation process |
| *Inquiry* | **BOR Menus > BOR Payroll > Common Remitter > Inquiry > TSA Provider Inquiry – Queries to support the TSA processes**

- Work Table Reports – data populated by the TSA Work Table Load process
    TSA Details for all plans
    TSA Work Table Errors
    TSA Work Net Positive Data
    TSA Work Net Negative Data
    TSA Work Net Zero Data

- History Table Reports – data populated by the TSA Final Extract process
    TSA History Net Positive Data |

TSA History Net Negative Data
TSA History Net Zero Data
TSA Remittance

- PERS_SERV_BOR Detail query

## εPROCUREMENT (EP)

### *MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS*

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| *BOR_SQ_DEPT* | **Applicable to GeorgiaFIRST Marketplace users only.**<br><br>**BOR Menus > BOR Purchasing > GeorgiaFirst Marketplace > Department Maintenance**<br><br>The following change was made to the 'Marketplace Dept Maint' page and BOR_SQ_DEPT record:<br><br>- A radio button was added to enable business units with multiple departments to mark one as the default. This default will be assigned to any UserID not having a specific department assigned on the Department OperatorID Crossref Maintenance page. User instructions on how to mark a default department were added on this page.<br>- A name change to this page was made from 'SciQuest Dept Maint' to 'Marketplace Dept Maint'.<br>- A Default Flag field was added to the BOR_SQ_DEPT record associated with this page to retain the default department value for each business unit.<br><br>With this change, institutions defining a default dept value will cause GFM users to no longer be assigned a '~No_Dept_Found' Value if they are not assigned a specific department on the Dept-OprID Maintenance page. |
| *Dept OprID Maintenance* | **Applicable to GeorgiaFIRST Marketplace users only.**<br><br>**BOR Menus > BOR Purchasing > GeorgiaFirst Marketplace > Dept-OprID Maintenance**<br><br>A name change was implemented for this page, changing it from 'SciQuest Dept Oper Maint' To 'Marketplace Dept Oper Maint.'<br><br>Users will not see any difference in functionality resulting from this change. |

### *QUERIES*

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| *BOR_REQ_DENIED_PENDING* | The criteria in the BOR_REQ_DENIED_PENDING query has been modified to ensure that all 'Denied' requisition lines will be included in the query results. |

### *PAGE CHANGES*

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| *PV_MARKETPLACE_BOR* | **Applicable to GeorgiaFIRST Marketplace users only.**<br><br>*Page:* **GeorgiaFIRST Marketplace MarketBrowser Punchout**<br><br>**Main Menu > GeorgiaFirst Marketplace > GeorgiaFirst Marketplace button**<br><br>Users with PS access, having no GFM roles or setup, are assigned the GFM Browser role by default.<br><br>PeopleCode was added to determine if Marketplace User account values were found for the UserID attempting to connect to the Marketplace. If no user profile values are found along with no CAT roles assigned to the PS UserID, then the user is assigned the MktBrowser role along with inherent default values below when connecting to the Marketplace. These values are assigned to the MktBrowser user profile within the Marketplace.<br><br>These values include:<br><br>• Users with First Name and Last Name assigned on their PS User Profile will be assigned a generic first name as 'Market" and last name as 'Browser'.<br>• Users with no Phone Number assigned on their PS User Profile will be assigned a generic default phone number as '999-999-9999'.<br>• Users with no Email Address assigned on their PS User Profile will be assigned a generic default email address as 'noemailprovided@usg.edu'. |
| *KK_XCP_PO2_VW1* | **Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition**<br><br>PeopleCode was modified to correct an existing issue and direct users appropriately when drilling back to Requisition transactions by clicking the 'View Related Links' icon and hyperlinks on the Review Budget Check Exceptions page. Previously when users clicked this link, the result was a blank page. |
| *PV_REQ_STATUS* | **eProcurement > Manage Requisitions**<br><br>Logic introduced in Release 2.16b and unintentionally overwritten in Release 2.17 and has been added back. As a result, the Change Request and Return to Vendor options will no longer appear in the drop down menu on this page. |
| *KK_EXCPTN_TBL* | **Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition**<br><br>Currently, KK exceptions related to requisition transactions that were never budget checked successfully are retained when requisitions are cancelled. PeopleCode modification was made to the Requisition Exceptions Page in order to remove these exceptions when requisition transactions having no budget impact are cancelled. |

# GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)

## *MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS*

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| *BORRG041, BORRG042 Budget Progress Reports (Basic Detail and Full Detail)* | **BOR Menus > BOR General Ledger > BOR GL Reports > Budget Progress Report**<br><br>The Budget Progress Report on the Basic Detail Level (BORRG041) and Full Detail Level (BORRG042) was fixed so that the Prior Period(s) Total Field is populated when the report is run for any period with a From Accounting Period that is greater than period 1.<br><br>The previous release caused the data in this field of the report to not populate. The Prior Period(s) totals are now populating and the numbers have been verified to ensure they are correct. |
| *BOR3000 – FSA Balances Report* | **BOR Menus > BOR General Ledger > BOR GL Reports > FSA Balances Report**<br><br>The FSA Balances Report was updated to include more user friendly information related to Open Item Transactions.<br><br>The report name is no longer FSA Balances Report. The report name is now Open Item Transaction Report as the report contains information on open items related to all Accounts, not just Flexible Spending Accounts.<br><br>The description checkbox on the chartfield select portion of the parameters page was removed as it served no purpose.<br><br>This report now allows users to utilize the % sign in the Open Item Key Field on the parameters page.<br><br>A checkbox has also been added on the parameters page, so that users can include "closed" open items in their report along with "open" open items if they desire. Since the report now allows users to view open and closed open items, a column has been added in the actual report to show by transaction under each Open Item Key, whether that transaction is Open or Closed. Now that this report includes "closed" open items as well as "open" open items, it should be much more useful to all users. |

## *NEW BOR PROCESSES AND REPORTS*

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| *Concur BORIF051.sqr – PS to Concur Interface for Speedcharts* | **BOR Menus > BOR Utilities > Concur > Speedcharts for Concur**<br><br>As part of the implementation of the Concur Travel and Expense software that Kennesaw State University is piloting, a new sqr was created to produce a text file containing added Speedchart values or changes to existing Speedcharts in PS Financials. This file will be transmitted to the Concur software to be used within Concur to represent valid chartstrings. |
| *Project / Grant Combination Editing* | **Set Up Financials / Supply Chain > Common Definitions > Design Chartfields > Define Values > Project: BOR Project Combo Edits tab**<br><br>A new process has been delivered to facilitate the addition of new Combo |

Edit rules pertaining to Projects and Grants.  This process will allow end users to define invalid accounts, valid departments, valid projects, and valid classes to be used with a specific project or grant. The Project Sync process will then build these values into the correct format for a Combo Edit rule.

This process required the following changes:

1 – A new tab on the Define Values > Project page. This tab is named BOR Project Combo Edits (technical page name is PROJ_COMBEDITS_BOR) and will allow the user to enter the respective values to be used in the Combo Edit rules.

2 – A section was added to the SYNC_KK_BOR App Engine. This section of the App Engine will build the respective Combo Edit rules

3 – 4 new records to house the values entered in the above page – PROJ_COMBO1_BOR, PROJ_COMBO2_BOR, PROJ_COMBO3_BOR, and PROJ_COMBO4_BOR

**Utilization of this process will also require some manual steps to be performed by ITS, so any institution wishing to use this functionality should contact ITS prior to attempting to do so.**

| QUERIES |
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| ***BOR_OI_ACCOUNT_TIN*** | **BOR Reporting Instance > Reporting Tools > Query > Query Manager** |
| | Query was removed completely as the BOR_OI_ACCOUNT_ID query contains the same information along with a Business Unit prompt, whereas the BOR_OI_ACCOUNT_TIN query does not. |
| ***BOR_OI_TRANS_ID*** | **BOR Reporting Instance > Reporting Tools > Query > Query Manager** |
| | A Business Unit Prompt was added and now allows users to utilize the % sign in the Account field of the query parameters. |
| ***BOR_CHK_FDM_CAPITAL_CF*** | **BOR Menus > BOR General Ledger > BOR Year End > Period End Integrity Checks > Year End 02** |
| | or |
| | **Reporting Tools > Query** |
| | This query has been corrected to remove Balance Sheet accounts from the results.  The purpose of this query is to ensure that all entries have a valid Class, Department, Fund Code, and Program Code so that an institution will not encounter errors when extracting to FDM. However, this requirement only applies to expense accounts (400000 thru 899999) and the query was returning all accounts that were missing one of the required chart fields whether the account was an expense account or a balance sheet account. |

| OTHER |
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| ***Concur – Scripts to add*** | A script was run against the F89PRD Production Database to add values for |

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| *TRV Journal Source, Accounting Entry Definition, and Journal Generator Template* | a Journal Source of TRV, an Accounting Entry Definition of TRVDEFN, and a Journal Generator Template of TRAVEL. The Journal Source was added to the SHARE setid, but the Accounting Entry Definition and Journal Generator Template was added only for BU 43000 (Kennesaw State University). These values were added in order to support the journal generation of transactions coming from the Concur Travel and Expense software. |

# PURCHASING (PO)

## *MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS*

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| *SQ_PART_BOR* | **For use by ITS-SHARE Support only**<br><br>The Catalog Vendor Deploy app engine, SQ_PART_BOR, is the process that distributes new/updated 'SHARE' vendors to each of the GeorgiaFirst Marketplace Participating Institutions<br><br>This process was modified to address an issue that caused the Pre-Notification date field to be overwritten with an incorrect date format on the Payables Options page for a Catalog Vendor. Now, when this process is run, the Pre-Notification date field remains formatted correctly. |
| *PO_POREOPEN* | **Purchasing > Purchase Orders > Reconcile POs > Reopen POs**<br><br>*Page: Reopen Closed POs*<br><br>The PO_POREOPEN process has been modified to add Business Unit as a criterion for reopening transactions. Introducing the Business Unit criterion ensures that only Purchase Order data specific to the institution running the process will be impacted. |
| *PO_REQREOPN* | **Purchasing > Requisitions > Reconcile Requisitions > Reopen Requisitions**<br><br>*Page: Reopen Closed Requisitions*<br><br>The PO_REQREOPN process has been modified to add Business Unit as a criterion for reopening transactions. Introducing the Business Unit criterion ensures that only Requisition data specific to the institution running the process will be impacted. |

## *PAGE CHANGES*

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| *KK_EXCPTN_TBL* | **Purchasing > Purchase Orders > Add/Update PO's**<br><br>Currently, KK exceptions related to Purchase Order transactions that were never budget checked successfully are maintained when Purchase Orders are cancelled. A PeopleCode modification was made to the Purchase Order Exceptions Page in order to remove these exceptions when Purchase Order transactions having no budget impact are cancelled. |

# TRAVEL & EXPENSES (EX)

## *MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS*

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| *Workflow Notifications* | **Navigation: PeopleTools > Workflow > Notifications > Generic Templates**<br><br>Modifications were made to the workflow notifications template table for Cash Advances and Travel Authorizations send back. When a cash advance and travel authorization were sent back to the travelers, the wording that said "Navigate to your worklist" was misleading to the travelers since they do not use a worklist. The wording was changed to notify them to login to PeopleSoft and modify their reports. |
| *Travel And Expenses, Per Diem Rates for 2012* | The new effective dated rows for January 1, 2012 for the location amounts have been loaded into PeopleSoft Financials. These are the updates provided for OCONUS/CONUS that were received from the government. The new amounts will automatically be populated on an expense report on and after 1/1/2012. |

## *NEW BOR PROCESSES AND REPORTS*

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| *Concur* | Kennesaw State University will be piloting the Concur Travel and Expense Solution. A custom page was created that will allow them to setup Concur Users. This will be performed by the Local security administrator on campus. Only schools that elect to implement Concur will be able to see this new functionality. The new security role is BOR_PT_CONCUR_USER.<br><br>As a part of this functionality, the ADP Load process was modified to update a work record that will send updated information on the employees to Concur. Also there was a load process created that will produce flat files that will be submitted to Concur with these changes. |

## *MENU/SECURITY CHANGES*

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| *Security BOR_GL_ CHARTFIELDS_PRJ* | There was a new role created called BOR_GL_CHARTFIELDS_PRJ that is similar to BOR_GL_CHARTFIELDS. It can update Project Chartfields, however the other chartfields, such as Account, Department, etc. are read only. |
| *Self Registration* | When a user self registers using self service, the system automatically assigns a Base PeopleSoft Role to that user. Now that there are three base roles, the system has been modified to assign the correct base role to the users based on the institution. For example, if your school has chosen to use expenses but not travel authorizations, then your users when they self register will get the base role that contains expenses without travel authorizations. |

## OTHER NOTES

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| *Next Scheduled Release* | PeopleSoft Financials Release 2.30 is currently scheduled for February 18, 2012.  You will receive a reminder of when this update will occur. |
| *More Information and Support* | For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services.  (This service requires a user ID and password.  E-mail helpdesk@usg.edu to obtain self-service login credentials.) |
| *Additional Resources* | For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oiit/policies.  For USG services status, please visit http://status.usg.edu. |