GENERAL INFORMATION

Purpose	These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the scheduled 2.50 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/.
Business Processes and Job Aids	• Changes to the following Business Processes and Job Aids have been included in this release: ▫ AP_040_040 – External Voucher Upload ▫ BOR External Voucher Upload Template – Job Aid (included in the *Spreadsheet Load for Consolidation*.zip file) ▫ AP_030_060 – Running Voucher Build ▫ AP_020_140 – Uploading Vouchers from MS Excel
Known Issues	• Resolutions to the following Known Issues have been included in this release: ▫ KI8147: Uploading Vouchers from MS Excel Spreadsheet • Details on this Known Issue can be found on the Georgia*FIRST* web site at: http://www.usg.edu/gafirst-fin/known_issues/.

TECHNICAL IMPACT

Database	The F89PRD Production Transaction database will be shut down for the normal maintenance window at 11:00 pm on Friday, September 14, 2012, and will remain unavailable until 7:00 am on Sunday, September 16, 2012. The F89PRD Production Transaction database will be ready for access at 7:00 am on Sunday, September 16, 2012. • **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

BORIF055- External Voucher Upload	**BOR Menus > BOR Accounts Payable > BOR AP Interfaces > External Voucher Upload** A new BOR Voucher Upload process, External Voucher Upload, has been

delivered. This new process was designed to be an alternative to the PeopleSoft v8.9 Voucher Upload from MS Excel.

Benefits of the External Voucher Upload process include the ability to enter a SpeedChart and to create PO Vouchers, with the PO encumbrance liquidating as expected upon Voucher Budget Check.

A new template, BOR External Voucher Upload Template.xls, has also been delivered for use with the External Voucher Upload process.

A new Security Role, **BOR_AP_VOUCHER_LOAD**, was also delivered and must be assigned to your User Profile in order to access the External Voucher Upload page.

Please see Business Process, AP_040_040 - External Voucher Upload, for additional information and detailed instructions on how to use this new functionality.

ITS recommends using the new BOR Voucher Upload process, External Voucher Upload, specifically for PO Voucher transactions; however, it can also be used to create regular voucher transactions.

The PeopleSoft delivered MS Excel Voucher Upload process is still available and can continue to be used, however it should not be used to create PO Voucher transactions. See KI8147 – Uploading Vouchers from MS Excel Spreadsheet for additional information.

CARRIER ENROLLMENT (CES)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Faculty Reconciliation Jan-Jul

BOR Menus > BOR Payroll > Carrier Enrollment Accounting

The Faculty Reconciliation Jan-Jul query is modified to retrieve the EMPLID name from the ps_personal_data table and contain only the First and Last Name. Prior to modification multiple data rows were shown due to variances in the CES and PIEX table data in the PERS_SERV_BOR table. For example: John Doe and John L Doe would result in two distinct separate data rows. The desired result is to have data retrieved and summed by EMPLID and contain a single name. This will assist users in the reconcilement process of the Faculty 7/5th calculations.

COMMON REMITTER (CR)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

TSA Work Table Load

BOR Menus > BOR Payroll > Common Remitter > TSA Processes > TSA Work Table Load

Process has been modified to add a Provider summary to the Trace file for TSA Provider Work Table Load. Totals are summed by Business Unit for regular TSA and Roth contributions, with grand totals by Business Unit and consolidated amounts. Prior to modification SSC was required to manually

	query and download data into spreadsheets to obtain the initial load amount for validations. This is used to verify that all data loaded into the Work Table matches the payroll deductions taken in ADP. The TSA Work Table Load process is also modified to call values based on the RET & TSA Provider Definition Setup when the TSA Work Table is populated. The Provider Definition page includes the Plan Type and Deduction Code values associated with the TSA Savings Plans. This page is maintained by ITS Support Staff. This modification is made to accommodate the addition of a new Roth Savings Plan and allow the addition of new Savings Plans with minimal development efforts.
RET Provider Work Table Load	**BOR Menus > BOR Payroll> Common Remitter > Retirement > Retirement Processes > RET Provider Work Table Load** Process has been modified to add a Provider summary to the Trace file for the RET Provider Work Table Load. Totals are summed by Business Unit for EE, ER and ERSCON contributions amounts, with grand totals by Business Unit and consolidated amounts. Prior to modification SSC was required to manually query and download data into spreadsheets to obtain the initial load amount for validations. This is used to verify that all data loaded into the Work Table matches the payroll deductions taken in ADP. The RET Provider Work Table Load performs validations based on Monthly Gross * Provider Rates and produces errors where variances are present. Currently the Work Table Load process reads the maximum effective date less than or equal to the sysdate, this results in calculation errors during the initial load, due to the recent rate changes. The RET Provider Work Table Load process is modified to apply rates based on the effective date contained in the Retirement Plan Table in ADP.
RET Provider Final Extract (FID)	**BOR Menus > BOR Payroll > Common Remitter > Retirement > Retirement Processes > RET Provider Final Extract** Process has been modified to correct the file format where position 81 contained a blank space, resulting in failure to format file with a carriage return after each data row, for Provider = Fidelity. Prior to modification blank spaces resulted in an outbound file rejection by the provider.
RET Provider Adjustments	**BOR Menus > BOR Payroll > Common Remitter > Retirement > Retirement Processes > RET Provider Adjustments** The Pay Reason logic for ORP has been modified on the RET Adjustments Page to contain the same drop down search menus as TRS for Pay Reason, Termination Reason, Pay Frequency and Empl Status. This will provide consistency for the data fields across Providers.
Add Contribution Row	**BOR Menus > BOR Payroll > Common Remitter > Retirement > Retirement Processes > Add Contribution Row** The RET Add Contribution Row page is modified to allow negative contribution amounts to be saved successfully. Prior to modification users were required to Add the contribution row with positive values and then navigate to the RET Adjustment Page to change the positive values to negative values where applicable. Note: negative values require that

	the User Override check box be ON. The User Override should never be used for positive amount values.

QUERIES

TSA Variances Work Table	**BOR Menus > BOR Payroll > Common Remitter > TSA > TSA Inquiry** Two new queries are added to assist users in the reconcilement of the Common Remitter TSA deduction data with the PIEX deduction data in the PERS_SERV_BOR table. The TSA Variances Work Table query summarizes work table data to show variances by EMPLID where the TSA deduction data does not match the PIEX (Payroll Interface Expense) data in the PERS_SERV_BOR table.
TSA Variances Detail	**BOR Menus > BOR Payroll > Common Remitter > TSA > TSA Inquiry** The TSA Variances Detail query provides a detail transaction data view by EMPLID. This query would be run in the event a work table variance is shown in the TSA Variances Work Table query to determine why a variance exists.
Retirement Provider Variances and Retirement Provider Variances Detail	**BOR Menus > BOR Payroll > Common Remitter > Retirement > Retirement Inquiry > Retirement Provider Variances and Ret Provider Variances Detail reports** Queries are modified to exclude Action Type = “D” deleted and return only Row Status = ‘V” valid, from the RET Variances queries. This caused ITS, SSC and Institutional staff to download and filter out unwanted data for deleted and rows in error prior to reconcilement. Prior to modification the queries returned all data rows regardless of Action or Status resulting in out of balance conditions.

GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

CASHFLOW report	**Reporting Tools > PS/nVision > Define Report Request > CASHFLOW** The BOR_GASB_LEDGER_PER0 query, which is one of the underlying queries used in the GASB CASHFLOW report, was updated to exclude ENCUMB ledger transactions. This query, which is used in the Period 0 column of the report, was including the encumbrance balances in the totals returned. This has been corrected so that only transactions from the ACTUALS, GAAP, and CAPITAL ledgers are returned.
BORRG027 - AGENCY FUNDS report	**BOR Menus > BOR General Ledger > Year End Reports > Agency Funds** The BORRG027 Agency Funds Report now has an option to exclude inactive accounts and departments with $0 beginning balances and no

	activity. If the account or department is inactive, but does have activity within the fiscal year, it will still appear.
Hard Close Process	The Hard Close Process has been modified as follows: The Hard Close Process will no longer place a soft close on the periods being hard closed for the ACTUALS, GAAP, and CAPITAL ledgers. If a soft close is not present on the respective ledger and period, a warning message will be issued. The Hard Close Process will also no longer remove a soft close from the period and ledger when a hard close is removed. This will provide more control at the institution level. *Note: This process is only available to the University System Office, but is mentioned here as it does affect business processes at the institution.
SYNC_KK_BOR for Project Grant Combo Edits	**Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Project, BOR Project Combo Edits tab** The Sync KK and Project Definition process has been modified to correct an issue whereby all rows were not being removed from the COMBO_DATA_TBL when the Project Combo Edit fields were populated and then subsequently removed for a particular project. This was causing all chartfield combinations entered to the project to fail.
BORIF06D – Zero Personal Services Encumbrances	**BOR Menus > BOR General Ledger > BOR Year End > Interface > Year End Zero Pers Serv Encum** The BORIF06D Zero Personal Services Encumbrances process has been modified to only insert rows into HR_ACCTG_LN for those chartstrings that have a remaining encumbrance. Previously, the process inserted for rows for all chartstrings having encumbrance activity. This change should dramatically reduce the number of journal lines produced in the Zero Personal Services Encumbrance process.
	NEW BOR PROCESSES AND REPORTS
BORRG045 – Budget Activity Report	**BOR MENUS > BOR General Ledger > BOR GL Reports > Budget Activity Reports** The Budget Activity Report is a new report created as a possible alternative to the Budget Progress Report. The new Budget Activity Report should decrease report run times and will include some run options not possible in the Budget Progress Reports. These include a separate fiscal year prompt, allowing zero dollar suppression (only if there is a zero dollar budget and there have never been any transactions within the chosen time period), and future period totals. ITS is interested in receiving feedback on this new report to see if it meets your business needs and would welcome suggestions for future improvements to these reports.
BORRG046 – Grant	**BOR MENUS > BOR General Ledger > BOR GL Reports > Grant**

Budget Activity Report	**Budget Activity Reports** The Grant Budget Activity Report has been created as a possible alternative to the Grant Budget Progress Report. The new Grant Budget Activity Report should decrease report run times and will include some run options not possible in the Grant Budget Progress Reports. These include a fiscal year prompt separate from the budget period prompt, allowing the % wildcard to be used for the budget period, and to allow zero dollar suppression only if there is a zero dollar budget and there have never been any transactions within the chosen time period. ITS is interested in receiving feedback on this new report to see if it meets your business needs and would welcome suggestions for future improvements to these reports.

QUERIES

BOR_KK_BUDGT_ EXCPTION_OVERRIDE	**BOR Reporting Instance > Reporting Tools > Query > Query Manager** The BOR_KK_BUDGT_EXCPTION_OVERRIDE query has been created to return all budget overrides for a fiscal year and accounting period along with the transactions and amounts. This new query will show all budget overrides for a business unit whether overridden at the transaction header level or the line level. Note: Due to the complexity of this query, it may time out for larger institutions. Please contact the ITS Help Desk if you encounter issues running this query.

PURCHASING (PO)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

BORIF053 - Requisition Approval Exception Report	**BOR Menus > BOR Purchasing > BOR PO Reports > Requisition Approval Exception** A modification was made to allow users to specify date range criteria when running the report.
PO_POCALC	PeopleCode in this PS delivered process was modified to change the delivered PO Type default value of ‘GEN’ to ‘OMP’ to prevent Purchase Orders created from sourced requisitions from being assigned the GEN value incorrectly. This update was made in response to recent changes regarding the assignment of PO Types by DOAS which called for the inactivation of several existing PO Types (including GEN) and the creation of new PO Types (including OMP or Open Market Purchase).
BORRP008 - Minority Vendor Report	**BOR Menus > BOR Purchasing > BOR PO Reports > Minority Vendor Report** The BORRP008 Minority Vendor report was converted from a Crystal

	report to an SQR report with no change to the layout. The new SQR version includes a new line that reports data on posted vouchers to vendors assigned the new 'NGB' Non-Georgia Business vendor type.

QUERIES

BOR_PO_OPEN_ENCS_KK	**BOR Reporting Instance > Reporting Tools > Query > Query Manager** Changes were made to the BOR_PO_OPEN_ENCS_KK query to include the Bud Ref and Project ID field values specified on the PO distribution lines.

PAGE CHANGES

VNDR_PAY_OPT_ SEC	**Vendor > Add Update Vendor > Location tab > Payables hyperlink > Vendor Type Options section** A new Vendor Type value of 'NGB', or Non-Georgia Business, has been added to the Vendor Type Options section of the Vendor Location tab within the Payables link. This value should be assigned to any business residing outside of the State of Georgia. The new Vendor Type was added to allow institutions to identify and report on payments to Small Businesses (based on the new definition) and Non-Georgia Businesses separately. This change was made in response to recently enacted State of Georgia legislation requirements. The SMB, or Small Business Vendor type, remains available for assignment to businesses meeting the definition of a small business that resides within the State of Georgia.

SECURITY (SC)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

BORRS001 - Security User Access Report –	**BOR Menus > BOR Utilities > BOR Security > User Access Report** The BORRS001 User Access report was modified to correct an issue where B Business Unit users were being excluded from the report.

NEW BOR PROCESSES AND REPORTS

New Security Role (BOR_EP_BUYER_CENTERXX)	The BOR_EP_BUYER_CENTERXX is a new role available for each institution. The XX is the first two digits of the campus number. This role can be used instead of the BOR_EP_BUYER_CENTER role. With this new role, when a PO is dispatched in the batch process, the report/printed version of the PO will route to the user and will be available in the user's report manager.

MENU/SECURITY CHANGES

Self Service Sign on	The description of the self service sign on page was modified to be

Page	Employee Self Service to better reflect its purpose. It was previously FCSM Expenses Self Service.

TRAVEL AND EXPENSES (T&E)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

EX_EE_BNK_LD *Prenote Update on Employee Profile*	The bank load process for expenses was updated to correct a PeopleSoft bug on the Prenote status. Previously, the prenote status was not updating to be confirmed. With the application of Release 2.50, the prenote status should now be updated to confirmed.
Update Employee Profile (System Check Option)	Previously, if a user wanted to be paid for his or her travel by system check, the expenses administrator would update their employee profile to system check. This would prevent the ADP load from loading their banking information and overwriting it to EFT. After Release 2.50, there is now a checkbox on the page that will have to be checked in order for the employee to be paid via system check. If the employee later decides to be paid by EFT, the expenses administrator can go in and uncheck the box, and the next time the load process runs, it will update the banking information automatically. The system check/EFT will not auto update, so that will need to be manually changed to EFT. However, the bank account information will load.
New Travel 75% Policy for Overnight Travel	With the changes in the regulations for travel for meals, the expense entry was modified to include a checkbox on the details page. This Checkbox is entitled First/Last or Single Day of Travel. If it is a multiple day trip, then on the employee breakfast, lunch and dinner line, the employee will need to click this box on the first and last day of travel for all meals. If it is a single day trip and more than 12 hours and qualifies on the new travel regulation, then the employee must check the box. If the employee forgets, the approvers can update it for them. There was also a new Expense type entered into the system for Incidentals for out of state travel. The employee will be responsible for updating the amount to $5.00.

OTHER NOTES

Next Scheduled Release	PeopleSoft Financials Release 2.60 is currently scheduled for December 8, 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 more information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines.