GEORGIA FIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

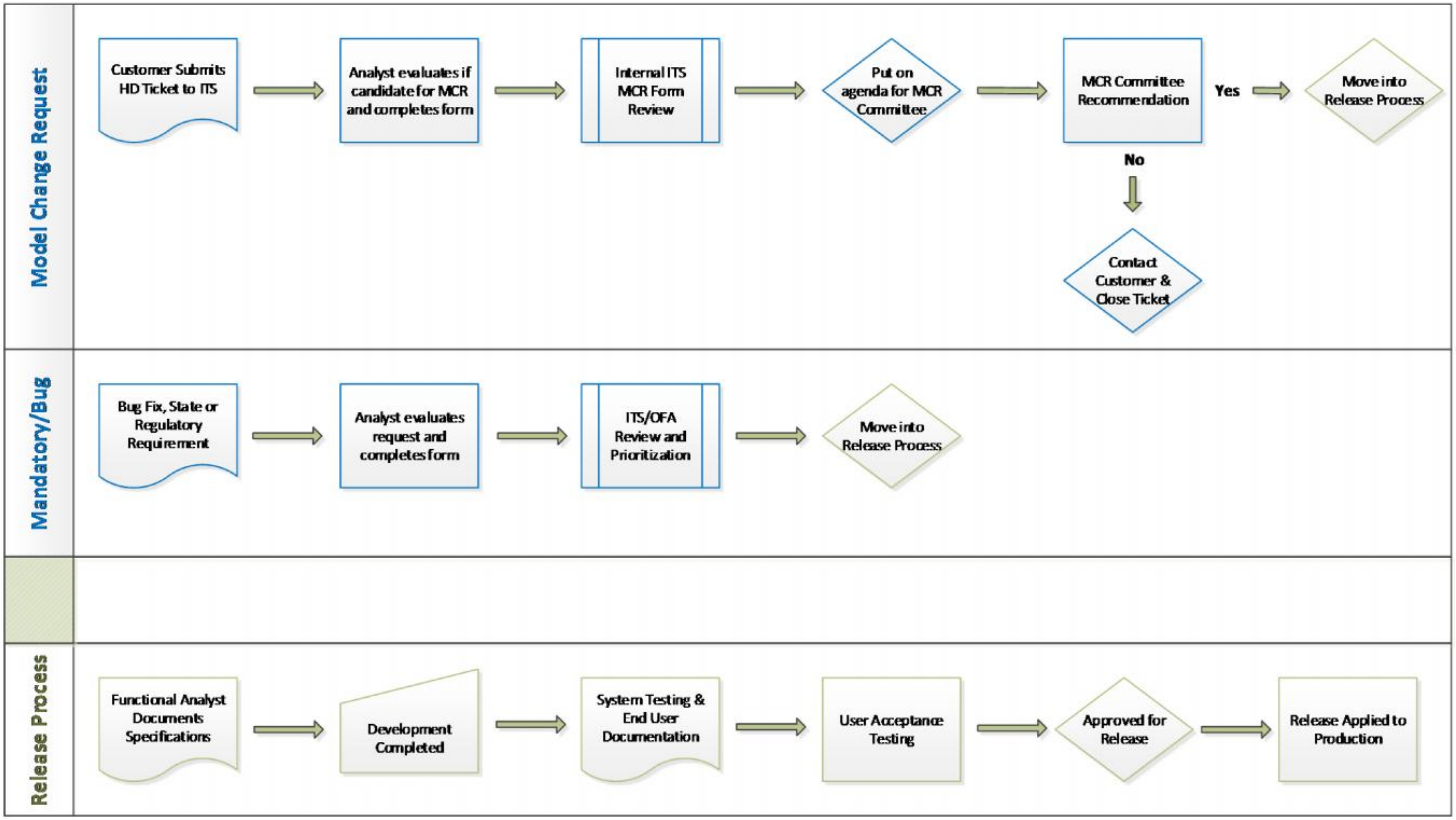
9.2 Production Update
Annual Oracle Maintenance

Tuesday, November 03, 2015
10:30am-11:30am

Agenda

- Introduction of Change Management Process
- Upcoming Georgia*FIRST* Projects and Initiatives
- Schedule of Annual Oracle Maintenance
- Module Specific Updates
  - New features or changes
  - Status of Known Issues
- Other Production Things we are working on:
  - CY2015 1099 Documentation and Training
  - CONUS/OCONUS Updates
- Q & A

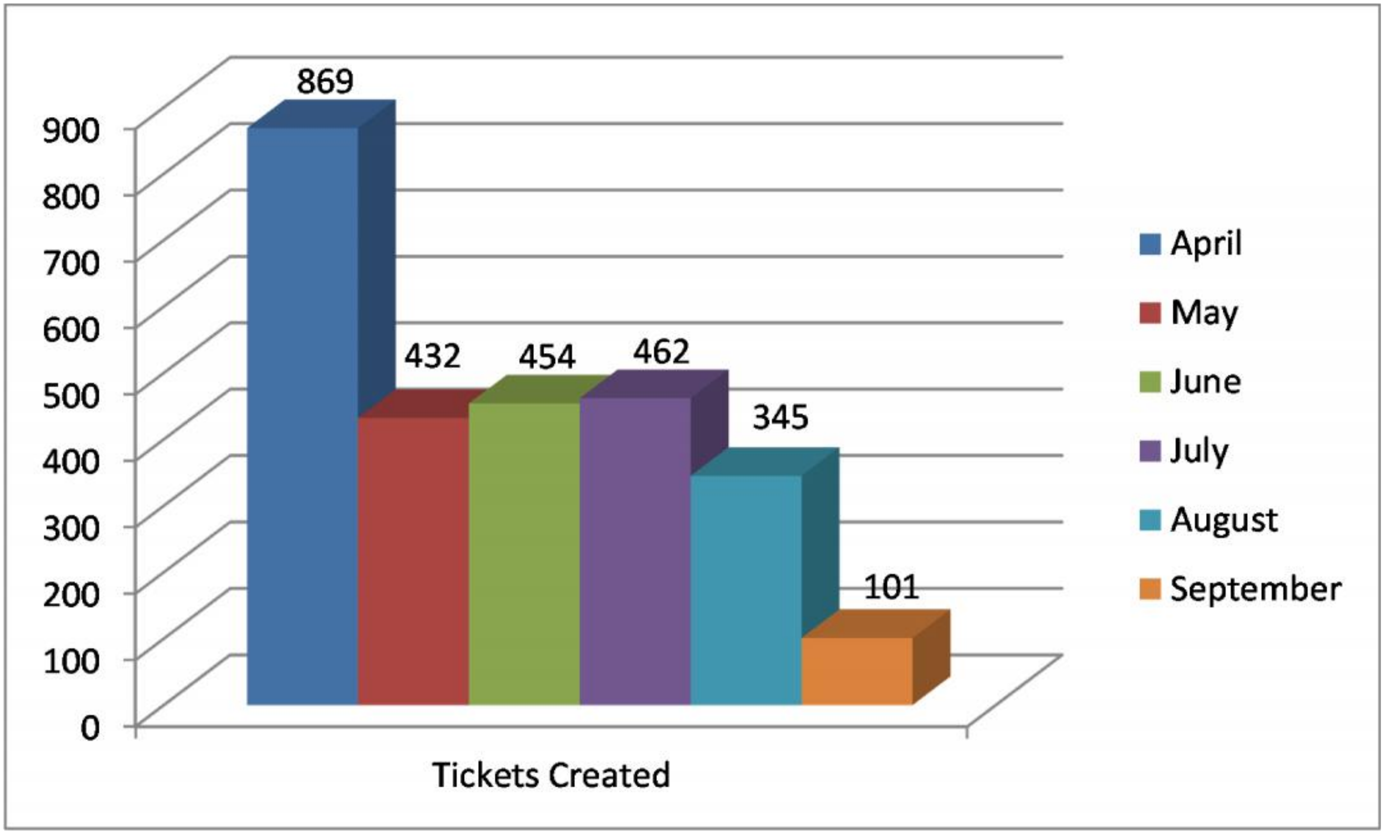
Model Change Request Process



Model Change Request Advisory Team

Modules and Committees Represented	Name	Institution
Office of Fiscal Affairs – Accounting & Reporting	Claire Arnold	USO
Budget Issues Committee Chair	Jamie Fernandes	GPC
CUPO Chair & Expenses	Daphne Burch	Armstrong
CAO Chair & GL	Kim Brown	Georgia Southern
Office of Fiscal Affairs – Budget	Tracey Cook	USO
Accounts Payable	Vanessa Snavely	Georgia Gwinnett
Asset Management & Budget Prep	Wanda Aldridge	Atlanta Metro
ePro/GFM/PO	Jim Barnaby	Georgia Perimeter
ePro/GFM/PO & Security	Brian Stanley	Middle Georgia
GL	Nick Henry	Dalton
GL	Julie Peterson	Kennesaw State
GL	Donna Caldwell	UNG

9.2 Production Support



9.2 Production Support

Tickets Created

By Module	April	May	June	July	August	September	TOTAL
Accounts Payable	130	54	44	40	58	13	341
All Other	26	18	13	13	15	5	88
Asset Management	26	23	21	24	9	3	106
Budget Prep	32	18	11	19	3	0	83
Commitment Control	16	6	21	26	4	0	73
eProcurement	56	41	29	19	27	3	175
Expenses	106	45	34	26	19	4	234
General Ledger	116	57	81	142	70	24	490
GeorgiaFIRST Marketplace	26	14	6	6	14	8	74
Purchasing	132	79	105	73	49	16	454
Report/Query	12	8	12	16	10	2	60
Security	119	36	40	35	36	14	280
Technical Environment	35	18	18	14	21	4	110
Workflow	37	15	19	9	10	5	95
Total	869	432	454	462	345	101	2663

Upcoming Georgia*FIRST* Projects and Initiatives

- Budget Amendment Enhancements
- Exploration of Automation of AFR Reporting
- Impact Analysis of new Period 998
- Potential Replacement for iStrategy

Annual Oracle Maintenance

- More than a typical release
  - Release 5.00
- Includes:
  - Upgrading PeopleTools – 8.53.13 to 8.54.13
  - Upgrading Database – 11g to 12c
  - Applying Oracle Update Images through 13
- Benefits of doing this:
  - Keeps us on current vendor support schedule
  - Lays foundation for implementing mobile functionality
  - Resolves *most* of our 9.2 go-live Known Issues
  - New Features and functionality

Annual Oracle Maintenance

- Impact to Institutions
  - Annual maintenance will exceed normal release maintenance window.
  - Estimated Maintenance Schedule:
    - Friday, November 13th – 5:00pm
      - Institutions complete all transactional processing and log out of PeopleSoft.
      - ITS initiates nightly BORBATCH job to complete all daily transactional processing.
    - Monday, November 16th
      - ITS Support team completes validation and manual configuration steps
    - Tuesday, November 17th – 7:00am
      - Institutional access and processing resumes

Tentative Upcoming Release Schedule

5.00	11/14/2015	Upgrade to PeopleTools version 8.54, Oracle 12c Annual PeopleSoft updates.
5.10	12/19/2015	BOR 1099 Fixes, Oracle delivered patch-TBD.
5.10a*	1/09/2016	Interim Release (if needed)
5.20	February	Budget Preparation Release, oneusg HCM requirements, required high priority “one off” Oracle patches
5.30	May	Fiscal Year-end Release
5.40	September	Annual Oracle delivered image update into production
5.50	December	1099 delivered patch and required “one off” Oracle delivered patches

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Module Updates

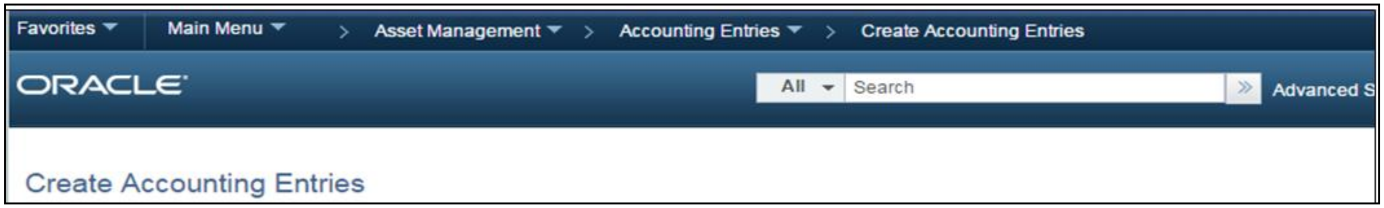
Notes related to Annual Oracle Maintenance – Release 5.00

Module Updates – Rel 5.00

- This WebEx presentation will take the place of standard release notes.
- Presentation will be sent to listservs by tomorrow (11/04) and posted to Georgia*FIRST* Financials website.
- Please be sure to provide this information to appropriate staff at your institution.
- Known Issue documentation will be updated and posted to the website later this week.
    - Please submit an ITS Helpdesk ticket if you encounter any further issues for Known Issues that should be resolved as of November 16th.

Global Change – Release 5.00

- There will be a new color scheme on pages in PeopleSoft Financials after Release 5.00.
    - Dark blue page header as shown:



Security – Changes

- Security Administrators:
  - New roles added for AM and PO Buyer WorkCenters:
    - BOR_PO_WORKCENTER
    - BOR_AM_WORKCENTER
  - Reminder – Also need BOR_WORKCENTER_USER

PSQUEST Password Change

- New Passwords for your PQST### accounts will take affect on 11/16/2015

- PQST### access will not be available during the maintenance window

- Contact ITS Helpdesk to request new password

General Ledger – Changes

- New Journal Upload File
  - Changes were made to the upload spreadsheet.
    - To resolve budget date issues, decimal place issues, etc.
  - Users must download the new version from our website.
  - Begin using the new spreadsheet Monday, November 16th.
    - The current spreadsheet will no longer work after Release 5.00.

http://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents

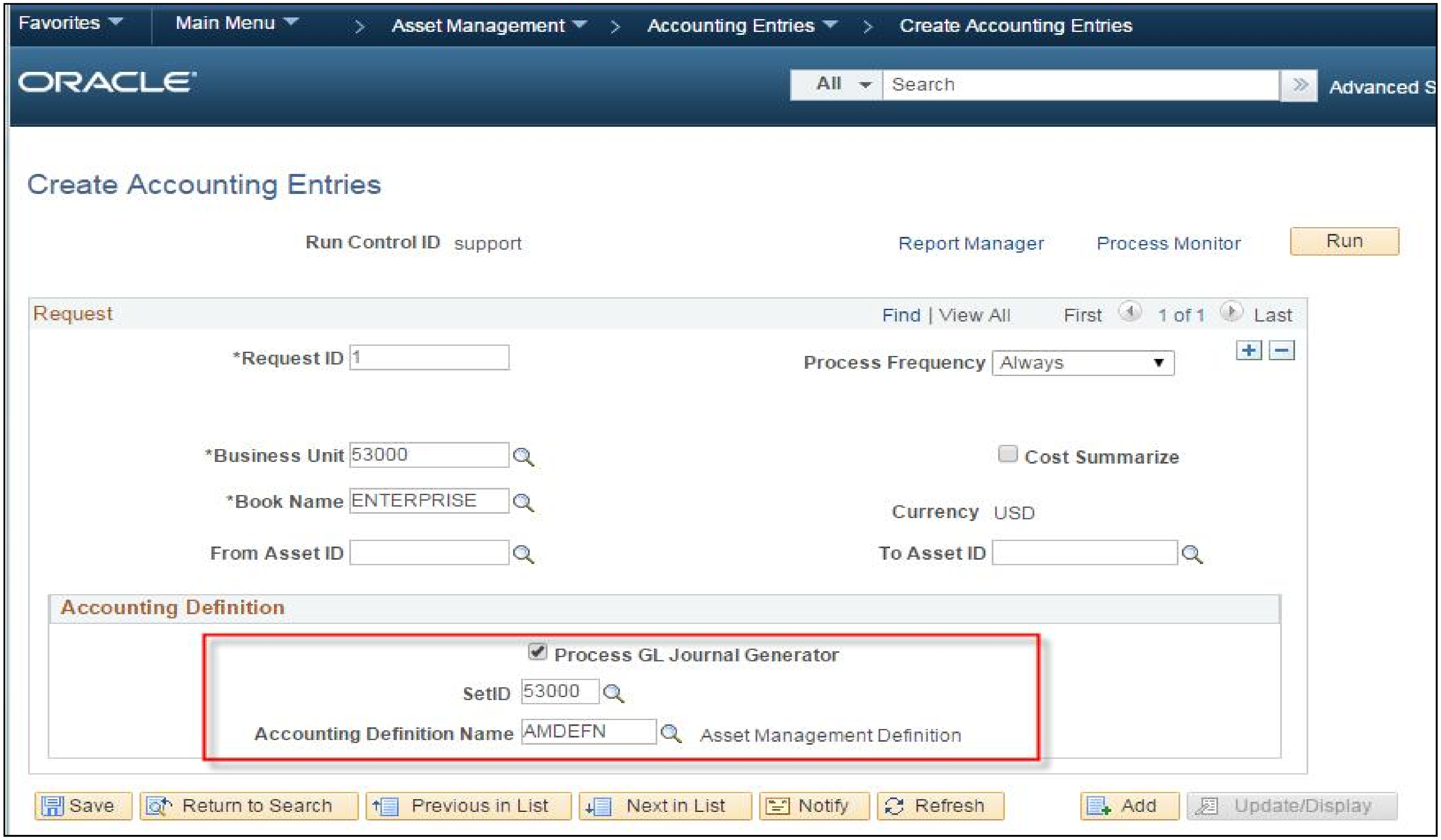
General Ledger – Known Issues

- New *Potential* Known Issues:
  - Integrity Check 5: BOR_CHK_KKLEDG_ACTV
  - Integrity Check 6: BOR_CHK_KKLEDG_BUD
    - Both Integrity Checks were experiencing long run times during system testing.
    - ITS will continue to monitor after the release to see if any changes/tuning is needed.

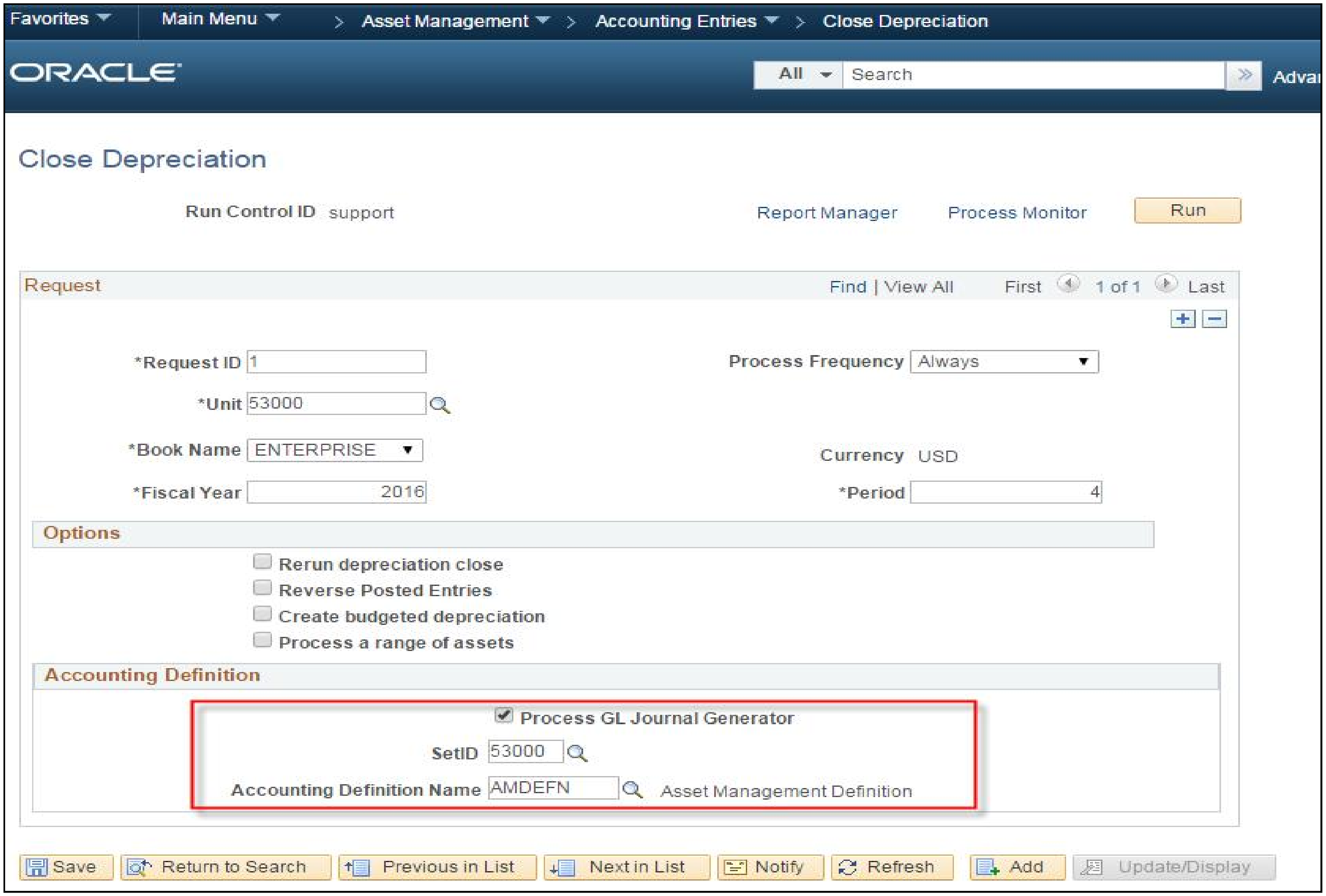
AM – Changes

- New Automatic Journal Generation
  - A new Accounting Definition section has been added to the Create Accounting Entries and Close Depreciation parameters page.
  - If the information in the Accounting Definition Section is populated, accounting entries will automatically journal generate and post to the Capital Ledger if there are no errors.

AM Create Accounting Entries Page



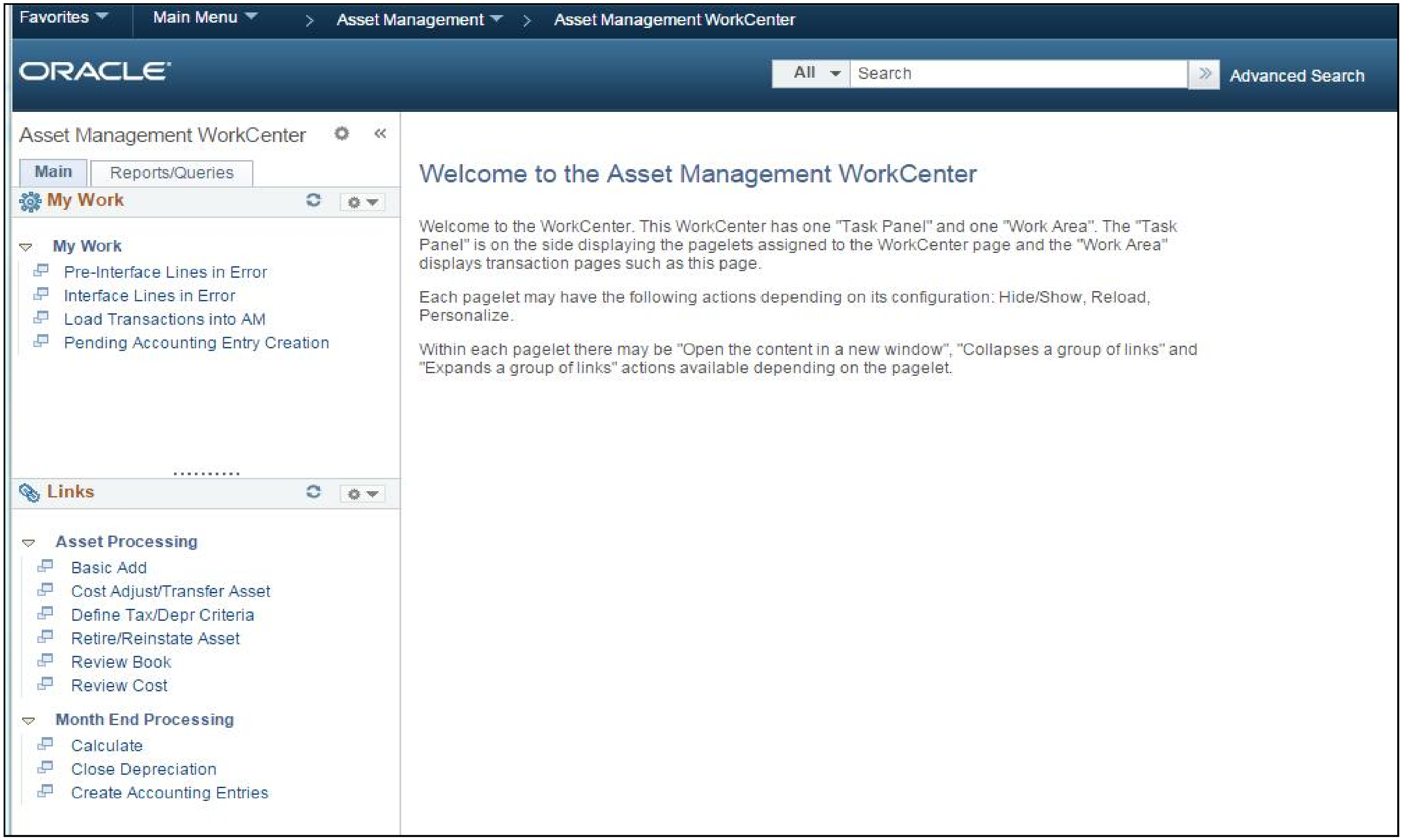
AM Close Depreciation Page



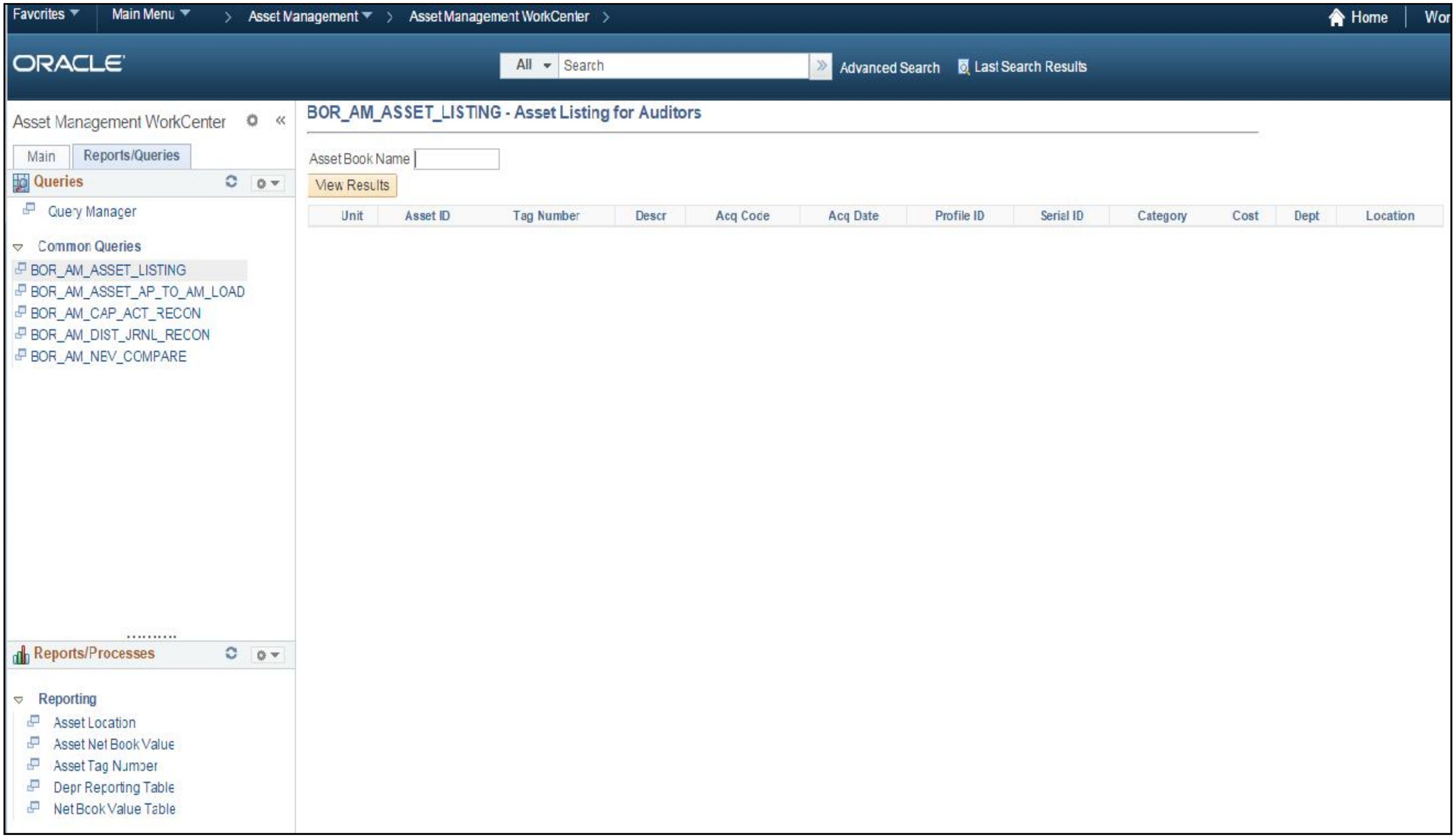
AM Changes

- New AM WorkCenter is available under the Asset Management menu.
  - Designed to make multitasking easy and seamless.
  - Security roles needed:
    - BOR_AM_WORKCENTER (New role)
    - BOR_WORKCENTER_USER (Existing role needed for access to any WorkCenter)
  - AM WorkCenter includes links to common asset transaction pages and processes as well as frequently used queries and reports.
    - Users will be able to add queries (instructions will be added to the job aid noted below).
    - For new links, submit an ITS Helpdesk ticket.
- Refer to General Ledger Job Aid "WorkCenters in v9.2" for instructions to define your business unit or add queries.
  - Please note, this job aid has not yet been updated to add the new WorkCenters

Asset Management WorkCenter



Asset Management WorkCenter

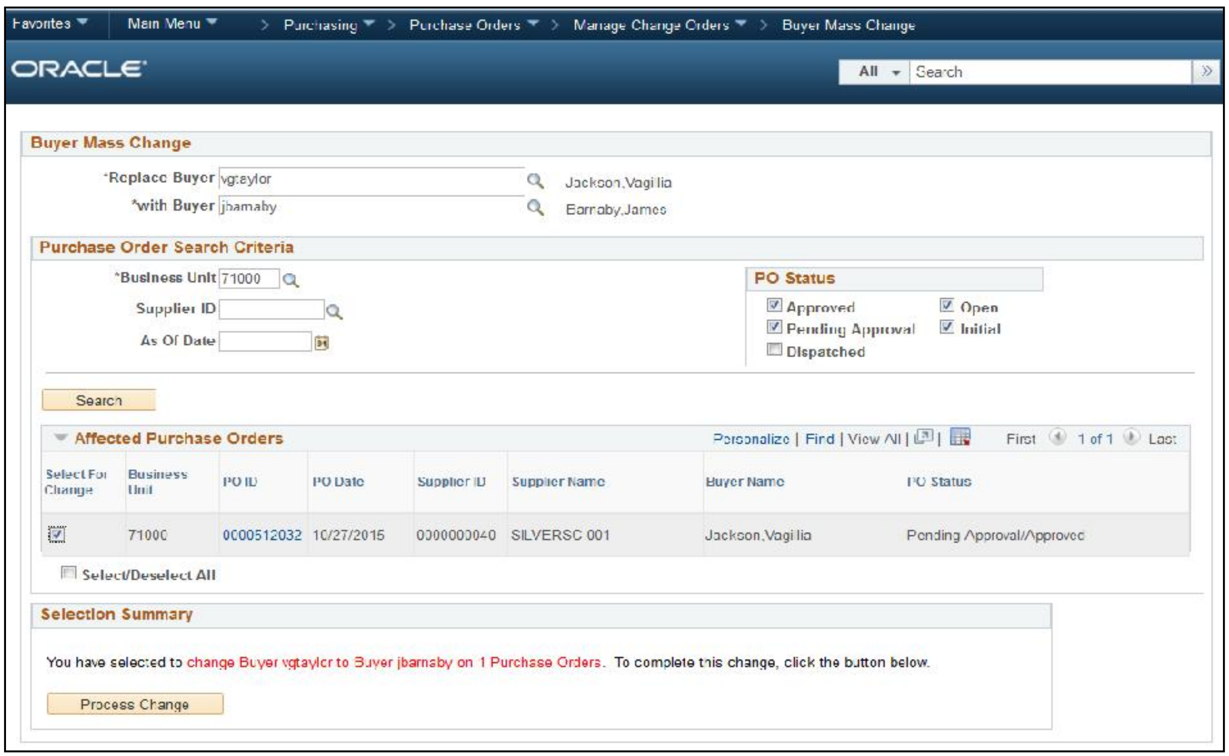


AM – Known Issues

- Resolved Known Issues:
  - KI9.2-8 AM Interfaced Assets with Zero cost
    - Issue was identified in June where asset cost was showing as zero for some assets interfaced from the Accounts Payable and Purchasing modules.
    - Assets had the correct cost in the Pre-AM pages but the cost was shown as blank in the Review Financials Interface pages after running the Payables/Purchasing interface.
    - If the cost was not corrected prior to running the Transloader process, the assets were created in the AM Module with a zero cost.
    - Oracle fix to resolve this issue will be in release 5.00.
      - Continue to monitor your cost values in the Review Financials Interface pages for a period to time to verify.

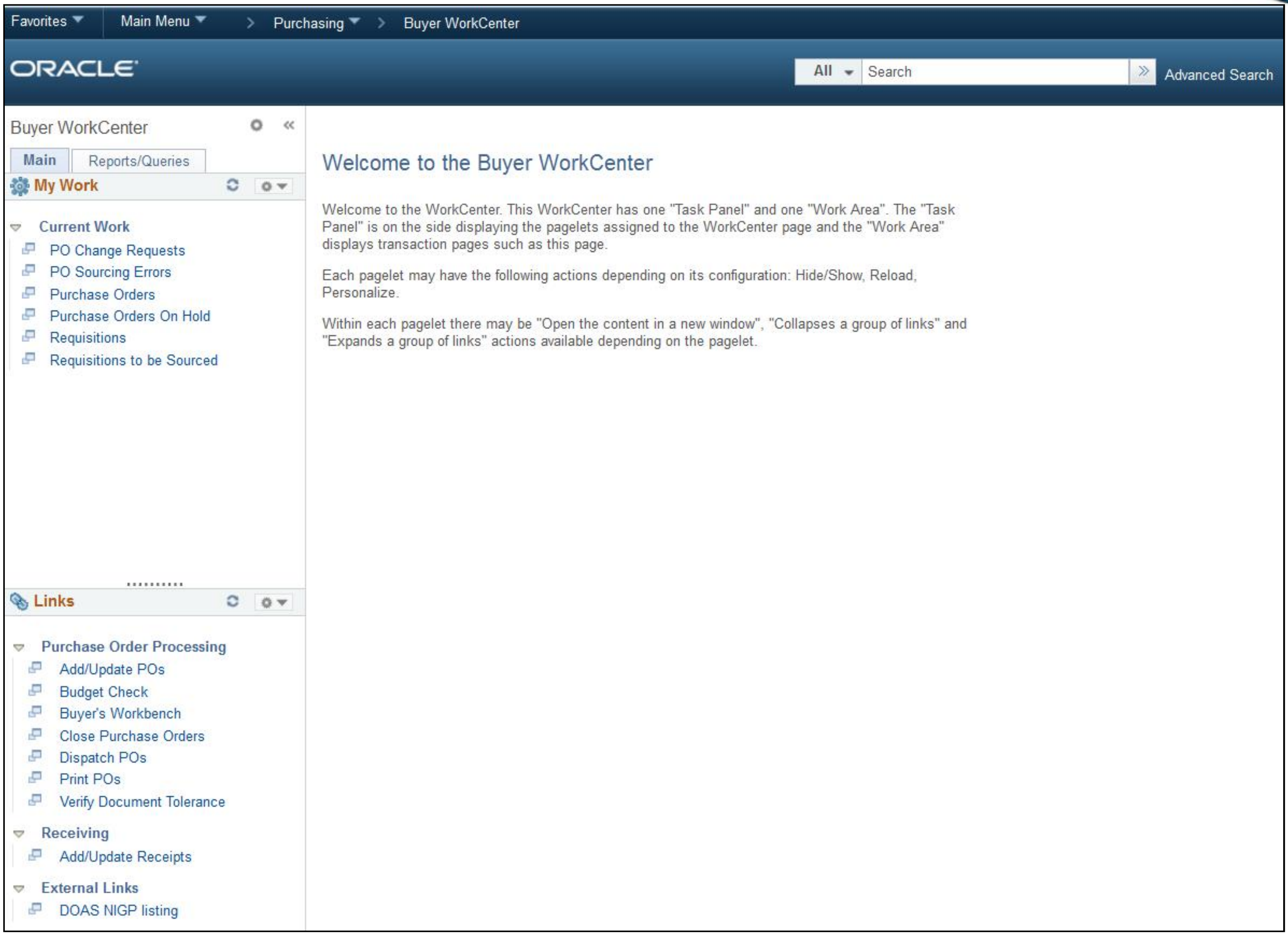
ePro & Purchasing – Changes

- New Buyer Mass Change Functionality
  - Will assist in quickly updating Purchase Order's where a change in Buyer is needed
  - A new job aid will be provided



ePro & Purchasing – Changes

- New Buyer WorkCenter is available on Purchasing menu
  - Security roles needed to access the Buyer WorkCenter:
    - BOR_PO_WORKCENTER (New role)
    - BOR_WORKCENTER_USER (Existing role needed for access to any WorkCenter)
  - Users can add additional queries to WorkCenter
    - Instructions will be added to the "WorkCenters in v9.2" Job Aid on the Georgia*FIRST* website
  - Additional links can be added also but must be added by ITS
    - Please submit an ITS Helpdesk ticket to request



Favorites
Main Menu
Purchasing
Buyer WorkCenter
ORACLE
All
Search
Advanced Search
Buyer WorkCenter
Main
Reports/Queries
My Work
Current Work
PO Change Requests
PO Sourcing Errors
Purchase Orders
Purchase Orders On Hold
Requisitions
Requisitions to be Sourced
Links
Purchase Order Processing
Add/Update POs
Budget Check
Buyer's Workbench
Close Purchase Orders
Dispatch POs
Print POs
Verify Document Tolerance
Receiving
Add/Update Receipts
External Links
DOAS NIGP listing
Welcome to the Buyer WorkCenter
Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.
Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

ePro & Purchasing – Known Issues

- Resolved Known Issues:
  - PO-7: PO's reverting to Pending Approval after adding PO Comments
    - This issue will be resolved by an Oracle fix included in Release 5.00.
  - PO-11: ePro Requisitions rerouting for approval when Buyer makes a change, even though Buyer has the 'CANCHANGEALL' role action
    - Requisitions will not re-route for approval if the Buyer makes a change prior to budget check.
      - Once budget checked, if a change is made it will require all levels of approval again.

ePro & Purchasing – Known Issues

- Resolved Known Issues:
  - PO-12: ePro workflow does not always reinitialize for denied requisitions that have been updated.
  - PO-13: PO’s that were created and dispatched in v8.9, then changed in v9.2, are updating to a Pending Approval status. In certain cases an e-mail is not sent out and the PO does not appear in the approver’s worklist.
  - KI9.2-10: Issues with Multi-SpeedChart Functionality on Purchase Orders
    - A PeopleSoft fix will be applied as part of Release 5.00. User’s will be able to resume using this functionality and will no longer receive an error message after running PO budget checking.

ePro & Purchasing – Known Issues

- New Known Issues:
  - KI9.2-13: ePro Requisitions Canceled with Budget Exceptions
    - When an ePro requisition fails initial budget check and is then canceled, the budget status is updating from Error to Not Checked instead of to Valid as expected.
  - KI9.2-14: Cancelling a Dispatched PO
    - A new PeopleSoft bug exists, which is causing a Dispatched PO to update to Pending Approval status when it is cancelled. PO's should not be cancelled until this issue is resolved, and should be closed instead.
  - KI9.2-15: Closed PO/Req Lines Remain on Workbench
    - Closed PO and Requisition lines remain in the 'Qualified' to close section on the Buyer's or Requester's workbench, even though they are already closed.
  - KI9.2-16: PO and Requisition Close Reports
    - Not correctly displaying all transactions that were closed when the process was last run.

Expenses – Changes

- BOR_EX_CASHADV_AGING Query
  - New BOR query written to replace Cash Advance Aging Report that previously existed in 8.9

Expenses – Known Issues

- Resolved Known Issues:
  - EX-1: Quick-Fill Window Displays Twice
    - Window will only display once
  - (No KI#) Per Diem amounts not auto-populating when meal lines added using Quick-Fill
    - Amounts will automatically appear instead of $0.00
  - EX-3 Printed Expense Report Jumbling Lines
    - Lines will appear in date order
  - (No KI#) Update Unposted Expense Report
    - No longer receive NULL error

Expenses – Known Issues

- New Known Issues:
  - EX-17: Accounting Details Covered by Scroll Bar
    - Must click Expand All to see entire Chartfield
    - Oracle Bug with fix in Image 14

Expenses – Known Issues

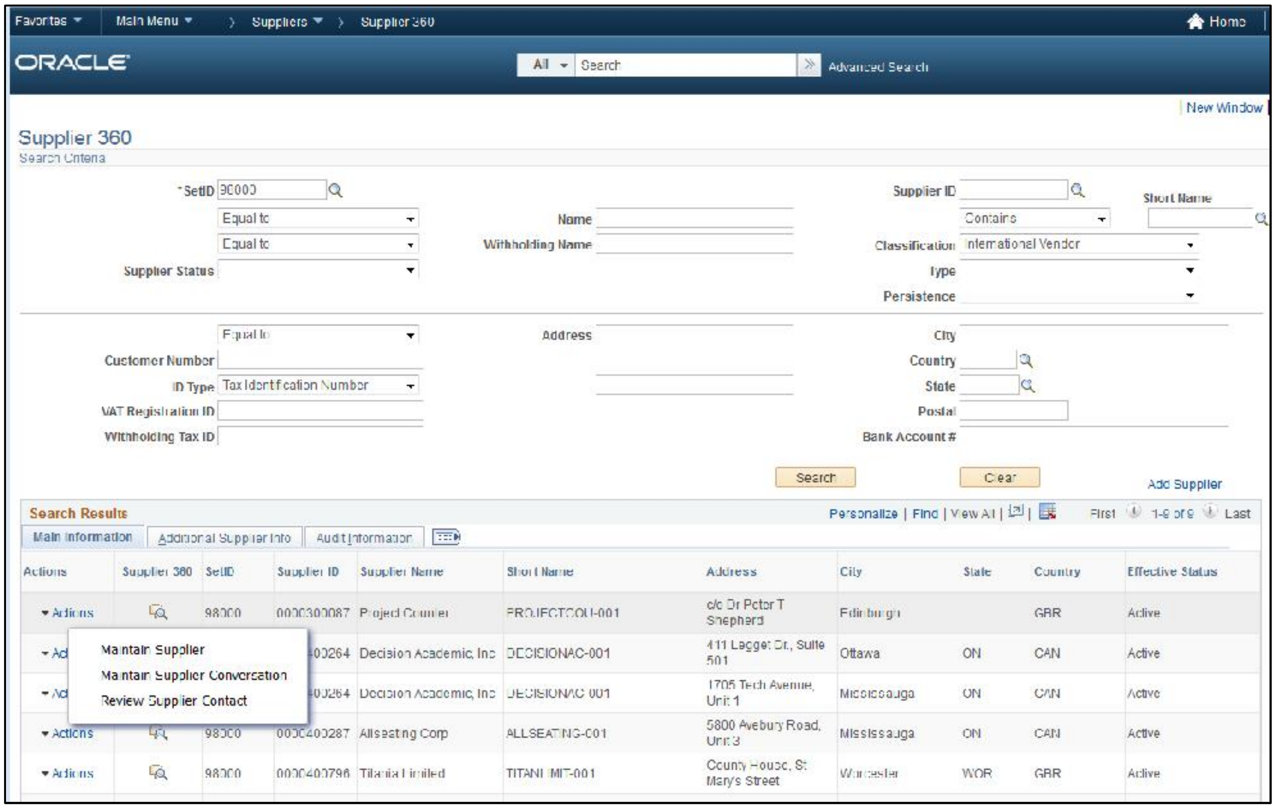
- New Known Issues (continued):
  - EX-18: Approval History Cut Off if more than 5 rows
    - Known Oracle Bug with fix in Image 14

Action	Role	Name	Date/Time
Submitted	Employee	Janet Buckenmeyer	07/21/2015 8:35:55AM
Reassigned	1st Level Finance Dept Manager	Kathryn Drezelo	07/21/2015 8:47:18AM
Approved	1st Level Finance Dept Manager	Carol Baughan	07/22/2015 2:00:09PM
Reassigned	1st Level Finance Dept Manager	C Reagin	07/23/2015 9:00:53AM
Reassigned	1st Level Finance Dept Manager	Christopher Corrigan	09/23/2015 9:03:10AM
Approved	1st Level Finance Dept Manager	Christopher Corrigan	09/25/2015 5:34:03PM

  - EX-19: Name on Expense Report header disappears when approver toggles from Summary to Detail page
    - Oracle bug awaiting fix

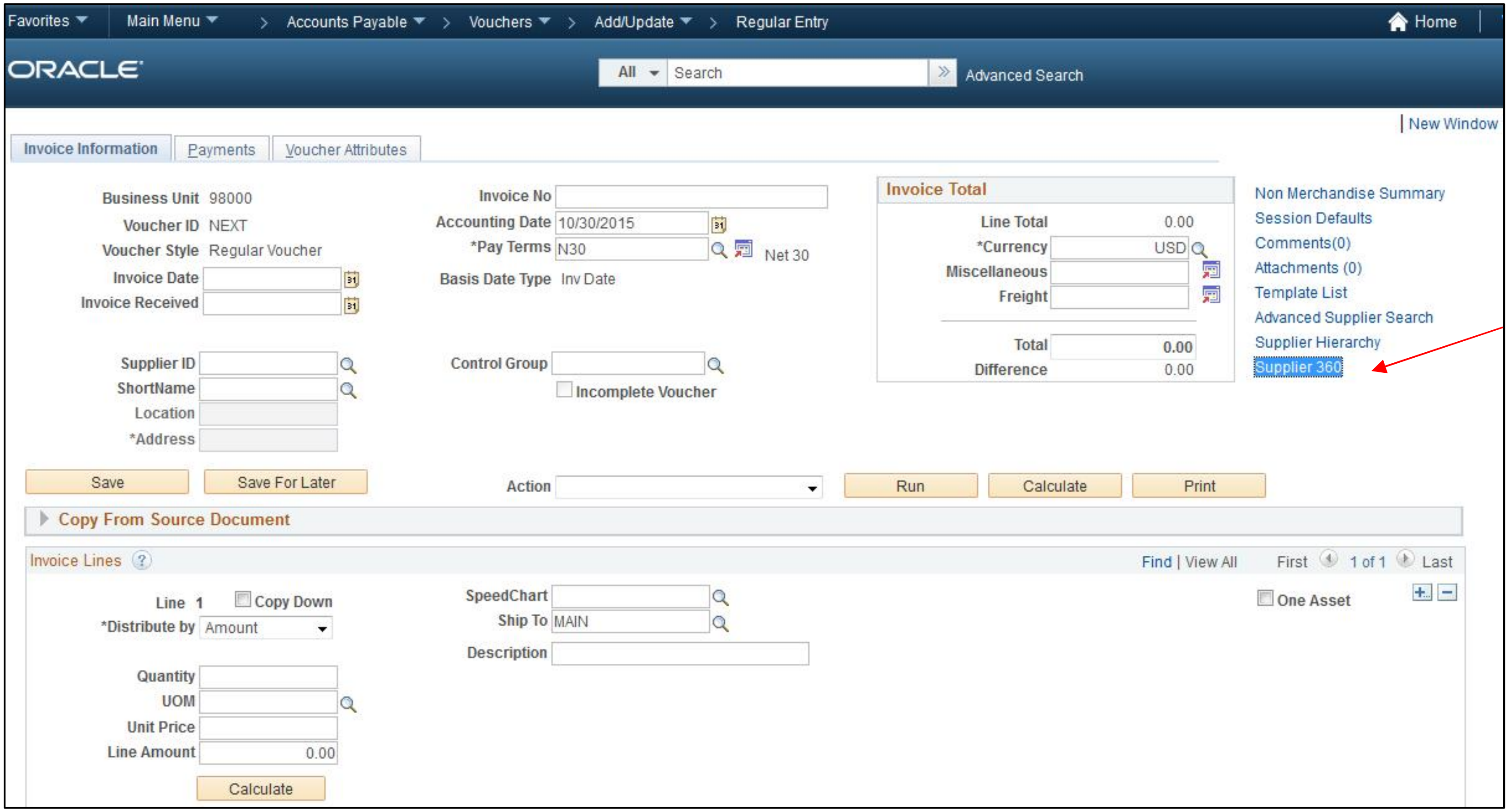
AP – Changes

- New Supplier 360 Search page
  - Located under Suppliers > Supplier 360



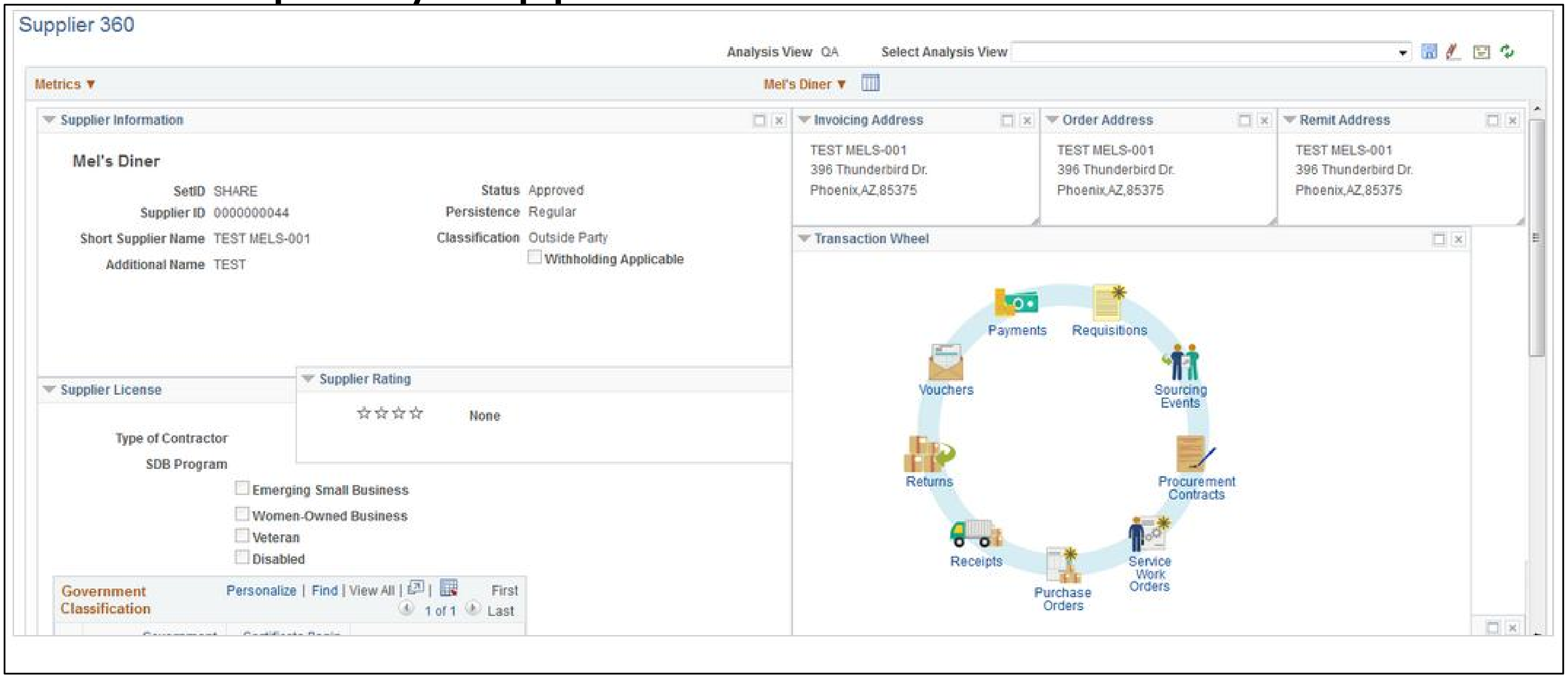
AP – Changes

- New <u>inactive</u> Supplier links on Invoice Information page
  - Part of the future Supplier functionality included on next slide



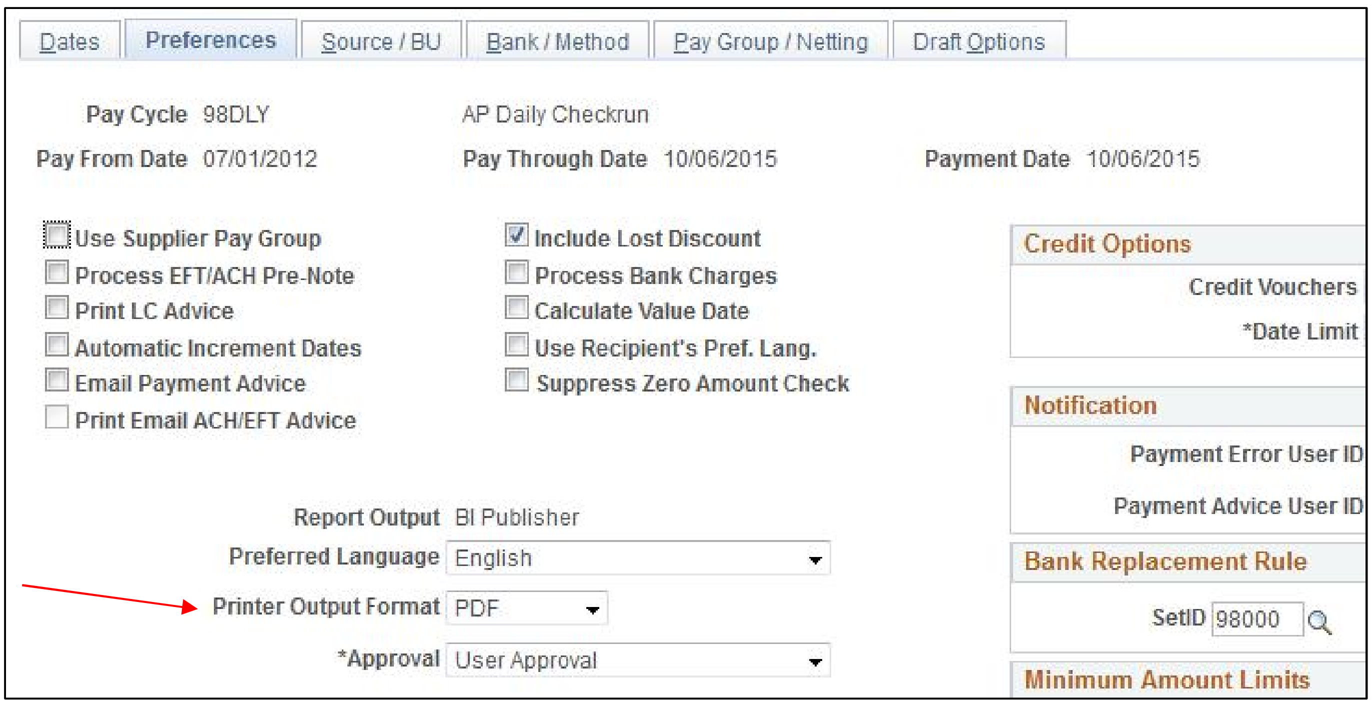
AP – Changes

- Future Supplier functionality – customizable dashboard showing vouchers, PO's, payments, receipts by supplier.



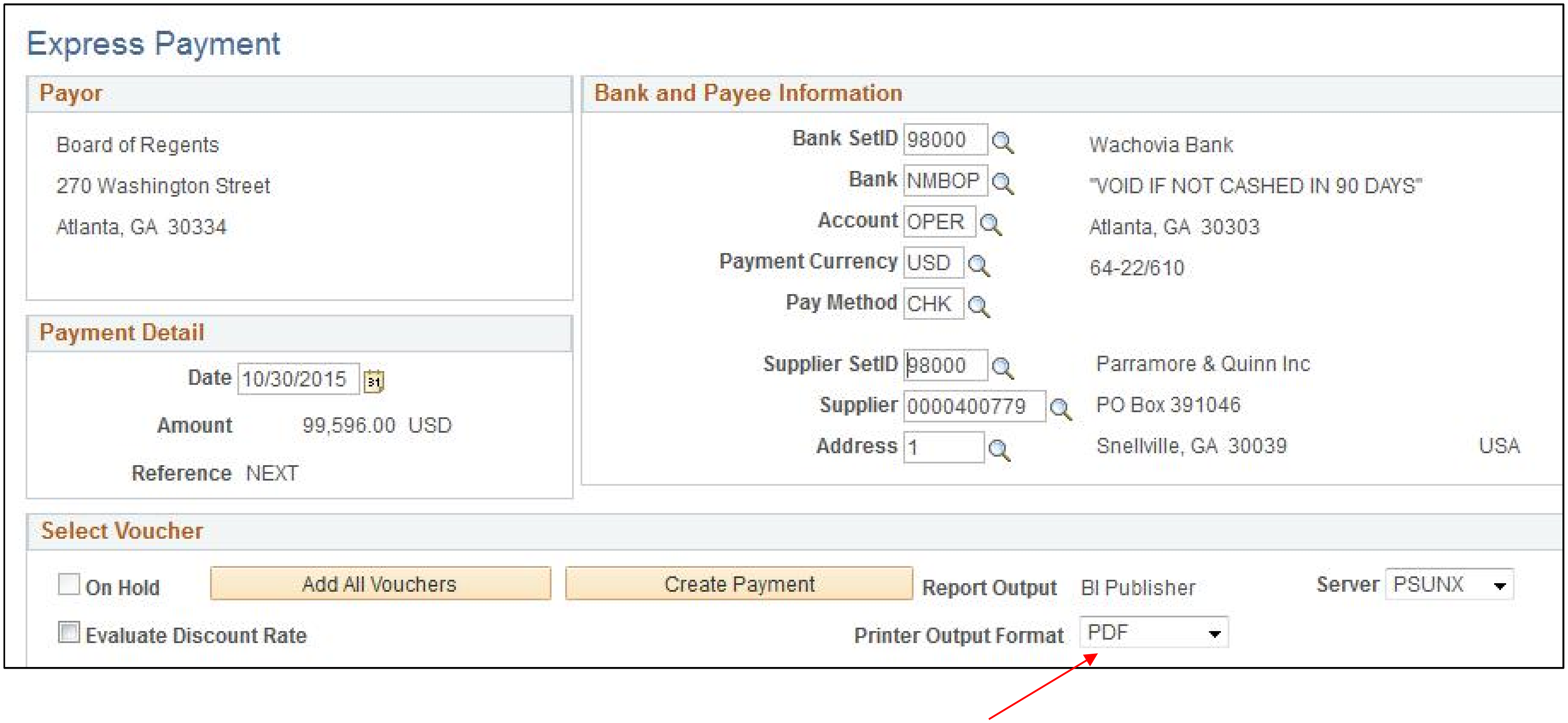
AP – Changes

- Payment Selection – Preferences Tab has a new Printer Output Format option field
  - Institutions should continue to use PDF
  - Other output options are not available for Georgia*FIRST* check printing.



AP – Changes

- Printer Output Format option also exists on the Express Payment page and should be set to PDF.



AP – Changes

- New Voucher Upload Spreadsheet
  - New copy of voucher spreadsheet has been updated on the Georgia*FIRST* Financials website.
  - Institutions should begin use of it Monday, November 16th following Release 5.00.

http://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents

AP – Known Issues

- Outstanding Known Issues:
  - AP-9: Payment History by Payment Method Report (APX2050) – not correctly calculating totals.
    - Case is in with Oracle to develop a fix.
  - (No KI#) CTX files not inserting correct addenda records per NACHA guidelines.
    - Currently impacting a couple of Institutions.
    - Workaround is to use CCD+ or separate ACH payments.
    - Case is in with Oracle and ITS is working to escalate this issue.

Other Production Things We Are Working On

- 1099 Reporting for CY2015
- CONUS/OCONUS Updates

CY2015 1099 Reporting

- Several items will be included in Release 5.10
  - Tentatively scheduled December 19th
  - Will include 1099 Reporting for ‘B’ SetID reportable payments
    - BORRY010 updates to include ‘B’ SetID payments
    - If available from Oracle in time, IRS changes to IRS file and Copy Be forms will be included. If not available in time, these will be released in January.
- 9.2 Changes – New PeopleSoft job to streamline running 1099 processes from one page that were previously separate pages:
    - Withhold 1099 Report Post
    - Withhold 1099 Report
    - 1099 Withhold to send Report
    - Print 1099 Copy B
  - Changes to Update Withholdings Page
    - Scheduled job to run process for all Institutions
  - Replacing some 1099 validation reports with queries

CY2015 1099 Reporting

- 1099 Documentation and Training
  - WebEx to review changes from 8.9 to 9.2 will be scheduled for early December.
  - The updated 1099 User Guide will be available at that time.
- For now, Institutions can set up their report control, run post withholdings, review data and make adjustments as needed prior to the 5.10 release.
- Users will not be able to run 1099 Withhold Report Post, produce their IRSTAX file or print copy B’s until after the 5.10 release and IRS changes are released.

CONUS/OCONUS Updates

- Scripts are being developed to load new GSA rates that came out October 1st.
- ITS is targeting December 1st for application to production and an announcement will be sent out to confirm when they are available.
- Until the new rates are loaded, manually enter new per diem amounts in PeopleSoft.
  - System will prompt for a comment explaining why the amount entered exceeds the per diem on file.

Questions?