



Georgia *FIRST* Financials v9.2 Production Update WebEx

Thursday, November 3, 2016

2:00–3:30 PM

Agenda

- ▶ Annual Oracle Maintenance Release 5.20
- ▶ Release 5.20 Module Information
- ▶ Travel & Expenses Calendar Year–End Updates
- ▶ CY2016 1099–MISC Reporting
- ▶ Miscellaneous Production Support Information
- ▶ Q&A



Release 5.20

Annual Oracle Maintenance

Annual Oracle Maintenance Release 5.20

- ▶ Will consist of:
 - Upgrade of PeopleTools from 8.54 to 8.55.08
 - Oracle bug fixes and enhancements
 - Images 14 – 19
 - BOR modification retrofits – 56
 - Resolved Known Issues – 8

Release 5.20 Schedule

- ▶ Schedule for Release 5.20
 - All Georgia*FIRST* Financials users should log out before **5:00pm, Thursday, November 17**
 - PT Upgrade and release process will require Production to be down all day Friday, November 18
 - Production will be available for institutional access **by 7:00am, Monday November 21**

Release 5.20 Homepage Changes

- ▶ Sign out and Worklist links not available until a Menu item is selected.

The screenshot displays the Oracle homepage interface. At the top, a dark blue header contains the 'ORACLE' logo on the left and a red-bordered box on the right. Below this is a 'Menu' section with a search field and a list of items: 'My Favorites', 'Employee S...', 'Manager Se...', 'Order Ma...', and 'Suppliers'. The 'Menu' item is highlighted with a red box. To the right of the menu is a navigation bar with 'Home', 'sign out', and 'Worklist' links, with 'sign out' and 'Worklist' also highlighted by a red box. Below the navigation bar is a 'Main Menu >' section with a search field and three main categories: 'Purchasing', 'Requisitions', and 'Receipts'. The 'Menu' item in the left sidebar is also highlighted with a red box.

Supported Browsers for PT8.55.08

- ▶ Make sure Technical staff at your institution are aware that IE10 will no longer be supported as of Release 5.20 when we upgrade to PT8.55.08.
- ▶ Browsers should be evaluated and updated as needed.
- ▶ Issues that may be encountered include lookups not returning results, Buttons not active on the page, etc.

	Microsoft Edge		Microsoft Internet Explorer			
Description	20.10240	25.10586	8.x	9.x	10.x	11.x
PeopleTools 8.55 ^{1,2}	NA	X	NA	NA	NA	X

FPLAY Database Refresh Schedule

- ▶ Tentative plans to refresh week of November 28th
 - Will be unavailable approximately 3 business days.
 - An announcement will be sent out in November with exact dates.
- ▶ Per announcement that will be sent out, notify ITS if you have users setup for Training that you wish to retain.
- ▶ Reminder – Maintaining Security in FPLAY:
 - Security changes made in production should be evaluated to determine if they are also needed in FPLAY.
 - Maintenance of Security/Password resets should be handled by the local Security Administrator.
 - In the event the local Security Admin is not available and access is time sensitive, contact ITS Helpdesk.



Release 5.20 Module Information

Travel and Expenses – Updates and Changes

- ▶ Travel Authorization entry now looks and functions like Expense Report entry

Create Travel Authorization [Save for Later](#) | [Summary and Submit](#)

Katherine Smith ? Actions

*Business Purpose Destination Location
*Description *Date From *Date To

Projected Expenses ? [Attachments](#)

Expand All | Collapse All Add: [Quick-Fill](#) Totals (2 Lines) **7.00** USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
11/15/2016	Emp Breakfast	<input type="text"/>	Cash	7.00	USD	<input type="button" value="+"/> <input type="button" value="-"/>
*Billing Type <input type="text" value="Internal"/> *Location <input type="text" value="AUGUSTA"/>						
▶ Accounting Details ?						
11/15/2016	Emp Parking	<input type="text"/>	Cash	10.00	USD	<input type="button" value="+"/> <input type="button" value="-"/>
*Billing Type <input type="text" value="Internal"/> *Location <input type="text" value="AUGUSTA"/>						
▶ Accounting Details ?						

Expand All | Collapse All Totals (2 Lines) **7.00** USD

Travel and Expenses – Updates and Changes

- ▶ Travel Authorization Submission occurs on the Summary and Submit page like an Expense Report

Create Travel Authorization

[Save for Later](#) | [Travel Authorization Details](#)

Katherine Smith

Actions

*Business Purpose

Default Location

*Description

*Date From

*Date To

Totals

[View Printable Version](#)

[Notes](#)

[Attachments](#)

Projected Expenses (2 Lines) 17.00 USD

Denied Expenses 0.00 USD

Total Authorized Amount 17.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Travel and Expenses – Updates and Changes

- ▶ Approving Travel Authorizations
 - Changes to Accounting Defaults must be made from the Travel Authorization Summary page
 - Click the Expense Type

Approve Travel Authorization

Travel Authorization Summary

Daphne Burch User Defaults

General Information

Description	Test	Authorization ID	0000434811
Business Purpose	Attend Meetings		
Status	Submitted for Approval		
Date From	11/10/2016	To	11/12/2016
Updated on	11/02/2016 11:59:47AM	By	BURCHDAP
	Attachments (1)	Notes	

Accounting Defaults More Options ...Choose an Action GO

You can deny individual expenses and still approve or send back the overall report.

Details Personalize | Find |

Expense Type	Date	Amount	Currency	Approve	
Emp Breakfast	11/10/2016	7.00	USD	<input checked="" type="checkbox"/>	
Emp Breakfast	11/11/2016	7.00	USD	<input checked="" type="checkbox"/>	
Emp Breakfast	11/12/2016	7.00	USD	<input checked="" type="checkbox"/>	

Travel and Expenses – Updates and Changes

- ▶ Approving Travel Authorizations
 - To change the Accounting Details, click the Accounting Detail link


Approve Travel Authorization

Authorization Detail for Emp Breakfast (Line 1)

Daphne Burch Authorization ID 0000434811

About This Expense

*Date	<input type="text" value="11/10/2016"/>	<input type="button" value="B"/>
*Payment Type	<input type="text" value="Credit Card"/>	
*Billing Type	<input type="text" value="Internal"/>	
	<input type="text" value="ATLANTA"/>	<input type="button" value="Q"/>
Description	<input type="text"/>	
Amount	<input type="text" value="7.00"/>	USD

[Accounting Detail](#) 

Approve Authorization

[Return to Travel Authorization Details](#)

Travel and Expenses – Updates and Changes

- ▶ Approving Travel Authorizations
 - Accounting Details for the line will display and can be modified by the approver










Approve Travel Authorization

Accounting Detail

Daphne Burch

Authorization ID 0000434811

This is the accounting detail for expense type Emp Breakfast with a transaction date of 2016-11-10 in the amount of 7 USD.

Accounting Summary									Set Personalizations Find  		First	1 of 1	Last	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref						
7.00	24000	641130 	10000 	1043010 	16200 	11000 		2017 						

OK

Travel and Expenses – Updates and Changes

- ▶ Approving Travel Authorizations
 - Accounting Details cannot be changed from the Travel Authorization Details page

Budget Status Valid
Budget Options

Approve Send Back Hold Deny Save Changes

Travel Authorization Detail

Travel and Expenses – Updates and Changes

- ▶ Approving Travel Authorizations
 - Accounting Details cannot be changed from the Travel Authorization Details page

Travel Authorization [Return to Travel Authorization Summary](#)

Becky Da Cruz Actions

Business Purpose Attend Meetings Destination Location MACON Authorization ID 0000434801 Submitted for Approval

Description CCG Forum Date From 10/02/2016 Date To 10/04/2016 [Attachments](#) [Notes](#)

Projected Expenses Totals (3 Lines) 384.16 USD

Expand All | Collapse All

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
10/02/2016	Emp Lodging		Cash	178.00	USD

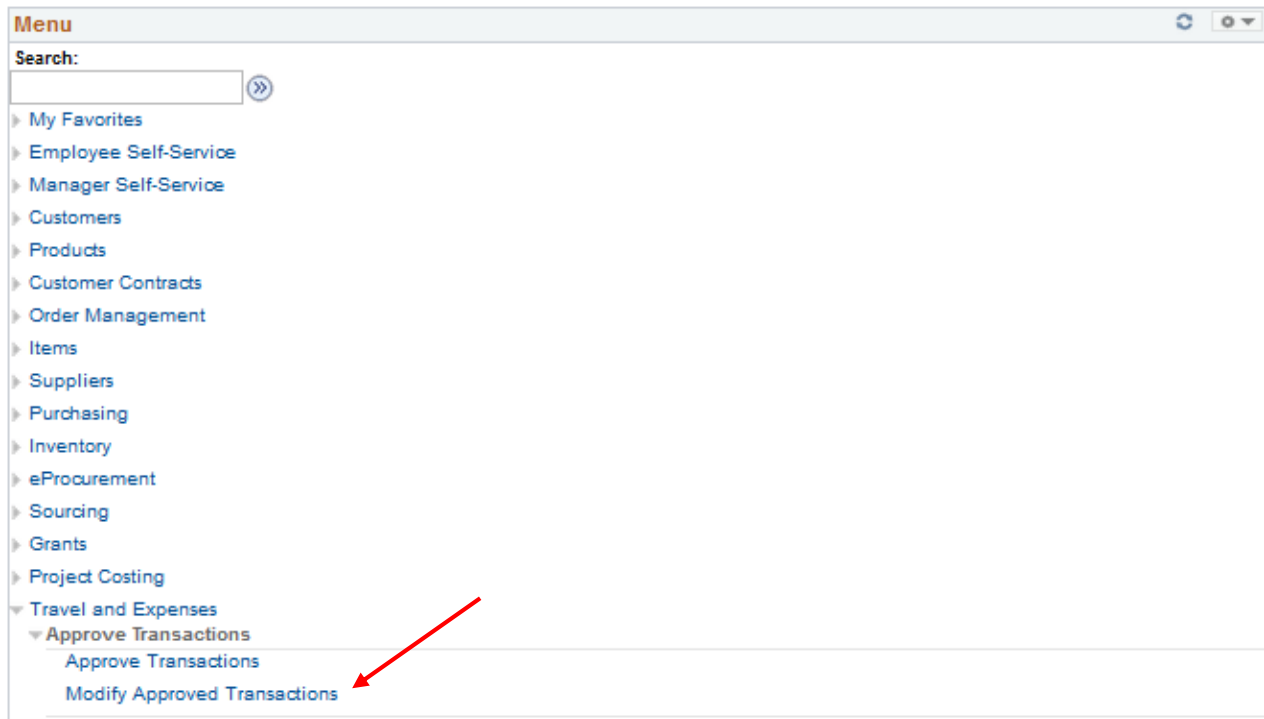
*Billing Type Internal
*Location MACON
Number of Nights 2
*Nightly Rate 89.00

Accounting Details

Chartfields	Amount	GL Unit	Account	Fund	Dept	Class	Bud Ref	Project	Program
	178.00	24000	641140	10500	1041020	11000	2017		14600

Travel and Expenses – Updates and Changes

- ▶ Modify Approved Transactions
 - Was hidden during the 9.2 upgrade due to a PS bug
 - Bug is now resolved and access to page restored



Travel and Expenses – Resolved Known Issues

- ▶ KI9.2–42_EX – Comments Not Displaying on Expense Report Sent Back by Approver
- ▶ KI9.2–36_EX – Cancel TAuths Retaining Old Accounting Date
- ▶ KI9.2–21_EX – Accounting Details Covered by Scroll Bar
- ▶ KI9.2–2_EX – Issues Applying Travel Per Diem Meal Deduction to Expense Reports Using Quick-Fill

Common Remitter – Updates and Changes

- ▶ Salary increase Payment Reasons submitted to ERS have been limited to be sent only in the month the increase occurs.
- ▶ On the ORP Add Contribution, Search Criteria by Payrun ID has been added. The Payrun ID is a required field.
- ▶ Record Delete functionality for ORP Provider Adjustments page has been corrected.
- ▶ Benefit Reconciliation processes have been modified to eliminate use of the PSADP servers.
 - PSADP, PSADP2 AND PSADP3 servers will no longer be a server option.
 - Current run controls are being updated to a blank server value. It will not be necessary to select a server since the process will default the server value.

ePro & Purchasing – Resolved Known Issues

- ▶ KI9.2–39 Canceling PO with Budget Error Does Not Change Budget Status to Valid
- ▶ KI9.2–38 Approved POs Reverting to Pending Approval after Adding Comments
- ▶ KI9.2–23 Closed PO and Req Lines Remain on Buyer's or Requester's Workbenches

ePro & Purchasing – New Known Issues

- ▶ KI9.2–46_PO – Supplier Status Menu Not Available on Approve Supplier Page.

Navigation: Suppliers > Supplier Information > Approve > Approve Supplier

Identifying Information | Address | Contacts | Location | Custom

SetID 28000

Supplier ID 0000401435

Supplier Short Name AMUSEMENTC AMUSEMENTC-001

Classification Federal

HCM Class

Persistence Regular

Supplier Status Unapproved

Supplier Name Amusement Company dba

Additional Name Burgess Amusements & Special Events

Withholding

Open For Ordering

Supplier Audit Default

Supplier Audit Template ID

Check for Duplicate

Expand All Collapse All

Attachments (0)

ePro & Purchasing – New Known Issues

- ▶ KI9.2-49_PO – Process Option Changes for Maintain Purchase Order and Express Purchase Order pages
 - PeopleSoft bug introduced which is causing issues when processes are initiated from the page.
 - Incorrect Values displayed in the PO Status and Budget Status fields
 - PO Line information disappears from the page
 - PO Line displaying inaccurate information
 - On Demand Budget Check and Cancel process options have been removed from each page.

ePro & Purchasing – New Functionality

- ▶ PO Distribution Worksheet
 - Oracle enhancement introduced in Image 15, included in Rel 5.20
 - Provides users the ability to split a distribution line on a Purchase Order and carry the requisition information to the newly split distribution line
 - ‘Using the PO Distribution Worksheet’ Job Aid available on the PSFIN website

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

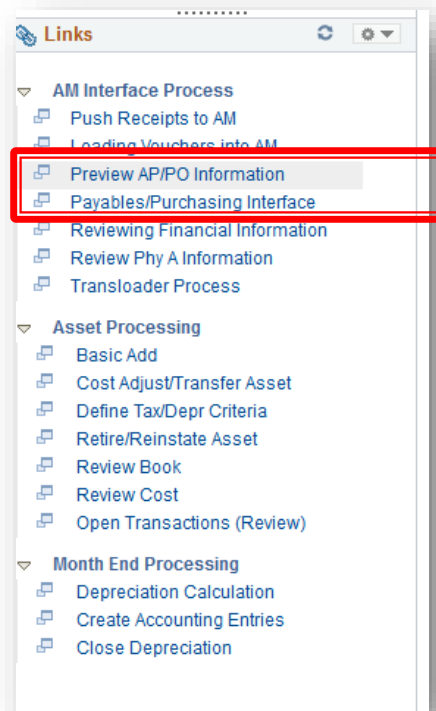
ePro & Purchasing – Documentation

- ▶ Using the PO Distribution Worksheet – Job Aid
- ▶ eProcurement Requisition Settings – Job Aid
- ▶ PO Mass Approval – Business Process

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

Asset Management – Updates and Changes

- ▶ AM WorkCenter –
 - Corrected links for **Preview AP/PO Information** and **Payables/Purchasing Interface** to link to the correct process pages.



General Ledger– Updates and Changes

▶ New Journal Upload File

- Changes were made to the upload spreadsheet
 - Resolves the issue in which the commitment control amount type was not populating correctly in some situations. This only occurred when the commitment control type was left blank within the spreadsheet's journal header
- New files will be posted on the website early next week
 - ITS will send out announcement when files are ready
 - Users are encouraged to download the new files to minimize issues

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

AP Module – Resolved Known Issues

- ▶ Known Issues to be resolved by Annual Update (Release 5.20)
 - KI9.2–24 Review Bank Statement Total Transaction Amount Showing Zero
 - KI9.2–43 Bank Statement Register Report (FSX3000) Receiving Error Message

AP Module – Active Known Issues

▶ Known Issues – Active

- KI9.2–9 Payment History Report Not Calculating Correctly
- KI9.2–44 Save for Later Button Preventing Access to Voucher Date in iStrategy
- KI9.2–45 TIGA Query
BOR_TIGA_VENDOR_OBLIG_VALIDATE Results Incorrect
- New KI9.2–47 – Submit for approval button is still on the voucher after voucher approved
- New KI9.2–48 – Value Passed too Long for Drill Down Searches – Oracle fixing this in future image

Preparing for Release 5.20

- ▶ What you should do to prepare:
 - Notify all users (core and self-service) of the release schedule and estimated system downtime
 - Coordinate with your Banner staff
 - Evaluate the impact to:
 - Local systems that use PQST/two-tier connection
 - iStrategy data
 - ADP feeds/interfaces
 - Review resolved and new Known Issues
 - Evaluate browsers



Travel & Expenses 2016 Calendar Year-End Updates

Statewide Travel Update from SAO

- ▶ Section 4.4 Meal Per Diem during Overnight Travel
 - If meal was provided on first or last day of travel, traveler is eligible for 75% of the total per diem rate minus the meal provided.
 - Example: Lunch provided on first day of travel
 - \$28 daily meal per diem x .75 = \$21
 - \$21 - \$7 provided lunch = \$14.00 reimbursable amount
- ▶ Refer to announcement sent out by Claire Arnold dated 10/27/2016.
- ▶ ITS is working with Claire to determine a solution for the Travel & Expenses Module.
- ▶ Announcement and Job Aid will be sent to the listservs within the next week.



CY2016 1099-MISC Reporting

CY2016 Reporting Changes

▶ IRS 2016 Submission Date



AFR Contact List <AFR-L@LISTSERV.UGA.EDU> on behalf of Claire M. Arnold <Claire.Arnold@USG.EDU>

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1099 Due Date Changes

You forwarded this message on 10/12/2016 2:08 PM.

Good morning,

We wanted to ensure that each of you were familiar with the 1099 filing date changes for this year in order to adjust institutional workload to accommodate the much earlier date. Calendar year 2016 electronic submission to IRS of Form 1099-MISC is **January 31, 2017**. You can see more information related to the date changes at <https://www.irs.gov/instructions/i1099misc/ar01.html>

Thanks, Claire

1099 User Guide – 2016

- ▶ The 1099 User Guide for 2016 is being updated and will be posted to the Georgia *FIRST* Financials website within the next couple of weeks.
 - Includes tips and hints throughout the guide based on issues from 2015.
 - An announcement will be sent out once it is available.



Miscellaneous Production Information

AP Module – Banner to AP Interface

- ▶ During October, ITS ran the annual Supplier Inactivation process
 - This year “B” Business Unit Suppliers were included.
 - Process updated all Suppliers to inactive status if no activity against them in the past 2 years.
- ▶ As a result, we have received a few tickets regarding Banner Vouchers not being built
 - To correct issue:
 - Reactivate Suppliers as needed
 - Navigate to Quick Invoice page and update the Build Status to ‘To Build’
 - Run Voucher Build for Banner to AP interface

Additional Resolved Known Issues not related to Release 5.20

- ▶ KI9.2–15 ePro Reqs with Multiple Distrib Lines Not Reassigned
 - Oracle Financials 9.2 does not provide the ability for approval reassignment of where multiple distribution lines with different approvers exist.
 - An enhancement request has been submitted to Oracle to request this functionality.
 - Until Oracle provides this, approval reassignment will only be possible at the line level to a single approver.
 - Additional approvers for the line may be inserted using the ad-hoc functionality.

Additional Resolved Known Issues

- ▶ KI9.2-37_EX – BOR_KK_OPEN_TAUTH_ENC Query Not Returning Accurate Results
 - Since the configuration change was made July 1, 2016 to no longer encumber funds for Travel Authorizations, this query is no longer needed.
 - A new query has been provided that can now be used for monitoring approved Travel Authorizations
 - BOR_EX_APPROVED_TAUTHS

Banner Firewall Changes Required

- ▶ What: Production (FPROD) database is moving to a new server configuration
- ▶ When: Sometime in the next few weeks
- ▶ What's that mean for you?:
 - Firewall updates to allow FPROD to connect to Banner
 - Update your database link from Banner to FPROD
- ▶ Announcement to be posted soon with details and specific instructions.

Password Change for PSQUEST

- ▶ Scheduled between 6:00 p.m Friday, November 4, **through 8:00 a.m. Saturday November 5.**
- ▶ Only PSQUEST access to FPROD and FPLAY are affected.
 - FPROD and FPLAY will still be available for web access
- ▶ Security Administrator from each institution should contact the ITS Helpdesk to request the new PSQUEST password.
- ▶ Any institution specific applications, processes or scripts that use the PSQUEST account (pqst###) will need to be updated to reflect the new password as of **Saturday, November 5 at 8:00 a.m.**

Issues with Budget Activity Reports

- ▶ When multiple instances of the Budget Activity Report are scheduled to run on a recurring basis, some instances may randomly run to error and produce a report.
- ▶ It happens randomly and not every time.
- ▶ There is no resolution or workaround at this time.
- ▶ ITS is currently researching this issue



Questions?