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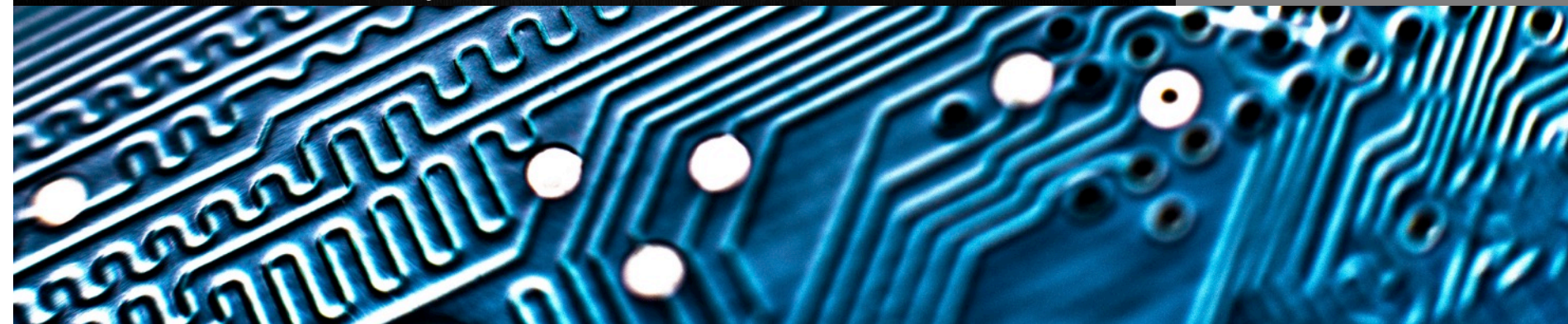Information Technology Services

Georgia*FIRST* Financials Production
Update WebEx
Tuesday, November 14, 2017

10:00am-
11:30am

Agenda

- Annual Oracle Maintenance Release 5.30
  - Release Schedule
  - FPLAY Database Refresh
  - Supported Browsers
  - User Experience Changes
  - Module Updates and Changes
  - Preparing for Release 5.30
- Calendar Year-End Updates
- Miscellaneous Production Support Information
- Q&A

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Annual Oracle Maintenance
Release 5.30

Annual Oracle Maintenance Release 5.30

- Schedule for Application of Release 5.30
  - All Georgia*FIRST* users should log out before **7:00pm, Thursday, November 30**
  - Production will be down all day Friday, December 1
  - Production will be available for institutional access **by 7:00am, Monday December 4**

Annual Oracle Maintenance Release 5.30

- Will consist of:
  - PeopleTools to 8.55.19
  - PeopleSoft Update Images (PI)
    - Images 20 - 23
  - BOR modification retrofits
    - Approximately 60
  - Resolved Known Issues - 8

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Annual Oracle Maintenance Release 5.30

- URL Changes
  - At Georgia Summit, we shared that there will be new URLs
  - Good news! ITS has come up with a method that will not require users to change their existing URLs.
  - The only exception is FPLAY database - will have a new URL

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FPLAY Database Refresh Schedule

- Plan to refresh week of December 18
  - Will be unavailable approximately 4 business days.
  - An announcement will be sent out in November with exact dates.
- Will also have a URL change
- Per announcement that will be sent out, notify ITS if you have users setup for Training that you wish to retain.

Supported Browsers

Supported Browsers for PT8.55.19

- Make sure Technical staff at your institution are aware IE10 will no longer be supported as of Release 5.30 (PT8.55.19).

- 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.

Supported Browsers for PT8.55.19

Minimum Browser Requirements

Apple Safari for OS X:	8.x or later versions
Apple Safari for IOS:	8.0.2 or later versions
Google Chrome for Windows:	58.x or later versions
Google Chrome for Android:	5.x or later versions
Microsoft Internet Explorer:	11.x or later versions
Microsoft Edge:	25.10586 or later versions
Mozilla Firefox:	38.x or later versions

Supported Browsers for PT8.55.19

Refer to the following documentation:

- Browser Compatibility Guide for PeopleSoft Applications, PeopleTools 8.53-8.56
- Clearing Your Browser Cache Job Aid

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

Release 5.30 User Experience Changes

Annual Oracle Maintenance Release 5.30

- PeopleSoft Fluid User Interface
  - Modern user interface for all devices including tablets, smartphones and desktop
  - Initial scope included in this release
    - Self-Service functionality

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Annual Oracle Maintenance Release 5.30

- New Homepages
  - Employee Self Service (default)
  - Manager Self Service
- Tiles on Employee Homepage
  - Will be available based on your security
  - Tiles for WorkCenters (AP, Buyer, AM, GL)
  - Tile to access Pagelets

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New Homepages
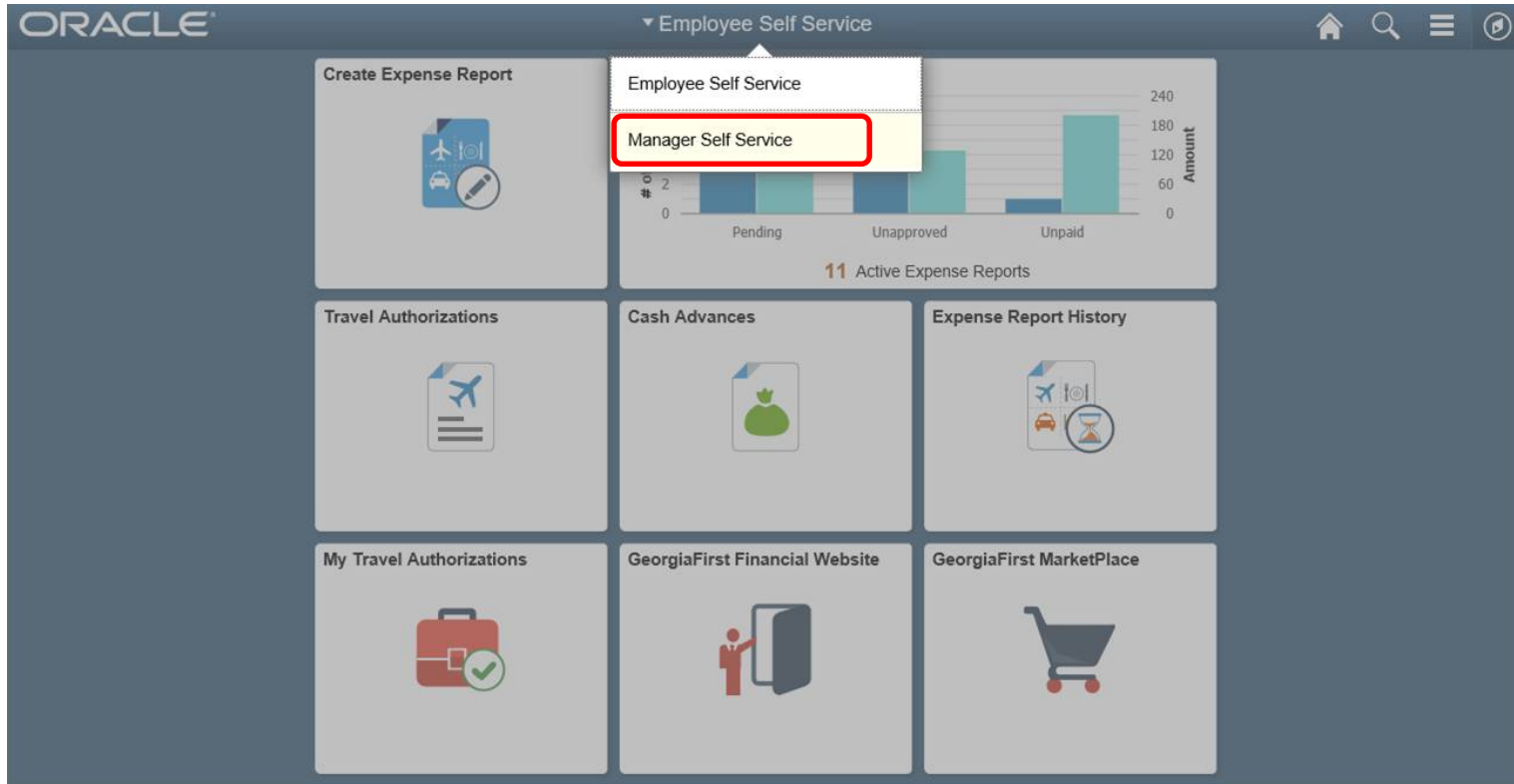
Manager Self Service Homepage
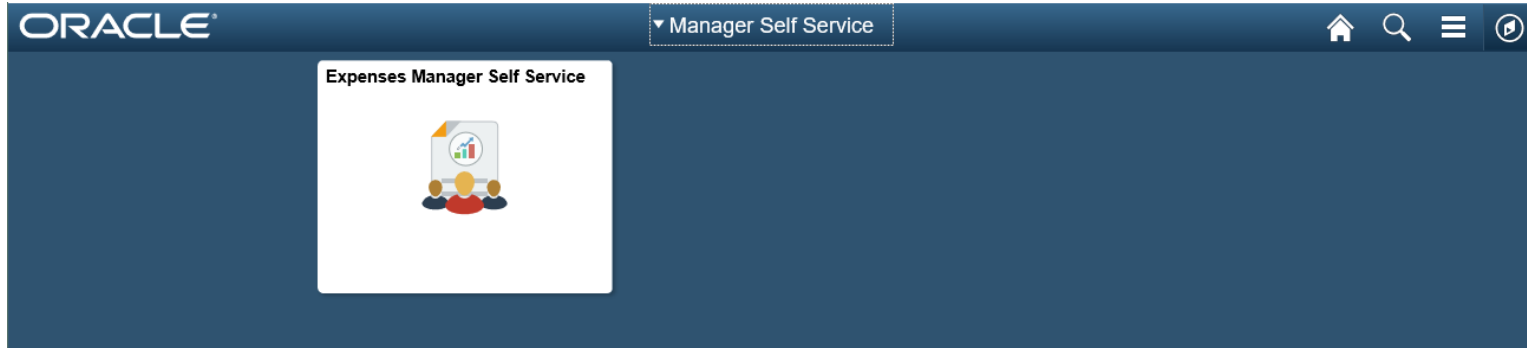
Manager Self Service

New Search Functionality

- Ability to search for:
  - Menu Navigation/pages
  - Transactions
- Search results will not be real time
  - ITS is still working to determine the frequency
  - Institutions should plan for transactional related searches to be behind (up to a day)
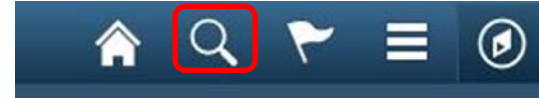
WorkCenters – Updates and Changes

From Homepage

- General Ledger, Accounts Payable, Buyer or AM Workcenter tile

Pagelets – Updates and Changes

- Pagelets
  - No longer will display on user's homepage
  - Will be available as a tile

Menu Navigation Changes

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Menu Navigation Changes

- Recent Places and My Favorites
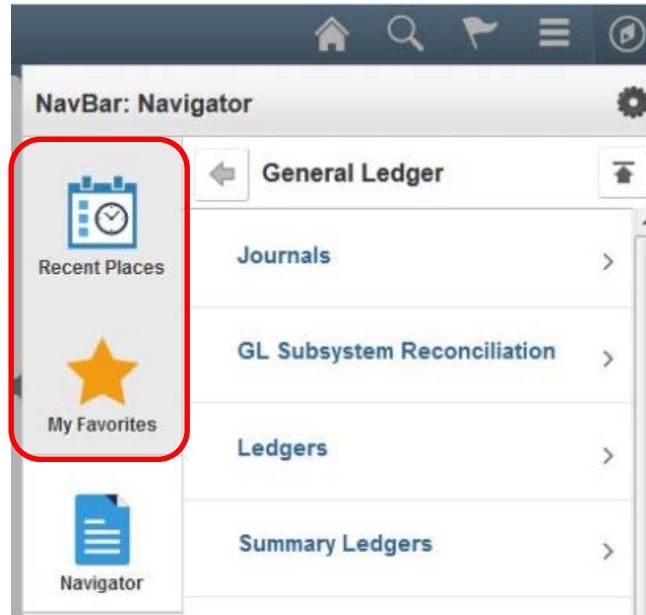
Release 5.30 Module Updates and Changes

Journal and Voucher Upload Spreadsheets

- New Version of Journal and Voucher upload spreadsheets

- Will be posted to the Georgia*FIRST* website week of November 20th

- Current version of the spreadsheets will no longer work as of December 4th (following Release 5.30)

General Ledger– Updates and Changes

- ## New Department Manager Dashboard
  - Allows users to view financial data, including budgets, pre-encumbrances, encumbrances, and expenses in one location
  - Real time results rather than previous days data
  - Geared to non-traditional users
  - Department-level security
  - Drill down capability
  - Navigation: BOR Menus > BOR General Ledger

Travel and Expenses – Updates and Changes

Employee Self Service

Manager Self Service

Travel and Expenses – Updates and Changes

Employee Self Service

- Employee = YOU are the employee/traveler
  - Submit/View your personal transactions
  - These items can also be accessed via the Navigation bar

Manager Self Service

- Access to Manager Travel and Expense Menu items
  - Approve Transactions
  - These items can also be accessed via the Navigation bar

Travel and Expenses – Updates and Changes

- Fluid Expense Report Entry
  - Accessed from the Create Expense Report tile on the Employee Self Service homepage

Travel and Expenses – Updates and Changes

Fluid Expense Report

- Accessed from the Create Expense Report tile on the Fluid Self Service homepage

Classic Expense Report

- Accessed from the Navigation bar. Employee Self-Service > Travel and Expenses > Expense Reports > Create

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Travel and Expenses – Updates and Changes

Travel and Expenses – Updates and Changes

Travel and Expenses – Updates and Changes

- Fluid Expense Report Entry
  - Designed for very basic Expense Report entry
    - Cannot apply Travel Authorizations or Cash Advances
    - Cannot edit Accounting Defaults to update all lines of Expense Report AFTER lines are added
      - Must make changes BEFORE lines are added by clicking Accounting Defaults

Travel and Expenses – Updates and Changes

- Fluid Expense Report Entry
  - Can create and Save **Fluid Expense Report** (from desktop or mobile device), then Modify/Submit via the **Classic Expense Report** navigation (Employee Self-Service > Travel and Expenses > Expense Reports > Modify)
  - Fluid Expense Report Job Aid will be posted to the Georgia*FIRST* website

Travel and Expenses – Preparation for the Release

- Workflow approval best practices
  - All Expense transactions should be in Pending or Approved Status prior to release 5.30
    - Fully approved or sent back to the traveler
    - Run the **BOR_EX_WF_BLACK_HOLE** query to monitor approvals in process

Travel and Expenses – Resolved Known Issues

- KI9.2-58_EX Project Missing from Default Accounting for Expense Report

Travel and Expenses – New Known Issues

- Travel Authorization Default Creation Method of Copy From a Template causes Accounting Details to be blank

  – Workaround: Do not set Default Creation Method to Copy From a Template

Travel and Expenses – New Known Issues

- Fluid Expense Report Creation
  - Lines added using QuickFill are problematic
  - Changes to Accounting Defaults under General Information will not update all lines
    - Accounting Defaults must be changed BEFORE adding Expense Lines

ePro & Purchasing – Updates and Changes

- Implementing Supplier Workflow
  - Supplier Entry will remain the same as it is today
    - Users having the BOR_PO_VENDORS_MAINT role will enter new Suppliers and when saved the status will be Unapproved
  - Suppliers should be Approved or Inactivated prior to Release 5.30
  - Updated Business Process: SP_020_031 – Approving Suppliers

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- Implementing Supplier Workflow
  - Users with the BOR_PO_VENDORS_APPROVE role will receive an e-mail notification when a supplier is added as Unapproved
    - E-mail address and Workflow options must be specified on User ID profile
    - This is a 'pooled' approval, meaning all users with the role will receive notification, but only one approver will need to take action

ePro & Purchasing – Updates and Changes

- Implementing Supplier Workflow
  - Approval action can be taken in the following ways:
    - Accessing the Worklist page, via the NavBar
    - Clicking the link in the notification e-mail to access the Approve Supplier page
    - Navigating to the Approve Supplier page

Supplier Approval

Identifying Information | Address | Contacts | Location | Custom

SetID 39000	**Supplier Name** Teresa Tester	
Supplier ID 0000418019	**Additional Name**	
Supplier Short Name TERESATEST	TERESATEST-001	☐ **Withholding**
	Check for Duplicate	☑ **Open For Ordering**
Classification Federal		
HCM Class		**Supplier Audit** Default
Persistence Regular		☐ **Supplier Audit**
Supplier Status Unapproved		

Expand All   **Collapse All**   Approval History

Attachments (0)

Approval

Comments [   ]   **Approve**

254 characters remaining   **Deny**

Supplier Relationships

☐ **Corporate Supplier**   ☐ **InterUnit Supplier**

Corporate SetID 39000   **InterUnit Supplier ID**

Corporate Supplier ID 0000418019   Supplier Hierarchy   Supplier 360

Teresa Tester

ePro & Purchasing – Updates and Changes

- Implementing Supplier Workflow
  - Prior to Rel 5.30 being applied, ITS recommends that all Unapproved Suppliers be updated to Approved or Inactive.
  - If a supplier is not updated prior to the release, users *should* be able to Approve the supplier from the Approve Supplier page, using the drop down option. The Approve/Deny buttons will not be available.

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ePro & Purchasing – Updates and Changes

- ## Implementing Supplier Workflow
  - Business Process SP_020_031 – Approving Suppliers has been updated. Please review for additional information not covered in this WebEx.

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ePro & Purchasing - Resolved Known Issues

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

- **KI9.2-59_PO** - Purchase Orders Closed with a Budget Error or Not Chk'd Status

- **KI9.2-61_PO** - Pre-encumbrances Not Liquidated for Requisitions Closed in Requester's Workbench

- KI9.2-71_PO- Express PO - Amount Only
  - Unable to add an 'Amount Only' PO via the Express PO's page.

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Accounts Payable (AP) – Resolved Known Issues

- **KI9.2-47_AP** - Submit Approval Button Remains Active After Selecting for Voucher Approval
- **KI9.2-48_AP** - Voucher Inquiry Error Message Value Too Long
- **KI9.2-52_AP** - Voucher Print Functionality No Longer Displaying Supplier Address
- **KI9.2-53_AP** - Vouchers Saved for Later Not Displaying Invoice Information Tab

Asset Management – Updates and Changes

- ## Change to Asset Management WorkCenter
  - The *Reviewing Financial Information* and *Review Phy A Information* pages have been combined into a single page to make reviewing an asset easier.
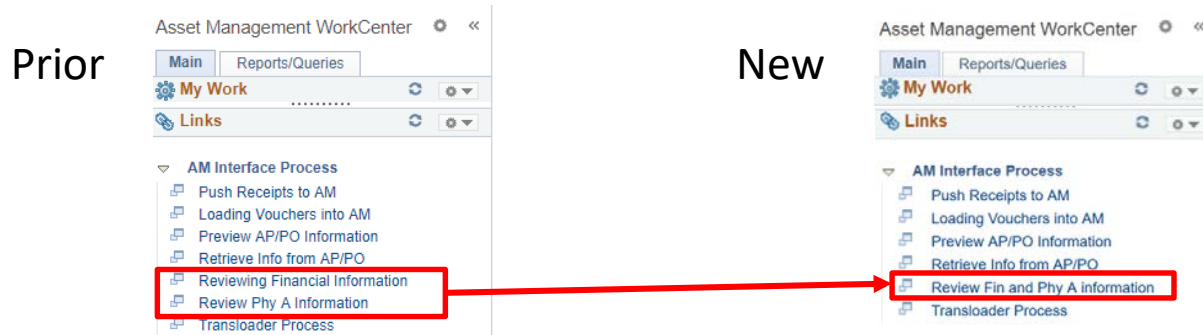
Asset Management – Updates and Changes

- Asset Management documentation and Business Processes have been updated to include the new changes.

- Will be available on Georgia*FIRST* Financials website week of November 20th

Budget Prep Redesign – Updates and Changes

- Majority of changes will be included in Release 5.30
- Required due to implementation of OneUSG Connect
- Used by all Georgia*FIRST* institutions for FY2019 Budget development
- Includes additional enhancements proposed by Budget users in Design Session (March 2016)
- User Acceptance Testing:
  - Cohort 1 institutions
  - Tentatively scheduling December 12-13 in Athens

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- How to prepare:
  - Communicate system downtime
  - Change Management:
    - Prepare users for user interface changes
      - ITS will provide a short YouTube video and job aids
    - Download Journal & Voucher spreadsheets
    - Review Supported Browser Information
  - Plan for use of new features
    - Supplier Workflow setup
    - Department Manager Dashboard

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- How to prepare:
  - Data Best Practice Recommendations:
    - Suppliers
      - Need to be in **Approved** or **Inactive** status
    - Workflow Approvals
      - Transactions should be in **Pending** or **Approved** status
      - Includes Travel Authorizations, Cash Advances, Expense Reports, AP Vouchers, Journals, Requisitions, Purchase Orders

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Calendar Year-End Updates

Annual Per Diem Updates (CONUS/OCONUS)

- Working on the annual per diem updates
- Estimating mid to late December for updates to be applied to production
- An announcement will be sent once they are complete

CY2017 1099-MISC Reporting

- There are no IRS updates for tax year 2017 that affect the USG.
- Copy B template is being updated to increase font size and improve placement of address.
  - Updated Copy B will be available no later than mid January
- The 1099 User Guide for 2017 will be reviewed and updated.
- An announcement will be sent once it is available.

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Miscellaneous Production Information

Accounts Payable (AP) – Payment Request

- Pilot group of 10 schools will participate with testing in FPLAY beginning in January.

- Date for WebEx with these schools to be announced in the coming weeks.

- Implementation in FPROD expected as part of a spring release.

Release 5.30 Production Support WebEx Questions and Answers Support Document

Questions	Answers
Why can the Submit Approval not be set up as a batch process like budget checking? If you have to pick an address when a vendor has multiple addresses, why does it not automatically change on the payment page?	ITS BORBATCH runs the Batch Voucher Approval process each weekday at 10AM, 3PM, and 6PM. It may also be run manually at any time by navigating to **Accounts Payable > Vouchers > Approve > Batch Voucher Approval**. PeopleSoft functionality allows for separate Invoicing and Remitting Addresses to be entered on the same voucher. The Invoice address can be selected on the Invoice Information tab independently of the Remittance Address on the Payment tab.
Are these tile examples through the Travel and Expenses module?	Every user will land on the Employee Self Service homepage with the Fluid tiles. The Navigation bar can be used for regular menu navigations just like the left menu is used today.
Will the Edit Accounting Defaults to Update All Lines be fixed?	This is a PeopleSoft bug that we have reported, so we will work with them to get a fix delivered in the future.
Have these dates been coordinated with the ADP/HCM Payroll month end processes? Like Common Remitter?	These dates have been provided to SSC and we will work with them to make sure processing deadlines are adjusted as needed.
Can we remove the Travel Authorization tile?	The tiles on the Fluid Self Service homepage are specific to your institution's transactional use. If you do not use Travel Authorizations or Cash Advances, these tiles will not appear.
Will our current favorites be brought forward?	Yes! Add your favorites now and they will come forward.
Where do the end users go to put in a special request?	For special request requisitions, you will still go to **eProcurement > Requisitions**.
Is there a tile we have to click on to get to the eProcurement?	No, you will still navigate to **eProcurement > Requisitions** to create a requisition. There is a Georgia*First* Marketplace tile that replaces the link on the menu for Shoppers to access GFM.
Once users click on the GFM tile, is there a link for the shopper vs requester?	Shoppers will access GFM via the tile, while Requesters will access GFM via the menu: **eProcurement > Requisitions.**
Can you tell us again when the YouTube video will be up?	During the week of November 20th. An announcement will be sent out when it becomes available.

Can an institution remove certain tiles if they aren't using those pages?	No, you will not be able to remove the delivered tiles. However, the tiles you will see will be controlled by Security. For example, if you aren't using travel and expenses, those tiles will not show.
What about cash advances? We don't use those.	Then you should not see that tile, either.
Are the Tauths still NOT going to encumber funds?	Travel Authorizations will continue to not encumber funds.
Will the Classic view be going away?	Yes, the classic homepage and menu navigation you are used to will go away. However, many of the pages you navigate to through the Navigation bar (NavBar) will still be classic pages.
Will there be an update to the Budget spreadsheet upload also?	No, just the voucher and journal spreadsheets.
Will both the self service and core URL's have the Employee Self Service fluid interface?	Both Self Service and Core portals will land on the Employee Self Service Fluid homepage.
Using fluid interface, can the accounting details/chartstring be updated on individual lines?	Yes
When a user logs in, will the default home page display the fluid interface?	Yes
Regarding approving expense reports, will the approver still have a worklist link or will they need to go through the Manager Self Service tile?	Yes, the Worklist can be accessed via the Navigation bar.
What will an ePRO marketplace and special request user see as a result of the fluid interface? Will there be a tile for accessing this module?	The Georgia*FIRST* Marketplace tile replaces the link that is currently found at the bottom of the menu and is only for Shoppers to access the GFM. Requesters must still access GFM through **eProcurement > Requisitions** to create a requisition. Currently, there is not a tile for eProcurement, as those pages have remained 'Classic' pages (not Fluid).
Will the Department Budget Manager access to PS Financials take the place of iStrategy? Does this access give them drilldown capability to get details of encumbrances and actual expenses?	The Department Manager dashboard will be a new option but is not intended to replace iStrategy at this time. It will provide department-level security, drilldown capability and provide real time results for encumbrances and expenses. There are future plans to add additional reports.
Can you modify a report with the fluid expense report?	Yes, you can create and save a Fluid expense report then modify from the Classic expense report page and vice versa.
How do you enter personal/commute miles on a fluid expense report?	The *Reimbursable Miles box can be selected and will open a window for mileage entry just as it does for the classic expense report currently.

Will the BOR Spreadsheet (Journal Upload) work with the new version of PeopleSoft?	The current Voucher and Journal spreadsheet will no longer work as of December 4th following Release 5.30. You will need to download and obtain the new spreadsheets to begin use as of that date.
Are changes for Budget Prep strictly for Budget Prep only? Amendments will not be affected, correct?	Correct.
Will alternate approvers have the same access as budget managers using the department-level security	The department level security is not automatic. The Security Admin will need to set up access for the Department Managers to use the new dashboard. For more information, refer to the Georgia Summit session on this topic. ITS will be sending out a new job aid that includes the necessary setup within the next week also.

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/customer_services/service_level_guidelines. For USG services status, please visit http://status.usg.edu.

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