GENERAL INFORMATION

Purpose

These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the scheduled 2.16 release of BOR functional application enhancements.

NOTE: A zip file containing 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 have been included in this release:
  - Asset Management
    - AM.020.171: Adding Room Number to an Asset Location
    - AM.020.200: Changing Asset's Useful Life
    - AM.020.085: Adding CWIP Assets
    - AM.020.086: Capitalizing a CWIP Asset
    - AM.070.067: Create the Asset NBV Report
    - AM.070.068: Create the Cost Activity Report
    - AM.070.066: Create the Depreciation Activity Report
  - eProcurement
    - EP.010.071: Updating Additional Department Manager ID
- Business Processes can be found on the Georgia*FIRST* web site at: http://www.usg.edu/gafirst-fin/documentation/.
  - Business Processes are located in the **Business Processes** section.

Known Issues

- N/A

Model Changes

- N/A

TECHNICAL IMPACT

Database

The F89PRD Production Transaction database will be shut down for the normal maintenance window at 11:00 pm on Friday, December 10, 2010, and will remain unavailable until 7:00 am on Sunday, December 12, 2010. The F89PRD Production Transaction database will be ready for access at 7:00 am on Sunday, December 12, 2010.

- **NOTE:** The system cache will 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_WTHD App Engine and Crystal Reports	The PeopleSoft 1099 IRS changes for calendar year 2010 were downloaded from PeopleSoft and applied. Changes included, but were not limited to, the ability to Mask TINs on the 1099-MISC form, an update to the REV_CANC step in the AP_WTHD App Engine, as well as changes in the Crystal Reports files for the 1099-MISC, 1099G, and 1099I.
AP_WTHD_UPDT Update Withholdings	The Update Withholdings App Engine (AP_WTHD_UPDT) was modified to populate the process instance field with the process instance number when inserting records into the PS_WTHD_TRXN_TBL. Previously, the App Engine was populating this field with a 0, which caused the Vendor Updates to appear as Manual Updates on the BORRY010 report and the Manual Update page.
NEW BOR PROCESSES AND REPORTS	
AP_APY2050 – Pay Cycle Positive Pay Request and BORIF029 – Positive Pay	Accounts Payable > Payments > Pay Cycle Processing > Manual Positive Payment The AP_APY2050 App Engine and BORIF029 SQR have been modified so that only Check payments are included. Previously, Manual Payments were included in the Positive Pay file as well.
QUERIES	
BOR_AP_1099_PMTS	BOR Reporting Instance > Query > Query Manager/or Viewer The BOR_AP_1099_PMTS query has been modified to include Vendor Location.
BOR_AP_1099_NON RPT_CONSISTENT	The query has been modified to include Vendor Location. In addition, the "From TIN" and "To TIN" prompts have been removed.
BOR_AP_1099_MIS MATCHED	The query has been modified to include Vendor Location.
BOR_AP_1099_ADJ UST	The query has been modified to include Vendor Location. Also, a prompt on Business Unit has been added.
BOR_AP_1099_VEN DORS	A new query has been added to show 1099 applicable vendors for a selected SetID and vendor status. This query was created in response to user request and can be used at anytime throughout the year to monitor 1099 vendors.
MENU/SECURITY CHANGES	
Security Update on BOR_AP_INQUIRY role	The ability to go to Enter Voucher Information and have view only privileges has been added to this role. Previously, this role only allowed access to the inquiry screen.

PAGE CHANGES

Payment Selection Criteria – Add Value	Account Payables > Payments > Pay Cycle Processing > Payment Selection Criteria > Add a new Value tab A modification was made to the PeopleCode to allow the adding of new Pay Cycle definitions. Due to the securing of paycycles by business unit in prior releases, the ability to add a new paycycle was inadvertently affected. The ability to add pay cycles is currently restricted to ITS Support Personnel.
Update Vendor Withholdings page	Vendors > 1099 Withholding > Maintain > Update Vendor Withholdings The search page has been modified to only return the Withholding Update ID's that were created by the user's institution. Previously, a user could see and also choose any Withholding Update ID, including ones created by other institutions. This was not only confusing to the user, but allowed the user to view limited information from the other institution.
Update Voucher Line Withholdings page	Vendors > 1099 Withholding > Maintain > Update VoucherLine Withholdings The search page has been modified to default the user's SETID as set in User Preferences into the Vendor SetID field. Additionally, when a vendor is chosen, and the user is transferred to the Update page, the user's Business unit, as defined in User Preferences, is defaulted into the Business Unit field.

OTHER

Script to insert CT paygroup	A script will be run to insert the 'CT' Vendor pay group for all primary SETIDs. This will allow the CT pay group to be used in Vendor setup, as well as the setup of new paycycles. This paygroup will be used by institutions utilizing the GaFirst Marketplace (SciQuest) for Catalog Vendors.

ASSET MANAGEMENT (AM)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Asset Basic Add	New PeopleCode has been incorporated on the Asset Acquisition Detail page in the Asset Basic Add page group. When manually adding an asset, if the Accounting Date that has been entered is in a closed Accounting Period, a message will be displayed to alert the user. The asset cannot be saved until the Accounting Date is changed.

MENU/SECURITY CHANGES

AM Location Definition	Setup Financials > Product Related > Asset Management > Location Definition A new role was created to allow users to add a Room # to an existing location in the Asset Management Location Definition. **Security Admins: The Role that is needed to be able to access the Room # field is BOR_FN_CONFIG_SETUP**

BUDGET PREP (BP)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

BORBU8HX – HR/Payroll BP	BOR Menus > BOR Budget Prep > Budget Prep Processing > HR/Payroll BP This process has been modified to accept multiple earn codes with the same account code distribution. Prior to modification, each earn code required a unique account code distribution, else the BORBU8HX file would ERROR out until corrected.
Budget Prep Inquire	BOR Menus > BOR Budget Prep > Budget Prep Inquire > Personal Services This page has been modified to correctly state distributions by department when a position has been split funded. Prior to modification, all distribution amounts were shown on one department.
Budget Prep Reports	BOR Menus > BOR Budget Prep > Budget Prep Reports The following reports are no longer applicable and have been removed from the reports menu: • All Institutions Schedule • Position Pool Update Report Schedule C, C1, D and D1 reports are modified to show a Class Code range of 16000-16999 for Fund Code 50000. Schedule D and D1 reports are modified to list MRR funds separately. Prior to modification, the following was shown: • Schedule C Report only had Class 16000 • Schedule C1 did not have Class 16500 • Schedule D MMR funds were under the “Classes Not Categorized” line for Programs Not Categorized • Schedule D-1 MMR funds for Fund Code 50000 listed under Programs Not Categorized and “Other$”

EPROCUREMENT (EP)

PAGE CHANGES

PV_PYMNT_INQUIRY	eProcurement>Buyer Center>Manage Requisitions • Code has been modified to mask the institutional Bank Account number to ensure that only the last 4 digits are visible when a user selects the Payment hyperlink found in the ePro 'Request Lifespan' section of the Manage Requisitions page. • The 'Return to Manage Requisitions' link, found at the bottom of the payment inquiry page is now an Active hyperlink.

GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Create/Update Journal Entries	General Ledger > Journals > Journal Entry > Create/Update Journal Entries **NOTE: The "Reversal: Do Not Generate Reversal" link has been disabled.** Prior to modification, journal entries reversed using the auto reversal link would result in mismatched budget dates and budget reference fields during year end processing. Another issue with auto reversals is that they could not be modified. **NOTE: Journals requiring reversal should be completed using the copy journal and reverse signs functionality.** **IMPORTANT: The Spreadsheet Journal template (Excel macro) has been modified to gray out the reversal options. The new version of this macro is available in the same ZIP file used to access this document from the GeorgiaFIRST website on the Releases page. The updated macro file is "JRNLMCRO.xla 10/26/2010 1:38 PM". Anyone who performs Spreadsheet Journal Uploads will need to ensure they are using the new version of this file.**
Mark Journals for Unposting	General Ledger > Journals > Process Journals > Mark Journals for Unposting The Source field is now a required field when marking journals for unposting. Sources for AP, AR and EX have been excluded from the search and selection. Values are limited to online journals or journals from 3rd party systems (Payroll, PCard, DOAS Phone or Banner). **NOTE: Unposting an AP, AR or EX journal does not reverse the impact the original transaction had on Commitment Control. The copy journal and reverse signs functionality should be used instead.**
BORRG044 - Grant Budget Progress Report	The detail Grant Budget Progress Report was updated to include an additional key for the select statements for AR, AP and PO transactions. It is possible to have different transaction types with the same key, therefore an additional key added to the selects will ensure all distinct transactions are selected and printed on the report.

New Business Unit	A new Business Unit 97000 has been created for the Shared Services Center.
	QUERIES
BOR_OPEN_ITEM_ ID_ERROR_JRNL_ BD	BOR Reporting Instance > Query > Query Manager/or Viewer New query was added to identify invalid Open Item Keys when creating Spreadsheet Journals containing the open item key field. Once a spreadsheet journal containing open item key(s) is successfully imported, users should run the BOR_OPEN_ITEM_ID_ERROR_JRNL_BD query to identify potential invalid open item keys prior to Posting. **NOTE: Currently spreadsheet journal(s) do not run People Code to perform editing on the Open Item Key and journals containing invalid open item keys can successfully Edit, Budget Check and Post.**
BOR_REVEXP_RSA _PGLT Query	This query was modified to include a Fiscal Year prompt in the selection criteria.
	PAGE CHANGES
Valid Chartfield Combinations	BOR Menus > BOR General Ledger > BOR GL Processing > Valid Chartfield Combinations Page was modified to display the Project description.
RSA Revenue to Expense Pagelet	Modified underlying query and view table to include Fiscal Year data. Modified the personalization page for this Pagelet to include the Fiscal Year field.

PURCHASING (PO)

	QUERIES
BOR_PO_OPEN_EN CS_KK	BOR Reporting Instance > Query > Query Manager/or Viewer The BOR_PO_OPEN_ENCS_KK query was modified to improve performance so that it no longer times out when run.
	MENU/SECURITY CHANGES
Modification to the BOR_PO_INQUIRY role	This role was updated to allow view only access to Enter Purchase Order pages. Previously this role only allowed a user to go to the inquiry page.
	PAGE CHANGES

PO_DEFAULTS	Purchasing > Purchase Orders > Add/Update POs PeopleCode has been added to ensure that: • When the Accounting Date is changed on the PO Header, the Budget Ref on the PO Defaults page is automatically updated to reflect the new/current Accounting/Budget Date. For Existing POs: • When the PO Defaults page is accessed, the Budget Ref will automatically sync with the Budget Date upon selecting 'OK' to leave the page, regardless of whether any changes have been made. If the page is accessed and 'Cancel' is selected, the Bud Ref/Bud Date will not automatically sync. • Upon selecting 'SAVE' on the PO, an automatic sync of the Budget Ref with the Budget Date will occur, regardless of whether any changes were made to the PO.
PS_ITM_CAT_TBL	Items > Define Controls > Item Categories The PS_ITM_CAT_TBL has been updated to include all item categories that are currently found on the DOAS website. 1,128 Item Categories were added to the table.
PRCR_DOCSTAT_INQ	Purchasing > Receipts>Review Receipt Information > Receipts OR Purchasing > Receipts > Add/Update Receipts PeopleCode has been modified to ensure that the Receipt Doc Status page will return when the Document Status hyperlink is selected. Previously, selecting this hyperlink returned 3 SQL error messages and the Receipt Doc Status page was not accessible.
FS_DOC_TOL	Purchasing > Purchase Orders > Verify Document Tolerance A PeopleSoft delivered update (UPD807230) has been applied to correct a Unique Constraint SQL error within the Verify Document Tolerance process.
PS_LOCATION_TBL	Set Up Financials/Supply Chain > Common Definitions > Location > Location The County field on the PS_LOCATION_TBL has been relabeled as 'County/Bldg'. This change was made to accommodate integration requirements for SciQuest.

SECURITY (SC)

MENU/SECURITY CHANGES

New Workflow Roles for SciQuest	The following roles were included in release 2.16. These roles will be used for workflow purposes in eProcurement. Further job aids will be released on the use of these roles. -BOR_AGENCY_FUND_APPR -BOR_EP_CAT_AMOUNT_APPR

	-BOR ASSET_APPR - BOR_AUDIO_VIS_APPR - BOR_IT_APPR - BOR_BUYER_APPR -BOR_CHEMICAL_APPR -BOR_UNIVREL_APPR -BOR_FACILITIES_APPR
New Role Action Roles for SciQuest/ePro	The following roles were included in Release 2.16. This roles control what role actions a user has access to for ePro requisitions. Not all approvers should be granted the role action roles. Further job aids and recommendations on the use of these roles will be released. - BOR_EP_RA_CHANGEALL - BOR_EP_RA_CHANGEDISTR - BOR_EP_RA_CHANGEHDR - BOR_EP_RA_CHANGELINE - BOR_EP_RA_CHANGESCHED

PAGE CHANGES

Department Approver (New Page for ePro Approvers)	A new page was developed under Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values > Department Approver. Security to the new page is included in the BOR_GL_CHARTFIELDS role. This new page allows an institution the flexibility to have multiple department approvers for an ePro requisition. There is a new business process EP.010.071 on the website. If institutions choose to have multiple department approvers, they must contact ITS for a workflow change as well, in conjunction with updating the new page.

OTHER NOTES

Next Scheduled Release	PeopleSoft Financials Release 2.17 is currently scheduled for February 26, 2011. You will receive a reminder of when this update will occur.
More Information and Support	For a production down, business interrupting (emergency) situation, call the **ITS HELPDESK** immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For anything else, contact the **ITS HELPDESK** at http://www.usg.edu/customer_services (self-service support request requires a user ID and password, contact the **ITS HELPDESK** to obtain self-service login credentials) or e-mail helpdesk@usg.edu.
Additional	For more information about ITS maintenance schedules or Service Level

Resources	Guidelines, please visit http://www.usg.edu/oiit/policies.