Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: March 16, 2017

SUBJECT: 2018 Budget Prep User's Guide Now Available

Budget Prep users may utilize the Budget Prep module in PeopleSoft Financials for the 2018 Budget. The Budget Prep process remains relatively unchanged from last year. We have completed changes to the FY2018 *Budget Prep User's Guide*. It can be found on the Georgia*FIRST* website at this link:

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

Minor changes were made to the User's Guide for the following business processes:

- BP.010.040 - Setting up Fringe Accounts
    - Step 16 (pg. 132) - The Plan Type drop-down list options were updated.
    - Step 26 (pg. 133) - The Ben Plan drop-down list options were updated.
- BP.040.020 - Exporting Budget Journals to Financials

Step 10 & 12 (pg. 224) The Financials Export run page was updated to include checkbox: Suppress ALL Zero Budgets from Finance

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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