Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: May 18, 2017

SUBJECT: Travel & Expenses Attachment Capability and Configuration Changes

GeorgiaFIRST held a PeopleSoft Travel and Expense Module Enhancement Review Session on March 7, 2017. During that session, users suggested several changes that would make entry easier on travelers. As a result, ITS is implementing the following configuration changes effective Monday, May 22, 2017.

1. Attachment capability for Approvers
   - Expense transactions will no longer have to be sent back to the traveler for attachments to be added.
   - Attachment functionality will be available for all levels of Approvers (Dept Manger 1, Dept Manager 2, Reviewer, AP Auditor).

2. Changes to Expense Types
   - Emp Air Transportation- Preferred/Non-Preferred Merchant Information will be removed.
• Commercial Transportation, Ground Gasoline, and Postage description field will be available but not required.

• “Emp Mileage” will be changed to “Emp Mileage T1” to match the naming convention used on “Emp Mileage T2 Persnl Reduced.”

Please share this information with your Travel & Expense Approvers and Travelers so they are aware of these application changes.

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.

ADDITIONAL RESOURCES
ITS Maintenance Schedule and Service Level Guidelines: http://www.usg.edu/customer_services/service_level_guidelines/