
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.


The screenshot shows a form with the following fields and options:

- *Date:** 05/04/2017
- *Expense Type:** Emp Air Transportation (dropdown menu)
- *Billing Type:** Internal (dropdown menu)
- *Ticket Number:** (empty text field)
- *Merchant:** Radio buttons for Preferred (unselected) and Non-Preferred (selected)
- Below the merchant options is an empty text field.

- Commercial Transportation, Ground Gasoline, and Postage description field will be available but not required.

*Date	*Expense Type	*Description
05/04/2017 	Emp Commercial Transp 	* 

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

*Date	*Expense Type
05/04/2017 	Emp Mileage 

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>.

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