



Announcement

TO: Georgia FIRST PeopleSoft Financials Users

POSTED: May 18, 2017

SUBJECT: Travel & Expenses Attachment Capability and Configuration Changes

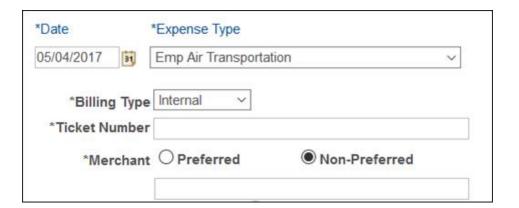
Georgia *FIRST* held a PeopleSoft Travel and Expense Module Enhancement Review Session on March 7, 2017. During that session, users suggested several changes that would make entry easier on travelers. As a result, ITS is implementing the following configuration changes **effective Monday, May 22, 2017**.

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.

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