ANNOUNCEMENT

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: September 27, 2019

SUBJECT: Supplier Audit Functionality and Updated Documentation Available Now

ITS has worked with Diane Hickey, Vice Chancellor for Fiscal Affairs, to implement new Supplier monitoring tools. This audit tool was turned on in production and is now available. The new Supplier audit tool allows users to follow audit trails, as well as identify the User ID and the date/time of specific actions. Users can also use the audit tool to document verification of Supplier changes. Please distribute this information as-soon-as-possible to all users who perform supplier maintenance, as they will notice a change immediately when saving supplier updates.

As soon as a user saves changes made to a supplier, a new page called the Preview Supplier Audit page displays. This page lists changes made to certain fields within the supplier such as address, location, and banking changes. The page includes which user made the change, a date timestamp of when the change was made, and which field(s) was changed.

Additionally, three fields on this page require a reason code if changed. The three fields are:

- Bank ID (routing number)
- Bank Account Number
- The DFI ID

If users change any of the fields listed above, they must select "Verify" as the reason code for the change. Also, users need to enter a comment in the open field next to each change. The comment must include how the user verified the banking change made is legitimate.

Once the user clicks the OK button on the Preview Supplier Audit page, then the supplier information can be submitted for approval. Before submitting for approval, users may include any comments in the additional comments field so that Approvers can see this information when routing through workflow.

There are no changes in the Supplier approval process; however, users with the

BOR_PO_VENDORS_APPROVE role can now view the Supplier Audit Logs by one of the two methods below:

1. Supplier Audit Inquiry page
2. Supplier Audit Log report

For more information on how to view the Supplier Audit Logs, see the "Supplier Audit Inquiry" job aid located here.

RELATED DOCUMENTATION: To further support users, ITS updated the following related business processes: "SP.020.010 - Adding a Supplier," "SP.020.011 - Updating a Supplier," "SP.020.021 - Adding Banking Information to a Supplier." All updated business processes can be found here.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the ITS Customer Services website.