V9 Upgrade
Institutional Readiness

GeorgiaFIRST Team
November 18, 2014
10:30am – 11:30am
Agenda

• Introduction
• 9.2 Application Upgrade Schedule
• Upcoming Activities – Grants and Hyperion Demo
• Training Approach and Timeline
• Significant Application Changes
• Workflow
• Security
• Pre-Upgrade Cleanup
• Institutional Retrofits
• Workstation Installer Question
Introduction

• *ITS Administrative Services New employees – Heather Duren, Debora Exum, Robert Prescott, Dave Register, Natalie McCarley, Kristi Bradshaw (coming soon)*

• **Calling all additional resources:**
  - More engagement with Institution resources
  - Including more resources from Administrative Services Production Support Team
Upgrade Schedule

May 2014
- Project Planning
- Fit Gap Preparation
- CAO/BIC/BPC Approval
- Scope Definition
- Detail Project Plan Complete

July 2014
- Functional Specifications Creation

September 2014
- Complete Application Configuration 10/24/2014
- Complete System Testing 10/15/2014-1/16/2015

October 2014
- Development Retrofits 11/21/2014
- Code Freeze 1/19/2015

November 2014
- Go Live 3/31/2015
- System Testing 10/15/2014-1/16/2015

December 2014
- Institutional Retrofits 12/2/2014-2/17/2015
- User Acceptance Testing 2/2-2/20

January 2015
- Tree and Query Lock 1/5/2015
- Regression Testing 3/1-3/20

February 2015
- User Acceptance Testing 2/2-2/20

March 2015
- Go Live 3/31/2015
- Complete Training 3/1-3/20
Upcoming Activities

• Grants and Hyperion Demonstration
• Thursday December 11 at ITS in Athens
  – Hyperion in the morning
  – Grants Suite in the afternoon
Upcoming Activities

• Institutional Readiness Web Conferences
  – December 16\textsuperscript{th} 10:30 a.m.
  – January 20\textsuperscript{th} 10:30 a.m.
Training Approach & Timeline

• Two primary approaches
  – Full module training for ePro and Expenses
  – Delta training for all other modules

• Two primary audiences
  – Super users and administrators
  – Trainers
Training Approach & Timeline

• Delivery methods
  – Pre-recorded videos
  – Live virtual training
  – Classroom instruction

• Timing – Short term (upgrade)
  – March 2015 - Training for all modules
Training Approach & Timeline

• Timing – Long term
  – Recent CAO meeting ongoing training was prioritized very high
  – April through May 2015 – ongoing evaluation and feedback
  – Long term training for modules
Significant Application Changes

• AP Pay Cycles - BI Publisher Checks
  – Ability to print comments on payment advice.
  – PDF check files will eliminate need for SwiftView.
  – Signatures:
    • Signature cards will no longer be needed.
    • Institutions will be able to upload a signature image in PeopleSoft to the server.
  – Check files will be available in Report Manager instead of Process Monitor.
Significant Application Changes

• AP Pay Cycles – ACH/EFT Notifications
  – New step in pay cycle that will create email notification to payee.
  – Payment advice will be attached to the email that includes the payment details (Invoice number, Invoice Date, Voucher ID, etc.).
Payment Advice

19 August 2014 14:49:09 PM
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To:
Supplier Name: AUTOMATED CLEARING HOUSE - CONFIRMED
Supplier Address: 54032 23 MILE ROAD
                CHESTERFIELD MI, 48047
                USA

Reference Information
Pay Cycle: FG1
Pay Cycle Seq Number: 33

Payment Information
Payment Reference: 005014
Payment Date: 08/19/2014
Payment Method: Automated Clearing House

Bank ID  Bank Name  Branch ID  Branch Name
0322      cibc       15823      
****231

JASON TESTING 123456

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Voucher ID</th>
<th>Gross Amount</th>
<th>Discount Taken</th>
<th>Late Charge</th>
<th>Paid Amt</th>
</tr>
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<tbody>
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<td>000000262</td>
<td>120.00</td>
<td>0.00</td>
<td>0.00</td>
<td>120.00</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>120.00</td>
<td>0.00</td>
<td>0.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

USD
Significant Application Changes

• AP Pay Cycles – Positive Payment
  – New BOR Positive Payment page (no more issues “No Pos Pay pay cycles available”).
  – Will have the flexibility to run after each pay cycle or at the end of the day for all check payments.
  – Will continue to have multiple formats available.
    • New format for Synovus will be added.
Significant Application Changes

• Project Ledger Configuration
  – Configuration changes will take advantage of new functionality in 9.2 that allows the project field to be set as ‘Optional’ on the Budget Definition
  – Institutions will be able to budget projects in APPROP and ORG
Commitment Control Ledger Configuration

Expense - Current

Funds:
10000
10500
10600
10900
11xxx
12xxx
13000
14000
15000
16000
50000

Anything with a project_id, so both projects and grants are tracked here
Add project_id as optional field to APPROP, ORG

Funds:
10000
10500
10600
10900
11xxx
12xxx
13000
14000
15000
16000
50000

Grants only

Commitment Control Ledger Configuration
Significant Application Changes

Budget Reference:

- Plans underway to remove the BOR modification that syncs the Budget_Ref field to Budget_Period.
- Currently working on developing new monitoring tools (workflow, alerts, etc.) to provide the institutions.
- A one hour WebEx is being scheduled to demo this application change and the new monitoring tools.
Workflow Changes

• New 9.2 Workflow:
  – Accounts Payable Approval – 2 levels
    • Asset and Budget Reference
  – Purchasing Approval – 3 levels
    • Asset, Budget Reference and Buyer
  – Commitment Control Budget Journals
    • One Level of Approval for all Budget Journals
    • Alert for Budget Reference
Workflow Changes

• Changes to currently used Workflow:
  – ePro (2 new paths)
    • Amount – Total Requisition Amount
    • Budget Reference Approval
  – Journal
    • One Level Approval for All Journals
    • Alert for Budget Reference

• ITS will send out Workflow documents this week.
• Institutions need to select the levels they wish to implement for each module and send to Shelia Sloan by Friday, December 5th.
Security Updates for 9.2

• ITS is sending out (December 8, 2014):
  – Updated Job Aids by Job Functions
  – Updated Security Request Form
  – A list of the 9.2 delivered roles so that the local security administrator can begin mapping old roles to new or updated roles.

• Continue regular security reviews and monitor terminated user access.

• UAT - local security administrators can make security updates for their users
  – (add/delete roles, job function changes, etc.).
Pre-Upgrade Cleanup

• ePro and Expenses
  – For institutions using ePro and Expenses, we will look at cutoff options like we use during Fiscal Year-End to restrict entry after a certain date.
  • Date TBD
Pre-Upgrade Cleanup

• **ePro/Purchasing**
  – Approve or close requisitions and Purchase Orders
  – GFM Purchase Orders dispatched
  – GFM eInvoices built into Vouchers and paid
Pre-Upgrade Cleanup

• Assets
  – Interface items cannot be in a Pending status. Must be run through transloader or placed in an On Hold status.
  – AM Cleanup instructions delivered to Institutional Coordinators on 11/12/2014.
    • Deadline is 12/01/2014
  – Continue monitoring on a monthly basis.
Pre-Upgrade Cleanup

• AP Vouchers:
  – Vouchers should be matched and budget checked.
  – Vouchers should be posted.

• AP Pay Cycles/Payments:
  – All Pay cycles must be in a completed status.
    • Including Positive Payment
  – Payments should be posted.
Pre-Upgrade Cleanup

• Journal Generate
  – All AP accounting entries (vouchers and payments)
  – All Expense module accounting entries

• Journals
  – Must be approved and fully processed
Pre-Upgrade Cleanup

• General Ledger
  – Journals must be approved and fully processed.
Pre-Upgrade Cleanup

• Expense Module - Significant changes
  – New Expense Types and configuration changes
  – We will need to treat this like fiscal year-end
  – All Expense Transactions will need to be **fully processed** prior to upgrade beginning:
    • *Travel Authorizations*
    • *Cash Advances*
    • *Expense Reports*
Printing - Travel Authorizations, Cash Advances and Expense Reports

• Travel Authorizations and Cash Advances do not have delivered BI Publisher reports.
  – There is a printable view that can be printed instead.
  – Online review and approval
  – Usage of attachment functionality

• Expense Reports will be available as a BI Publisher report for printing.
# PeopleSoft

## Travel Authorization

**Lucero Aradillas**

**Report Date:** 11/10/2014  
**Report Time:** 8:50:22AM

**Authorization ID:** 0005422101  
**Description:** HACU Conference  
**Employee ID:** 0246120  
**Status:** Denied

### Business Purpose
- Attend Conference

### Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>10/04/2014</td>
<td>Emp Breakfast</td>
<td></td>
<td>11.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/04/2014</td>
<td>Emp Lunch</td>
<td></td>
<td>16.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/05/2014</td>
<td>Emp Breakfast</td>
<td></td>
<td>11.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/06/2014</td>
<td>Emp Breakfast</td>
<td></td>
<td>11.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/04/2014</td>
<td>Emp Dinner</td>
<td></td>
<td>34.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/05/2014</td>
<td>Emp Lunch</td>
<td></td>
<td>16.00 USD</td>
<td>DENVER</td>
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<tr>
<td>10/06/2014</td>
<td>Emp Lunch</td>
<td></td>
<td>16.00 USD</td>
<td>DENVER</td>
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<td>10/04/2014</td>
<td>Emp Dinner</td>
<td></td>
<td>34.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/06/2014</td>
<td>Emp Dinner</td>
<td></td>
<td>34.00 USD</td>
<td>DENVER</td>
</tr>
<tr>
<td>10/04/2014</td>
<td>Emp Lodging</td>
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<td>369.00 USD</td>
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<td>10/04/2014</td>
<td>Emp Baggage</td>
<td>Delta Airlines</td>
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<td>DENVER</td>
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<tr>
<td>10/04/2014</td>
<td>Emp Air Transportation</td>
<td>1,000.00 USD</td>
<td></td>
<td>DENVER</td>
</tr>
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</table>

### Total
- **Non-Reimbursable Expenses:** 1,731.00 USD
- **Total Authorized:** 0.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

**Employee Signature**  
**Date**

**Approved By**  
**Date**
# Cash Advance Report

**Employee**: Kevin Bryant

**Date**: 09/15/2014

## Transactions

<table>
<thead>
<tr>
<th>Advance Source</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Employee Advance</td>
<td>Berry Debate Advance</td>
<td>$1,205.00 USD</td>
</tr>
</tbody>
</table>

**Cash Advance Total**: $1,205.00 USD

**Less Nonpayable Amount**: $0.00 USD

**Amount Due Employee**: $1,205.00 USD

---

**Certification**: I certify that the advance requested above will be used for authorized purposes only.

**Employee Signature**: [Signature]

**Date**: [Date]

**Approved By**: [Signature]

**Date**: [Date]
**View Travel Authorization Details**

**User Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorization ID</th>
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<tbody>
<tr>
<td>HDQ Faculty Council</td>
<td>89050000250</td>
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**Status**

- **Closed**

**Date**

- **From:** 03/19/2009
- **To:** 03/26/2009

**Last Update Date:** 03/25/2009 12:00:00 AM

**By:** HOBITHW

**Accounting Details**

<table>
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<tr>
<th>Details</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
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<th>Action</th>
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<tbody>
<tr>
<td>Lunch</td>
<td>03/19/2009</td>
<td>10.00 USD</td>
<td>Cash</td>
<td>External</td>
<td><em>Detail</em></td>
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<tr>
<td>Dinner</td>
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<td>20.00 USD</td>
<td>Cash</td>
<td>Internal</td>
<td><em>Detail</em></td>
<td></td>
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<tr>
<td>Lodging</td>
<td>03/20/2009</td>
<td>50.00 USD</td>
<td>Visa</td>
<td>Internal</td>
<td><em>Detail</em></td>
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<tr>
<td>Breakfast</td>
<td>03/20/2009</td>
<td>7.00 USD</td>
<td>Cash</td>
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<tr>
<td>Lunch</td>
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<td>8.00 USD</td>
<td>Check</td>
<td>Internal</td>
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<td>03/20/2009</td>
<td>50.00 USD</td>
<td>Cash</td>
<td>Internal</td>
<td><em>Detail</em></td>
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<tr>
<td>Parking</td>
<td>03/20/2009</td>
<td>10.00 USD</td>
<td>Cash</td>
<td>Internal</td>
<td><em>Detail</em></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

- **Authorized Amount:** 164.10 USD
- **Less Non-Approved:** 0.00 USD
- **Due Employee:** 164.10 USD

**Action History**

- **Submitted:** Lightfoot, Robert 03/20/2009 11:50:28 AM
- **Approved:** Hendri, C Anthony 03/20/2009 12:34:56 PM
- **Reviewed:** Faith_Hendri 03/20/2009 1:19:59 PM
- **Reviewed:** Faith_Hendri 03/20/2009 9:22:42 AM
View Cash Advance

Craig Young
Business Purpose: Athletic Events Team
Advance Description: Final Four
Accounting Date: 06/21/2009

Cash Advance

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Amount/Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Advance EFT Payments</td>
<td>meal money for state tournament</td>
<td>1,500.00 USD</td>
</tr>
</tbody>
</table>

Totals
Advance Amount: 1,500.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submitted on: 06/21/2009
Submitted by: Craig Young

Approval History

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
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<tr>
<td></td>
<td>Young, Craig</td>
<td>Submitted</td>
<td>06/25/2009 18:11:34 AM</td>
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<tr>
<td>1st Level Finance Dept Manager</td>
<td>Eve, Christopher</td>
<td>Approved</td>
<td>06/25/2009 19:52:40 AM</td>
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<tr>
<td>1st Level Finance Dept Manager</td>
<td>Forkey, Linda</td>
<td>Approved</td>
<td>05/05/2909 19:54:12 AM</td>
</tr>
<tr>
<td>AP Payment Approval - Rept Ver</td>
<td>Khanna, Aman</td>
<td>Approved</td>
<td>05/05/2009 1:37:38 PM</td>
</tr>
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</table>
We welcome your feedback on any of these reports and processes.

Please notify Kate Smith kate.smith@usg.edu with any comments by Wednesday, November 26.
Institutional Retrofits

• Database level access (PSQUEST)
  – available in December for retrofitting of institution developed interfaces and reports.

• PeopleSoft Query access
  – available during UAT (February) for retrofitting of institution developed PeopleSoft queries.

• Tools to be provided 1st week of December:
  • Cheat sheet of record changes.
  • Query Jumpstart Report.
Please Respond!

• Do you use the ITS provided Workstation Installer? If so, what for?

• Email Response by Friday, November 21st to: michael.casuccio@usg.edu or paige.born@usg.edu

• After the upgrade, a workstation install will only be necessary if you create custom nVision reports.
Questions?
University System of Georgia
Information Technology Services