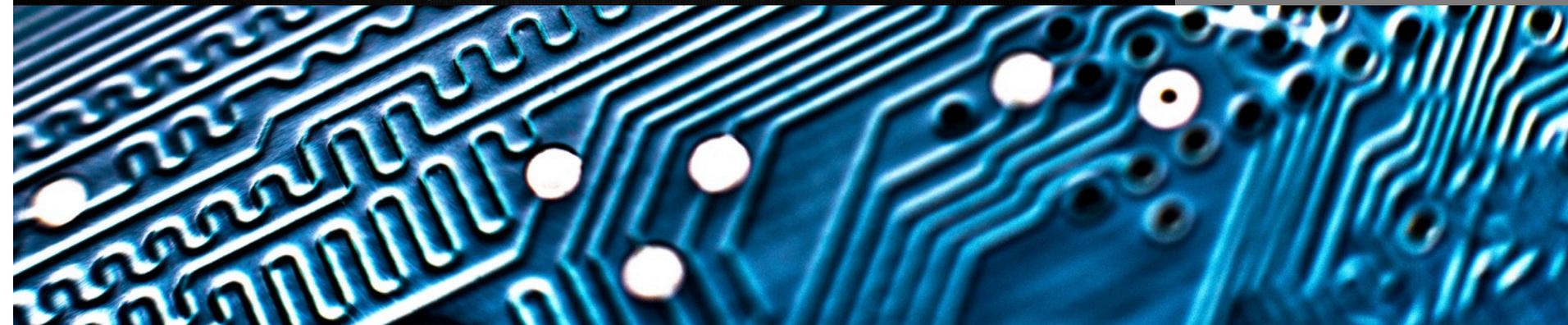


Georgia*FIRST*
Financials Production Update
Tuesday, November 12, 2019

2:00 p.m. -
3:30 p.m.



Agenda

- Annual Oracle Maintenance Release 5.50
 - Release Schedule
 - FPLAY Database Refresh
 - User Experience Changes
 - Supported Browsers
 - Module Updates and Changes
 - Preparing for Release 5.50
- Calendar Year-End Updates
- Other Production Updates
- Q&A



Annual Oracle Maintenance Release 5.50



Annual Oracle Maintenance Release 5.50

- Application Schedule for Release 5.50
 - All Georgia*FIRST* users should log out before **5:00 p.m. on Thursday, November 21, 2019**
 - Production will be down all day Friday, November 22, 2019
 - Production will be available for institutional access **by 7:00 a.m. on Monday, November 25, 2019**



Annual Oracle Maintenance Release 5.50

- Release 5.50 consists of:
 - PeopleTools Patch to 8.56.20
 - Database Upgrade – 12c to 12.2
 - PeopleSoft Update Images (PI)
 - Images 28 - 32
 - New enhancements and functionality
 - Resolved Known Issues – 8



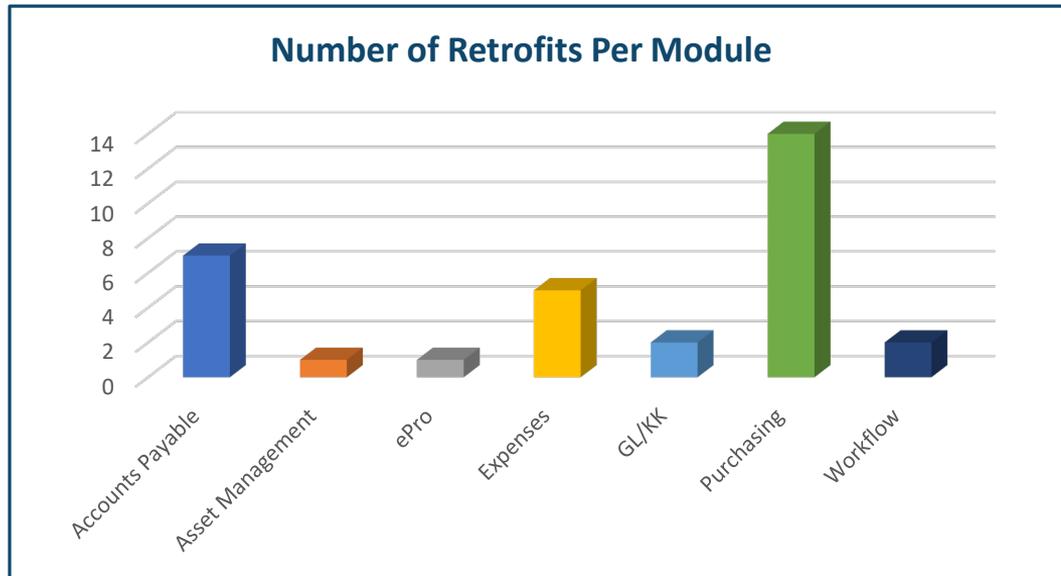
Annual Oracle Maintenance Release 5.50

- Resolved Known Issues – 8
- All Resolved Known Issues can be found on the [Resolved Known Issues page](#) of the [GeorgiaFIRST Financials website](#)
- Announcement with a list of all Known Issues resolved by Release 5.50 will be distributed on November 18, 2019



Annual Oracle Maintenance Release 5.50

- Release 5.50 consists of:
 - 32 BOR modification retrofits



FPLAY Database Refresh Schedule

- Plan to refresh FPLAY week of November 25 – December 4, 2019
 - Will be unavailable approximately 5 business days
 - Will refresh from current production and apply Release 5.50
- Notify teresa.page@usg.edu if you have users setup for training you wish to retain



Release 5.50 User Experience Changes



Annual Oracle Maintenance Release 5.50

- New Home Pages and Tiles
 - Finance & Accounting
 - Payables
 - ePro/Purchasing
- Updated job aid available tomorrow, November 13, 2019



Supported Browsers



Supported Browsers for PT8.56

- No changes for supported browsers
- Users may encounter issues such as lookups not returning results, buttons not active on the page, etc.
- As always, it is best practice to clear browser cache on a regular basis



Supported Browsers for PT8.56.12

- **Browser Compatibility Guide for PeopleSoft Applications, PeopleTools 8.54-8.57**
- Clearing Your Browser Cache Job Aid



Questions?



Release 5.50 Module Updates and Changes



Accounts Payable – Updates and Changes

- New Payables Operations Home Page



Accounts Payable – Updates and Changes

- Criteria change for BOR_AP_OPEN_LIAB query
 - Added criteria so that only vouchers that begin with '05' are returned in the query results



Accounts Payable – Updates and Changes

- **Voucher Build Interfaces Option Name Change**
 - When running Voucher Build for the voucher spreadsheet upload, users choose *Excel Upload (Payables)*. Previously, the option was called *Excel Upload Vouchers*.
- **Payment Request Reviewer Change**
 - Changes made to a Payment Request by a REVIEWER now initiate re-approval
 - Previously, an Oracle bug kept workflow from restarting when a Reviewer made a change to the payment request



Accounts Payable – Known Issues

- Resolved
 - KI9.2-109_AP: Issue with Updating Recycle Vouchers Created via Voucher Build
- No new Known Issues



Questions?



Budget Prep – Updates and Changes

- New warnings to HCM Import process when positions fail to import
- Added Job Code and Pay Group as search fields for Update Personal Services page
- Fixed where distribution split by date did not actually split by date



Budget Prep – Known Issues

- **Active**
 - KI9.2-118 – Budget Prep Load Not Updating Annual Benefits Base Rate in OneUSG Connect
 - KI9.2-119 – Budget Prep Load Process Not Updating Department or Job Entry Dates Correctly
- **Resolved**
 - KI9.2-115 – HCM Import to Budget Prep Imports Deleted Job Rows
 - KI9.2-114 – Fringe Update Process Runs to “No Success” for Certain Positions Using Job Earns Dist



Questions?



ePro & Purchasing – Updates and Changes

- New eProcurement/Purchasing Home Page



ePro & Purchasing – Updates and Changes

- Electronic PO Signature
 - New BOR Page: BOR Menus > BOR Purchasing > BOR PO Use and Processing > PO Signature Upload
 - Institutions will be able to upload one signature per Buyer
 - Path to signature will auto populate on the Buyer Setup Page
 - Buyer's Signature will print on POs where they are designated as the buyer



ePro & Purchasing – Updates and Changes

- Creating a PO Signature File for PSFIN Signature Upload job aid will be available

< eProcurement/Purchasing **PO Signature Image Upload**

PO Signature Image Upload

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

SetID =

Buyer

Description

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

ePro – Preparing for Release 5.50

- Recommend all ePro Requisitions should be in an Open or Approved status prior to Release 5.50

ePro & Purchasing - Known Issues

- Resolved
 - KI9.2-113_ePro: Submit Button Greyed Out When Attempting to Expedite Multiple Requisitions
 - KI9.2-82_ePro: Requisition Attachments Unable to be Viewed from Requisition Approval Page
 - KI9.2-9_PO: Unable to Approve Requisitions Pending Approval Status in Manage Requisitions
- No new Known Issues



Questions?



General Ledger – Updates and Changes

- Department Manager Dashboard
 - Class, Program and Project will be available on the prompt list

The screenshot displays a search interface for the Department Manager Dashboard. It features a search form with the following fields and controls:

- Prompts:** A dropdown menu.
- Business Unit:** A text input field containing "53000" and a search icon.
- Budget Reference:** A text input field containing "2020".
- Search:** A green button.
- Clear:** A grey button.
- Account:** A dropdown menu with a plus icon and a "(Blanks)" option.
- Fund:** A dropdown menu with a plus icon and a "(Blanks)" option.
- Dept:** A dropdown menu with a plus icon and a "(Blanks)" option.
- Program:** A dropdown menu with a plus icon and a "(Blanks)" option, highlighted with a red border.
- Class:** A dropdown menu with a plus icon and a "(Blanks)" option.
- Project:** A dropdown menu with a plus icon and a "(Blanks)" option.



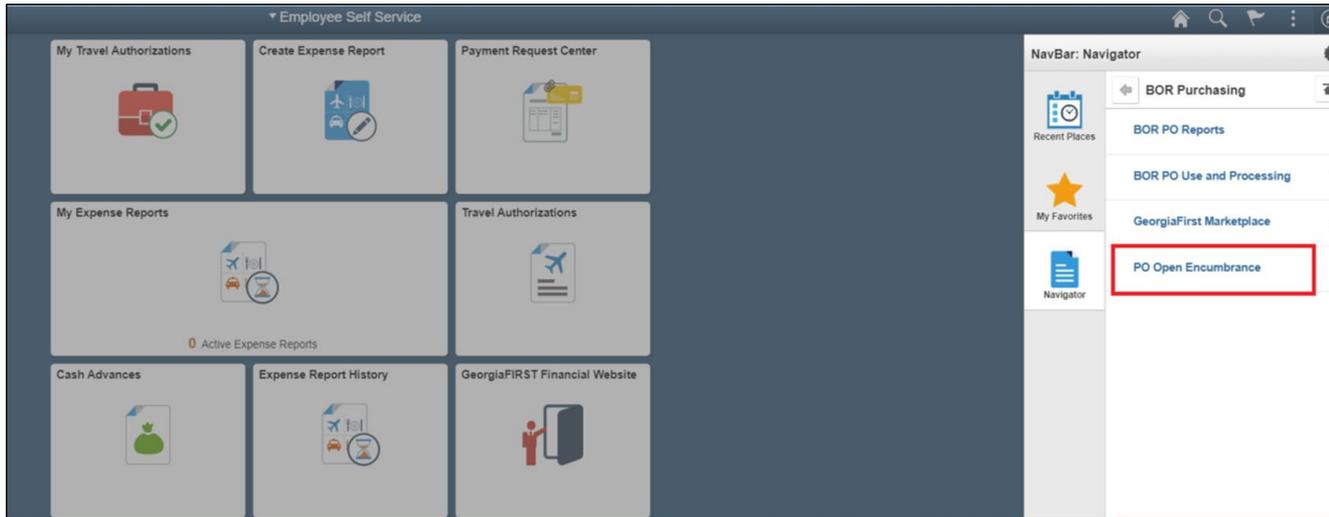
General Ledger – Updates and Changes

- PO Open Encumbrance Dashboard
 - New functionality will allow users to view Purchase Order open encumbrances
 - Data is the same as the Open Encumbrance as of Accounting Period report (BOR Menus > BOR Purchasing > BOR PO Reports > PO Open Enc as of Acctg Period)
 - Dashboard has similar functionality as previously released dashboards such as the Department Manager Dashboard
 - Drilldown capability into Purchase Order information



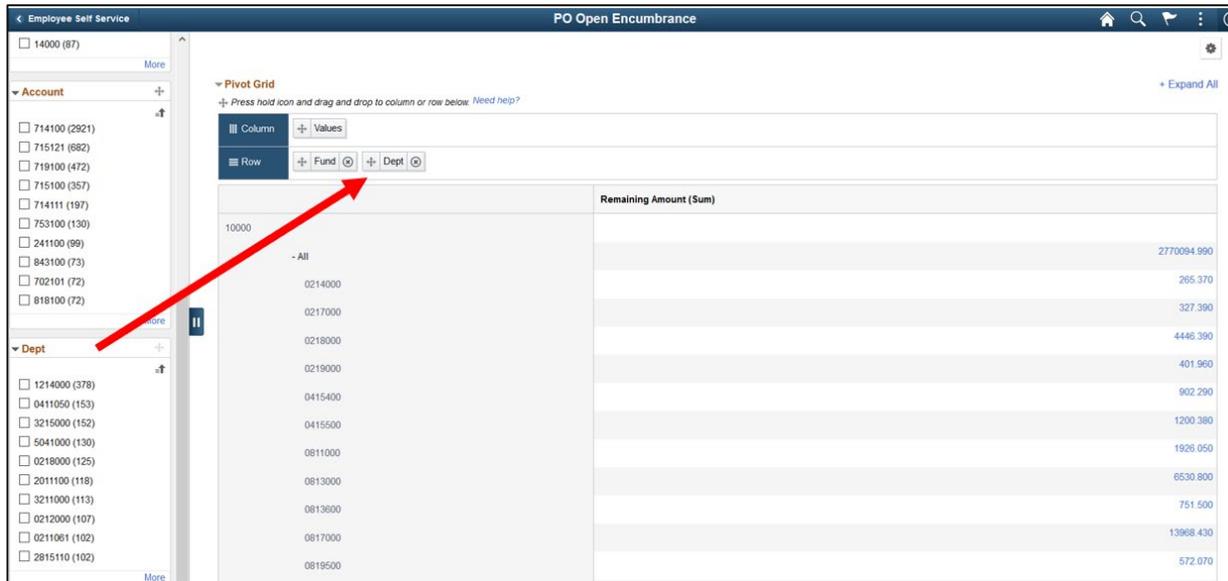
General Ledger – Updates and Changes

- Navigation: BOR Menus > BOR Purchasing > PO Open Encumbrance



General Ledger – Updates and Changes

- PO Open Encumbrance Dashboard
 - Row filter allows the breakdown of ChartFields
 - Example of balances by fund and department



The screenshot displays the 'PO Open Encumbrance' dashboard. On the left, there are filters for 'Account' and 'Dept'. The main area is a 'Pivot Grid' with a 'Values' field set to 'Remaining Amount (Sum)'. The 'Row' filter is set to 'Fund' and 'Dept'. A red arrow points to the 'Fund' and 'Dept' filter buttons. The table below shows the remaining amounts for various funds and departments.

Fund	Dept	Remaining Amount (Sum)
10000	- All	2770094.990
	0214000	265.370
	0217000	327.390
	0218000	4446.390
	0219000	401.960
	0415400	902.290
	0415500	1200.380
	0811000	1926.050
	0813000	6530.800
	0813600	751.500
	0817000	13968.430
	0819500	572.070



General Ledger – Updates and Changes

- PO Open Encumbrance Dashboard
 - Users will need one of these two security roles to access the dashboard:
 1. BOR_PO_ALLDEPT_ACCESS
 2. BOR_PO_SELECT_DEPT_ACCESS
 - If giving access to only certain departments, then department level security will also need to be added via **PeopleTools > Security > User Profiles > iStrategy Department Security**



General Ledger – Updates and Changes

- Budget Activity Report

- Wildcard values From Project - To Project fields will produce data for transactions with the requested ChartString with or without a project
- Currently the way the report produces data

The screenshot shows the 'Budget Activity Report' configuration page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Budget Activity Report' on the right. Below this is a sub-header 'Budget Activity Reports'. The main area contains several sections: 'Run Control ID support' with a 'Run' button and 'Process Instance:12798658'; 'Budget Activity Detail Report: ' and 'Budget Activity Summary Report: '; 'Business Unit: 83000' with a search icon; 'Budget Reference: 2019'; 'All Fiscal Periods: '; 'From Fiscal Year: []' and 'To Fiscal Year: []'; 'From Actg Period: []' and 'To Actg Period: []'; 'From Project: %' and 'To Project: %' (both fields are highlighted with a red box); 'From Fund Code: 12270' and 'To Fund Code: 12270' (both with search icons); 'From Department: 2704000' and 'To Department: 2704000' (both with search icons); 'From Account: 700000' and 'To Account: 799999' (both with search icons); and 'Dept CFV Set: []'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.



General Ledger – Updates and Changes

- Budget Activity Report

- Blank values in the From Project - To Project fields will produce data for transactions with the requested ChartString and no Project IDs

Finance & Accounting **Budget Activity Report**

Budget Activity Reports

Run Control ID: support Report Manager Process Monitor Run

Process Instance: 12798657

Budget Activity Detail Report: Budget Activity Summary Report:

Business Unit: Budget Reference:

All Fiscal Periods:

From Fiscal Year: From Acctg Period: **From Project:**

To Fiscal Year: To Acctg Period: **To Project:**

From Fund Code: From Department: From Account:

To Fund Code: To Department: To Account:

Dept CFV Set:



General Ledger – Updates and Changes

- Budget Activity Report

- Project IDs in the From Project - To Project fields will produce data for transactions with the requested ChartString and Project IDs
- Data will be grouped by project

The screenshot shows the 'Employee Self Service' interface for 'Budget Activity Reports'. The form includes the following fields and controls:

- Run Control ID: support
- Report Manager | Process Monitor | Run (button)
- Budget Activity Detail Report: | Budget Activity Summary Report:
- Business Unit: 83000 | Budget Reference: 2019
- All Fiscal Periods:
- From Fiscal Year: [] | To Fiscal Year: [] | From Acctg Period: [] | To Acctg Period: []
- From Fund Code: 12270 | To Fund Code: 12270 | From Department: 2704000 | To Department: 2704000 | From Account: 700000 | To Account: 799999
- Dept CFV Set: []
- From Project: 830ACC (highlighted in red) | To Project: 830BASE

Navigation buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Add, and Update/Display.



General Ledger – Updates and Changes

- Budget Activity Report

- Blank value in the From Project to a Project ID in the To Project fields will produce data for transactions with the requested chartstring with and without the Project ID
- Data will be grouped by transactions without project first and then start individual project grouping

The screenshot shows the 'Employee Self Service' interface for 'Budget Activity Reports'. The 'Run Control ID' is 'support'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Budget Activity Detail Report' checkbox is checked, and the 'Budget Activity Summary Report' checkbox is unchecked. The 'Business Unit' is '83000' and the 'Budget Reference' is '2019'. The 'All Fiscal Periods' checkbox is checked. The 'From Project' field is empty and the 'To Project' field contains '830BASE'. Both fields are highlighted with a red box. Other fields include 'From Fiscal Year', 'To Fiscal Year', 'From Acctg Period', 'To Acctg Period', 'From Fund Code', 'To Fund Code', 'From Department', 'To Department', 'From Account', and 'To Account'. The 'Dept CFV Set' field is empty. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.



General Ledger – Updates and Changes

- Grant Indirect Cost Rate Field Length
 - Modified the Indirect Cost Rate field to allow 4 decimal places

The screenshot shows a web-based form titled "ChartField Values" for a grant project. The form is divided into several sections. The "Indirect Cost Rate" field is highlighted with a red box and contains the value "0.4808". Other fields include "Effective Date" (03/10/2009), "Status" (A), "Project/Grant Type" (Grant), "Sponsor" (National Science Foundation), "Project End Date" (07/30/2011), and "Lag Days" (0). The form also includes a "Commitment Control Processing Options for Grants" section with three dropdown menus: "*Project Master Expense" (Track w/o Budget), "*Project Master Revenue" (Track w/o Budget), and "*Project Grant Expense" (Control). The form is displayed in a browser window with the URL "core.flest.gafirst.usg.edu/psp/flest/EMPLOYEE/ERP/c/DESIGN_CHARTFIELDS_FS_CF_VALUE_HOME.GBL".



General Ledger – Updates and Changes

- New Journal Upload Spreadsheet
 - A new version of the Journal Upload Spreadsheet will be posted to the [GeorgiaFIRST website](#) prior to Release 5.50
 - An announcement and updated business processes will be sent out and posted on the *GeorgiaFIRST* website



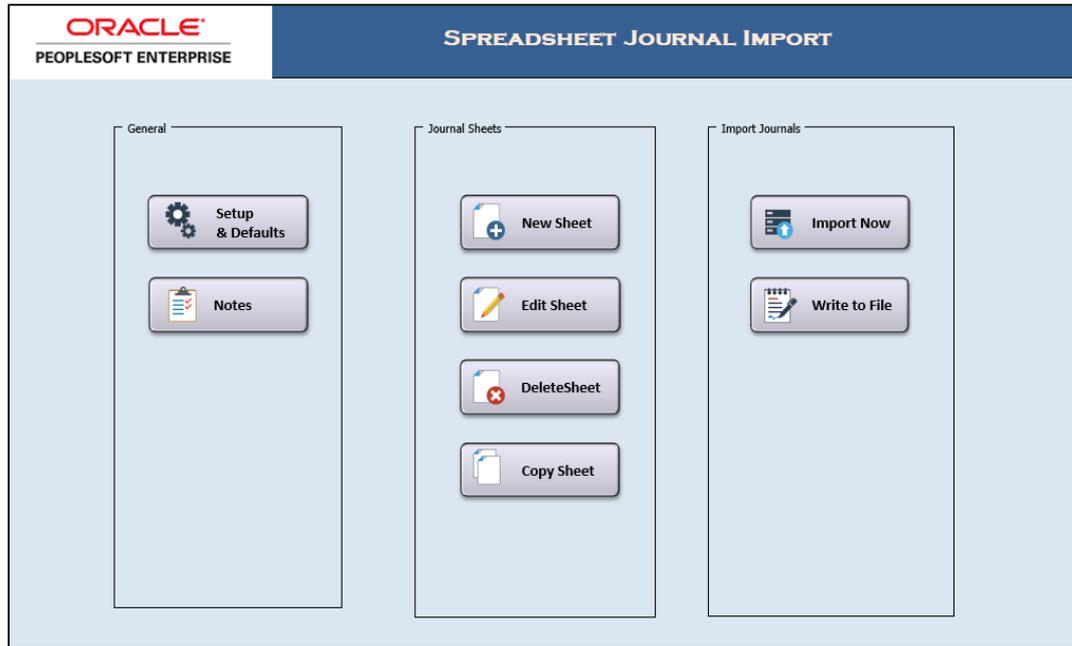
General Ledger – Updates and Changes

- New Journal Upload Spreadsheet
 - Users will be required to download new files since Oracle will no longer be supporting the older version if issues arise
 - Users will continue to use the Write to File process
 - The Import Now option will no longer be available



General Ledger – Updates and Changes

New Journal Upload Spreadsheet



General Ledger – Updates and Changes

- **GL and KK Business Processes**
 - Updated GL Business Processes released November 1, 2019
 - Updated KK Business Processes scheduled to be released on November 15, 2019



General Ledger – Known Issues

- Active
 - KI9.2-99 – Journal Spreadsheet Upload Error
 - Workaround: Users need to use the Write File Option. For details on importing journals using the Write File option, please see Business Process GL_020_033 - Batch Spreadsheet Journal Import.
 - KI9.2-108 – nVision Drilldowns Running to Error
 - ITS working with Oracle to identify a fix for the issue.

Questions?



Security – Updates and Changes

- New query: BOR_SEC_TERM_REQUESTERS_AUTH
 - Provides a list of any ePro Requesters listed on the User preferences Section under “Requesters Authorized For” that may be terminated

Security – Updates and Changes

- New Security WorkCenter tile created
 - Located on the Manager Self Service Homepage



Security – Updates and Changes

- New Security WorkCenter contains the new BOR_SEC_TERM_REQUESTERS_AUTH query as well as two new links

- 
- A screenshot of a list of two links, each preceded by a small blue icon of a document with a checkmark. The links are:
- Update EX Org Data Budget Ref
 - Update Requestor Budget Ref

Security – Updates and Changes

- Enabled Security Auditing
 - Change Request: CHG00489
 - What does this mean for you?
Any changes to a user profile, an addition/deletion of roles, updating of email address, new roles, changes to roles, or permissions will get captured in the audit records
 - Very important for audits and history purposes!

PSOPRDEFN	AUDIT_OPRDF_BOR
PSROLEUSER	AUDIT_ROLUS_BOR
PSROLEDEFN	AUDIT_ROLDF_BOR
PSAUTHITEM	AUDIT_AUITM_BOR
PSROLECLASS	AUDIT_ROLCL_BOR
PSOPRALIAS	AUDIT_OPRAL_BOR
PSUSEREMAIL	AUDIT_USREM_BOR
ROLEXLATOPR	AUDIT_ROLEX_BOR



Security – Updates and Changes

- Single Sign-On for SHARE Access and Support Accounts
 - Turning on with FREL5.50
 - Same SSO as OneUSG so no additional setup needed
 - Multi-factor authentication

Questions?



Travel & Expenses – Updates and Changes

- Thoroughly tested the Fluid Approvals Tile
 - However, found that it did not quite meet our needs

Travel & Expenses – Updates and Changes

- In place of the Approvals tile is the Worklist tile



Travel & Expenses – Updates and Changes

- Users will be able to create Fluid Expense Report from an approved Travel Authorization
 - Accessed through the My Travel Authorizations tile from the Employee Self-Service home page



Travel & Expenses – Updates and Changes

- Performance Improvements
 - T&E Travel Authorization Delete page loads faster
 - T&E Post Liabilities and Close Liability processes run quicker

Travel and Expenses – Updates and Changes

- Payment Method
 - Expense Administrators with the BOR_EX_ADMINxx role (where 'xx' represents the first two units of the Business Unit) will have access to update the Payment Method field only,
 - Information within the Bank Account Info section and the Bank Accounts BOR tab will remain view only
 - Bank Account updates should continue to occur in OneUSG Connect and feed to PeopleSoft Financials
 - ITS Support will have access to update Bank Account information in PeopleSoft Financials in emergency situations

The screenshot displays the PeopleSoft Financials interface for user Reid. The 'Bank Accounts' tab is active, showing organizational data for Georgia Southern University. The 'Payment Method' dropdown menu is highlighted with a red box and set to 'Electronic Funds Transfer'. Below this, the 'Bank Account Info' section is visible, showing a table with columns for Default, Bank Account, Source, Bank Name, Bank ID, Branch Name, and Bank Account #. The table contains one row with a checked 'Default' box, an empty 'Bank Account' field, 'Expenses' as the 'Source', and redacted 'Bank ID' and 'Bank Account #' fields.

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Bank Account #
<input checked="" type="checkbox"/>		Expenses				



Travel & Expenses – Updates and Changes

- Next Steps
 - Partnering with Oracle to request enhancements to the delivered T&E Fluid pages, including Approvals

Travel and Expenses – Preparing for Release 5.50

- All Expense transactions should be in Pending or Approved status prior to Release 5.50
 - Pending: created and saved or sent back to the traveler
 - Run the BOR_EX_WF_BLACK_HOLE query to monitor approvals in process



Travel and Expenses – Known Issues

- Resolved
 - KI9.2-60_EX – Modify Approved Transactions Displaying Results for All Business Units
 - KI9.2-19_EX – Name on Expense Report Summary Disappears
- No new Known Issues



Questions?



Preparing for Release 5.50

- How to Prepare
 - Communicate system downtime
 - Ensure transactions are in appropriate Workflow status (best practice recommendation)
 - See ePro/Purchasing and T&E slides for more information
 - Change Management
 - Download new Journal spreadsheet
 - Review New/Update Job Aids
 - Plan for use of new features
 - Electronic PO Signature
 - Assign Security Roles for new functionality



Questions?



Calendar Year-End Updates



Annual T&E Per Diem Updates (CONUS/OCONUS)

- Working on the annual per diem updates
- Estimating November 25, 2019 for updates to be applied to production
- An announcement will be sent once they are complete



CY2019 1099-MISC Reporting

- ITS will be participating in an Oracle Webinar scheduled November 19, 2019
- An announcement will be sent once we determine if changes will be required



Other Production Updates



Supplier Auditing

- ITS turned on new Supplier Audit Functionality on September 27, 2019
- 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
- For more information on the audit tool, see the [Supplier Audit Framework job aid](#)



Questions?





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