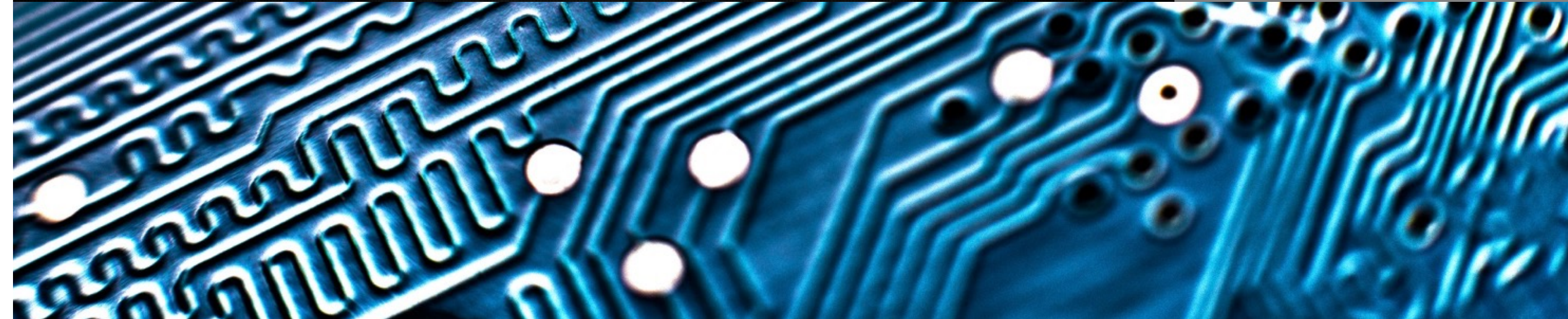


# Georgia *FIRST* Financials

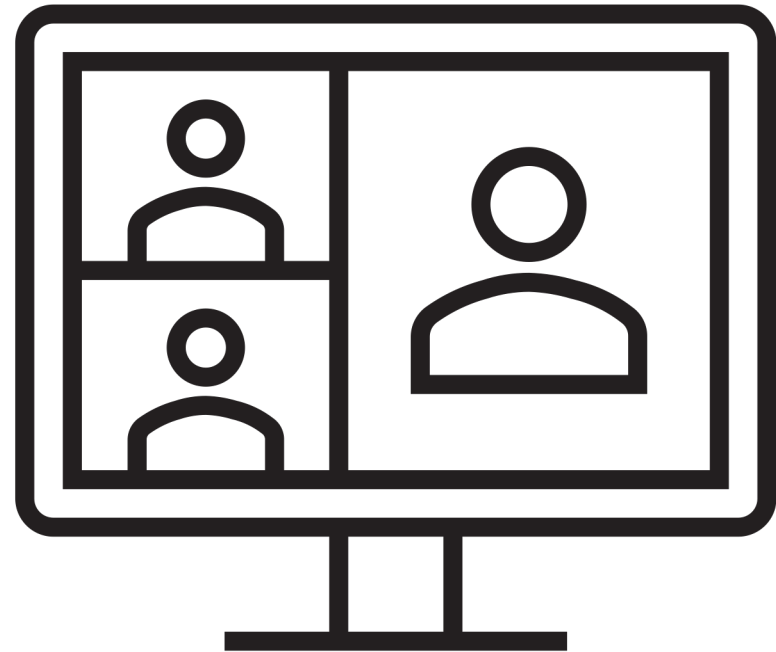
Spring 2024 In the Know

May 16, 2024



# Housekeeping

- Please make sure you are muted, and your camera is turned off
- Session is being recorded
- Today's recording can be found [here](#). All meeting materials will be sent out to all participants
- Please use the chat feature for questions

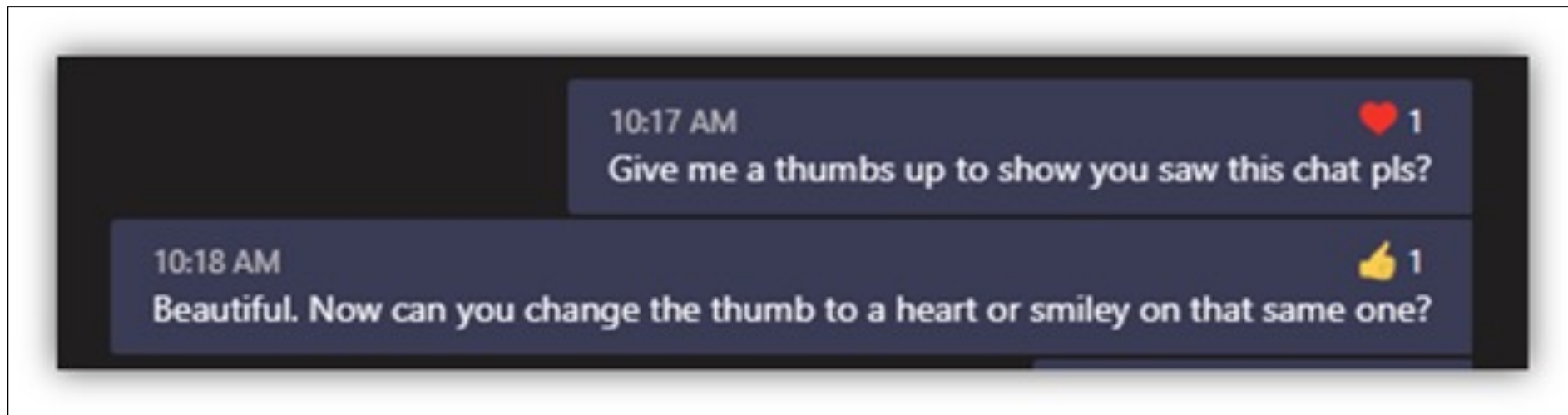


# Teams Chat

Chat will also be monitored

 = “we see this and are working on it”

 = “thanks, this has been addressed”



# Agenda

- *GAFIRST* Team Staff News
- Unified ERP
- Fiscal Year End Reminders
- Release 5.94 (*GAFIRST*) and 1.64 (Augusta University)
- Module Updates
- Module WorkCenter Information

# GAFIRST Team Staff Updates

## New Employees:

Sara Freeland:  
Change Management Specialist

Sara Kent:  
General Ledger /  
Commitment Control

## Module Support Changes:

Kistie Manders:  
Procure to Pay Lead

Anna Reid:  
Accounts Payable

Kristi Bradshaw:  
Asset Management

# Unified ERP Update



## UNIFIED ERP PROJECT

University System of Georgia

▶ Home

Project Goals

Vision and Guiding Principals

Timeline

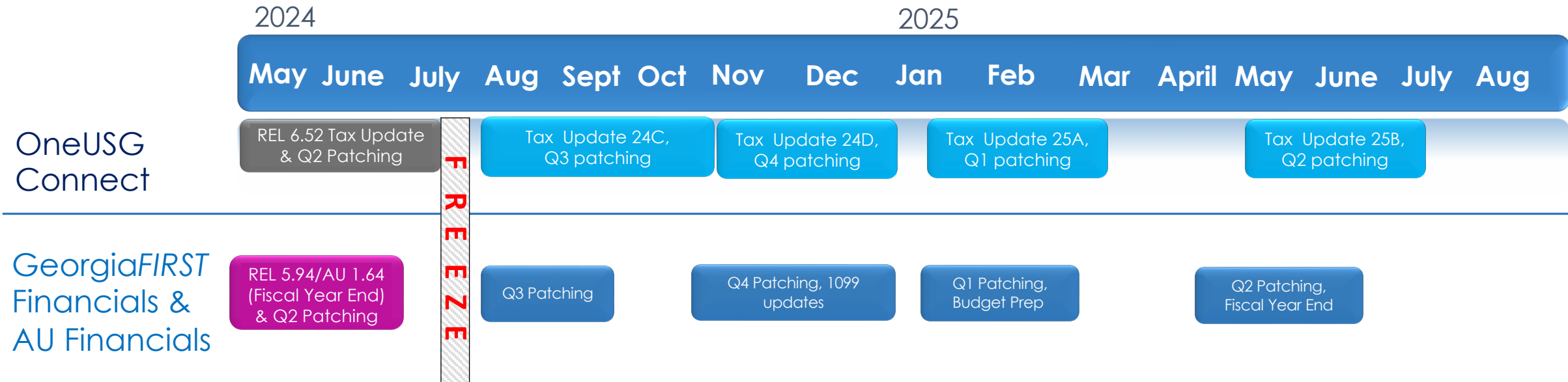
The Unified Enterprise Resource Planning (ERP) Project intends to replace the current institutional legacy systems for human capital management, financials, and student information, improving the experience for students, faculty, and staff; streamlining core business processes; and unifying technology into a single, Software as a Service (SaaS) solution.

**This project is currently in the Assessment Phase**, which includes planning and requirements gathering, **through June 30th, 2024.**



# Release Calendar

## GAFIRST Financials, Augusta University, OneUSG HCM



# Unified ERP Freeze Details

What will be continued:	What will be discontinued:
Complete Quarterly Tax Updates from Oracle and ADP (Garnishments)	Installing PeopleSoft/Oracle non-security maintenance updates
Install Oracle Critical Security Patches (CPU) quarterly	Implementing non-critical/urgent Institutional enhancements
Install yearly 1099 updates	
Complete existing high-priority and production critical enhancements	





# Fiscal Year End 2024



# GeorgiaFIRST Website

## Fiscal Year-End Page

- Current Year-End information is uploaded to website as made available

The screenshot displays the GeorgiaFIRST website interface. On the left is a navigation menu with the following items: Home, Downtime Calendar, Announcements, Documentation (highlighted in blue), Documentation Index, Chart of Accounts and Fiscal Year End, Known Issues, Releases, Project Information, Training, Model Change Request Information, and Support. Below the menu, it states 'You are currently logged into GeorgiaFIRST. Log Out'.

## Chart of Accounts and Fiscal Year End

The Year-End processing and closing of GeorgiaFIRST Financials requires a coordination of effort between PeopleSoft Purchasing, Expenses, Accounts Payable, Payroll, Asset Management, and General Ledger functions and Banner functions to ensure that required tasks are completed in sequence. The current Fiscal Year End documentation, used to facilitate the timely and accurate completion of this process, is categorized into the following sections: Announcements, User's Guides, Mapping, Workshop Presentations, and Mid-Year Workshop Presentations.

### Chart of Accounts

- [USG Chart of Accounts 04.26.2024](#)
- [Account Request Instructions](#)

### Current Fiscal Year End

To access all training materials under a particular category, click the plus sign on the right-hand side of the accordion row.

ANNOUNCEMENTS	-
◦ <a href="#">A23-074_Mid-Year_2024_Worshop_Presentation_Materials_and_Recordings_Available_Now</a>	
USER'S GUIDES	+
MAPPING	+
WORKSHOP PRESENTATIONS	+



# FYE Processing and Closing Manual

Fiscal Year End 2024 Processing and Closing Manual will be posted by the end of May.

Home	
Downtime Calendar	
Announcements	
<b>Documentation</b>	x
Documentation Index	
Chart of Accounts and Fiscal Year End	
Known Issues	+
Releases	+
Project Information	
Training	+
Model Change Request Information	
Support	
You are currently logged into GeorgiaFIRST. <a href="#">Log Out</a>	

## Chart of Accounts and Fiscal Year End

The Year-End processing and closing of GeorgiaFIRST Financials requires a coordination of effort between PeopleSoft Purchasing, Expenses, Accounts Payable, Payroll, Asset Management, and General Ledger functions and Banner functions to ensure that required tasks are completed in sequence. The current Fiscal Year End documentation, used to facilitate the timely and accurate completion of this process, is categorized into the following sections: Announcements, User's Guides, Mapping, Workshop Presentations, and Mid-Year Workshop Presentations.

### Chart of Accounts

- [USG Chart of Accounts 04.26.2024](#)
- [Account Request Instructions](#)

### Current Fiscal Year End

To access all training materials under a particular category, click the plus sign on the right-hand side of the accordion row.

ANNOUNCEMENTS	+
USER'S GUIDES	-
◦ <a href="#">Fiscal_Year-End_2024_Sub-Module_Cleanup_and_Processing_Manual</a>	
MAPPING	+



# eProcurement & Purchasing



# Fiscal Year End ePro Important Dates

**ePro cutoff date is Monday, June 3, 2024**

ITS will cut off access to ePro Requisition entry for the following roles:

- BOR\_EP\_REQUESTER\_YE\_CUTOFF
- BOR\_EP\_MAINT\_REQ\_YE\_CUTOFF
- BOR\_EP\_MAINT\_REQ\_SCI\_YE\_CUTOFF



ITS will re-establish ePro entry access for the YE\_CUTOFF Roles on **Friday, July 5, 2024**

Note: Institutions that do not wish to have the ePro Requisition entry cutoff on this date should use the regular BOR roles without the YE\_CUTOFF ending.

# Fiscal Year End Cleanup Activities

- The *Fiscal Year-End 2024 Sub-Module Clean Up and Processing Manual* is available on the website. Please review this document and complete all ePro & Purchasing year end steps.
  
- Review Queries:
  - BOR\_REQ\_OPEN\_AMOUNT\_ALL for Requisition lines where the status is Closed and a pre-encumbrance remains.
  - BOR\_PO\_OPEN\_AMOUNT\_ALL for Purchase Order lines where the status is Closed and an encumbrance remains.
  
- ITS will also be reviewing the above queries and will open HelpDesk tickets on behalf of institutions if we find transactions that should be resolved before FYE.

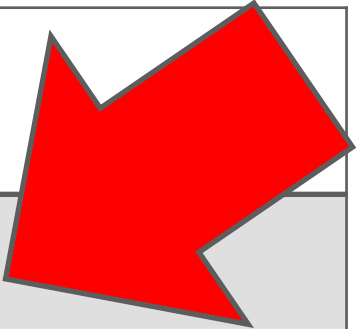


# Travel & Expenses



# Travel & Expenses – FY2024 Year-End Cutoff Dates

Action in Travel & Expenses Module	Cutoff date
Travel Authorization	Friday, June 7, 7 a.m.
Cash Advance	Friday, June 7, 7 a.m.
Expense Sheet	Friday, June 14, 7 a.m.





# Travel & Expenses – FY2024 Year-End Cutoff Dates

## Institution cutoff dates

Action in Travel & Expenses Module	Cutoff date
Deny unapproved Travel Authorization	Tuesday, June 18
Process final expenses pay cycle	Friday, June 21
Reconcile account 211500 And verify balance is 0	Friday, June 24

**More info:** [Fiscal Year-End 2024 Sub-Module Clean Up and Processing Manual](#)

# Augusta University Fiscal Year Cutoff

ITS, in conjunction with Augusta University, is working on a new FYE Cutoff Role for the Travel and Expense module that will be used in this year's Fiscal Year End Cutoff process.





# Asset Management

# Asset Management

- There are 2 Asset Management known issues that ITS is working on –  
with the goal of being completed by Fiscal Year End
- These are not software Known Issues, but procedural/accounting issues that need some action taken by the institutions affected, prior to Year End.
  1. Note 6 Beginning Balance/Reduction adjustments
  2. Financed Purchases – move back to core AM. This was completed via DBI Tuesday evening, 5/14/24.

# Asset Management Issue #1

- The institutions that are affected by first issue are:
  - Fort Valley
  - Georgia Southern
  - Savannah State
  - Valdosta
  - Augusta University

# Asset Management Issue #2

The institutions that are affected by the second issue are:

- Clayton (4)
- Fort Valley (11)
- Georgia Southern (14)
- GGC (6)
- Kennesaw (15)
- Savannah State (10)
- Univ of North GA (15)
- Univ of West Georgia (16)
- Atlanta Metro (1)
- Coastal Georgia (1)
- Dalton (1)
- Gordon (5)
- South Georgia (4)



# Budget prep & commitment accounting

# Budget Prep

USG Board of Regents Approved FY2025 Budget on Tuesday, May 14, 2024.

- Official communication was sent to BUDGET-L Listserv at 05/14/24 3:34 PM
- Congratulations to all the Budget Prep users, and their teams, for your hard work.

**Thank You** to the Budget Prep users for your patience and support this season!



# Fiscal Year End Dates

- **FY2024 Accounting Close Date**
  - Monday, July 15, 2024
- **Accrual Information**
  - Bi-Weekly Payroll Accrual Information
    - Use 45B3 – 3<sup>rd</sup> Biweekly
    - 5 Days – 50%
      - **47B1** (6/24 - 6/28/24)
- **Benefit Reconciliation**
  - Alight files and accounting lines processing will be completed:
    - Monday, July 8, 2024

# Year End Payroll Processing

Pay Run ID	Pay Period Begin Date	Pay Period End Date	OneUSG Confirm		Pay Date		GL Processing Date	
46X2 Off-Cycle	N/A	6/15/2024	M	6/17/2024	F	6/21/2024	Tu	6/18/2024
46B2	6/9/2024	6/22/2024	Tu	6/25/2024	F	6/28/2024	W	6/26/2024
46M1	6/1/2024	6/30/2024	F	6/21/2024	F	6/28/2024	M	6/24/2024
47X1 Off-Cycle	N/A	6/29/2024	M	7/1/2024	F	7/5/2024	Tu	7/2/2024
47B1	6/23/2024	7/6/2024	Tu	7/9/2024	F	7/12/2024	W	7/10/2024

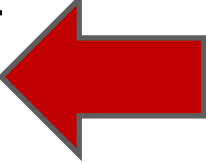


# Fiscal Year End Dates: Change Position Funding

Current FY2024 funding changes must be approved and processed **before** pay run confirms.

- BORDBEUPD batch process runs at 5am, 9am, 1pm, 5pm (M-F)
- Refer to Year End Payroll Processing Calendar
- Best Practice: Deny any outstanding transactions after appropriate pay run confirms.
  - Run OneUSG Connect query to monitor outstanding transactions
    - BOR\_CA\_PENDING\_CPF
- EDRs for corrections after GL processing for appropriate pay run.
  - Refer to EDR fiscal year end dates

FY2025 funding changes can be entered **AFTER** FY2025 original budget is loaded by the institution.

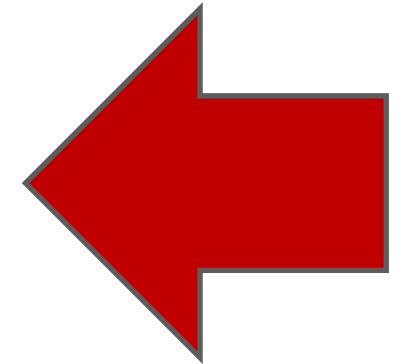
# Fiscal Year End Dates: Express Direct Retros (EDRs)

- **Without** security role BOR\_CA\_RETRO\_ACCTDT 
  - Friday, June 30, 2024
- **With** security role BOR\_CA\_RETRO\_ACCTDT 
  - Friday, July 12, 2024
- FY2024 **Last** EDR update process in OneUSG Connect: 
  - **Monday, July 15, 2024**
  - BOREDUP batch process runs at 5:15am, 9:15am, 1:15pm, 5:15pm (M-F).
  - Transactions must be fully approved before batch process scheduled time.
  - Institutions will need to Journal Generate in Financials.
  - Transaction will post in first open period.
  - Best Practice: Approve/Deny before books close.
    - Run OneUSG Connect query to monitor outstanding transactions
      - BOR\_CA\_PENDING\_EDR
- FY2025 **First** day for EDR entry
  - Tuesday, July 16, 2024

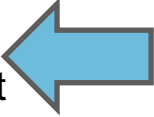
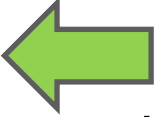
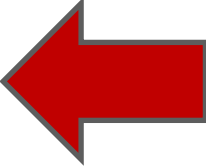
# Fiscal Year End Dates – Accounting Adjustments

## Institution Process

- Last day for posting in FY24, **Monday, July 15, 2024**
  - **Accounting Date** drives **Budget Ref**
    - < June 30, 2024 = 2024
    - > July 1, 2024 = 2025
  - Be **AWARE** of Accounting Date entered at the beginning of the AA transaction process.
- Transactions can be deleted **BEFORE** running Process Acct Adjustment.
- Institutions will need to Journal Generate in FIN.
  - Transactions will post in first open period.
  - **Be cautious if both FY24 and FY25 are open.**

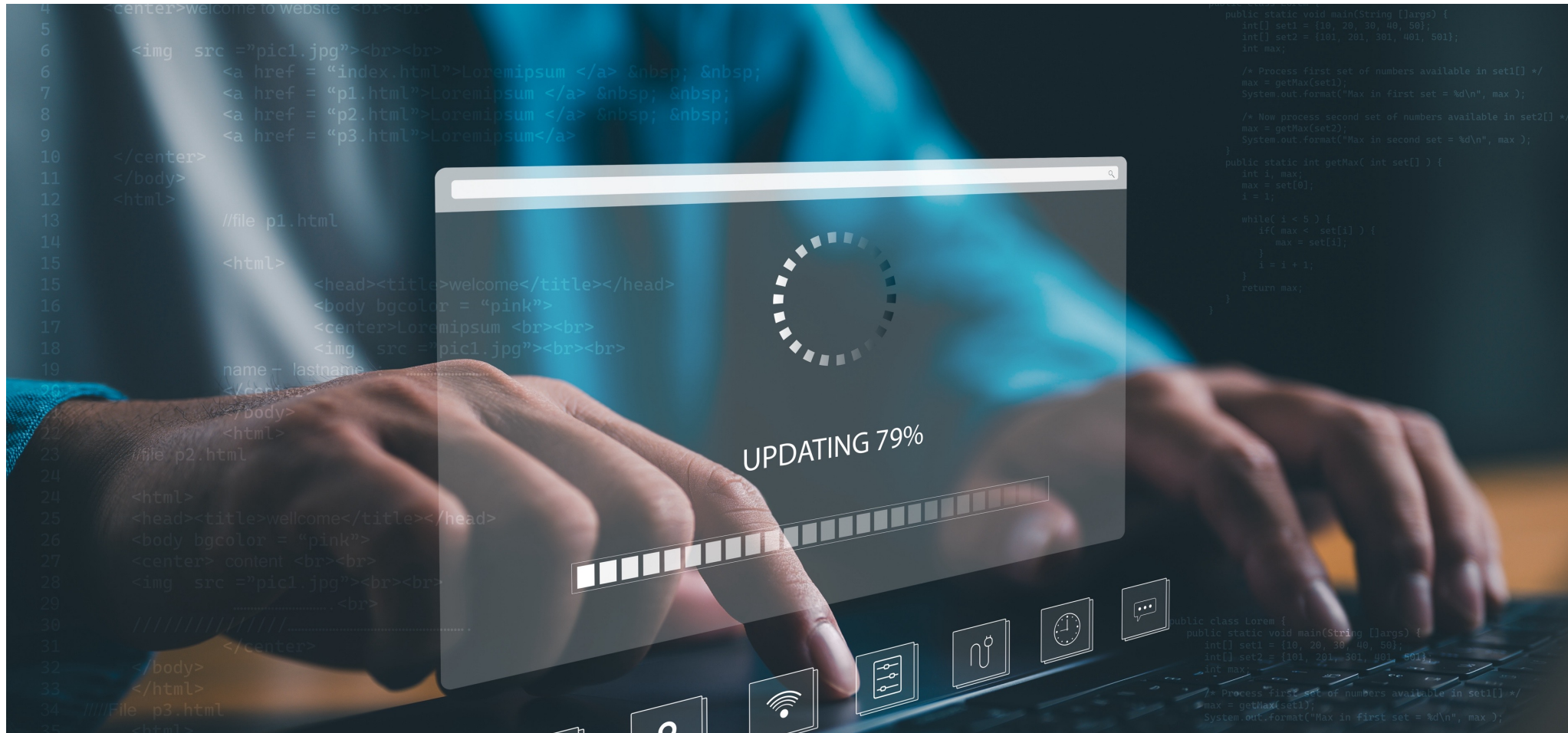


# Fiscal Year End Dates: Encumbrance Processing

- Encumbrance Processing Schedule
  - AU: Every Friday
  - All other institutions: Every other Friday
    - Friday, May 24<sup>th</sup>
    - Friday, June 7<sup>th</sup> and June 21<sup>st</sup> 
- **FINAL FY2024 Zero Encumbrance Process**
  - Thursday, June 27, 2024 
    - After the last GL (46B2) process on June 26, 2023
  - Please submit a ticket to [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) to request earlier final zero.
- **FY2025 First Encumbrance Process**
  - Bi-Weekly: Friday, July 19, 2024
  - Monthly: Friday, August 9, 2024 



Questions?



# Release 5.94 (GAFIRST) & 1.64 (AU) Information



# GAF 5.94/AUF 1.64 Release Overview

- Release 5.94/1.64 Schedule
  - Georgia*FIRST* and Augusta Financials will be unavailable for scheduled maintenance starting at **11 p.m. Friday, June 7, 2024**. Users should complete all daily transaction processing and log out before then.
  - Production will be available for institutional access **by noon on Saturday, June 8, 2024**



# Accounts Payable

# Payment Request Updates

The Invoice Date field on a Payment Request will no longer auto populate with the current date. Instead, users will be required to enter a date which should align with the Invoice Date.

The screenshot displays the 'Payment Request' interface, specifically the 'Summary Information - Step 1 of 4' section. The form includes several input fields: 'Business Unit' (98000), 'Request ID', 'Description', '\*Cost Sub-Total', 'Misc Charge Amount', 'Freight Amount', 'Total Amount', and '\*Currency' (USD). The '\*Invoice Number' and '\*Invoice Date' fields are highlighted with a red box. The '\*Invoice Date' field is currently empty, indicating that it no longer auto-populates with the current date. The form also shows 'Entered By: Kistie Dawn Manders' and 'Entered Datetime: 05/09/2024 4:12PM'. At the bottom, there are 'Exit' and 'Save for Later' buttons. A note at the bottom of the 'Notes/Comments' field indicates '254 characters remaining'.

# Payment Request Updates

**Payment Request**

Summary Information    Supplier Information    Invoice Details

**Summary Information - Step 1 of 4**

Instructions ⓘ

\*Business Unit     \*Invoice Number     Entered By Kistie Dawn Manders  
Request ID    \*Invoice Date     Entered Datetime 05/09/2024 4:20PM

Description     Attachments (0)

\*Cost Sub-Total

Misc Charge Amount

Freight Amount

Total Amount    \*Currency

Notes/Comments

254 characters remaining

Exit    Save for Later    Next >

Step 1 has 2 pop up messages to remind the user to enter the invoice date.

These messages pop up when moving away from the Description field and the Cost Sub-Total field.

After OK is clicked, the cursor will default back to the Invoice Date field.

# Payment Request Updates

**Payment Request**

Summary Information      Supplier Information      Invoice Details

**Review and Submit - Step 4 of 4**

The following error(s) need to be corrected:  
Invoice Date is required.

Business Unit 98000      Invoice Number TEST123      Entered By Kistie Dawn Manders  
Request ID      Invoice Date      Entered Datetime 05/09/2024 4:20PM

Description TEST  
Supplier PerkinElmer Health Science, Inc.  
Total Amount 50.00      USD  
Request Status New

Click the "Review" button to review the detailed request.  
Click the "Submit" button to submit your request.

Review      Submit

Message

Please correct the error(s) to proceed to the next step. (7080,27)

OK

Exit      Save for Later      < Previous

On step 4, when the user clicks Submit, a new message pops up alerting the user that there is an error that needs to be corrected.

The error appears in red toward the top of the page.

# Supplier Last Modified Date

Add/Update Supplier					
Summary	Identifying Information	Address	Contacts	Location	Custom
SetID	SHARE				
Supplier ID	CAT0000201				
Supplier Short Name	AMAZON-CAT	AMAZON-CAT-001			
Supplier Name	Amazon Business				
Order	AMAZON-CAT-001	410 Terry Avenue North			
		Seattle, WA 98109			
Remit To	AMAZON-CAT-001	Amazon Capital Services, Inc			
		Seattle, WA 98124-5184			
Status	Approved	Approval History	Last Modified By	OIITPAGE	
Persistence	Regular		Last modified date	05/14/2024 5:15PM	
Classification	Catalog		Created By	OIITLIZ	
HCM Class			Created Date/time	08/09/2017 3:10PM	
Open for Ordering	Yes		Last Activity Date	05/15/2024	
Withholding	No				

Following Release 5.90/1.60, voucher build was updating the Supplier Last Modified Date each time voucher build was run. Oracle has released a fix for this issue which will be included in the Release 5.94/1.64.

# eProcurement



# NIGP Workflow Updates

- As part of REL 5.94, the current ePro NIGP Approval Path will be revised to include **ALL** invalid NIGP codes.
- A new BOR query, BOR\_PO\_NIGP\_INVALID\_CODES, will be available to identify invalid NIGP codes on Purchase Orders so that the codes can be corrected prior to dispatch/receipt generation.



- Five zeros – 00000
- Ending in 2 or 3 zeros  
Example: 00500



# ePro Buyer Center Links

- Will be removing links for unused pages from the options within the ePro Buyer Center menu





# Purchasing

# Purchasing: Supplier Spend by Category Report

This report replaces the Minority Supplier Report

Aligns with DOAS reporting requirements

Navigation: BOR Menu > BOR Purchasing > BOR PO Reports > Supplier Spend by Category

Supplier Spend by Category Report					
BOARD OF REGENTS					
Fiscal Year: 2024					
Section 1: Spend by Ethnic Minority					
	Quarter: 1	Quarter: 2	Quarter: 3	Quarter: 4	Total
African American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asian American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hispanic - Latino	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Native American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pacific Islander	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minority Supplier Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Section 2: Spend by Additional Reporting Types					
	Quarter: 1	Quarter: 2	Quarter: 3	Quarter: 4	Total
Veteran Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Service Disabled VOSB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Business Owned	\$0.00	\$1,740.00	\$0.00	\$0.00	\$1,740.00
Women Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minority Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Georgia Resident Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Purchasing: Supplier Spend by Category Report

Provides information for suppliers by:

- Ethnic Minority
- Additional Reporting Types (Small Business, Veteran Owned, etc.)
- Combined Classifications
- Total Supplier Spend by Quarter and Fiscal Year

Supplier Spend by Category Report					
BOARD OF REGENTS					
Fiscal Year: 2024					
Section 1: Spend by Ethnic Minority					
	Quarter: 1	Quarter: 2	Quarter: 3	Quarter: 4	Total
African American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asian American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hispanic - Latino	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Native American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pacific Islander	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minority Supplier Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Section 2: Spend by Additional Reporting Types					
	Quarter: 1	Quarter: 2	Quarter: 3	Quarter: 4	Total
Veteran Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Service Disabled VOSB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Business Owned	\$0.00	\$1,740.00	\$0.00	\$0.00	\$1,740.00
Women Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minority Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Georgia Resident Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Purchasing: Supplier Spend by Category Report

## Section 3: Spend by Combined Reporting Types

	Quarter: 1	Quarter: 2	Quarter: 3	Quarter: 4	Total
Small Business and Veteran Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Business and Women Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Business and Minority Owned Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Section 4: Total Supplier Spend\*

	Quarter: 1	Quarter: 2	Quarter: 3	Quarter: 4	Total
Total Supplier Spend:	\$39,125,668.19	\$37,900,676.09	\$10,806,332.09	\$0.00	\$87,832,676.37

# Purchasing: Supplier Spend by Category Report

## Caveats:

- Payments must be journal generated prior to showing up on this report
- Payments are reported in the fiscal year in which the corresponding expense is recorded
- Total Supplier Spend amount includes spending for specific Accounts
- Additional Reporting Elements were added with Release 5.90/1.60 in November & December 2023
- For Georgia*FIRST* Financials, new suppliers can add these Additional Reporting Elements when registering.
- For Augusta only, it will be the responsibility of the institution to capture the Additional Reporting Elements.

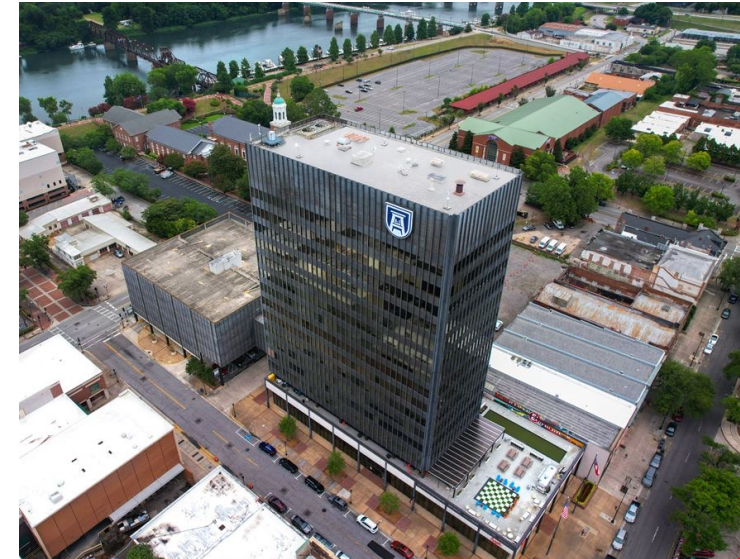


# General Ledger

# GL/KK: – nVision Reports

nVision reports were updated to include 2024 year-end mapping changes:

- AUXCAPS: Auxiliary Enterprise Schedule of Capital Asset
- Cash Flow
- CAPASS: Capital Assets Disclosure
- Lease Obligations
- Natural vs. Functional Classifications
- SACAPASS: Student Activities Capital Assets Disclosure





# Budget Journal Approval fix

Currently users are not able to select to edit the journal on the page for Permanent Adjustment or Transfer Permanent Adjustment Budget Journal.

## Control Budget Journal Approval

Business Unit	██████████	<a href="#">Return to Worklist</a>
Journal ID	0001245966	<a href="#">Attachments (0)</a>
Journal Date	02/23/2024	<a href="#">Go to</a>
Ledger Group	ORG	Status Pending
Fiscal Year	2024	Debits \$5,089.68
Period	8	Credits \$5,089.68
Budget Entry Type	Permanent Adjustment	Description Increase personal services for
		Requester tfhunt

> [Approval Flow](#)

# Budget Journal Approval fix

After the release, users will be able to select the Control Budget Entry Page link to edit the journal.

## Control Budget Journal Approval

Business Unit	██████████	<a href="#">Return to Worklist</a>
Journal ID	0001242320	<a href="#">Attachments (1)</a>
Journal Date	02/13/2024	<a href="#">Control Budget Entry Page</a>
Ledger Group	ORG	Status Pending
Fiscal Year	2024	Debits \$5,318.35
Period	8	Credits \$5,318.35
Budget Entry Type	Permanent Adjustment	Description Reversing budget journal 12403
		Requester tfhunt

> [Approval Flow](#)

# Augusta University FLUID Approvals enhancement

Approvers with appropriate security access can now click to Edit Journals or Vouchers directly from the approval pages.

**Journal Entry**

test  
200.00 USD

---

**Summary**

Business Unit	12000	Journal ID	0000210448
Journal Date	03/14/24	Line Business Unit	12000
Ledger Group	ACTUALS	Year / Period	2024 / 9
Entered by	Janice Chancey	Entered on	03/14/24

[Edit Journal](#)

---

▼ Attachments

View Attachments (1) >

**Voucher**

100.35 USD

---

**Summary**

Business Unit	12000	Voucher ID	01923269
Invoice Number	TEST	Created By	Justin Hensley
Supplier Name	SUNSTAR AMERICAS INC	Modified By	Justin Hensley
Due Date	03/15/24	Invoice Date	03/15/24
Voucher Source	Online	Voucher Style	Regular Voucher

[Edit Voucher](#)

---

**Line Details**

Voucher Line	Item	Description	Quantity	UOM	Unit Price
1			0		0.00 USD

Ledger	Account	Fund Code	Department	Program Code
ACTUALS	118100	10000	00001111	11100
ACTUALS	712102	10000	00001111	11100



# Budget prep

# Budget Prep












The labels to reflect the COLA Raise options have been updated in the following areas:

- Budget Prep Personal Service Upload > output file
- Pay Groups page
- Personal Service page
- Query Manager:
  - BOR\_BP\_PERS\_SERV\_EXPORT > output file
  - BOR\_BP\_HCM\_ORIG\_SAL
  - BOR\_BP\_HCM\_ERN\_CD\_LIST
  - BOR\_BP\_E\_PERS\_SERV\_POST
  - BOR\_BP\_E\_PERS\_SERV\_UPLOAD
- Reset Raise page
- Year/Hours Parameters page



Questions?

# Module Updates

<b>Add/Update POs</b> 	<b>Manage Requisitions</b> 	<b>My Expense Reports</b>  0 Active Expense Reports	
<b>Voucher Entry</b> 	<b>Pay Cycle Manager</b> 	<b>Asset Management WorkCenter</b> 	<b>Budget Prep Dashboard</b> 
<b>GL WorkCenter</b> 	<b>Buyer WorkCenter</b> 	<b>Worklist</b> 	<b>Supplier Administration Center</b> 



# Accounts Payable



# Accounts Payable News

- Reminder: When uploading invoice data via the Excel Voucher Upload Template, ITS discourages copying and pasting into the file.
  - When using Excel Voucher Upload process always check the staging table prior to running the voucher build.
    - Users can check the staging tables by running the BOR\_AP\_STAGED\_INVOICES query.
  - Please see steps 31 – 37 on business process [AP.020.140 Uploading Vouchers from Microsoft Excel](#)

# Accounts Payable News

- ITS can now perform mass payment cancellations for institutions if there are large quantities of payments to cancel or escheat at a time. Please submit a help desk ticket for review as needed.
- Successful 1099 Season – Thank you!

# eProcurement & Purchasing




# ePro: NIGP Workflow Updates

- As of May 7, 2024, all institutions are using the NIGP 00000 Workflow Approval path for ePro requisitions.
- Approval step will generate when a requisition line is submitted with 00000 NIGP Code.
  - Will route to any user with the BOR\_BUYER\_APPR role

▼ **Line 1: Pending**  
NIGP TEST

Department and Proj. Approver

**Pending**  
Harrell,  
Req-Dept Mgr-Line Level




## NIGP Item Category Approval

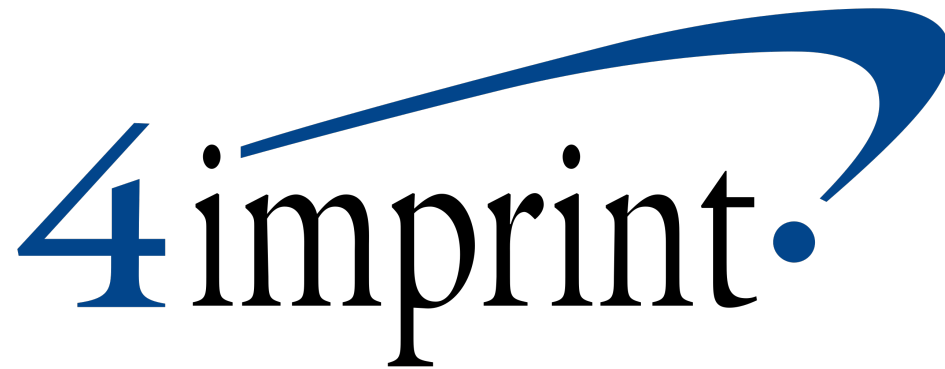
▼ **Line 1: Awaiting Further Approvals**  
NIGP TEST

Default NIGP Code -00000

**Not Routed**  
Multiple Approvers  
Buyer Line Approval



# New GFM Punchout



- 4imprint punchout implementation currently in progress for GFM.
- Once live, institutions will have access to 1000's of promotional item on Statewide Contract.

A screenshot of the 4imprint website's product catalog. The interface includes a search bar at the top right with 'Sort By Relevance' and 'Show 50' options. Below the search bar, there are navigation arrows and 'Items 1 - 50 of 200'. On the left side, there are several filter panels: 'Close Filters', 'Search Within These Results', 'Price Range' (with Price Min at \$0.06 and Price Max at \$305.00), 'Colors' (with a grid of color swatches and counts), 'Rating' (with star selection options), and 'Production Time' (with radio button options). The main area displays a grid of promotional items, each with an image, title, price, and rating. Items include: Javelin Pen (prices from \$0.26 to \$0.41), Hanes Authentic T-Shirt - Screen Colors (on sale from \$4.95 to \$9.89), Bic Clic Stic Pen (FREE SET-UP, prices from \$0.29 to \$0.42), Serged Closed-Back Table Throw (FREE SET-UP, prices from \$127.00 to \$179.00), Silk Touch Performance Sport Polo - Men's - Embroidered (on sale from \$11.50 to \$25.25), Wolverine Pen (FREE SET-UP, on sale from \$0.36 to \$0.66), Solid Color Stress Ball (ON SALE, on sale from \$0.74 to \$1.19), and Power Clip - Translucent (prices from \$0.65 to \$0.97).

# Purchasing – New Query

- BOR\_POAP\_DETAIL query contains the following information in one query:
  - Supplier Info
  - Payments
  - Vouchers
  - Purchase Orders\*
  - Requisitions\*
  - Contract Info\*
- Background: DOAS/DOAA Audits
- When: Ad Hoc Release – TBD
- Navigation: Reporting Tools > Query > Query Manager



# General Ledger

# HRA and PSB Archiving

- ITS has completed archiving data from PERS\_SERV\_BOR and HR\_ACCTG\_LINE through 6/30/2020.
- Currently any data prior to a Run Date of 6/30/2020 is only accessible via the archive tables.
- OneUSG:
  - PERS\_SERV\_BOR will be archived to BOR\_PERS\_S\_HIST
  - HR\_ACCTG\_LINE will be archived to HR\_ACCTG\_LINE\_H
- Georgia*FIRST* Financials
  - PERS\_SERV\_BOR will be archived to PERS\_SERV\_BOR\_H
  - HR\_ACCTG\_LINE will be archived to HR\_ACCTG\_LINE\_H





Questions?

**Payment Request Center**



**Buyer WorkCenter**



**GeorgiaFIRST Financial Website**



**Cash Advances**



**GFM Shopper Access**



**Travel Authorizations**



**My Travel Authorizations**



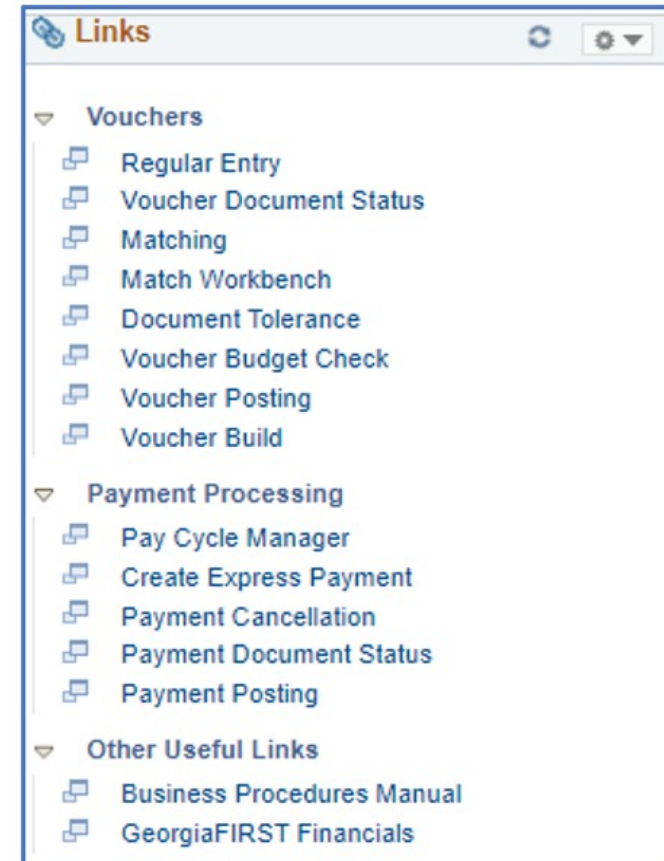
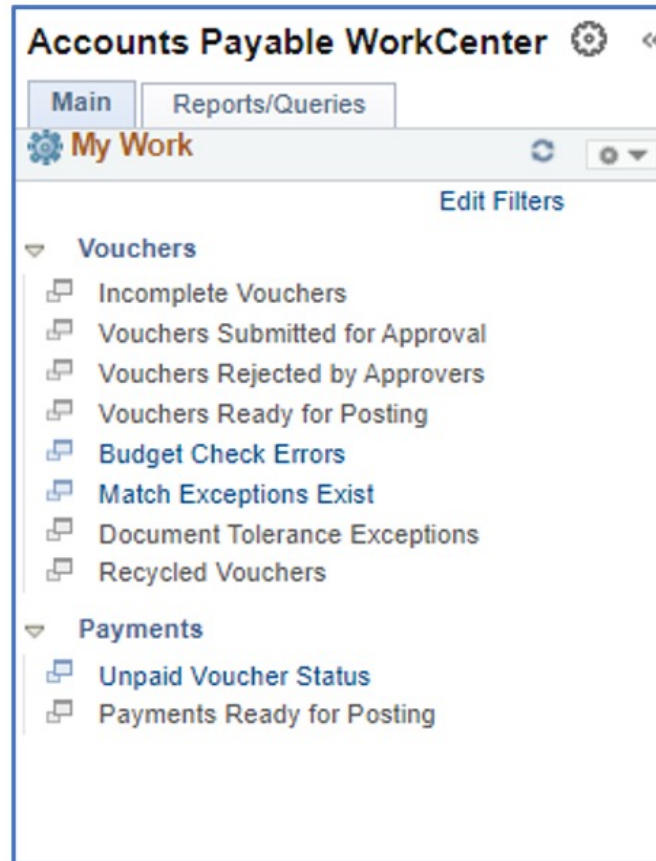
**Create Expense Report**



# WorkCenters

# AP WorkCenter

Navigation:  
Accounts Payable >  
Accounts Payable  
WorkCenter



# AP WorkCenter

In the My Work section, select a highlighted link to view the results.

The screenshot displays the Accounts Payable WorkCenter interface. On the left, a navigation menu under 'My Work' lists various voucher categories. 'Budget Check Errors' is highlighted with a red box. The main area shows a 'Budget Check Errors' section with a 'Voucher List' table. The table has columns for Business Unit, Voucher, Number Of Errors, Exceptions, Misc Exceptions, Supplier, Short Supplier Name, Supplier Name, Invoice No, Invoice Date, and Gross Amount. A single row of data is visible, with some fields redacted by black boxes.

Business Unit	Voucher	Number Of Errors	Exceptions	Misc Exceptions	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Gross Amount
[REDACTED]	05377291	1	Exceptions	Misc Exceptions	[REDACTED]	[REDACTED]	[REDACTED]	00001	02/01/2024	50.00

# AP WorkCenter

Accounts Payable WorkCenter

Main Reports/Queries

My Work Edit Filters

Vouchers

- Incomplete Vouchers
- Vouchers Submitted for Approval
- Vouchers Rejected by Approvers
- Vouchers Ready for Posting
- Budget Check Errors
- Match Exceptions Exist
- Document Tolerance Exceptions
- Recycled Vouchers

Payments

- Unpaid Voucher Status**
- Payments Ready for Posting

### Unpaid Voucher Status

[Refine Search Criteria](#)

#### Voucher List

Business Unit	Voucher	Payment Number	Express Payment	Supplier	Short Supplier Name	Invoice No	Approval Status	Scheduled Pay Date	Payment Amount
[REDACTED]	05376299	1		[REDACTED]	[REDACTED]	66780918	Approved	12/05/2023	1,548.00
[REDACTED]	05376912	1		[REDACTED]	[REDACTED]	3557392210	Approved	02/16/2024	21.49

# AP WorkCenter

The screenshot displays the Accounts Payable WorkCenter interface. On the left, a navigation pane shows a tree view with categories: Vouchers, Payments, Links, and Other Useful Links. The 'Regular Entry' link under the 'Links' category is highlighted with a red box. The main area is titled 'Voucher' and contains a form titled 'Add a New Value'. The form includes the following fields:

- \*Business Unit: [Redacted] [Search]
- \*Voucher ID: [NEXT]
- \*Voucher Style: [Regular Voucher] [Dropdown]
- Supplier Name: [Search]
- Short Supplier Name: [Search]
- Supplier ID: [Search]
- Supplier Location: [Search]
- Address Sequence Number: [Search] [Redacted]
- Invoice Number: [Text]
- Invoice Date: [Calendar]
- Gross Invoice Amount: [0.00]

In the Links section, users can click on any link and the page will open in the WorkCenter instead of having to navigate through the menu to the page.

# AP WorkCenter

## Accounts Payable WorkCenter

Accounts Payable WorkCenter

Main Reports/Queries

My Work Edit Filters

- Vouchers
  - Incomplete Vouchers
  - Vouchers Submitted for Approval
  - Vouchers Rejected by Approvers
  - Vouchers Ready for Posting
  - Budget Check Errors
  - Match Exceptions Exist
  - Document Tolerance Exceptions
  - Recycled Vouchers
- Payments
  - Unpaid Voucher Status
  - Payments Ready for Posting
- Links
  - Vouchers
    - Regular Entry
    - Voucher Document Status
    - Matching
    - Match Workbench
    - Document Tolerance
    - Voucher Budget Check
    - Voucher Posting
    - Voucher Build
  - Payment Processing
    - Pay Cycle Manager**
    - Create Express Payment
    - Payment Cancellation
    - Payment Document Status
    - Payment Posting
  - Other Useful Links
    - Business Procedures Manual
    - GeorgiaFIRST Financials

### Pay Cycle Manager

Use Saved Search:

#### Find an Existing Value


Search Criteria

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

Recent Searches  Saved Searches

\*Pay Cycle =

^ Show fewer options



Nothing yet  
Your search results will appear here

# AP WorkCenter

Selecting a link in the Other Useful Links section will open a new browser tab and take you to the link. For example, if you select Business Procedures Manual, a new browser tab will open and you will be directed to the USG Website where the Business Procedures Manual is located.

The image shows a screenshot of the AP WorkCenter interface. On the left is a sidebar titled 'Links' with several categories: 'Vouchers', 'Payment Processing', and 'Other Useful Links'. The 'Other Useful Links' section is highlighted with a red box and contains two items: 'Business Procedures Manual' and 'GeorgiaFIRST Financials'. The main content area on the right displays the 'BUSINESS PROCEDURES MANUAL' page from the University System of Georgia. The page header includes the USG logo, navigation menus, and social media icons. The main heading is 'BUSINESS PROCEDURES MANUAL' with the subtitle 'Fiscal Affairs Division'. Below this is a search bar and a table of contents with sections: 'Home', '1.0 Accounting Principles & Definitions', '2.0 Chart of Accounts', '3.0: Purchasing & Contracts', and '4.0 Travel'. The main text area contains the title 'Introduction to the Business Procedures Manual' and a paragraph describing the manual's purpose.



# AP WorkCenter Updates

Accounts Payable WorkCenter

Accounts Payable WorkCenter

Main Reports/Queries

My Work

Edit Filters









Configuration ID AP Accounts Payable WorkCenter

User ID ITS\_KMANDERS

My Work Groups

Group Label Vouchers

My Work Links

Link Label	Filter ID	Description	Edit Filter
Incomplete Vouchers**	AP_INCVCHR	Incomplete Voucher	
Vouchers Submitted for Approval**	AP_VCHRPND	Vouchers Pending Approval	
Vouchers Rejected by Approvers**	AP_VCHRDNY	Vouchers Rejected by Approvers	
Vouchers Ready for Posting**	AP_VCHRPST	Vouchers Ready for Posting	
Budget Check Errors**	AP_BDGT_ER	Budget Check Errors	
Match Exceptions Exist**	AP_WB_E	Match Exceptions Exist	
Document Tolerance Exceptions**	AP_DOC_TOL	Document Tolerance Exceptions	
Recycled Vouchers**	AP_VRCYCL	Recycled Vouchers	

\*\*Required filter field value not defined

Links

- Vouchers
  - Regular Entry
  - Voucher Document Status
  - Matching
  - Match Workbench
  - Document Tolerance
  - Voucher Budget Check
  - Voucher Posting
  - Voucher Build

The changes made to the AP WorkCenter are within the Filter options.









# AP WorkCenter Updates

Prior to the update, users could only view one business unit at a time. Now, you can set the filter options to use one business unit or both the regular business unit and the B business unit.

Filter Values	
<b>Configure Filter Values</b>	
User ID	ITS_KMANDERS
Filter ID	AP_INCVCHR Incomplete Voucher
Business Unit	<input type="text" value="in"/> <input type="text" value="28000,2800B"/>
Voucher ID	<input type="text" value="in"/>

# Buyer WorkCenter

Employee Self Service ▾ < 1 of 5 >

<p><b>Payment Request Center</b></p> 	<p><b>Buyer WorkCenter</b></p> 	<p><b>GeorgiaFIRST Financial Website</b></p> 	<p><b>Cash Advances</b></p> 
<p><b>GFM Shopper Access</b></p> 	<p><b>Travel Authorizations</b></p> 	<p><b>My Travel Authorizations</b></p> 	<p><b>Create Expense Report</b></p> 

# Buyer WorkCenter

## Buyer WorkCenter

### Buyer WorkCenter

Main Reports/Queries

My Work

Edit Filters

#### Current Work

PO Sourcing Errors \*\*

Requisitions \*\*

\*\*Required filter field value not defined

#### Links

##### Purchase Order Processing

- Add/Update POs
- Budget Check Purchase Order
- Buyer's Workbench
- Close Purchase Orders
- Dispatch POs
- Print POs
- Verify Document Tolerance

##### Receiving

- Add/Update Receipts

##### Other Links

- Purchasing documentation
- ePro/Purchasing Month-End Checklist
- epro Training
- ePro Documentation

##### External Links

- DOAS NIGP listing

## Welcome to the Buyer WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Added:

- ePro/Purchasing Month-End Checklist
- Purchasing Documentation
- ePro Training
- ePro Documentation

# Buyer WorkCenter

**Buyer WorkCenter**

**Buyer WorkCenter** [Settings] [Back]

Main | Reports/Queries

**Queries** [Refresh] [Settings]

- Query Manager
- Common Queries
  - BOR\_PO\_OPEN\_AMOUNT\_ALL
  - BOR\_PO\_OPEN\_AMOUNT\_BY\_PO
  - BOR\_PO\_NOT\_COMPLETE
  - BOR\_PO\_VCHR\_NOTREC
  - BOR\_PO\_OPEN\_ENCS\_KK
  - BOR\_REQ\_OPEN\_AMOUNT\_ALL
  - BOR\_BC\_PENDING

.....

**Reports/Processes** [Refresh] [Settings]

- Reports
  - PO Budgetary Activity Report
  - PO Open Enc as of Acctg Period
  - Update Requestor Budget Ref

**Welcome to the Buyer WorkCenter**

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

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**Added:**

- BOR\_BC\_PENDING
- BOR\_REQ\_OPEN\_AMOUNT\_ALL

# WorkCenters

- 9.2 WorkCenters Job Aid
- Required Roles
  - BOR\_WORKCENTER\_USER and the appropriate module specific role:
    - BOR\_AP\_WORKCENTER
    - BOR\_AM\_WORKCENTER
    - BOR\_GL\_WORKCENTER
    - BOR\_PO\_WORKCENTER



Questions?

**Thank you**







# UNIVERSITY SYSTEM OF GEORGIA

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## Information Technology Services