GeorgiaFIRST 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
Chat will also be monitored
👍 = “we see this and are working on it”
❤️ = “thanks, this has been addressed”
• GAFIRST Team Staff News
• Unified ERP
• Fiscal Year End Reminders
• Release 5.94 (GAFIRST) and 1.64 (Augusta University)
• Module Updates
• Module WorkCenter Information
**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

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

OneUSG Connect

GeorgiaFIRST Financials & AU Financials

2024

May
June
July
Aug
Sept
Oct
Nov
Dec

2025

Jan
Feb
Mar
Apr
May
June
July
Aug

REL 6.52 Tax Update & Q2 Patching
Tax Update 24C, Q3 patching
Tax Update 24D, Q4 patching
Tax Update 25A, Q1 patching
Tax Update 25B, Q2 patching

Q3 Patching
Q4 Patching, 1099 updates
Q1 Patching, Budget Prep
Q2 Patching, Fiscal Year End

REL 5.94/AU 1.64 (Fiscal Year End) & Q2 Patching

Freeze
## Unified ERP Freeze Details

<table>
<thead>
<tr>
<th>What will be continued:</th>
<th>What will be discontinued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Quarterly Tax Updates from Oracle and ADP</td>
<td>Installing PeopleSoft/Oracle non-security maintenance updates</td>
</tr>
<tr>
<td>(Garnishments)</td>
<td></td>
</tr>
<tr>
<td>Install Oracle Critical Security Patches (CPU) quarterly</td>
<td>Implementing non-critical/urgent Institutional enhancements</td>
</tr>
<tr>
<td>Install yearly 1099 updates</td>
<td></td>
</tr>
<tr>
<td>Complete existing high-priority and production critical enhancements</td>
<td></td>
</tr>
</tbody>
</table>
Fiscal Year End 2024
Fiscal Year-End Page

- Current Year-End information is uploaded to website as made available
Fiscal Year End 2024 Processing and Closing Manual will be posted by the end of May.

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.

- Fiscal Year End 2024 Sub-Module Cleanup and Processing Manual
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.
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

<table>
<thead>
<tr>
<th>Action in Travel &amp; Expenses Module</th>
<th>Cutoff date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization</td>
<td>Friday, June 7, 7 a.m.</td>
</tr>
<tr>
<td>Cash Advance</td>
<td>Friday, June 7, 7 a.m.</td>
</tr>
<tr>
<td>Expense Sheet</td>
<td>Friday, June 14, 7 a.m.</td>
</tr>
</tbody>
</table>
## Travel & Expenses – FY2024 Year-End Cutoff Dates

### Institution cutoff dates

<table>
<thead>
<tr>
<th>Action in Travel &amp; Expenses Module</th>
<th>Cutoff date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deny unapproved Travel Authorization</td>
<td>Tuesday, June 18</td>
</tr>
<tr>
<td>Process final expenses pay cycle</td>
<td>Friday, June 21</td>
</tr>
<tr>
<td>Reconcile account 211500 And verify balance is 0</td>
<td>Friday, June 24</td>
</tr>
</tbody>
</table>

More info: [Fiscal Year-End 2024 Sub-Module Clean Up and Processing Manual](#)
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
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
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!
• **FY2024 Accounting Close Date**  
  – Monday, July 15, 2024

• **Accrual Information**  
  – Bi-Weekly Payroll Accrual Information  
    • Use 45B3 – 3\textsuperscript{rd} 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

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>OneUSG Confirm</th>
<th>Pay Date</th>
<th>GL Processing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>46X2 Off-Cycle</td>
<td>N/A</td>
<td>6/15/2024</td>
<td>M</td>
<td>6/17/2024</td>
<td>F</td>
</tr>
<tr>
<td>47X1 Off-Cycle</td>
<td>N/A</td>
<td>6/29/2024</td>
<td>M</td>
<td>7/1/2024</td>
<td>F</td>
</tr>
</tbody>
</table>
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**
  - BOREDRUP 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.
Encumbrance Processing Schedule

- AU: Every Friday
- All other institutions: Every other Friday
  - Friday, May 24th
  - Friday, June 7th and June 21st

**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 to request earlier final zero.

**FY2025 First Encumbrance Process**

- Bi-Weekly: Friday, July 19, 2024
- Monthly: Friday, August 9, 2024
Release 5.94 (GAFIRST) & 1.64 (AU) Information
GAF 5.94/AUF 1.64 Release Overview

• Release 5.94/1.64 Schedule
  - GeorgiaFIRST 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
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.
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.
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.
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
This report replaces the Minority Supplier Report

Aligns with DOAS reporting requirements

Navigation: BOR Menus > BOR Purchasing > BOR PO Reports > Supplier Spend by Category
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
### Purchasing: Supplier Spend by Category Report

### Section 3: Spend by Combined Reporting Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business and Veteran Owned Business</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Small Business and Women Owned Business</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Small Business and Minority Owned Business</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Section 4: Total Supplier Spend*

<table>
<thead>
<tr>
<th>Total Supplier Spend:</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Supplier Spend:</td>
<td>$39,125,668.19</td>
<td>$37,900,676.09</td>
<td>$10,806,332.09</td>
<td>$0.00</td>
<td>$87,832,676.37</td>
</tr>
</tbody>
</table>
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 GeorgiaFIRST 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.
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
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Journal ID</td>
<td>0001245908</td>
</tr>
<tr>
<td>Journal Date</td>
<td>02/23/2024</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>ORG</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2024</td>
</tr>
<tr>
<td>Period</td>
<td>8</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Permanent Adjustment</td>
</tr>
</tbody>
</table>

Return to Worklist
Attachments (0)

Go to

Status: Pending
Debits: $5,089.68
Credits: $5,089.68
Description: Increase personal services for
Requester: thunt
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**: [Redacted]
- **Journal ID**: 0001242320
- **Journal Date**: 02/13/2024
- **Ledger Group**: ORG
- **Fiscal Year**: 2024
- **Period**: 8
- **Budget Entry Type**: Permanent Adjustment

- **Status**: Pending
- **Debits**: $5,318.35
- **Credits**: $5,318.35
- **Description**: Reversing budget journal 12403
- **Requester**: fhunt

> Approval Flow
Approvers with appropriate security access can now click to Edit Journals or Vouchers directly from the approval pages.
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?
Accounts Payable
• Reminder: When uploading invoice data via the Excel Voucher Upload Template, ITS discourages copying and pasting into the file.

  o 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.

  o Please see steps 31 – 37 on business process AP.020.140 Uploading Vouchers from Microsoft Excel
• 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!
ePro & Purchasing
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
4imprint punchout implementation currently in progress for GFM.

Once live, institutions will have access to 1000’s of promotional item on Statewide Contract.
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

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>123,456</td>
<td>78,901</td>
</tr>
<tr>
<td>B</td>
<td>98,765</td>
<td>45,678</td>
</tr>
<tr>
<td>C</td>
<td>32,109</td>
<td>12,345</td>
</tr>
<tr>
<td>D</td>
<td>7,654</td>
<td>2,345</td>
</tr>
<tr>
<td>E</td>
<td>123</td>
<td>456</td>
</tr>
</tbody>
</table>

**Note:** The values are illustrative and may not reflect actual financial data.
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

GeorgiaFIRST Financials
- PERS_SERV_BOR will be archived to PERS_SERV_BOR_H
- HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H
Questions?
WorkCenters

- Payment Request Center
- Buyer WorkCenter
- GeorgiaFIRST Financial Website
- Cash Advances
- GFM Shopper Access
- Travel Authorizations
- My Travel Authorizations
- Create Expense Report
Navigation:
Accounts Payable >
Accounts Payable
WorkCenter
In the My Work section, select a highlighted link to view the results.
# AP WorkCenter

## Unpaid Voucher Status

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher</th>
<th>Payment Number</th>
<th>Express Payment</th>
<th>Supplier</th>
<th>Short Supplier Name</th>
<th>Invoice No</th>
<th>Approval Status</th>
<th>Scheduled Pay Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>05376299</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>66780918</td>
<td>Approved</td>
<td>12/05/2023</td>
<td>1,548.00</td>
</tr>
<tr>
<td></td>
<td>05376912</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>3557392210</td>
<td>Approved</td>
<td>02/16/2024</td>
<td>21.49</td>
</tr>
</tbody>
</table>
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.
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 changes made to the AP WorkCenter are within the Filter options.
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.
Buyer WorkCenter
Added:
- ePro/Purchasing Month-End Checklist
- Purchasing Documentation
- ePro Training
- ePro Documentation
Buyer WorkCenter

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 pagelets 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:

- BOR_BC_PENDING
- BOR_REQ_OPEN_AMOUNT_ALL
• **9.2 WorkCenters Job Aid**

• **Required Roles**
  o BOR_WORKCENTER_USER and the appropriate module specific role:
    • BOR_AP_WORKCENTER
    • BOR_AM_WORKCENTER
    • BOR_GL_WORKCENTER
    • BOR_PO_WORKCENTER
Questions?
Thank you