Georgia*FIRST* Financials Payables Module Enhancement Review

Friday, November 11, 2016

Jason Beitzel

Information Technology Services • University System of Georgia

Agenda

- Purpose of today's session

- Where we are today

- Georgia*FIRST* Financials Roadmap

- Production Support Update

- Enhancement requests submitted to Oracle

- Review of enhancements delivered as part of the v9.2 upgrade

Agenda

- Review of enhancements delivered since the v9.2 upgrade

- Demo/Discussion of available Oracle enhancements for Payables module

- Other enhancements requested?

- Discuss Prioritization of possible Oracle enhancements and other requested enhancements

Purpose of
Module Enhancement
Review Sessions

PeopleSoft Module Enhancement Review Sessions

- Meet with Institution process experts to introduce and discuss areas of/for enhancements within each module:
  - Oracle delivered functionality
  - Desired enhancements (ways to make the system work better for all)

- Focus on two main areas:
  - Introduce new functionality that is currently available for use, as well as unimplemented functionality that may be of interest to our customers
  - Configuration

PeopleSoft Module Enhancement Review Sessions

- Opportunity for Institutional process experts to:
  - Discuss and provide feedback
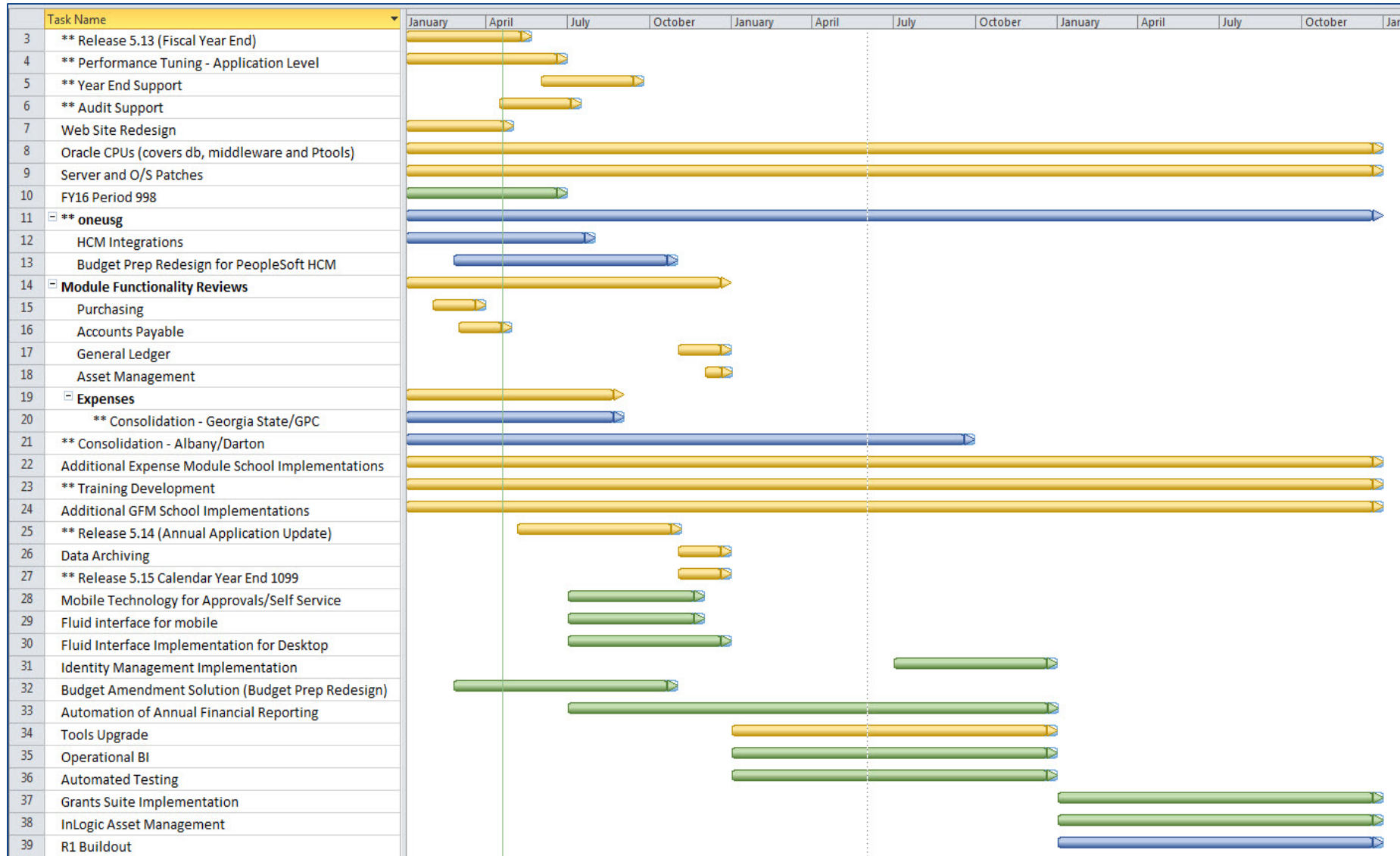 - Assist in prioritization for implementation of enhancements

- Resulting end deliverables will consist of:
  - Roadmap and implementation plan
  - Implementation priority
  - Implementation complexity score

Where We Are Today

▸ What's going right?

▸ What's going wrong?

GeorgiaFIRST Financials Roadmap

#	Task Name	January	April	July	October	January	April	July	October	January	April	July	October	Jan
3	** Release 5.13 (Fiscal Year End)													
4	** Performance Tuning - Application Level													
5	** Year End Support													
6	** Audit Support													
7	Web Site Redesign													
8	Oracle CPUs (covers db, middleware and Ptools)													
9	Server and O/S Patches													
10	FY16 Period 998													
11	** oneusg													
12	HCM Integrations													
13	Budget Prep Redesign for PeopleSoft HCM													
14	Module Functionality Reviews													
15	Purchasing													
16	Accounts Payable													
17	General Ledger													
18	Asset Management													
19	Expenses													
20	** Consolidation - Georgia State/GPC													
21	** Consolidation - Albany/Darton													
22	Additional Expense Module School Implementations													
23	** Training Development													
24	Additional GFM School Implementations													
25	** Release 5.14 (Annual Application Update)													
26	Data Archiving													
27	** Release 5.15 Calendar Year End 1099													
28	Mobile Technology for Approvals/Self Service													
29	Fluid interface for mobile													
30	Fluid Interface Implementation for Desktop													
31	Identity Management Implementation													
32	Budget Amendment Solution (Budget Prep Redesign)													
33	Automation of Annual Financial Reporting													
34	Tools Upgrade													
35	Operational BI													
36	Automated Testing													
37	Grants Suite Implementation													
38	InLogic Asset Management													
39	R1 Buildout													

V9.2 Production Support Update

V9.2 Production Support Update

11/01/15 – 10/31/16

- 545 AP Helpdesk Tickets Closed
  - 4 tickets currently open

- 5 Known Issues created
  - 5 Active Known Issues
  - 2 Resolved Known Issues

- Enhancements Delivered
  - Voucher Workflow
  - BI Publisher Check Printing
  - Positive Pay changes

V9.2 Production Support Update

- Known Issues to be resolved by Annual Update (Release 5.20)
  - KI9.2-24 Review Bank Statement Total Transaction Amount Showing Zero
  - KI9.2-43 Bank Statement Register Report (FSX3000) Receiving Error Message

V9.2 Production Support Update

- Known Issues – Active
  - KI9.2-9 Payment History Report Not Calculating Correctly
  - KI9.2-44 Save for Later Button Preventing Access to Voucher Date in iStrategy
  - KI9.2-45 TIGA Query BOR_TIGA_VENDOR_OBLIG_VALIDATE Results Incorrect
  - New KI9.2-47 – Submit for approval button is still on the voucher after voucher approved
  - New KI9.2-48 – Value Passed too Long for Drill Down Searches – Oracle fixing this in future image

Oracle Enhancements Requested

Oracle Enhancements Requested

- Enhancement request to provide audit history on payments (payment cancellation)
- CTX format not NACHA compliant
- Payment History by Payment Method report showing recreated checks in total amount.
- Pressure sealable 1099 Form – Request a new BI publisher template from Oracle.
- Expenses Escheatment
- Add attachments to ACH e-mail notification to supplier

Enhancements Delivered at Upgrade

Enhancements Delivered at Upgrade
Payables

- ACH/EFT e-mail notifications
- Voucher workflow
  - Asset Approval
  - Budget Reference Approval
- Check signature upload
  - Payment Comments
  - BI Publisher security
- Positive Pay custom BOR page
  - Synovus – new Positive Pay format

Enhancements Delivered At Upgrade

- AP Work Center
  - Notification Email to Approver
  - Users no longer need to look up approver email addresses and cut paste them on to an email, thus, enabling users to contact approvers quicker.
  - Works as long as approver's user profile has e-mail address.
    - PeopleTools > Security > User Profiles > User Profiles – Edit Email Addresses

Enhancements Delivered At Upgrade

Enhancements Delivered At Upgrade

Enhancements Delivered At Upgrade

- Graphical interface for voucher and payment document status
- Can drill into payment info, voucher, accounting details, PO, supplier, etc.

Document Status – Graphical layout

Enhancements Delivered At Upgrade

- Supplier Hold Payment
  - When a Supplier is on Payment Hold, the customer is expecting the Voucher to default with the Hold box checked.
  - This is not happening. Instead of populating the on hold checkbox on the payment tab, Oracle added a little icon (i) on the payment tab next to the remit supplier.
  - If you hover your mouse over this then a message will pop up saying "Supplier has been placed on payment hold in Supplier profile".

Enhancements Delivered At Upgrade

Payables Options

SetID 98000

Supplier ID 0000000042

Short Supplier Name STAPLES/   STAPLES/-001

Supplier Name Staples/Ivan Allen

Invoicing

Supplier 0000000042   Staples/Ivan Allen
Address   1   Conversion
                         Attn: Tom Carroll
Search   Atlanta, GA 30303

Location MAIN   MAIN LOCATION

Remitting

*Supplier 0000000042   Staples/Ivan Allen
*Address   1   Conversion
                         Attn: Tom Carroll
Search   Atlanta, GA 30303

*Location MAIN   MAIN LOCATION

▼ Additional Payables Options

Payment Control

Pay Group

*Delay Days Default from BU

Discount 0

Net 0

☑ Hold Payment   ☐ Complex Routing
☐ Always take discount   ☐ Separate Payment
☐ Factoring   ☐ Apply Netting

Enhancements Delivered At Upgrade

Supplier has been placed on payment hold in Supplier profile

Enhancements Delivered At Upgrade

- Pay Cycle Summary Metrics Pivot Grid

Enhancements Delivered At Upgrade

Supplier Name History

SetID 98000

Supplier ID 0000300046

| Supplier Name History | Find \| View 1 | First ◀ 1-2 of 2 ▶ Last |

*Effective Date 04/20/2016   ➕

*Supplier Name Staples Contract & Commercial Inc

Additional Name

*Supplier Short Name STAPLES   STAPLES-001

Modified By SMAYWEATHER

Datetime Modified 04/20/2016 9:56AM

01/15/2009   ***Effective Date**

*Supplier Name Staples Advantage

Additional Name Staples Contract & Commercial Inc

*Supplier Short Name STAPLES   STAPLES-001

Modified By KBARRAS

Datetime Modified 03/27/2015 4:39PM

[💾 Save] [🔍 Return to Search] [📋 Previous in List] [📋 Next in List] [📧 Notify] [📝 Update/Display] [Include History]

Enhancements Delivered – Not Implemented

VOTE

- FLUID
  https://www.youtube.com/watch?v=VQgpghs5Yug&list=PLD0C684D9FC38EC3C&index=3&feature=plpp_video
  - Push notification for mobile approval

VOTE

- Navigation Collections for Fluid
- Enable you to distribute the creation and maintenance of collections
  - Customization of AP Center

VOTE

Accounts Payable Center

Access the Accounts Payable center.

Vouchers
Add, maintain, and approve vouchers.
- Add/Update
- Maintain
- Approve

Suppliers
Add, maintain, and approve suppliers.
- Add/Update
- Maintain
- Approve

Payments
Create and manage the pay cycle.
- Pay Cycle Processing
- Pay Cycle Approvals
- Pay Cycle Exceptions
- 5 More...

Archiving
Archive payment, voucher, and supplier information.
- Payment Archive Report
- Supplier Archive Report
- Voucher Archive Report

Review
Run inquiries on suppliers, vouchers, payments, integrations, and metrics.
- Payables Search Criteria
- Vouchers
- Interfaces
- 2 More...

Reports
Run reports on suppliers, vouchers, payments, reconciliation.
- Vouchers
- Voucher Reconciliation
- Payments
- 5 More...

Definitions
Define and maintain data and options for the PeopleSoft Payables system.
- Core Setup
- Banks
- SUT/VAT
- 8 More...

Control Groups
Add, review, and maintain control groups.
- Group Information
- Update Status
- Delete Control Group
- Post Control Group

1099
Configure, maintain, review, post and report on 1099 withholding
- Create 1099 Entries
- Review
- General Reports
- 2 More...

Global Withholding
Configure, maintain, review, post and report on global withholding
- Create Withholding Entries
- Review
- General Reports
- 2 More...

Batch Processes
Process vouchers, payments, accounting entries, clearing, and revaluation.
- Vouchers
- Payment
- Extracts and Loads
- 3 More...

Related Pages
Access pages in General Ledger, Purchasing, Treasury, and eSettlements.
- General Ledger
- Purchasing
- Treasury
- 2 More...

- Voucher Batch Approval
- Submit for approval process
- View the vouchers prior to submitting for approval
  - How many vouchers were submitted for approval?
  - How many were approved?
  - Allows users to exclude any B Business Unit Vouchers if desired
  - Can run process by Supplier, Control Group, etc.

VOTE

Voucher Approval Workflow

Run Control ID 21DLY   Report Manager   Process Monitor   Run

Run Control Options

*Request ID TEST   View Vouchers
Description
From/To Invoice Date 10/01/2016   📅   10/06/2016   📅
*Process Option Process all eligible vouchers ▼

Save   Return to Search   Notify   Add   Update/Display

- Mass Voucher Approval
- This is the voucher approval process
- Options to re-submit a voucher.
- The approver can assign additional approvers and reviewers on an ad hoc basis during the approval process.
- Additionally, approvers can add comments without taking any action on the approval page
- Can add attachments.

VOTE

Voucher Mass Approvals

Search Criteria

Business Unit	98000 🔍
Voucher ID	🔍
Voucher Source	▼
Voucher Style	▼
Invoice Number	
*Approval Status	Pending ▼
	☑ Include On Hold

Supplier SetID	98000 🔍
Short Name	🔍
Supplier ID	🔍
Supplier Name	

[Search]   [Clear]

No matching values were found.

VOTE

- Payment Request Functionality
- Streamlining non PO invoices for payment process. Payment Request supports this effort by creating a self-service option for filing non-purchase order invoices.
- Invoices attached to Payment Requests.
- Speed charts for payment request.

https://www.youtube.com/watch?v=ciQ1J_pnCxU

Demo Payment Request

- Voucher Mass Maintenance – ITS Only
- Replacement for a DBI for certain types of transactions
  - Field Replace
  - Close vouchers
  - Unpost vouchers
  - Delete vouchers
- Performance Impacts – More testing needed
- A lot of restrictions – Can't restore encumbrances if you close PO vouchers, etc…

- **Voucher Mass Maintenance – Field Replace**
  - Vouchers approved, posted, selected for payment, or paid are excluded.
  - Vouchers in a control group with a verified status are also excluded.
  - Updates voucher tables with new field values
  - Voucher entry status set to M or Modified
  - Resets budget checking status to Not Budget checked
  - Resets doc tol status to not checked
  - Deletes scheduled payments records
  - Fields not available to be changed
    - Bank SetID, Business Unit, Entered Date, Invoice Number, Origin, Post Status, Process Instance, Remit SetID, Supplier ID, Supplier Location, Supplier SetID, Voucher ID, Voucher Style.

VOTE

- Field Replace – spreadsheet uploaded with wrong account number for 300 vouchers.

VOTE

- Mass Payment Cancellation enables users to search for multiple payments and then cancel, escheat or stale-date, or undo those actions
- Additional security required
- Additional testing needed
  - PO Encumbrances
  - Closed accounting Periods

VOTE

Payment Status: Void

Hold Reason Cancel Reason Date Cancelled 10/11/2016 ☐ Restore Encumbrance to PO

Cancel Action Reopen Voucher/Reissue ☑ Allow if Withholding Exists
Action: 1. Mass Cancel ↻
☑
Select All ☐
Deselect All

Search Results

Personalize | Find | View All | ▦ First ◀ 1-35 of 35 ▶ Last

| **Payment Information** | | | | | | | |

Sel	Bank Code	Bank Account	Payment Status	Cancel Action	Payment Reference	Payment Method	Payment Amount	Payment Currency
☑ Sel	Bank Code USBNK	Bank Account CHCK	Payment Status P	Cancel Action N	Payment Reference 000001	Payment Method CHK	Payment Amount 1042.50	Payment Currency USD
☑ Sel	Bank Code USBNK	Bank Account CHCK	Payment Status P	Cancel Action N	Payment Reference 000001	Payment Method CHK	Payment Amount 1042.50	Payment Currency USD
☑ Sel	Bank Code USBNK	Bank Account CHCK	Payment Status P	Cancel Action N	Payment Reference 000002	Payment Method CHK	Payment Amount 24087.50	Payment Currency USD
☐ Sel	Bank Code USBNK	Bank Account CHCK	Payment Status P	Cancel Action N	Payment Reference 000003	Payment Method CHK	Payment Amount 15677.87	Payment Currency USD
☐ Sel	Bank Code USBNK	Bank Account CHCK	Payment Status P	Cancel Action N	Payment Reference 000004	Payment Method CHK	Payment Amount 40783.64	Payment Currency USD
☐ Sel	Bank Code USBNK	Bank Account CHCK	Payment Status P	Cancel Action N	Payment Reference 000005	Payment Method CHK	Payment Amount 29346.65	Payment Currency USD

DISCUSSION ITEM

- Positive Pay
  - Currently 8 different formats available
  - List is still growing
    - SunTrust – Control Pay
  - Release item each time we have new format
  - Some banks have a different format depending on how you transmit the file to them

COMING SOON

Supplier 360

▸ Supplier 360 provides comprehensive information for suppliers.

▸ Supplier 360 View consolidates all supplier related details such as transactions and audit information in a single dashboard.

▸ Users can review various metrics related to single or multiple suppliers, based on the permission granted to user. Users can select from any of the active suppliers to view the corresponding supplier information.

▸ Supplier data can be viewed in Analysis View or Comparative View. In Analysis View all the metrics associated to a single supplier will be displayed whereas in Comparative View user can select two or more suppliers and compare their data.

Supplier 360

▸ The Supplier 360 View can be saved, edited, and shared amongst other users.

▸ The Supplier 360 View displays several pagelets containing metrics, analytics, graphs, various transaction details, and pivot grids corresponding to suppliers.

▸ Supplier 360 Transaction Wheel is part of the View that connects the user to various transaction pages associated to a supplier. Access to the supplier list and supplier information depends on the user role and authorization.

COMING SOON

COMING SOON

- Voucher Close – Add Comments
- Currently users cannot enter comments when closing a voucher.
- This will allow users to enter additional comments related to the why the voucher is being closed.
- Comments will be able to be viewed from the voucher summary page.

COMING SOON

Close Voucher | Voucher Details

Business Unit 98000   **Voucher** 05310321

Supplier

Supplier 0000001962   Dell Marketing, L.p.

Short Name DELLMARK-001

Voucher Information

Invoice XJXJ3J6F6_125397038	**Origin** ONL	**Header Budget Status** Valid
Date 05/24/2016	**Group**	**Non-Prorated Budget Status** Valid
Gross Amount 14,754.60 USD		**Entry Status** Postable
Related Voucher		**Close Status** Open

Process Manual Close

Manual Close Date 10/11/2016   ☑ **Mark Voucher for Closure**

Comments NEW COMMENTS FEATURE ON VOUCHER CLOSE PAGE
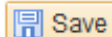
💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List | 📧 Notify

Close Voucher | Voucher Details

COMING SOON

Enhancements Available for Implementation

Module Enhancement Review		
Topic	Implementation Complexity Score	Prioritization Score
Payment Request	High	
Training & Documentation	High	
Mass Payment Cancel	Med	
Voucher Mass Maintenance	Med	
Fluid – Mobile functionality	High	
Voucher Batch Approval – Submit voucher for approval process	Med	
Mass Voucher Approval – Approval process	Med	

Change Management Process

▸ Depending on the implementation complexity (High, Medium, Low), USO Leader Team and/or USG Advisory Team approval required.

Change Management Process

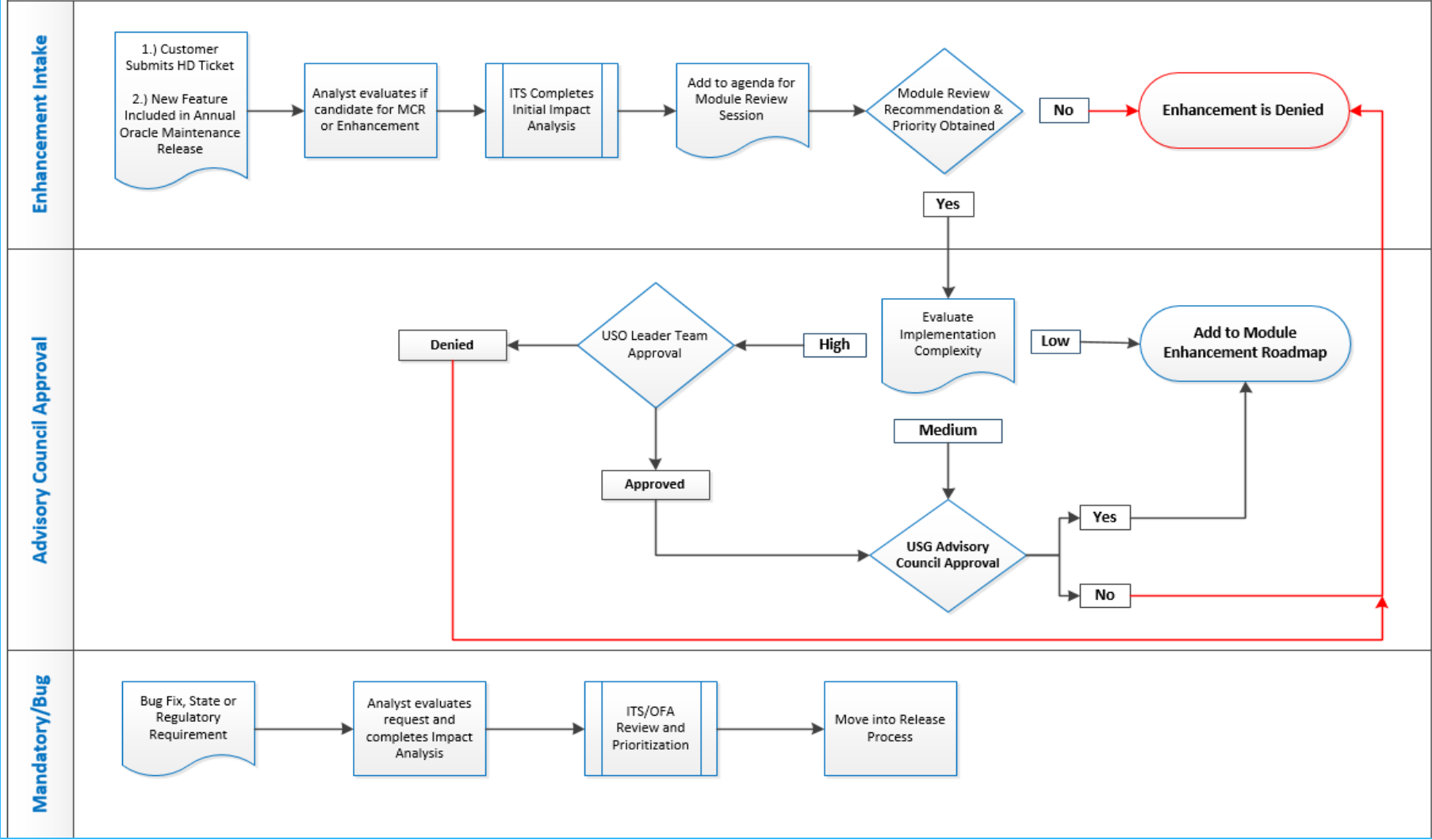**9.2 PeopleSoft Financials Model Change/Enhancement Request Process**

Phase

Enhancement Intake

1.) Customer Submits HD Ticket

2.) New Feature Included in Annual Oracle Maintenance Release → Analyst evaluates if candidate for MCR or Enhancement → ITS Completes Initial Impact Analysis → Add to agenda for Module Review Session → Module Review Recommendation & Priority Obtained → **No** → **Enhancement is Denied**

Yes

Advisory Council Approval

Evaluate Implementation Complexity

- **High** → USO Leader Team Approval → **Denied** / **Approved**
- **Low** → **Add to Module Enhancement Roadmap**
- **Medium** → USG Advisory Council Approval → **Yes** / **No**

Mandatory/Bug

Bug Fix, State or Regulatory Requirement → Analyst evaluates request and completes Impact Analysis → ITS/OFA Review and Prioritization → Move into Release Process

Change Management Process

9.2 PeopleSoft Financials Model Change/Enhancement Request Process

Enhancement Intake
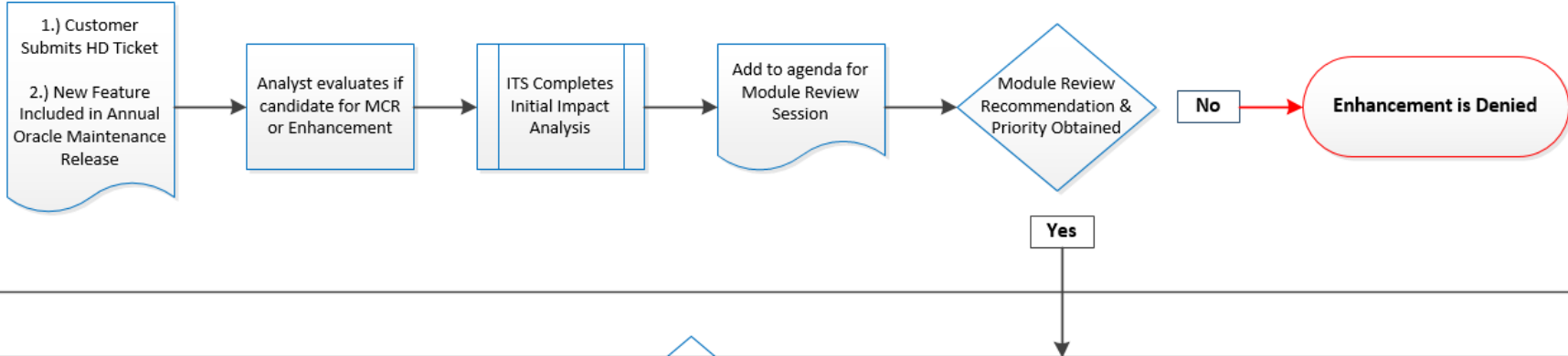
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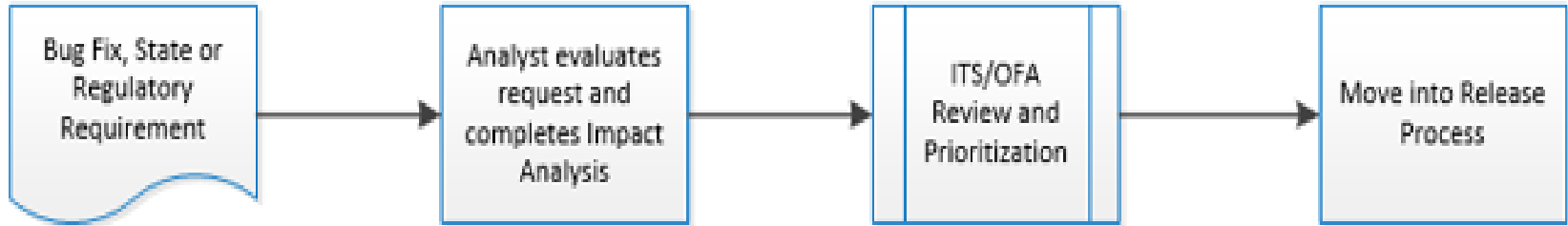
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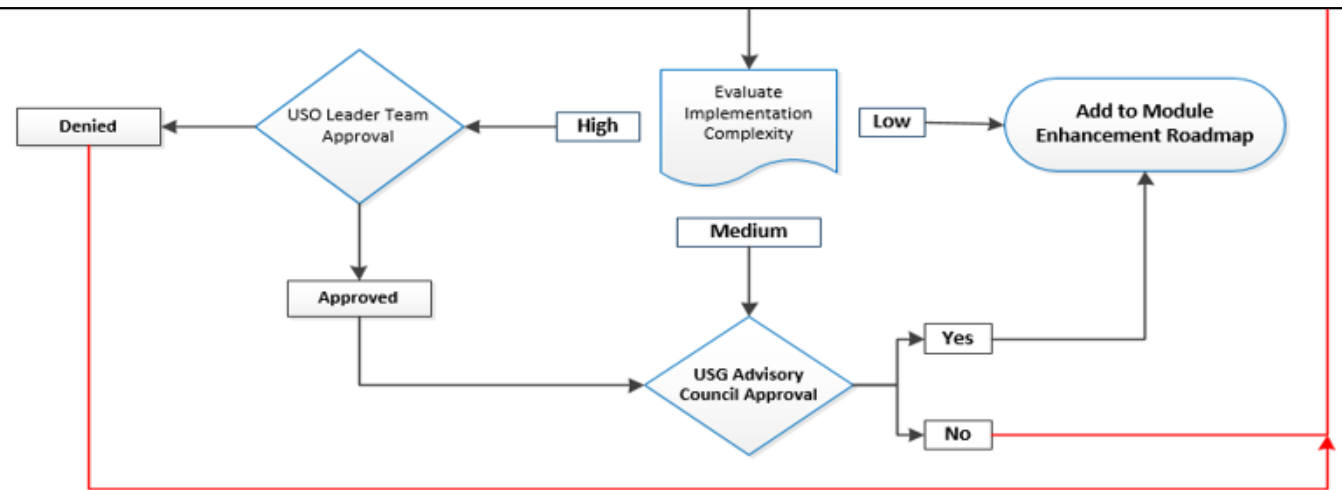
Change Management Process

Change Management Process

Training & Documentation

Training & Documentation

- Query and Report Job Aid
- Business Process Documentation
- Training

Other Requested Enhancements?

Prioritization of Enhancements

Let's Discuss & Prioritize!

- Assign a Number to each Enhancement line item
  - 1 = Highest Priority
  - 2 = 2nd Highest Priority
  - 7 = Lowest Priority

- One submission per institution
  - Enhancement Score Sheet
  - Send to Jason.Beitzel@usg.edu by 11/18/2016.

Please Complete session evaluation

Your feedback is very important to us!