Georgia FIRST Financials Payables Module Enhancement Review

Friday, November 11, 2016
Jason Beitzel
Agenda

- Purpose of today’s session
- Where we are today
- GeorgiaFIRST 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

- **Release 5.13 (Fiscal Year End)**
- **Performance Tuning - Application Level**
- **Year End Support**
- **Audit Support**
- **Web Site Redesign**
- **Oracle CPUs (covers db, middleware and Ptools)**
- **Server and O/S Patches**
- **FY16 Period 998**
- **HCM Integrations**
- **Budget Prep Redesign for PeopleSoft HCM**
- **Module Functionality Reviews**
  - Purchasing
  - Accounts Payable
  - General Ledger
  - Asset Management
- **Expenses**
  - **Consolidation - Georgia State/GPC**
  - **Consolidation - Albany/Darton**
  - Additional Expense Module School Implementations
  - **Training Development**
  - Additional GFM School Implementations
- **Release 5.14 (Annual Application Update)**
- **Data Archiving**
- **Release 5.15 Calendar Year End 1099**
- **Mobile Technology for Approvals/Self Service**
- **Fluid Interface for mobile**
- **Fluid Interface Implementation for Desktop**
- **Identity Management Implementation**
- **Budget Amendment Solution (Budget Prep Redesign)**
- **Automation of Annual Financial Reporting**
- **Tools Upgrade**
- **Operational BI**
- **Automated Testing**
- **Grants Suite Implementation**
- **InLogic Asset Management**
- **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
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

Vouchers Submitted for Approval

<table>
<thead>
<tr>
<th>Voucher List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>98000</td>
</tr>
</tbody>
</table>
Enhancements Delivered At Upgrade

<table>
<thead>
<tr>
<th>Voucher List</th>
<th>Voucher</th>
<th>Approver</th>
<th>Approval History</th>
<th>Supplier</th>
<th>Short Supplier Name</th>
<th>Supplier Name</th>
<th>Invoice No</th>
<th>Invoice Date</th>
<th>Gross Amount</th>
<th>Currency</th>
<th>Created On</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>88000</td>
<td>05312933</td>
<td>Multiple</td>
<td>Approval History</td>
<td>00000000299</td>
<td>GACE-001</td>
<td>GACE</td>
<td>SDF/SDF</td>
<td>10/10/2016</td>
<td>1.00</td>
<td>USD</td>
<td>10/10/2016</td>
<td>SMAYWEATHER</td>
</tr>
</tbody>
</table>

Accounts Payable WorkCenter

**Send Email**

**Email**

Type email addresses in the To, CC, or BCC fields, using a semicolon as a separator.

- **To**: mindy.castillo@usg.edu
- **CC**: simone.mayweather@usg.edu

**Subject**: Voucher 88000/005312933 is pending approval.

**Message**: Voucher 88000/005312933 is pending your approval. Please go to Voucher Approval or to your worklist to approve this voucher.

[Send Email] [Cancel]
Enhancements Delivered At Upgrade

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

Document Status – Graphical layout

**Document Status**

- **Business Unit**: 39000
- **Document Date**: 04/03/2015
- **Currency**: USD
- **PO ID**: 0000510140
- **Status**: Compl
- **Document Type**: Purchase Order
- **Merchandise Amt**: 395.39
- **Budget Status**: Valid

**Graphical Layout**

- **Requisitions**: 1
- **Sourcing Events**: 
- **Procurement Contracts**: 
- **Purchase Orders**: 
- **Service Work Orders**: 
- **Receipts**: 1
- **Returns**: 
- **Vouchers**: 1
- **Payments**: 1

**Associated Document**

<table>
<thead>
<tr>
<th>Actions</th>
<th>SetID</th>
<th>Business Unit</th>
<th>Document Type</th>
<th>DOC ID</th>
<th>Status</th>
<th>Document Date</th>
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<th>Location</th>
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<tr>
<td>Actions</td>
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<td>Requisition</td>
<td>0000500172</td>
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<td>Actions</td>
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<td>Receipt</td>
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<td>Received</td>
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<td>Actions</td>
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<td>Voucher</td>
<td>05302048</td>
<td>Posted</td>
<td>04/10/2015</td>
<td>CAT0000010</td>
<td>ORDER</td>
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<tr>
<td>Actions</td>
<td>39000</td>
<td>Payment</td>
<td>581606</td>
<td>Posted</td>
<td>06/19/2015</td>
<td>CAT0000010</td>
<td>REMIT CHK</td>
<td></td>
</tr>
</tbody>
</table>
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".
Supplier has been placed on payment hold in Supplier profile
Enhancements Delivered At Upgrade

- Pay Cycle Summary Metrics Pivot Grid

Pay Cycle Summary Metric

Chart Selection Criteria

Select a Pay Cycle and a Currency Code:
- Pay Cycle: 98DLY
- Currency Code: USD

*Chart Type: Horizontal Bar

Payments by Bank and Method

Bank

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
</tr>
<tr>
<td>50K</td>
</tr>
<tr>
<td>100K</td>
</tr>
<tr>
<td>150K</td>
</tr>
<tr>
<td>200K</td>
</tr>
<tr>
<td>250K</td>
</tr>
<tr>
<td>300K</td>
</tr>
<tr>
<td>350K</td>
</tr>
<tr>
<td>400K</td>
</tr>
<tr>
<td>450K</td>
</tr>
</tbody>
</table>

Payments by Bank and Method

Bank: WELLS

Vouchers

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Paid Amount</th>
<th>Payment Method</th>
<th>Supplier Name</th>
<th>Bank Code</th>
<th>Bank Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>98000</td>
<td>05312723</td>
<td>5,000.00</td>
<td>System Check</td>
<td>Lockstep Technology Group</td>
<td>WELLS</td>
<td>MAIN</td>
</tr>
<tr>
<td>98000</td>
<td>05312727</td>
<td>4,000.00</td>
<td>System Check</td>
<td>Lockstep Technology Group</td>
<td>WELLS</td>
<td>MAIN</td>
</tr>
<tr>
<td>98000</td>
<td>05312725</td>
<td>64.18</td>
<td>System Check</td>
<td>AT&amp;T Mobility</td>
<td>WELLS</td>
<td>MAIN</td>
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<tr>
<td>98000</td>
<td>05312720</td>
<td>80,017.40</td>
<td>System Check</td>
<td>AT &amp; T Corp</td>
<td>WELLS</td>
<td>MAIN</td>
</tr>
<tr>
<td>98000</td>
<td>05312719</td>
<td>76,119.00</td>
<td>System Check</td>
<td>AT &amp; T Corp</td>
<td>WELLS</td>
<td>MAIN</td>
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<tr>
<td>98000</td>
<td>05312711</td>
<td>738.53</td>
<td>System Check</td>
<td>Verizon Wireless</td>
<td>WELLS</td>
<td>MAIN</td>
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</table>
Enhancements Delivered At Upgrade

Supplier Name History

SetID: 98000
Supplier ID: 0000300046

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<tr>
<th>*Effective Date</th>
<th>04/20/2016</th>
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<tbody>
<tr>
<td>*Supplier Name</td>
<td>Staples Contract &amp; Commercial Inc</td>
</tr>
<tr>
<td>Additional Name</td>
<td></td>
</tr>
<tr>
<td>*Supplier Short Name</td>
<td>STAPLES</td>
</tr>
<tr>
<td>Modified By</td>
<td>SMAYWEATHER</td>
</tr>
<tr>
<td>Datetime Modified</td>
<td>04/20/2016 9:56AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>01/15/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Supplier Name</td>
<td>Staples Advantage</td>
</tr>
<tr>
<td>Additional Name</td>
<td>Staples Contract &amp; Commercial Inc</td>
</tr>
<tr>
<td>*Supplier Short Name</td>
<td>STAPLES</td>
</tr>
<tr>
<td>Modified By</td>
<td>KBARRAS</td>
</tr>
<tr>
<td>Datetime Modified</td>
<td>03/27/2015 4:39PM</td>
</tr>
</tbody>
</table>
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
- Navigation Collections for Fluid
- Enable you to distribute the creation and maintenance of collections
  - Customization of AP Center
- 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.
Voucher Approval Workflow

Run Control ID: 21DLY

Report Manager
Process Monitor
Run

Run Control Options

*Request ID: TEST
Description:
From/To Invoice Date: 10/01/2016 to 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.
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 Button
Clear Button

No matching values were found.
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_pnCxB
Demo Payment Request
VOTE

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

- 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

<table>
<thead>
<tr>
<th><strong>Invoice</strong></th>
<th>XJXJ3J6F6_125397038</th>
<th><strong>Origin</strong></th>
<th>ONL</th>
<th><strong>Header Budget Status</strong></th>
<th>Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>05/24/2016</td>
<td><strong>Group</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gross Amount</strong></td>
<td>14,754.60 USD</td>
<td><strong>Non-Prorated Budget Status</strong></td>
<td>Valid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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]
## COMING SOON

<table>
<thead>
<tr>
<th>Summary</th>
<th>Related Documents</th>
<th>Invoice Information</th>
<th>Payments</th>
<th>Voucher Attributes</th>
<th>Error Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>98000</td>
<td>Voucher ID</td>
<td>05310321</td>
<td>Voucher Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Dell Marketing, L.p.</td>
<td>c/o Dell USA</td>
<td>P O Box 534118</td>
<td>Atlanta, GA</td>
<td>30353-4118</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Postable</td>
<td>Match Status</td>
<td>Ready</td>
<td>Approval Status</td>
<td>Approved</td>
</tr>
<tr>
<td>Post Status</td>
<td>Posted</td>
<td>Doc Tol Status</td>
<td>Valid</td>
<td>Budget Status</td>
<td>Valid</td>
</tr>
<tr>
<td>Budget Misc Status</td>
<td>Valid</td>
<td><strong>View Related</strong></td>
<td>Payment Inquiry</td>
<td>Go</td>
<td><strong>Approval History</strong></td>
</tr>
<tr>
<td>Invoice Date</td>
<td>05/24/2016</td>
<td>Invoice No</td>
<td>XJXJ3J8F6_125397038</td>
<td>Invoice Total</td>
<td>14,754.60 USD</td>
</tr>
<tr>
<td>Pay Terms</td>
<td>Due Now</td>
<td>Voucher Source</td>
<td>Online</td>
<td>Origin</td>
<td>ONL</td>
</tr>
<tr>
<td>Created On</td>
<td>06/20/2016 7:32AM</td>
<td>Created By</td>
<td>SMAYWEATHER</td>
<td>Last Update</td>
<td>06/28/2016 2:40PM</td>
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<td>Close Status</td>
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<tr>
<td>Comments(1)</td>
<td></td>
<td></td>
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</tr>
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</table>
## Enhancements Available for Implementation

<table>
<thead>
<tr>
<th>Topic</th>
<th>Implementation Complexity Score</th>
<th>Prioritization Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Training &amp; Documentation</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Mass Payment Cancel</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Voucher Mass Maintenance</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Fluid – Mobile functionality</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Voucher Batch Approval – Submit voucher for approval process</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Mass Voucher Approval – Approval process</td>
<td>Med</td>
<td></td>
</tr>
</tbody>
</table>
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

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:

   - USO Leader Team Approval
     - Denied
     - High: Evaluate Implementation Complexity
       - Low: Add to Module Enhancement Roadmap
       - Medium: USG Advisory Council Approval
         - Yes
         - No
   - Approved

Advisory Council Approval

Mandatory/Bug

- Bug Fix, State or Regulatory Requirement
  - Analyst evaluates request and completes Impact Analysis
  - ITS/OFA Review and Prioritization
  - Move into Release Process
## 9.2 PeopleSoft Financials Model Change/Enhancement Request Process

<table>
<thead>
<tr>
<th>Enhancement Intake</th>
<th>1.) Customer Submits HD Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.) New Feature Included in Annual Oracle Maintenance Release</td>
</tr>
</tbody>
</table>

- 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
- **Enhancement is Denied**

- **Yes**

---

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Change Management Process

1. Advisory Council Approval
   - Denied
   - USO Leader Team Approval
     - High
     - USO Advisory Council Approval
       - Yes
       - No
     - Medium
   - Low
     - Add to Module Enhancement Roadmap

Information Technology Services • University System of Georgia
Change Management Process

1. Bug Fix, State or Regulatory Requirement
2. Analyst evaluates request and completes Impact Analysis
3. ITS/OFA Review and Prioritization
4. Move into Release Process
Training & Documentation
Training & Documentation

- Query and Report Job Aid
- Business Process Documentation
- Training
Other Requested Enhancements?
Let’s Discuss & Prioritize!

Assign a Number to each Enhancement line item
- 1 = Highest Priority
- 2 = 2\textsuperscript{nd} 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!
Questions?