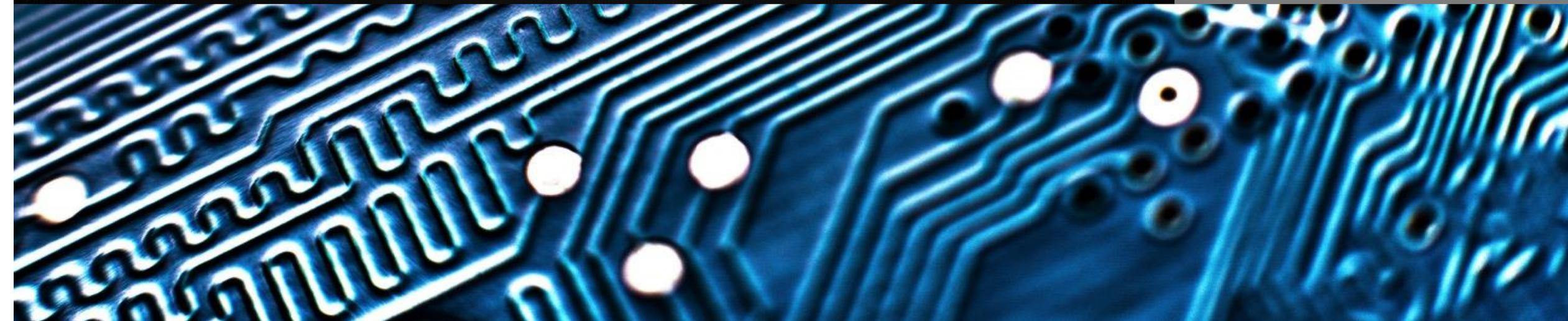


# Georgia *FIRST* Financials

eProcurement & Purchasing  
Birds of a Feather Session

April 15, 2025



# Housekeeping

- Please make sure you are muted, and your camera is turned off if you are not speaking to the group.
- The Chat or Q&A feature can be used for questions or raise your hand, and we will call on you to speak.
- Session is being recorded.



# What is a Birds of a Feather?

This session is designed to be interactive, offering institutions a time to discuss relevant topics of interest with each other, ask questions, and receive input from the ITS Georgia*FIRST* Financials support team. This is a fantastic opportunity to connect with colleagues, learn from each other, and share experiences.

# NEW - GeorgiaFIRST Website

UNIVERSITY SYSTEM OF GEORGIA

ABOUT USG OUR INSTITUTIONS STUDENTS NEWS & REPORTS INITIATIVES & PRIORITIES

GIVE X f in @ SITES A-Z

## GEORGIAFIRST

Information Technology Services

### About Us

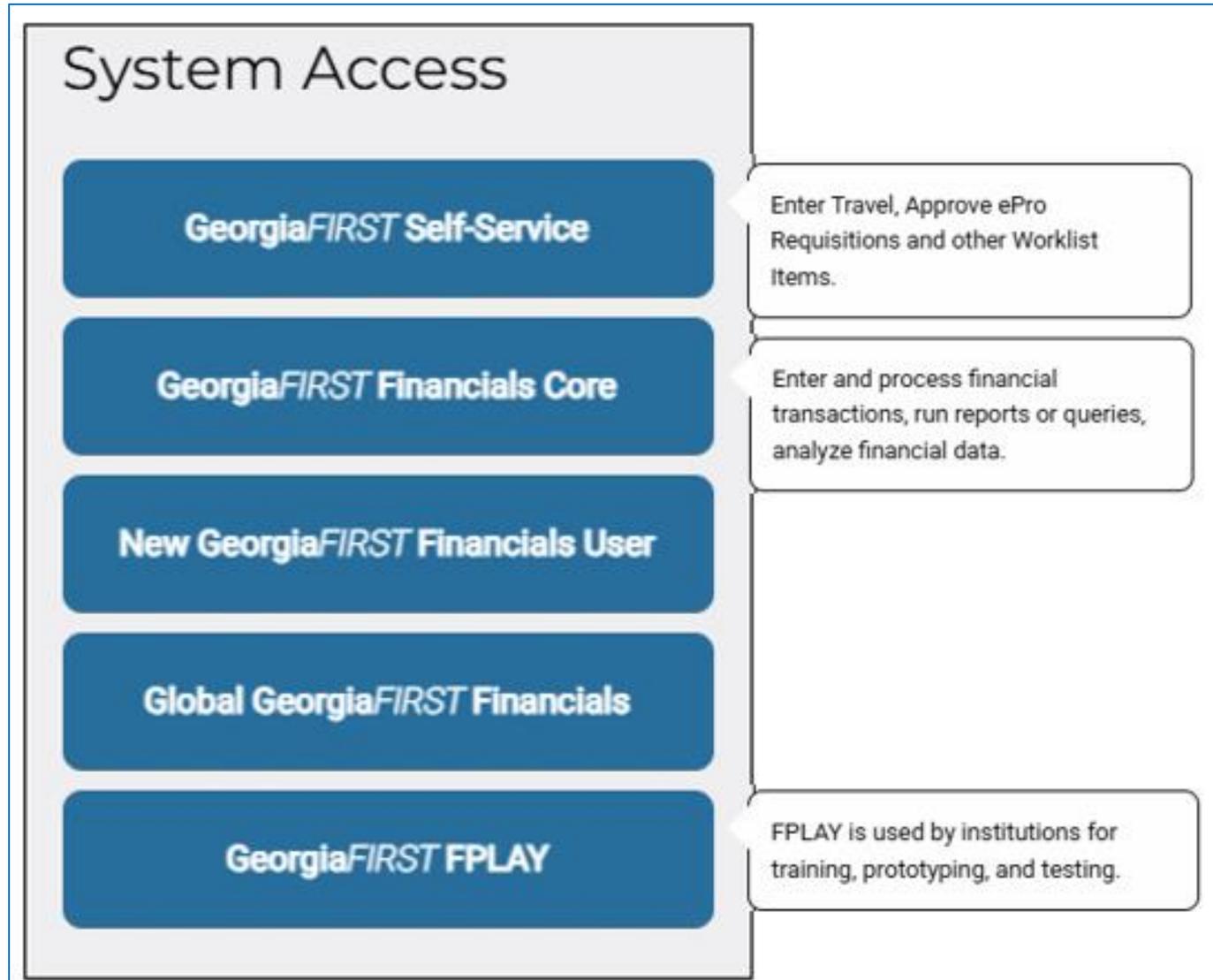
The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making.

The single application model and a consolidated database containing the data for all institutions are centrally hosted at ITS, and ITS distributes all software upgrades and releases.

### System Access

- GeorgiaFIRST Self-Service
- GeorgiaFIRST Financials Core
- New GeorgiaFIRST Financials User
- Global GeorgiaFIRST Financials
- GeorgiaFIRST PPLAY

# GeorgiaFIRST Website



# GeorgiaFIRST Website

## GeorgiaFIRST Online Resources

STAY UP TO DATE WITH ALL THE LATEST INFORMATION



### Support

Help with Financials or other system products.



### Announcements

News about the latest changes and updates.



### Join our Mailing List

Get emails about updates and changes.



### Documentation

Your go-to resource for business processes, job aids and updates.



### Training

Videos and recorded presentations.



### Downtime Calendar

When applications might be down for maintenance or updates.



# GeorgiaFIRST Website



## Releases

Information on the latest Financials releases.



## Known Issues

Issues we are aware of and working to correct.



## FY-End & Chart of Accounts

Documentation about closing out financials for the fiscal year.



## Model Change Request

A change request to enhance the PeopleSoft application.



## System Status

USG Services's home for real-time and historical data on system performance.

# GeorgiaFIRST Website

## GEORGIAFIRST Administrative and Fiscal Affairs Division

Home

Downtime Calendar

Announcements

Documentation ×

▶ [Documentation Index](#)

[Chart of Accounts and Fiscal Year End](#)

Known Issues

Releases

Training +

[Model Change Request Information](#)

Support

## Documentation

- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Asset Management](#)
- [Banking](#)
- [Budget Prep](#)
- [eProcurement](#)
- [General Ledger and Commitment Control](#)
- [Purchasing](#)
- [Suppliers](#)
- [Travel and Expenses](#)
- [General Job Aids and Reference Documents](#)
- [Security](#)
- [DOAA Reporting](#)
- [Queries](#)



## Purchasing

### ANNOUNCEMENTS

- [FY2024 Year-End Sub-Module Cleanup and Processing Manual Available](#)
- [Change in Expense Reimbursement Module – Meals Provided](#)
- [Changing the Accounting Date on a PO from One Fiscal Year to Another](#)
- [New BOR Query for eVerify Details Available Now](#)
- [GeorgiaFIRST Financials Presentation Materials Available Now: Matching – The Relationship Between Purchasing & Accounts Payable](#)
- [GeorgiaFIRST Presentation: Matching– The Relationship Between Purchasing & Accounts Payable](#)

### ACTIVE KNOWN ISSUES

[KI.2-171\\_PO: Purchase Order Receipt Notification Email](#)

### JOB AIDS AND REFERENCE DOCUMENTS

- [ePro & Purchasing Month-End Process Checklist](#)
- [Purchase Order Statuses and Meanings](#)
- [Criteria to Force Close a Dispatched PO](#)
- [Purchasing Workflow Approval](#)
- [eVerify Functionality](#)
- [Creating a PO Signature File for PSFIN Signature Upload](#)
- [PO Open Encumbrance Dashboard Setup](#)
- [Using the PO Distribution Worksheet](#)
- [Buyer Mass Change](#)
- [Job Aid for Encumbering Funds for Contract Renewals](#)

## BUSINESS PROCESSES

### Queries and Reports

[Purchasing Queries and Reports](#)

### Purchasing – Setup

#### Purchasing Setup

- [EP.010.040 Creating Buyers](#)
- [EP.010.050 Creating Requesters](#)
- [PO.020.290 Adding SpeedCharts](#)
- [PO.020.790 Adding/Maintaining Locations](#)
- [PO.020.800 Adding/Maintaining Ship To Locations](#)
- [PO.020.810 Adding/Maintaining Standard Comments](#)

### Purchasing – Requisitions

#### Requisition Creation

- [Updated PO.020.870 Creating a Purchasing Requisition](#)
- [PO.020.880 Creating a Requisition Using Multiple SpeedCharts](#)
- [PO.020.890 Creating an Asset Requisition](#)

#### Requisition Maintenance

- [Updated PO.020.920 Approving a Purchasing Requisition](#)
- [PO.020.950 Deleting and Canceling Requisition Lines](#)

#### Requisition Processes

- [Updated PO.020.930 Budget Checking a Requisition Online](#)
- [PO.020.960 Requisition Reconciliation](#)
- [PO.020.480 Finalizing a Requisition](#)

### Purchasing – Purchase Orders

#### Purchase Order Creation

- [PO.020.100 Adding/Updating a PO Online](#)
- [PO.020.110 Adding/Updating an Express PO](#)
- [PO.020.140 Creating a PO or Amending Only PO](#)

# eProcurement & Purchasing



Open Discussion

# Year-End Purchasing

## Changing the Accounting Date on a PO from One Fiscal Year to Another

In order to avoid possible encumbrance accounting issues during this Fiscal Year End cycle, it is important to not cross the fiscal year boundary when changing accounting dates on a PO.

If users create and Budget Check a PO with an accounting date in the wrong Fiscal Year, first CANCEL that PO and then create a new PO with the correct accounting date. DO NOT try to correct the PO by changing the date.

When changing an accounting date that crosses Fiscal Years, the related encumbrance entries will not be recorded in the correct fiscal year and your encumbrance balances will be incorrect, resulting in surplus reporting errors. Encumbrance journal entries would then have to be created in order to correct the encumbrance balances.

Supporting Documentation: For more information, see PO.020.260 - Canceling a PO/PO Lines.

# Year-End eProcurement

To assist institutions using the ePro module with completing all FY2025 requisition related processing by Monday, June 30, 2025, the following cutoff dates have been set:

- Monday, June 2, 2025, at 7am, 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

*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.*

For further information, please refer to the FY2025 Year-End Cutoff Dates for Travel & Expenses and eProcurement at: [https://www.usg.edu/gafirst-fin/announcement\\_docs/A24-019\\_FY2025\\_Year-End\\_Cutoff\\_Dates\\_for\\_Travel\\_Expenses\\_and\\_eProcurement.pdf](https://www.usg.edu/gafirst-fin/announcement_docs/A24-019_FY2025_Year-End_Cutoff_Dates_for_Travel_Expenses_and_eProcurement.pdf)

# Year End Information

## **Year End Submodule Cleanup Guide:**

[https://www.usg.edu/gafirst-fin/documentation/chart\\_of\\_accounts\\_and\\_fiscal\\_year\\_end](https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end)

## **Changing the Accounting Date on a PO from One Fiscal Year to Another:**

[https://www.usg.edu/gafirst-fin/announcement\\_docs/A23-036\\_Changing\\_the\\_Accounting\\_Date\\_on\\_a\\_PO\\_from\\_One\\_Fiscal\\_Year\\_to\\_Another.pdf](https://www.usg.edu/gafirst-fin/announcement_docs/A23-036_Changing_the_Accounting_Date_on_a_PO_from_One_Fiscal_Year_to_Another.pdf)

## **ePro and Purchasing Monthly Process Checklist:**

[https://www.usg.edu/gafirst-fin/documents/ePro\\_and\\_Purchasing\\_Monthly\\_Process\\_Checklist.pdf](https://www.usg.edu/gafirst-fin/documents/ePro_and_Purchasing_Monthly_Process_Checklist.pdf)

# eProcurement & Purchasing



## Open Discussion

# Coming Soon...New Unified ERP

## UNIFIED ERP PROJECT

University System of Georgia

Home

Project Goals

Vision and Guiding Principles

► Timeline

Requirements Gathering

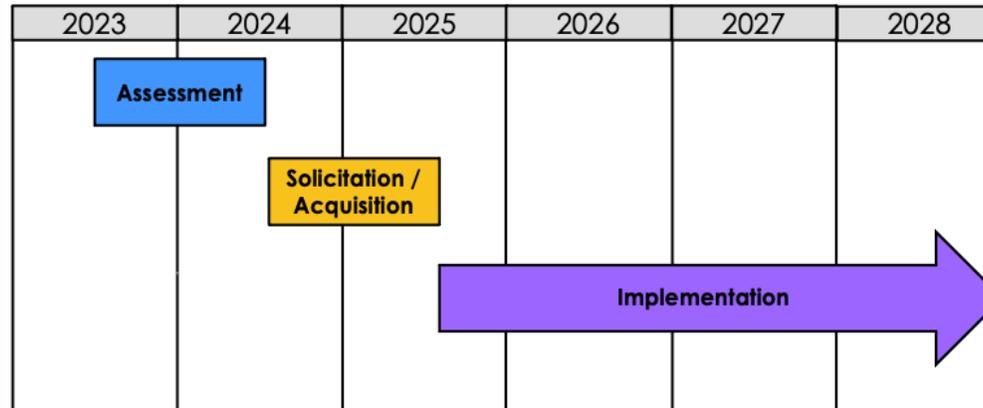
Frequently Asked Questions

Project Updates

## Timeline

The Unified ERP Project timeline encompasses three main phases: **Assessment**, **Solicitation/Acquisition**, and **Implementation**.

Unified ERP Project Timeline (Estimated – All Phases)



We are currently in the Solicitation/Acquisition Phase through June 2025.

<https://www.usg.edu/unified-erp>



# Coming Soon...New Unified ERP

- **Clean up Required**

- BOR\_KK\_EXCEPTIONS

- Updates

- <https://www.usg.edu/unified-erp>

- **OTHER QUERIES TO REVIEW**

- BOR\_BC\_PENDING

- BOR\_PO\_OPEN\_AMT\_ALL

- BOR\_REQ\_OPEN AMT\_ALL

# eProcurement & Purchasing



Open Discussion

# EXCITING NEWS!

Pre-budget check functionality was enabled on 3/31/25 to provide users with the ability to run a budget pre-check for eProcurement requisitions to determine if funds are available *prior* to approvals.



# Pre-Budget Check Functionality

## How does it work?

The budget processor verifies that a budget exists for the chartstring and that there are sufficient funds. However, the processor does not reserve these funds (create a pre-encumbrance), meaning the funds **may not** be available when the Budget Check is initiated after approvals.

The budget status will be updated to either “P” for Provisionally Valid or “E” for Error

- **Provisionally Valid** indicates that a budget exists and that sufficient funds are available.
- **Error** indicates that either no budget exists, or the available funds are insufficient.

*Note that neither a Provisionally Valid nor an Error status will prevent a requisition from routing for approval.*



# Pre-Budget Check Functionality

The Budget Pre-Check button is available for use on the following PeopleSoft pages for GeorgiaFIRST Financials:

- Create Requisition
- Requisition Confirmation
- Manage Requisitions
- Requester's Workbench

***Be sure to check out the new Job Aid!***

The screenshot displays the eProcurement system interface. On the left is a navigation menu with the following items: Home, Downtime Calendar, Documentation (highlighted in blue with a close icon), Documentation Index, Chart of Accounts and Fiscal Year End, Known Issues, Releases, Training (with a plus icon), Model Change Request Information, and Support. The main content area is titled 'eProcurement' and features an 'ANNOUNCEMENTS' section. The first announcement, 'New Budget Pre-Check Functionality for ePro Requisitions', is highlighted with a red box. Other announcements include FY2025 Year-End Cutoff Dates for Travel & Expenses and eProcurement Announcement, FY2024 Year-End Sub-Module Cleanup and Processing Manual Available, FY2024 Year-End Cutoff Dates for Travel & Expenses and eProcurement, Change in Expense Reimbursement Module – Meals Provided, Changing the Accounting Date on a PO from One Fiscal Year to Another, and GeorgiaFIRST Financials Presentation Materials Available Now: Matching – The Relationship Between Purchasing & Accounts Payable. Below the announcements is a 'JOB AIDS AND REFERENCE DOCUMENTS' section with links to eProcurement User's Guide for Approvers, ePro User's Guide for Shoppers, ePro & Purchasing Month-End Process Checklist, ePro Overview, Resolving Browser Related Issues When Using GeorgiaFIRST Marketplace to Issue a Requisition, and PO Open Encumbrance Dashboard Setup.

# Pre-Budget Check Functionality

## Create Requisition

### Requisition Comments and Attachments

Enter requisition comments

Send to Supplier

Show at Receipt

Shown at Voucher

[Add more Comments and Attachments](#)

### Approval Justification

Enter approval justification for this requisition

 Check Budget

 Pre-Check Budget

 Save & submit

 Save for Later

 Add More Items

 Preview Approvals

# Pre-Budget Check Functionality

## Requisition Confirmation

### Confirmation

Your requisition has been submitted.

Requested For Debby June Mayo  
Requisition Name 0000536644  
Requisition ID 0000536644  
Business Unit 30000  
Status Pending  
Priority Medium  
Budget Status Not Checked

Number of Lines 1  
Total Amount 500.00 USD

 [View printable version](#)

 [Edit this Requisition](#)

 [Check Budget](#)

 [Pre-Check Budget](#)

## Line Dept and Project Approval

# Pre-Budget Check Functionality

## Manage Requisitions

Requisition Search   Keyword Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	30000	Requisition Name		Budget Status	
Requisition ID		Request State	All but Complete	Origin	Special Reques
Date From		Date To	03/17/2025	PO ID	
Requester		Entered By			

Search   Clear   Show Advanced Search

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000536644	0000536644	30000	03/17/2025	Pending	Not Chk'd	500.00 USD	[Select Action] Go

- Approvals
- Cancel
- Check Budget
- Copy
- Edit
- PreCheck Budget**
- View Cycle
- View Print
- [Select Action]

Create New Requisition   Review Change Request   Review Change Tracking   Manage Receipts

# Pre-Budget Check Functionality

## Requester's Workbench

Business Unit 30000

WorkBench ID 0000536644

\*Description Budget Pre-Check

Select Reqs for Further Processing

### List of Requisitions

Grid icons:

Navigation: < < 1-1 of 1 v

Details Approval ||>

Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch
<input checked="" type="checkbox"/> 0000536644		N	Pending Approval	Not Chk'd	03/17/2025	03/17/2025	Debby June Mayo	

Select All

Clear All

Action:

Buttons: Approve, Unapprove, Cancel, Send Approval Reminder, Close, Budget Check, **Budget Pre-Check**

Go To:

Set filter options View Processing Results

Save

Notify Refresh



# eProcurement & Purchasing



Open Discussion

# Finalizing a Requisition from a Purchase Order

When you create or modify a PO, you can designate that the PO is **Final**, prompting the system to liquidate the preceding requisition.

This will relieve the outstanding pre-encumbrances from the budget ledger.



PO Status	Dispatched		
Budget Status	Valid		
	<input type="checkbox"/> Hold From Further Processing		

# Finalizing a Requisition from a Purchase Order

## Example Scenario

1. Requisition is created for a quantity of 10 at \$10.00 each. Total Requisition is \$100.00. Pre-encumbrance is established.
2. The Purchase Order is created from this requisition, but the quantity is reduced to 7. When the PO is budget checked, \$70.00 is encumbered and \$30.00 remains pre-encumbered.

### ***How can the \$30.00 be liquidated?***

The user can use the Finalize button on the Purchase Order Header. This will allow the PO to be reduced to 7, encumber \$70.00 while also fully liquidating the remaining \$30.00 pre-encumbrance. The \$30.00 will be returned to the Available Budget.

# eProcurement & Purchasing



Open Discussion

# ePro & Purchasing Tips, Tricks & Reminders

Resolving Browser Related Issues when using the GFM:

[https://www.usg.edu/gafirst-fin/documents/Resolving\\_Browser\\_Related\\_Issues\\_When\\_Using\\_GeorgiaFIRST\\_Marketplace\\_to\\_Issue\\_a\\_Requisition.pdf](https://www.usg.edu/gafirst-fin/documents/Resolving_Browser_Related_Issues_When_Using_GeorgiaFIRST_Marketplace_to_Issue_a_Requisition.pdf)

Matching Presentation:

[https://www.usg.edu/gafirst-fin/announcement\\_docs/A22-016\\_Materials\\_Available\\_Now\\_Matching.pdf](https://www.usg.edu/gafirst-fin/announcement_docs/A22-016_Materials_Available_Now_Matching.pdf)

# PO Approval Levels

Workflow approvals for Purchasing are only needed if certain criteria are met. There are three purchase order approval levels:

- **Asset Approval** (optional)
  - Account is an Asset account, and the Profile ID is blank
  - Account ranges 800000 – 899999OR
  - Account ranges 743000 – 743999 AND Amount is greater than \$3,000
  - Profile ID exists, but account is NOT an Asset account



# PO Approval Levels

- **Budget Reference Approval (optional)**
  - Budget Reference entered on PO Distribution Line is different than current fiscal year.
  - The purchase order was created from a requisition, and the Budget Reference entered on the PO Distribution Line is different than what is on the Requisition Distribution Line.
- **Buyer Approval (required)**
  - If the PO is manually entered, it routes for Buyer approval and updates to a status of 'Pending Approval' or 'Open' depending on the Requester setup.
  - If the PO is sourced from a Requisition with the Build PO's as Approved option selected, it will not route for Buyer approval.

# Quantity v/s Amount PO

Quantity Purchase Order: used for the purchase of items where the supplier would send an invoice that is based on a quantity of goods delivered

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Erection and Dismantle Labor	4.0000	EA	03138	75.00000	300.00	Approved
2		Transportation Surcharge	1.0000	EA	96286	63.00000	63.00	Approved
3		ENVIRONMENTAL /HAZMAT FEE	1.0000	FEE	10031	33.16000	33.16	Approved
4		DELIVERY CHARGE	1.0000	FEE	96286	175.00000	175.00	Approved
5		PICK UP CHARGE	1.0000	FEE	96286	175.00000	175.00	Approved
6		8000 CFM OSCILLATING EVAPORATIVE	4.0000	EA	03138	425.50000	1,702.00	Approved

# Quantity v/s Amount PO

Amount Purchase Order: used for the purchase of services where the supplier would send an invoice that is based on an amount of service provided rather than a quantity of items delivered

- ❖ The Amount Only check box should NOT be selected for the purchases of items, where the supplier would send an invoice that is based on a quantity of items delivered

Lines ?

Details Ship To/Due Date Statuses Item Information **Attributes** RFQ Contract Receiving ||▶

1-4 of 4 | View All

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only		
1		Full Day & Half Day Package - Conference Room	Services	Schedule	PO	<input checked="" type="checkbox"/>	+..	-
2		Meals (Welcome Reception, Breakfast, Lunch)	Services	Schedule	PO	<input checked="" type="checkbox"/>	+..	-
3		Parking	Services	Schedule	PO	<input checked="" type="checkbox"/>	+..	-
4		Hotel Room	Goods	Schedule	PO	<input checked="" type="checkbox"/>	+..	-

# Other Tips & Tricks

To populate today's date, enter a "T" or "t" in any date field in PeopleSoft Financials.

Click Save and today's date will populate.

**Pay Cycle Selection Dates**

Pay From Date	10/01/2008		Wed
Pay Through Date	T		Mon
Payment Date	07/30/2018		Mon

**Pay Cycle Selection Dates**

Pay From Date	10/01/2008		Wed
Pay Through Date	09/12/2018		Wed
Payment Date	07/30/2018		Mon

# eProcurement & Purchasing



Open Discussion

# eProcurement & Purchasing

thank you!



# UNIVERSITY SYSTEM OF GEORGIA

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## Information Technology Services