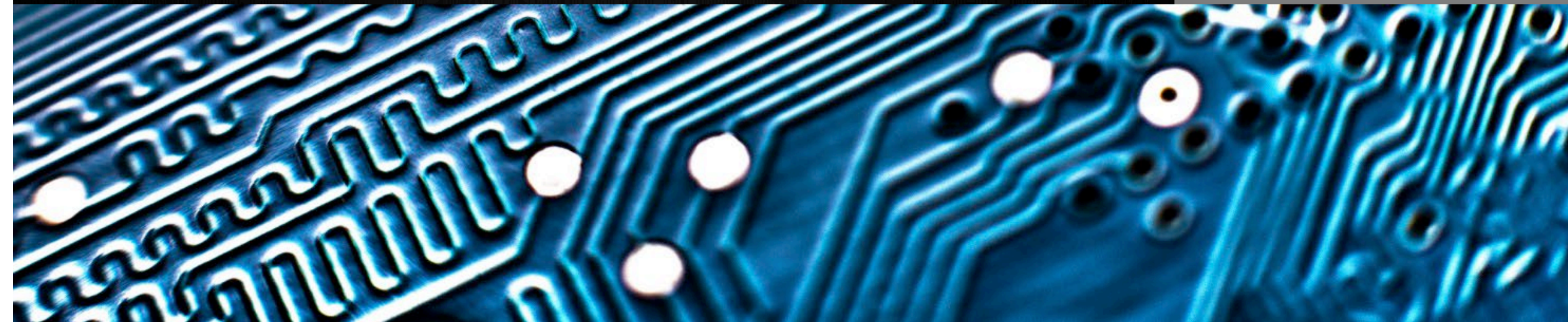


Georgia *FIRST* Financials

Fall 2023 In the Know

October 12, 2023



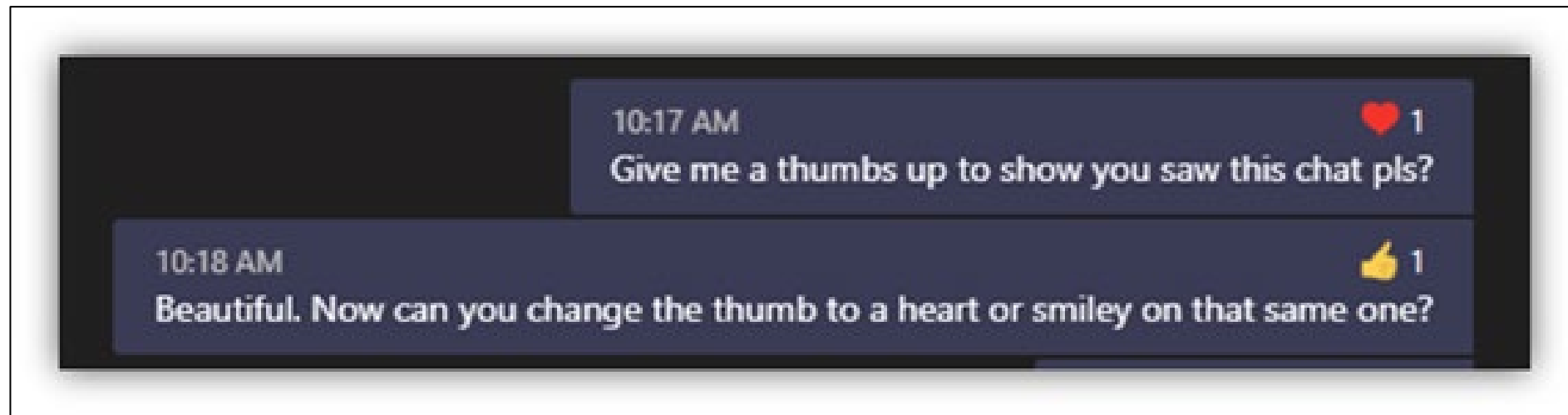
Housekeeping

- 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”



Agenda

- Introduction of new Georgia *FIRST* Financials Assistant Director
- Georgia *FIRST* Financials Demos and Presentations
- Model Change Requests
- General Production Items
- Annual Maintenance 5.90/1.60 Release
 - Release Overview
 - Technical Information
 - FPLAY Database Refresh Schedule
 - User Experience Changes
 - Module Updates and Changes
 - New Functionality
- Items of Interest

Staffing Update

Introducing Teresa Page, GeorgiaFIRST Financials Assistant Director:



Financials Demos and Presentations

- ITS hosted FY2024 Change in Expense Reimbursement Module – Meal(s) Per Diem demo. The presentation can be found on the Georgia*FIRST* Financials website [here](#).
- The following interactUSG presentations can be found on the Georgia*FIRST* Financials website [here](#).
 - Birds of a Feather: Travel & Expense and Accounts Payable
 - Birds of a Feather: Asset Management, General Ledger & Commitment Control
 - eProcurement & Purchasing 101 (recording will be available soon and will be posted on the Georgia*FIRST* Financials website)
 - Birds of a Feather: eProcurement & Purchasing

Financials Demos and Presentations

- In March 2022, ITS presented “Matching: The Relationship Between Purchasing and Accounts Payable”
 - This information is still current, and the presentation and demo can be found on the Georgia*FIRST* Financials website [here](#).

Model Change Requests

Outstanding Change Requests

The following Change Requests will be addressed following the completion of the Annual Maintenance release in December:

CR #	Description	Status
CHG00853	Accounts Payable Payment invoice date field	Impact Assessment/Poll Taken
CHG00897	Edit journal ID notification	Impact Assessment
CHG00902	Ability to change the background color/theme in FPROD & FPLAY	Impact Assessment

Supported Browser Reminder

- No changes for supported browsers
- As always, it is best practice to clear browser cache on a regular basis.
- Refer to the following documentation which can be found [here](#).
 - Browser Compatibility Guide
 - Configuring Browser Settings
 - Clearing Browser Cache

Questions?



Annual Maintenance Release 5.90/1.60 Overview

Release 5.90 Overview

- Release 5.90 Schedule
 - Georgia*FIRST* users should complete all daily transaction processing and log out before **5:00 p.m. on Friday, November 3, 2023**
 - Production will be available for institutional access **by 7:00 a.m. on Monday, November 6, 2023**

Release 1.60 Overview

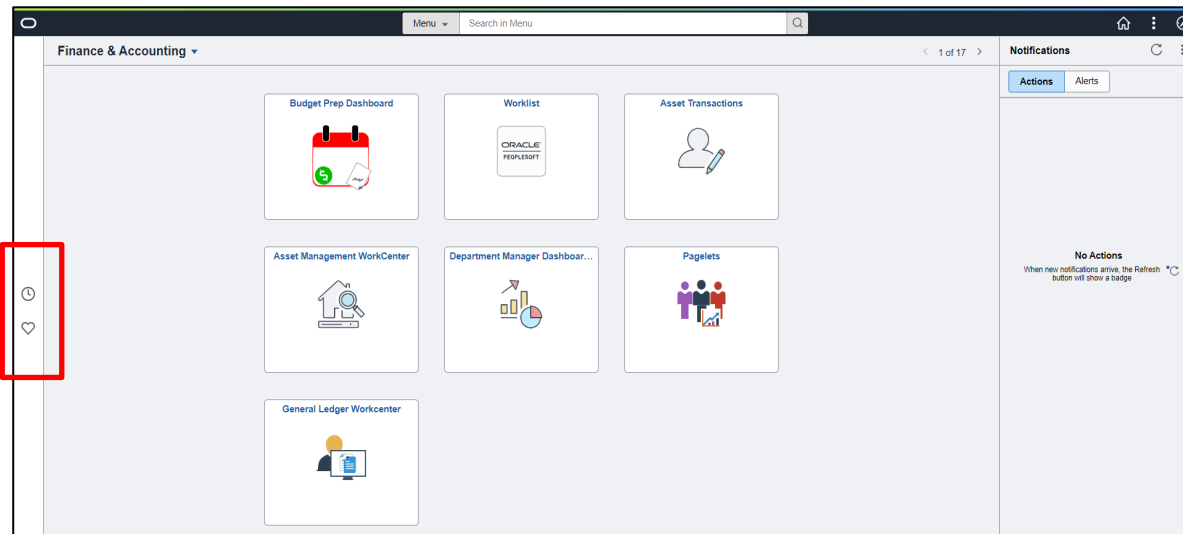
- Release 1.60 Schedule
 - Augusta Financials users should complete all daily transaction processing and log out before **5:00 p.m. on Friday, December 1, 2023**
 - Production will be available for institutional access **by 7:00 a.m. on Monday, December 4, 2023**

Release 5.90/1.60 Overview

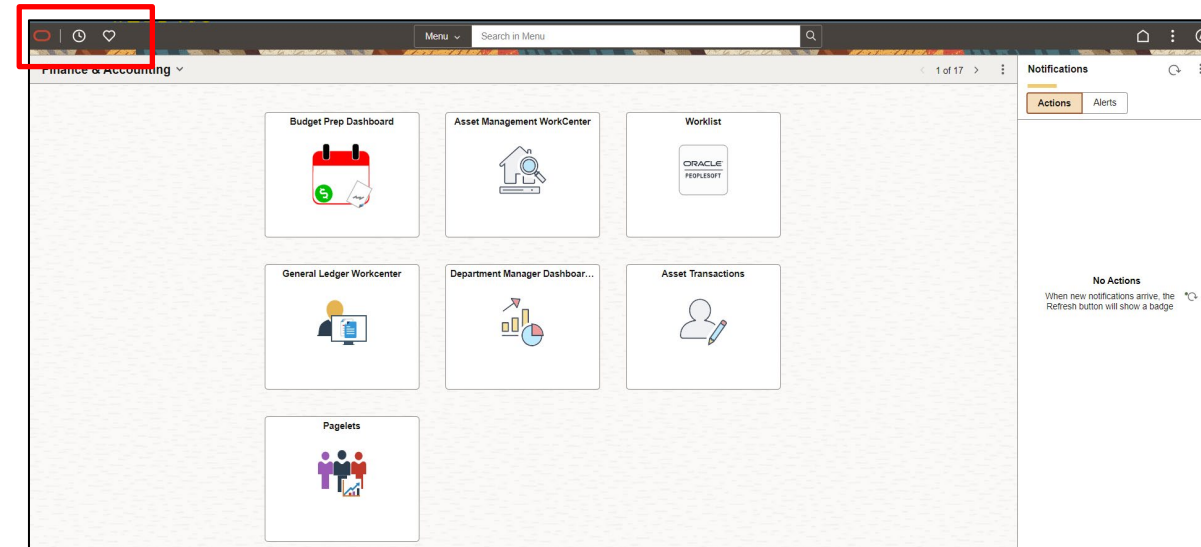
- Release 5.90/1.60 will consist of:
 - PeopleTools Upgrade to 8.60
 - New User Interface
 - Changes to Search functionality
 - New enhancements and functionality
 - Database Upgrade to Oracle PUM 47
 - Table changes

Release 5.90/1.60 Overview

Current Home Page



New Home Page



Release 5.90/1.60 Overview

Current Search/Entry Page

The screenshot shows the 'Create/Update Journal Entries' page. At the top left is a navigation link '< Process List'. Below it is the title 'Create/Update Journal Entries' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A red box highlights three buttons: 'Find an Existing Value' (highlighted in blue), 'Keyword Search', and 'Add a New Value'. Below these buttons is a section titled 'Search Criteria' with a dropdown arrow. It contains several search fields: 'Business Unit' with a dropdown set to '=' and a text input containing '98000'; 'Journal ID' with a dropdown set to 'begins with' and an empty text input; 'Journal Date' with a dropdown set to '=' and an empty date input; and 'Document Sequence Number' with a dropdown set to 'begins with' and an empty text input.

New Search/Entry Page

The screenshot shows the 'Create/Update Journal Entries' page with a more detailed search interface. At the top left is a navigation link '< Process List'. Below it is the title 'Create/Update Journal Entries' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Two red boxes highlight buttons: 'Find an Existing Value' (highlighted in blue) and 'Add a New Value'. Below these buttons is a section titled 'Search Criteria' with a dropdown arrow. It contains several search fields: 'Business Unit' with a dropdown set to '=' and a text input containing '53000'; 'Journal ID' with a dropdown set to 'begins with' and an empty text input; 'Journal Date' with a dropdown set to '=' and an empty date input; 'Document Sequence Number' with a dropdown set to 'begins with' and an empty text input; 'Line Business Unit' with a dropdown set to '=' and an empty text input; 'Journal Header Status' with a dropdown set to '=' and a dropdown menu set to 'No Status - Needs to'; 'Budget Checking Header Status' with a dropdown set to '=' and an empty dropdown menu; 'Source' with a dropdown set to '=' and an empty text input; 'Entered By' with a dropdown set to 'begins with' and a text input containing 'DONNA'; 'Attachment Exist' with a dropdown set to '=' and an empty dropdown menu; and 'Journal Class' with a dropdown set to 'begins with' and an empty text input. At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons.

Release 5.90/1.60 Overview

Process Monitor: Run Control ID field

The screenshot displays the 'Process Monitor' interface. At the top, there are navigation icons (back, refresh, heart) and the title 'Process Monitor'. Below the title, there are two tabs: 'Process List' (selected) and 'Server List'. The main section is titled 'View Process Requests' and contains several search filters: 'User ID' (VREID), 'Type' (dropdown), 'Last' (dropdown), a numeric field (1), 'Days' (dropdown), 'Server' (dropdown), 'Name' (searchable), 'Instance' (dropdown), 'Range' (text), 'Run Status' (dropdown), 'Distribution Status' (dropdown), a 'Save On Refresh' checkbox, and a 'Report Manager' link. There are three buttons: 'Refresh', 'Clear', and 'Reset'. Below the filters is a 'Process List' section with a table. The table has columns: Select, Instance, Seq., Run Control ID, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row of data is highlighted with a red box around the 'Run Control ID' cell, which contains the value 'DUP_VNDR_RPT'. The table also includes a search icon, a grid icon, and pagination controls (1-2 of 2, View All).

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	17355909		DUP_VNDR_RPT	PSJob	DUP_VNDR	VREID	09/22/2023 2:56:20PM EDT	Success	Posted	Details	Actions

Release 5.90/1.60 Technical Information

Tables that will be changed as of Release 5.90/1.60:

Table Name	Type of Change
PSOPRDEFN PSOPRDEFNVW	New column: PTACCTLOCKDATE
PS_REQ_HDR	New column: REQ_TYPE
PS_JOBCODE_TBL	Column length change: CAN_NOC_CD from 4 to 10 characters

FPLAY Database Refresh Schedule

- Plan to refresh FPLAY, 11/13/2023 – 11/17/2023
 - Will refresh from current production and apply Release 5.90
- Notify Kori Pennington kori.pennington@usg.edu if you have users setup for Training that you wish to retain by Monday, 11/6/2023

Questions?



Release 5.90/1.60 Module Updates and Changes

Budget Prep



Budget Prep: 5.90/1.60 New COLA Raise Options

Year/Hour Parameters page:

Budget Prep - Years & Hours

Budget Ref:	<input type="text" value="2025"/>		
Hours Per Year:	<input type="text" value="2080.00"/>	Prior Year Hours per Year:	<input type="text" value="2088.00"/>
10M Hours Per Year:	<input type="text" value="1752.00"/>	Prior Year 10M Hours per Year:	<input type="text" value="1744.00"/>
Maximum Annual Rate:	<input type="text" value="4.010"/>		
BP Raise Type 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
BP Raise Type 2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show Position Detail on Budget Journals

Budget Prep: 5.90/1.60 New COLA Raise Options

BP Raise Type 1

Look Up BP Raise Type **K**

Help

Cancel

Search Results

View 100 First **1** 1-4 of 4 Last

BP Raise Type 1	Description
ADJ	Market Adjustment
COL	Cost of Living
JB	Just Because
MER	Merit

BP Raise Type 2

Look Up BP Raise Type **X**

Help

Cancel

Search Results

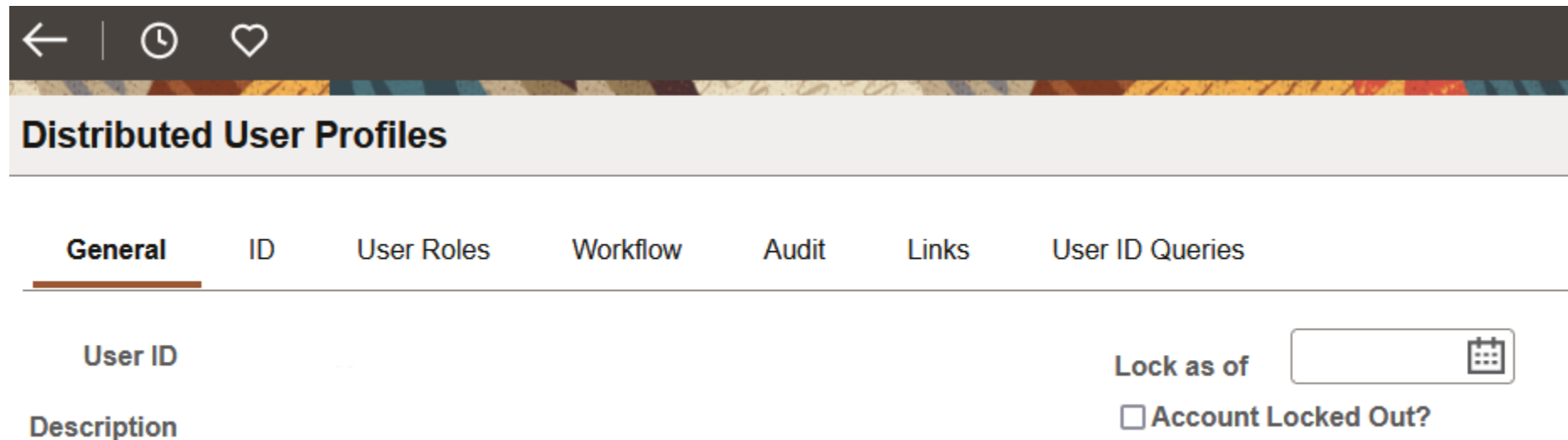
View 100 First **1** 1-3 of 3 Last

BP Raise Type 1	Description
ADJ	Market Adjustment
COL	Cost of Living
YDI	You Deserve It

Security

Security – 5.90/1.60 Updates and Changes

- Lock as of field on Distributed User Profile
- Security Administrators can lock user accounts on a future date



The screenshot displays the 'Distributed User Profiles' interface. At the top, there is a navigation bar with a back arrow, a clock icon, and a heart icon. Below this is a header section titled 'Distributed User Profiles'. A horizontal menu contains several tabs: 'General', 'ID', 'User Roles', 'Workflow', 'Audit', 'Links', and 'User ID Queries'. The 'General' tab is currently selected and highlighted with a brown underline. Under the 'General' tab, there are two main sections. The first section is labeled 'User ID' and contains a text input field. To the right of this field is a 'Lock as of' label followed by a date picker icon. The second section is labeled 'Description' and contains a text input field. Below the 'Lock as of' field is a checkbox labeled 'Account Locked Out?'.

Suppliers



Supplier Reporting: 5.90/1.60 Updates and Changes

In support of the Governor's Small Business and Supplier Diversity Initiative, ITS is updating the information we collect from suppliers and the way in which we report that information.

Release 5.90/1.60:

- Additional/Updated options will be available on the Supplier Identifying Information > Additional Reporting Elements section.
 - This is modeled after functionality that DOAS has introduced in their instance of PeopleSoft and will allow us to better report on supplier categories.
- Small Business and Georgia resident business definitions added

Release TBD:

- A new Supplier Spend by Category Report will be created to capture spend for suppliers who select one or more of the options provided.

Supplier Reporting: 5.90/1.60 Updates and Changes

- > Supplier Rating
- > Supplier Logo
- > Additional ID Numbers
- > Duplicate Invoice Settings
- > Government Classifications
- > Standard Industry Codes
- ∨ Additional Reporting Elements

Common Parent's TIN	<input type="text"/>	Common Parent's Name	<input type="text"/>
Type of Contractor	<input type="text"/>	Gross Annual Receipts	<input type="text"/>
Sm Disadvantaged Business	<input type="text"/>	Number of Employees	<input type="text"/>
Other Preference Programs	<input type="text"/>	Veteran Owned Business	<input type="text"/>
Ethnic Minority (51% or More)	<input type="text"/>		

Small Business* Georgia Resident Business**
 Women Owned Business Not Applicable
 Minority Owned Business

* A small business is defined as a business that is independently owned and operated. In addition, such a business must either have 300 or less employees or \$30 million or less in gross receipts per year.

** Georgia resident business is defined as any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.



Supplier Registration



SHARE Supplier 5.90/1.60 Update: Supplier Registration Portal

- As part of REL 5.90, a new Supplier Registration Portal will be available for use with the SHARE SetID.
- This will be used for sending an invitation to **NEW** Domestic Suppliers to register as a supplier with the USG.

SHARE Supplier 5.90/1.60 Update: Changes for Institution Approvers

- The institution will need to establish its business process for communicating with the department contacts and determining if an invitation should be sent to the supplier.
- The current approvers will be the “Initiators”, who will send an invitation to each new, domestic supplier that needs to register.
- The “Initiators” will still be responsible for searching the SHARE environment, by the TIN, to determine if the supplier already exists.
- The supplier will follow the link in the email, fill out the requested information, and upload a completed, current W-9.
- ALL International Supplier requests, new and updates to existing suppliers, will be sent to the FTP server.

SHARE Supplier 5.90/1.60 Update: SHARE Supplier Team Roles

- The SHARE Supplier team will work directly with the suppliers to obtain any additional documentation needed to validate the information.
- Tickets will still be created with an approver at the institution the supplier will be doing business with, and updates provided as the validation process is completed.

SHARE Supplier 5.90/1.60 Update: Security Updates and Training

- Following REL 5.90, the BOR form will no longer be used and security will be removed from the page.
 - Please do not submit any new suppliers via the BOR form after Tuesday, October 31, 2023.
- Institutional Georgia *FIRST* Financials Security Admins will provision the “Initiator” role to the appropriate individuals.
- The SHARE Supplier team will be sending out training invitations to all of the approvers.
- SSC will provide job aids for the initiators and also have job aids for the suppliers if they should need any.

Questions?



Supplier Classification B SetID: 5.90 Updates

Classification options have been updated:

The screenshot shows a mobile application interface for adding or updating a supplier. The form is titled "Add/Update Supplier" and has several tabs: "Identifying Information", "Address", "Contacts", "Location", and "Custom". The "Identifying Information" tab is active. The form contains the following fields and options:

- SetID:** 3900B
- Supplier ID:** NEXT
- *Supplier Short Name:** (empty text input field)
- *Classification:** A dropdown menu currently showing "Individual/Sole Proprietor". A "Check for Du" button is located to the right of this field.
- HCM Class:** A dropdown menu with options: "C Corporation", "Catalog", "Individual/Sole Proprietor" (highlighted), "International Vendor", "LLC taxed as C Corp", "LLC taxed as S Corp", "LLC taxed as a Partnership", "NonProfit", "Partnership", "S Corporation", and "Trust/Estate".
- *Persistence:** (empty text input field)
- *Supplier Status:** (empty text input field)
- Expand All:** A button located to the right of the "Supplier Status" field.
- Supplier Relationships:** A section with a checkbox for "Corporate Supplier" (unchecked) and a text input field containing "3900B".

At the bottom right of the form, the text "InterUr" is visible.

Supplier Classification B SetID: 5.90 Updates

Classification for 'B' SetID suppliers will now default as Individual/Sole Proprietor:

https://core.ftest2.gafirst.usg.edu/psp/ftest2/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL

Imported from Inte... FPRE My Oracle Support gafirst-fin New tab Smartsheet FPRC2 FTST2 Service Now ServiceNow Home... USO ConnectED - B... Homepage

Search in Menu

Add/Update Supplier

Identifying Information Address Contacts Location Custom

SetID 3900B *Supplier Name

Supplier ID NEXT Additional Name

*Supplier Short Name

***Classification Individual/Sole Proprietor** Check for Duplicate

HCM Class

*Persistence Regular

*Supplier Status Unapproved

Withholding Open For Ordering

*Supplier Audit Default Supplier Audit

Expand All Collapse All Attachments (0) Profile Questions

Supplier Relationships

Payment Method Options: 5.90 Updates

The screenshot displays the 'Payables Options' configuration window in PeopleSoft. The window is divided into several sections:

- Payment Control:** Includes fields for Pay Group, Delay Days (Default from BU), Discount (0), and Net (0). It also has checkboxes for Hold Payment, Always take discount, Factoring, Complex Routing, Separate Payment, and Apply Netting.
- Bank:** Includes Bank Options (Default from Higher Level), Bank, Account, Currency, and Rate Type.
- Draft Processing Control:** Includes Draft Sight Options (Default from Higher Level), Draft Sight Code, Draft Rounding (Do Not Use), Rounding Position, Remaining Amount Action (Do not issue Draft), Payment Method (CHK), Draft Optimize (Do Not Use), and Max Number of Drafts.
- Additional Payment Information:** Includes Pay Method Options (Default from Higher Level), Payment Method (highlighted with a red box), Layout Option (Automated Clearing House, Draft, Electronic Funds Transfer, Manual Check, System Check), Handling Options, and Reschedule ID.
- Holiday Processing Options:** Includes Holiday Processing (Default from Higher Level), Holiday Options, and Days (with an option to Allow due date in next month).
- Document Sequencing Type:** Includes Sequencing Options (Default from Higher Level) and Document Type.

Account Type Options: 5.90 Updates

Payables Options

Last SBI Number Used: 0

Supplier Bank Account Options

Supplier Bank Accounts

Search: [Search]

Account Type: [Business Checking, Checking Account, Savings Account]

Check Digit: []

DFI ID: []

Supplier Type Options

Preferred Language: []

Options

Primary	*Type	Service Type		
<input type="checkbox"/>	[]	[]	[+]	[-]

HIPAA Information

Attachment Extensions: 5.90/1.60 Updates

Allowable extension types:

- pdf
- xlsx
- jpg
- docx
- png
- msg
- jpeg
- txt
- eml

Questions?




Accounts Payable

Accounts Payable: 5.90/1.60 Updates and Changes

- A new Excel Voucher Upload template will be needed with the Annual Maintenance Release. It is listed on the Georgia *FIRST* Financials website as 'Excel Upload Voucher NEW'. Please do not use the current template after the maintenance release is applied.
- https://www.usg.edu/gafirst-fin/documentation/category/accounts_payable

Accounts Payable

BUSINESS PROCESSES	+
ANNOUNCEMENTS	+
ACTIVE KNOWN ISSUES	+
JOB AIDS AND REFERENCE DOCUMENTS	-
◦ Excel Voucher Upload NEW 	

Questions?



General Ledger & Commitment Control

GL & Commitment Control: 5.90/1.60 Updates and Changes

- No changes to the Journal Upload or Budget Upload Spreadsheets

https://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents

Posted/modified	Type	Documentation	Active Project
10.12.21		Configuring Browser Settings	Archived
09.23.21		GeorgiaFIRST Financials Key Tables	Active
01.17.20		BOR Spreadsheet Upload Files_January 17, 2020	Active

GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

Simple Journals:

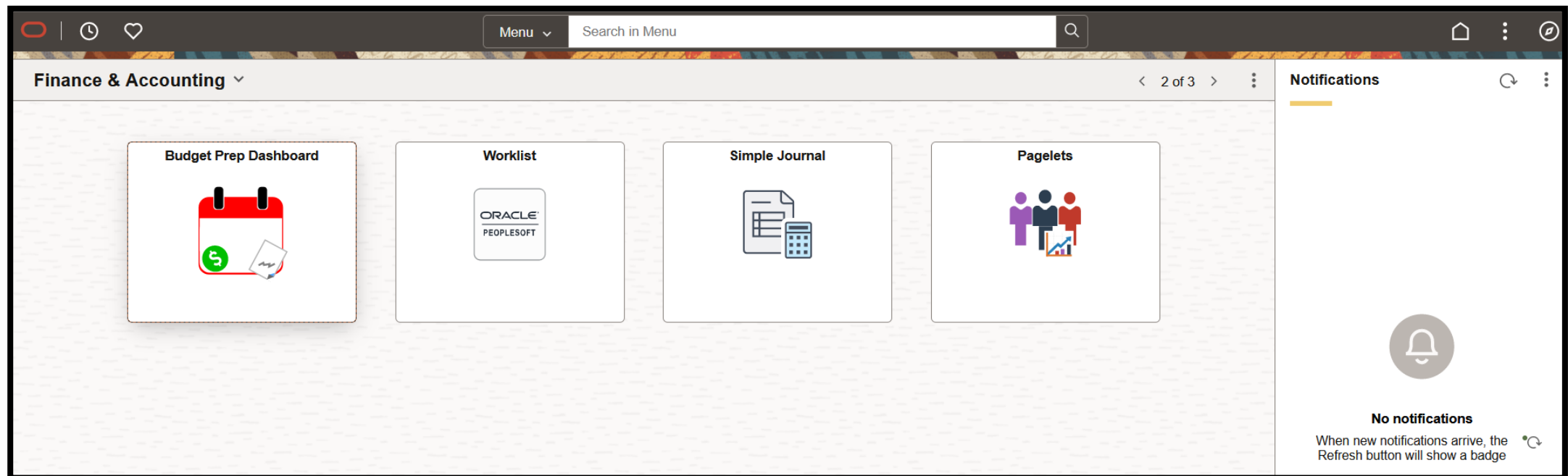
- New functionality for users
- KSU is piloting
- Global roll out to all institutions will be spring 2024

GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

- Simplifies data entry from an end-user standpoint
- Automates the billing of services from one department to another within the institution
- Users will define templates and workflow for intercompany transactions

GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

Users will access the page through the Finance & Accounting Home Page Simple Journal tile.



GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

Simple Journal

*Business Unit

Journal ID

Journal Date

Journal Type

Journal Template

GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

Simple Journal

Business Unit 43000
Journal ID NEXT No Status - Needs to be Edited
Journal Date 09/06/2023 Source ONL
Created By Owens,Veira Marcalin Last Updated On

Header

Lines

Attachments

*Ledger Group ACTUALS

Ledger

*Source ONL

Reference Number

Long Description

Save Journal Incomplete Status No

Buttons: Edit Journal, Process, Save

GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

Simple Journal

Business Unit 43000
 Journal ID NEXT No Status - Needs to be Edited
 Journal Date 09/06/2023 Source ONL
 Created By Owens,Veira Marcalin Last Updated On

Header

Lines

Attachments

Inter/IntraUnit

Line Details 2 rows

Basic	Chartfields	Currency	Miscellaneous
Line # ↑↓	*Unit ↑↓	*Ledger ↑↓	Currency ↑↓
1	43000	ACTUALS	USD
2	43000	ACTUALS	USD

Totals 1 row

Unit ↑↓	Total Lines ↑↓	Total Debits ↑↓	Total Credits ↑↓	Journal Status ↑↓	Budget Status ↑↓
43000	2	0.00	0.00	N	N



GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

- Simple Journals will be optional functionality for institutions. Institutions can choose to implement or continue with their defined process to account for these transactions.

Questions?



Travel & Expenses

Travel and Expenses: 5.90/1.60 Preparation

- ITS recommends all transactions be fully approved prior to:
 - **GAFIRST: 5:00 p.m. on Friday, November 3, 2023**
 - **AU Financials: 5:00 pm on Friday, December 1, 2023**
- Transaction Types Are:
 - Travel Authorizations
 - Cash Advances
 - Expense Reports

Questions?



Items of Interest



Accounts Payable

Accounts Payable

- **Supplier Inactivation – Planned for November 2023**
- Suppliers with no activity since 10/30/2021 for the SHARE SetID will be set to inactive.
- Suppliers with no activity since 10/30/2020 for the B SetID will be set to inactive.
- DBI contact at Institution will receive an email to confirm once this is completed.

- **1099 Updates:**
 - Institutional meeting in December
 - Updates applied in December
 - User's Guide by the end of December

- **Payment Requests are cool!**
 - Contact Kistie to set up your institution today!
Kistie.Manders@usg.edu

Travel & Expense

Travel and Expenses

Employee Meals Full Day / Meals Provided Update: What's Different?

Effective September 1, 2023:

The PeopleSoft Expense Module will calculate the correct reimbursement amount for employees who have meals provided on their first and last day of travel.

To accomplish this, the procedure to claim meal per diems will begin with claiming the full day meals option, no matter what day of travel then adding a new line for a meal that was provided using our new 'meals provided' expense types.

Please visit the Georgia*FIRST* Financials website to view the Entering Meals for First or Last Day of Travel When Meal(s) Provided job aid [here](#).

Travel and Expenses

Example:

Traveler attends a conference where breakfast and lunch are provided on the first day of travel:

	<u>Incorrect</u>	<u>Correct</u>
Dinner allowance	23.00	50.00 Full Per Diem
	<u>x 75%</u>	<u>x 75%</u>
Employee reimbursed	\$ 17.25	37.50
		-13.00 Breakfast Provided
		<u>-14.00 Lunch Provided</u>
		\$ 10.50 Employee reimbursed

This only applies to *provided* meals.

If a traveler departs midday, they are still entitled to 75% of the full day per diem, per state policy.

The state travel policy can be found at www.sao.georgia.gov/travel/state-travel-policy.

Annual T&E Per Diem Updates (CONUS/OCONUS)

- ITS is working on the annual per diem updates
- Estimating mid November 2023 to be applied to production
- An announcement will be sent once the updates are complete

Purchasing



Purchasing: Georgia *FIRST* Marketplace: Helpful Hints

Finding Order Information – Status Tab

The screenshot displays the 'Status' tab for a purchase order. The breadcrumb trail shows 'Purchase Order • Amazon.com • 530000000555020 Revision 0'. The navigation tabs include Summary, Revisions (1), Confirmations (1), Shipments (2), Invoices (2), Comments, Attachments, and History. The main content area is divided into three sections: General Information, Document Status, and Summary.

General Information	
PO/Reference No.	530000000555020
Revision No.	0
Supplier Name	Amazon.com
Purchase Order Date	8/31/2023
Total	124.33
Owner Name	Ashley Garrett
Owner Phone	+1 999-999-9999
Owner Email	Ashley.Garrett@ung.edu
Owner Business Unit	University of North Georgia (53000)
F.O.B.	Destination - Prepaid

Document Status	
A/P status	Open
Workflow	✓ Completed (8/31/2023 6:48 PM)
The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
cXML (Electronic Integration)	no value
Distribution Date/Time	8/31/2023 6:48 PM
Supplier	Sent To Supplier Fully Shipped view confirmations view shipments

Summary	
Completed	
Details	
Supplier Status	
Sent To Supplier Fully Shipped view confirmations view shipments	
Supplier	
Amazon.com	
Total (124.33 USD)	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	124.33
	124.33

Purchasing: GeorgiaFIRST Marketplace: Helpful Hints

- Finding Order Information – Confirmation Tab

[Purchase Order](#) • [Amazon.com](#) • 530000000555020 Revision 0

[Status](#) [Summary](#) [Revisions 1](#) **[Confirmations 1](#)** [Shipments 2](#) [Invoices 2](#) [Comments](#) [Attachments](#) [His](#)

Records found: 1

Confirmation No	Notice Date	Note from Supplier
112-2655708-3727421,112-0335425-7539409	8/31/2023	

Line Details

Line	Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Hailo MK60 StandardLine Steel step stool Two large steps with non-slip mats Folding safety mechanism with unlocking button Carrying handle Rustproof Easy to store White	B002SA904S	EA	43.99	2 EA	87.98	
	Confirmation No	Notice Date	Status	Quantity	Estimated Ship Date (ESD)	Status	Note from Supplier
	112-2655708-3727421,112-0335425-7539409	8/31/2023	2	-	Accepted	112-2655708-3727421	
2	MunchkinRTM High Capacity Dishwasher Basket, 1 Pack, Grey	B07ZPMYKKS	EA	6.79	3 EA	20.37	
	Confirmation No	Notice Date	Status	Quantity	Estimated Ship Date (ESD)	Status	Note from Supplier

Purchasing: Georgia *FIRST* Marketplace: Helpful Hints

- Finding Order Information – Shipments Tab

Purchase Order • Amazon.com • 530000000555020 Revision 0

Status Summary Revisions 1 Confirmations 1 **Shipments 2** Invoices 2 Comments Attachments Histor

Records found: 2

Shipment No	Notice Date	Shipment Date	Delivery Date	Carrier	Tracking Number	Note from Supplier
22878793561025	9/1/2023	9/1/2023	9/5/2023	UPS	1Z2EX8600353211794	
229553645153301	9/3/2023	9/3/2023	9/5/2023	USPS	9361289675023384352914	

Line Details

Line	Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Status Quantity	Status
1	Hailo MK60 StandardLine Steel step stool Two large steps with non-slip mats Folding safety mechanism with unlocking button Carrying handle Rustproof Easy to store White	B002SA904S	EA	43.99	2 EA	87.98	2	Shipped
2	MunchkinRTM High Capacity Dishwasher Basket, 1 Pack, Grey	B07ZPMYKKS	EA	6.79	3 EA	20.37	3	Shipped
3	AmazonCommercial Mini Brush and Dustpan Set, Pack of 2, Gray	B086WQF9SM	EA	7.99	2 EA	15.98	2	Shipped



Purchasing: GeorgiaFIRST Marketplace: Helpful Hints

- Finding Order Information – Invoices Tab

Purchase Order • Amazon.com • 530000000555020 Revision 0

All Orders ▾ Search (Alt+Q)

Status Summary Revisions 1 Confirmations 1 Shipments 2 **Invoices 2** Comments Attachments History

Records found: 2, Totaling: 124.33 USD +

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
147537451 🔗	1DRK-WJRT-MY6P	9/3/2023	10/3/2023	Invoice	In Process	36.35 USD	System
147490383 🔗	1QPV-77CW-CPTH	9/1/2023	10/1/2023	Invoice	Payable	87.98 USD	System

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Hailo MK60 StandardLine Steel step stool Two large steps with non-slip mats Folding safety mechanism with unlocking button Carrying handle Rustproof Easy to store White	B002SA904S	43.99 USD	2 EA	87.98 USD	2 / 87.98 USD	Net Invoiced
2	MunchkinRTM High Capacity Dishwasher Basket, 1 Pack, Grey	B07ZPMYKKS	6.79 USD	3 EA	20.37 USD	3 / 20.37 USD	Net Invoiced
3	AmazonCommercial Mini Brush and Dustpan Set, Pack of 2, Gray	B086WQF9SM	7.99 USD	2 EA	15.98 USD	2 / 15.98 USD	Net Invoiced

Questions?



General Ledger & Commitment Control

GL & Commitment Control: HRA/PSB Archiving

- ITS has resumed archiving data from HR_ACCTG_LINE (HRA) and PERS_SERV_BOR (PSB) tables.
 - HR_ACCTG_LINE (HRA) includes payroll data summarized at the journal entry level.
 - PERS_SERV_BOR (PSB) includes detailed payroll data by employee.
- ITS will archive data prior to FY2021
 - Keeping current Fiscal Year (2023) plus 2 fiscal years (2022 and 2021)
- OneUSG has archived through 06/30/2020.
- Georgia*FIRST* Financials has archived through 03/31/2019.
- Archiving does not pertain to Augusta Financials

GL & Commitment Control: HRA/PSB Archiving

- **Benefits Reconciliation** entries in accounts 129210, 129220, and 129230 that do **not** net to zero will be retained in PERS_SERV_BOR (PSB) until such time as the entries are reconciled and net to zero.
 - Archive process creates summary entries for out of balance entries and will remain in PSB.
 - Recommend that you review/verify reconciliations after archives are completed.
- Archive (History) Tables:
 - In OneUSG:
 - PERS_SERV_BOR will be archived to BOR_PERS_S_HIST
 - HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H
 - In 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

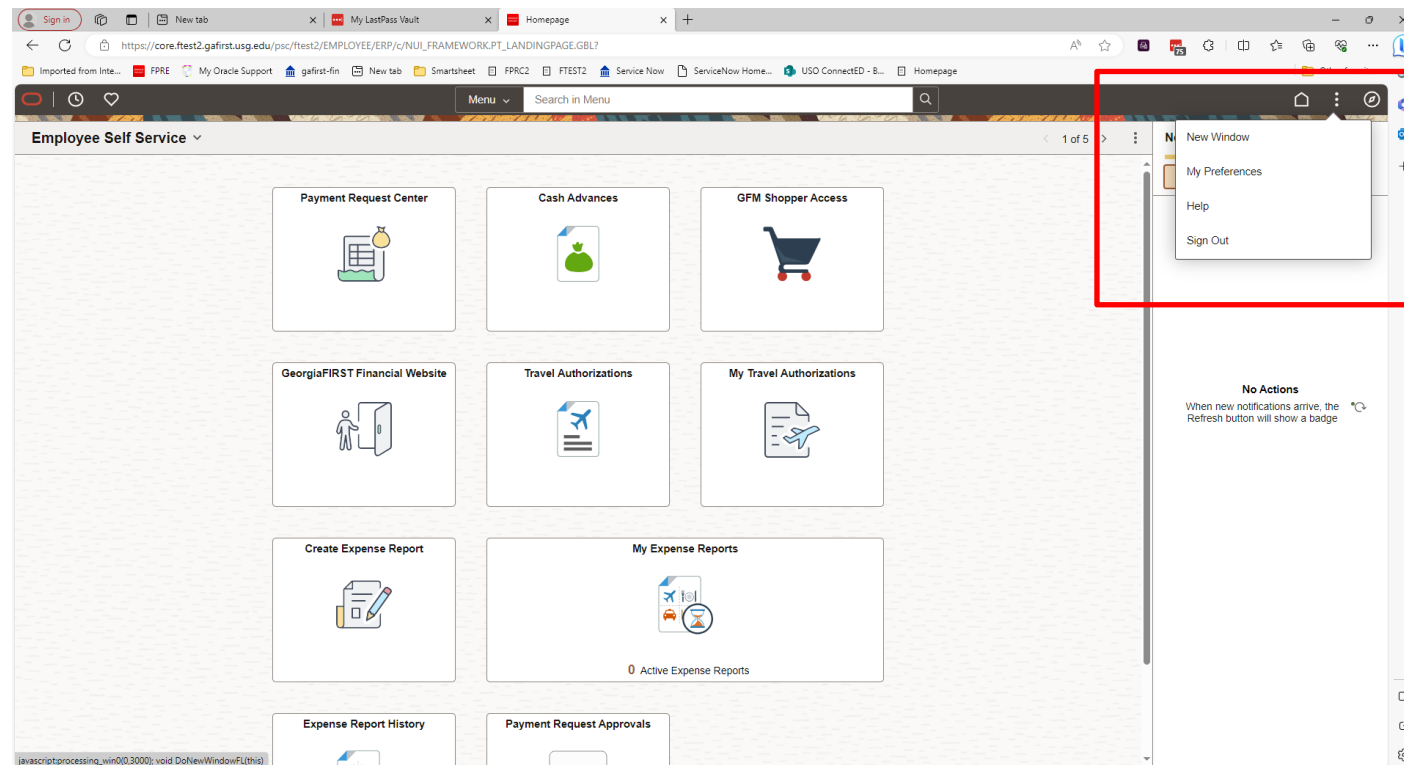
GL & Commitment Control – Query Updates

Dashboard Updated Schedules:

- Department Manager Expense Dashboard MV_6XDAILY_ODD – 7 AM, 9 AM, 11 AM, 1 PM, 3 PM, 5 PM
- Department Manager Revenue Dashboard MV_HOURLY_ON_:30 – Hourly from 7:30 AM to 5:30 PM
- PO Encumbrance Dashboard MV_6XDAILY_EVEN – 8 AM, 10 AM, 12 PM, 2 PM, 4 PM, 6 PM
- Top Supplier Dashboard MV_HOURLY_ON_:45 – Hourly from 7:45 AM to 5:45 PM

Signing Out

ITS recommends users click the vertical ellipsis in the top right corner of the page and select Sign Out to properly end the session. Users should NOT just close the tab or window.



Questions?



thank you!





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Information Technology Services