• Please make sure you are muted and your camera is turned off

• Session is being recorded

• Today’s recording and 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”
• General Production Items
• Model Change Requests
• Fiscal Year-End Release 5.74 and 1.44
• Fiscal Year-End Information and Reminders
• New Fiscal Year Reminders
In the Know

General Production Items
Financials Knowledge Shares

• ITS will host quarterly training sessions called Knowledge Shares

• The purpose of the Knowledge Shares to provide updates and training on specific topics.

• Communications will be sent each quarter with additional information on the Knowledge Share session.

• First Knowledge Share was “Matching: The Relationship between Purchasing and Accounts Payable”
  – Recording of session can be found under training:
    • Purchasing
    • Accounts Payable
The purpose of User Acceptance Testing (UAT) is for institutional users to test enhancements and new functionality.

ITS uses UAT to verify and obtain sign off from institutions that the enhancements and new functionality are working as designed.

ITS will be pulling in more institutional testers during our release schedule moving forward.

ITS will contact users as to what needs to be tested and request volunteers from institutions to test.
• 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
 VPN (Virtual Private Network) Reminder

• If you are working offsite and need to access GeorgiaFIRST Financials and Augusta Financials, please make sure to log into your institution’s VPN prior to accessing the system.

• This applies to any offsite location.
Process Monitor Reminder

• Please do not Cancel or Delete any processes unless advised to do so by ITS

• We commonly refer to everything that runs in PeopleSoft as "processes", but here we are referring specifically to those processes that update, insert, or delete data in the database

• Examples:
  – Stage Payments in Expense Processing
  – Voucher Post
  – Requisition Sourcing
• Sometimes the data condition that caused the process to fail can be corrected and the process restarted.

• However, if the process is deleted, that is no longer an option and the DBI required to correct the issue is typically more complex.

• If you cannot determine the cause as shown in the previous slide, open a ticket to the ITS Helpdesk.
• Report instances and scheduled queries can be deleted, and in some cases the failed report instance must be deleted for the next scheduled instance to run.

• Report Examples:
  – Budget Activity Report
  – Ledger History Report
  – Cash Advance Aging Report
Note that there are some processes in PeopleSoft that involve both a process and a report, such as PO Dispatch, so if in doubt, do not delete.

thank you!
Documentation Updates (con.)

Job Aids Added Since October 2021

Accounts Payable  Asset Management  Budget Prep  GL/KK  eProcurement  Purchasing  Security  Suppliers  Travel & Expenses
In the Know

Model Change Requests
<table>
<thead>
<tr>
<th>Module Area</th>
<th>Number</th>
<th>Institution(s)</th>
<th>Short Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>CHG00570</td>
<td>Dalton State, KSU, Columbus State, and BOR</td>
<td>RFTrack – Implement automated interface</td>
<td>Deferred</td>
</tr>
<tr>
<td>Integration</td>
<td>CHG00554</td>
<td>Augusta</td>
<td>Change Maximus to pick up true PPE date on off-cycle payrolls</td>
<td>Approved - slated for Release 1.50</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CHG00821</td>
<td>Savannah State</td>
<td>Need ability to use % in BU field in AP module</td>
<td>To be reviewed May 2022</td>
</tr>
<tr>
<td>Travel &amp; Expenses</td>
<td>CHG00822</td>
<td>GCSU</td>
<td>Ability to ad hoc an approver in Travel &amp; Expenses</td>
<td>To be reviewed May 2022</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CHG00823</td>
<td>KSU</td>
<td>Payment Request - Add 4300B business Unit</td>
<td>To be reviewed May 2022</td>
</tr>
</tbody>
</table>
# Model Change Request Updates

<table>
<thead>
<tr>
<th>Module Area</th>
<th>Number</th>
<th>Institution(s)</th>
<th>Short Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>CHG00811</td>
<td>Clayton State University</td>
<td>Implementing Payment Request workflow for “B” SetID</td>
<td>Pending workflow review</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CHG00768</td>
<td>GCSU</td>
<td>Add a fund 10600 &amp; 20000 approver role to the Payment Request Model</td>
<td>Denied - Not aligned with strategic direction</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CHG00796</td>
<td>Georgia Southern</td>
<td>Have 1099s print on sealable forms</td>
<td>Deferred</td>
</tr>
<tr>
<td>Module Area</td>
<td>Number</td>
<td>Institution(s)</td>
<td>Short Description</td>
<td>Status</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CHG00793 &amp; CHG00799</td>
<td>Georgia Southern &amp; GGC</td>
<td>Payment request module needs the ability to process credits (negative amounts)</td>
<td>Denied – Workaround Exists by using Credit Vouchers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For more information, see AP.020.051 - Entering Credit Adjustment Vouchers</td>
</tr>
</tbody>
</table>
• **Concern**: Users cannot enter negative amounts (credits from Suppliers) using Payment Request.

• **Resolution**: Payment Requests are not delivered to process negative amounts. Payment Requests are designed for users to request reimbursements/payments. Accounts Payable will need to enter a Credit Adjustment voucher or a Regular Voucher with a Credit when a supplier has issued credit.

• **Business Processes**:
  - AP.020.051 – Entering Credit Adjustment Vouchers
  - AP.020.010 – Entering Regular Vouchers

• **Role**: BOR_AP_VOUCHER_ENTRY
Example of a Credit Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

- **Voucher Style**: Adjustment
- **Total**: Negative Amount
- **Related Voucher**: References the original voucher that is being credited
Accounts Payable – Entering a Regular Voucher

Example of a Regular Voucher

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

- **Voucher Style:** Regular Voucher
- **Total:** Negative Amount
- **No related document association**
### Model Change Request Updates

<table>
<thead>
<tr>
<th>Module Area</th>
<th>Number</th>
<th>Institution(s)</th>
<th>Short Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>CHG00769</td>
<td>Georgia Southern</td>
<td>Entering a supplier should be first field on payment requests, as the supplier may not be available in the system.</td>
<td>Denied – Workaround Exists with Save for Later functionality on Payment Requests</td>
</tr>
</tbody>
</table>

For more information, see AP.060.010 – Creating a Payment Request and SP.020.012 - Searching Suppliers Based on Criteria.
• **Concern:** When entering a new Payment Request the user is unable to locate the correct supplier or the supplier has not been setup in the system.

• **Resolution:**
  – Save the Payment Request by clicking the “Save for Later” button.
  – Use the Review Suppliers Page to locate supplier or follow SSC’s procedures for entering a new supplier.
  – Once supplier is approved, return the Payment Request and complete process.

*Note:* Prior to entering a Payment Request, users with the BOR_AP_INQUIRY role can search for suppliers using the Review Suppliers page.

• **Navigation:** Payment Request Center Tile

• **Business Process:** AP.060.010 – Creating A Payment Request

• **Role Required:** BOR_PAYMENT_REQUEST
Example: Error Message when a supplier does not exist in lookup for Payment Requests
When a supplier cannot be located, click “Save for Later” button on Payment Request
• Use the **Review Suppliers Page** to locate supplier or **Submit New Supplier** request with Shared Services Center (SSC).

• After locating supplier or a new supplier is created, return to the Payment Request and Click the Pencil Icon to Edit the Payment Request.
Accounts Payable – Searching for a Supplier

Review Suppliers Page

Navigation: Suppliers > Supplier Information > Add/Update > Review Suppliers

Business Process: SP.020.012 - Searching Suppliers Based on Criteria

Role Required: BOR_AP_INQUIRY

Search Fields Include:
- Supplier ID
- Name
- Additional Name
- Short Name
- Supplier Status
- Address
- TIN
- Classification
- Type
- City, State, Country, Zip
- Bank Account
Accounts Payable – Searching for a Supplier

Example: Search by Name Contains “Staples”
<table>
<thead>
<tr>
<th>Module Area</th>
<th>Number</th>
<th>Institution(s)</th>
<th>Short Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL/KK</td>
<td>CHG00733</td>
<td>University of West Georgia</td>
<td>Budget Journal Change Request</td>
<td>Need institution feedback</td>
</tr>
</tbody>
</table>
Budget Journal Change Request – Current Workflow

1. Requestor submits GL journal
2. GL Journal Approver (Central Office A)
3. Edit? Yes → GL Journal Approver (Central Office B)
4. Approvers cannot approve a journal they have edited so it re-routes to a different Central Approver
5. No → Journal is approved
Budget Journal Change Request

- Poll for CHG00733
  - Results: 79% in favor, 21% against
Accounts Payable
Reports & Queries: When running reports and queries make sure to run for both SetIDs/Supplier IDs, if applicable.

- If your institution converted Suppliers in 2021 and the report/query includes Calendar year 2021.
- If your institution converted Suppliers in 2022 and the report/query includes Calendar year 2022.

Example: AP Payment History by Supplier Report
In the Know

Fiscal Year-End Release 5.74 and 1.44
• GeorgiaFIRST and Augusta Financials users should complete all daily transaction processing and log out before **11:00 p.m. on Friday, May 20, 2022**
  – Release notes will be published and distributed Thursday, May 19, 2022

• Production will be down starting at **11 p.m. on Friday, May 20, 2022**

• Production will be available for institutional access **by 7:00 a.m. on Monday, May 23, 2022**

• Scheduled downtime calendar can be found [here](#).

• Communicate system downtime to your campus
Commitment Accounting
Updates in Financials Release 5.74
- Corrected “Exclude Grants” Behavior
- New “Include redistributions in accrual” Option
- Account exclusions replaced with options for Account, Fund, and Grant Criteria

UAT Kickoff Monday, April 18, 2022
- Announcement with meeting invitation sent.
In the Know

Purchasing/ePro
• For Release 5.74 and 1.44
  - eVerify functionality added to Maintain POs page.
    • Navigation: Purchasing > Purchase Orders > Add/Update POs.
    • Service PO drop down option
    • eVerify Details link
Jim Barnaby submitted a change request for this functionality.

The requirement to add eVerify information only applies for labor services $2500 or greater and there is no requirement to add this information at the time of supplier onboarding.

Currently, USO gathers eVerify information in a manual process that is required once a year for the Department of Audits.

USO is adding eVerify information entry functionality to purchase orders. This change will:
- Align with compliance requirements prior to writing the PO/Contract.
- Streamline annual immigration processing by making it available across the USG system, saving many hours of manual work.
- Provide transparency for audits and accurate reporting when applying eVerify to purchase orders.

This is modeled after functionality DOAS has introduced in their instance of PeopleSoft.
• Session to discuss the eVerify functionality in more detail to be scheduled for Tuesday, 04/26/22 at 3 p.m..

• UAT (User Acceptance Testing) session scheduled for Wednesday, 04/27/22. Please submit a ticket if your institution would like to participate in UAT for this item.
• All GeorgiaFIRST Financials institutions now using SHARE supplier database

  – As part of the conversion project, procurement departments completed a LOT of cleanup of older transactional data.

  – Continue to use the ePro & Purchasing Month End Process Checklist, found in the job aids section here.
In the Know

Travel & Expenses
Cancel Travel Authorizations Page Known Issue

- Cancel Travel Authorizations page
  - Navigation: Travel and Expenses > Process Expenses > Cancel Travel Authorizations
  - In some cases, an error within the page can cause ALL Travel Authorizations to get stuck in the budget checking process (Budget Header Status = I)
  - The Travel Authorizations cannot be fully processed or applied to an Expense Report when this occurs
  - ITS has temporarily removed access to the page until the issue can be corrected
T&E Update Profile –
Supervisor Information Known Issue

• Supervisor Known Issue

  – Navigation: Travel and Expenses > Manage Employee Information > Update Profile

  – The Supervisor ID field on the Organizational Data tab is being populated by the Full Sync process from OneUSG Connect.

  – Once populated, this information cannot be functionally removed.
• Supervisor Known Issue (con.)

  – This field should not be populated for institutions other than the Board of Regents (USO)

  – This issue is causing incorrect routing in T&E workflow

  – ITS is currently working to resolve the issue. A DBI will need to be applied to remove the errant data and the Full Sync process will need to be corrected via a release
Fiscal Year-End Information
Fiscal Year-End Workshop – Save the Dates!

• Fiscal Year-End Workshop will be held Wednesday, April 27, 2022, through Friday, April 29, 2022
  – Virtual Session. Meeting link will be sent soon.

• GeorgiaFIRST Financials topics include:
  – Reconciliation of Leases
  – Upcoming GASB changes
  – SHARE Supplier Updates
  – nVision Updates
Fiscal Year-End Dates – Travel & Expenses

• **Wednesday, June 8, 2022, at 7 a.m.:**
  – Deadline to complete Travel Authorizations
  – Deadline to complete Cash Advances

• **Friday, June 17, 2022, at 7 a.m.:** deadline to complete Expense Sheets

• **Monday, June 20, 2022:** deadline to deny unapproved Travel Authorizations

• **Friday, June 24, 2022:** deadline to process final Expenses pay cycle

• **Monday, June 27, 2022:** deadline to reconcile account 211500 and verify balance is zero
• **Travel & Expenses:**
  
  – Core users with appropriate security roles will have access to the Travel and Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time Expenses is unavailable to institution end users.
Fiscal Year-End Dates - eProcurement

• eProcurement:

  – **Friday, June 3, 2022, at 7 a.m.**: deadline to complete requisitions. ITS will cut off access to ePro Requisition entry for the following roles:
    • BOR_EP_REQUESTOR_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.
• Hard close for all FY2022 transactions is Friday, July 15, 2022
Questions
Cost of Living Adjustments

- Processed 21 – 24 March 2022
  - Some Manual entry required
  - HR Cleanup for errors

- Do not add COLA raises to Job in Budget Prep
  - Must be entered as PAY/COL rows in Job Data
  - Any remaining cleanup should be reimported in Budget Prep
For FY22, institutions should accrue 14 days based on the payrolls listed below:

- **Payrun ID 27B1**: 10 days in June (06/12/22 – 06/25/22)
- **Payrun ID 27B2**: 4 days in June (06/26/22 – 07/09/22)

ITS Recommends using one of the following Payrun IDs as the source payrun for the Accrual Process:

- **Payrun ID 25B1**: 04/17/22 – 04/30/22
- **Payrun ID 25B2**: 05/01/22 – 05/14/22
- Do not use payrun on 24B2 as it will include the one-time supplement and associated taxes
## Year-End Payroll Processing Schedule

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>OneUSG Confirm</th>
<th>Pay Date</th>
<th>GL Processing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>26X2 (Off-Cycle)</td>
<td>N/A</td>
<td>N/A</td>
<td>Tu</td>
<td>6/21/2022</td>
<td>F</td>
</tr>
<tr>
<td>26M1</td>
<td>6/1/2022</td>
<td>6/30/2022</td>
<td>Tu</td>
<td>6/24/2022</td>
<td>Th</td>
</tr>
<tr>
<td>27X1 (Off-Cycle)</td>
<td>N/A</td>
<td>N/A</td>
<td>Tu</td>
<td>7/5/2022</td>
<td>F</td>
</tr>
<tr>
<td>27B2</td>
<td>6/26/2022</td>
<td>7/9/2022</td>
<td>Tu</td>
<td>7/12/2022</td>
<td>F</td>
</tr>
</tbody>
</table>
• **Encumbrances:**
  – Last Zero Encumbrance Process for FY22:
    • Wednesday, 06/29/22 (Tentative) after the last GL on 06/28/22
  – First Encumbrance Process for FY23:
    • Bi-Weekly: Friday, 07/15/22
    • Monthly: Friday, 07/29/22
Fiscal Year-End Information

• **Change Position Funding:**
  – Current FY22 changes must be approved and processed **before** the upcoming payrun confirms.
  
    • **Best Practice:**
      – Deny any outstanding transactions after appropriate payrun confirms.
      – Run HCM query to monitor outstanding transactions: BOR_CA_PENDING_CPF
    
    • EDRs for corrections after GL processing for confirmed payrun.
      – Refer to EDR fiscal year-end dates.

  – FY2023 changes can be entered after FY23 original budget is loaded.
Fiscal Year-End Information

• **Express Direct Retro:**
  - Last Day for EDR Entry:
    • **Without** security role BOR_CA RETRO ACCTDT: Thursday, 06/30/22
    • **With** security role BOR_CA RETRO ACCTDT: Wednesday, 07/13/22
  - FY2022 Last EDR update process: Friday, 07/15/22
    • Institutions need to Journal Generate in Financials before closing FY22.
    • Transactions will post in first open period.
    • Best Practice to Approve/Deny before books close.
      - Run BOR_CA_PENDING_EDR query to monitor outstanding transactions.
  - FY2023 First day for EDR Entry: Monday, 07/18/22
• Accounting Adjustments:
  – Institution Process:
    • Accounting Date drives Budget Reference
      – If the accounting date is less than 06/30/2022, the Bud Ref on the transaction will be FY22
      – If the accounting date is greater than 07/01/2022, the Bud Ref on the transaction will be FY23
    • Institutions need to Journal Generate in Financials before closing FY22
    • Transactions will post in first open period

  – Last Day to Process Accounting Adjustments for FY22: Friday, 07/15/22

  – First Day to Process Accounting Adjustments for FY23: Monday, 07/18/22
Purchasing:

- **Lapsable Funds**
  - Last day to enter requisitions - **May 13, 2022**
  - Requisitions must be processed by all approvers – **May 17, 2022**
  - Purchasing will process all approved requisitions into Purchase Orders – **May 26, 2022**

- **Other Fund Types**
  - Last day to enter requisitions – **June 10, 2022**
  - Requisitions must be processed by all approvers – **June 14, 2022**
  - Purchasing will process all approved requisitions into Purchase Orders – **June 21, 2022**

- **P-Card**
  - All P-Card transactions, not on May statement, may be expensed to FY2023 – **May 27, 2022**
  - All P-Card transactions must be allocated in Works – **June 3, 2022**
Augusta Fiscal Year-End Dates

• Finance:
  – Check requests (lapsable funds) – **May 13, 2022**
  – Check requests (all fund types) – **June 6, 2022**
  – Payroll Accounting Adjustments (excluding funds 20000 & 20300) – **June 10, 2022**
  – Payroll Accounting Adjustments (Funds 20000 & 20300) – **June 24, 2022**

• Travel & Expenses
  – Travel Expense Statements – **June 10, 2022**
  – All Travel Expense Statements for travel completed on June 30 for FY2022 must be submitted by **July 5, 2022**
In the Know

New Fiscal Year Reminders
# New Fiscal Year Reminders

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutions</td>
<td>Update User Profiles: (Change budget reference- see <a href="#">EX.030.050- Updating the Budget Reference at Fiscal Year End</a>)</td>
<td>By Friday, July 1, 2022</td>
</tr>
<tr>
<td>Institutions</td>
<td>Update budget reference for all Requesters to new budget year (Depending on the Year-End cutoff procedures that are used at your institution, this step may have already been completed. Refer to the <a href="#">Fiscal Year-End Sub-Module Cleanup and Processing Manual, Part 1, Step 12 or EP.080.070 - Updating BUD REF for All Requesters</a>).</td>
<td>By Friday, July 1, 2022</td>
</tr>
<tr>
<td>ITS</td>
<td>Re-open Travel Authorization, Cash Advance and Expense Sheet entry in Self Service Portal</td>
<td>By Tuesday, July 5, 2022, at 7 a.m.</td>
</tr>
<tr>
<td>ITS</td>
<td>Re-establish ePro entry access for the YE_CUTOFF Roles</td>
<td>By Tuesday, July 5, 2022, at 7 a.m.</td>
</tr>
</tbody>
</table>
Augusta New Fiscal Year Reminders

- **Purchasing:**
  - Access to PeopleSoft requisitioners restored on **July 5, 2022, at 7 a.m.** (Budgets may not be available for Sponsored Grants (20000 & 20300) and budget checking errors may result)
Questions
thank you!