Georgia*FIRST* Financials

Fall 2021 In the Know

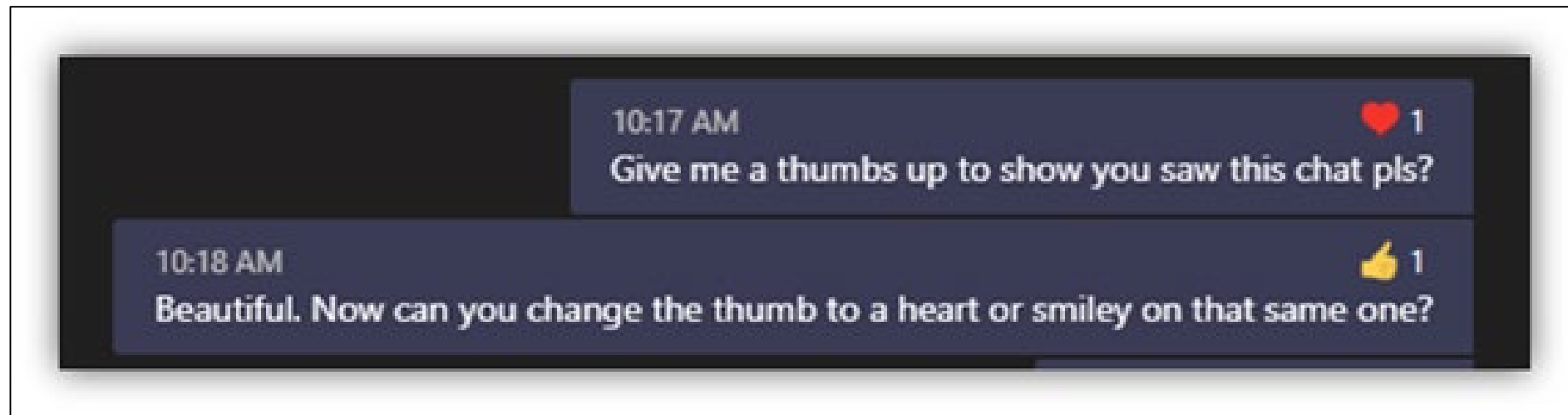UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

October 14, 2021
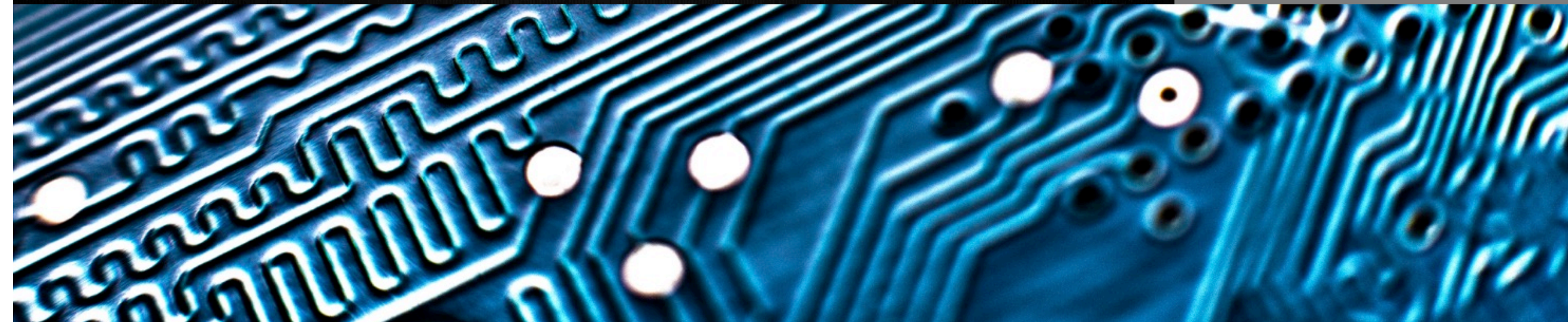
- Please make sure you are muted and your camera is turned off

- Session is being recorded

- Today's recording and meeting materials will be sent out to all participants

- Please use the chat feature for questions

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Chat will also be monitored

👍 = "we see this and are working on it"

❤️ = "thanks, this has been addressed"

10:17 AM   ❤️ 1
Give me a thumbs up to show you saw this chat pls?

10:18 AM   👍 1
Beautiful. Now can you change the thumb to a heart or smiley on that same one?

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- Annual Oracle Maintenance Release 5.70
  - Release Overview
  - Technical Information
  - FPLAY Database Refresh Schedule
  - Module Updates and Changes

- Calendar Year-End Updates

- Other Production Updates

- Preparing for Release 5.70

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Release 5.70 Overview

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- Release 5.70 Schedule

  – Georgia*FIRST* users should complete all daily transaction processing and log out before **5:00 p.m. on Thursday, November 18, 2021**

  – Production will be available for institutional access **by 7:00 a.m. on Tuesday, November 23, 2021**

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- Release 5.70 will consist of:

  - PeopleSoft Update Images
    - Images 37 - 39

  - New enhancements and functionality

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Release 5.70 Technical Information

- ## 8.58 Certified Browser Versions

Browser	Version(s)
Apple Safari (both OS X and iOS)	12.x, 13.x, 14.x
Google Chrome for Windows	79.x, 89.x
Google Chrome for Android	8.x, 9.x, 10.x, 11.x
Microsoft Edge Legacy	42.18362 minimum
Microsoft Edge Chromium	79.x, 89.x
Microsoft Internet Explorer	11.x
Mozilla Firefox	68.x ESR 71, 78.9 ESR, 87

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Release 5.70 Technical Information (con.)

- Database Access Changes

  – Thank you for testing!

  – Final list of tables available for access will be posted along with release notes for Release 5.70

  – FPRE environment available for testing except during scheduled maintenance on Monday, October 18, 2021 and Tuesday, October 19, 2021

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FPLAY Database Refresh Schedule

- ITS plans on refreshing FPLAY the week of November 29, 2021 – December 3, 2021
  - Will be unavailable approximately 5 business days
  - Will refresh from current production and apply Release 5.70

- Notify sherrie.moon@usg.edu if you have users set up for training that you wish to retain by **November 5, 2021**

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Release 5.70
Module Updates and Changes

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Accounts Payable – Updates and Changes

- Voucher Information Tab Finalize Buttons
- (Optional) Payment Request Workflow Added
- (Optional) Payment Request Require ALL approvers to approve at Department and Project Levels
- Supplier Inactivation in November
- Withholding (1099-NEC/1099-MISC) Meeting

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- ## Finalize Buttons Moved

Accounts Payable – Payment Request Workflow

- As of Release 5.70, three new, optional workflow levels will be available:

  – Additional (2nd)Department Approver

  – Project Approver

  – Additional (2nd) Project Approver

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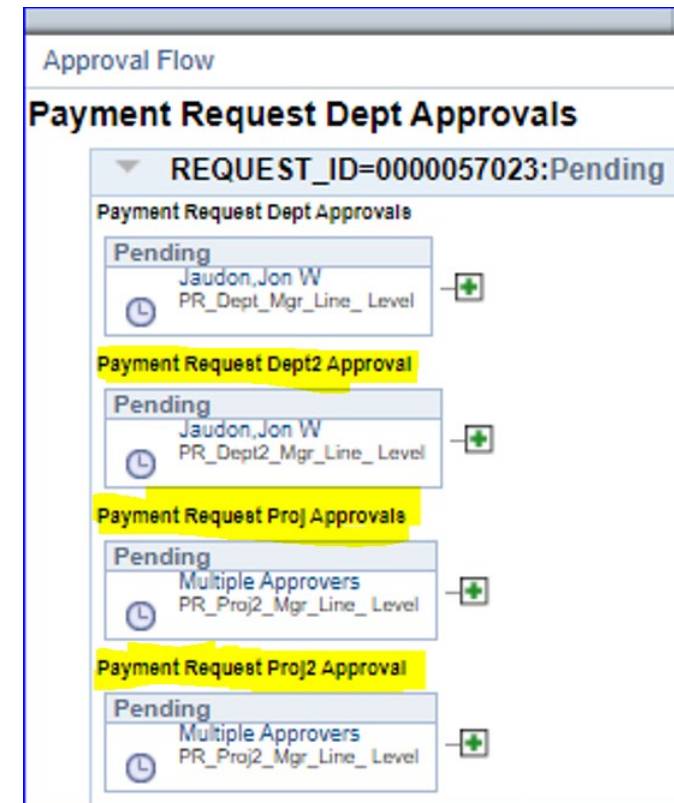
Accounts Payable – Payment Request Workflow (con.)

- Important to Note:

  - These approval levels are new and optional.

  - The institution can add one or more of the approval levels.

  - The institution can add new approval levels at a future date.

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- Initial Payment Request Setup only requires one (1) approver to approve.

  – **Example:** Two or more distribution lines with separate departments would show both approvers in workflow. Only one of the approvers had to approve the Payment Request for it to route to next level (Amount or AP approvals).

- If requested by the institution, ALL Department Managers and Project Managers will be able to approve a Payment Request.

  – **Example:** Two or more distribution lines with separate departments or projects will still show all approvers in workflow. ALL of the approvers for the Department and/or Project will have to approve before moving to next workflow level (Amount or AP approvals).

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Initial Payment Request Setup

Optional Payment Request Setup

Workflow Requires ANY One (1) Approver

Workflow Requires **ALL** approvers

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Accounts Payable – Supplier Inactivation

- **Supplier Inactivation – Planned for October or November 2021**

- Suppliers with no activity since 09/30/2019 for the regular SetID will be set to inactive.

- Suppliers with no activity since 09/30/2018 for the B SetID will be set to inactive.

- Institutions will receive an email to confirm once this is completed.

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Accounts Payable – Withholding Meeting

- **Withholding (1099-NEC/1099-MISC) Meeting**

  - Tentative: December 7, 2021 at 10 a.m.

  - Current Agenda:
    - Any new IRS and/or Oracle Changes
    - Voucher Adjustments and Manual Adjustments: addressing Supplier setup and payments with the previous '1099' type or incorrect Withholding (1099-NEC and 1099-MISC) Types
    - SHARE Supplier Conversion – Process to adjust payments made to both institutional and SHARE Supplier IDs

  - Meeting invitations to be sent in November

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- <u>KI9.2-149_AM: Migrated Leases Not Producing Lease Payment Entries</u>

- Fix for Known Issue will tentatively be applied on October 19, 2021. After the fix is applied, institutions will need to re-run depreciation close for periods 1 through 3 for any leased assets missing LPY entries.

- Additional information will be distributed to the GASB 87 email list.

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Budget Prep – Updates and Changes

- ## Prior Year Hours
  - New field on Setup Year/Hours

- ## New Pay Group Flags
  - New flags to control Health Ins Calc, Import

- ## Retirement Maximum
  - New field for retirement contribution limits

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- Changed H/J paygroup to force NAHRLY comp rate

- Changed funding import to include all budgeted earn codes

- Added additional verification of Health Insurance elections

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Budget Prep – Update Personal Services

- Corrected Proposed Budget field to require "Override" checkbox for direct edits

- Corrected Budget Adjust field calculation for H and J paygroups

- Added validation that raises should be positive or "Skip" option selected

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ePro/Purchasing – Invoice Number Field Added

- ## Manage Requisitions (eProcurement > Manage Requisitions):
  - Invoice Number was added as a field within the Invoice section of the Requisition Cycle

ePro/Purchasing – Invoice Number Field Added (con.)

ePro/Purchasing – Requisition Amount Only Option

- eProcurement Requisition Amount Only Option

  – The Amount Only checkbox was brought to the Special Requests page as well as the Checkout – Review and Submit page of the ePro requisition.

  – Previously this option was only found within the Line Details page.

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ePro/Purchasing – Requisition Amount Only Option (con.)

ePro/Purchasing – Release 5.70 Preparation
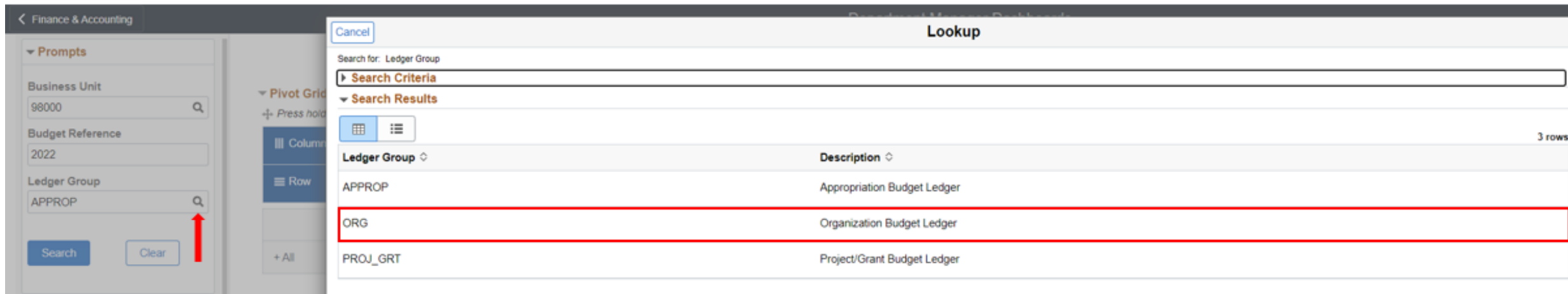
- ITS recommends all ePro Requisitions are in an Open or Approved status prior to **5:00 p.m. on Thursday, November 18, 2021**

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- Department Manager Expense Dashboard

  - ORG Ledger will be added to Ledger

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General Ledger – ORG Budget Data Displays

- ORG Budget data will display on the Department Manager Expense Dashboard

General Ledger – ORG Budget Details

- Drill to ORG Budget Details:

General Ledger – ORG Budget Details (con.)

Department Manager Expenses

100 rows

Business Unit	Ledger Grp	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
98000	ORG	10000	State Appropriations	1211000	Office of the Chancellor	16100	11000		2022	525000	Salaries-Casual Labor	57500.000	0.000	0.000	0.000	57500.000
98000	ORG	10000	State Appropriations	1211000	Office of the Chancellor	16100	11000		2022	551000	Employer Payroll Taxes	4399.000	0.000	0.000	0.000	4399.000
98000	ORG	10000	State Appropriations	1300000	Communications	16100	11000		2022	521000	Salaries-Professional/Admin	647454.000	0.000	0.000	0.000	647454.000
98000	ORG	10000	State Appropriations	1300000	Communications	16100	11000		2022	522000	Salaries-Staff	291106.000	0.000	0.000	7807.320	283298.680
98000	ORG	10000	State Appropriations	1300000	Communications	16100	11000		2022	551000	Employer Payroll Taxes	67638.000	0.000	0.000	509.180	67128.820
98000	ORG	10000	State Appropriations	1300000	Communications	16100	11000		2022	552000	Retirement Systems	164265.000	0.000	0.000	1655.370	162609.630
98000	ORG	10000	State Appropriations	1300000	Communications	16100	11000		2022	553000	Group Insurance	95249.000	0.000	0.000	2079.300	93169.700
98000	ORG	10000	State Appropriations	1300000	Communications	16100	11000		2022	714000	Supplies and Materials	0.000	0.000	10.000	0.000	-10.000
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	521000	Salaries-Professional/Admin	311100.000	0.000	0.000	0.000	311100.000
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	522000	Salaries-Staff	84937.000	0.000	0.000	2278.000	82659.000
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	524000	Salaries-Student Assistants	10023.000	0.000	0.000	295.000	9728.000
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	525000	Salaries-Casual Labor	40281.000	0.000	0.000	0.000	40281.000
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	551000	Employer Payroll Taxes	22631.000	0.000	0.000	128.030	22502.970
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	552000	Retirement Systems	45572.000	0.000	0.000	483.000	45089.000
98000	ORG	10000	State Appropriations	1500000	EVC for Academic Affairs	16100	11000		2022	553000	Group Insurance	26754.000	0.000	0.000	818.260	25935.740
98000	ORG	10000	State Appropriations	1512000	Programs and Curriculum	16100	11000		2022	521000	Salaries-Professional/Admin	876051.000	0.000	0.000	0.000	876051.000
98000	ORG	10000	State Appropriations	1512000	Programs and Curriculum	16100	11000		2022	522000	Salaries-Staff	42162.000	0.000	0.000	1130.790	41031.210
98000	ORG	10000	State Appropriations	1512000	Programs and Curriculum	16100	11000		2022	539000	Personal Services-Shared	208577.000	245629.000	0.000	0.000	-37052.000

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Travel & Expenses – Print Reports

- Expenses Manager Self Service homepage > Print Reports was removed
  - Navigation: NavBar > Navigator > Travel and Expenses > Manage Accounting > Print Reports
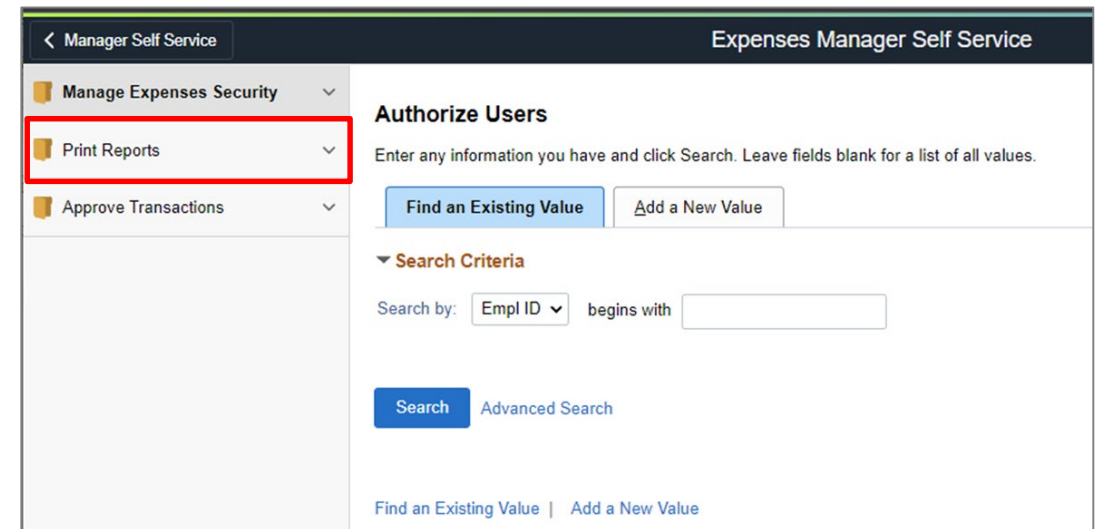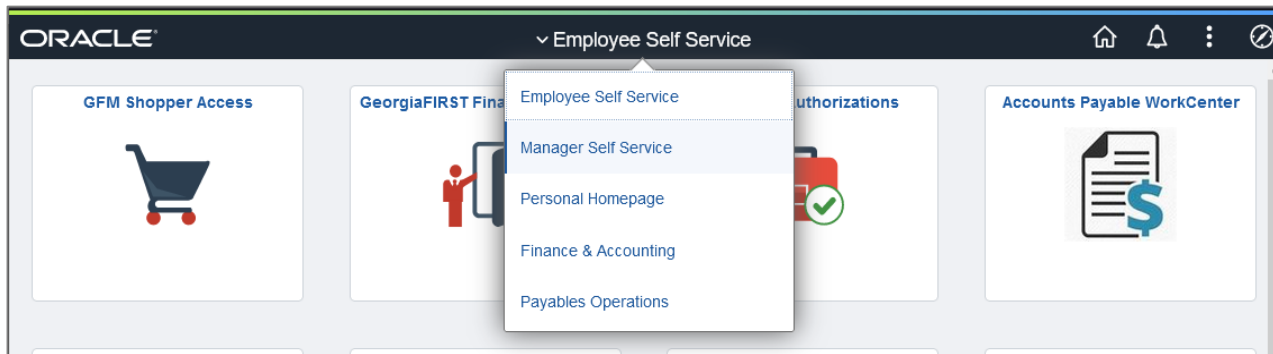
- Available now:
BOR_EX_EXPENSES_BY_EX_TYPE
  – Can be run for any Expense Type and date range

- Copied Fluid Expense Reports not allowing for First or Last Day of Travel deduction.

- Transactions submitted with no approver assigned not routing to Expenses Workflow Administrator.

- Travel Authorizations with Group Meal lines receive message and cannot be submitted.

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Travel & Expenses – Release 5.70 Preparation

- ITS recommends all transaction types be fully approved or sent back prior to **5:00 p.m. on Thursday, November 18, 2021**

- Transaction Types:
  - Travel Authorizations
  - Cash Advances
  - Expense Reports

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Calendar Year-End Updates

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

- ITS is working on the annual per diem updates.

- Estimating November 19, 2021 to be applied to production.

- An announcement will be sent once the updates are complete.

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- Oracle Webinar scheduled for November 2021.

- An announcement will be sent once we determine what changes will be required.

- To support users, ITS will host a Withholding (1099-MISC/NEC) Information Changes Meeting tentatively on December 7, 2021.

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Other Production Updates

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- Volunteers helped test updated Process Server setup as part of Performance Testing UAT.

- ITS created additional "slots" in process servers for concurrent process.
  - Example: Budget Checking

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- Updated Archiving template for PERS_SERV_BOR and HR_ACCTG_LINE

  – Benefits Recon – 129210 through 129230 accounts will be verified in balance before archiving

  – Retain current plus one prior

  – Process expected to begin by January 2022

  – History tables will be available to query

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

- Examples:
  - Stage Payments in Expense Processing
  - Voucher Post
  - Requisition Sourcing

Process Monitor Reminder (con.)

- If a process runs to No Success, there is a reason.

- Selecting the Details link and then selecting Actions of Message Log or View Log/Trace may provide details of what caused the process to run to No Success.

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- 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 <u>can</u> 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

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However, note that there are some processes in PeopleSoft that involve both a process and a report, such as PO Dispatch, so if in doubt, <u>do not delete</u> and submit a ticket to the <u>ITS Helpdesk</u>.

thank you!

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Additional Georgia*FIRST* Resources

- New: Georgia*FIRST* downtime calendar

- The following resources are available on the Georgia*FIRST* website:
  - Announcements
  - Documentation (business processes, job aids)
  - Known Issues (current and resolved)
  - Release Notes
  - Training Resources including slide decks and videos

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- Commitment Accounting Module:
    - Responsible for Funding applications for payroll costs:
        - Department Budget Table (Centralized)
        - Change Position Funding (Decentralized)
    - Runs actuals distribution to attach funding sources to payroll costs
    - Responsible for the load Combo Code Process (BORBUD003)
    - Processes GL Interface for current payroll expenses
    - Processes encumbrances for estimated future expenses
    - Responsible for Retro Distribution applications:
        - Acct Adjustments (Centralized)
        - Express Direct Retro (Decentralized)

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- Responsible for two HR Acct Line (HRA) tables and two PERS_SERV_BOR (PSB) tables
  - Manages the publish process that keeps the four (4) tables in sync for OneUSG data
    - Sends OneUSG Connect HRA data to Georgia*FIRST* HRA for Journal Generation.
      - Most processes that require journal generation have a process that sends the data to Financials.

    - After Georgia*FIRST* Journal Generation, Publish processes picks up journal data, matches with PSB data, then sends to PSB on Georgia*FIRST*.
      - BORPSBPA runs by batch everyday at 4 a.m., 8 a.m., 12 p.m., 4 p.m. and 8 p.m.
      - Will block other processes until complete.

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- ## Commitment Accounting Processing Calendar
    - Payroll confirm dates
    - GL/ENC/MM processing dates
    - Reminders for:
        - Invalid Funding Report/Predistribution Audit Report review
        - SUSPENSE account review
    - Keep track of processing between institutions and SSC
        - INST items are Institution tasks
        - SSC items are Shared Services tasks
    - SSC/ITS updates the CA Calendar with:
        - Process Instance Information
        - Task Completion Information
    - Knowledge Base Article USKB0011750
        - https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011750

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- ## Commitment Accounting Listserv
  - ### What do we communicate to subscribers?
    - Processing Information
      - General Ledger (GL)
      - Money Movement
      - Encumbrance
    - Funding Information
      - Pay Run Wires
      - Emergency Checks
      - Tax Reconciliations
      - Garnishment Reviews
    - Reminders
      - Pre-Distribution Audit
      - Fiscal Year End
    - Notifications regarding CA specific processes

- Submit ticket to oneusgsupport@usg.edu to request to be added to the CA Listserv.

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- **OneUSG Payroll Processing Calendar**

  - Calendar Year 2022

    - Knowledge Base Article USGKB0012159: https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0012189

  - Calendar Year 2021

    - Knowledge Base Article USGKB0011530: https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011530

  - If you have questions or issues, please submit a ticket to oneusgsupport@usg.edu and we will be glad to assist you.

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Fiscal Year Metrics – Ticket Count by Module

**Ticket Count by Module Area and
Financial Environment for FY2021**

Chart: Ticket Count by Module Area and Financial Environment for FY2021 (GeorgiaFIRST in green, Augusta in blue)

Module	GeorgiaFIRST	Augusta
Accounts Payable	434	10
Asset Management	205	19
Budget Prep	80	7
ePro/Purchasing	912	49
General Ledger/KK	342	51
Travel & Expenses	201	2
*Other (Security, Technical, Training)	256	38

GeorgiaFIRST ■ Augusta
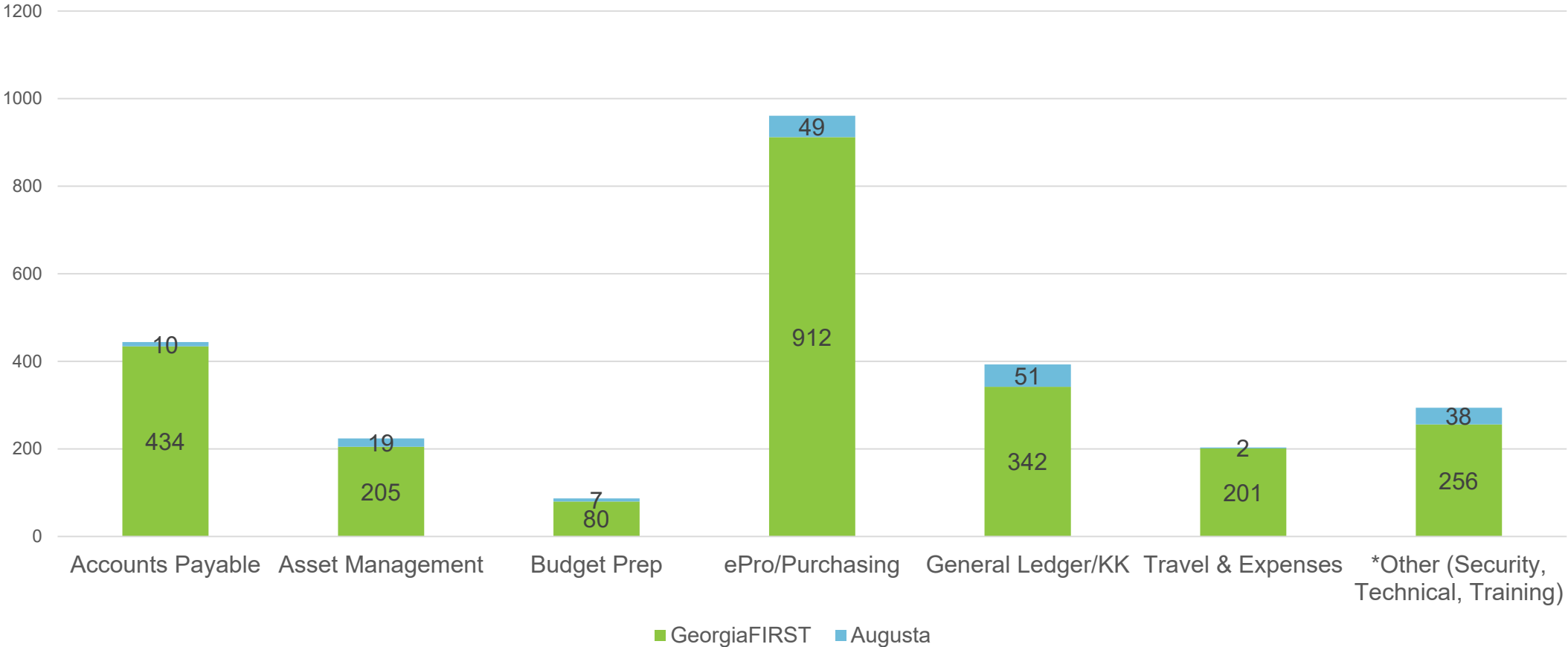
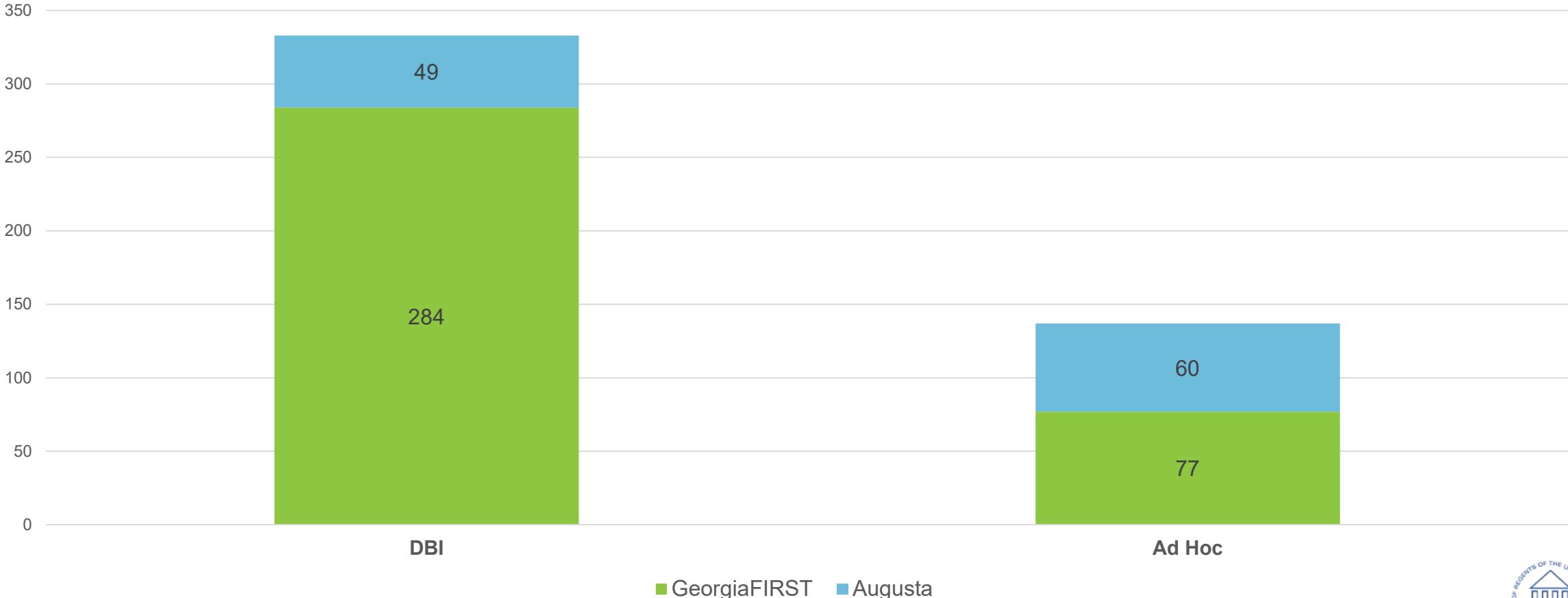# Fiscal Year Metrics - Model Change Requests

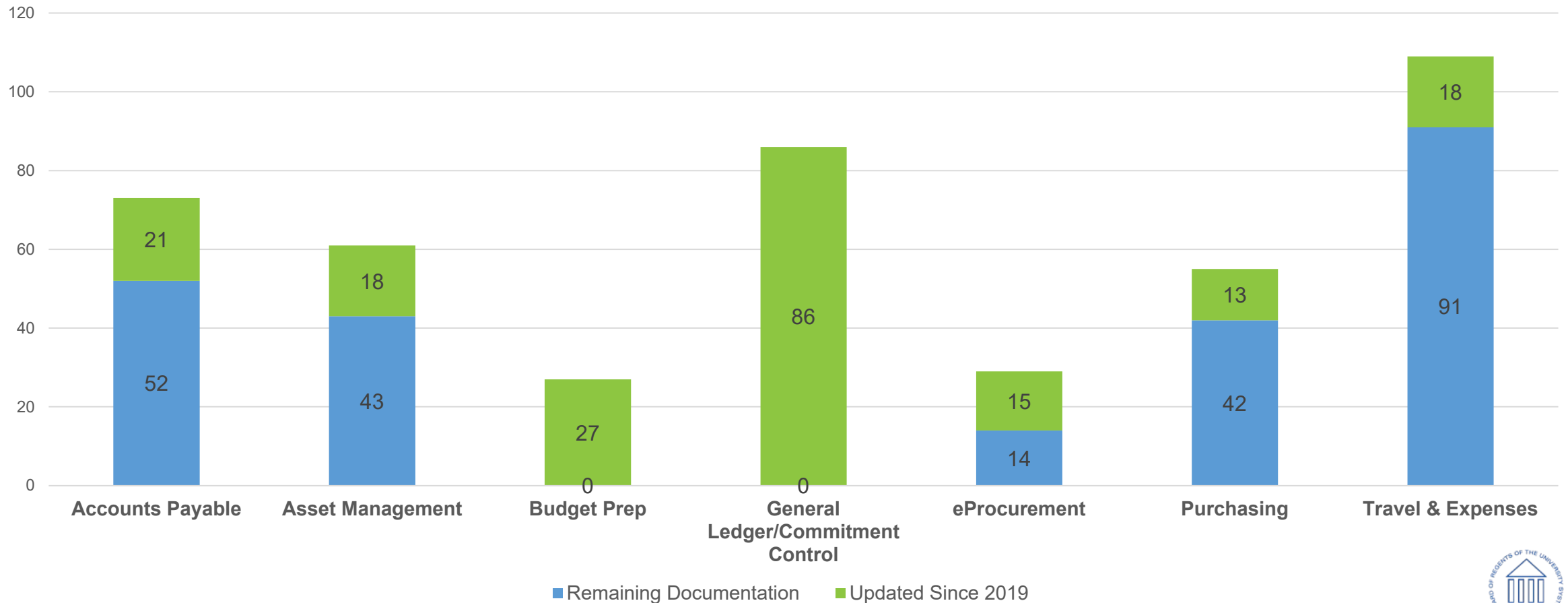## Model Change Requests by Change Review Board Decision Status and Financial Environment for FY2021

Legend: ■ GeorgiaFIRST ■ Augusta

UNIVERSITY SYSTEM OF GEORGIA
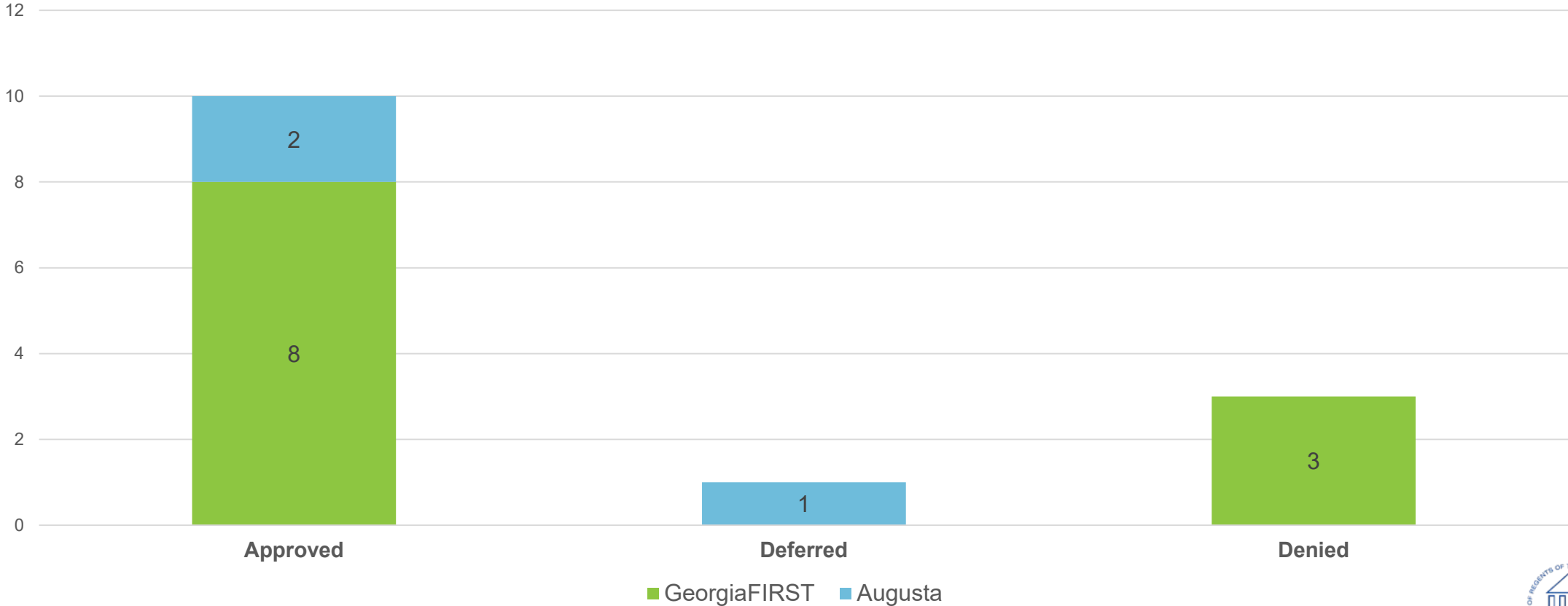
Fiscal Year Metrics – DBI and Ad Hoc Releases

DBI and Ad Hoc Releases by Financial Environment for FY2021

Documentation Updates

Job Aid Updates by Module Area

Legend: ■ Remaining Documentation ■ Updated Since 2019

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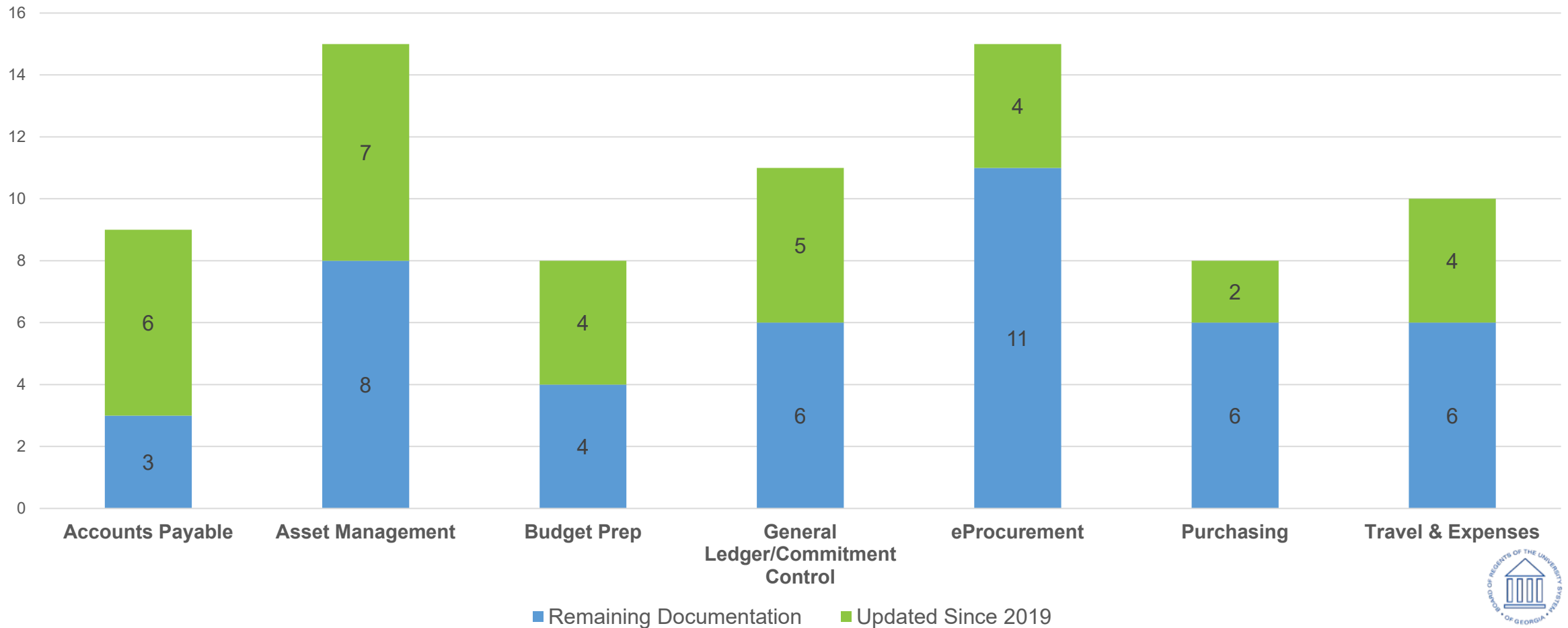
Georgia*FIRST* Projects

- SHARE Supplier Conversion (Groups 1 – 3)
- GASB 87 Implementation
- nVision Changes
- Two more institutions implemented Georgia*FIRST* Marketplace
- One institution implemented Travel & Expenses and two institutions are in progress
- Fiscal Year-End and Reporting
- Withholding (1099-MISC/NEC) Updates
- Payment Request Workflow Implementation
- Augusta Budget Prep Alignment with Georgia*FIRST* Budget Prep
- Budget Prep Updates for MCOP

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Release 5.70 Prep

- Communicate extended system downtime to campus stakeholders (Banner, department users, third-parties, etc.).

- Communicate extended system downtime for Self-Service: Georgia*FIRST* Marketplace (Shoppers, Requesters and Buyers) and Travel & Expenses module.

- Communicate new functionality and enhancements as described in this presentation to campus stakeholders

- Be prepared to complete all daily transaction processing and have users logged out of PeopleSoft Financials by **5:00 p.m. on Thursday, November 18, 2021.**

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thank you!

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