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”
Agenda

• 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
Release 5.70 Overview
Release 5.70 Schedule

- GeorgiaFIRST 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**
Release 5.70 will consist of:

- PeopleSoft Update Images
  - Images 37 - 39

- New enhancements and functionality
• **8.58 Certified Browser Versions**

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<th>Browser</th>
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<td>Mozilla Firefox</td>
<td>68.x ESR</td>
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<tr>
<td></td>
<td>71, 78.9 ESR, 87</td>
</tr>
</tbody>
</table>
• 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
• 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
Release 5.70
Module Updates and Changes
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
Accounts Payable – Voucher Tab Information

• Finalize Buttons Moved
As of Release 5.70, three new, optional workflow levels will be available:

- Additional (2nd) Department Approver
- Project Approver
- Additional (2nd) Project Approver
• 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.
• 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).
Accounts Payable –
Payment Request Workflow Approvals (con.)

Initial Payment Request Setup

Workflow Requires ANY One (1) Approver

Optional Payment Request Setup

Workflow Requires ALL approvers
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.
• **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
Questions
• **KI9.2-149 AM: Migrated Leases Not Producing Lease Payment Entries**

• 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.
Questions
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
• 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
• 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
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.)
• 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.
ePro/Purchasing – Requisition Amount Only Option (con.)
### Checkout - Review and Submit

Review the item information and submit the req for approval.

#### Requisition Summary

- **Business Unit**: 23000
- **Clayton State University**
- **Requester**: abrooks28
- **Mendoza-Brooks, Alina Isabel**
- **Priority**: Medium

#### Cart Summary: Total Amount 11.00 USD

Expand lines to review shipping and accounting details.

#### Requisition Lines

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**Total Amount**: 11.00 USD
• ITS recommends all ePro Requisitions are in an Open or Approved status prior to 5:00 p.m. on Thursday, November 18, 2021.
General Ledger – ORG Ledger Added

- Department Manager Expense Dashboard
  - ORG Ledger will be added to Ledger
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:

![Diagram of General Ledger with ORG Budget Details]
### Department Manager Expenses

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• Expenses Manager Self Service homepage > Print Reports was removed
  – Navigation: NavBar > Navigator > Travel and Expenses > Manage Accounting > Print Reports
Travel & Expenses – New Query

• Available now:
  BOR_EX_EXPENSES_BY_EX_TYPE
  – Can be run for any Expense Type and date range
Travel & Expenses – New Known Issues

• 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.
• 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
Calendar Year-End Updates
• 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.
• 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.
Other Production Updates
• 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
• 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
Questions
• 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
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.
• 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
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, do not delete and submit a ticket to the ITS Helpdesk.

thank you!
Questions
Additional GeorgiaFIRST Resources

• New: GeorgiaFIRST downtime calendar

• The following resources are available on the GeorgiaFIRST website:
  – Announcements
  – Documentation (business processes, job aids)
  – Known Issues (current and resolved)
  – Release Notes
  – Training Resources including slide decks and videos
Questions
Commitment Accounting

• 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)
Commitment Accounting

• 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 GeorgiaFIRST HRA for Journal Generation.
      – Most processes that require journal generation have a process that sends the data to Financials.
    ▪ After GeorgiaFIRST Journal Generation, Publish processes picks up journal data, matches with PSB data, then sends to PSB on GeorgiaFIRST.
      – 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.
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](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011750)
Commitment Accounting
Resources for Georgia FIRST

• 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.
• 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.
Fiscal Year Metrics – Ticket Count by Module

Ticket Count by Module Area and Financial Environment for FY2021

- Accounts Payable: 434
- Asset Management: 19
- Budget Prep: 7
- ePro/Purchasing: 912
- General Ledger/KK: 51
- Travel & Expenses: 2
- *Other (Security, Technical, Training): 38

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

- **Approved**: 2
- **Deferred**: 1
- **Denied**: 3

Legend:
- GeorgiaFIRST
- Augusta
Fiscal Year Metrics – DBI and Ad Hoc Releases

DBI and Ad Hoc Releases by Financial Environment for FY2021

- **DBI**
  - GeorgiaFIRST: 284
  - Augusta: 49

- **Ad Hoc**
  - GeorgiaFIRST: 77
  - Augusta: 60
Documentation Updates

Business Process Updates by Module Area

- Accounts Payable: 52
- Asset Management: 43
- Budget Prep: 27
- General Ledger/Commitment Control: 86
- eProcurement: 14
- Purchasing: 42
- Travel & Expenses: 91

- Remaining Documentation
- Updated Since 2019
Documentation Updates

Job Aid Updates by Module Area

- Accounts Payable: 3 (Remaining) + 6 (Updated)
- Asset Management: 8 (Remaining) + 7 (Updated)
- Budget Prep: 4 (Remaining) + 4 (Updated)
- General Ledger/Commitment Control: 6 (Remaining) + 5 (Updated)
- eProcurement: 11 (Remaining) + 4 (Updated)
- Purchasing: 6 (Remaining) + 2 (Updated)
- Travel & Expenses: 6 (Remaining) + 4 (Updated)

Legend:
- Blue: Remaining Documentation
- Green: Updated Since 2019
GeorgiaFIRST Projects

- SHARE Supplier Conversion (Groups 1 – 3)
- GASB 87 Implementation
- nVision Changes
- Two more institutions implemented GeorgiaFIRST 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 GeorgiaFIRST Budget Prep
- Budget Prep Updates for MCOP
Release 5.70 Prep
• Communicate extended system downtime to campus stakeholders (Banner, department users, third-parties, etc.).

• Communicate extended system downtime for Self-Service: GeorgiaFIRST 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.
thank you!