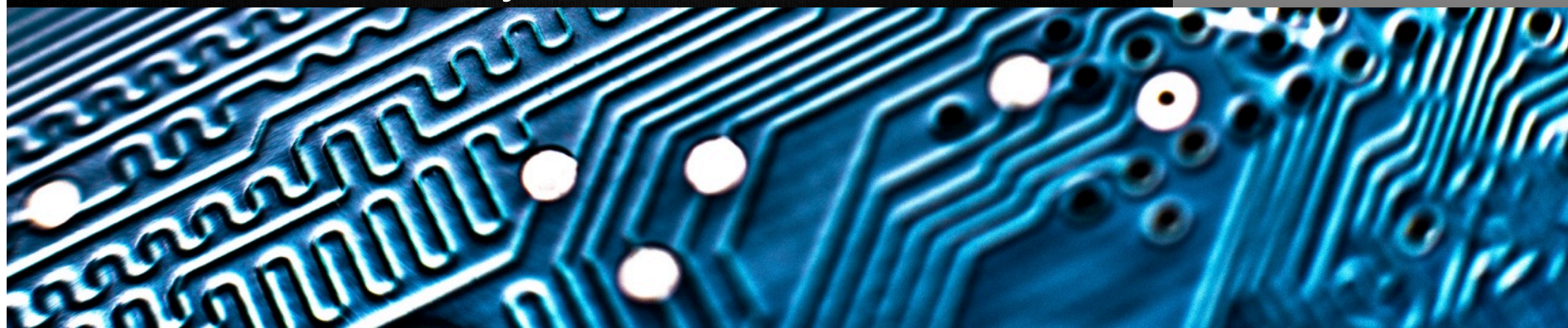


Georgia*FIRST* Financials
Production Update
Wednesday, October 7, 2020

2:00 p.m. -
3:30 p.m.



Presentation Recording

The presentation video can be found on the Georgia*FIRST* YouTube channel [here](#).

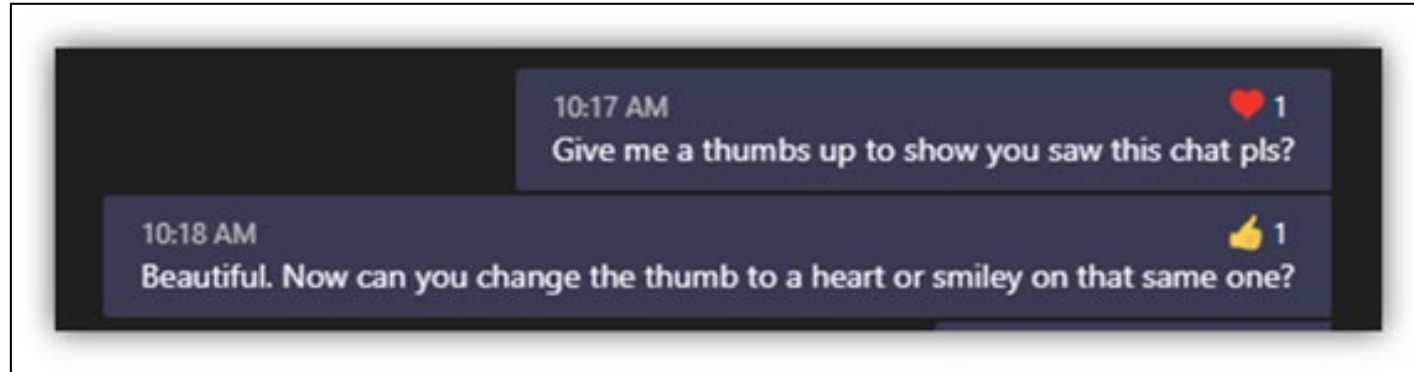
Housekeeping

- Participants muted upon entry
- If calling in via phone, please do not put the call on hold
- Session is being recorded
- Use the chat feature for questions

Chat will also be monitored

👍 = “we see this and are working on it”

❤️ = “thanks, this has been addressed”



- Annual Oracle Maintenance Release 5.60
 - Release Overview
 - Technical Information
 - FPLAY Database Refresh Schedule
 - User Experience Changes
 - Module Updates and Changes
- Calendar Year-End Updates
- Preparing for Release 5.60

Release 5.60 Overview

Release 5.60 Overview

- Release 5.60 Schedule
 - Georgia*FIRST* users should complete all daily transaction processing and log out before **5:00 p.m. on Friday, October 16, 2020**
 - Production will be available for institutional access **by 7:00 a.m. on Tuesday, October 20, 2020**

Release 5.60 Overview

- Release 5.60 will consist of:
 - PeopleTools Upgrade to 8.58
 - Database Upgrade to Oracle 19c
 - PeopleSoft Update Images (PI)
 - Images 33 - 36
 - New enhancements and functionality
 - Resolved Known Issues – 3

Release 5.60 Technical Information

- PeopleTools upgrade to version 8.58
- PeopleTools: PeopleSoft's proprietary software underlying the application
- We upgrade PeopleTools to:
 - Stay supported and secure
 - Allow us to take advantage of new features to increase efficiency and end-user satisfaction
- Change Management Opportunities for 8.58
 - Appearance
 - Browser compatibility

Release 5.60 Technical Information

8.58 Certified Browser Versions

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

Release 5.60 Technical Information

- Database Upgrade to 19c
 - Why are we upgrading?
 - To keep support
 - What specifically is the version?
 - Upgrading from 12.2 (12c) to 19.1 (19c)
 - Gee whiz – sounds like a big jump!
 - Oracle's branding is interesting. Oracle's technical experts told us that 19c is the next iteration of the 12 family and that we shouldn't notice any differences.

Release 5.60 Technical Information

- Database Upgrade – Call for Testing!
 - Regression testing only applies to institutions using PSQUEST 2-tier access to retrieve data for integrations and reports
 - Institutions are strongly encouraged to perform regression testing to:
 - Ensure connections work
 - Ensure access to data is not impacted
 - Determine whether institution code changes will be necessary due to PeopleTools upgrade and PeopleSoft table changes
 - FPRE environment available for regression testing. Please contact the ITS Helpdesk for connection info including password information.

Release 5.60 Technical Information

Tables that will be changed as of Release 5.60:

PS_ASSET_NBV_TBL
PS_BUS_UNIT_OPT_PM
PS_DEPR_RPT
PS_EOAW_STEP_VW
PS_EOAW_USERINST
PS_PO_HDR
PS_PO_HDR_STG
PS_PO_ITM_STG
PS_PRCSDFN
PS_PRCSRECUR

FPLAY Database Refresh Schedule

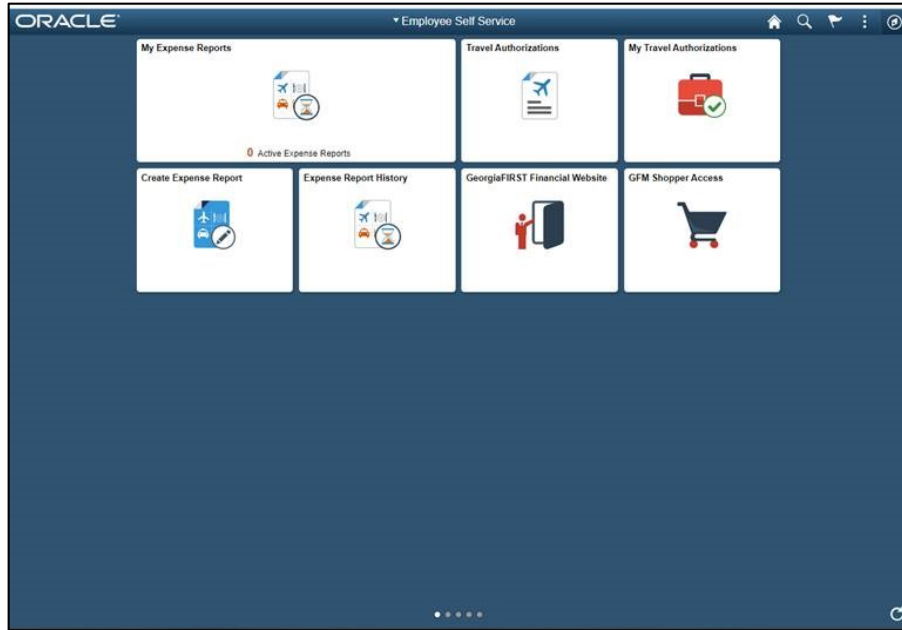
- Plan to refresh FPLAY week of October 26 – 30, 2020
 - Will be unavailable approximately 5 business days
 - Will refresh from current production and apply Release 5.60
- Notify sherrie.moon@usg.edu if you have users setup for Training that you wish to retain by **October 16, 2020**

Release 5.60

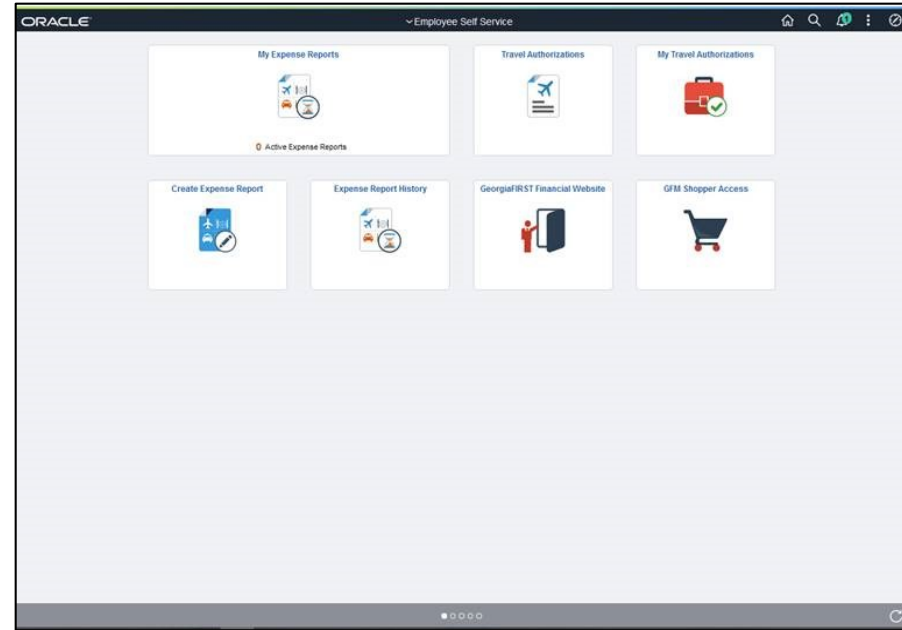
User Experience Changes

Release 5.60 User Experience Changes

Homepage Before FREL 5.60



Homepage After FREL 5.60



Release 5.60 User Experience Changes

- PeopleSoft Classic Plus User Interface
 - Beginning with PeopleTools 8.56, PeopleSoft Classic Plus replaced the traditional PeopleSoft Classic User Interface as the standard user interface for PeopleSoft applications
 - Classic Plus is a hybrid between existing Classic and Fluid
 - The layout combines the styling of PeopleSoft Fluid User Interface and brings continuity across applications
 - Classic Plus pages are already present in multiple modules
 - As page changes are delivered from Oracle, ITS will implement them

Release 5.60 User Experience Changes

Classic Plus Version: Pay Cycle Manager

Pay Cycle Manager

Pay Cycle 98DLY AP Daily Checkrun

[Selection Criteria](#) [Approve](#) [Trial Register](#) [Reference Confirmation](#) [Draft Staging Approval](#)

Pay Cycle Status

Status Completed Refresh

Pay From Date 07/01/2012

Pay Through Date 08/01/2018

Payment Date 08/01/2018

Schedule Payments Selected 0 Summary Details

Process Monitor

Details

Process	Server	Step Name
<button>Process</button>	<input type="text"/>	Payment Selection
<button>Process</button>	<input type="text"/>	Payment Selection & Creation

Pay Cycle Reset

Server Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement

Financial Sanctions Exceptions

Pay Cycle Results

1-2 of 2 | View All

Main Information Additional Info

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<button>Process</button>	<button>Recreate</button>	Print Checks	WELLS	MAIN	Completed	PSUNX <input type="text"/>	Web <input type="text"/>	<input type="text"/>
<button>Process</button>	<button>Recreate</button>	Print File Copy	WELLS	MAIN	Completed	PSUNX <input type="text"/>	Web <input type="text"/>	<input type="text"/>

Questions?

Release 5.60

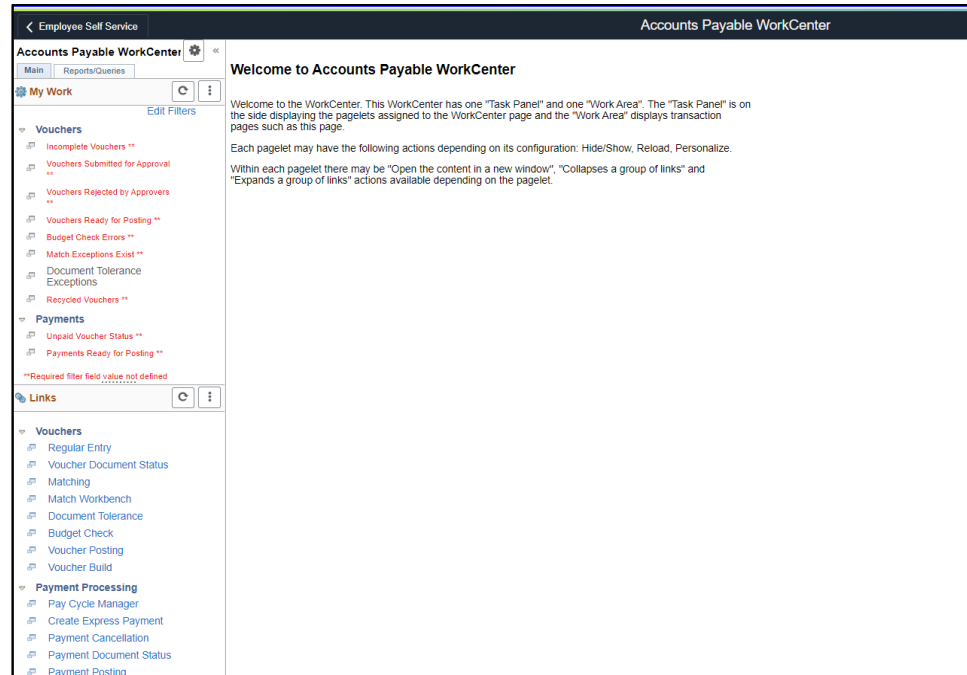
Module Updates and Changes

Accounts Payable – Updates and Changes

- AP Pages Moving to Classic Plus:
 - AP WorkCenter
 - AP Match Workbench
 - AP Voucher Template List
 - Voucher Quick Invoice Entry
 - Voucher Accounting Entries
 - Pay Cycle Details
 - Withhold Payment Search

Accounts Payable – Updates and Changes

Classic Plus Version: AP WorkCenter



Accounts Payable – Updates and Changes

Classic Plus Version: Match Workbench

The screenshot displays the 'Match Workbench' interface within a web browser. The browser's address bar shows the URL: `core.fttest2.gafirst.usg.edu/psp/fttest2/EMPLOYEE/ERP/q/ENTER_VOUCHER_INFORMATION_AP_MATCH_WB.GBL`. The browser's top navigation bar includes links for 'Apps', 'Employee Self Servi...', 'USG Services Status', 'USO', 'AU', 'Oracle', 'Benefits', 'PeopleSoft', '1099', 'PaymentWorks', 'Phire', 'LastPass', 'Monitor Approvals', 'Servers', and 'Files'. The page title is 'Match Request' and the breadcrumb is 'Match Workbench'. The main content area is titled 'Match Workbench' and features a 'Search' section. This section includes a 'Use Saved Search' dropdown, a 'Process Monitor' link, and several search criteria: 'Business Unit' (equal to), 'Match Status' (equal to), 'Voucher ID' (All Values), 'Supplier SetID' (equal to), and 'Supplier ID' (All Values). Each criterion has a corresponding search input field with a magnifying glass icon. Below these fields is a 'Max Rows to Retrieve' input set to '300'. At the bottom of the search section are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', and 'Delete Saved Search'. A 'Personalize Search' link is also visible on the right side of the search area.

Accounts Payable – Updates and Changes

New Voucher Spreadsheet Upload Process

- Before Release 5.60:
 - Users required ITS intervention to create a PeopleSoft Password which bypassed Single Sign-On Authentication
 - Users clicked "Generate XML and Post" on Excel Spreadsheet to upload data into Voucher staging tables
- After Release 5.60:
 - Users will no longer require a separate User ID
 - Users will click "Generate XML" to create the .XML file on the Excel Spreadsheet
 - Users will log into PeopleSoft through Single Sign-On Authentication
 - Users will upload the XML file in the new BOR AP Interface Process. See [AP.020.140 - Uploading Vouchers from MS Excel](#) for full details
 - All other processes (validating staging tables, voucher build, etc.) remain the same

Accounts Payable – Updates and Changes

1099 Withholding Reporting Changes – Coming Nov/Dec 2020

- The IRS changed its reporting methods for 1099 Withholding for the 2020 Reporting Year. There will now be two withholding forms:
 - New Form 1099-NEC
 - Beginning with tax year 2020, use Form 1099-NEC to report nonemployee compensation
 - This replaces 1099-MISC, Box 7 (Withholding Class 07)
 - Redesigned Form 1099-MISC
 - Due to the creation of Form 1099-NEC, the IRS revised form 1099-MISC and rearranged box numbers for reporting certain income (Class 07, 09, 10, 12, 14)
- More information about these changes can be found on the IRS website: <https://www.irs.gov/pub/irs-pdf/i1099msc.pdf> and <https://www.irs.gov/instructions/i1099msc>

Accounts Payable – Updates and Changes

1099 Withholding Reporting Changes – 1099 NEC Form

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		2020 Form 1099-NEC	
PAYER'S TIN		1 Nonemployee compensation \$	
RECIPIENT'S TIN		2	
RECIPIENT'S name		3	
Street address (including apt. no.)		4 Federal income tax withheld \$	
City or town, state or province, country, and ZIP or foreign postal code		5 State tax withheld \$	
FATCA filing requirement <input type="checkbox"/>		6 State/Payer's state no. \$	
Account number (see instructions)		7 State income \$	

Form 1099-NEC
www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

Highlighted box represent changes

Non-employee Compensation

Prior to CY 2020: 1099-MISC,
Class 07

CY 2020 - future: 1099-NEC,
Class 01

Accounts Payable – Updates and Changes

1099 Withholding Reporting Changes – 1099-MISC Form

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	
1 Rents \$	
2 Royalties \$	
3 Other income \$	
PAYER'S TIN	RECIPIENT'S TIN
5 Fishing boat proceeds \$	
7 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
9 Crop insurance proceeds \$	
11	
13 Excess golden parachute payments \$	
15 State tax withheld \$	
Form 1099-MISC	
www.irs.gov/Form1099MISC	
Department of the Treasury - Internal Revenue Service	

Highlighted boxes represent changes

Based on current information in our system, the only classes (not including NEC) used by institutions that have a change is:

Gross Proceeds Paid to an Attorney

Prior to CY 2020: 1099-MISC, Class 14

CY 2020 – Future: 1099-MISC, Class 10

Accounts Payable – Updates and Changes

- Oracle will provide additional 1099 Withholding software details in Nov/Dec 2020
- At that time ITS will be able to communicate any new 1099 Withholding Types/Classes for Suppliers and Vouchers

Accounts Payable – Updates and Changes

To prepare for 1099 Changes:

- Review Chapter 5 of the 1099 Processing User's Guide for CY2019
- Get Suppliers in order. Make sure they have the correct withholding classes.
- Get Vouchers in order. Make sure they have the correct withholding classes associated with payments

Accounts Payable – Resolved Known Issues

Known Issue: KI9.2-97_AP – Voucher Spreadsheet Upload

- **Issue:** Following Release 5.40 applied December 1, 2018, users working with the BOR Voucher Upload spreadsheet are receiving a “User Password Failed” error message when attempting the upload. This issue is related to the new Single Sign-On functionality that was implemented with the release, which required that previous user login credentials for PeopleSoft Financials be removed. This resulted in a password failure message for spreadsheet uploads.
- **Resolution:** A new Voucher Spreadsheet Upload Process has been created. For more information, see [AP.020.140 - Uploading Vouchers from MS Excel](#)

Accounts Payable – Resolved Known Issues

KI9.2-125_AP Voucher and Payment Request File Attachment Issue

- **Issue:** An issue was identified where the file does not upload and a message does not display when users attempt to upload an attachment to Payment Requests and/or Vouchers with a file name longer than sixty-five (65) characters.
- **Resolution:** Warning Message now appears when uploading an attachment with a file name longer than sixty-five (65) characters.

Questions?

Asset Management – Updates and Changes

New Query: BOR_AM_DEPR_VARIANCE

- New query was created to assist with AM reconciliation
- Navigation: Navigator > Reporting Tools > Query > Query Manager
- When assets are identified as being out of balance between the Net Book Value table and DIST_LN, users can run this query to determine what month is causing the variance.
- Rerunning depreciation close for the affected month will usually resolve the variance.

Note: the AM accounting period needs to be open in order to rerun the Depreciation Close Process for that period. If the period has already been hard closed, submit a ticket to the ITS Helpdesk for assistance.

Asset Management – Updates and Changes

- Use Asset NBV to Dist Line Compare Report to identify variances

AM Asset NBV to Dist Line Compare Report				
Accounting Date: 31-AUG-2020				
CATEGORY: BLDG				
<u>DESCRIPTION</u>	<u>ASSET STATUS</u>	<u>NBV AMOUNT</u>	<u>DIST LN AMOUNT</u>	<u>DIFFERENCE</u>
NEWTON BUILDING	I	\$ 338,487.15	\$ 338,487.17	\$ 0.02
AUXILIARY SERVICES RE-ROOF	I	\$ 242,503.25	\$ 242,503.21	\$ -0.04
JENKINS HALL HVAC UPGRADE	I	\$ 37,733.10	\$ 37,733.08	\$ -0.02
HVAC UPGRADE	I	\$ 37,733.10	\$ 37,733.08	\$ -0.02
G. HALL BLDG IMPROVEMENT FY 15	I	\$ 247,677.73	\$ 247,680.55	\$ 2.82
		\$ 904,134.33	\$ 904,137.09	\$ 2.76

- Then, use the new BOR_AM_DEPR_VARIANCE query to find the specific period

Asset ID	Book Name	Year	End Pd	Depr Amt	Dist	Var Amt
000000500013	ENTERPRISE	2016	2	528.760	525.94	2.820

Budget Prep – Updates and Changes

- Updated Non-Personal Services Page:
 - ORG budget validation updated – ORG budgets should total to zero or to match the APPROP budget:
- Updated Financials Build Process:
 - Will replace invalid or blank Personal Services accounts with 599000

Position Budget Mgmt – Updates and Changes

- Updated HCM Refresh:
 - Added Fringe estimates to refresh process
 - Users need to update/validate data in Fringe Accounts (Navigator > BOR Position Budget Mgmt > Position Budget Setup > Fringe Accounts)
- Updated Position Budget update page:
 - Added Per pay period estimates

Per Pay Period:						
Salary:	\$1,381.30	FICA:	\$105.67	Retirement:	\$263.28	Health/Life: \$240.58

Questions?

ePro & Purchasing – Updates and Changes

- ePro & Purchasing Pages Moving to Classic Plus
 - Add/Update POs
 - Buyer's Workbench
 - Expedite Requisitions
 - Core Receiving
 - Desktop Receiving

ePro & Purchasing – Updates and Changes

Classic Plus Version: Add/Update POs

Employee Self Service Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 98000 PO ID NEXT PO Status Initial
Copy From Budget Status Not Chkd
☐ Hold From Further Processing

Header ?

*PO Date 10/02/2020 Supplier Search
*Supplier Supplier Details
*Supplier ID
*Buyer
PO Reference

Header Details PO Defaults PO Activities Actions
Activity Summary Add Comments Add ShipTo Comments

Doc Tol Status Valid
Receipt Status Not Recvd
Priority Medium
*Dispatch Method Dispatch

Amount Summary ?

Merchandise 0.00
Freight/Tax/Misc. 0.00
Total Amount 0.00 USD
Calculate

Add Items From ?

Catalog Purchasing Kit Item Search

Lines ?

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.000	Open

View Printable Version View Approvals
Close Short All Lines *Go to ... More ...

Save Notify Refresh

ePro & Purchasing – Updates and Changes

Classic Plus Version: Buyer's Workbench

Employee Self Service Buyer's Workbench

New Window | Help | Personalize Page

Buyer's WorkBench

Filter Options

Business Unit 98000 WorkBench ID CLOSE_PO'S

Description Close_PO'S

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order	<input type="text"/>	To	<input type="text"/>
PO Date	<input type="text"/>	To	<input type="text"/>
Activity Date	<input type="text"/>	To	<input type="text"/>
Due Date	<input type="text"/>	To	<input type="text"/>
Request BU	<input type="text"/>	Requisition ID	<input type="text"/>
Supplier ID	<input type="text"/>		
Item ID	<input type="text"/>		
Buyer	<input type="text"/>		
Contract SetID	<input type="text"/>		
Contract ID	<input type="text"/>	Contract Version	<input type="text"/>
Release Number	<input type="text"/>		
GPO ID	<input type="text"/>		
GPO Contract	<input type="text"/>		

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Appr	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

Receiving

Recv Req'd

<input type="radio"/> All	<input type="radio"/> Not Received	<input type="radio"/> Partially Received	<input type="radio"/> Fully Received
---------------------------	------------------------------------	--	--------------------------------------

Matching

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input type="radio"/> Partial Match	<input checked="" type="radio"/> Fully Matched
<input type="radio"/> All	<input type="radio"/> None		

ePro & Purchasing – Updates and Changes

Classic Plus Version: Expedite Requisitions

< Buyer's Workbench

Expedite Requisitions

Home Search Alerts

New Window Help Personalize Page

Expedite Requisitions

Search Requisition Schedule Lines

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

*Business Unit

Category

Requisition ID

Supplier Name

Requisition Name

Requester

Buyer

☒ Include Lines With No Supplier

Origin

Requisition Schedule Lines

Include	Requisition ID	Line	Sched		Item Description	Select	Supplier Name	Location	PO Qty	UOM	Price	Curr.
<input type="checkbox"/>	0000507801	1	1		On set film wor	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	1.0000	EA	30000.00	USD
<input type="checkbox"/>	0000507278	6	1		Hand Sanitizer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	25.0000	DLR	12.42	USD
<input type="checkbox"/>	0000507278	7	1		Sanitizer Dispe	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	55.0000	DLR	14.60	USD
<input type="checkbox"/>	0000506853	4	1		CON-SNT-A99SFCS	<input type="checkbox"/>	CDW-G-001	MAIN	4.0000	EA	6300.00	USD
<input type="checkbox"/>	0000506853	5	1		CON-SNT-RSP5TR5	<input type="checkbox"/>	CDW-G-001	MAIN	4.0000	EA		USD

ePro & Purchasing – Updates and Changes

Classic Plus Version: Core Receiving

[<](#) Employee Self Service

Add/Update Receipts

Maintain Receipts

Receiving

Business Unit 39000

Receipt ID 0000584445

Header Comments/Attachments

Document Status

Receipt Status Fully Received ✖

Activities

► Header

Select Purchase Order

Close Short All Lines

Print Delivery Report

Run PO Receipt Accrual



Receipt Lines

Q

1-1 of 1

View All

Receipt LinesMore DetailsLinks and StatusItem / Mfg DataOptional InputSource Information

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track
1		Kennedy Suites - Remediation D	1.0000	 1000.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track ✖

☐ Interface Receipt☐ Run Close Short

Interface Asset Information

SaveNotifyRefresh

AddUpdate/Display

ePro & Purchasing – Updates and Changes

Classic Plus Version: Desktop Receiving

[Employee Self Service](#)

Receive Items

[New Window](#) | [Help](#) | [Personalize Page](#)

Receive Items

You have 1 line open for receiving

Receive Selected

 and go to the Receive Form.

Desktop Receiving should not be used for Receipt of Assets. Request the appropriate staff on your campus to create a PO Receipt instead

Requisition Lines to Receive

1-1 of 1

Requisition Lines to Receive

Purchase Order Details

	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID
<input type="checkbox"/>	39000	0000550119	Mellow Gel Hand Sanitizer with Moisturizer and Vitamin E, 8 oz. (ML310-CC)		1	0	EA	CENTREC		Kelly L Wood	STAPLE-CAT-001	

Check All

Clear All

[Inquire Receipts](#)

Manage Return To Supplier

ePro & Purchasing – Release 5.60 Preparation

ITS recommends all ePro Requisitions are in an Open or Approved status prior to **5:00 p.m. on Friday, October 16, 2020**

ePro & Purchasing - Known Issues

- Resolved:
 - KI9.2-133_ePro: Closed Requisitions Not Liquidating
- No New Known Issues

Questions?

General Ledger – Updates and Changes

- Journal Upload Spreadsheet
 - Continue to use the current version of the Journal Upload Spreadsheet which can be found on the [GeorgiaFIRST Financials website](#)

Travel & Expenses – Updates and Changes

Fluid Expense Report creation via the Create Expense Report tile has a new dropdown menu:

- Add Expense Lines
- Add from Quick-Fill
- New Option: Copy Expense Report

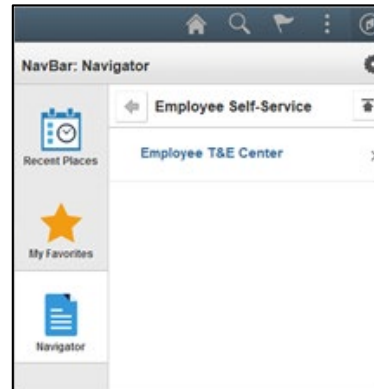
Note: Users should not copy an Expense Report from a prior fiscal year

The screenshot displays a web form for creating an expense report. It is divided into two main sections: 'General Information' and 'Expense Details'. In the 'General Information' section, there are four fields: '*Business Purpose' (a dropdown menu with 'Attend Meetings' selected), '*Description' (a text input field with 'Meeting in Savannah'), 'Destination Location' (a text input field with 'SAVANNAH' and a search icon), and 'Reference' (a text input field with a search icon). The 'Expense Details' section contains a single field, 'Expense Report Action', which is a dropdown menu. This dropdown menu is highlighted with a red rectangular box, and its list of options is visible: 'Add Expense Lines' (highlighted in blue), 'Add from Quick-Fill', and 'Copy Expense Report'.

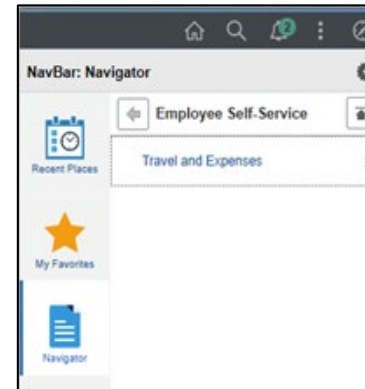
Travel & Expenses – Updates and Changes

- Self-Service Portal Employee T&E Center navigation removed
 - NavBar > Navigator > Employee Self-Service
 - One less mouse click and menu now matches Core portal

Previous Navigation



New Navigation



Travel & Expenses – Updates and Changes

Cash Advance Accounting Details will be editable

Create Cash Advance [Save for Later](#)

Katherine Smith

*Business Purpose

*Advance Description

Reference

[User Defaults](#)

[Import ATM Advances](#)

[View Printable Version](#)

[Notes](#)

[Attachments](#)

Cash Advance ?

*Source

Description

*Amount

Currency

Accounting Details

ChartFields

GL Unit	Account	Fund	Dept	Program	Class	Bud Ref
<input type="text" value="98000"/>	<input type="text" value="132300"/>	<input type="text" value="10000"/>	<input type="text" value="7310000"/>	<input type="text" value="16400"/>	<input type="text" value="11000"/>	<input type="text" value="2020"/>

Travel & Expenses – Release 5.60 Preparation

- ITS recommends all transactions be fully approved prior to **5:00 p.m. on Friday, October 16, 2020**
- Transaction Types Are:
 - Travel Authorizations
 - Cash Advances
 - Expense Reports

Questions?

Calendar Year-End Updates

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

- ITS is working on the annual per diem updates
- Estimating November 19, 2020 to be applied to production
- An announcement will be sent once the updates are complete

CY2020 1099 Withholding Reporting

- Oracle Webinar scheduled for November 2020
- An announcement will be sent once we determine what changes will be required
- To support users, ITS will host a 1099 Changes Meeting in early December 2020

Other Production Updates

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

Process Monitor (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.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14104569		Application Engine	EX_EE_UPDATE	OIITKATE	09/28/2020 4:29:09PM EDT	Success	Posted	Details
<input type="checkbox"/>	14104427		Application Engine	EX_TRAN_PRCS	OIITKATE	09/25/2020 7:51:36AM EDT	Warning	Posted	Details

Process Detail

Process

Instance 14104569 Type Application Engine
Name EX_EE_UPDATE Description Expenses Employee Update
Run Status Success Distribution Status Posted

Run

Run Control ID Support
Location Server
Server PSUNK
Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content ☐ Restart Request

Date/Time

Request Created On 09/28/2020 4:29:12PM EDT
Run Anytime After 09/28/2020 4:29:09PM EDT
Began Process At 09/28/2020 4:29:20PM EDT
Ended Process At 09/28/2020 4:42:51PM EDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Transfer View Locks

OK Cancel

Process Monitor (con.)

- 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.

Process Monitor (con.)

- 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

Process Monitor (con.)

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!

Questions?

Preparing for Release 5.60

- 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 Friday, October 16, 2020.
- Review Release 5.60 documentation as it becomes available from ITS (Job Aids, Business Processes, Known Issues, etc.).

Release 5.60 Related Documentation

- [Clearing Your Browser Cache Job Aid](#)
- [Resolving Browser Related Issues When Using GeorgiaFIRST Marketplace to Issue a Requisition](#)
- [AP.020.140 – Uploading Vouchers from MS Excel](#)
- [Release 5.60 Release Notes](#)

thank you!





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