GeorgiaFIRST Financials
Production Update
Wednesday, October 7, 2020
The presentation video can be found on the GeorgiaFIRST YouTube channel here.
• 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**
  - GeorgiaFIRST 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 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
• 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
## 8.58 Certified Browser Versions

<table>
<thead>
<tr>
<th>Browser</th>
<th>Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Safari (both OS X and iOS)</td>
<td>12.x, 13.x</td>
</tr>
<tr>
<td>Google Chrome for Windows</td>
<td>79.x minimum</td>
</tr>
<tr>
<td>Google Chrome for Android</td>
<td>8.x, 9.x, 10.x</td>
</tr>
<tr>
<td>Microsoft Edge</td>
<td>42.18362 minimum</td>
</tr>
<tr>
<td>Microsoft Internet Explorer</td>
<td>11.x</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>68.x ESR 71 minimum</td>
</tr>
</tbody>
</table>
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.
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.
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_PRCSDEFN
- 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
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 Checklist

Selection Criteria

Pay Cycle Status

Status Completed Refresh

Pay From Date 07/01/2012
Pay Through Date 08/01/2012
Payment Date 08/01/2012
Schedule Payments Selected 0

Process Monitor

Details

Process Server Step Name
Process Payment Selection
Process Payment Selection & Creation

Pay Cycle Reset

Server Reset

Pay Cycle Exceptions

Pay Cycle Error Financial Sanctions Exceptions Discount Lost Discount Denied Withholding Bank Replacement

Pay Cycle Results

Main Information Additional Info View All

Process Recreate Description Bank Account Status Server Name *Output Type Output Destination
Process Recreate Print Checks WELLS MAIN Completed PSUNX Web
Process Recreate Print File Copy WELLS MAIN Completed PSUNX Web
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
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
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)

Accounts Payable – Updates and Changes

1099 Withholding Reporting Changes – 1099 NEC Form

Highlighted box represents 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

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
• 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
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
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?
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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ASSET STATUS</th>
<th>NBV AMOUNT</th>
<th>DIST LN AMOUNT</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEWTON BUILDING</td>
<td>I</td>
<td>$338,487.15</td>
<td>$338,487.17</td>
<td>$0.02</td>
</tr>
<tr>
<td>AUXILIARY SERVICES RE-ROOF</td>
<td>I</td>
<td>$242,503.25</td>
<td>$242,503.17</td>
<td>$-0.04</td>
</tr>
<tr>
<td>JENKINS HALL HVAC UPGRADE</td>
<td>I</td>
<td>$37,733.10</td>
<td>$37,733.08</td>
<td>$-0.02</td>
</tr>
<tr>
<td>HVAC UPGRADE</td>
<td>I</td>
<td>$37,733.10</td>
<td>$37,733.08</td>
<td>$-0.02</td>
</tr>
<tr>
<td>G. HALL BLDG IMPROVEMENT FY 15</td>
<td>I</td>
<td>$247,677.73</td>
<td>$247,680.55</td>
<td>$2.82</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$904,124.33</td>
<td>$904,127.09</td>
<td>$2.76</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Book Name</th>
<th>Year</th>
<th>End Pd</th>
<th>Depr Amt</th>
<th>Dist</th>
<th>Var Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000005000013</td>
<td>ENTERPRISE</td>
<td>2016</td>
<td>2</td>
<td>528.760</td>
<td>525.94</td>
<td>2.820</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $1,381.30</td>
</tr>
</tbody>
</table>
Questions?
• 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
ePro & Purchasing – Updates and Changes

Classic Plus Version: Buyer's Workbench
Classic Plus Version: Expedite Requisitions
ePro & Purchasing – Updates and Changes

Classic Plus Version: Core Receiving

[Image of the ePro & Purchasing interface, showing the Maintain Receipts section with details on a receipt line for Kennedy Suites - Remediation D.]
ePro & Purchasing – Updates and Changes

Classic Plus Version: Desktop Receiving

Receive Items

You have 1 line open for receiving

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

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

☐ 39000 00008550119 Mellow Gel Hand Sanitizer with Moisturizer and Vitamin E, 8 oz (ML310-CD) 1 0 EA CENTREC Kelly L Wood STAPLE-CAT-001
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](https://www.georgiafirstfinancials.com)
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
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
Cash Advance Accounting Details will be editable
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
• 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.
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!
Questions?
- 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 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!