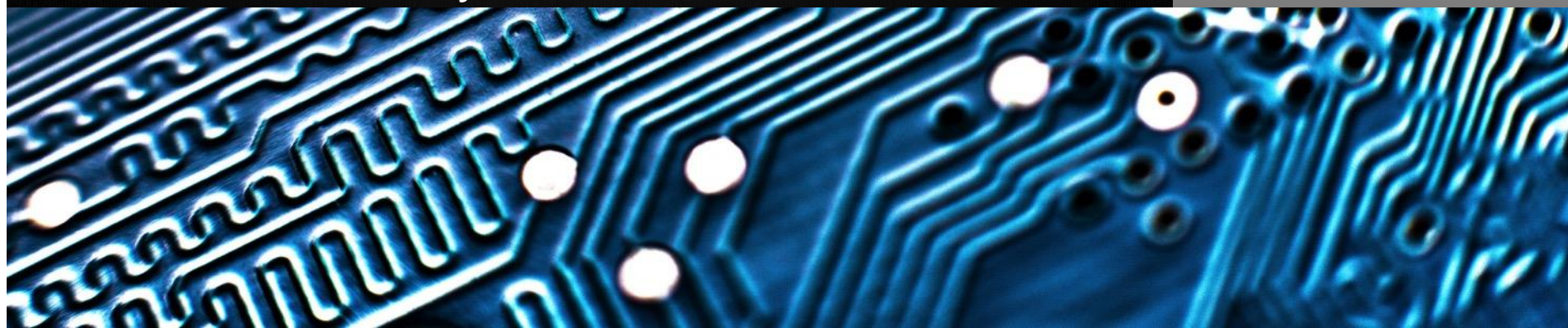


Georgia*FIRST* Financials Production
Update WebEx
Wednesday, November 14, 2018

2:00pm-
3:00pm



- Annual Oracle Maintenance Release 5.40
 - Release Schedule
 - FPLAY Database Refresh
 - Supported Browsers
 - User Experience Changes
 - Module Updates and Changes
 - Preparing for Release 5.40
- Calendar Year-End Updates
- Q&A

Annual Oracle Maintenance Release 5.40



Annual Oracle Maintenance Release 5.40

- Schedule for Application of Release 5.40
 - All Georgia*FIRST* users should log out before **5:00pm, Thursday, November 29**
 - Production will be down all day Friday, November 30
 - Production will be available for institutional access **by 7:00am, Monday December 3**



Annual Oracle Maintenance Release 5.40

- Release will consist of:
 - PeopleTools Upgrade to 8.56.12
 - PeopleSoft Update Images (PI)
 - Images 24 - 27
 - BOR modification retrofits
 - Resolved Known Issues - 7

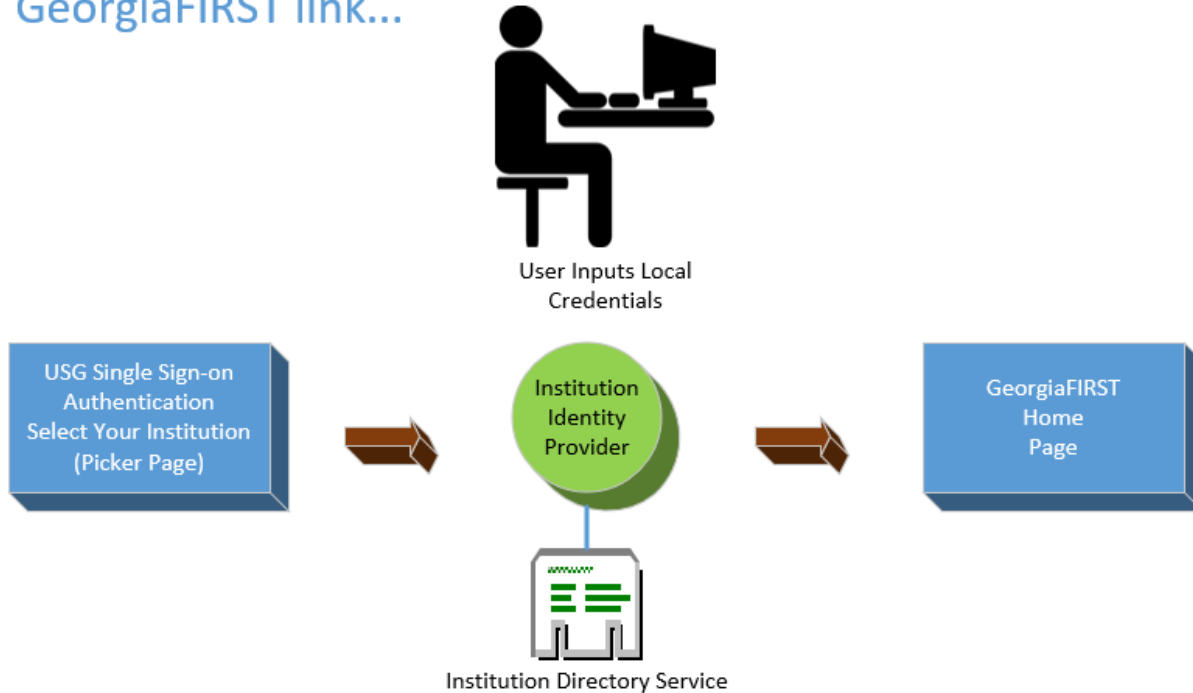


Annual Oracle Maintenance Release 5.40

- Implementation of Single Sign-On
 - As of 7:00am December 3, 2018
 - Using the same SSO as OneUSG so no additional setup is needed
 - Multi-factor authentication
 - If your institution has implemented a MFA solution, it will work for Financials SSO

Annual Oracle Maintenance Release 5.40

GeorgiaFIRST link...



Annual Oracle Maintenance Release 5.40

- In order for the user to authenticate, the following must match:

Institution Attribute	GeorgiaFIRST Data
Institution (3-digit Company Code)	Company Code from Security Class (PSOPRDEFN.OPRCLASS)
Employee ID	EMPLID from Security Account (PSOPRDEFN.EMPLID)
Last Name	Last Name from Personal Data (PS_PERSONAL_DATA.LAST_NAME_SRCH)

Annual Oracle Maintenance Release 5.40

- Implementation of Single Sign-On
 - Creating Financial User Accounts
 - Security Admins will still be able to setup users.
 - Self-registration will still be available.
 - The OPRID (PeopleSoft Username) should not match the SSO Username.
 - The important thing is to have the EMPLID accurately populated along with the OPRCLASS which contains the institutions company.

Annual Oracle Maintenance Release 5.40

- Implementation of Single Sign-On
 - Access Financials from Georgia*FIRST* Financials website
 - Current browser bookmarks/favorites for Georgia*FIRST* Financials should be deleted.
 - Create a new bookmark/favorite for Georgia*FIRST* Financials
<https://www.usg.edu/gafirst-fin/>

Annual Oracle Maintenance Release 5.40



GEORGIAFIRST

Information Technology Services

Delivering Trusted Financial Management Solutions

Home

Documentation

+

Announcements

Known Issues

+

PeopleSoft Financials was implemented at the teaching institutions of the University System of Georgia, along with the University System Office (USO), under the project name "GeorgiaFIRST" in January 1998. The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making. The single application model and a consolidated database containing the data for all

Active GeorgiaFIRST
Financials User

Self-Service Users

Enter Travel, Approve ePro
Requisitions and other Worklist



Annual Oracle Maintenance Release 5.40

Active GeorgiaFIRST Financials User

Self-Service Users

Enter Travel, Approve ePro Requisitions and other Worklist Items.

[GeorgiaFIRST Self-Service](#)

Core Users

Enter and process financial transactions, run reports or queries, analyze financial data.

[GeorgiaFIRST Financials](#)

New GeorgiaFIRST Financials User

Register as a new Self-Service user.

[Register For My Account](#)

Global GeorgiaFIRST Financials

Global users include Office of Fiscal Affairs, Department of Audits, DOAS.

[Global GeorgiaFIRST Financials](#)

Annual Oracle Maintenance Release 5.40

- Implementation of Single Sign-On
 - Login button options:
 1. Georgia*FIRST* Self-Service – T&E entry, Worklist approvals
 2. Georgia*FIRST* Financials – Core users
 3. Register For My Account – New user self-registration
 4. Global Georgia*FIRST* Financials
 - Job functions require access to all institutions (business units)
 - Typically have a XXX_USG or BOR_SHARE User ID

Annual Oracle Maintenance Release 5.40


- Implementation of Single Sign-On
 - Login button #1 and #2
 - Goes to picker page
 - Select your institution (logo)
 - Institutions single sign-on page
 - Enter single sign-on local credentials (*like you do today for OneUSG Connect and not your Financials User ID and password*).

Annual Oracle Maintenance Release 5.40

USG Single Sign-on Authentication

☒ Remember my choice.

Select your institution:



University System Office Single Sign-On

username

password

Login

[Reset your password](#) using the mypassword self-service portal.

[Contact the Helpdesk](#) for questions and support.

NOTE: Using the links above will cause your session to timeout. You will need to revisit the service/application you were attempting to access after correcting your login issue.

If Institution has implemented multi-factor authentication solution,
a notification will be sent.

Annual Oracle Maintenance Release 5.40

- Implementation of Single Sign-On
 - Login button #3 “Register For My Account”
 - Goes to Georgia*FIRST* Financials login page
 - Click the “Register For My Account” link
 - Login button #4 “Global Georgia*FIRST* Financials”
 - Does not use Single Sign-on
 - Goes to Georgia*FIRST* Financials login page
 - Enter Financials User ID and password

Annual Oracle Maintenance Release 5.40

- Regression Testing
 - Announcement sent out November 8th
 - Only applies to institutions using PSQUEST 2-tier access
 - Testing recommended due to PeopleTools upgrade and table changes
 - Need to ensure your access to data not impacted

FPLAY Database Refresh Schedule

- Plan to refresh FPLAY week of December 10
 - Will be unavailable approximately 5 business days
 - Will refresh from current production and apply release 5.40
 - Will be turning on SSO for FPLAY
- Notify kistie.manders@usg.edu if you have users setup for Training that you wish to retain.



Supported Browsers



Supported Browsers for PT8.56.12

- There are no changes for supported browsers.
- Issues may still be encountered that include lookups not returning results, buttons not active on the page, etc.
- As always, it is best practice to clear browser cache on a regular basis.



Supported Browsers for PT8.56.12

Refer to the following documentation:

- Browser Compatibility Guide for PeopleSoft Applications, PeopleTools 8.53-8.56
- Clearing Your Browser Cache Job Aid

http://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents



Release 5.40 User Experience Changes



Annual Oracle Maintenance Release 5.40

- PeopleSoft Classic Plus User Interface
 - Classic Plus is a hybrid between existing Classic and Fluid
 - Slightly bigger layout
 - Classic Plus pages present in multiple modules

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
Process	<input type="checkbox"/>	Payment Selection
Process	<input type="checkbox"/>	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	

Annual Oracle Maintenance Release 5.40

- Homepage Changes
 - Action List ‘Hamburger’



- has been replaced by more familiar 3 dots



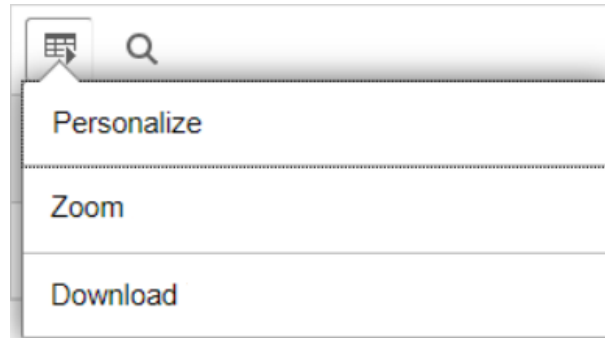
Annual Oracle Maintenance Release 5.40

- Changes to Grid Options on Classic+ pages

The options that are currently in upper right hand corner



Now appear in the upper left corner of the grid box



Release 5.40 Module Updates and Changes



General Ledger– Updates and Changes

- Department Manager Dashboard
 - Functionality delivered in December 2017 that allows Department Managers to view financial data, including budgets, pre-encumbrances, encumbrances, expenses, and the detail behind these numbers in one place.
 - Performance enhancement was needed after the initial release.
 - Changed from a real-time view to an hourly refresh

Employee Self Service | Department Manager Expenses

Budget Reference: 2017

Search: 98000

Clear

Account: 700000 (215), 500000 (85), 600000 (77), 727000 (45)

Fund: 10000 (101)

Pivot Grid

Press hold icon and drag and drop to column or row below. Need help?

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
- All	2715941257.640	589.170	19765507.600	2655020580.770	41154580.100
600000	1181934.030	0.000	0.000	1131770.130	50163.900
700000	2714759323.610	589.170	19765507.600	2653888810.640	41104416.200



General Ledger– Updates and Changes

- New Top Supplier Dashboard
 - Allows users to view their top supplier activity for a fiscal year
 - Supplier Dashboard functionality is similar to the Department Manager Expense and Revenue Dashboards
 - Department-level security
 - Drill down capability into supplier information and voucher data
 - Navigation: BOR Menus > BOR Accounts Payable

Top Supplier

Prompts: Business Unit: 53000, Fiscal Year: 2018. Search and Clear buttons are present.

Supplier ID list (checked items): CAT0000010 (7315), CAT0000002 (1365), CAT0000003 (717), 0000003898 (629), 0000003791 (416), 0000000230 (387), CAT0000035 (381), 0000004115 (344), CAT0000197 (305), CAT0000008 (296).

Pivot Grid: Press hold icon and drag and drop to column or row below. Need help?

Column	Values
Row	Supplier ID
- All	Voucher (\$um)
- All	1159319.130
0000003791	829110.990
CAT0000010	330208.140





General Ledger– New Known Issue

- Budgets Overview Page displays all columns in the results instead of a user's saved preferences.

Current Production:

Budget Overview Results															Personalize Find View All First 1-5 of 5 Last		
Ledger Group	Account	Fund	Dept	Department Description	Program	Class	Bud Ref	Project	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance Available Budget*	Percent Available		
1	APPROP	700000	10600	0211050	Visual Arts Fee Tier I	11100	11000	2019		2019	1	20,000.00	312.78	0.00	0.00	19,687.22	98.44
2	APPROP	700000	10600	0211050	Visual Arts Fee Tier I	11100	11000	2019		2019	2	0.00	36.43	200.00	0.00	-236.43	0.00
3	APPROP	700000	10600	0211050	Visual Arts Fee Tier I	11100	11000	2019		2019	3	-1,447.00	636.93	-200.00	0.00	-1,883.93	130.20
4	APPROP	700000	10600	0211050	Visual Arts Fee Tier I	11100	11000	2019		2019	4	0.00	12.86	0.00	4,800.00	-4,812.86	0.00
5	APPROP	700000	10600	0211050	Visual Arts Fee Tier I	11100	11000	2019		2019	5	0.00	0.00	4,800.00	-4,800.00	0.00	0.00
Return to Criteria *Notes																	

After Release:

Budget Overview Results														1-4 of 4				View All	
		Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Program	Program Code Description	Class	Class Description	Bud						
1		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2011						
2		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2011						
3		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2011						
4		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2011						
Return to Criteria														*Notes					

General Ledger– New Known Issue

- Budgets Overview Page Workaround:
 - To personalize preferences:

Budget Overview Results

Personalize

Zoom Budget Overview Results

Download Budget Overview Results Table to Excel

				Account Description	Fund	Fund Code Description	Dept	Department Description	Program	Program Code Description	Class	Class Description	Bud
				Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2015
2		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2015
3		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2015
4		APPROP	700000	Operating Supplies & Expenses	10600	Other General	0211050	Visual Arts Fee Tier I Lab	11100	General Academic Instruction	11000	General Operations	2015

Grid Customization

Budget Overview Results

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

Show Budget Transaction Types (frozen)

Ledger Group

Account

Account Description

Fund

Fund Code Description

Dept

Department Description

Program

Program Code Description

Class

Class Description

Bud Ref

Budget Reference Description

Project

Project Description

Fiscal Year

Period

Budget

Expense

Encumbrance

Pre-Encumbrance

Available Budget*

Percent Available

Sort Order

Descending

OK Cancel Preview Copy Settings

General Ledger– New Known Issue

- Budgets Overview Page Workaround:
 - ***Budgets Overview*** customized setting available



Grid Customization [Help](#)



Budget Overview Results



Personalize Column and Sort Order



To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.



Column Order



Show Budget Transaction Types (frozen)  



Ledger Group  



Account  



Account Description  



Fund  



Fund Code Description  



Dept  



Department Description  



Program  



Program Code Description  



Class  



Class Description  



Bud Ref  



Budget Reference Description  



Project  



Project Description  



Fiscal Year  

Period  

Budget  



Expense  



Encumbrance  



Pre-Encumbrance  



Available Budget*



Percent Available



Sort Order  



 



 



 



 



 



 



 



 



 



 



 



 



 



 



 



 



 



 



 

Hidden  

Frozen  

Descending  

OK **Cancel** **Preview** **Copy Settings** [Share Settings](#) [Delete Settings](#)

Share Settings

Share Your Customization Settings

☐ Private

☒ Public **Name:**

(Name applied to all customization settings for this component)

OK **Cancel**

ePro & Purchasing – Updates and Changes

- New Option upon Save when Adding or Updating a supplier:
 - Select Yes to Submit Approval after saving
 - Select No to Submit Approval later



ePro & Purchasing – Updates and Changes

Identifying Information Address Contacts Location Custom

SetID SHARE

Supplier ID NEXT

*Supplier Short Name TESTINGTER

*Classification Federal

HCM Class

*Persistence Regular

*Supplier Status Unapproved

*Supplier Name TESTING TERESA

Additional Name

☐ Withholding

☒ Open For Ordering

*Supplier Audit Default

☐ Supplier Audit

Check for Duplicate

Select Yes to Submit Approval after saving, No to Submit Approval later, or Cancel to Cancel saving. (7025,903)

Yes No Cancel

Supplier Relationships

☐ Corporate Supplier

☐ InterUnit Supplier



ePro & Purchasing – Updates and Changes

- Select 'Yes' and you are now able to add Approval comments, that can be viewed by the Approver.
- Comments are not required.

The screenshot displays a web application interface. In the background, a form contains fields for 'SetID' (SHARE), 'Supplier ID' (NEXT), 'Name' (TESTINGTER), 'Location' (Federal), 'Class', 'Frequency' (Regular), and 'Status' (Unapproved). There is also a checkbox for 'Corporate Supplier' and a 'Supplier Hierarchy' link. Overlaid on this is a modal window titled 'Approval Comments'. Inside the modal, the 'SetID' is SHARE and the 'Supplier ID' is NEXT. Below these is a large text area labeled 'Additional Details' with a blue pencil icon to its right. At the bottom of the text area, it says '254 characters remaining'. The modal has 'OK' and 'Cancel' buttons at the bottom.

ePro & Purchasing – Updates and Changes

- Select 'No' and the supplier will be saved and a 'Submit for Approval' button becomes available on the Identifying Information tab.

Employee Self Service

Summary Identifying Information Address Contacts Location Custom

SetID SHARE *Supplier Name TES

Supplier ID 0000030500 Additional Name

*Supplier Short Name TESTINGTER TESTINGTER-001

*Classification Federal Check for Duplicate

HCM Class

*Persistence Regular

*Supplier Status Unapproved Submit For Approval

ePro & Purchasing – Updates and Changes

- When you are ready, you will select the ‘Submit for Approval button.
- This opens the Approval Comments box.
- Select OK and the supplier will route for approval.

ePro & Purchasing – Updates and Changes

- Budget Check and Cancel icons returning on Maintain PO page (Add/Update POs)

Employee Self Service

Purchase Order

Maintain Purchase Order

Purchase Order

Business Unit
PO ID 0000538151
Copy From

PO Status Approved
Budget Status Not Chk'd
☐ Hold From Further Processing

Header

*PO Date 07/31/2018
*Supplier M -001
*Supplier ID 0000024768
*Buyer j...
PO Reference

[Supplier Search](#)
[Supplier Details](#)
[Mettler-Toledo, LLC](#)
[Julie](#)

Doc Tol Status Valid
Receipt Status Not Recvd
*Dispatch Method Print

[Dispatch](#)

Amount Summary


Merchandise 3,840.00
Freight/Tax/Misc. 0.00
Total Amount 3,840.00 USD
Encumbrance Balance

[Calculate](#)

[Header Details](#)
[PO Defaults](#)
[PO Activities](#)
[Requisitions](#)
[Actions](#)

[Activity Summary](#)
[Edit Comments](#)
[Add ShipTo Comments](#)
[Document Status](#)

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ePro & Purchasing – Preparation for the Release

- Recommend that all ePro & Purchasing transactions should be in Pending or Approved Status prior to release 5.40



ePro & Purchasing - Resolved Known Issues

- **KI9.2-71_PO** – Unable to Create Amount Only PO via Express Purchase Order page
- **KI9.2-49_PO** – Process Option Changes for Maintain Purchase Order and Express Purchase Order pages
- **KI9.2-40_ePro** – Account Field Not Editable

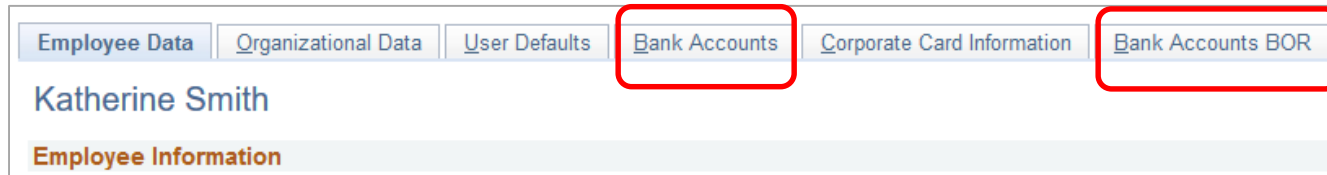
Updated:

- **KI9.2-3** – PO Print Run Control Page – Number of Copies



Travel and Expenses – Updates and Changes

- Bank Accounts and Bank Accounts BOR Tabs Update Access Removed
 - OneUSG integrates with PeopleSoft Financials to send personal, job, and bank account data
 - Bank Account updates should occur in OneUSG Connect and feed to PeopleSoft Financials
 - ITS Support will have access to update Bank Account information in PeopleSoft Financials in emergency situations only



The screenshot displays a user interface with a horizontal tab bar at the top. The tabs are labeled: 'Employee Data', 'Organizational Data', 'User Defaults', 'Bank Accounts', 'Corporate Card Information', and 'Bank Accounts BOR'. The 'Bank Accounts' and 'Bank Accounts BOR' tabs are highlighted with red rectangular boxes. Below the tabs, the text 'Katherine Smith' is displayed in a large blue font, and 'Employee Information' is displayed in a smaller orange font below it.



Travel and Expenses – Preparation for the Release

- All Expense transactions should be in Pending or Approved Status prior to release 5.40
 - Pending = created and saved or sent back to the traveler
 - Run the **BOR_EX_WF_BLACK_HOLE** query to monitor approvals in process



Travel and Expenses – Resolved Known Issues

- **KI9.2-70_EX** – Issues Adding Meal Lines to a Fluid Expense Report Using Quick-fill
- **KI9.2-72_EX** – Incorrect Chartstrings on Fluid Expense Report When Accounting Defaults Changed
- **KI9.2-73_EX** - Creating Travel Authorization from a Template Causes Accounting Details to be Blank
- **KI9.2-74_EX** – Default Creation Method of Copy an Existing Report Causes Javascript Error in Fluid Expense Report



Accounts Payable – Updates and Changes

- New workflow available - Voucher Fund Approval
 - Non-PO vouchers using specified Fund Codes will route for Voucher Fund Approval.
 - Fund Codes to be used are institution-specific.
 - Voucher Fund Approvers are pooled for all Fund Codes.
 - New security role: **BOR_VOUCHER_FUND_APPROVAL**.
 - Use of Voucher Fund Approval is optional.



Accounts Payable – Updates and Changes

- New AP Queries:
 - BOR_AUDIT_AP_VCHR_ENTRY_ID - Vouchers w/User Entered ID
 - BOR_AUDIT_AP_VCHR_SINGLEPAY- Vouchers for Single Pay Vendor

Created for DOAS for Single Payment Vendor and
Voucher Analysis



Accounts Payable – Updates and Changes

- New Voucher Upload Spreadsheet:
 - A new version of the Voucher Upload Spreadsheet will be posted to the Georgia*FIRST* website prior to the 5.40 release.
 - The current version will still work after 5.40.
 - An announcement and updated job aid will be sent out and posted on the website.



Security – Updates and Changes

- New Security Administration WorkCenter!

The screenshot displays the 'Employee Self Service' header at the top. Below it, the 'Security WorkCenter Dashboard' is visible, featuring tabs for 'Main', 'Queries', and 'Reports'. A 'Links' section on the left lists several options: 'Approval Related Security Updates', 'External Links', 'User Preference and User Specific Setup', and 'User Profile Administration'. The main content area welcomes users to the 'Security Administration WorkCenter' and explains that it serves as a central hub for local security administrators to perform daily tasks, providing access to common security administration pages, queries, reports, and external documentation.

Employee Self Service

Security WorkCenter Dashboard

Main Queries Reports

Links

- Approval Related Security Updates
- External Links
- User Preference and User Specific Setup
- User Profile Administration

Welcome to the Security Administration WorkCenter

This workcenter provides a central place for local security administrators to perform their daily activities, without the hassle of navigating to many different menu locations. You will find common security administration pages, queries, reports and links to external documentation.

Security – Updates and Changes

- New Security Administration WorkCenter!
 - In an effort to help centralize Security Administrators daily activities!
 - Includes all pages that are accessed as part of your daily security administration duties, as well as helpful queries and reports!
 - Part two will be coming later, and will include options to personalize the WorkCenter and add favorite queries, reports, or links so you have one place to go and will not have to memorize navigation.
 - If you have any other suggestions to add to it, send them my way!



Preparing for Release 5.40

- How to prepare:
 - Communicate system downtime
 - Change Management:
 - Prepare users for Single Sign-On Changes
 - ITS will provide a job aid
 - Have users create bookmark/favorite for Georgia*FIRST* website
 - Download new Voucher spreadsheet (optional)
 - Plan for use of new features
 - Voucher Fund Workflow setup
 - Vendor Spend Dashboard
 - Security Administrator Dashboard



Calendar Year-End Updates



Annual Per Diem Updates (CONUS/OCONUS)

- Working on the annual per diem updates
- Estimating mid to late November for updates to be applied to production
- An announcement will be sent once they are complete



CY2018 1099-MISC Reporting

- Oracle Webinar scheduled for 11/15/2018
- An announcement will be sent once we determine if changes will be required



Questions?





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Information Technology Services