

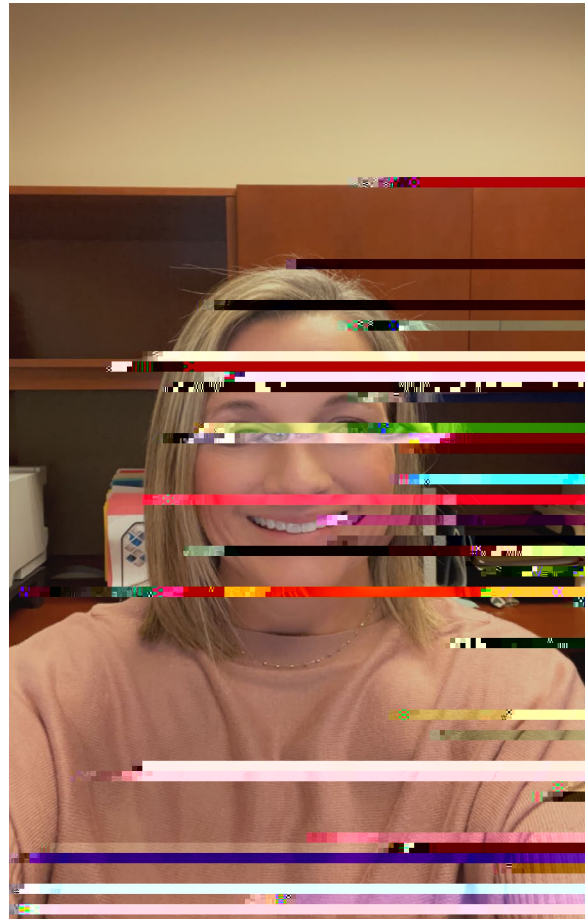
Housekeeping

- Please make sure you are muted, and your camera is turned off
- Session is being recorded
- Today's recording can be found [here](#). All meeting materials will be sent out to all participants
- Please use the chat feature for questions



Staffing Update

Introducing Teresa Page, Georgia *FIRST* Financials Assistant Director:



- ITS hosted FY2024 Change in Expense Reimbursement Module – Meal(s) Per Diem demo. The presentation can be found on the Georgia *FIRST* Financials website [here](#).
- The following interactUSG presentations can be found on the Georgia *FIRST* Financials website [here](#).
 - Birds of a Feather: Travel & Expense and Accounts Payable

Model Change Requests

Outstanding Change Requests

CR #	Description	Status
& + * ù	Accounts Payable 3 D \ P H Q W L Q Y R I Z I D H N H G O ù W H I L H O G ù	Impact Assessment/Poll
& + * ù	(G L W M R X U Q D O , P ' S I R W L \$ I V V B W L R I Q O	
& + * ù		

- No changes for supported browsers
- As always, it is best practice to clear browser cache on a regular basis.
- Refer to the following documentation which can be found [here](#).
 - Browser Compatibility Guide
 - Configuring Browser Settings
 - Clearing Browser Cache

Questions?



Annual Maintenance Release 5.90/1.60 Overview

Release 5.90 Overview

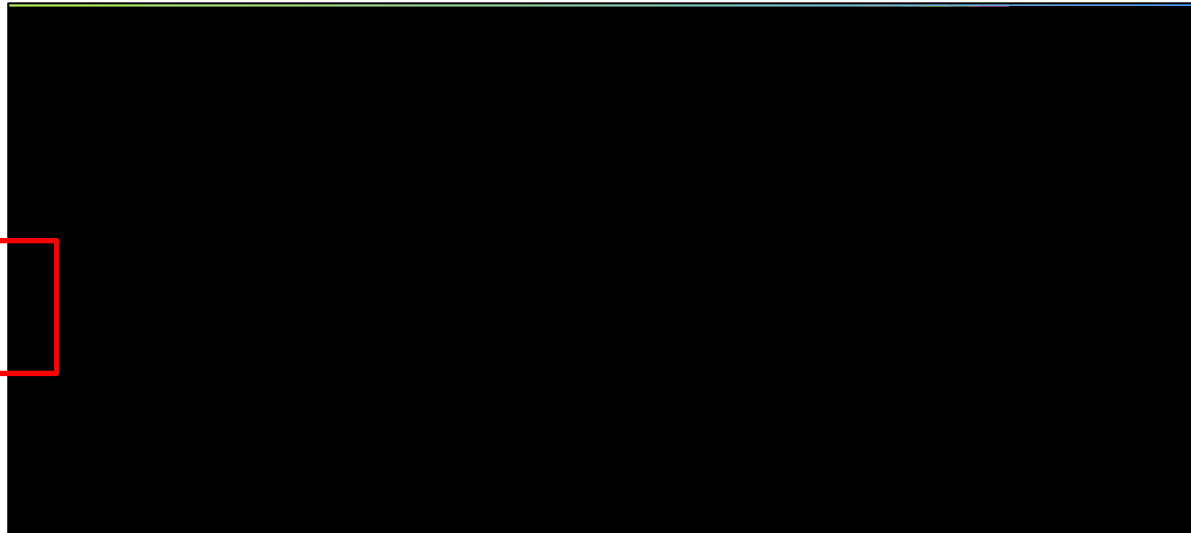
- Release 5.90 Schedule
 - Georgia *FIRST* users should complete all daily

Release 1.60 Overview

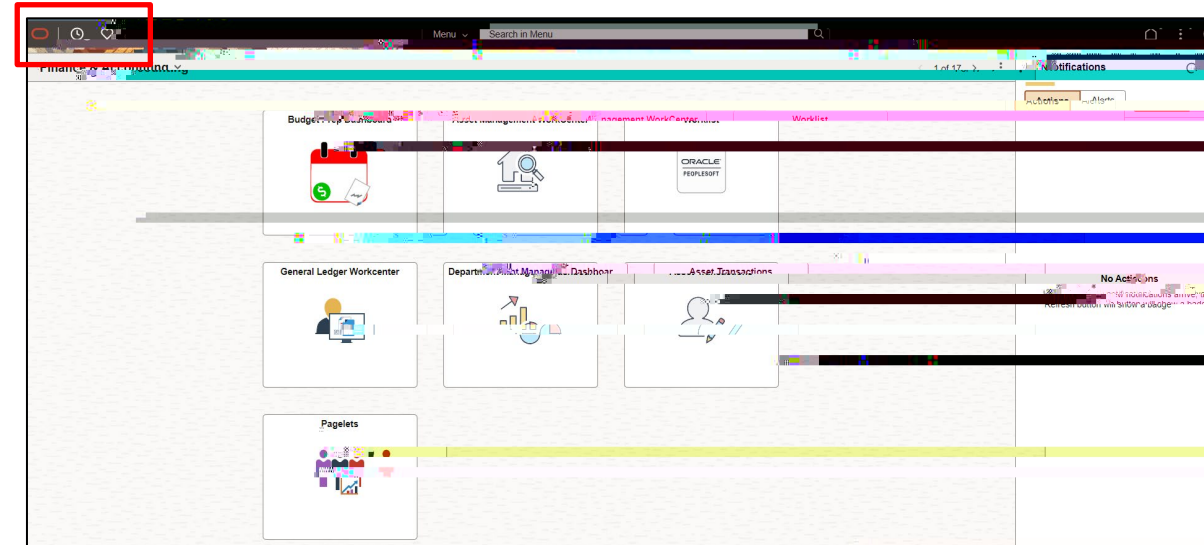
- Release 1.60 Schedule
 - Augusta Financials users should complete all daily transaction processing and log out before **5:00 p.m. on Friday, December 1, 2023**
 - Production will be available for institutional access **by 7:00 a.m. on Monday, December 4, 2023**

Release 5.90/1.60 Overview

Current Home Page



New Home Page



Release 5.90/1.60 Overview

Current Search/Entry Page

The screenshot shows the 'Create/Update Journal Entries' page. At the top, there is a navigation bar with a back arrow and a search icon. Below the title, there is a text input field with a search icon. A red box highlights three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these buttons is a 'Search Criteria' section with several fields: 'Business Unit' (dropdown), 'Journal ID' (dropdown with 'begins with' selected), 'Journal Date' (dropdown), and 'Document Sequence Number' (text input).

New Search/Entry Page

The screenshot shows the 'Create/Update Journal Entries' page. At the top, there is a navigation bar with a back arrow and a search icon. Below the title, there is a text input field with a search icon. A red box highlights the 'Find an Existing Value' button. Below this button is a 'Search Criteria' section with several fields: 'Business Unit' (dropdown), 'Journal ID' (dropdown with 'begins with' selected), 'Journal Date' (dropdown), and 'Document Sequence Number' (text input).

Release 5.90/1.60 Overview

Process Monitor: Run Control ID field

Release 5.90/1.60 Technical Information

Tables that will be changed as of Release 5.90/1.60:

Table Name	Type of Change
PSOPRDEFN PSOPRDEFNVW	New column: PTACCTLOCKDATE
PS_REQ_HDR	New column: REQ_TYPE
PS_JOBCODE_TBL	Column length change: CAN_NOC_CD from 4 to 10 characters

FPLAY Database Refresh Schedule

- Plan to refresh FPLAY, 11/13/2023 – 11/17/2023
 - Will refresh from current production and apply Release 5.90
- Notify Kori Pennington kori.pennington@usg.edu if you have users

Release 5.90/1.60 Module Updates and Changes

Budget Prep

Budget Prep: 5.90/1.60 New COLA Raise Options

Year/Hour Parameters page:

Security – 5.90/1.60 Updates and Changes

- Lock as of field on Distributed User Profile
- Security Administrators can lock user accounts on a future date



Suppliers

Supplier Reporting: 5.90/1.60 Updates and Changes

In support of the Governor's Small Business and Supplier Diversity Initiative, ITS is updating the information we collect from suppliers and the way in which we report that information.

Release 5.90/1.60:

- Additional/Updated options will be available on the Supplier Identifying Information > Additional Reporting Elements section.
 - This is modeled after functionality that DOAS has introduced in their instance of PeopleSoft and will allow us to better report on supplier categories.
- Small Business and Georgia resident business definitions added

Release TBD:

- A new Supplier Spend by Category Report will be created to capture spend for suppliers who select one or more of the options provided.

Supplier Reporting: 5.90/1.60 Updates and Changes

- The institution will need to establish its business process for communicating with the department contacts and determining if an invitation should be sent to the supplier.
- The current approvers will be the “Initiators”, who will

SHARE Supplier 5.90/1.60 Update: SHARE Supplier Team Roles

- The SHARE Supplier team will work directly with the suppliers to obtain any additional documentation needed to validate the information.
- Tickets will still be created with an approver at the institution the supplier will be doing business with, and updates provided as the validation process is completed.

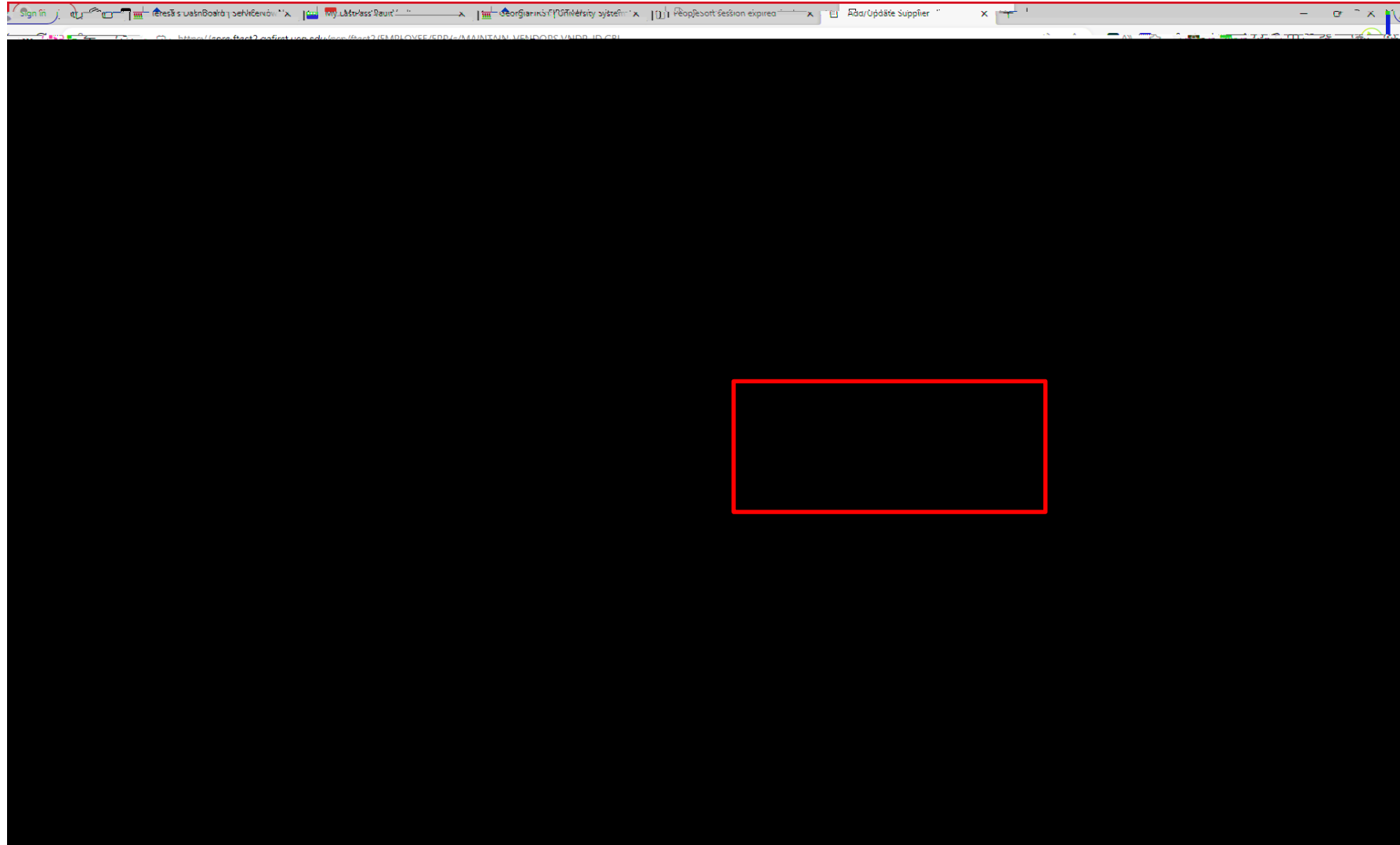
- Following REL 5.90, the BOR form will no longer be used and security will be removed from the page.
 - Please do not submit any new suppliers via the BOR form after Tuesday, October 31, 2023.



Questions?



Payment Method Options: 5.90 Updates





Attachment Extensions: 5.90/1.60 Updates

Allowable extension types:

- pdf
- xlsx
- jpg
- docx
- png
- jx

Questions?

Accounts Payable

Accounts Payable: 5.90/1.60 Updates and Changes

- A new Excel Voucher Upload template will be needed with the Annual Maintenance Release. It is listed on the Georgia *FIRST* Financials website as 'Excel Upload Voucher NEW'. Please

Questions?



General Ledger & Commitment Control

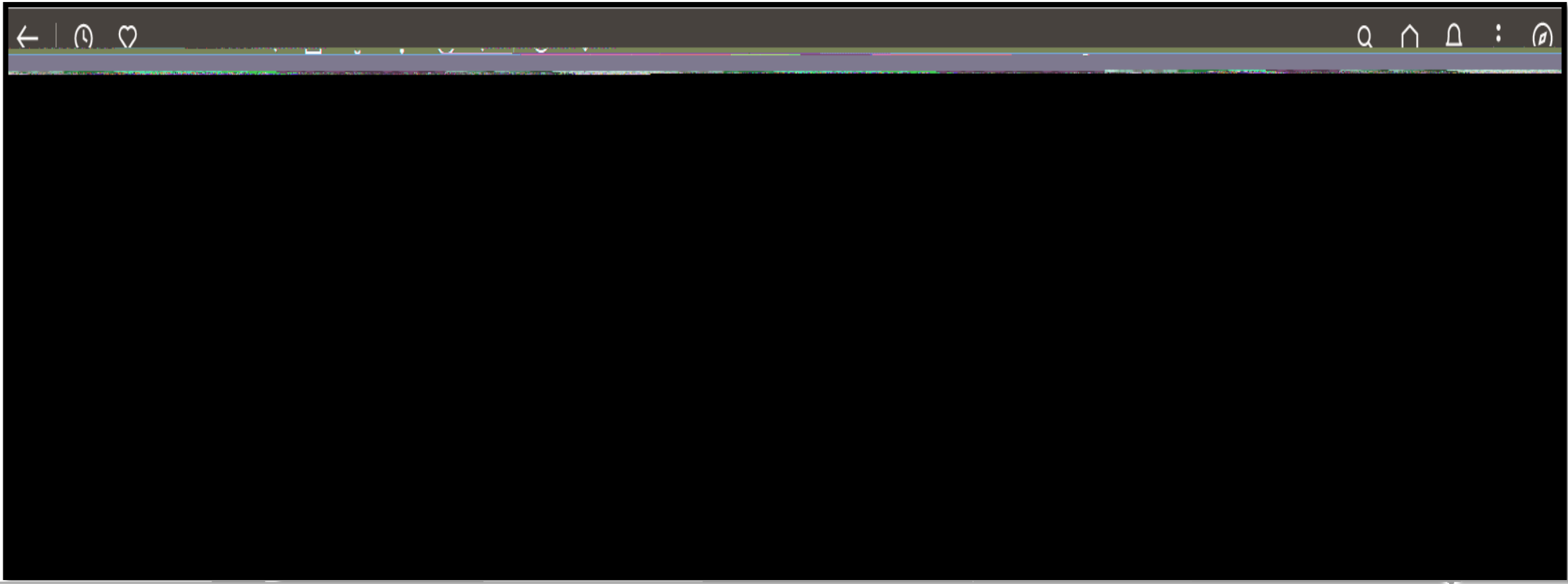


GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

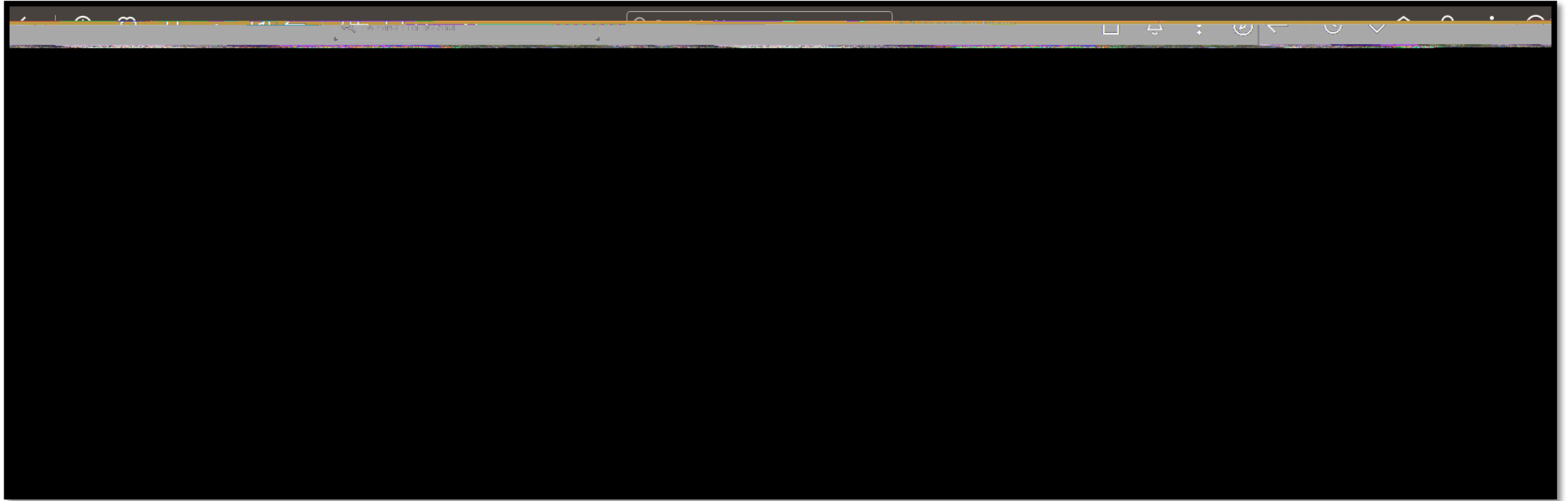
Users will access the page through the Finance & Accounting Home Page Simple Journal tile.



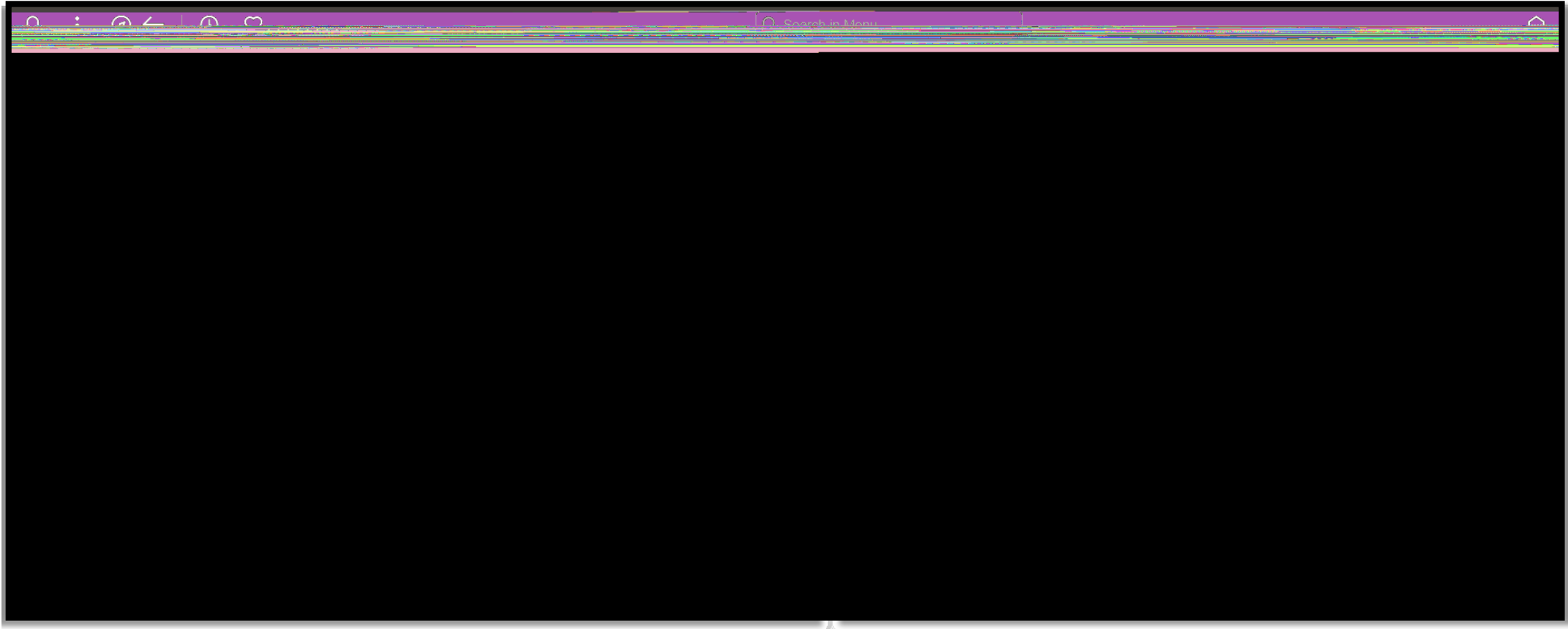
GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes



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GL & Commitment Control: 5.90/1.60 Simple Journals Updates and Changes

- Simple Journals will be optional functionality for institutions. Institutions can choose to implement or continue with their defined process to account for these transactions.

Questions?



Travel & Expenses

Travel and Expenses: 5.90/1.60 Preparation

- ITS recommends all transactions be fully approved prior to:
 - **GAFIRST: 5:00 p.m. on Friday, November 3, 2023**
 - **AU Financials: 5:00 pm on Friday, December 1, 2023**
- Transaction Types Are:
 - Travel Authorizations
 - Cash Advances
 - Expense Reports

Questions?

Items of Interest

Accounts Payable

Travel & Expense

Travel and Expenses

Employee Meals Full Day / Meals Provided Update: What's Different?

Effective September 1, 2023:

The PeopleSoft Expense Module will calculate the correct reimbursement amount for employees who have meals provided on their first and last day of travel.

To accomplish this, the procedure to claim meal per diems will begin with claiming the full day meals option, no matter what day of travel then adding a new line for a meal that was provided using our new 'meals provided' expense types.

Please visit the Georgia *FIRST* Financials website to view the Entering Meals for First or Last Day of Travel When Meal(s) Provided job aid [here](#).

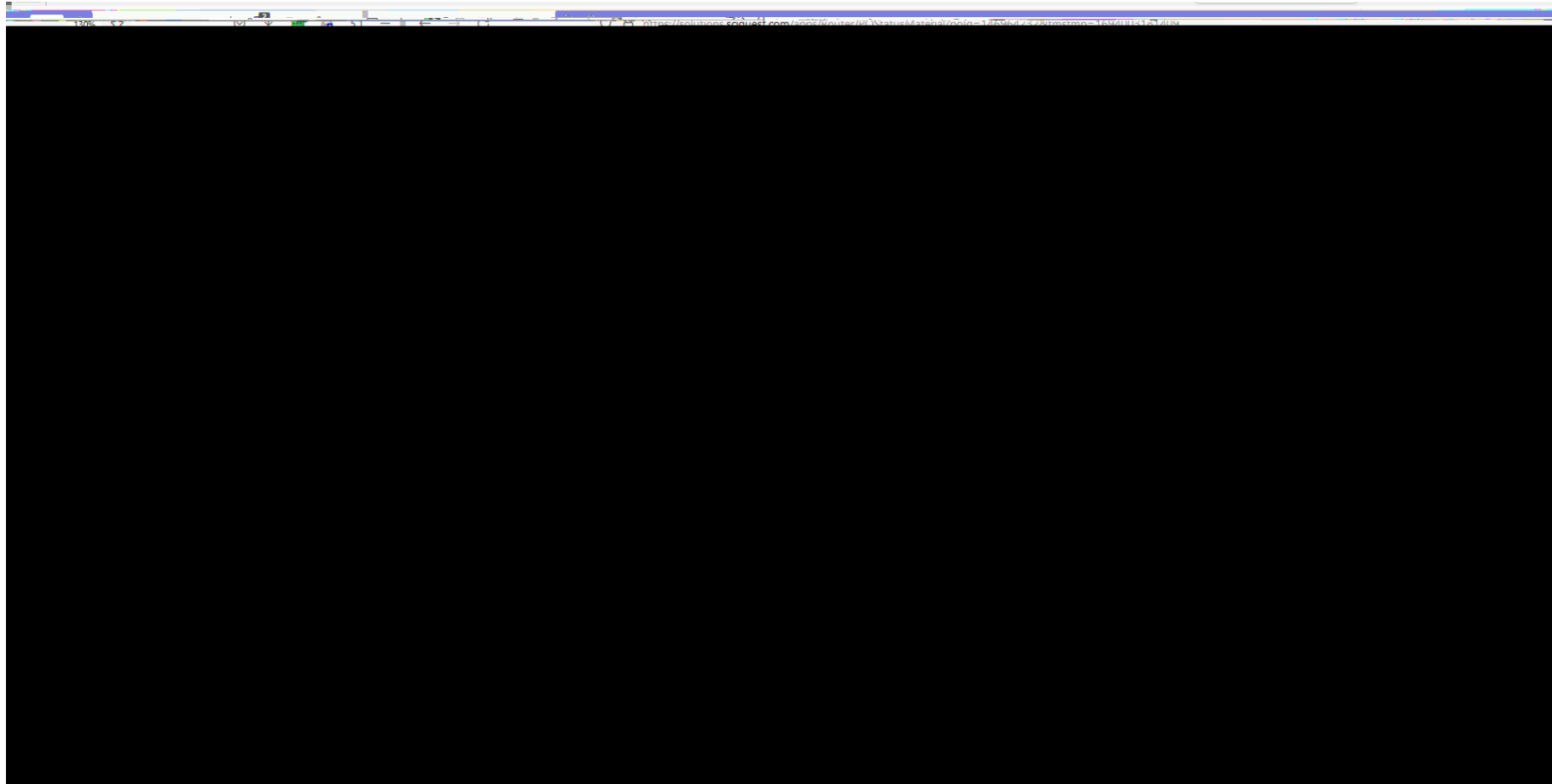
Travel and Expenses

Example:

- ITS is working on the annual per diem updates

Purchasing

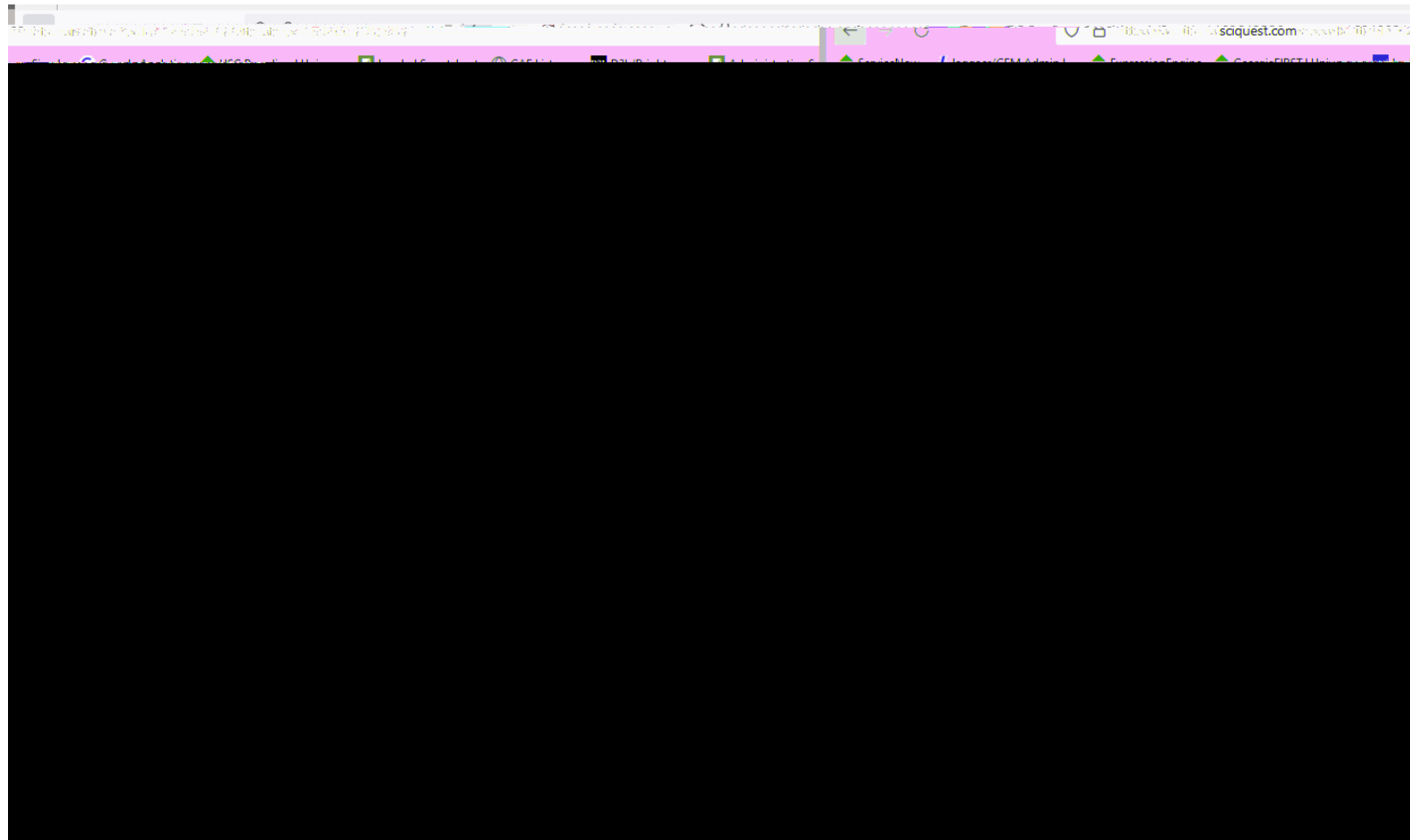
Finding Order Information – Status Tab



Purchasing: Georgia

Marketplace: Helpful Hints

- Finding Order Information – Confirmation Tab





- Finding Order Information – Invoices Tab



Questions?

- |

- **Benefits Reconciliation** entries in accounts 129210, 129220, and 129230 that do **not** net to zero will be retained in PERS_SERV_BOR (PSB) until such time as the entries are reconciled and net to zero.
 - Archive process creates summary entries for out of balance entries and will remain in PSB.
 - Recommend that you review/verify reconciliations after archives are completed.
- Archive (History) Tables:
 - In OneUSG:
 - PERS_SERV_BOR will be archived to BOR_PERS_S_HIST
 - HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H
 - In Georgia *FIRST* Financials:
 - PERS_SERV_BOR will be archived to PERS_SERV_BOR_Hgi768 Tc4115 5TT3051 4CID199 JT

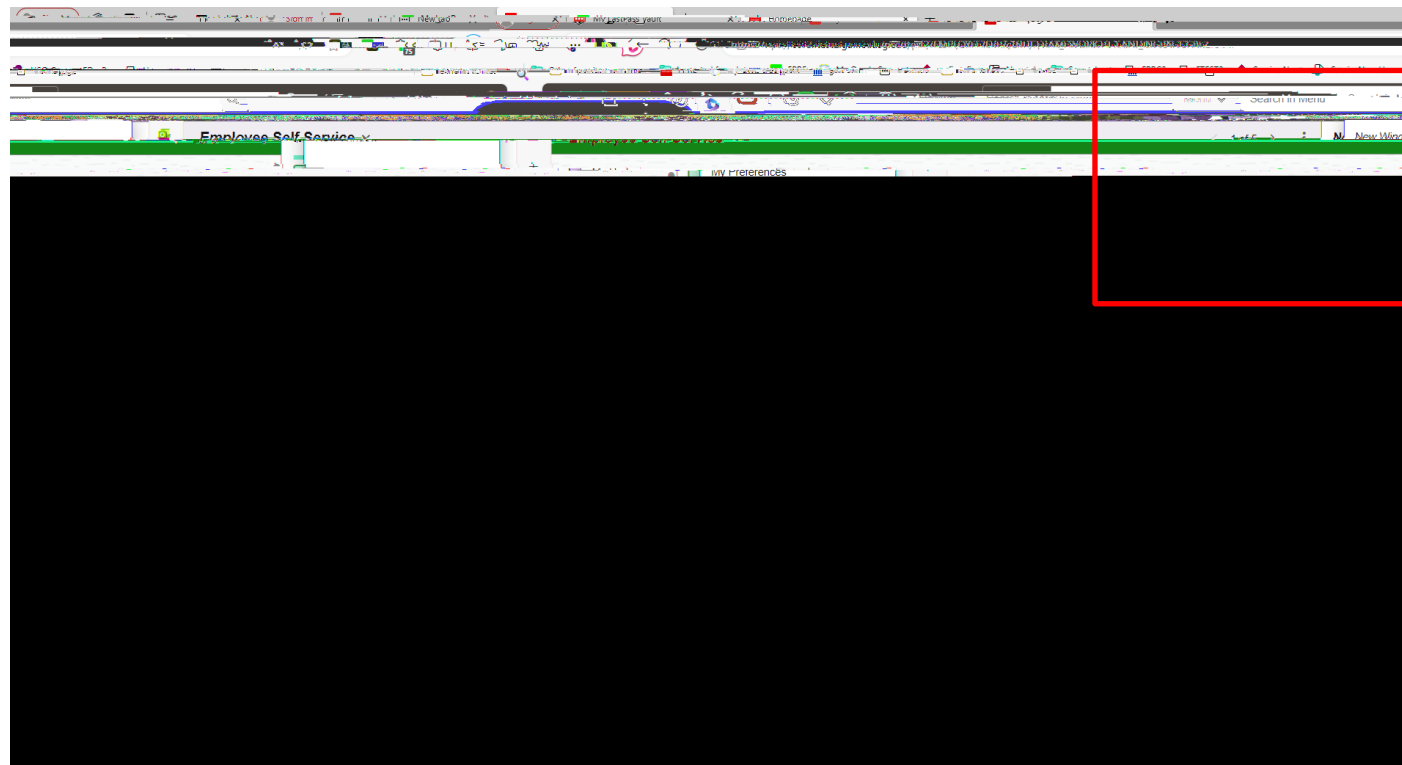
GL & Commitment Control – Query Updates

Dashboard Updated Schedules:

- Department Manager Expense Dashboard MV_6XDAILY_ODD 7 AM, 9 AM, 11 AM, 1 PM, 3 PM, 5 PM
- Department Manager Revenue Dashboard MV_HOURLY_ON_ :30 Hourly from 7:30 AM to 5:30 PM
- PO Encumbrance Dashboard MV_6XDAILY_EVEN 8 AM, 10 AM, 12 PM, 2 PM, 4 PM, 6 PM
- Top Supplier Dashboard MV_HOURLY_ON_ :45 Hourly from 7:45 AM to 5:45 PM

Signing Out

ITS recommends users click the vertical ellipsis in the top right corner of the page and select Sign Out to properly end the session. Users should NOT just close the tab or window.



Questions?





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