GeorgiaFIRST Financials
Production Update
Wednesday, October 7, 2020

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

The presentation video can be found on the Georgia*FIRST* 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"

Agenda

- 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 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

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- 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 functional51047 Tny

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

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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 – 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.

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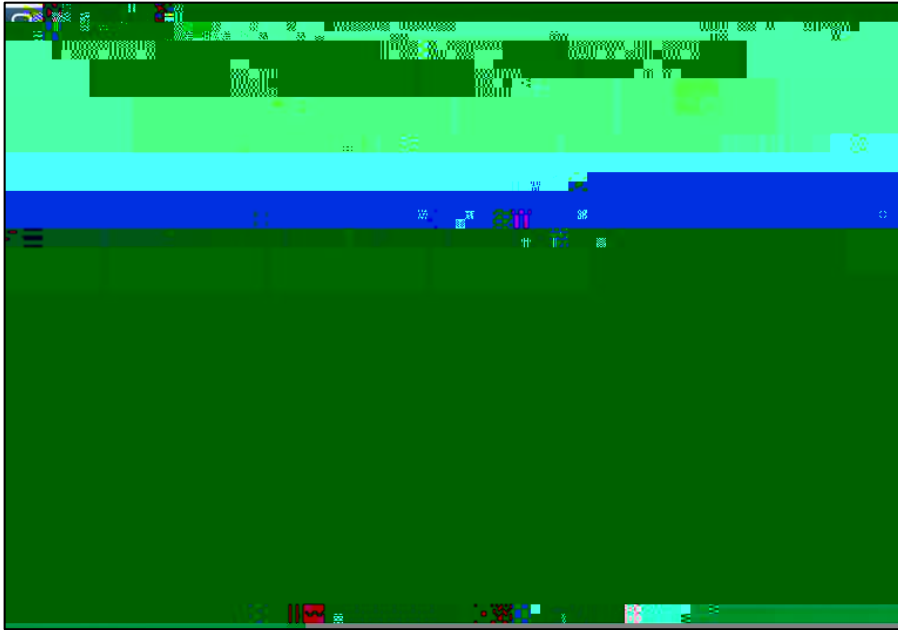# Release 5.60 Technical Information

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
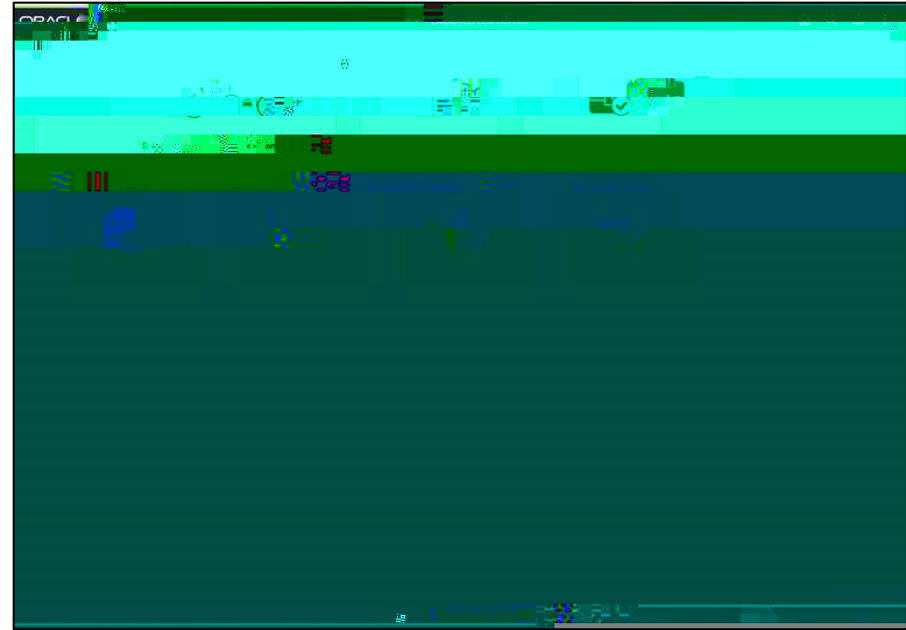
PS_PRCSDEFN

PS_PRCSRECUR

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

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Release 5.60 User Experience Changes

Classic Plus Version: Pay Cycle Manager
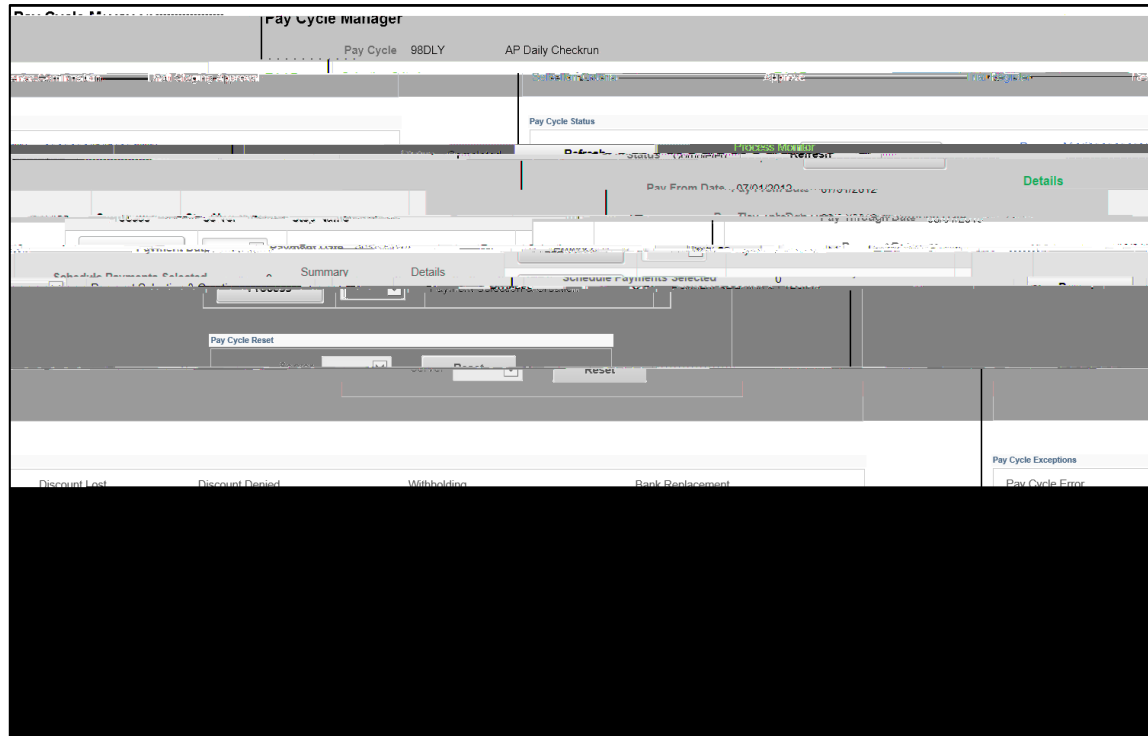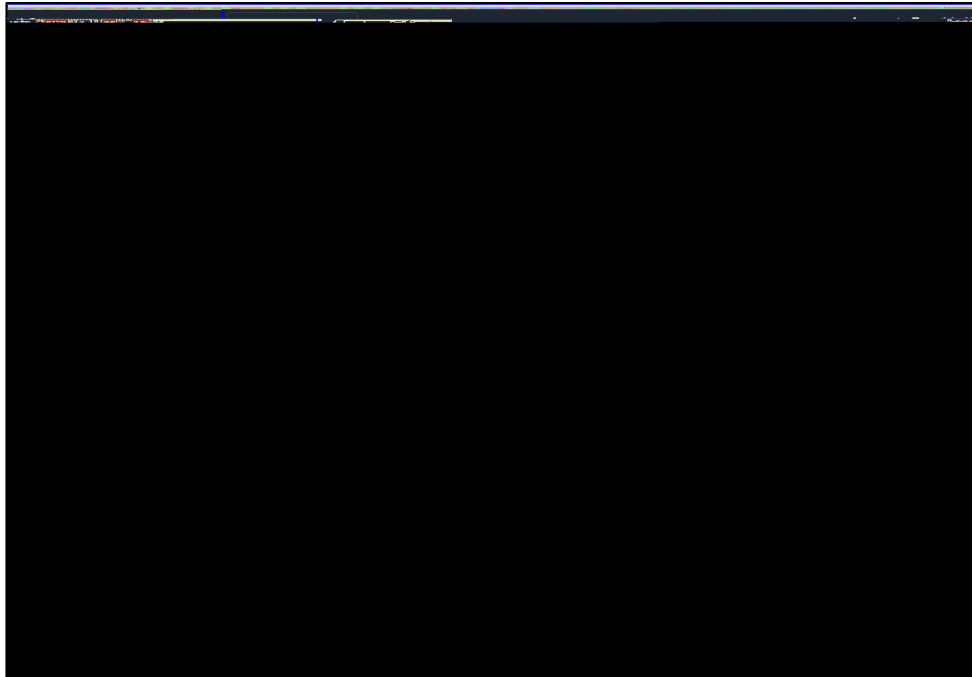
Questions?

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
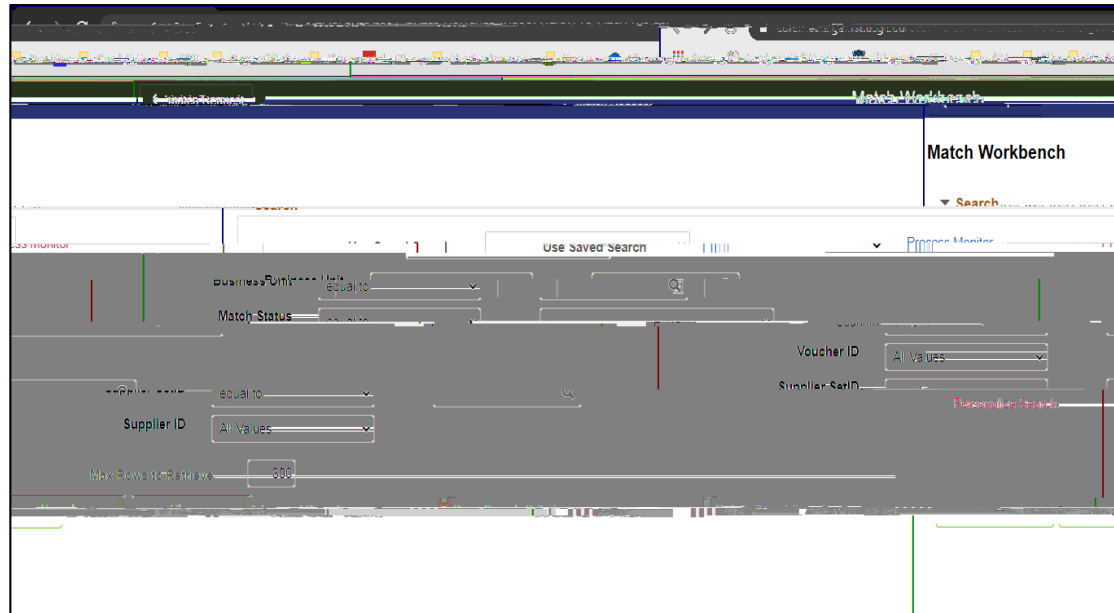 - Withhold Payment Search

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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
  - he•

1099 Withholding Reporting Changes – Coming Nov/Dec 2020

- The IRS changed its reporting methods for 1099 Withholding RG1.98 w 1 j q

1099 Withholding Reporting Changes – 1099 NEC Form
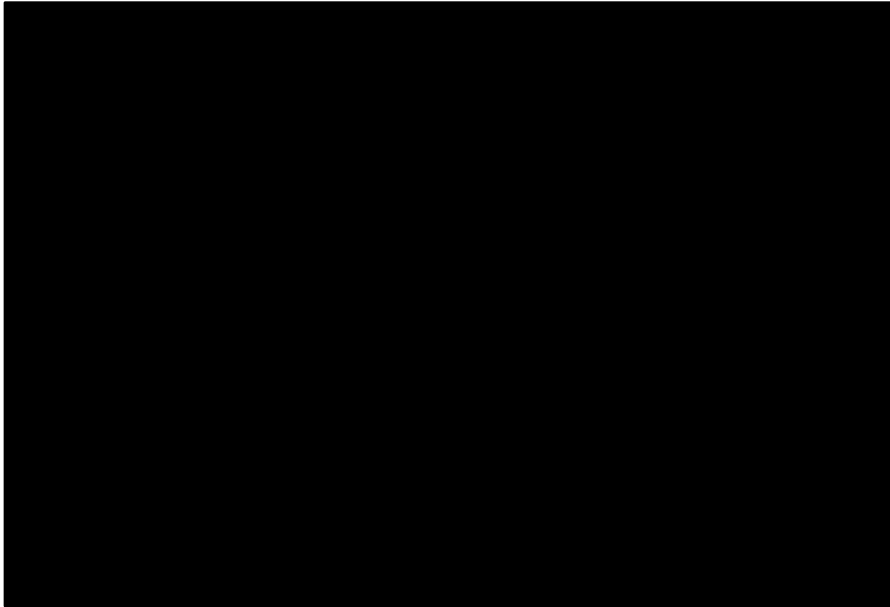
Highlighted box represent changes

Non-employee Compensation

Prior to CY 2020:   1099-MISC, Class 07

CY 2020 - future: 1099-NEC, Class 01

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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

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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

Questions?

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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

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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

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Position Budget Mgmt – Updates and Changes

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Questions?

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ePro & Purchasing – Updates and Changes

- ePro

ePro & Purchasing – Updates and Changes

Classic Plus Version:
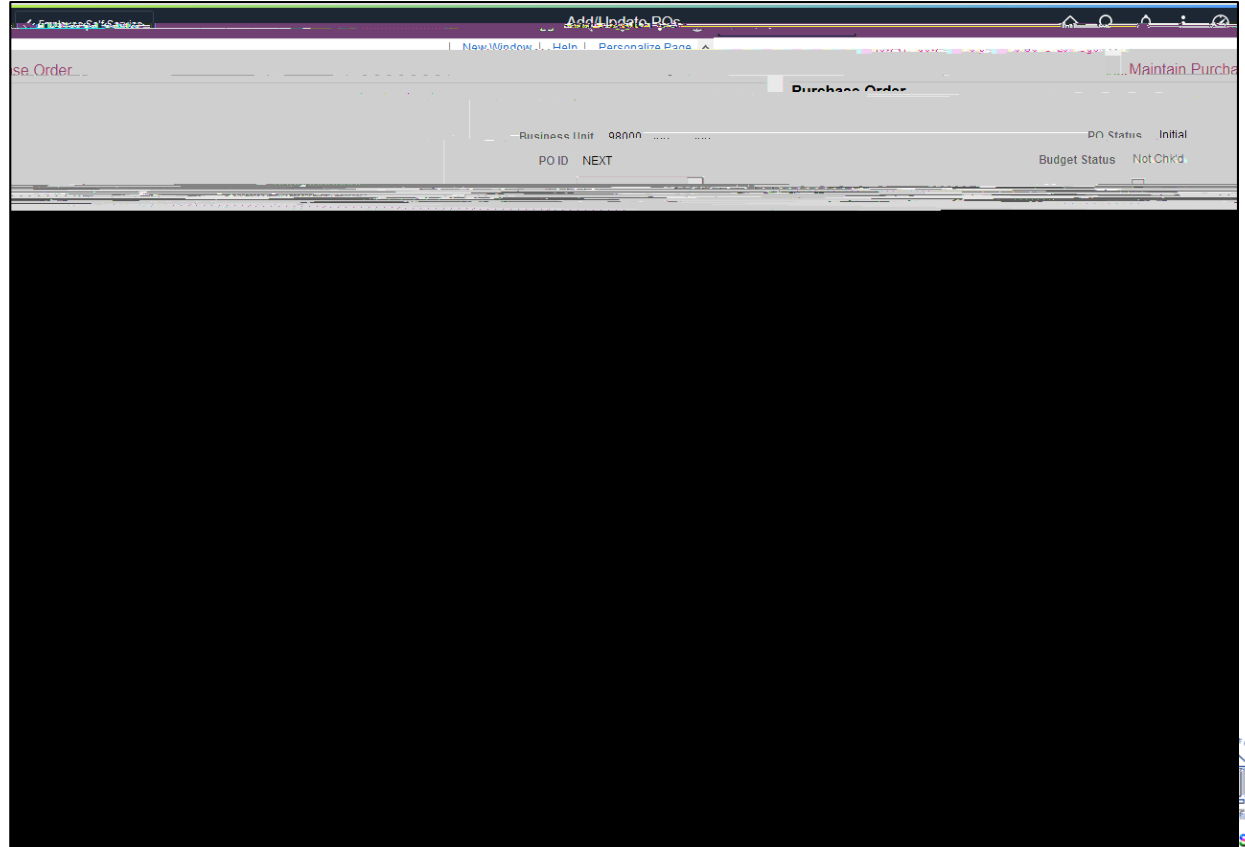
Add/Update POs

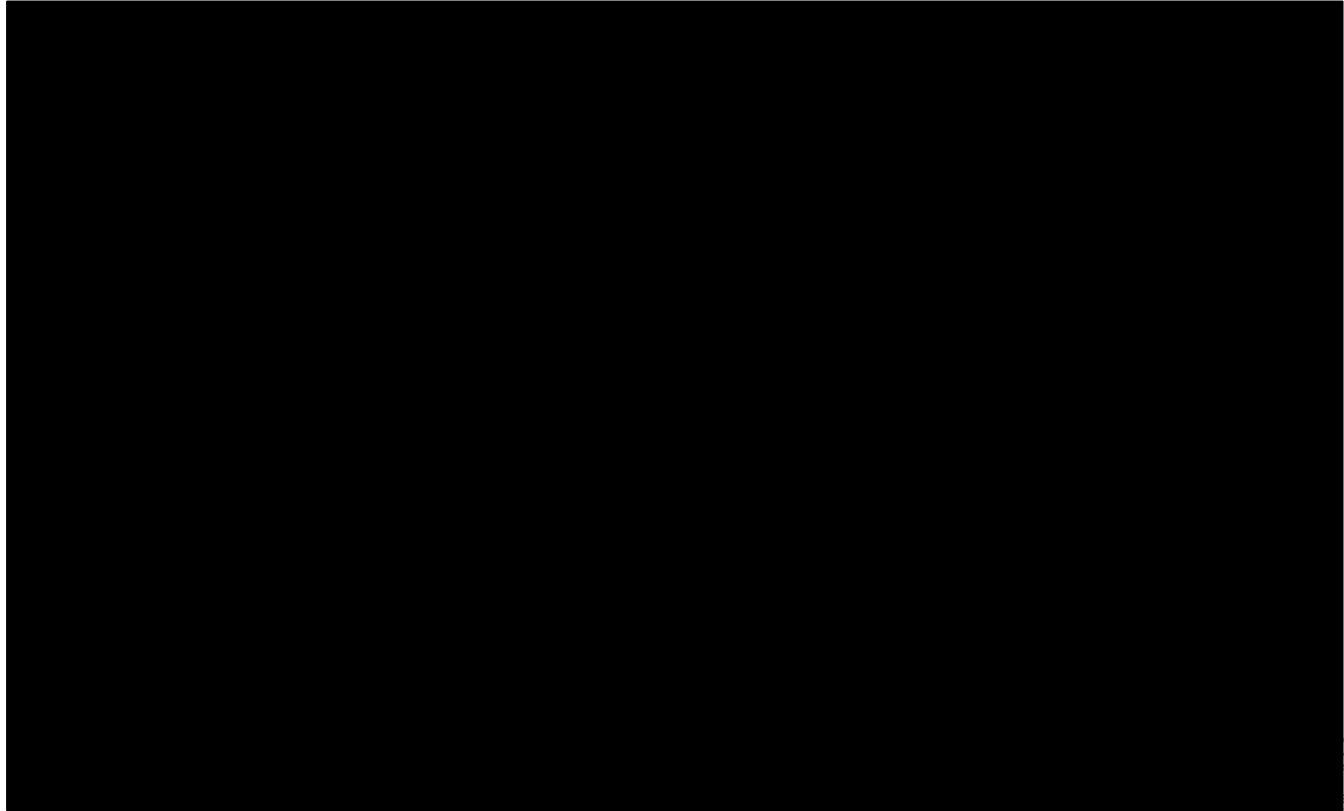# ePro & Purchasing – Updates and Changes
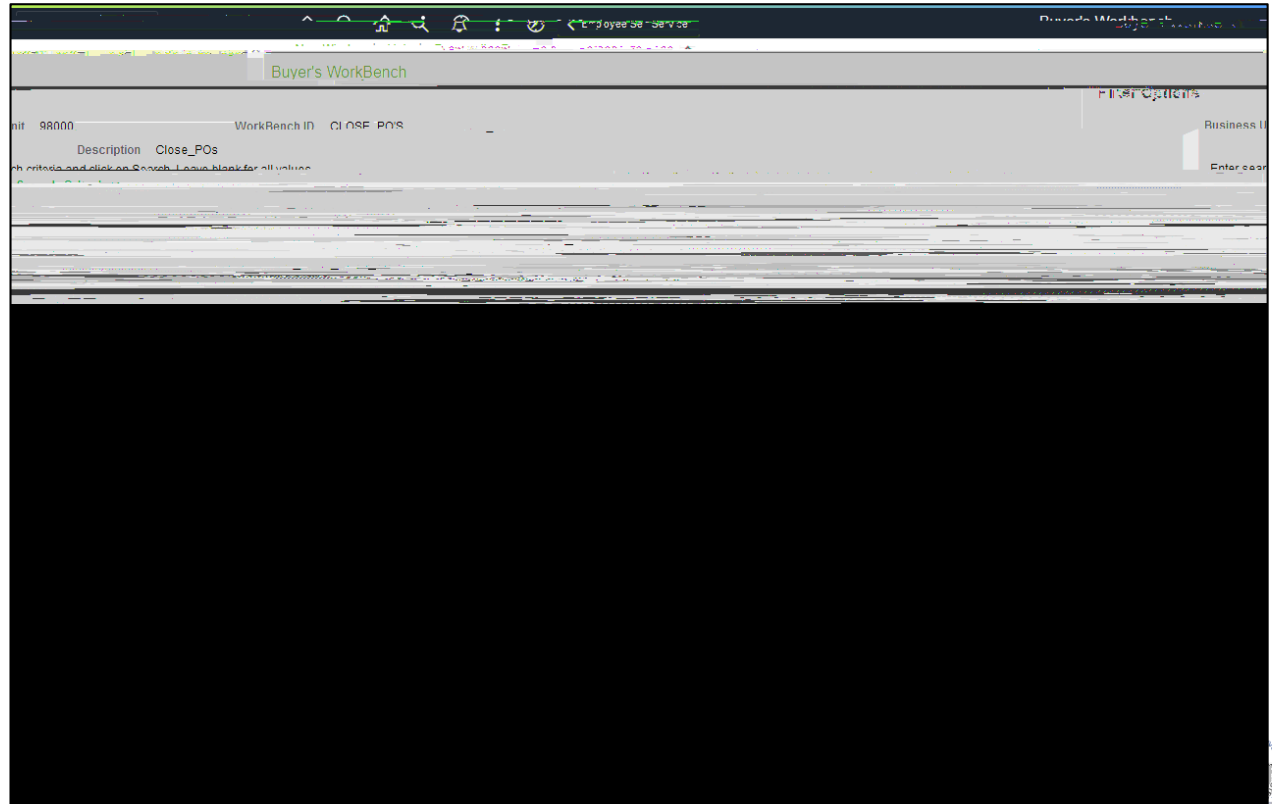
Classic Plus Version:

Expedite Requisitions
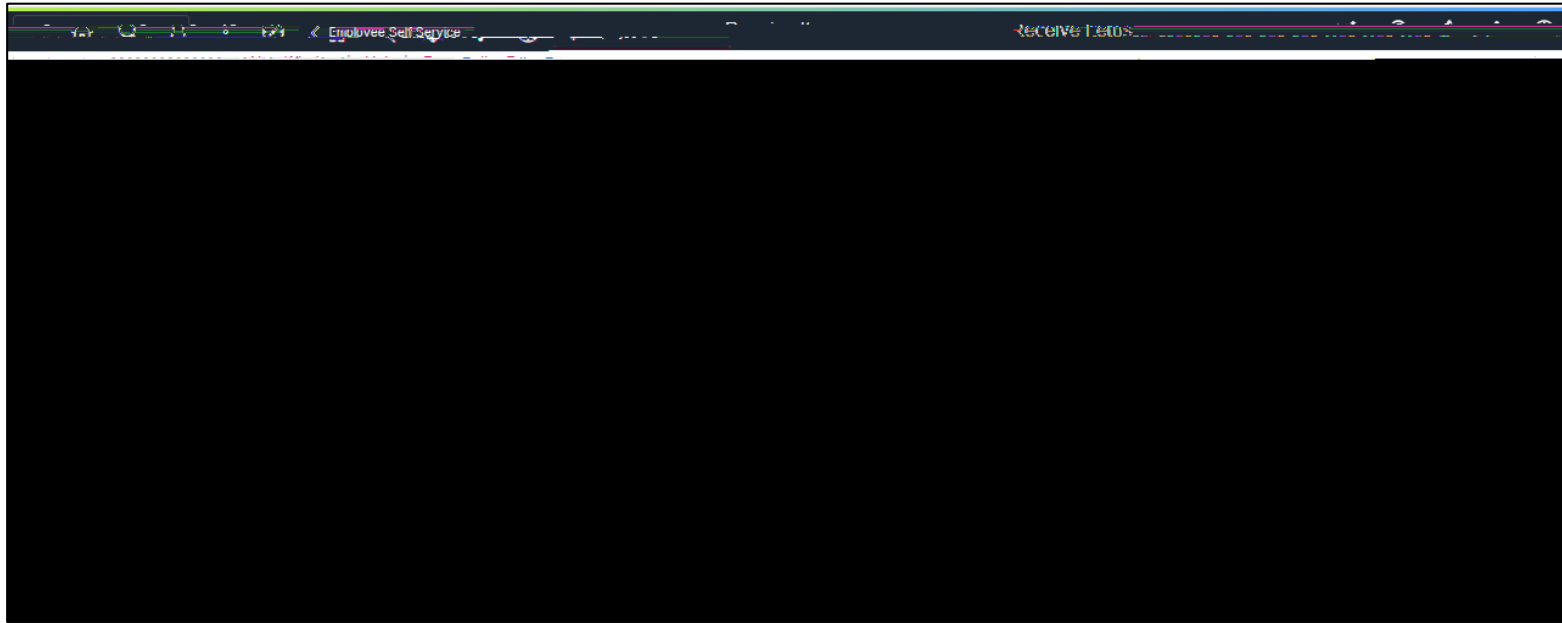
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ePro & Purchasing – Updates and Changes

Classic Plus Version: Desktop Receiving

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

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ePro & Purchasing - Known Issues

- Resolved:
  - KI9.2-133_ePro: Closed Requisitions Not Liquidating

- No New Known Issues

Questions?

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
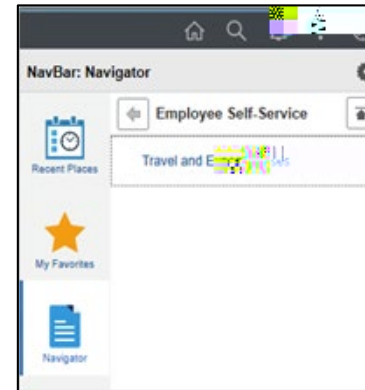
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Travel & Expenses – Updates and Changes

- ## 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
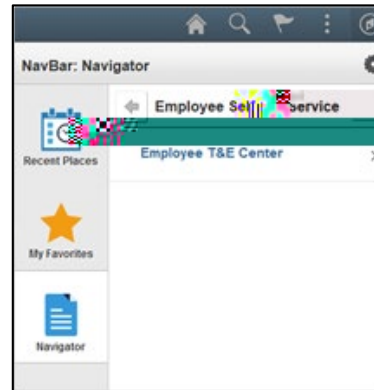
New Navigation

Travel & Expenses – Updates and Changes

Cash Advance Accounting Details will be editable

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

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Questions?

- Oracle Webinar scheduled for November 2020

- An announcement will be sent once we determine what changes will be required

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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

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- 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

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Note that there are some processes in PeopleSoft that involve both a process and a report, such as PO Dispatch, so if in doubt, <u>do not delete</u>.

Questions?

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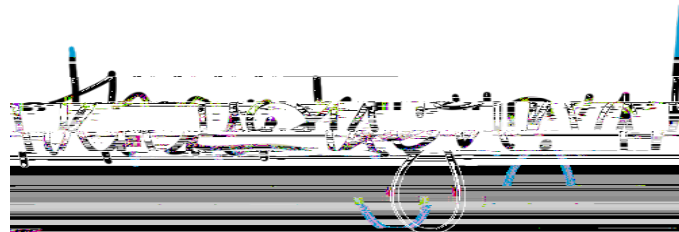
Preparing for Release 5.60

- 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.).

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Release 5.60 Related Documentation

- Clearing Your Browser Cache Job Aid
- Resolving Browser Related Issues When Using Georgia*FIRST* Marketplace to Issue a Requisition
- AP.020.140 – Uploading Vouchers from MS Excel
- Release 5.60 Release Notes

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