V9 Upgrade Institutional Readiness

GeorgiaFIRST Team

November 18, 2014

10:30am – 11:30am

Agenda

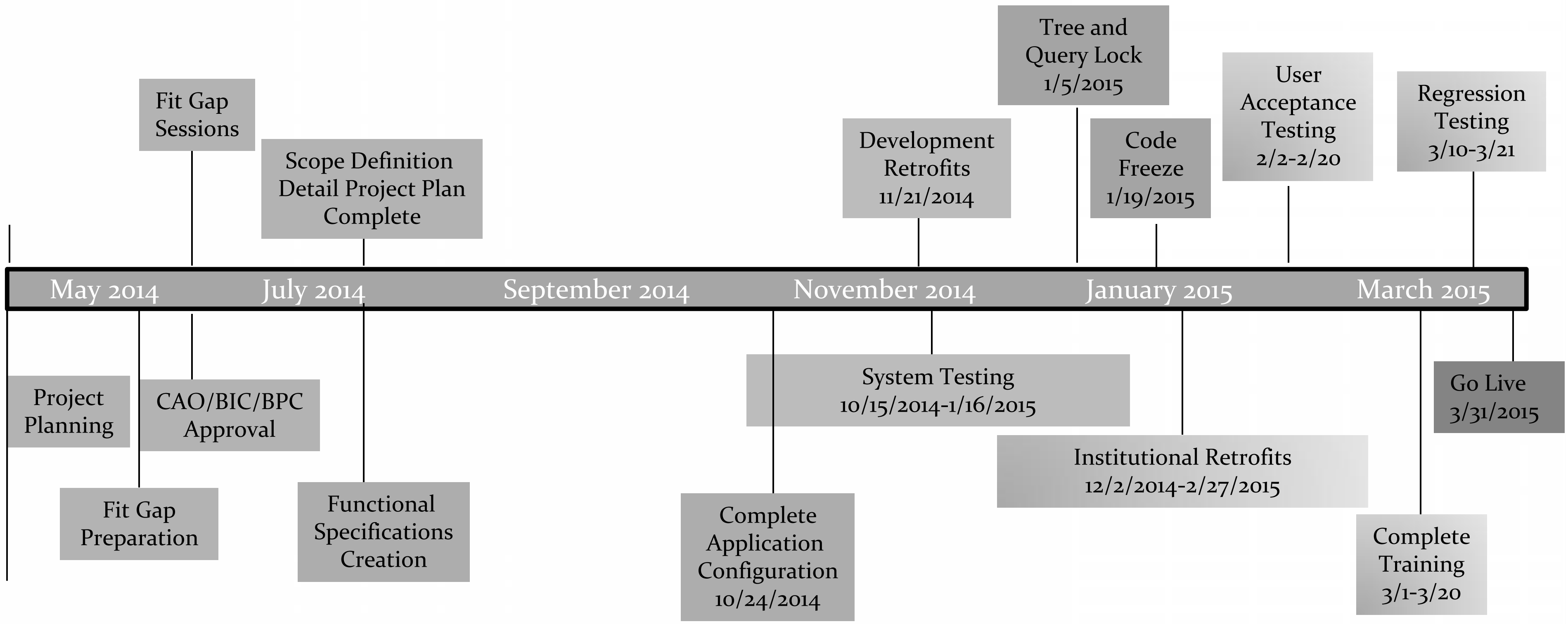
- Introduction
- 9.2 Application Upgrade Schedule
- Upcoming Activities – Grants and Hyperion Demo
- Training Approach and Timeline
- Significant Application Changes
- Workflow
- Security
- Pre-Upgrade Cleanup
- Institutional Retrofits
- Workstation Installer Question

Introduction

- *ITS Administrative Services New employees – Heather Duren, Debora Exum, Robert Prescott, Dave Register, Natalie McCarley, Kristi Bradshaw(coming soon)*

- *Calling all additional resources:*
  - *More engagement with Institution resources*
  - *Including more resources from Administrative Services Production Support Team*

Upgrade Schedule



Upcoming Activities

- Grants and Hyperion Demonstration
- Thursday December 11 at ITS in Athens
  - Hyperion in the morning
  - Grants Suite in the afternoon

Upcoming Activities

- Institutional Readiness Web Conferences
  - December 16th 10:30 a.m.
  - January 20th 10:30 a.m.

Training Approach & Timeline

- Two primary approaches
  - Full module training for ePro and Expenses
  - Delta training for all other modules
- Two primary audiences
  - Super users and administrators
  - Trainers

Training Approach & Timeline

- Delivery methods
  - Pre-recorded videos
  - Live virtual training
  - Classroom instruction
- Timing – Short term (upgrade)
  - March 2015 - Training for all modules

Training Approach & Timeline

- Timing – Long term
  - Recent CAO meeting ongoing training was prioritized very high
  - April through May 2015 – ongoing evaluation and feedback
  - Long term training for modules

Significant Application Changes

- AP Pay Cycles - BI Publisher Checks
  - Ability to print comments on payment advice.
  - PDF check files will eliminate need for SwiftView.
  - Signatures:
    - Signature cards will no longer be needed.
    - Institutions will be able to upload a signature image in PeopleSoft to the server.
  - Check files will be available in Report Manager instead of Process Monitor.

Significant Application Changes

- AP Pay Cycles – ACH/EFT Notifications
  - New step in pay cycle that will create email notification to payee.
  - Payment advice will be attached to the email that includes the payment details (Invoice number, Invoice Date, Voucher ID, etc.).

Payment Advice

To:

Supplier Name:	AUTOMATED CLEARING HOUSE - CONFIRMED	Reference Information	
Supplier Address:	54032 23 MILE ROAD	Pay Cycle:	FG1
		Pay Cycle Seq Number:	33
	CHESTERFIELD MI, 48047 USA		

Payment Information

Payment Reference: 005014
Payment Date: 08/19/2014
Payment Method: Automated Clearing House

	Bank ID	Bank Name	Branch ID	Branch Name
Bank To Information:	0322	cibc	15823	
Bank To Account:	****231			

JASON TESTING 123456

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amt	
asdf3r3af	08/19/2014	00000262	120.00	0.00	0.00	120.00	
		Total:	**120.00**	**0.00**	**0.00**	**120.00**	**USD**

Significant Application Changes

- AP Pay Cycles – Positive Payment
  - New BOR Positive Payment page (no more issues "*No Pos Pay pay cycles available*").
  - Will have the flexibility to run after each pay cycle or at the end of the day for all check payments.
  - Will continue to have multiple formats available.
    - New format for Synovus will be added.

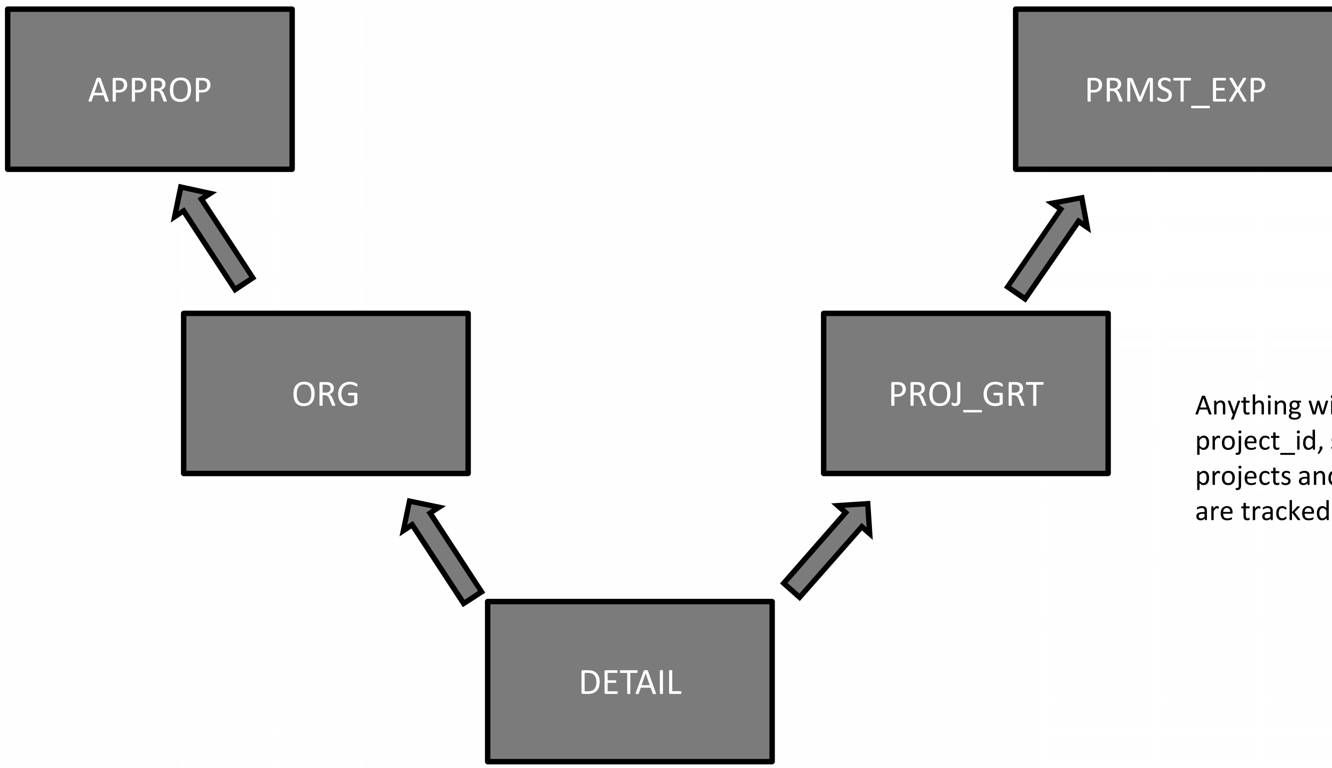
Significant Application Changes

- Project Ledger Configuration
  - Configuration changes will take advantage of new functionality in 9.2 that allows the project field to be set as ‘Optional’ on the Budget Definition
  - Institutions will be able to budget projects in APPROP and ORG

Commitment Control Ledger Configuration

Expense - Current

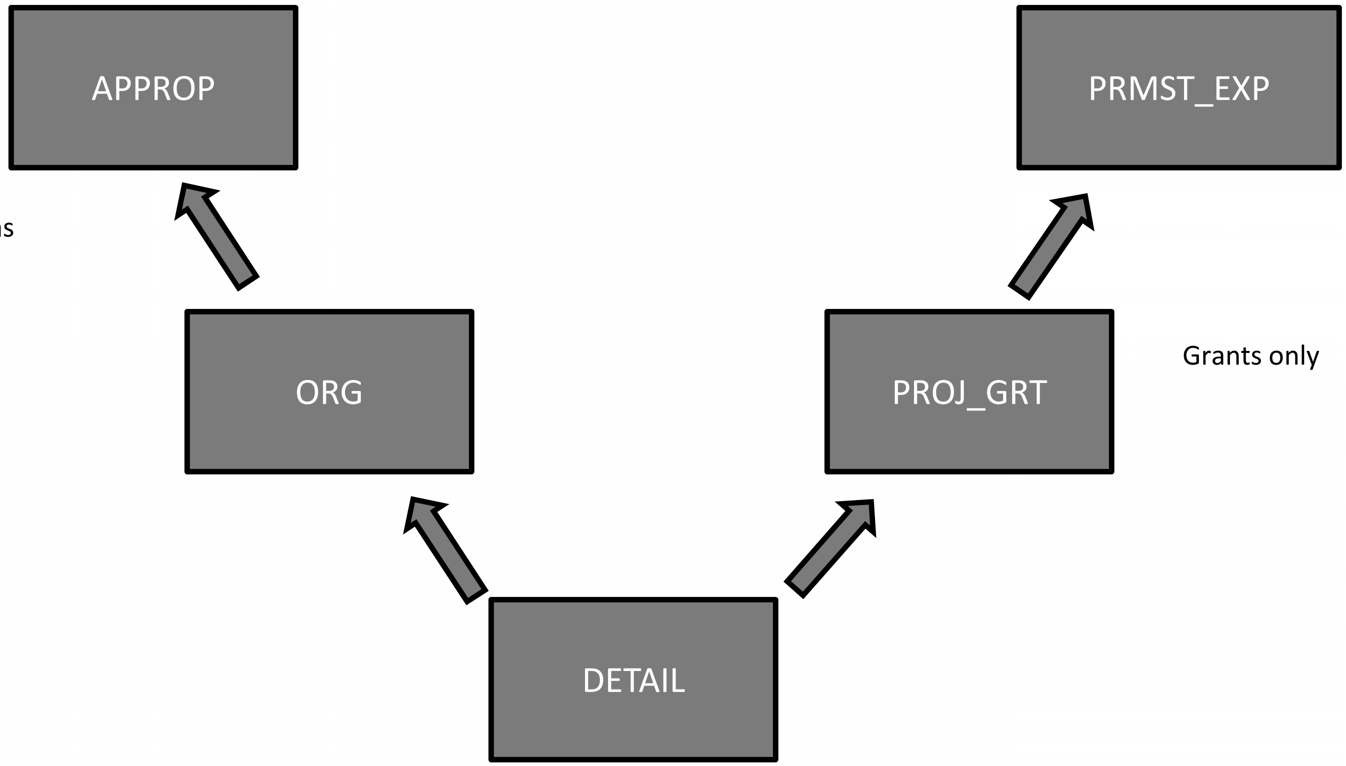
Funds:
10000
10500
10600
10900
11xxx
12xxx
13000
14000
15000
16000
50000



Anything with a project_id, so both projects and grants are tracked here

Commitment Control Ledger Configuration

Expense - Proposed



Add project_id as
optional field to
APPROP, ORG

Funds:
10000
10500
10600
10900
11xxx
12xxx
13000
14000
15000
16000
50000

Grants only

Significant Application Changes

Budget Reference:

- Plans underway to remove the BOR modification that syncs the Budget_Ref field to Budget_Period.
- Currently working on developing new monitoring tools (workflow, alerts, etc.) to provide the institutions.
- A one hour WebEx is being scheduled to demo this application change and the new monitoring tools.

Workflow Changes

- New 9.2 Workflow:
  - Accounts Payable Approval – 2 levels
    - Asset and Budget Reference
  - Purchasing Approval – 3 levels
    - Asset, Budget Reference and Buyer
  - Commitment Control Budget Journals
    - One Level of Approval for all Budget Journals
    - Alert for Budget Reference

Workflow Changes

- Changes to currently used Workflow:
  - ePro (2 new paths)
    - Amount – Total Requisition Amount
    - Budget Reference Approval
  - Journal
    - One Level Approval for All Journals
    - Alert for Budget Reference
- ITS will send out Workflow documents this week.
- Institutions need to select the levels they wish to implement for each module and send to Shelia Sloan by Friday, December 5th.

Security Updates for 9.2

- ITS is sending out (December 8, 2014):
  - Updated Job Aids by Job Functions
  - Updated Security Request Form
  - A list of the 9.2 delivered roles so that the local security administrator can begin mapping old roles to new or updated roles.
- Continue regular security reviews and monitor terminated user access.
- UAT - local security administrators can make security updates for their users
  - (add/delete roles, job function changes, etc.).

Pre-Upgrade Cleanup

- ePro and Expenses
  - For institutions using ePro and Expenses, we will look at cutoff options like we use during Fiscal Year-End to restrict entry after a certain date.
    - Date TBD

Pre-Upgrade Cleanup

- ePro/Purchasing
  - Approve or close requisitions and Purchase Orders
  - GFM Purchase Orders dispatched
  - GFM eInvoices built into Vouchers and paid

Pre-Upgrade Cleanup

- Assets
  - Interface items cannot be in a Pending status. Must be run through transloader or placed in an On Hold status.
  - AM Cleanup instructions delivered to Institutional Coordinators on 11/12/2014.
    - Deadline is 12/01/2014
  - Continue monitoring on a monthly basis.

Pre-Upgrade Cleanup

- AP Vouchers:
  - Vouchers should be matched and budget checked.
  - Vouchers should be posted.
- AP Pay Cycles/Payments:
  - All Pay cycles must be in a completed status.
    - Including Positive Payment
  - Payments should be posted.

Pre-Upgrade Cleanup

- Journal Generate
  - All AP accounting entries (vouchers and payments)
  - All Expense module accounting entries
- Journals
  - Must be approved and fully processed

Pre-Upgrade Cleanup

- General Ledger
  - Journals must be approved and fully processed.

Pre-Upgrade Cleanup

- Expense Module - Significant changes
  - New Expense Types and configuration changes
  - We will need to treat this like fiscal year-end
  - All Expense Transactions will need to be <u>fully processed</u> prior to upgrade beginning:
    - *Travel Authorizations*
    - *Cash Advances*
    - *Expense Reports*

Printing - Travel Authorizations, Cash Advances and Expense Reports

- Travel Authorizations and Cash Advances do not have delivered BI Publisher reports.
  - There is a printable view that can be printed instead.
  - Online review and approval
  - Usage of attachment functionality
- Expense Reports will be available as a BI Publisher report for printing.

Printable View

Employee Self-Service > Travel and Expenses > Travel Authorizations > View > View Printable Version

Favorites Main Menu Employee Self-Service Travel and Expenses Travel Authorizations View

Home Worklist Add to Favorites **Sign out**

All Search Advanced Search Last Search Results

To print this report, please use your browser's print feature.

PeopleSoft.

Travel Authorization

Lucero Aradillas

Report Date 11/18/2014
Report Time 8:50:22AM

Authorization ID 0000422101
Employee ID 0248120
Description HACU Conference
Status Denied
Business Purpose Attend Conference
Date From 10/04/2014 **To** 10/06/2014
Comment I will be attending the Hispanic Association of Colleges and Universities (HACU) from October 4th to October 6th. I will leave 6am on October 4th and return late evening past 10pm.

Date	Expense Type	Merchant	Amount	Description
10/04/2014	Emp Breakfast		11.00 USD	DENVER
10/04/2014	Emp Lunch		16.00 USD	DENVER
10/05/2014	Emp Breakfast		11.00 USD	DENVER
10/06/2014	Emp Breakfast		11.00 USD	DENVER
10/04/2014	Emp Dinner		34.00 USD	DENVER
10/05/2014	Emp Lunch		16.00 USD	DENVER
10/06/2014	Emp Lunch		16.00 USD	DENVER
10/05/2014	Emp Dinner		34.00 USD	DENVER
10/06/2014	Emp Dinner		34.00 USD	DENVER
10/04/2014	Emp Lodging		398.00 USD	DENVER
10/04/2014	Emp Baggage		50.00 USD	DENVER
10/04/2014			100.00 USD	DENVER
10/04/2014	Emp Air Transportation	Delta Airlines	1,000.00 USD	DENVER

Total 1,731.00 USD
Non-Reimbursable Expenses 1,731.00 USD
Total Authorized 0.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Employee Signature Date

Approved By Date

Printable View

Employee Self-Service > Travel and Expenses > Cash Advances > View > View Printable Version

Print

To print this report, please use your browser's print feature.

PeopleSoft.

Cash Advance

Kevin Bryant

Report Date 09/15/2014
Report Time 3:23:11PM

Advance ID 0000404001
Description Berry Debate Tournament
Business Purpose Attend Meetings
Reference Number

Empl ID 0266658
Status Reconciled

Advance Source	Description	Amount
Employee Advnce Check Payments	Berry Debate Advance	1,205.00 USD

Cash Advance Total	1,205.00	USD
Less Nonpayable Amount	0.00	USD
Amount Due Employee	1,205.00	USD

I certify that the advance requested above will be used for authorized purposes only.

Employee Signature Date

Approved By Date

Printing via Browser

View the Travel Authorization, File > Print

View   Page 1 of 1

Favorites   Main Menu   > Travel and Expenses > Travel Authorization > View

Home   Worklist   Add to Favorites   **Sign out**

New Windo

View Travel Authorization

Travel Authorization Details

Robert Lightfoot   User Defaults

General Information

Description	USG Faculty Council	**Authorization ID**	8900300029
Business Purpose	Attend Meetings	**Comment**	
Status	Closed		
Destination Location	ATLANTA	**Last Update Dttm**	03/05/2009 12:00:00AM
		By	HOBMTHAW
Date From	03/19/2009	**Date To**	03/20/2009

Accounting Defaults

Details   Personalize | Find | First 1-7 of 7 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lunch	03/19/2009	9.00	USD	Cash	Internal	*Detail
Dinner	03/19/2009	20.00	USD	Cash	Internal	*Detail
Lodging	03/19/2009	89.10	USD	Visa	Internal	*Detail
Breakfast	03/20/2009	7.00	USD	Cash	Internal	*Detail
Lunch	03/20/2009	9.00	USD	Check	Internal	*Detail
Dinner	03/20/2009	20.00	USD	Cash	Internal	*Detail
Parking	03/20/2009	10.00	USD	Cash	Internal	*Detail

Totals

Authorized Amount	164.10 USD
Less Non-Approved	0.00 USD
Due Employee	164.10 USD

Action History   Personalize | Find | First 1-4 of 4 Last

Role	Name	Action	Date/Time
	Lightfoot,Robert	Submitted	03/02/2009 11:50:28AM
1st Level Dept Manager	Hendrix,C Anthony	Approved	03/02/2009 12:34:56PM
1st Level Dept Manager	VanDenHende,Mark	Approved	03/05/2009 8:19:09AM
Reviewer	Palmer,David Allen	Reviewed	03/05/2009 8:22:42AM

Return to Search   Previous in List   Next in List   Notify

Printing via Browser

View the Cash Advance, File > Print

View

Favorites Main Menu > Travel and Expenses > Cash Advance > View

Home Worklist Add to Favorites **Sign out**

New Windo

View Cash Advance

Craig Young

Business Purpose Athletic Events/Team

Report Reference 8400300075 Reconciled

Post State Posted

Advance Description Final Four

Created 05/05/2009 Craig Young

Last Updated 06/21/2009 Angela Veal

User Defaults

Accounting Date 06/21/2009

Cash Advance View Printable Version Notes

*Source	Description	*Amount Currency
Employee Advnce EFT Payments	meal money for state tournamen	1,500.00 USD

Totals

Advance Amount 1,500.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

Submitted On 05/05/2009

Submitted By

Approval History

Payment

Role	Name	Action	Date/Time
	Young,Craig	Submitted	05/05/2009 10:11:34AM
1st Level Finance Dept Manager	Eve,Christopher E	Approved	05/05/2009 10:50:46AM
1st Level Finance Dept Manager	Foskey,Linda F	Approved	05/05/2009 10:54:12AM
AP Payment Approval - Rcpt Ver	Khanna,Aman	Approved	05/05/2009 1:37:39PM

Return to Search Previous in List Next in List Notify

We welcome your feedback on any of these reports and processes.

Please notify Kate Smith kate.smith@usg.edu with any comments by Wednesday, November 26.

Institutional Retrofits

- Database level access (PSQUEST)
  – available in December for retrofitting of institution developed interfaces and reports.
- PeopleSoft Query access
  – available during UAT (February) for retrofitting of institution developed PeopleSoft queries.
- Tools to be provided 1st week of December:
  - Cheat sheet of record changes.
  - Query Jumpstart Report.

Please Respond!

- Do you use the ITS provided Workstation Installer? If so, what for?
- Email Response by Friday, November 21st to: michael.casuccio@usg.edu or paige.born@usg.edu
- After the upgrade, a workstation install will only be necessary if you create custom nVision reports.

Questions?

its

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