



Announcement

TO: Georgia FIRST PeopleSoft Financials Users

POSTED: November 22, 2017

SUBJECT: Availability of Documentation to Prepare Users for Release 5.30

In preparation for PeopleSoft Financials Release 5.30, we are in the process of making documents referenced in the November 14th WebEx available on the Georgia*FIRST* Financials website. This email lists those that are currently available. Users should review these prior to Monday, December 4, 2017, when application changes will be available.

Additional information will be uploaded next week. An announcement listing that documentation will be sent at that time.

General Job Aids and Reference Documents

http://www.usg.edu/gafirst-

fin/documentation/category/general_job_aids_and_reference_documents

- BOR Spreadsheet Upload Files_Dec 4, 2017
 - o This file includes both Journal and Voucher upload spreadsheets
 - o These new spreadsheets must be used beginning December 4, 2017
- Browser Compatibility Guide for PeopleSoft Applications 8.53-8.56 Jun 2017
- Clearing Your Browser Cache Dec 4, 2107
 - All users should clear cache prior to logging into PeopleSoft the morning of December 4th
- Using the Search Feature in PeopleSoft Financials
- Fluid Homepages in PeopleSoft Financials

General Ledger Job Aid

http://www.usg.edu/gafirst-

fin/documentation/job aids/category/general ledger and commitment control

- Department Manager Dashboard Setup
 - Users can also refer to the Georgia Summit presentation "Department Manager Dashboard 2017" for more information on this new feature. The presentation is located at: http://www.usg.edu/gafirst-fin/training/georgia_summit

Travel and Expenses Job Aids

http://www.usg.edu/gafirst-fin/documentation/job aids/category/travel and expenses

• Creating and Submitting a Fluid Expense Report in PeopleSoft Financials





Announcements

http://www.usg.edu/gafirst-fin/announcements

A17-029_ Release 5.30 WebEx Resources Available

New User Interface Videos

http://www.usg.edu/gafirst-fin/training

- Using the PeopleSoft Fluid Navigation Bar
- Search Features in PeopleSoft Financials

MORE INFORMATION and SUPPORT

BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY

706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website http://www.usg.edu/customer_services (requires a User ID and password, email helpdesk@usg.edu to obtain credentials)E-mail: helpdesk@usg.edu

ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines: http://www.usg.edu/customer_services/service_level_guidelines/

