Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: March 21, 2018

SUBJECT: 2019 Budget Prep User's Guide Now Available

The Budget Prep User's Guide has been updated and is now available on the Georgia*FIRST* Financials website. It has been modified to include enhancements identified during the 2016 Budget Prep Design Session and recent UAT sessions for Cohorts 1, 2 and 3 institutions. It also includes changes made as a result of the transition from ADP to OneUSG Connect (HCM).

We recommend that you read the User's Guide carefully before you begin the budget prep process for 2019. We welcome your feedback on the user guide so that we can continue to improve it.

Budget Prep Related Documentation

All of the available Budget Prep documentation can be found on the Georgia*FIRST* Financials Website as listed below:

- **2019 Budget Prep User's Guide** is available here.
- **Budget Prep and OneUSG Connect (HCM) Record Names Job Aid**
    - This maps the old to new Budget Prep Record Names and lists new OneUSG Connect Record Names and is available here.
    - Please note that this document was updated 3/21/2018 to include OneUSG Connect (HCM) tables.
- **Status of Budget Prep and Impact of OneUSG Connect Downtime** announcement is available here.
- **Budget Prep Queries and Reports Job Aid** is available here.

If you have questions or need assistance, please submit an Incident to the ITS Helpdesk.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit http://status.usg.edu.