
Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: November 21, 2016

SUBJECT: New Job Aids and Business Process Available on GeorgiaFIRST Financials Website

GeorgiaFIRST PeopleSoft Financials has posted the following job aids and business process to the GeorgiaFIRST Financials website, none of which are associated with Release 5.20.

- 1) **eProcurement Requisition Settings Job Aid:** The Requisition Settings page allows users to define requisition information, including default values for requisition lines. This job aid shows users how to access the Requisition Settings page prior to or after creating a requisition (http://www.usg.edu/gafirst-fin/documentation/job_aids/category/eprocurement).
- 2) **Submitting an Expense Report & Modifying an Expense Report Job Aids:** These two job aids are for both core and self-service users who need to create and submit or alter an expense report. We encourage departments to make sure that causal users are aware of these job aids (http://www.usg.edu/gafirst-fin/documentation/job_aids/category/travel_and_expenses).
- 3) **PO Mass Approvals (PO_020_161) Business Process:** This business process explains how users can approve more than one purchase order at a time. It is located in the Purchasing (PO) – Purchase Orders zip file (<http://www.usg.edu/gafirst-fin/documentation/category/purchasing>).

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/

