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
    - This file includes both Journal and Voucher upload spreadsheets
    - 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/