

---

## Announcement

**TO:** GeorgiaFIRST 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 GeorgiaFIRST 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 GeorgiaFIRST 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](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto: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](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.

---

