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## Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** November 22, 2017

**SUBJECT:** Availability of Documentation to Prepare Users for Release 5.30

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In preparation for PeopleSoft Financials Release 5.30, we are in the process of making documents referenced in the November 14<sup>th</sup> WebEx available on the GeorgiaFIRST 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](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](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](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](http://www.usg.edu/gafirst-fin/documentation/job_aids/category/travel_and_expenses)

- Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

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## 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](http://www.usg.edu/customer_services) (requires a User ID and password, email [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain credentials)E-mail: [helpdesk@usg.edu](mailto:helpdesk@usg.edu)

## ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:

[http://www.usg.edu/customer\\_services/service\\_level\\_guidelines/](http://www.usg.edu/customer_services/service_level_guidelines/)

