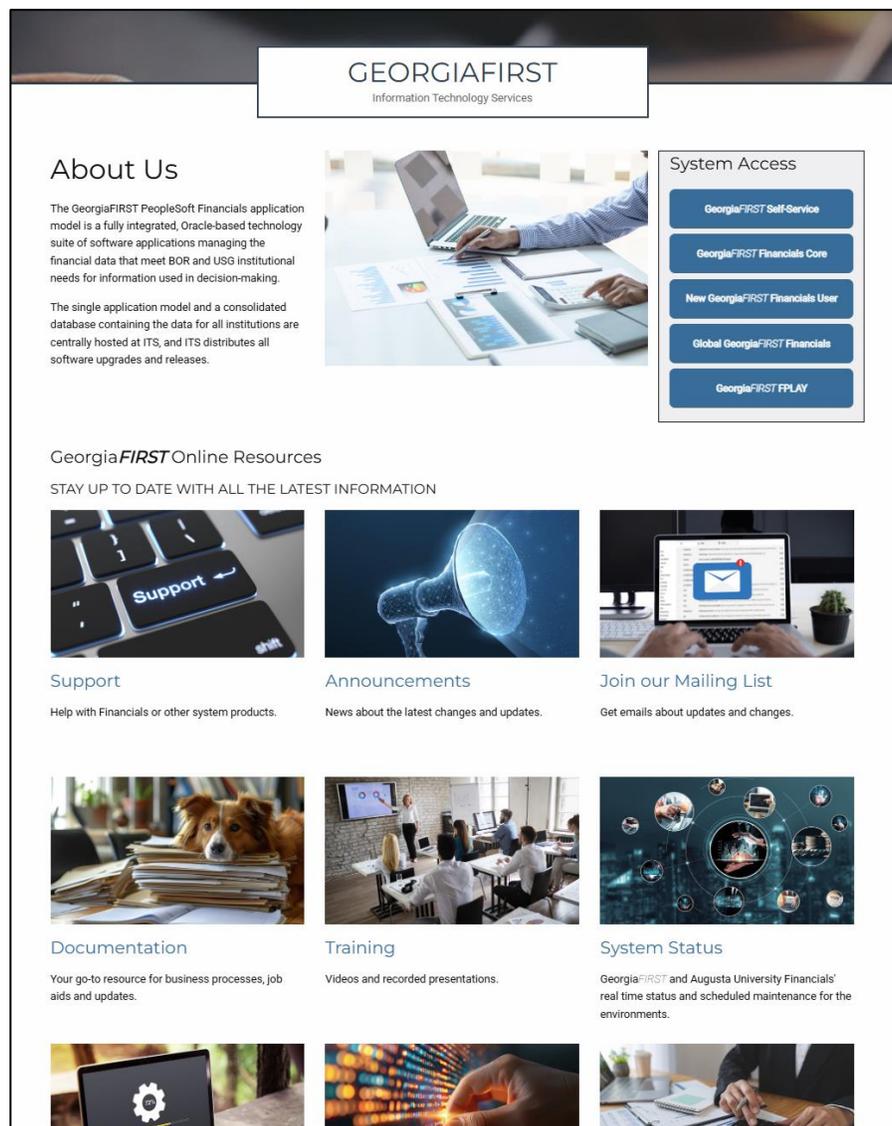


GeorgiaFIRST Financials Website

The GeorgiaFIRST Financials website is the central repository for all information regarding PeopleSoft Financials for GeorgiaFIRST institutions. Users can access all of the pages from the GeorgiaFIRST Financials homepage.

The GeorgiaFIRST Financials homepage contains tiles on the page that allow you to navigate to the latest Announcements and Known Issues, as well as related links such as the Business Procedures Manual.

The tiles below contain links to the Support, Announcements, Mailing List, Documentation, Training, FY-End & Chart Accounts, System Status, Releases, Known Issues, and Model Change Request pages.



Support

Users can access ITS Customer Services and Helpdesk via the Support tile on the homepage of the GeorgiaFIRST Financials website or through the Support link on the left menu bar of the GeorgiaFIRST Financials website.

Announcements

All announcements that are sent to GeorgiaFIRST Financials mailing lists are posted on the Announcements page. Announcements are available in a pdf format. You can view current and archived announcements on this page or module-specific announcements under the Announcements header in a particular module.

Announcements for 2025

Date	Announcement
5.23.2025	FYE 2025 Workshop Presentation Materials Available Now
5.16.2025	TIGA Reporting Users Guide PeopleSoft Financials v.9.2 FY2025
3.4.2025	FY2025 Year-End Cutoff Dates for Travel & Expenses and eProcurement Announcement
2.5.2025	FY2026 Budget Prep User Guide Available Now
2.3.2025	GeorgiaFIRST Website Changes
1.6.2025	Mileage Rate Update for 2025
1.1.2025	New Helpdesk Support Email Address: Support@usg.edu

View Other Years

- [Announcements for 2024](#)
- [Announcements for 2023](#)
- [Announcements for 2022](#)

Mailing List

GeorgiaFIRST PeopleSoft Financials users may subscribe to the GeorgiaFIRST Communications listserv as well as area-specific listservs where they can receive emails about the latest updates and changes to the GeorgiaFIRST PeopleSoft Financials application. To sign up, log-in using your USG Single Sign-On account.

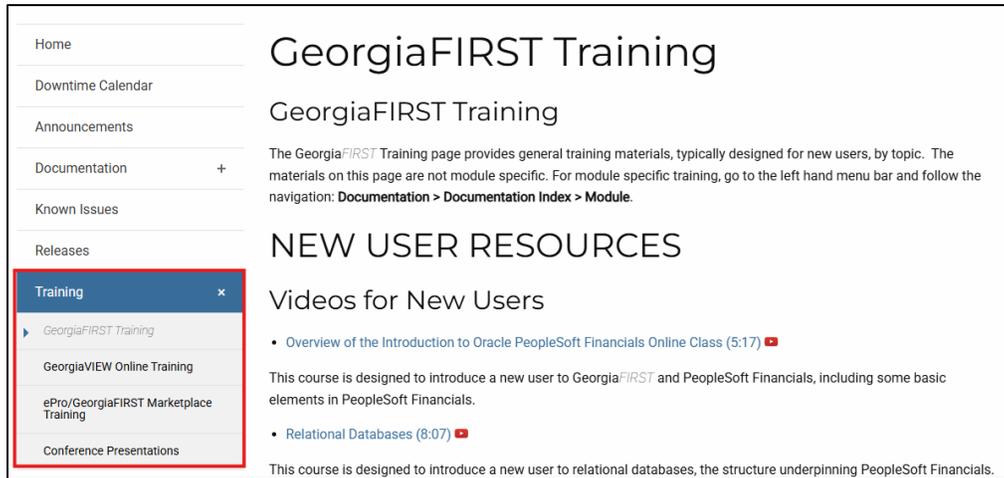
Documentation

The Documentation page is composed of documents and videos relevant to each module. To see resources in a particular module, click on the Documentation Index and then click on the module.

The module pages contain specific Announcements, Job Aids and Reference Documents, Training, and Business Processes. Scroll to see the documents and/or videos within that module.

Training

The GeorgiaFIRST website has four training pages: GeorgiaFIRST Training, GeorgiaVIEW Online Training, ePro/GeorgiaFIRST Marketplace Training, and Conference Presentations:



- The GeorgiaFIRST Training page organizes general training materials, typically designed for new users. The materials on this page are not module-specific. For training materials in a specific module, you must go to the module in which you need training.
- GeorgiaVIEW Vista Online Training by GeorgiaFIRST allows attendees to complete self-paced training courses related to queries and asset management. Users who are interested in taking one or more of the listed courses on the page may fill out the Online Course Flyer and Form PDF, and send it to support@usg.edu so that they may be enrolled in their requested courses on the GeorgiaVIEW Online Training website.
- ePro and GeorgiaFIRST Marketplace training materials, including videos, user guides and job aids, are organized in accordion drop-down lists under individual user roles (Shopper, Requester, etc.).
- Conference Materials, including PowerPoints and handouts, from past GeorgiaFIRST Interact presentations are uploaded onto this page.

Business Processes

Business Processes can be found by scrolling down to the bottom of the page under each module. The Business Process section lists all of the processes in that module under the category in which they can be found. Processes are categorized by area within the module (ex: eProcurement -> Requisitions) with occasional subcategories within the area (ex: ePro Requisitions -> Creating and Managing Requisitions). All processes can be accessed by clicking on its PDF file.

Chart of Accounts and Fiscal Year End

The Chart of Accounts and Fiscal Year End page contains proprietary information and is restricted to University System of Georgia personnel. To access this information, log-in using your USG Single Sign-On account.

This page includes the Chart of Accounts and Fiscal Year End Announcements, User's Guides, Mapping documents, and Workshop Presentations. It also contains zips files with previous years' documents.

Fiscal Year End and Chart of Accounts

The Year-End processing and closing of GeorgiaFIRST Financials requires a coordination of effort between PeopleSoft Purchasing, Expenses, Accounts Payable, Payroll, Asset Management, and General Ledger functions and Banner functions to ensure that required tasks are completed in sequence. The current Fiscal Year End documentation, used to facilitate the timely and accurate completion of this process, is categorized into the following sections: Announcements, User's Guides, Mapping, Workshop Presentations, and Mid-Year Workshop Presentations.

Chart of Accounts

- [USG_Chart_of_Accounts_-_06.11.18.xlsm](#) 
- [Account Request Instructions](#) 

Current Fiscal Year End

To access all training materials under a particular category, click the plus sign on the right-hand side of the accordion row.

ANNOUNCEMENTS	-
<ul style="list-style-type: none"> • A18-013_Fiscal_Year-End_2018_Sub-Module_Cleanup_and_Processing_Manual_Available  • A18-004_FY2018_Year-End_ePro_and_Travel_Expense_Cutoff_Dates  • A18-019_Fiscal_Year-End_2018_Processing_and_Closing_Manual_Now_Available  	
USER'S GUIDES	+
MAPPING	+
WORKSHOP PRESENTATIONS	+

Previous Years' Fiscal Year End

- [FY2016_Year-End_Documents.zip](#) 
- [FY2017_Year-End_Documents.zip](#) 

Known Issues

A Known Issue is generated whenever the PeopleSoft application does not perform in the way it was intended. Information regarding the known issue is sent to GeorgiaFIRST PeopleSoft Financials users via GeorgiaFIRST emails. You can view all posted Active and Resolved issues on the Known Issues page of the GeorgiaFIRST website.

Known Issues

Active Known Issues

No.	Posted/Modified	Known Issue	Status
KI9.2-176_Other	02.27.2025	Processes Queueing and Processing Longer Than Normal	Active
KI9.2-174_OTHER	01.13.2025	Problem with "Notify" Button Functionality	Active
KI9.2-173_OTHER	12.12.2024	Issue when using Type Ahead/Autocomplete functionality	Active
KI9.2-171_PO	07.03.2024	Purchase Order Receipt Notification Email	Active
KI9.2-94_EX	05.01.2018	Travel & Expense Module Variances on BOR_KK_EXSHEET_RECON Query	Active
KI9.2-19_EX	11.06.2015	Name on Expense Report Summary Disappears	Active

Releases

Releases allow the GeorgiaFIRST Financials team to make updates to current PeopleSoft production. Known Issues can also be resolved with release items. If a known issue is resolved via a release, it will be annotated in the Release Notes. Users are encouraged to review the notes with each release to see if any actions are necessary. Previous release notes are also available on this page.

Releases

Current Release

[Augusta University 2.00 Release Notes](#)

Items Addressed in Current Release

Release 2.00 addressed:

- Upgrade to PeopleTools 8.61.
- Minor update to the TIGA Salary and Travel process.
- Modification to Lease and Payment start and end date requirements
- Table changes that may affect third-party integrations.
- [Known Issue 9.2.173.Other](#): Issue when using Type Ahead/Autocomplete functionality
- [Known Issue 9.2.174.AP](#): Issue with "Notify" Button Functionality

There are no major changes to the User Interface.

ITS recommends all users clear their Temporary Internet Files (browser cache) before logging back into the system. It is highly recommended all users clear their browser cache often, especially after an update is applied to the production database. For more information on how to clear browser cache and cookies using common browsers, click [here](#).

Schedule of Future Releases

Release Number	Tentative Release Date	Primary Purpose
GeorgiaFIRST 6.04 and Augusta 2.02	March 28, 2025	Q1 Patching Release

Model Change Request

A Model Change Request (MCR) is a proposal to enhance the PeopleSoft application. MCRs are initiated by an institution(s), researched and reviewed by ITS analysts and then submitted to the USO Change Review Board for consideration. Institutions can initiate a MCR by submitting their request via the online form found on the Change Request Dashboard as well as view the status of a submitted MCR by logging in with their individual Single Sign-on (SSO) account.

System Status

The University System of Georgia's Status page provides up-to-date status and scheduled maintenance information for the operations of USG IT systems and services, including GeorgiaFIRST and Augusta University Financials, as well as their respective environments.

For GeorgiaFIRST Financials, the services include:

- GeorgiaFIRST PeopleSoft Financials
- GeorgiaFIRST Marketplace
- FPLAY environment
- GeorgiaFIRST Marketplace UIT

For Augusta University Financials, the services include:

- Augusta University Financials
- Augusta Health eShop
- AUFPLAY

To view their statuses, click on the "+" sign next to each environment to expand details. Scroll past the real-time table to view scheduled or upcoming maintenance for both production and non-production environments.