UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services
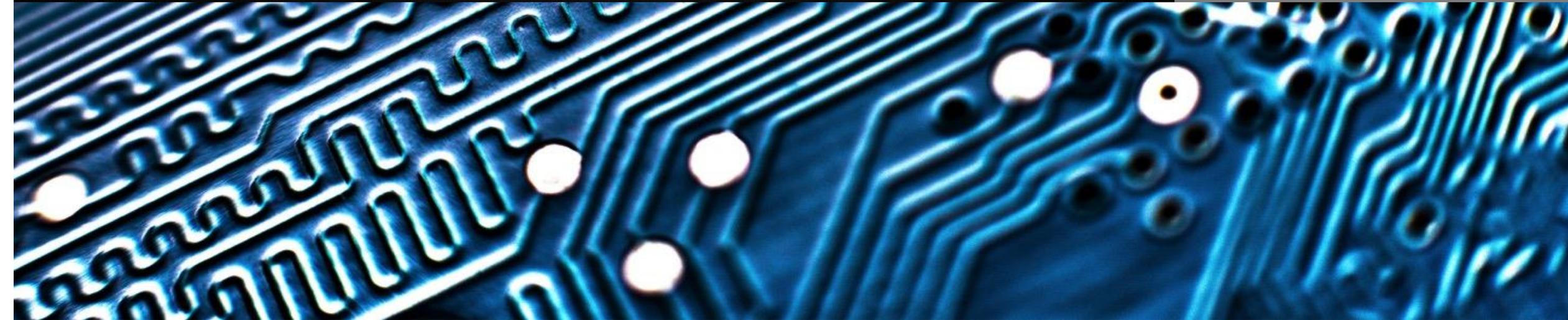
Georgia*FIRST* Financials

In the Know

January 8, 2026

Georgia*FIRST* Financials Current Events

Administrative Services Leadership Changes:

- After 16 years of dedicated service with USG, David Nisbet has retired, effective 11/30/2025.

- We are pleased to share that **Sharon Neff** has assumed the role of **Assistant Vice Chancellor for Administrative Services**. Sharon brings extensive experience leading HCM/Financials/support teams and is looking forward to continuing our strong collaboration with each of you.

Georgia*FIRST* Financials Current Events

- Georgia Southern University & East Georgia State College Consolidation
  - Consolidation activities in progress

- Unified ERP
  - Georgia*FIRST* team involvement
  - Consultant to assist with current Production Support
  - Financials data clean up – start now!
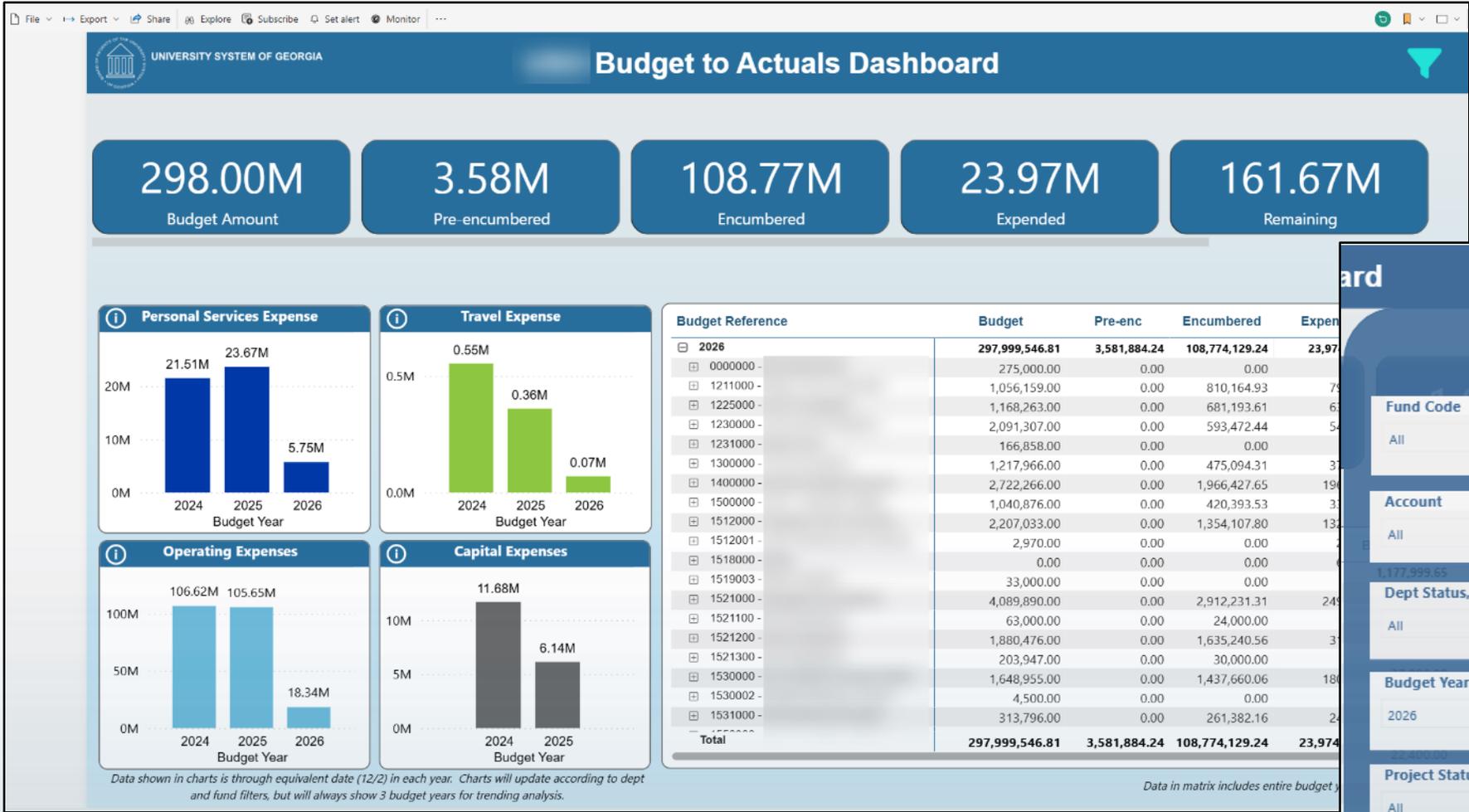
Georgia*FIRST* Financials Current Events

- Travel & Expenses:
  - Conus/Oconus: updates completed November 11, 2025
  - Mileage Updates: completed January 6, 2026
  - Concur reimplementation, due to State of Georgia's Workday implementation

- Releases for both GeorgiaFIRST and Augusta University Financials: January 9-10, 2026
  - Release for GeorgiaFIRST will include the 1099 updates from Oracle
  - 2025 tax year: New 1099 types – 2025N and 2025M (previously 1099N and 1099M)
  - 2026 tax year: Threshold for issuing a 1099 will increase from $600 to $2200.
  - 1099 Informational meeting with Institutions held on December 10, 2025 at 10am. Meeting recording available here.

- GeorgiaFIRST and Augusta University Financials: 2 scheduled releases a year
  - January (1099 release) and June (FYE release)
  - Releases also include security and infrastructure patching

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Georgia*FIRST* Financials Current Events

- Power BI Department Manager Dashboard
  - Power BI is ERP agnostic.
  - Dashboards similar to what is currently available in PeopleSoft Financials today.
    - **Budget to Actuals:** Provides an overview of the entire budget amount for the funds included in the report. This includes budget amount, pre-encumbrances, encumbrances, and expenses including Personal Services, Travel, Operating, and Capital expenses by Budget Year
    - **Oper Exp Detail:** Provides an overview of Operating Expenses across departments, as well as a matrix of operating expenses by Project, Vendor (in alphabetical order), Transaction Description, and the total expenses.
    - **Personal Services Monthly:** Breakdown of Salary costs and Benefit costs per employee in department.
    - **Open POs:** Provides an overview of all open purchase orders by department and years, including PO Balance from prior years and the current year, PO balance by Account Group, as well as the top 10 vendors by PO balance.
  - Access continues to be role based, roles assigned in PeopleSoft Financials, then set up in Power BI.
  - Pilot Institutions identified and will be testing soon.

Georgia*FIRST* Financials Current Events

- HRA and PSB Archiving
  - ITS will continue archiving data from PERS_SERV_BOR and HR_ACCTG_LINE. Aiming to archive through 6/30/2023 by end of April 2026.
  - Currently any data prior to a Run Date of 7/1/2022 is only accessible via the archive tables.
- OneUSG:
  - PERS_SERV_BOR will be archived to BOR_PERS_S_HIST
  - HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H
- Georgia*FIRST* Financials
  - PERS_SERV_BOR will be archived to PERS_SERV_BOR_H
  - HR_ACCTG_LINE will be archived to HR_ACCTG_LINE_H

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Georgia*FIRST* Website
https://www.usg.edu/gafirst-fin/

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

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

Website Layout Overview:
GeorgiaFIRST_Financials_Website_11072025.pdf

GEORGIAFIRST
Information Technology Services

About Us

The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making.

The single application model and a consolidated database containing the data for all institutions are centrally hosted at ITS, and ITS distributes all software upgrades and releases.

System Access
- GeorgiaFIRST Self-Service
- GeorgiaFIRST Financials Core
- New GeorgiaFIRST Financials User
- Global GeorgiaFIRST Financials
- GeorgiaFIRST FPLAY

Georgia**FIRST** Online Resources
STAY UP TO DATE WITH ALL THE LATEST INFORMATION

Support
Help with Financials or other system products.

Announcements
News about the latest changes and updates.

Join our Mailing List
Get emails about updates and changes.

Documentation
Your go-to resource for business processes, job aids and updates.

Training
Videos and recorded presentations.

System Status
GeorgiaFIRST and Augusta University Financials' real time status and scheduled maintenance for the environments.

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Website Demo

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Institution Cleanup – Unified ERP

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Asset Management:

- Reconciling Items

- Cleaning up Assets causing out of balance issues

- Orphaned Assets

- Reoccurring Journal Entries to Capitals Ledger

- Obsolete Assets

- 10% Entries

- Note: Issues may require ITS assistance to correct – HelpDesk Tickets

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GL & KK Queries and information:

- BOR_KK_EXCEPTIONS:
  - Returns all detail transactions and Chartfield values that are in error in Commitment Control
  - Run this query by transaction type
  - Pay attention to older transactions
  - ITS assistance may be needed to clean up older transactions returned by this query

- Make sure Encumbrances balance to Open PO's

- Make sure Ledger is balanced by Fund

Institution Clean Up

Travel & Expenses Queries:

- BOR_EX_OPEN_LIABILITY: Pay attention to older items that are returned in the results
- BOR_EX_UNPOSTED_PYMNTS: Lists Open Balances in the 211500 Account
- BOR_EX_UNPOSTED_ACCRUALS: Returns Unposted Expense Accruals
- BOR_EX_OPEN_CASHADV_BAL: Lists Account 132300 Recon by Employee ID

- Other Available T&E Queries and Reports can be found on the Georgia*FIRST* website: Travel_and_Expenses_Queries_and_Reports.pdf

Banking:

- Up to date on monthly bank reconciliations

- Action taken on bank reconciling items

Banner:

- Up to date on banner reconciliations/TGRCON

- Banner Detail Codes are feeding to appropriate general ledger accounts

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Accounts Payable Queries and information:

- BOR_AP_UNPOSTED_PYMNTS: This query will return payments that have not been posted. Specifically focus on transactions with an older Pmt Dt that have a Post Status of U.

- BOR_AP_UNPOSTED_VCHR: This query will return vouchers that have not been posted. Specifically focus on transaction with an older accounting date.

- BOR_AP_OPEN_LIAB: Pay attention to older items that are returned in the results. Institutions will also want to make sure they are balancing it back to GL.

- Make sure you have subsidiary detail for AR balances.

- Other Available AP Queries and Reports can be found on the Georgia*FIRST* website: AP_Queries_and_Reports_8-1-24.pdf

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Quick Invoice Entries: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

Quick Invoice Entries: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

- Quick Invoice Entries are frequently sourced from running Voucher Build for Georgia*FIRST* Marketplace e-Invoices

- If a voucher fails any of the header error checks, or if the purchase order association fails, the subprocess marks the voucher as having a pre-edit error. Such errors prevent the vouchers from being processed fully, and the pre-edit subprocess writes these vouchers with pre-edit errors to the quick invoice tables.

- Users can review vouchers with pre-edit errors using the Review Errors link from the Quick Invoice Entry page.

- Voucher Build must be run again after error correction(s):

eProcurement and Purchasing Queries and information:

- BOR_REQ_OPEN_AMOUNT_ALL: This query will return all requisition lines where there is an open pre-encumbrance. Specifically focus on Requisitions that are older to evaluate if the requisition is still needed and those that have a Req Status of C (Complete) but still show an amount in the REQ KK Amount column. These will most likely need the assistance of ITS to resolve.

- BOR_PO_OPEN_AMOUNT_ALL: This query will return all purchase order lines where there is an open encumbrance. Specifically focus on PO's that are older to evaluate if the PO needs to remain open and those that have a PO Status of C (complete) but still show an amount in the Amount column. These will most likely need the assistance of ITS to resolve.

- BOR_PO_NOT_COMPLETE: This query will return all purchase order lines that are not closed. End users should pay special attention to older PO's and PO's where all line amounts are $0.00 – this could indicate that the PO is not eligible for closure and will need to be force closed via the Buyer's Workbench.

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eProcurement and Purchasing Queries and information:

- Institutions should be running the PO Close and Req Close processes on a regular basis so that all eligible transactions are closed timely.

- ePro & Purchasing Month-End Checklist available on the Georgia*FIRST* website ePro_and_Purchasing_Monthly_Process_Checklist.pdf

- Other Available ePro & Purchasing Queries and Reports can be found on the Georgia*FIRST* website: eProcurement_and_Purchasing_v9.2_Queries_and_Reports_Sep_2024_.pdf

Other Things to Consider:

- Reoccurring journal entries for AFR or BCR

- Reoccurring adjustments made to the face of the financial statements

- R&R Reserves

- Reserve Balances Out of Balance by Fund

- Undocumented Balance Sheet Items

- Banner Cash Clearing Balances

- Prior Year Auditor Adjusting Entries

- Beginning Fund Balance tied by Fund

Institution Clean Up

Other Things to Consider:

- AR Write-Off/Clean Up

- Clean Up Restricted Account Balances between Project IDs/Years

- Fiduciary Accounts

- Loan and Endowment Funds

- On-Line Learning Fee Detail Codes

- Encumbrances

Tips & Tricks

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Clearing Cache:

- Important to do after each Release
- When experiencing an issue coming back into PeopleSoft from the Georgia*FIRST* Marketplace
- After browser updates
- Close ALL browser windows, except for one, that you have open on your computer before clearing cache.

Job Aid:

Clearing_Cache_and_Cookies_in_Common_Browsers.pdf

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Clearing Cache:
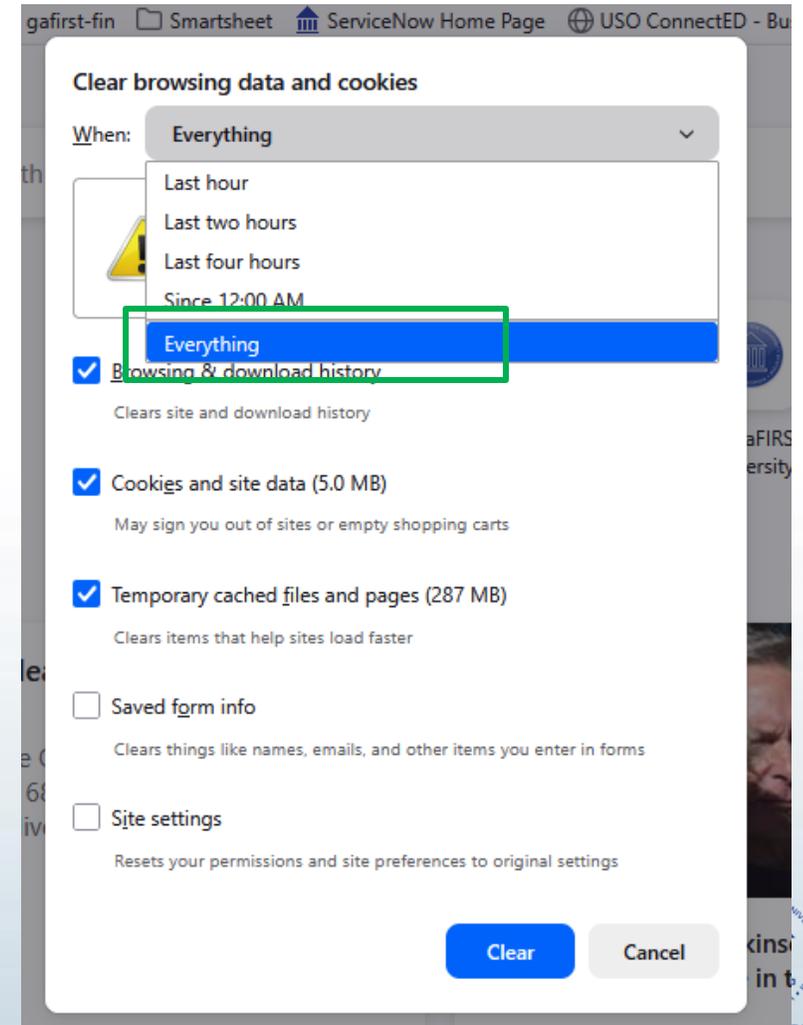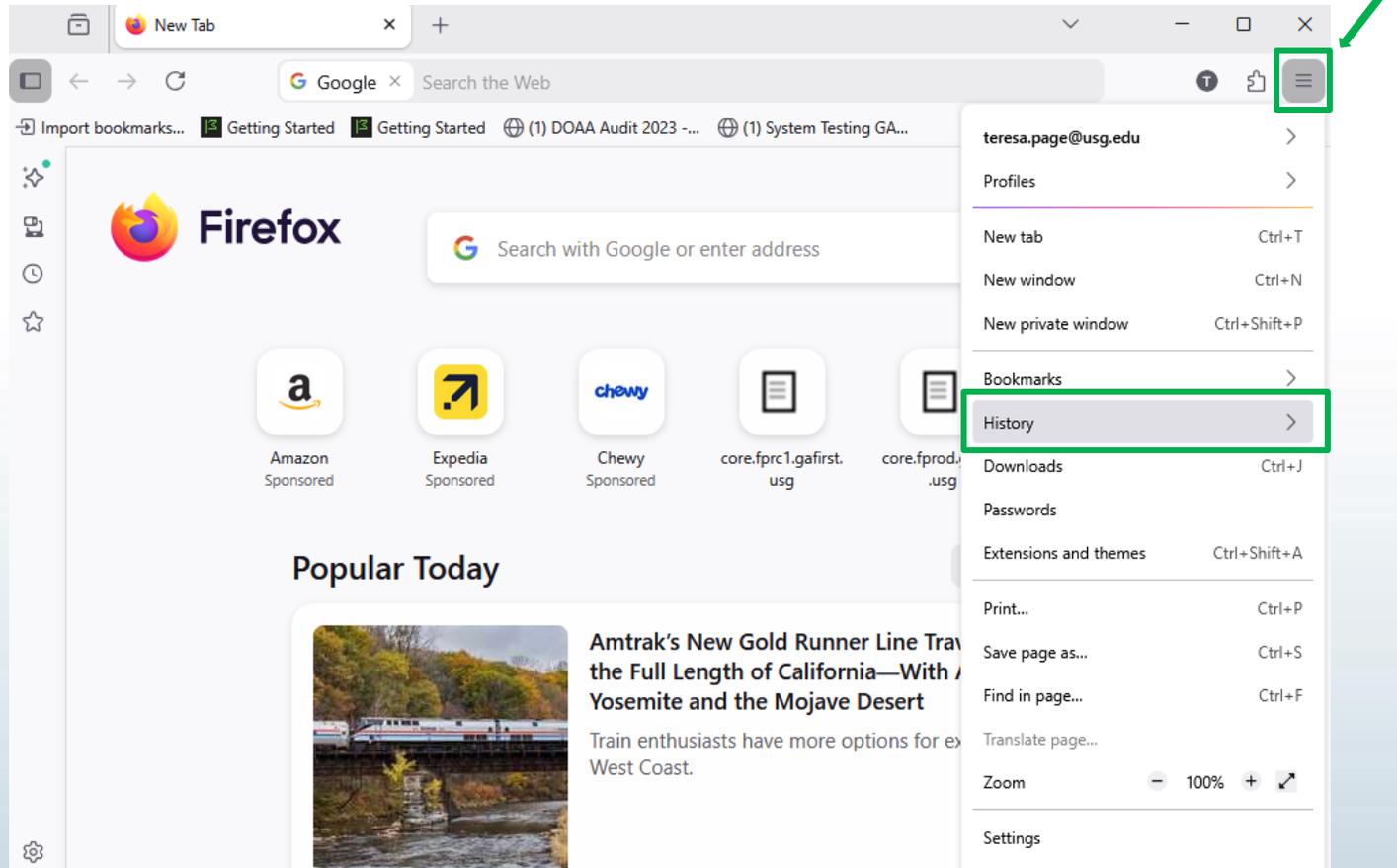
Closing out of PeopleSoft

Frequently used pages can be saved to your Favorites
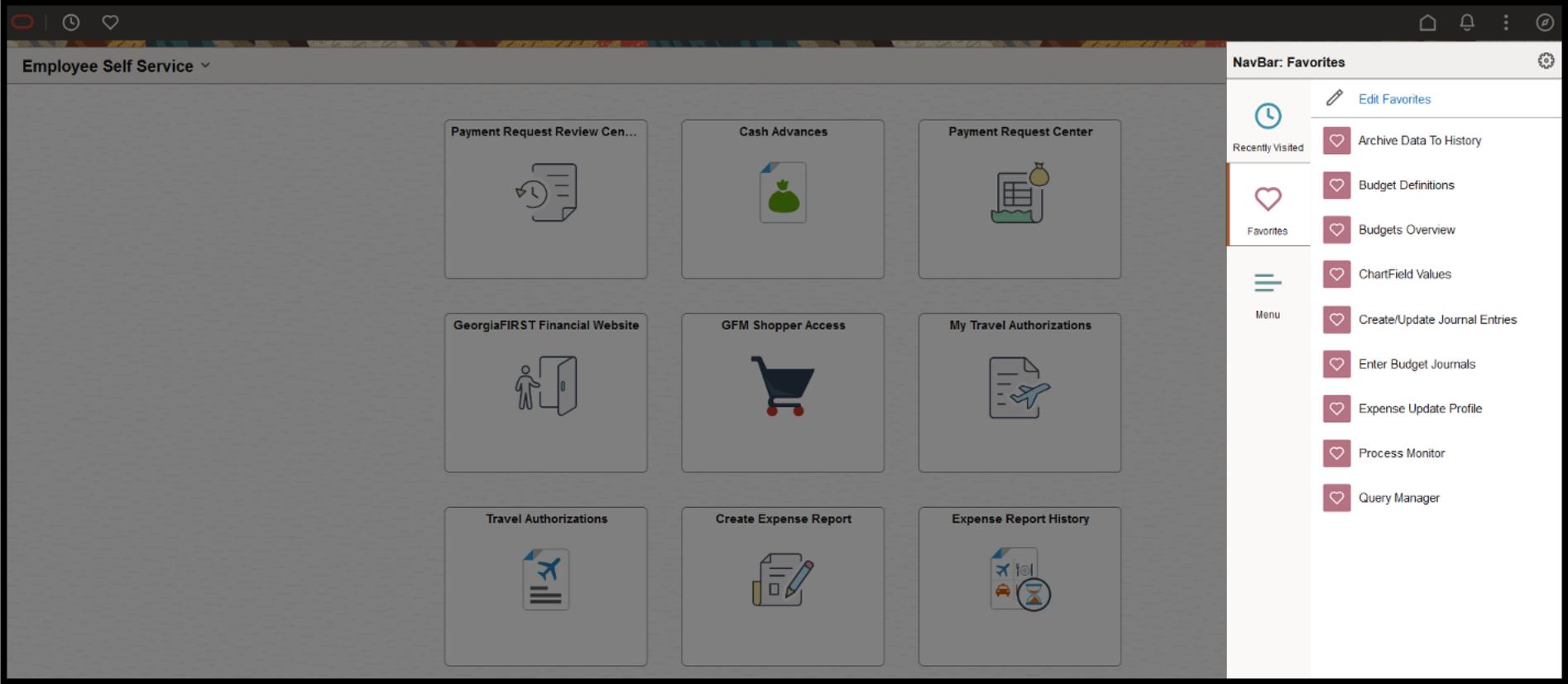
Or they can be added as a Tile on your homepage

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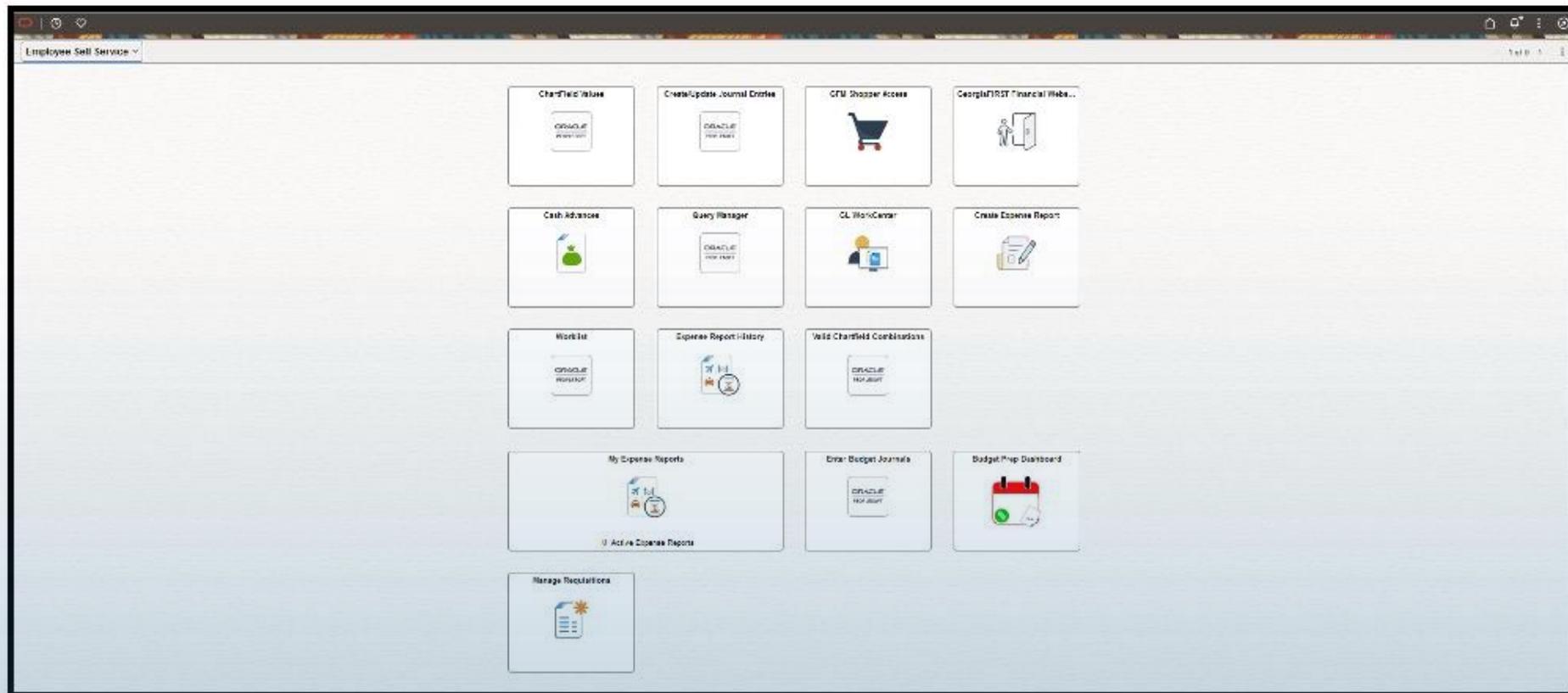
To add to your Favorites or to add a Tile on your home page:
- Navigate to the page you would like to save
- Click on the Vertical Ellipsis
- Click Add to Favorites or Add to Homepage
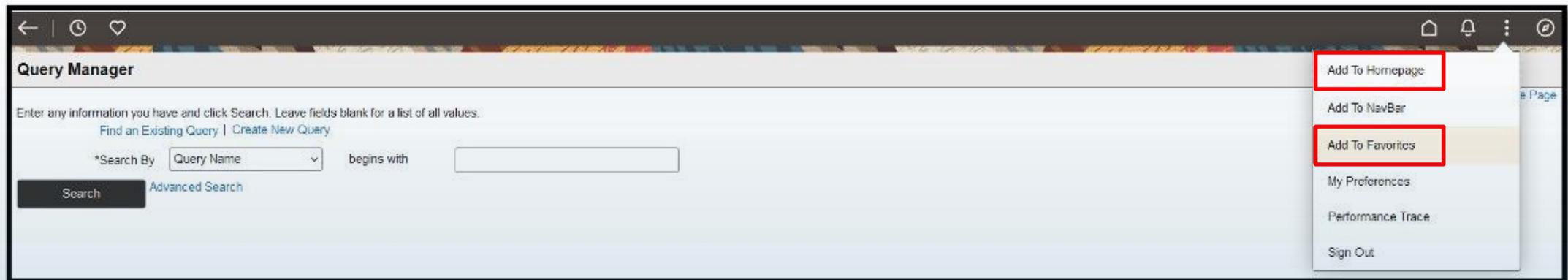
If adding as a tile on your homepage:
- Choose the homepage where you want to save the tile

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Saved Searches

The Saved Searches feature
makes it easier for you
to quickly find transactions.

For example, you might save a search to find journal entries:

01 Created by a specific user.

02 Not posted for your source code.

03 Created after a specific date.

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Creating a Saved search

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Saved search

Using Saved search

Tabbing Order:

Allows users to directly manipulate the tabbing order of the fields on a PeopleSoft page.

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Tabbing Order: Page Personalization

Tabbing Order

To populate today's date, enter a "T" or "t" in any date field in PeopleSoft Financials.

Click Save and today's date will populate.

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thank you!

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