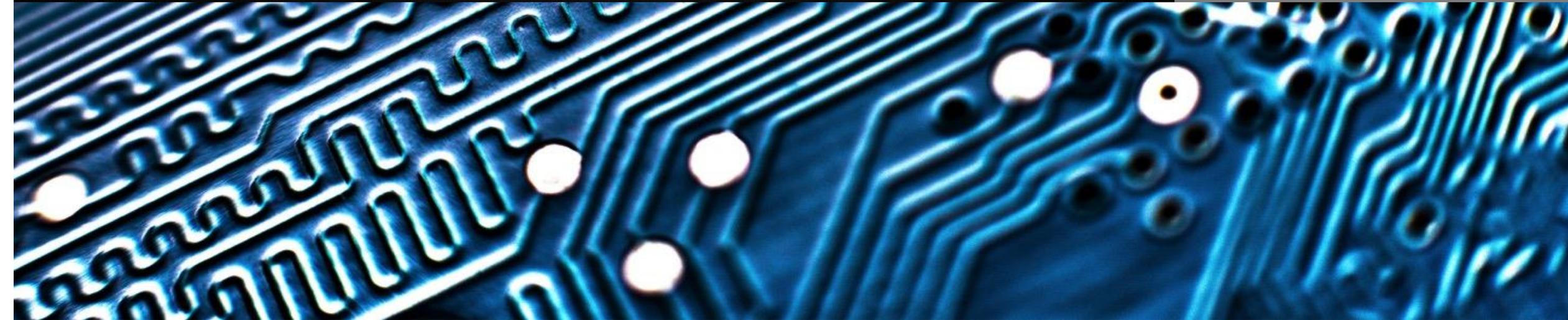


# Georgia *FIRST* Financials

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

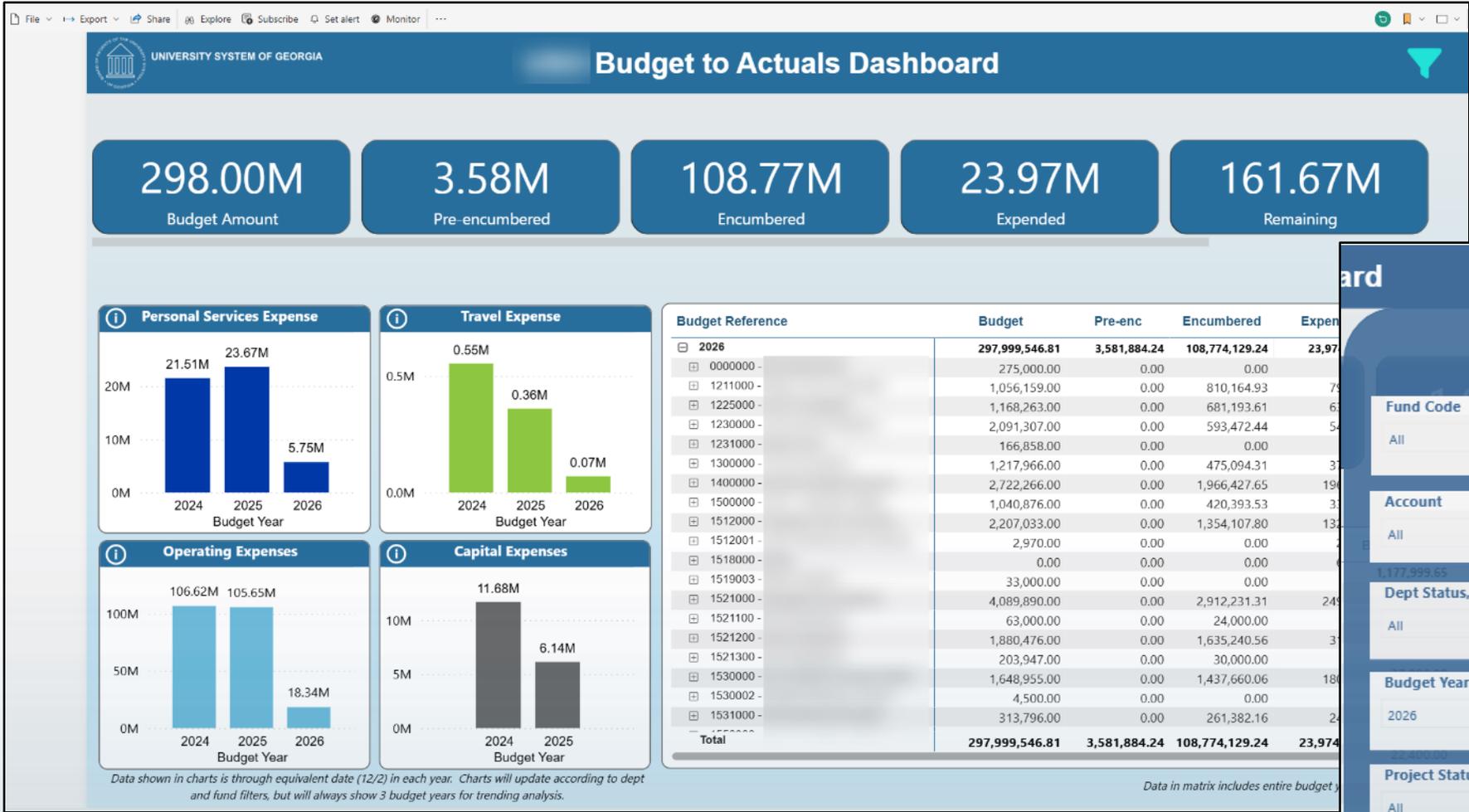
- Travel & Expenses:
  - Conus/Oconus: updates completed November 11, 2025
  - Mileage Updates: completed January 6, 2026
  - Concur reimplementations, due to State of Georgia's Workday implementation
- Releases for both Georgia*FIRST* and Augusta University Financials: January 9-10, 2026
  - Release for Georgia*FIRST* 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](#).
- Georgia*FIRST* and Augusta University Financials: 2 scheduled releases a year
  - January (1099 release) and June (FYE release)
  - Releases also include security and infrastructure patching



# 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.





ard

92.79%

Percent Remaining

**Apply and Close**

**Fund Code**

All

**Account**

All

**Dept Status, Department**

All

**Budget Year**

2026

**Project Status, Project**

All

**Class**

All

**Reset to Default**



# 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

# GeorgiaFIRST Website

<https://www.usg.edu/gafirst-fin/>

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 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

### GeorgiaFIRST 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.

## Website Demo

# Institution Cleanup – Unified ERP

# Institution Clean Up

## **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



# Institution Clean Up

## 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](#)



# Institution Clean Up

## **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



# Institution Clean Up

## 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](#)



# Institution Clean Up

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

**Quick Invoice Entry**

Find an Existing Value ⊕ Add a New Value

Search Criteria  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

\*Business Unit: [Redacted] [Q]

Voucher ID: begins with [ ] [Q]

Invoice Number: begins with [ ] [Q]

Supplier ID: begins with [ ] [Q]

Short Supplier Name: begins with [ ] [Q]

Supplier Name: begins with [ ] [Q]

Build Status: [ ] [Q]

Voucher Source: [ ] [Q]

Show fewer options  
 Case Sensitive

Search Clear Save Search

Search Results  
212 results - Business Unit "98000"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Supplier ID	Short Supplier Name	Supplier Name	Build Status	Voucher Source
[Redacted]	05378140	1MY7-FRCR-69DM	-44.34	09/25/2025	CAT0000201	AMAZON-CAT-001	Amazon Business	Error	Catalog
[Redacted]	05378025	13CQ-QKVP-L6QQ	-28.49	09/16/2025	CAT0000201	AMAZON-CAT-001	Amazon Business	Error	Catalog
[Redacted]	05377941	6A41836486	-57.12	09/12/2025	CAT0000010	STAPLE-CAT-001	Staples	Error	Catalog
[Redacted]	05376248	6A32568522	-51.79	06/03/2025	CAT0000010	STAPLE-CAT-001	Staples	Error	Catalog
[Redacted]	05375922	1KV3-7RG4-FFPJ	-339.99	05/15/2025	CAT0000201	AMAZON-CAT-001	Amazon Business	Error	Catalog
[Redacted]	05375207	10806020939	103.19	04/10/2025	CAT0000008	DELL-CAT-001	DELL	Error	Catalog

**Quick Invoice**

Business Unit: [Redacted] Voucher: 05378140 \*Invoice Number: 1MY7-FRCR-69DM Invoice Date: 09/25/2025 \*Build Status: Pre-Edit Error

Accounting Date: [ ] Prepaid Ref: [ ] Invoice Received: [ ]  Auto Apply

Supplier: CAT0000201 Invoice Address: 2 Amazon Business Amazon Capital Services, Inc PO Box 035184 Seattle WA USA 98124-5184

Location: REMITACH Remitting Addr: 2 Attachments(0) Comments(0)

Line Amount: -44.34 Control Group: [ ] Payments  
Misc Amt: 0.00 Terms: [ ] Session Defaults  
Freight: 0.00 Currency: USD Override Session Default  
Total: -44.34 **Review Errors**

Difference: 0.00 Fetch Voucher Lines  
From Voucher Line: 1 Line Details  
To Voucher Line: 1 Add lines

> Copy From Source Document  
> Voucher Build Association



# Institution Clean Up

**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.



# Institution Clean Up

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

The screenshot displays the 'Voucher Build' application interface. At the top, there are navigation icons (back, refresh, heart) and the title 'Voucher Build'. Below this, there are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors'. The 'Voucher Build' tab is active. The interface shows a 'Run Control ID' of 'TEST' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Under 'Run Control Options', there are input fields for '\*Request ID' (TEST), 'Description' (TEST), 'From Date', and 'To Date'. There are checkboxes for 'Assign Invoice ID' and 'Assign Invoice Date', both of which are checked. A dropdown menu for '\*Process Option' is set to 'Business Unit'. The '\*Voucher Sources' dropdown menu is highlighted with a red box and set to 'Errors/Staged Vouchers'. There is also an unchecked checkbox for 'Autopilot Run Control'. Below this, there are 'Selection Parameters' and 'Interfaces' sections, both with search and navigation icons. The 'Selection Parameters' section has a table with one row for 'Business Unit'. The 'Interfaces' section has a table with one row for '\*Voucher Build Interfaces' with the value 'Quick Invoice' selected and highlighted with a red box. The 'Publish Voucher Messages' section has a checkbox and '+' and '-' buttons.

# Institution Clean Up

## **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.



# Institution Clean Up

## **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](#)



# Institution Clean Up

## **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



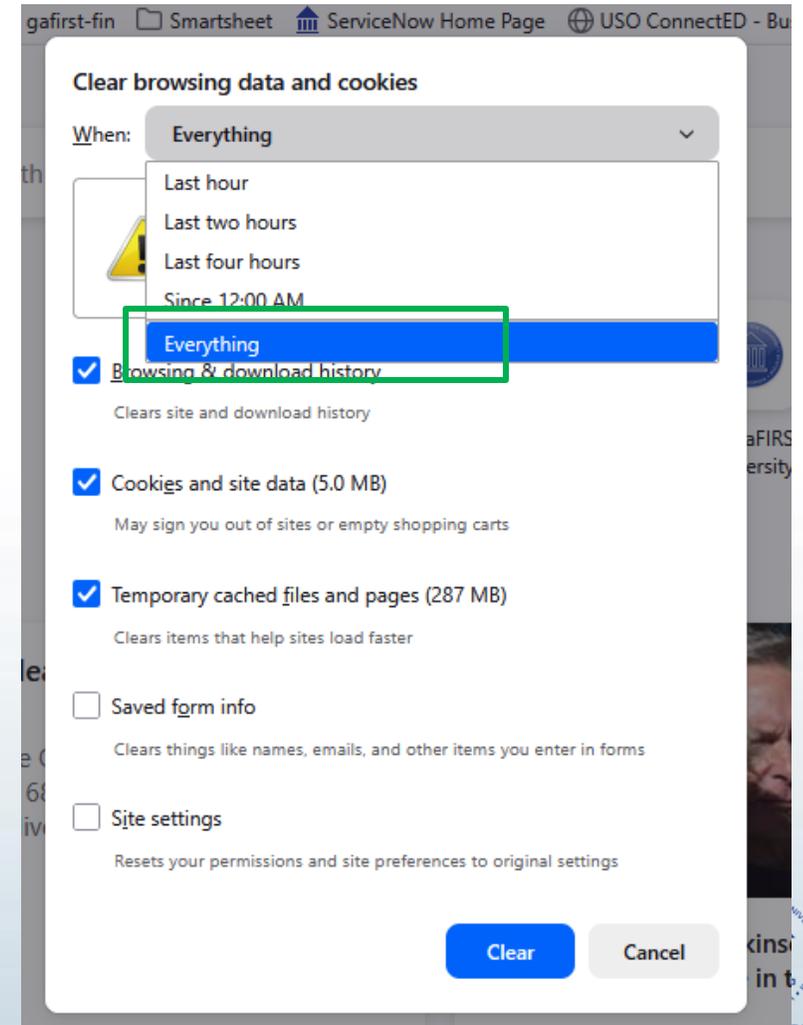
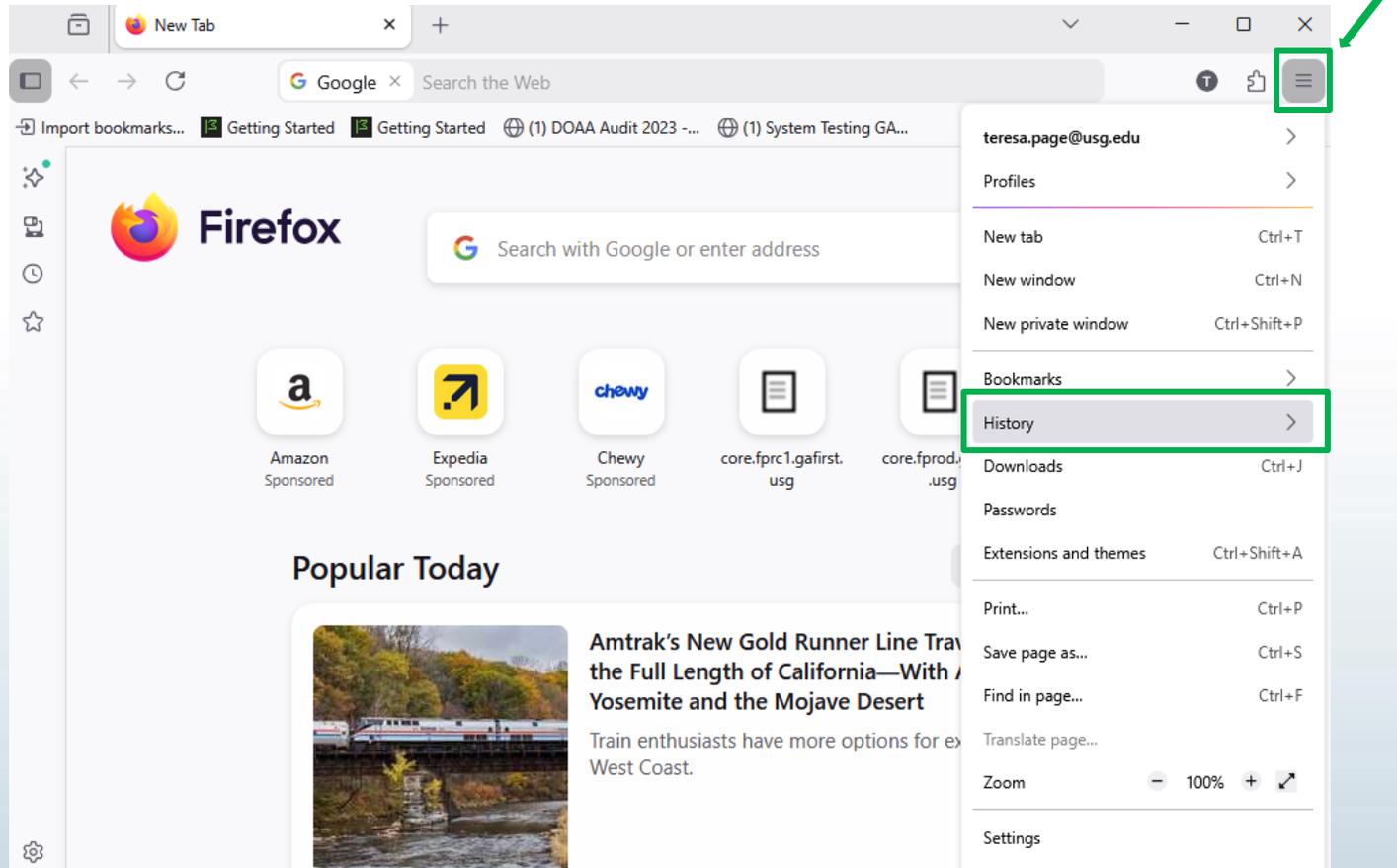
## Clearing Cache:

- 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](#)

## Clearing Cache:

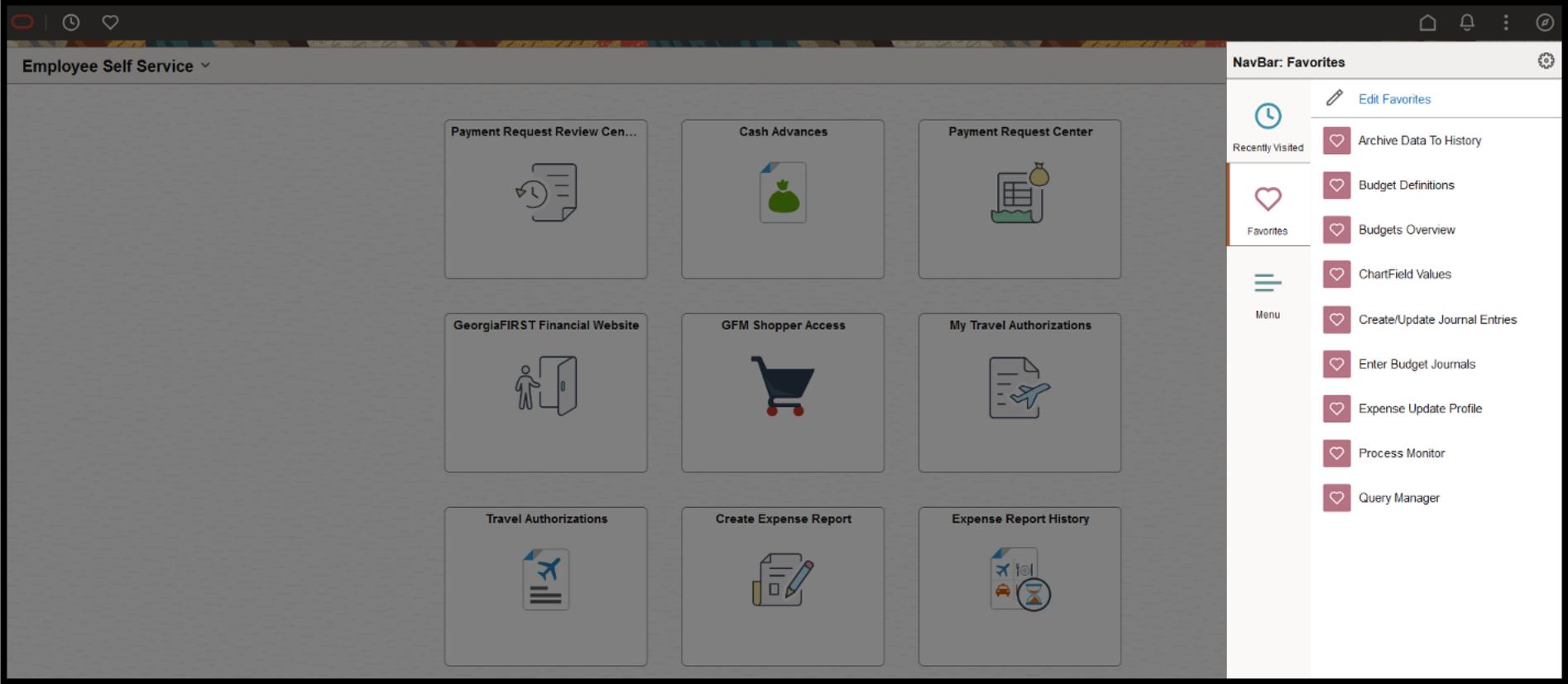


## Closing out of PeopleSoft

The screenshot shows a web browser window displaying the PeopleSoft Employee Self Service homepage. The browser's address bar shows the URL: [https://core.ftest2.gafirst.usg.edu/psc/ftest2/EMPLOYEE/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?](https://core.ftest2.gafirst.usg.edu/psc/ftest2/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?). The page features a navigation bar with a 'Menu' dropdown and a search bar. Below the navigation bar, there are several service tiles: 'Payment Request Review Center', 'Cash Advances', 'Payment Request Center', 'GeorgiaFIRST Financial Website', 'My Travel Authorizations', 'Travel Authorizations', 'Create Expense Report', and 'Expense Report History'. A dropdown menu is open on the right side of the page, listing options: 'New Window', 'My Preferences', 'Performance Trace', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a green rectangular box. A green arrow points from the right side of the page towards the dropdown menu. A red octagonal 'STOP' sign is located in the top right corner of the page, and a green checkmark is positioned below it.

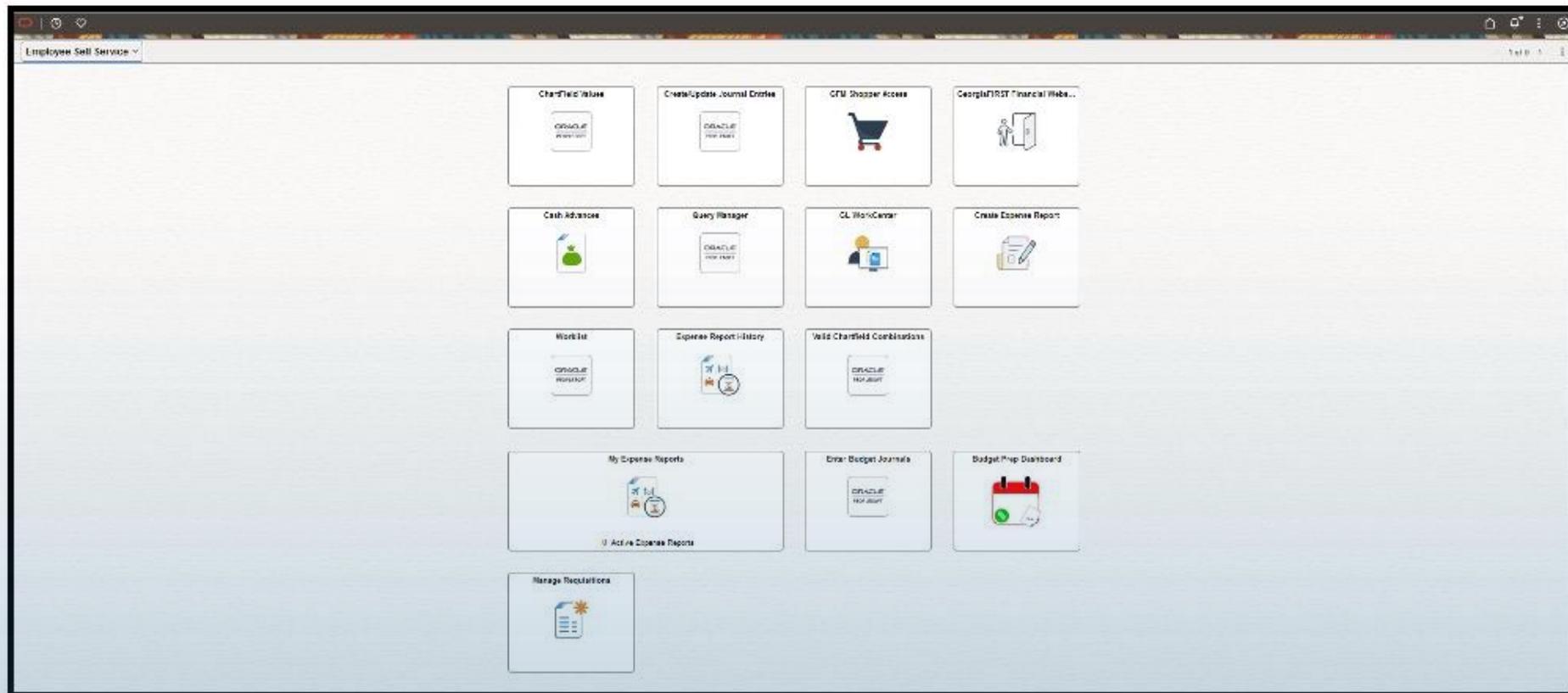
# Tips & Tricks

Frequently used pages can be saved to your Favorites



# Tips & Tricks

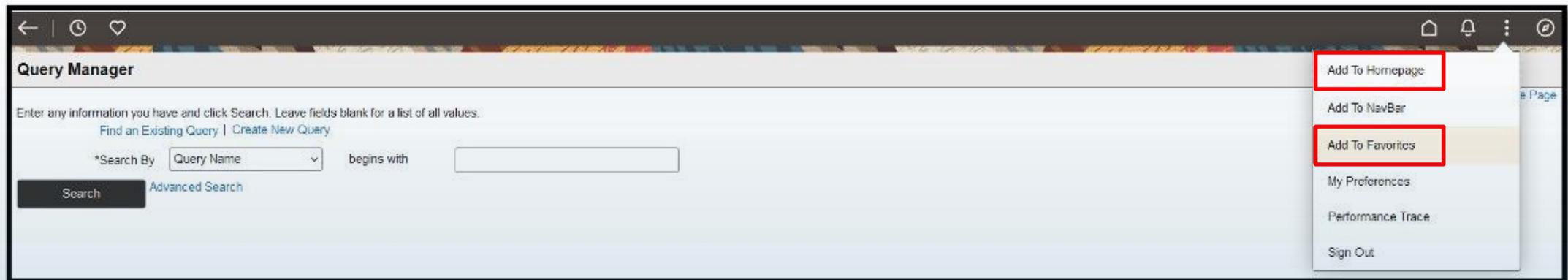
Or they can be added as a Tile on your homepage



# Tips & Tricks

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



# Tips & Tricks

If adding as a tile on your homepage:

- Choose the homepage where you want to save the tile

The screenshot displays the 'Query Manager' interface. At the top, it says 'Query Manager' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are links for 'Find an Existing Query' and 'Create New Query'. There is a search section with a 'Search By' dropdown set to 'Query Name', a 'begins with' text input field, and a 'Search' button. An 'Advanced Search' link is also present. On the right side, an 'Add To Homepage' dialog box is open. It has a title bar with a close button. Inside, there is a 'Tile Label' input field containing 'Query Manager'. Below that is a section titled 'Choose from available homepages' with a list of options: 'Employee Self Service', 'My Homepage', 'Manager Self Service', 'Finance & Accounting', 'eProcurement/Purchasing', 'Grants Management', and 'Customer Contracts'. At the bottom of the dialog, there is a section 'Create a New Homepage' with an 'Add to new Homepage' button and an 'Add!' button.

## 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.



## Creating a Saved search

**Create/Update Journal Entries**

**Find an Existing Value**

**Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Recent Searches**   **Saved Searches**

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

Case Sensitive

## Saved search

**Create/Update Journal Entries**

**Find an Existing Value** ⊕ Add a New Value

▼ Search Criteria  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

Business Unit =  Q

Journal ID begins with

Journal Date =  📅

Document Sequence Number begins with

Line Business Unit =  Q

Journal Header Status =

Budget Checking Header Status =

Source =  Q

Entered By begins with  Q

Attachment Exist =

Journal Class begins with  Q

^ Show fewer options  
 Case Sensitive

Search Clear 🔖 Save Search

**Save Search** ✕ Help

Name

Business Unit 43000

Journal Header Status Valid Journal - Edits Complete

Entered By kcohen19

Cancel Save

## Using Saved search

**Create/Update Journal Entries**

**Find an Existing Value** + Add a New Value

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches  Saved Searches

**Create/Update Journal Entries**

**Find an Existing Value** + Add a New Value

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches  Saved Searches

Business Unit

Journal ID

Search

**kcohen\_jml\_entries**  
Business Unit.43000,Journal He... +1more

**Jrnls Greater Than**  
Business Unit.43000,Journal Date 2024-11-15

## Tabbing Order:

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

The screenshot shows the 'Create/Update Journal Entries' form in PeopleSoft. The 'Personalize Page' button in the top right corner is highlighted with a red box. The form contains various input fields for journal entry details, including Unit (10000), Journal ID (NEXT), Date (11/16/2024), Long Description (254 characters remaining), Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Fiscal Year (2025), Period (5), ADB Date (11/16/2024), Reference Number, Journal Class, Transaction Code (DEFAULT), SJE Type, and checkboxes for Auto Generate Lines, Save Journal Incomplete Status, and Autobalance on 0 Amount Line. The form also shows user information: Entered By (CITBRADSHAW), Entered On, Last Updated On, and Kistli Bradshaw.

## Tabbing Order: Page Personalization

### Create/Update Journal Entries

[Copy Settings](#)

#### Page Personalization

Put this page in front (the current tab) when I come into this component.  
 Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. This new Tab order setting may be overridden by the people code command SetCursorspos().  
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Disable Autocomplete for the entire page.  
 Disable Autocomplete for the entire component.

To configure Autocomplete for the entire page or component, select the above appropriate checkboxes.

To enable or disable Autocomplete for a specific field, select the Autocomplete toggle icon next to the field. When Autocomplete is disabled, the toggle icon will be grayed out or not shown.

---

**Rearrange tab order action**

Include In Tabbing Order  Remove From Order  Move Up In Order  Move Down In Order

## Tabbing Order

Clear Tabbing Order   Restore Default

Rearrange tab order action

Include In Tabbing Order    Remove From Order    Move Up In Order    Move Down In Order

Header   Lines   Totals   Errors   Approval

Unit 43000   Journal ID NEXT   Date 11/18/2024

Long Description  254 characters remaining

\*Ledger Group ACTUALS

Ledger

\*Source

Reference Number

Journal Class

Transaction Code DEFAULT

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Adjusting Entry

Fiscal Year 2025

Period 5

ADB Date 11/18/2024

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Entered By OIITBRADSHAW   Kristi Bradshaw

Entered On

Last Updated On

Save   Notify   Refresh   Add Update/Display

Header   Lines   Totals   Errors   Approval

OK   Cancel   Copy Settings

# Other Tips & Tricks

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.

**Pay Cycle Selection Dates**

Pay From Date	10/01/2008		Wed
Pay Through Date	T		Mon
Payment Date	07/30/2018		Mon

**Pay Cycle Selection Dates**

Pay From Date	10/01/2008		Wed
Pay Through Date	09/12/2018		Wed
Payment Date	07/30/2018		Mon

thank you!





# UNIVERSITY SYSTEM OF GEORGIA

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## Information Technology Services