



1099 Release (3.30)

○ CY2014 Reporting changes now available in production

○ Changes required:

x IRS form - to gray out boxes 11 and 12 (Foreign Tax)

x IRSTAX.001 file layout - to remove foreign tax under the record. A

○ 1099 Users Guide will not be updated for 2014

○ An announcement will be sent out first week of January.

[http:// www.usg.edu/gafirst -
fin/documents/1099_Processing_Users_Guide_for
CY_2013_final_v2.pdf](http://www.usg.edu/gafirst-fin/documents/1099_Processing_Users_Guide_for_CY_2013_final_v2.pdf)

- Annual CONUS/OCONUS Load:
 - Will be available in production 1/01/2015
- Vendor Inactivation Process Changes:
 - Criteria - vendors with no activity within previous 24 months (initially communicated 18 months).
 - Annual inactivation in October instead of May.
- Working with CAO Committee on potential business process changes for adding new or updating existing institutional disbursement Bank Account in PSFIN.

- Code Freeze is Slated for January 19, 2015
- Tree and Query freeze is slated for Monday, January 5, 2015

- Working on Completing a Test Move- To-
Production
- Planning in Progress for Delivery of Training
and Completion UAT

Onsite UAT	# of Days	Day of Week	Date
Security	1	Monday	February 2, 2015
ePro/GFM	1.5	TuesdayWednesday	February 3 4, 2015
Purchasing	1.5	WednesdayThursday	February 4 5, 2015
Budget Prep	2	MondayTuesday	February 9 10, 2015
General Ledger	2.5	WednesdayFriday	February 11 13, 2015
Asset Management	0.5	Friday	February 13, 2015
Expenses	2	MondayTuesday	February 16 17, 2015
Accounts Payable	2	WednesdayThursday	February 18 19, 2015

- Every Institution must have Representation of at least one person for every module they are using
- A Document requesting names of individuals from your Institutions who will be attending UAT will be sent to Institutional Coordinators this week
- We will be working with the CAO & BIC to fill the remaining seats
- UAT Sessions will be in Athens at the ITS Training Rooms

- You will need to bring your own laptop, although we will have a few that can be used as well
- ITS will Provide Test Scripts
- ITS will have Support Analysts available in the Room for Assistance
- ITS will be sending out a UAT Preparation Checklist in January

- Super User Training:

- Expenses & ePro/GFM

- x Expenses: Monday, 3/09 – Tuesday 3/10

- x ePro/GFM: Wednesday 3/11 – Thurs. 3/12

- Location: ITS Classrooms in Athens

- 1 participant per institution

- Will be geared to those that administer training at their institution.

- Will provide an overview of all business process changes from 8.9 to 9.2.

- Information was sent to the Institutional Coordinator and Technical Rep on December 11th on PSQUEST(2- tier) access.
- Institutions should contact the ITS Helpdesk

- Reminder - all workflow configuration checklists should have been completed and submitted back to Shelia Sloan.
- This workflow configuration will be setup for all institutions prior to UAT.
- If you have questions on the workflow approval options, please email Shelia.
- Shelia's email: shelia.sloan@usg.edu

- ITS (Shelia Sloan) is working on:
 - Updated Job Aids by Job Functions
 - Updated Security Request Form
 - A list of the 9.2 delivered roles so that the local security administrator can begin mapping old roles to new or updated roles .
 - Will be sent out by 1st week of January

· Status of Redesign of AP Check Printing:

- System testing is progressing well.
- Will provide test check files to a couple of institutions this week for printing and having their bank approve the test checks.
- Specifications of Signature images (replacing

- It is very important to have all requisitions and purchase orders as clean as possible.
- Refer to the Fiscal Year - End Manual – or -
- Run the following queries:
 - `CBOR_PO_NOT_COMPLETE` identifies PO's/PO lines not complete.
 - x \$0.00 PO's/PO lines should be closed
 - `CBOR_PO_OPEN_AMOUNT_ALL` identifies all PO's that are not in a closed or cancelled status.
 - x Close eligible PO's via the Reconciliation Workbench or run Batch PO Close process.
 - `CBOR_REQ_OPEN_AMOUNT_ALL` identifies requisitions where the encumbrance is not = \$0.00

· Assets

○ AM Cleanup instructions were delivered to Institutional Coordinators on 11/12/2014.

○ Interface

- Institutional Readiness Web Conference

- January 20th at 10:30 a.m.

- xAgenda will focus on preparing for UAT and Institutional cleanup

- ITS will start to post key Institutional Activities and Events on the “Georgia *FIRST* Events” Page on the Georgia *FIRST* Website located at: [http:// www.usg.edu/gafirst -
fin/events](http://www.usg.edu/gafirst-fin/events)

