PeopleSoft Financials Training

Register for these classes through HR Training

- PeopleSoft Basic Navigation: 8:30-10:30AM -7/20/2011
- Requisition Training: 10:30AM-Noon- 7/20/2011
- PS Tools for Grants: 1:00-2:30PM-7/20/2011

Inside This Issue

- PeopleSoft Updates and Changes
- Health eShop Updates
- Webpage Links for Information
- Training Class
- Year End Cut Off Memo

PeopleSoft Financial Enhancement Training
(for Health eShop)

This is training for the PS Financials requisition changes due to the implementation of Health eShop.

July 12, 2011  1:00-3:00pm   EC1218
July 14, 2011  9:00-11:00am  EC1218
July 19, 2011  9:00-11:00am  EC1218
July 21, 2011  9:00-11:00am  EC1218
PeopleSoft Financial & Health eShop
Requisition Information

May/June/July 2011

When entering a requisition or reconciling your PCard in Works, you often need to lookup information on Account codes. There is a document on the Financial Accounting Webpage that has document on Account, Fund, Program and Class codes. The link for this page is:

www.georgiahealth.edu/finance/controller/finacctg/

Commodity Codes get entered into PeopleSoft Financials on requisitions. If you need a new listing of these codes, you can run a public query called:

MCG_FIS_ITM_CAT_TBL

This query will list Commodity Code, Description, Asset Profile ID and Account code associated with the Commodity Code.

PeopleSoft Changes for Health eShop

Please refer to the PeopleSoft web page under Training and Presentations Handouts:

www.georgiahealth.edu/finance/peoplesoft/ps_v89_training_docs.html

Health eShop Security Information Relating to PeopleSoft Financials

www.georgiahealth.edu/finance/peoplesoft/health_eshop_project.html
Health eShop will be implemented on campus through a rollout plan for training and activation of Requesters and Shoppers. Below are the planned dates for the rollout:

- College of Allied Health Sciences: July 11 - July 22
- College of Nursing: July 11 - July 22
- College of Graduate Studies: July 11 - July 22
- College of Medicine: July 25 - August 19
- Administration/Support Departments: August 22 - September 2
- College of Dentistry: September 12 - September 23

All departments will be notified in advance before training. For more information regarding the scheduled training contact Regina Hull at x-2986.
Remember Year - End Cutoff Information

- Last day to enter requisitions using other funds types, i.e. NIH/Federal Grants was June 24, 2011. Requisition access was turned off on this date.
- Requisitions must be sourced into purchase orders by June 30, 2011.
- Access to PeopleSoft requisitions will be restored July 7, 2011.

Good News for Requestors

The problem has been resolved that your Approver could not approve your requisition if it had too many lines on your requisition. You may now enter over 15 lines on a requisition without having the Approver being Timed-out and taken out of PS Financials.

** Please note that the more lines you enter it, then it will take longer to process in the system; however, you will not get an error and your approver will be able to approve the requisition lines.

Help for PeopleSoft Financial Forms

Check out our new How Do I section menu option on the PeopleSoft Financials Webpages. These webpages include examples of sample forms, along with comments to aid in filling out the forms properly the link to these forms is found at:

www.georgiahealth.edu/finance/peoplesoft/psfin_howdoi.html
Financial Forms Help

Do you need to complete a form for the Controller’s Division, but you’re not sure what to do?

Check out the new How Do I section location on the Controller’s Division webpage. View blank and sample forms with brief descriptions on how to properly complete popular forms.

[www.georgiahealth.edu/finance/controller/controller_howdoi.html](http://www.georgiahealth.edu/finance/controller/controller_howdoi.html)

Financial Information Systems and Reporting

**Workflow Administrator**

Tina Fletcher  
Controllers Division  
Annex 1- HS-2B23  
1499 Walton Way  
Augusta, GA 30912  
Phone: 706-721-0018  
Fax: 706-434-7600  
tfletcher@georgiahealth.edu

**Financial Information System & Reporting Mgr.**

Janice Chancey  
Controller’s Division  
Annex 1 – HS-B221  
1499 Walton Way  
Augusta, GA 30912  
Phone: 706-721-3288  
FAX: 706-721-7130  
jchancey@georgiahealth.edu