

SUBJECT: Important Information on AP Check Printing - SwiftView 9

POSTED: July 24, 2014

ANNOUNCEMENT

A new version of SwiftView is now available and should be installed **as soon as possible** by anyone who prints PeopleSoft Accounts Payable checks. The current version, SwiftView 8, will no longer work as of August 1, 2014 as the licensing will expire.

If the new version is not installed prior to August 1st, you will be unable to print AP checks using SwiftView.

Please be sure that your Accounts Payable staff is aware of this required SwiftView installation for the new version.

SUPPORTING DOCUMENTATION

Refer to the document, SwiftView_9_install_for_Windows_rev07-17-2014.docx for the installation instructions. This document is attached to this announcement and is also located here:

http://www.usg.edu/gafirst-fin/project_information/peopletools_8.52_upgrade

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.