

## GeorgiaFIRST Financials V8

### Announcement

**UPDATE:** March 4, 2010

**SUBJECT:** Additional HR-Related Information for Budget Prep Workshop

**PURPOSE:** To notify users at all institutions that the Workshop for the Budget Prep module for FY2011 will include HR-related information that will be of interest to HR users.

**FUNCTIONAL IMPACT:** Although the Budget Prep Workshop is geared towards new users, emphasis will also be placed on the ADP Integration with the PSFIN Budget Module, as noted in the Budget Prep Workshop detailed topics included in the February 2, 2010 announcement below.

Detailed information about the validation of data coming from EV5 to the Budget Prep module will be provided, and institutions that will be utilizing their HR staff in the validation effort are encouraged to have these staff members attend. Additionally, representatives from the Budget Prep Beta Test sites will be available for user questions and detail issues that they may have encountered during their testing.

HR users who would like to attend this workshop should register in advance. Information on registration for those who have not yet registered can be found in the March 3<sup>rd</sup> update below.

Additional Wimba Training Sessions to help users validate data coming from Budget Prep to EV5 will be available at a later date. These Wimba Training Sessions will be geared towards the HR and Payroll users. More information about these Wimba Training Sessions will be provided when they are scheduled.

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**UPDATE:** March 3, 2010

**SUBJECT:** FY2011 Budget Prep Workshop Rescheduled

**PURPOSE:** To notify users at all institutions that the Workshop for the Budget Prep module for FY2011 has been rescheduled.

**FUNCTIONAL IMPACT:** The Budget Prep Workshop has been rescheduled to **Tuesday, March 9, 2010, 9:00 a.m. – 4:00 p.m.** at Macon State College. This workshop is for users with little to no experience completing the Budget Prep process.

**Users who have already registered for this Workshop do not need to register again.** New users who wish to attend must register for this workshop in advance. To register, go to: <http://budgetprepworkshop.eventbrite.com>. Please register no later than noon on **Monday, March 8, 2010**. Training materials will be emailed to each registered participant by 1 p.m. Monday.

**SUPPORTING DOCUMENTATION:** Information on this Budget Prep Workshop has been posted on the **GeorgiaFIRST Upcoming Training Events** page of the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/training/upcoming/>. Click on the link for the event on **March 9<sup>th</sup>** to access the information for this Workshop.

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**UPDATE:** March 2, 2010

**SUBJECT:** FY2011 Budget Prep Workshop Cancelled

**PURPOSE:** To notify users at all institutions that the Workshop for the Budget Prep module for FY2011 has been cancelled.

**FUNCTIONAL IMPACT:** Due to the inclement weather, the Budget Prep Workshop that was to be held at Macon State College on **Wednesday, March 3, 2010**, 9:00 a.m. – 4:00 p.m. has been cancelled.

OIIT is currently working to reschedule this Workshop, and an announcement with the new date and time will be posted when it has been scheduled.

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**UPDATE:** February 12, 2010

**SUBJECT:** FY2011 Budget Prep Training Rescheduled

**PURPOSE:** To notify users at all institutions that training for the Budget Prep module for FY2011 has been rescheduled from February 23 and 24, 2010 to March 2 and 3, 2010.

**FUNCTIONAL IMPACT:** Due to the coordinated effort between OIIT, Shared Services, and ADP in the Budget Prep Development and Testing process, the Budget Prep training is being rescheduled from February 23 and 24, 2010 to March 2 and 3, 2010, as noted below. **The original February 23<sup>rd</sup> and 24<sup>th</sup> sessions have been cancelled, and are being replaced with the March 2<sup>nd</sup> and 3<sup>rd</sup> sessions.** This will allow additional time for the testing to be finalized and more detailed Budget Prep Business Processes and training documentation to be developed.

1. A Wimba Training Session will be held on **Tuesday, March 2, 2010**, 10:00 a.m. –

12:00 p.m. for users with previous experience completing the Budget Prep process. To register for this Wimba session, go to: <http://budgetprepupdates.eventbrite.com>. By pre-registering for this Budget Prep Wimba Training session, you will receive a copy of the Wimba materials via email before the session takes place. If you want a copy of the Wimba materials emailed to you before the session, please register no later than 8:00 a.m. on **March 2, 2010**. However, anyone can attend the Wimba session without registering in advance.

2. A Workshop will be held at Macon State College on **Wednesday, March 3, 2010**, 9:00 a.m. – 4:00 p.m. for users with little to no experience completing the Budget Prep process. **You must register for this workshop in advance.** To register, go to: <http://budgetprepworkshop.eventbrite.com>. Please register no later than 5:00 p.m. on Monday, **March 1, 2010**. Training materials will be emailed to each registered participant by noon Tuesday, **March 2, 2010**.

**SUPPORTING DOCUMENTATION:** Information on these two Budget Prep training sessions has been posted on the **GeorgiaFIRST Upcoming Training Events** page of the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/training/upcoming/>. Click on the link for the event on either **March 2<sup>nd</sup>** or **3<sup>rd</sup>** to access the information for that event.

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**POSTED:** February 2, 2010

**SUBJECT:** FY2011 Budget Prep Training

**PURPOSE:** To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 and ADP that training for the Budget Prep module for FY2011 has been scheduled.

**FUNCTIONAL IMPACT:** OIIT is providing two separate Budget Prep trainings for FY2011. Each session has a different target audience, based on users' experience with the Budget Prep process as noted below:

1. A Wimba Training Session will be held on Tuesday, February 23, 2010, 10:00 a.m. – 12:00 p.m. for users with previous experience completing the Budget Prep process.
2. A Workshop will be held at Macon State College on Wednesday, February 24, 2010, 9:00 a.m. – 4:00 p.m. for users with little to no experience completing the Budget Prep process.

There is no need for users to attend both sessions. Users should select the session that best matches their experience level. Both sessions will address the HR and Financial components of the Budget Prep process.

### **Budget Prep Wimba Training Session**

A Wimba Training Session will be held on Tuesday, February 23, 2010, 10:00 a.m. – 12:00 p.m. The target audience will be Budget Prep users, both Financials and HR, who have previous experience completing the Budget Prep process.

In this Wimba Training Session, we will provide an overview of the entire Budget Prep process. The primary focus of this session is to detail the changes and updates in the Budget Prep process, due to the incorporation of ADP into the process. The objectives will be to:

- Provide an overview of the entire Budget Prep process;
- Review how ADP is incorporated into the Budget Prep process, including how the Budget Prep files are created in EV5 and how data is loaded in EV5 at the culmination of the Budget Prep process; and,
- Discuss the changes to the Budget Prep process due to the inclusion of ADP and changes in PeopleSoft Financials.

To register for this Wimba session, go to: <http://budgetprepupdates.eventbrite.com>. By pre-registering for this Budget Prep Wimba Training session, you will receive a copy of the Wimba materials via email before the session takes place. If you want a copy of the Wimba materials emailed to you before the session, please register no later than 8:00 a.m. on February 23, 2010. However, anyone can attend the Wimba session without registering in advance.

The session will be archived on the **GeorgiaFIRST Training Archives** page of the GeorgiaFIRST Financials web site at <http://www.usg.edu/gafirst-fin/training/archives/> for those unable to participate.

### **Budget Prep Workshop**

A Workshop will be held in the Learning Support Building Auditorium at Macon State College on Wednesday, February 24, 2010, 9:00 a.m. – 4:00 p.m. The target audience will be Budget Prep users, both Financials and HR, who have little to no experience completing the Budget Prep process.

In this Workshop, we will provide a more in-depth overview of the entire Budget Prep process. The objectives will be to:

- Detail how the Budget Prep process involves both ADP and PS Financials;
- Provide an overview of the GeorgiaFIRST budget structure;
- Identify how to generate the file in EV5 that will be used by Budget Prep;
- Define the data elements that are included in the file from EV5;
- Review reports/output generated in EV5 when the Budget Prep file is created;
- Review Budget Prep Parameter Definitions;
- Identify how to process the ADP Load and Financials Extract;
- Identify the purpose of performing the **Budget Copy** process;
- Review how to process a “what-if” analysis;
- Identify how to perform online updates, as well as fringe benefit estimate updates;
- Define the purpose of the **Building Financials** process;

- Review how to analyze data through various inquiries and reports;
- Identify how to export data back to ADP and Financials; and,
- Review how to validate the export of data back to ADP.

**You must register for this workshop in advance.** To register, go to: <http://budgetprepworkshop.eventbrite.com>. Please register no later than 5:00 p.m. on Monday, February 22, 2010. Training materials will be emailed to each registered participant by noon Tuesday, February 23, 2010.

The audio from this workshop will be recorded, and will be archived along with the training materials, on the **GeorgiaFIRST Training Archives** page of the GeorgiaFIRST Financials web site at <http://www.usg.edu/gafirst-fin/training/archives/> for those unable to participate.

**SUPPORTING DOCUMENTATION:** Information on these two Budget Prep training sessions has been posted on the **GeorgiaFIRST Upcoming Training Events** page of the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/training/upcoming/>. Click on the link for the event on either February 23<sup>rd</sup> or 24<sup>th</sup> to access the information for that event.

**ADDITIONAL OIIT RESOURCES and SUPPORT:** To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.