



# v9 Upgrade Institutional Readiness

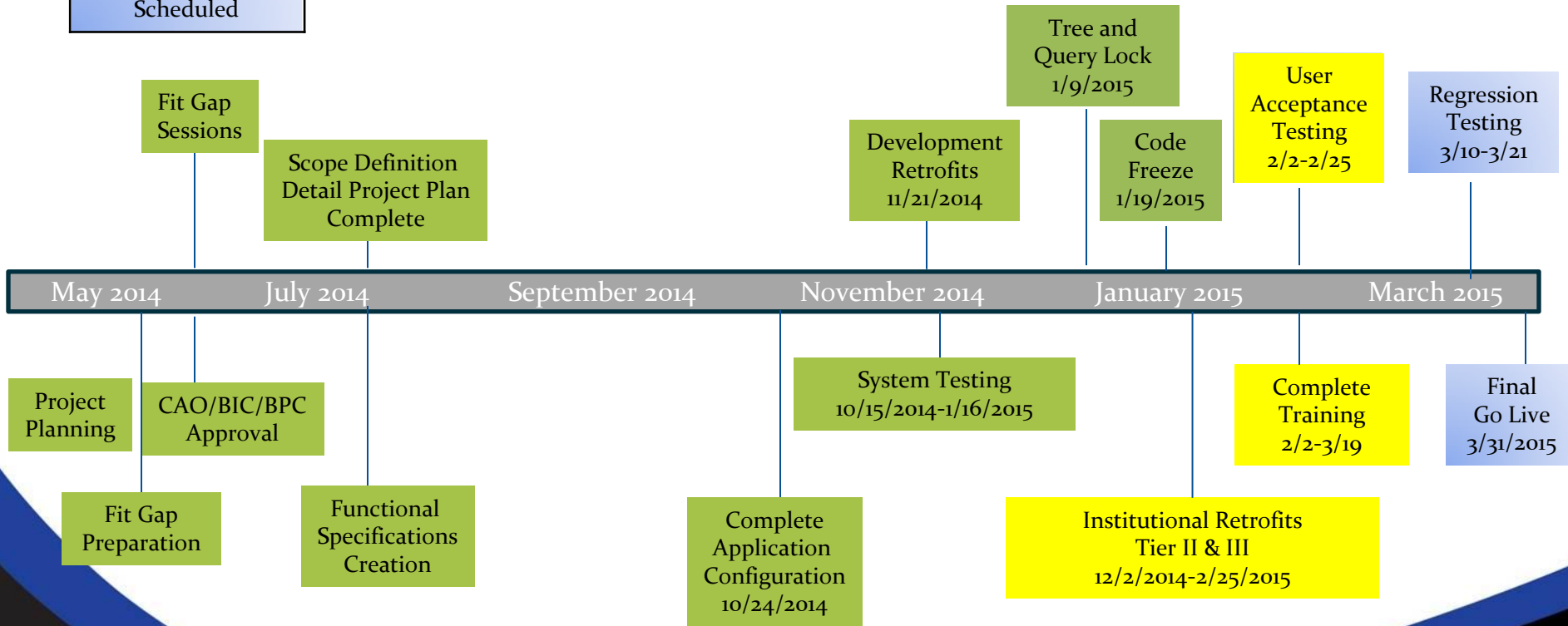
Tuesday, February 17, 2015  
11:00am-12:00pm

# Agenda

- ▶ Upgrade Status
- ▶ Upgrade Cutover Calendar
- ▶ UAT Updates & Reminders
- ▶ Release Schedule
- ▶ Training Updates
- ▶ Communications

# Upgrade Schedule

Color Legend
Completed Work
In Progress
Scheduled



# Upgrade Cutover Calendar

- ▶ A tentative cutover timeline has been drafted for PeopleSoft Financials upgrade which will include an application downtime of three business days in addition to whatever time it takes Institutions to validate and sign-off on the upgrade. A draft timeline includes the following:
  - ▶ Tuesday, March 17 –Tuesday, March 24<sup>th</sup> – Institutions to clean up workflow approvals

# Upgrade Cutover Calendar

- ▶ Tuesday, March 24<sup>th</sup> at 5pm – All Institutional Users are locked out of the system and application downtime begins.
- ▶ March 24<sup>th</sup> at 5pm through March 30<sup>th</sup> at 8am – ITS is working 24 hours a day on the completion of the upgrade from version 8.9 to 9.2.
- Monday, March 30<sup>th</sup> at 8am – Upgraded 9.2 application is turned over to defined Institutional users for validation and sign-off
- Once validation and sign-off has been completed by Institutional users they can begin entering transactions

# Upgrade Cutover Calendar

## ▶ Expenses Module

9.2 Upgrade ITS Cutoff Date – Tuesday, March 17<sup>th</sup> at 5:00pm:

- Cutoff **Travel Authorization** entry in Self Service Portal
  - Cutoff **Cash Advance** entry in Self Service Portal
  - Cutoff **Expense Sheet** entry in Self Service Portal
- ▶ **Note:** Core users with the appropriate security roles will still have access to the Travel & Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time that Expenses is unavailable to institution end users.

# Upgrade Cutover Calendar

## ▶ eProcurement

9.2 Upgrade ITS Cutoff Date – Tuesday, March 17<sup>th</sup> at 5:00pm:

- ▶ Cutoff access to ePro Requisition entry for the following roles:
  - BOR\_EP\_REQUESTER\_YE\_CUTOFF
  - BOR\_EP\_MAINT\_REQ\_YE\_CUTOFF
  - BOR\_EP\_MAINT\_REQ\_SCI\_YE\_CUTOFF
  
- ▶ Note: Institutions that do not wish to have the ePro Requisition entry cutoff on this date should use the regular BOR roles without the YE\_CUTOFF ending.

# Security & Workflow

- ▶ Security Admins need to provide a list of UserIDs with security changes in FPRE
  - Send to Shelia Sloan: [shelia.sloan@usg.edu](mailto:shelia.sloan@usg.edu)
  - Due date: Tuesday, February 24<sup>th</sup>
    - This is an earlier date than discussed during UAT
- ▶ Keep Track of user changes in FPROD after February 25, 2015 so you can make them in Production after go live.
- ▶ Any Workflow configuration changes need to be sent to Shelia Sloan by Monday February 23, 2015.



# Query and Tree Freeze

- ▶ Date of initial freeze: 1/09/2015
- ▶ Changes in production after that date can be incorporated into FPRE (UAT) up until February 25<sup>th</sup>. After that date, track your changes and you will need to make them in production after upgrade.
- ▶ At the close of business on February 25<sup>th</sup>, the queries and trees in FPRE will be copied for the upgrade.
- ▶ Please treat UAT environments the same as Production.

# Query Retrofits

- ▶ Retrofit Documentation distributed on 02/16/2015 to Institutional Coordinators and Technical Representatives.
- ▶ Retrofit Training WebEx and PowerPoint can be located on the GeorgiaFIRST website (9.2 Upgrade > Communication and Resources).
- ▶ Reminder: The Query versions in FPRE on February 25<sup>th</sup> are what will be in Production at go-live.

# PQST Access

- ▶ User Acceptance Testing in process in SCITEST and FPRE
- ▶ Activity in SCITEST: Banner Integration UAT, ePro/Georgia *FIRST* Marketplace and Purchasing, ADP Integration UAT
- ▶ Activity in FPRE: All other UAT activity, PeopleSoft Query retrofitting
- ▶ FPRE scheduled to be taken down on the evening of February 25<sup>th</sup>. Contents will be placed in another environment that can be accessed for PQST testing purposes.

# Banner Integration Testing

- ▶ Banner UAT:
  - Test Window: February 16<sup>th</sup> – 25<sup>th</sup>
  - Test environment: SCITEST
  - Requires link between the institution's Banner TEST environment and SCITEST (delivered in Banner Georgia Enhancement Release 8.40.)
  - Test Scenarios distributed to both GL and AP UAT participants.
  - AP staff should attend AP UAT prior to beginning Banner to AP scenarios.
  - Documentation is available on GeorgiaFIRST website.

# UAT Updates / Reminders

- ▶ Remaining UAT Sessions
  - Accounts Payable: Feb. 18–19, 2015
  - ePro/Georgia *FIRST* Marketplace: Feb. 23–24, 2015
  - Purchasing: Feb. 24–25, 2015
- ▶ Remote UAT WebEx Sessions

Date	Session	Time
Monday, March 2	BOR Payroll	9:00am–10:00am
Monday, March 2	Benefits Recon	1:00pm–2:00pm
Monday, March 2	Common Remitter	3:00pm–4:00pm

- ▶ Remote UAT registration links posted on [PSFIN 9.2 Upgrade website](#)

# UAT Updates / Reminders

- ▶ Don't forget to bring a signature image file for AP UAT
- ▶ UAT Homework Test Scenario Sign Offs
  - Email to: [PSFIN\\_UPGRADE@usg.edu](mailto:PSFIN_UPGRADE@usg.edu)
  - Deadline: COB February 25, 2015

# Budget Prep UAT Follow-up

- ▶ The script has been run to reset the export flag
  - Resume user acceptance testing of the Budget Prep scenarios
- ▶ UAT Issues currently in system testing:
  - Reset Raise Effective Date
  - Various schedules producing no data (C, C-1, Rev/Exp Compare-Intermittent issue)
  - Schedule G not giving summary by APPROP line (Intermittent issue)
  - Personal Services budget line cannot be added in Non-Personal Services page.
  - Schedules F & G does not include Mandatory Transfers.
- ▶ We will send an email when these items are ready to re-test in FPRE
  - Reminder: Deadline for completion is 2/25

# Institutional Readiness

- ▶ eProcurement Requisitions
  - Should be in a status of Open (Save for later) or Approved.
  - Institutions that are using the Year-end cutoff roles, access to enter requisitions will be turned off at 5:00pm March 17<sup>th</sup>.
  - If an institution is not currently using these roles and is interested, please submit a Helpdesk ticket.



# Institutional Readiness

- ▶ Travel & Expense Module reminders
  - All Cash Advances, Travel Authorizations and Expense reports should be in a status of Pending or Approved by 5:00pm, Tuesday, March 24<sup>th</sup>.
- ▶ Bank file format change in 9.2:
  - Bank account number field has been increased to 35 characters.
  - Details to be distributed to listservs and posted to website later today.

# Institutional Readiness

## ▶ Asset Management

- ITS will be performing a DBI in mid-March to copy Federal Asset Information from BOR created fields to the PeopleSoft delivered fields that will house this information in 9.2.
- After Asset Management Training, ITS will provide a list of in-service assets with a status of “Missing” to each institution. Institutions can begin handling them via the new business process of creating a retirement row (“Retire As: Missing”) before the upgrade if they would like.

# Schedule Processes

- ▶ Recurring scheduled reports or processes
  - Will not come forward in the upgrade.
  - If your institution has recurring scheduled processes, reports or queries, there will be a manual setup task for you to recreate these in 9.2 following the upgrade.
  - For example: Regularly scheduled department specific versions of the BOR Budget Activity Report to distribute.

# Workstation Configuration

- ▶ Journal and Voucher Upload Spreadsheets
- ▶ Workstation and Browser Requirements and Configuration Guide
- ▶ If a workstation can currently access GeorgiaFIRST PeopleSoft Financials, then it will most likely still be able to access it after the PeopleSoft 9.2 upgrade.
- ▶ Swiftview – no longer needed

# Training Updates

- ▶ Super User Trainings
  - Expenses: Mon. & Tues., March 9–10, 2015
  - ePro/GFM: Wed. & Thur., March 11–12, 2015
- ▶ Super User Training Forms
  - Reminder: Return to Heather Duren [heather.duren@usg.edu](mailto:heather.duren@usg.edu) by Friday, February 20<sup>th</sup>.
- ▶ Training will occur in the classrooms at ITS.
- ▶ Lunch will be on your own.
- ▶ Please let Heather Duren know of any changes with training participation.

# Training Updates

## ▶ Delta Training WebEx Schedule:

Date	Session	Time
Monday March 16, 2015	Asset Management Delta Training	2:00pm–3:30pm
Tuesday March 17, 2015	Budget Prep Delta Training	10:00am–11:30am
Tuesday March 17, 2015	Accounts Payable Delta Training	2:00pm–3:30pm
Thursday March 19, 2015	General Ledger/KK Delta Training	10:00am–11:30am
Thursday March 19, 2015	Purchasing Delta Training	2:30pm–4:00pm

- ▶ Trainings are for all users.
- ▶ Training schedule with WebEx registration links posted on [PSFIN 9.2 Upgrade Website](#)

# Transition to SHARE Accounts

- ▶ SHARE Accounts were successfully scripted on February 11<sup>th</sup> for the first group of institutions who requested.
- ▶ Reminder: SHARE Chart of Accounts Training on Thursday, February 26 in Macon at Middle Georgia State College
- ▶ Please send questions to Vikki Williamson ([Vikki.Williamson@usg.edu](mailto:Vikki.Williamson@usg.edu)).

# Release Schedule

- ▶ Critical UAT issues will be delivered with the Upgrade (like Budget Prep)
- ▶ 4.10 – April 18, 2015
  - High Priority Upgrade Items
- ▶ 4.20 – May 16, 2015
  - Year End Release
- ▶ 4.30 – June 6, 2015
  - Medium Priority Upgrade Items
- ▶ 4.40 – July 25, 2015
  - Low Priority Upgrade Items



# 9.2 Upgrade Communications

- ▶ PeopleSoft Financials 9.2 Upgrade Website
- ▶ [http://www.usg.edu/gafirst-fin/project\\_information/peoplesoft\\_financials\\_9.2\\_upgrade](http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade)
  
- ▶ Recent Communications/Documents
  - SHARE Chart of Accounts WebEx [Recording](#)
  - [Security](#) and [Budget Prep](#) Training Videos
  - Remote [UAT Schedule](#) and [Registration Links](#)
  - Security Role Changes [Job Aids](#)
  - Accounts Payable Signature Image [Job Aid](#)
  - Accounts Payable ACH Payment Notification [Job Aid](#)

# 9.2 Upgrade Communications

- ▶ Recent Communications/Documents Continued
  - Banner Integration UAT [Announcement](#)
  - Banner UAT Test Scenarios [Homework](#)
  - Expense & ePro Super User Training [Announcement](#)
  - Delta WebEx Training Schedule and [Registration](#)
  - Security User Acceptance Testing [Presentation](#)
  - Budget Prep User Acceptance Testing [Presentation](#)
  - Gen. Ledger User Acceptance Testing Presentation
  - Asset Man. User Acceptance Testing Presentation
  - Institutional Query Retrofits for 9.2
  - Mapping of 8.9 to 9.2 Reports and Queries



# Questions?