



v9 Upgrade Institutional Readiness

Tuesday, December 16, 2014
10:30am–11:30am

Agenda

- ▶ Introduction
- ▶ Updates on Current v8.9 Production
- ▶ Upgrade Status
- ▶ UAT Schedule and Process
- ▶ Training
- ▶ Institutional Retrofits
- ▶ Workflow
- ▶ Security
- ▶ Module Updates and Reminders
- ▶ Upcoming Events

Updates on Current v8.9 Production

- ▶ **SHARE Net Asset Accounts**
 - Institutions are making good progress on identifying ledger balances currently in non-SHARE Net Asset accounts and creating journals to move them to SHARE accounts.
 - Reminder – deadline is 12/31/2014
 - If you have questions or need guidance on what SHARE accounts to use in your particular situation, please contact Debbie Lasher or Vikki Williamson.

Updates on Current v8.9 Production

- ▶ 1099 Release (3.30)
 - CY2014 Reporting changes now available in production
 - Changes required:
 - IRS form – to gray out boxes 11 and 12 (Foreign Tax)
 - IRSTAX.001 file layout – to remove foreign tax under the A record.
 - 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

Updates on Current v8.9 Production

- ▶ 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.

Upgrade Status

- ▶ Fine Tuning Application Configuration
- ▶ Completing Development of remaining Reports and Queries
- ▶ System Testing is on a Path for Completion in four weeks
 - –Testing of PeopleSoft Delivered Functionality
 - –Testing of BOR Modifications and Customizations
 - –Testing of Configuration
 - –Testing of Environment
 - –Testing of some Application Performance

Upgrade Status

- ▶ Code Freeze is Slated for January 19, 2015
- ▶ Tree and Query freeze is slated for Monday, January 5, 2015
- ▶ Working on Developing Documentation and Training Materials
- ▶ Delivered Two-Tier Database and Information for Institutional Retrofits

Upgrade Status

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

UAT Schedule

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

UAT Process

- ▶ 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

UAT Process

- ▶ 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

Training

- ▶ Super User Training:
 - Expenses & ePro/GFM
 - Expenses: Monday, 3/09 – Tuesday 3/10
 - 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.

Institutional Retrofits

- ▶ Information was sent to the Institutional Coordinator and Technical Rep on December 11th on PSQUEST (2-tier) access.
- ▶ Institutions should contact the ITS Helpdesk to request connection information for the 9.2 environment from Michael Casuccio and Shelia Sloan.
- ▶ Report and query development is in progress. We will provide additional information about changes in how to query the data.

Workflow

- ▶ 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

Security

- ▶ 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

Accounts Payable Update

- ▶ 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 signature cards) will be provided in early January.
 - All institutions will need a signature file for completing AP UAT in February.

ePro/Purchasing Reminder

- ▶ 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:
 - BOR_PO_NOT_COMPLETE – identifies PO’s/PO lines not complete.
 - \$0.00 PO’s/PO lines should be closed
 - BOR_PO_OPEN_AMOUNT_ALL – identifies all PO’s that are not in a closed or cancelled status.
 - Close eligible PO’s via the Reconciliation Workbench or run Batch PO Close process.
 - BOR_REQ_OPEN_AMOUNT_ALL – identifies requisitions where the encumbrance is not = \$0.00

AM Cleanup Reminder

▶ Assets

- AM Cleanup instructions were delivered to Institutional Coordinators on 11/12/2014.
- Interface items cannot be in a Pending status. Must be run through transloader or placed in an “On Hold” status.
- Continue monitoring on a monthly basis.

Upcoming Activities & Events

- ▶ Institutional Readiness Web Conference
 - January 20th at 10:30 a.m.
 - Agenda 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>



Questions?