**SUBJECT:**  Journal Workflow Approval Wimba Training Session

**POSTED:**  January 20, 2011

## ANNOUNCEMENT

Two Wimba Training Sessions on **Journal Workflow Approval** will be held for all institutions using Georgia*FIRST* PeopleSoft Financials version 8.9 on:

- **Monday, January 24, 2011, from 9:00 a.m. to 9:45 a.m.**
- **Tuesday, January 25, 2011, from 10:00 a.m. to 10:45 a.m.**

All institutions must attend one of these two sessions in order to post journals following Release 2.16A.

**Agenda for this Wimba Training Session include:**

- Introduction
- Journal Workflow
  - Security role BOR_GL_PRC_JRNL_MNT Process Jrnls-Maintain
  - Security role BOR_GL_JRNL_APPR Journal Approval
  - Journal creation, Edit, Submit for Approval
  - Deny submission for Approval
  - Journal edits/changes and Submit for Approval
  - Journal Approval
  - Journal Post
  - Activity log query BOR_GL_JRNL_WORKFLOW_AUDIT
- Institutional changes

**Logging into the Wimba Live Classroom Session:**

The URL for the Wimba Classroom is http://gbor.wimba.com/launcher.cgi?room=PSFIN_TRNG (Room ID: PSFIN_TRNG). "PSFIN_TRNG" should appear in the Room ID. If it does not appear in the Room ID field, select "Participant Login" and enter the following in the Room ID field: PSFIN_TRNG. In the Name field, enter your institution's abbreviation followed by your first name (i.e., SSU_Emma).

**Configuring Your Workstation for Wimba Training Sessions:**

At least 15 minutes prior to a training session, run the Wimba Setup Wizard on the workstation that will be used to participate in the session. The wizard ensures the computer is properly configured to use Live Classroom. Click here to go directly to the Wizard: http://67.202.210.69/wizard/launcher.cgi?wx=wms.

**Configuration Tips:**

- Windows 7, Vista, or XP; Mac OSX 10.4+
- Internet Explorer 7.0+, Safari 3.0+, Firefox 3.0+ (Browser must be Java and JavaScript enabled)
- Internet access at 56k or above
- Pop-up blocker disabled before using Live Classroom
- For optimal performance, close all unnecessary applications

**Audio Difficulties during a Wimba Session**

If you are having difficulties with the audio portion of the training session, try leaving the classroom and then re-entering it. In addition, you may also dial into Wimba so that you can listen to the session over the phone.

- Dial-In Number: 201-549-7592
- PIN: 17503389

## SUPPORTING DOCUMENTATION

N/A

## MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

## ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oiit/policies.