Georgia*FIRST* Financials V8

Announcement

POSTED: September 2, 2009

SUBJECT: Vendor Naming Convention and Best Practices Job Aid Available

PURPOSE: To notify users at all institutions using Georgia*FIRST* PeopleSoft Financials Version 8.9 that a new job aid providing naming standards and best practices when adding new vendors is now available.

FUNCTIONAL IMPACT: The new **Vendor Naming Convention and Best Practices** job aid sets forth vendor naming standards and best practices for maintaining vendors. This document has been reviewed and approved by a Vendor Focus group involved in the Consolidation project and the Accounting Issues Committee.

Institutions should confirm that any users responsible for adding new vendors follow the naming standards provided in this document. These naming standards provide a guideline for consistency and accuracy in the naming conventions for new vendors, and will also assist in reducing the number of duplicate vendors.

SUPPORTING DOCUMENTATION: The new **Vendor Naming Convention and Best Practices** job aid is located in the **Job Aids – Other** section of the **Documentation** page on the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/.

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 (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.