

GeorgiaFIRST Financials V8

Announcement

UPDATE: May 14, 2009

PURPOSE: To notify users at all institutions that the original schedule for the Fiscal Year End 2009 Training Web Conferences has been changed due to a conflict with training and testing GL functions for the Shared Services project.

The revised schedule for these Web Conferences is:

- **Wednesday, May 20, 2009, 2:00 to 4:00 p.m.** The Fiscal Year End Overview will be covered as part of the regularly scheduled Web Conference.
 - **Tuesday, June 9, 2009, 2:00 to 4:00 p.m.** Year End Processing and AP Considerations, including Continuous Audit, will be covered.
 - **Wednesday, June 10, 2009, 2:00 to 4:00 p.m.** Year End Purchasing Cleanup will be covered.
 - **Thursday, June 11, 2009, 2:00 to 4:00 p.m.** Year End Close Processes will be covered.
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POSTED: May 12, 2009

SUBJECT: Fiscal Year End 2009 Training Web Conferences

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 that Web Conferences for Fiscal Year End 2009 training have been scheduled.

FUNCTIONAL IMPACT: Due to the changes in the system caused by the upgrade to PeopleSoft Financials Version 8.9, completing Fiscal Year End for FY2009 will be different than in previous years. In order to review the major changes and provide opportunities to ask questions, we are providing a series of Web Conferences covering Fiscal Year End topics.

The schedule for these Web Conferences is*:

- **Wednesday, May 20, 2009, 2:00 to 4:00 p.m.** The Fiscal Year End Overview will be covered as part of the regularly scheduled Web Conference.
- **Tuesday, June 2, 2009, 2:00 to 4:00 p.m.** Year End Processing and AP Considerations, including Continuous Audit, will be covered.
- **Wednesday, June 3, 2009, 2:00 to 4:00 p.m.** Year End Purchasing Cleanup will be covered.
- **Tuesday, June 9, 2009, 2:00 to 4:00 p.m.** Year End Close Processes will be

covered.

* **Note:** This schedule is subject to change.

All Web Conferences can be accessed as follows:

- **Before the presentations**, test the computer you will be using to be sure you can enter the Wimba Classroom.
 - The Horizon Wimba Setup Wizard is located at:
<http://208.185.32.175/wizard/launcher.cgi?wc=hmqt>.
- **Participate in these presentations as noted above.**
 - Go to <http://gbor-oiit.wimba.com>.
 - Click on **Participant Login**.
 - When prompted, enter the following information:
 - Room ID: **PSFIN_IR** (all upper case)
 - Name: **institution_firstname** (example: usg_mary)

These Web Conferences will also be archived for those users who cannot attend on the scheduled day.

SUPPORTING DOCUMENTATION: The **Fiscal Year End – 2009** manual provides the step-by-step instructions for completing all year end tasks. This manual will be available on the **FY End Information: 2009** page of the Georgia *FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/fy_end_2009.phtml on or about **May 15, 2009**.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).