

GeorgiaFIRST Financials V8

Announcement

POSTED: June 26, 2009

SUBJECT: Tasks and Reminders for Cutover to Consolidated Financials System

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 about the tasks and reminders that are needed for the cutover to the Consolidated Financials System.

FUNCTIONAL IMPACT: The Consolidated Financials System is now available for processing FY2010 transactions.

Here are some tasks that all institutions need to do to prepare for this cutover.

1. Business calendars are changing. Institutions will have to create their 2009 holiday schedule for their new business calendar. Institutions will use the same calendar, but will add a new year to the calendar to establish their holidays. OIIT no longer adds new calendars for each year. Instructions will be provided for creating the 2009 holiday schedule. **This needs to be done prior to first pay cycle run on July 1, 2009.**
2. Institutions will have to include the **B** Business Unit in the **Open/Close Periods** process. **This will need to be done to open period 2 at the appropriate time.** Refer to PSFIN Business Process **GL.100.003, Mass Updating Open/Close Accounting Periods**, for more information on adding the B Business Unit.
3. Run Control IDs were not converted due to EMPLID/OPERID changes. **Run Control IDs will need to be created as processes are run for the first time in the new consolidated database.**
4. Institutions will need to validate their new Pay Cycles are set up correctly. **The following need to be done prior to running the first pay cycle on July 1, 2009:**
 - Validate Holiday Calendar is using new calendar.
 - Validate BU if modifying a Banner pay cycle.
 - Validate pay group SetID if modifying a Banner pay cycle.
5. Institutions will have to update their AP journal generator Run Control IDs to include the **B** Business Unit when they create the new Run Control IDs as noted in #3. **This needs to be done prior to journal generating AP to GL.**

Here are a few additional items that you need to be aware of.

1. A new PSFIN Business Process **EX.030.050, Running the Batch Update of Budget Reference**, was included as part of Release 1.10. Originally, all institutions were to have run this process for the new fiscal year. However, this process has already been run in the consolidated database, so institutions will not have to run it for FY2010.
2. If you wish to request data additions to the SHARE tables, please contact the **OIIT HELPDESK** to submit a regular ticket. It will be routed appropriately.
3. 1099 vouchers should be added using the regular Business Unit. The **B** Business Unit should be restricted to Banner processing only.
 - **Note:** If a student is to receive a 1099 payment, the vendor should be setup under the regular SetID, and the voucher is to be issued under the regular Business Unit.
4. The **Business Unit Short Description** has been added to the AP voucher search results to help aid in determining between the regular and B Business Unit.
5. Pay cycles have new names.
6. Pay cycles will not be available until **July 1, 2009**, so that the last reference numbers from the individual environments can be converted and validated. You will be notified when you can begin running pay cycles.

SUPPORTING DOCUMENTATION: The following documentation is available on the of the Georgia *FIRST* Financials web site to assist you with the Consolidation cutover.

1. Consolidation Project information is posted on the **PSFIN Consolidation Project** page at <http://www.usg.edu/gafirst-fin/projects/consolidation/>.
2. PSFIN Business Processes are posted in the **Business Processes** section of the **Documentation** page at <http://www.usg.edu/gafirst-fin/documentation/>.

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).