



## PeopleSoft Financials Production Support Update for 06/15/2009

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### For More Information:

Visit the PSFIN web site at: <http://www.usg.edu/gafirst-fin/>

<b>To:</b>	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, and All Financials Users
<b>Subject:</b>	<b>Reminder: Emergency Communication Service (ECS)</b>
<b>Message:</b>	<p>As many of you are aware, there was a power event at the UGA Boyd Data center on Friday, June 5, 2009 that caused an interruption to the GeorgiaFIRST Financials databases for some institutions. Communicating this information to the affected institutions was complicated by the fact that the LISTSERV server was also down, so announcements sent to the usual PSFIN listservs were not delivered until after the power was restored.</p> <p>Many of you are already aware of, and participate in, the Emergency Communication Service (ECS), which notifies participants of such events immediately via cell phone, pager, and/or other personal data device 24 hours a day, 7 days a week. If you would like to be included in this service, which is optional but encouraged, please see the details below.</p> <p>OIIT has an Emergency Communication Service (ECS) to notify key GeorgiaFIRST Financials staff or contact persons should there be an unexpected event that results in a major or extended loss of access or service provided through the GeorgiaFIRST Financial PeopleSoft application or database.</p> <p>In such an event, OIIT will deliver one-time, one-way announcements (such as a short text message) targeted for wireless, mobile communication devices (cell phones, pagers, etc), any time, 24 hours a day seven days a week. Then, OIIT will provide ongoing status updates through the following self-service options:</p> <ul style="list-style-type: none"> <li>• A telephone-based service information message through the OIIT Helpdesk call center (706-583-2001 or 1-888-875-3697, toll free within Georgia).</li> <li>• The web-based USG Services Status site: <a href="http://status.usg.edu">http://status.usg.edu</a>.</li> <li>• Real simple syndication (RSS) feeds (see <a href="http://status.usg.edu">http://status.usg.edu</a> for more RSS information)</li> </ul> <p>The Emergency Communication Service augments, rather than replaces, other existing functional or technical e-mail communication provided through Listserv-managed mailing lists used by OIIT. The service is designed for key GeorgiaFIRST Financials staff or contact persons that must know about such events, and then can post and share information at their institution about the status of GeorgiaFIRST Financials including information for self-service users.</p> <p>OIIT encourages each institution to have at least one or two GeorgiaFIRST</p>



	Financials representatives subscribed to this service. To participate, contact the <b>OIIT HELPDESK</b> ( <a href="http://www.usg.edu/customer_services">http://www.usg.edu/customer_services</a> , or <a href="mailto:helpdesk@usg.edu">helpdesk@usg.edu</a> ).
<b>Action Required:</b>	Contact the <b>OIIT HELPDESK</b> to subscribe to the ECS if you have not done so already.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	<a href="mailto:David.Disney@usg.edu">David.Disney@usg.edu</a> if you have questions.
<b>For More Information:</b>	Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a>

<b>To:</b>	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, Certified Trainers, and All Financials Users
<b>Subject:</b>	<b>Reminder: Query Training Availability</b>
<b>Message:</b>	<p>Query training has been scheduled as classroom sessions at OIIT in Athens on a regular basis through the end of the calendar year. Each class lasts one day, from 9:00 AM to 5:00 PM, and is designed for a maximum of 16 attendees so that each participant can have their own workstation.</p> <p>Four training classes will be offered in two different areas:</p> <ol style="list-style-type: none"> <li>1. Two courses cover the web query portion of your PSFIN database. <ul style="list-style-type: none"> <li>• Using Web Query in PeopleSoft Financials v8.9 for Beginning Users</li> <li>• Using Web Query in PeopleSoft Financials v8.9 for Advanced Users</li> </ul> </li> <li>2. Two courses involve the use of the PeopleSoft Query Tool, which requires an additional installation on your workstation. Please see the <b>Release of Query Tool for GeorgiaFIRST Financials V8</b> announcement, posted on November 14, 2008, for more information. <ul style="list-style-type: none"> <li>• Using the PeopleSoft Query Tool with PeopleSoft Financials v8.9 for Beginning Users</li> <li>• Using the PeopleSoft Query Tool with PeopleSoft Financials v8.9 for Advanced Users</li> </ul> </li> </ol> <p>For complete information, schedules, and registration for these Query classes, please go to the <b>Query Training</b> page in the <b>Training</b> section of the GeorgiaFIRST Financials web site: <a href="http://www.usg.edu/gafirst-fin/training/query_training.phtml">http://www.usg.edu/gafirst-fin/training/query_training.phtml</a>.</p> <p>Detailed information on these new Query training classes is also available in the <b>Query Training Availability</b> announcement posted on March 18, 2009 on the GeorgiaFIRST Financials web site at: <a href="http://www.usg.edu/gafirst-fin/announcements/">http://www.usg.edu/gafirst-fin/announcements/</a>.</p>
<b>Action Required:</b>	N/A
<b>Deadline:</b>	<b>As noted above</b>
<b>Respond To:</b>	<a href="mailto:Teresa.Piazza@usg.edu">Teresa.Piazza@usg.edu</a> if you have questions.
<b>For More Information:</b>	Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a>



<b>To:</b>	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, and All Financials Users
<b>Subject:</b>	<i>Updated: Web Conferences</i>
<b>Message:</b>	<p>A Web Conference has been scheduled for <b>Thursday, June 18, 2009, 3:00 to 4:00 p.m.</b> This Web Conference will include updates on Production Support and Consolidation.</p> <p>Future Web Conferences have been scheduled for the following dates:</p> <ul style="list-style-type: none"> <li>• <b>Thursday, June 25, 2009, 3:00 to 4:00 p.m.</b></li> <li>• <b>Thursday, July 2, 2009, 3:00 to 4:00 p.m.</b></li> <li>• <b>Thursday, July 9, 2009, 3:00 to 4:00 p.m.</b></li> <li>• <b>Thursday, July 16, 2009, 3:00 to 4:00 p.m.</b></li> </ul> <p>Save these dates for upcoming Web Conferences. Future General Update Web Conferences will be scheduled on a regular basis. Special Topic presentations will be scheduled on an as needed basis.</p> <p>These presentations will be conducted in a live web conference format using Wimba Classroom. You may participate from your institution through a computer connected to the Internet. If more than one person from your institution will be participating, then we ask that you arrange to meet together in one place and only use one computer to connect to the presentations. You can also use a projector to facilitate larger groups.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before the presentations</b>, test the computer you will be using to be sure you can enter the Wimba Classroom.             <ul style="list-style-type: none"> <li>• The Horizon Wimba Setup Wizard is located at: <a href="http://208.185.32.175/wizard/launcher.cgi?wc=hmqt">http://208.185.32.175/wizard/launcher.cgi?wc=hmqt</a>.</li> </ul> </li> <li>• <b>Participate in these presentations as noted above.</b> <ul style="list-style-type: none"> <li>• Go to <a href="http://gbor.wimba.com/">http://gbor.wimba.com/</a>.</li> <li>• Click on <b>Participant Login</b>.</li> <li>• When prompted, enter the following information:                 <ul style="list-style-type: none"> <li>• Room ID: <b>PSFIN_IR</b> (all upper case)</li> <li>• Name: <b>institution_firstname</b> (example: usg_mary)</li> </ul> </li> </ul> </li> </ul>
<b>Deadline:</b>	<b>As noted above</b>
<b>Respond To:</b>	<a href="mailto:Michael.Casuccio@usg.edu">Michael.Casuccio@usg.edu</a> if you have questions.
<b>For More Information:</b>	Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a>



<b>To:</b>	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, and All Financials Users
<b>Subject:</b>	<b>Updated: Release Schedule</b>
<b>Message:</b>	<p><b>Updated:</b> Interim Release <b>1.10A</b> will be applied to all Production databases on <b>June 20, 2009</b>. This release will tentatively include:</p> <ul style="list-style-type: none"> <li>• GL/KK Budget Progress Report Corrections</li> <li>• New and Modified ePro/PO/KK Year End Queries</li> <li>• Final Continuous Audit Changes for FY09</li> <li>• Year End GASB Report Corrections</li> <li>• Modified Expenses Travel Authorization Encumbrance Interface and Queries</li> </ul>
<b>Action Required:</b>	N/A
<b>Deadline:</b>	<b>As noted above</b>
<b>Respond To:</b>	<a href="mailto:Michael.Barnwell@usg.edu">Michael.Barnwell@usg.edu</a> if you have questions.
<b>For More Information:</b>	Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a>



<b>To:</b>	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, and All Financials Users
<b>Subject:</b>	<b><i>Updated: Known Issues and Announcements Posted on the GeorgiaFIRST Financials Web Site</i></b>
<b>Message:</b>	<ul style="list-style-type: none"> <li>• All Known Issues are being posted to the GeorgiaFIRST Financials web site at <a href="http://www.usg.edu/gafirst-fin/known_issues/">http://www.usg.edu/gafirst-fin/known_issues/</a>. The following Known Issues have been posted since the last update:                             <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>• All Announcements are being posted to the GeorgiaFIRST Financials web site at <a href="http://www.usg.edu/gafirst-fin/announcements/">http://www.usg.edu/gafirst-fin/announcements/</a>. The following Announcements have been posted since the last update:                             <ul style="list-style-type: none"> <li>• Budget Prep Project/Grant Analysis Prior to Financials Export</li> <li>• FY2009 Correction to Year End Payroll Accrual Process Instructions</li> <li>• FY2009 Data Reporting of Salary, Travel, and Professional Services</li> <li>• GL/KK Budget Progress Reports Corrected</li> <li>• GL Configuration Changes for Fund 10900 – UPDATE 1</li> </ul> </li> </ul>
<b>Action Required:</b>	All institutions should review these pages regularly to become aware of the current Known Issues and Announcements.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	<a href="mailto:Michael.Casuccio@usg.edu">Michael.Casuccio@usg.edu</a> if you have questions.
<b>For More Information:</b>	Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a>

<b>To:</b>	Campus Coordinators, Campus Upgrade Representatives, Technical Representatives, and Certified Trainers
<b>Subject:</b>	<b>Updated: GeorgiaFIRST Financials Web Site Updates</b>
<b>Message:</b>	<p>The following items have been added to or updated on the GeorgiaFIRST Financials web site:</p> <ol style="list-style-type: none"> <li>1. <b>Production Support Status</b> page: <a href="http://www.usg.edu/gafirst-fin/weekly_update/">http://www.usg.edu/gafirst-fin/weekly_update/</a> <ul style="list-style-type: none"> <li>• This page is updated weekly to provide summary information on PSFIN major issues and Production Support requests.</li> </ul> </li> <li>2. <b>Releases</b> page: <a href="http://www.usg.edu/gafirst-fin/release_info/">http://www.usg.edu/gafirst-fin/release_info/</a> <ul style="list-style-type: none"> <li>• The Release Notes and supporting documentation for Release 1.10 were posted.</li> </ul> </li> <li>3. <b>FY End Information: 2009</b> page: <a href="http://www.usg.edu/gafirst-fin/documentation/fy_end_2009.phtml">http://www.usg.edu/gafirst-fin/documentation/fy_end_2009.phtml</a> <ul style="list-style-type: none"> <li>• The following new and updated FY2009 Fiscal Year End documents were posted: <ul style="list-style-type: none"> <li>• FY2009 Year-End Close Processes</li> <li>• FY2009 Year-End Purchasing Cleanup and Expenses Module Considerations</li> <li>• FY2009 Year-End Payroll Processing and Accounts Payable Considerations</li> <li>• FY2009 Data Reporting of Salary, Travel, and Professional Services</li> <li>• FY2009 Investment and Registration Inquiry</li> <li>• FY2009 Instructions for Note 2 – Deposits</li> <li>• FY2009 Instructions for Note 2 – Investments</li> <li>• FY2009 Year End Manual</li> <li>• FY2009 Year End Checklist</li> <li>• FY2009 Net Assets Closing Rules</li> <li>• FY2009 GASB Mapping document 5-27-09</li> </ul> </li> </ul> </li> <li>4. <b>Documentation</b> page: <ul style="list-style-type: none"> <li>• <b>1099 Section</b> <ul style="list-style-type: none"> <li>• The following new AP job aid has been posted: <ul style="list-style-type: none"> <li>• 1099 Process Job Aid</li> </ul> </li> </ul> </li> <li>• <b>Job Aids – Other Section</b> <ul style="list-style-type: none"> <li>• The following new AP job aids have been posted: <ul style="list-style-type: none"> <li>• AP Daily Processing Checklist Job Aid</li> <li>• AP Inquiries, Queries, and Reports Job Aid</li> <li>• AP Running Check Pay Cycles Job Aid</li> </ul> </li> </ul> </li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>• AP Running EFT/ACH Pay Cycles Job Aid</li> </ul>
<b>Action Required:</b>	Review the new/updated items and use them in your PSFIN tasks as needed.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	<a href="mailto:Michael.Casuccio@usg.edu">Michael.Casuccio@usg.edu</a> if you have questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a></li> </ul>



<b>To:</b>	Campus Coordinators
<b>Subject:</b>	<b>Reminder: Archived V8 Web Conferences</b>
<b>Message:</b>	All V8 Web Conferences presented via Wimba Classroom have been archived and are available for viewing.
<b>Archived V8 Web Conferences:</b>	<ul style="list-style-type: none"> <li>• All Sessions held during PSFIN conversion from V7.5 to V8.9</li> <li>• All Sessions held after Group 1 and Group 2 Go-Live!</li> <li>• All 2008 PeopleSoft 8.9 Production Issues Updates</li> <li>• All January 2009 PeopleSoft 8.9 Production Support Presentations</li> <li>• All February 2009 PeopleSoft 8.9 Production Support and Encumbrance Reporting Presentations</li> <li>• All March 2009 PeopleSoft 8.9 Production Support Presentations</li> <li>• All April 2009 PeopleSoft 8.9 Production Support, Surplus Analysis Walkthrough, and Financials Consolidation Project Presentations</li> <li>• All May 2009 PeopleSoft 8.9 Production Support and Surplus Reporting Presentations</li> <li>• 2009-06-09 PeopleSoft Year End Wimba Training</li> <li>• 2009-06-10 PeopleSoft Year End Wimba Training</li> <li>• 2009-06-11 PeopleSoft Year End Wimba Training</li> </ul>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before viewing the presentations</b>, test the computer you will be using to be sure you can enter the Wimba Classroom.                         <ul style="list-style-type: none"> <li>• The Horizon Wimba Setup Wizard is located at: <a href="http://208.185.32.175/wizard/launcher.cgi?wc=hmqt">http://208.185.32.175/wizard/launcher.cgi?wc=hmqt</a>.</li> </ul> </li> <li>• Review the presentations as follows:                         <ul style="list-style-type: none"> <li>• <b>Updated:</b> Go to: <a href="http://gbor.wimba.com/">http://gbor.wimba.com/</a>.</li> <li>• Click on <b>Participant Login</b>.</li> <li>• When prompted, enter the following information:                                 <ul style="list-style-type: none"> <li>• Room ID: <b>PSFIN_IR</b> (all upper case)</li> <li>• Name: <b>first name_last name</b></li> </ul> </li> <li>• Click on the <b>Archives</b> tab.</li> <li>• Select the appropriate presentation to review.</li> </ul> </li> <li>• <b>Updated:</b> The PowerPoint presentation files are posted to the GAFIRST-FS-REPS listserv.</li> </ul>
<b>Deadline:</b>	N/A
<b>Respond To:</b>	<a href="mailto:Michael.Casuccio@usg.edu">Michael.Casuccio@usg.edu</a> if you have questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN web site at: <a href="http://www.usg.edu/gafirst-fin/">http://www.usg.edu/gafirst-fin/</a></li> </ul>