



## PeopleSoft Financials Production Support Update for 09/14/2009

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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, Certified Trainers, and All Financials Users
<b>Subject:</b>	<b>NEW: Communications Survey</b>
<b>Message:</b>	The Georgia <b>FIRST</b> Financials Production Support team is requesting your input on the effectiveness of our Communications methods so that we can improve upon them. The survey will be available at the following URL until midnight on <b>Friday, September 28, 2009</b> : <a href="http://www.surveys.usg.edu/se.ashx?s=06C2C3B94588E8F1">http://www.surveys.usg.edu/se.ashx?s=06C2C3B94588E8F1</a> .
<b>Action Required:</b>	Please respond to the survey and provide your input.
<b>Deadline:</b>	<b>Friday, September 28, 2009 no later than midnight</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, Certified Trainers, and All Financials Users
<b>Subject:</b>	<b><i>Reminder: OIIT Furlough Dates</i></b>
<b>Message:</b>	<p>As you are aware, all state employees have been asked to take three (3) days of furlough leave before the end of the calendar year. For planning purposes, OIIT has scheduled the following three furlough days:</p> <ul style="list-style-type: none"> <li>• <b>Friday, September 3, 2009</b></li> <li>• <b>Wednesday, November 25, 2009</b></li> <li>• <b>Wednesday, December 23, 2009</b></li> </ul> <p>Limited OIIT support will be available on these days.</p>
<b>Action Required:</b>	N/A
<b>Deadline:</b>	As noted above
<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, Certified Trainers, and All Financials Users
<b>Subject:</b>	<b>Updated: GeorgiaFIRST Financials – Grants Workshop</b>
<b>Message:</b>	<p><b>Updated:</b> A Grants Workshop for anyone interested in learning more about using grants in PeopleSoft Financials will be held on:</p> <ul style="list-style-type: none"> <li>• <b>Thursday, October 1, 2009</b></li> <li>• <b>9:00 a.m. to 3:00 p.m.</b></li> <li>• <b>Macon State University, Learning Support Building Auditorium K</b></li> </ul> <p>The objectives of this workshop are to:</p> <ul style="list-style-type: none"> <li>• Identify how to set up grants in PeopleSoft.</li> <li>• Discuss known reporting and process-related issues.</li> <li>• Examine the intricacies of the <b>Project Sync</b> process.</li> <li>• Determine the requirements for establishing budgets for your grants, including cost sharing.</li> <li>• Discuss the best methods for reviewing grant spending.</li> <li>• Review existing allocation steps and allocation drivers.</li> <li>• Discuss project/grant closure requirements.</li> </ul> <p>Every individual planning on attending must register through this link: <a href="http://gafirstgrantsworkshop.eventbrite.com/">http://gafirstgrantsworkshop.eventbrite.com/</a>. Additional details regarding this workshop are located on the <b>Training Events</b> page on the GeorgiaFIRST Financials web site at: <a href="http://www.usg.edu/gafirst-fin/training/events.phtml">http://www.usg.edu/gafirst-fin/training/events.phtml</a>.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Register for the workshop at the link given above.</li> <li>• Attend workshop as scheduled.</li> </ul>
<b>Deadline:</b>	<b>As noted above</b>
<b>Respond To:</b>	<p>For questions or further information, please contact:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:Teresa.Piazza@usg.edu">Teresa.Piazza@usg.edu</a> regarding workshop registration.</li> <li>• <a href="mailto:Craig.Golden@usg.edu">Craig.Golden@usg.edu</a> regarding workshop agenda/objectives.</li> </ul>
<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>	<b>Updated: Web Conferences</b>
<b>Message:</b>	<p><b>Updated:</b> A Web Conference has been scheduled for <b>Thursday, September 24, 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, October 9, 2009, 3:00 to 4:00 p.m.</b></li> </ul> <p><b>Note: Web conferences will be held on a biweekly schedule.</b></p> <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> OIIT and the Consolidation Project Team performed a pre-release #3 in the consolidated environment on <b>August 29, 2009</b>. A complete detailed list of items included is provided in the Release Notes, located at: <a href="http://www.usg.edu/gafirst-fin/announcements/">http://www.usg.edu/gafirst-fin/announcements/</a>.</p> <p>Release <b>2.02</b> is currently scheduled to be applied to the consolidated environment on <b>September 26, 2009</b>. This release will include various fixes and an updated DOAS Phone Bill interface. A complete detailed list of items included will be provided in the Release Notes, located 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: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>• KI8085 – PO Online Inquiries Timing Out</li> <li>• KI8084 – ePro Requisitions Consolidating into a Single PO ID</li> <li>• KI8083 – ePro Requisitions Sourcing to Multiple PO IDs</li> <li>• KI8081 – AP Using SpeedCharts in Conjunction with Multiple Distribution Lines – RESOLVED</li> <li>• KI8080 – AP Review Bank Statements Page – RESOLVED</li> <li>• KI8079 – AP Match Workbench Action Field Missing - RESOLVED</li> <li>• KI8077 – AP Expenses EFT Pay Cycles Stuck in Approved Status – RESOLVED</li> <li>• KI8076 – AP EFT and ACH Pre-Notes not Selected by Business Unit – RESOLVED</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>• FY2009 Continuous Audit SB300 Data Submission – Additional Information</li> <li>• Grants Workshop Scheduled</li> <li>• Vendor Naming Conventions and Best Practices Job Aid Available</li> <li>• Release Notes for Consolidated Financials System Pre-Release #3</li> <li>• Production Support Update for 08/24/09</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>
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<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>Training Events Information</b> page: <a href="http://www.usg.edu/gafirst-fin/training/events.phtml">http://www.usg.edu/gafirst-fin/training/events.phtml</a> <ul style="list-style-type: none"> <li>• New <b>GeorgiaFIRST Financials Grants Workshop</b> section added.</li> </ul> </li> </ol>
<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 through August 2009 PeopleSoft 8.9 Production Support, Encumbrance Reporting, Surplus Analysis Walkthrough and Reporting, Year End Wimba Training, Financials Consolidation Project, and Budget to Actuals Reporting Training Presentations</li> <li>• 2009-09-10 Production Support Update</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>• 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>• 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>