

GeorgiaFIRST Financials V8

Announcement

POSTED: March 18, 2009

SUBJECT: Query Training Availability

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 that Query training has been scheduled and a Query job aid is now available.

FUNCTIONAL IMPACT: 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.

Four training classes will be offered in two different areas:

1. Two courses cover the web query portion of your PSFIN database.
 - Using Web Query in PeopleSoft Financials v8.9 for Beginning Users
 - Using Web Query in PeopleSoft Financials v8.9 for Advanced Users
2. Two courses involve the use of the PeopleSoft Query Tool, which requires an additional installation on your workstation. Please see the **Release of Query Tool for GeorgiaFIRST Financials V8** announcement, posted on November 14, 2008, for more information.
 - Using the PeopleSoft Query Tool with PeopleSoft Financials v8.9 for Beginning Users
 - Using the PeopleSoft Query Tool with PeopleSoft Financials v8.9 for Advanced Users

For complete information, schedules, and registration for these Query classes, please go to the **Query Training** page in the **Training** section of the GeorgiaFIRST Financials web site: http://www.usg.edu/gafirst-fin/training/query_training.phtml.

OIIT is also offering the availability of closed training sessions for users at your institution. Closed sessions are dependent on the schedule of the open classes mentioned above, as well as the availability of the instructor and your institution's classroom resources. If you are interested in booking a closed Query Training session at your institution, please email Teresa Piazza at teresa.piazza@usg.edu.

SUPPORTING DOCUMENTATION: A **Key Records List for Queries** job aid has been created that lists the key records to query on in PeopleSoft Financials v8.9, separated by module. You can find this job aid in the **Reference Documents** section on

the **Documentation** page of the Georgia *FIRST* Financials web site:
<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).