PSFIN V8 Project Quarterly Update Meeting

Tuesday, January 23, 2007

Macon State College

Agenda

- Welcome and Scope — Tom Maier
- Project Scorecard — William Bowes
- Timeline — Sharon Logan
- Fit/Gap Committee Reports
  - GL — Lougene Brown
  - AP — Karen Gardner
  - AM — Wanda Aldridge
  - Expenses — Wanda Aldridge
  - EPro/Purchasing — Bill Filtz

Agenda

- Functionality Demonstration — Craig Golden
- Training Approach — Michael Barnwell, Duan Kok
- Local Development Approach — Sharon Logan
- Communications Strategy — Michael Casuccio
- Institutional Readiness — Sharon Logan
- Data Clean Up — Deidre Crawford
- Q&A

Welcome and Project Scope

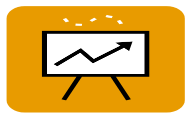
Tom Maier

Interim Vice Chancellor,

Information & Instructional Technology/CIO

Project Scope

- The PeopleSoft Financials V 8.9 project will occur in a phased approach. Phase 1 will include the upgrade of the current functionality and two new modules: Expenses and eProcurement.
- Subsequent phases will include additional new features and functionality.



Project Objectives

- Improve access to and navigation of the application by implementing browser based access.
- Ensure no loss of current model functionality and at a minimum maintain current performance levels.
- Provide improvements to the technical environment and the base-line functionality
- Eliminate local software modifications by leveraging new delivered functionality and through business process redesign whenever possible.

Linkage to the IIT Strategic Plan

- *Goal #2:* Expand Reliable and Secure Access to Information and Services. Delivery of PeopleSoft Financials data via the web-based version of 8.9 will simplify secure customer access while providing improved navigation and technical and functional enhancements, including self-service functionality.

Financials V8 Project Success

William Bowes
Vice Chancellor
Office of Fiscal Affairs

Financials V8 Project – How will we measure success?

- The project will be determined successful or unsuccessful using the success criteria and measurements in the Project Success Scorecard

Improved Functionality

- OIIT and the fit/gap committees are committed to delivering improved functionality in every module: AP, PO, AM, GL and Budgets.
  - Success = one or more improvements in each module

Reduced Modifications

- OIIT is committed to reducing customizations. By doing so maintenance costs and effort are reduced. This frees up resources to support you better and to work on new functionality.
  - Success = Reduce the current level of customizations by 30%

Institutional Readiness

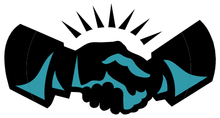
- OIIT, each institution and USO are committed to preparedness for go live.
  - Success = all sites complete the readiness checklist, participate in monthly readiness calls, modify business practices to reflect improved functionality

Trained Users

- OIIT commits to providing training
- Institutions commit to training their staff
  - Success = each institution has a designated Super User Trainer and End User Support contact, at least one trained Super User per module, and 75% of traditional end users trained via online and workshop instruction.

Joint Responsibility

- The OIIT PS V8.9 Project team has responsibilities
- Each institution has responsibilities
- The project can only be successful if everyone completes their responsibilities

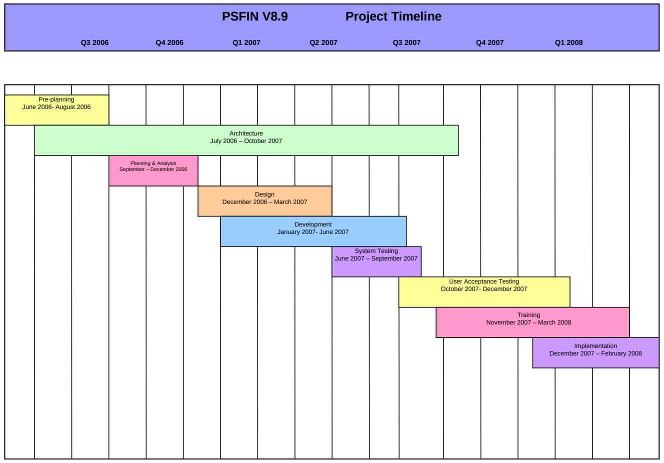


Take Action During (not after) Implementation

- Monthly assessments to determine both the project team and each institution's progress toward success criteria
- Any party not meeting their responsibilities will be considered a risk to the project's success and will be escalated immediately

Timeline

Sharon Logan



What's changed?

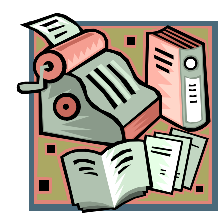
- Planning and Analysis ended December 1
- System testing starts in June of 2007
- UAT starts in October 2007
- Training extends later, ending now in March of 2008.

Fit / Gap

Committee Reports

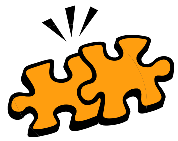
Fit / Gap - General Ledger

Lougene Brown
COLUMBUS STATE UNIVERSITY



Purpose of GL Fit/Gap Session

- Demonstrate v8.9 features and business processes
- Discuss business process gaps and identify solutions
- Compare functionality available in v7.5 vs. v8.9



Benefits Identified

- Spreadsheet Journal Upload
  - Training will be provided
  - Institutional specific so that Excel can ID database
- Budget journal entry enhanced
- Drilldown features enhanced
- Delivered GL to submodule reconciliation reports will decrease the need to generate queries

Benefits Identified

- More <u>detailed</u> information will be accessible
- Hot Keys
  - Control J – Technical Attributes of Page – Used for OIIT ticket purposes
  - Control K - Hot Keys Listing
- Help Features Enhanced
  - User Productivity Kit (UPK)
  - PeopleBooks enhanced and integrated into the application

Challenges Identified

- New Navigation
- New Terminology
- Actuals Ledger shows only expenditures…NO encumbrances
- nVision is more complex

Words of wisdom from GA Tech

- Select an implementation team at institution consisting of knowledgeable functional users, not necessarily supervisors or directors
- Complete “cleanup” in existing version prior to conversion
- Test “delivered” processes multiple times

Fit / Gap – Accounts Payable

Karen Gardner

Kennesaw State University

What’s in it for you?

- More efficient processes
- Less chance of errors

Do I have your attention now?

Vouchers-lots of changes, lots of options

- Several different types of vouchers
- Voucher template is more user-friendly
- Adjustment vouchers can be copied from the original
- Voucher Entry XML is a delivered tool, and is more comprehensive than the External Voucher Upload

Some more good stuff…

- Copy vouchers from existing ones
- Save an unfinished, unbalanced voucher
- Click on that hyperlink!
- Search by field…run to Excel…don't create a query! (but don't forget how to do so)

Looks Good So Far…

Vendor Database

- Maintenance of the Vendor Database is not an AP function, but is of great interest to your Accounts Payable staff.

OK, so what is changing with vendors?

- Single Payment Vendors
- Modifications or changes can be easily tracked
- Access to see TIN/SS#'s can be limited
- EFT/ACH is easier to set up
- There is a checkpoint to warn of duplicate use of a TIN

Wish List

- Version 8.9 is capable of some pretty amazing functions
- We'll have to wait and see which ones will be developed after we all survive the initial implementation

Plain Vanilla?

That's fine. Vanilla 8.9 is going to be much more palatable than 7.5!

Fit / Gap – Asset Management

Wanda Aldridge – Gainesville State College

AM enhancements-General

- Many more search criteria such as the search for an asset panel
- Links that allow user to drill down to specific journal, voucher, PO, receiver
- Can run most display or search results to excel
- Instead of navigating, can save often used screens or processes as favorites
- Screens can be customized per user

Peoplesoft V8.9 Asset Management: Foundation Table Items

- New asset types for Furniture, Machinery, and Software
- Still 2 asset books but default book is Enterprise

Peoplesoft V8.9 Asset Management: Functional items

- Can view open periods & depreciation by period in AM
- Asset ID is 12 digits
- Can split fund an asset which will split the depreciation
- Basic Add is 5 pages vs. 14 pages
- Salvage Value housed and calculated by asset in AM
- Depreciation can be run on a range of assets instead of all assets
- Although Budget Period is no longer a chart string in 8.9 this is accommodated in the upgrade
- Reversal of posted accounting entries in the DIST_LN table

Peoplesoft V8.9 Asset Management: Looking Ahead

- Clean up assets- ex. Multiple roofs, etc.
- Make workflow of asset from beginning to end and who is responsible for each stage of asset.
- Make list of users and access roles (Dept. Mgrs, receivers, etc)
- Institution queries may need to be re-written

Peoplesoft V8.9 Asset Management: Items of Interest

- With new categories for Leased assets, IT and vehicles, will these need to change before or after conversion?
- The new categories/profile IDs will be released in the May, 2007 release so they will be applied to 7.5 and thus will be carried to 8.9 at upgrade.

Peoplesoft V8.9 Asset Management: Items of Interest- con't.

- Future possibility of interfacing with Maximo for maintenance on state vehicles eliminating duplicate entry.
- Traded in assets - OIIT testing this procedure through the PO process.
- OIIT testing transferal of assets from fund to fund for Combo - Edit rules and accounting issues.

Peoplesoft V8.9 Asset Management: Future Considerations

- Worklist - electronic approvals
- Manager Self Service - allows custodians of departments assets to request transfers from room to room, report missing assets, manage inventory of assets. Managers have option to approve, deny or hold requests.

Peoplesoft V8.9 Asset Management: Keep updated

- How can I keep up to date with what's going on?
- Visit the Web site at http://www.usg.edu/gafirst/fin/project/v8/ to access the Newsletters and other information
- http://www.usg.edu/gafirst/fin/project/v8/documentation/ to review Fit/Gap findings.

REMEMBER:

- Plan ahead as much as possible
- Know your Institution's business processes

Fit / Gap – Expenses

Wanda Aldridge – Gainesville State College

Peoplesoft V8.9 -Expenses New Module

- What is the Expense Module?
- The Expense Module allows employees to input their own travel and miscellaneous reimbursements. They can then inquire on the status of approval or payment.

Peoplesoft V8.9 Expenses

- Employees are no longer considered vendors, Expenses uses an HR employee table (EmplID for travel only)
- Travel Authorizations will encumber funds
- Approvers can modify expense requests, deny with response, hold, approve, or re-route the request.
- Can have multiple approvers by department or grant/project ID.
- Each employee can create their own template for authorizations and reimbursements to speed up input time.
- Travel locations and per diem amounts, including high cost areas, will be downloaded into a table for verification of requested meal reimbursements.
- Preferred Merchants may be set up per institution and selected during request. Explanations are required for those expense types that have preferred merchants but are not selected.
- Automatic sync of employee information will be provided from HR to expenses.

Peoplesoft V8.9 Expenses

- This module is not designed to completely eliminate verification of expenses and receipts. It is simply a tool to:
  - eliminate duplicate entry of travel and reimbursable items
  - Automate approval of travel
  - Provide self-service to employees

Peoplesoft V8.9 Expenses Maintenance

- On-going training for new employees and Managers
- More Peoplesoft users, more ID's

Peoplesoft V8.9 Expenses Lifecycle of an expense

1. Travel Authorization (encumber funds)
2. Expense Report Entry
3. Approval Process/Budget Check
4. Post Expense- (creates accounting entry)
5. Stage for Payment- (payment selection)
6. Paycycle- (issue payment)

Peoplesoft V8.9 Expenses Looking Ahead

- Future opportunity to use imaging to scan receipts with expense statement.
- Looking at the possibility of combining user ID's to have one global ID for financials and HR self service.
- Looking at possible e-mail notification of worklist items.

Peoplesoft 8.9 Expenses: Keep updated

- How can I keep up to date with what's going on?
- Visit the Web site at:
  http://www.usg.edu/gafirst/fin/project/v8/
- to review Fit/Gap Findings:
  http://www.usg.edu/gafirst/fin/project/v8/documentation/

Fit / Gap – PO & eProcurement

Bill Filtz
Valdosta State University

General Functionality

- No functionality has been lost.
- Pages have been consolidated so there is less navigation.

Vendor Pages

- The 2nd line of the vendor name will now print on the PO.

Line and Schedule Pages

- NIGP code description
- Asset ID
- Express PO page
- Order and receive amount at line level
- Speed chart

PO Processes

- Approve, Budget Check, Dispatch
- No PO Edit or Post
- PO Recon is optional.
- PO Preview and PO Close enhance functionality with better control of reviewing and closing orders.
- Recon vs. PO Close and No Match vs. 2 way match with receiving

PO Change and Reissue

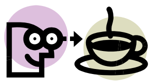
- Budget and accounting dates are a very important field in V8.9.
- Accounting date must change to the current open period.
- Budget for prior year.
- Budget period must be current.
- A PO can be used for multiple years.

PO Dispatch

- Buyer full name and a telephone number
- Unit price
- PDF preview
- Graphic image signature

eProcurement Requisitioning

- ePro requisitioning implemented at this time.
- User list
- Department or project ID manager
- Ad hoc approval



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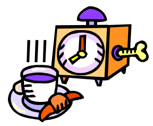
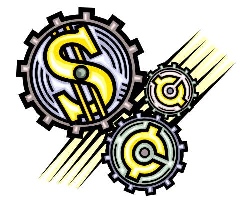


Functionality

PSFIN V8 Project Team



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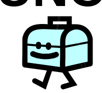


Training

Michael Barnwell

Duan Kok

Overview

- Present the high-level Training Strategy for PSFIN V8 and demonstrate PeopleSoft User Productivity Kit (UPK)
- Agenda
  - Terminology
  - Timing of Training
  - Training Approach
  - User Productivity Kit (UPK) Demonstration

Terminology

- Non-Traditional User
  - Individuals who use the new Expenses and eProcurement modules
- Traditional User
  - Individuals who use the Asset Management, Accounts Payable, Accounts Receivable, General Ledger, Purchasing and Budget Prep modules – both Super Users and End Users
  - Individuals who support those who use the new Expenses and eProcurement modules

Terminology cont.

- Super Users
  - Functional Leads in each module at an institution
    - Tend to have the greatest knowledge and experience in the module
    - Usually the primary person responsible for performing tasks in the module
  - Generally one or two individuals per module who serve as primary and backup
  - Can be Super Users of more than one module

Terminology cont.

- End User
  - Individuals who use the module in the regular job roles, but are not Super Users
  - Can be End User of multiple modules

Timing of Training

- Training materials released before User Acceptance Test (UAT)
  - Online training simulation/instruction (UPK)
  - Paper-based materials, e.g. Training Manuals and Job Aids
- Super User Workshops conducted by OIIT 4-8 weeks before go-live
- End User training to be determined by institutions based on need

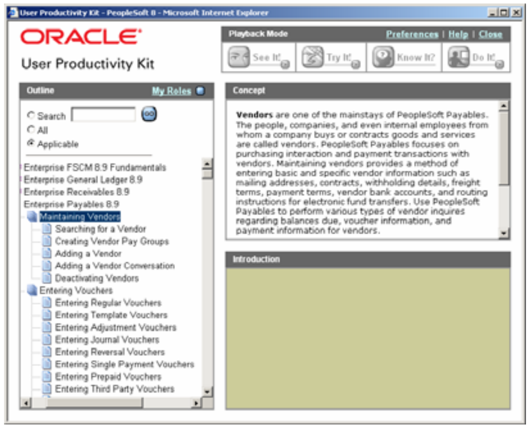
Training Approach – Traditional Users

- Blended learning – consisting of:
  - Instructor-led classroom training for Super Users
  - End User training to be determined by institutions with limited support from OIIT
  - Online training simulation/instruction (User Productivity Kit)
  - Paper-based materials, e.g. Training Manual and Job Aids
  - Supplementary training for Super Users - “Effective Trainer Skills” or “Effective Support Skills”
  - Webinars
  - Labs/Office Hours

Training Approach – Non-Traditional Users

- Blended learning – consisting of:
  - End User training to be determined by institutions with limited support from OIIT
  - Online training simulation/instruction (UPK)
  - Paper-based materials, e.g. Training Manuals and Job Aids

UPK Demonstration



Development

Sharon Logan

OIIT

Your Financials Development

What have you all developed locally?

- SQRs
- nVisions
- Crystals
- Queries

We have created a survey to learn more about the volume of local work.

Tools required to retrofit your work

- Client install with executables for nVision, SQR, and Crystal
- Record layout information to assist you in identifying record changes from 7.5 to 8.9
- A copy of an 8.9 Financials environment for testing

How will you get these tools?

- Client install of the development tools.
- Record layout information is available now for the PS delivered records. This information will be updated between now and the end of July, 2008. Revisions are possible after that.
- A copy of your upgraded data will be available during User Acceptance Testing and through cut over.

Communications

Michael Casuccio

Information Channels

- Representatives
- Weekly Updates
- Newsletters
- Quarterly Update Meetings
- Status Reports
- Website
- Institutional Readiness

Your Representatives

- Campus Coordinators
  - Circulate information from OIIT to campus
  - Provide feedback to OIIT
  - System Testing
  - Assist with coordination of training
- Technical Representatives
  - Technical functions
  - Security
  - Hardware/software requirements

Weekly Updates

- Sent to Campus Coordinators
- Announcements, Events
- Requests for information or action

GEORGIA FIRST — v8 Upgrade Project

A Publication of the OIIT PeopleSoft Financials Production Support Group

PSFIN V8 Upgrade Weekly Update for 01/16/2007

To:	Campus Coordinators
Subject:	**PSFIN Upgrade Project Quarterly Update Meeting - January 2007**
Message:	• **Where:** Macon State College • **When:** Tuesday, January 23, 2007, 9:00 am to 4:30 pm • **Note change in starting time from 9:30 to 9:00 am.** • **Who:** Campus Coordinators, Technical Representatives, and up to two other attendees from each institution • **What:** You'll get to learn about the PSFIN V8 Upgrade, how it impacts you, and what you should be doing now to prepare • **How Much:** It's Free! • **Agenda and Materials:** Available at
Action Required:	Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by the **end of today, January 16**. Attendees must download the agenda and materials for this meeting from the Financials web site noted above prior to the meeting. **Handouts will not be provided.**
Deadline:	**Names must be submitted by close of business today, Tuesday, 01/16/2007.**
Respond To:	Submit the list to Michael Casaccio at

For More Information:	• Visit the PSFIN V8 Upgrade project web site at • Contact the PSFIN V8 Upgrade project team at

Newsletters

- For everyone
- Bi-monthly (Jan-Mar-May…)
- Posted to Web
- Announced to email lists

GEORGIA FIRST — v8 Upgrade Project — PeopleSoft Financials Version 8.9 Upgrade

A Publication of the OIIT PeopleSoft Financials Production Support Group — September 2006

Welcome to the Future!

Welcome to the first PeopleSoft Financials V8, or PSFIN V8, Upgrade Project newsletter. The purpose of this newsletter is to keep you updated in a friendly, knowledgeable way of the project progress. The newsletters will be distributed on a bimonthly basis and we hope you find them useful and informative. In this first issue, we would like to give you an overview of the project scope, goals, and objectives.

Core Team

Project Objective and Goals

The objective of the PeopleSoft Financials V8 Upgrade project is to provide a fully tested, well-documented, and vendor-supported production release of PeopleSoft's web-based Financials application.

This project will be completed in phases. In Phase I, we will implement the upgrade of the current functionality on an 18 month schedule, as shown on the **Project Timeline**. Key Dates for the remainder of 2006 are shown below.

Key Dates - 2006

09/11/06	GL Fit/Gap Analysis
09/25/06	PO Fit/Gap Analysis
10/09/06	AM Fit/Gap Analysis
10/16/06	AP Fit/Gap Analysis
11/16/06	Design starts
12/27/06	Development starts

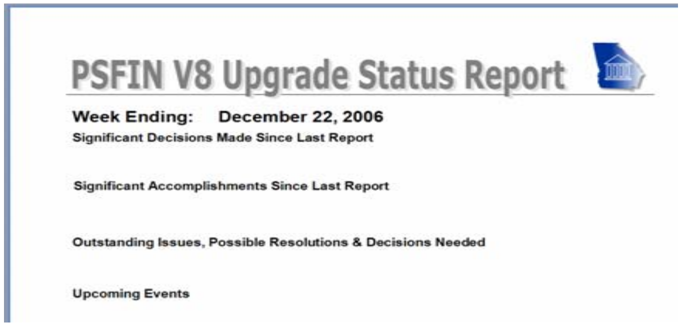
As part of the initial phase of this upgrade, we will also implement two new PeopleSoft modules - Expenses and eProcurement - to provide additional functionality.

Phase I implementation will be completed prior

Quarterly Update Meetings

- January 23, 2007
- April 10, 2007
- August 28, 2007
- November 6, 2007

Status Reports



Website

- http://www.usg.edu/gafirst/fin/
- http://www.usg.edu/gafirst/fin/project/v8/

Website

Contacts / Groups / Committes

News / Updates / Events

Project Documentation

Project Information / Questions

- http://www.usg.edu/gafirst/fin/project/v8/
- Contact your Campus Coordinator
- Email: psfin_upgrade@usg.edu

Supplying you with information…

…any way we can.

Institutional Readiness

Sharon Logan
OIIT

What is Institutional Readiness?

- Institutional readiness is an approach to ensuring that you are ready for what's coming. By helping you to prepare for the upgrade, we help to ensure your success and the success of the project as a whole.

YOUR SUCCESS = PROJECT SUCCESS

Institutional Readiness and the Scorecard

- Institutional Readiness is one of four criteria on the success scorecard
- Success in this area is all institutions being prepared for 8.9
- To view the scorecard in its entirety, go to http://www.usg.edu/gafirst/fin/project/v8/documentation/general/

What can you expect from OIIT?

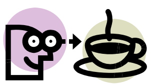
- Monthly conference calls to assess readiness
- Monthly assessments of progress toward success indicators on scorecard
- Risk assessment and escalation when necessary

What do you need to do?

- Attend monthly readiness calls
- Data clean up
- Training
- Completion of security tasks
- User acceptance testing
- Responding to requests for information and input from OIIT

Why are we assessing readiness?

- To provide assistance to the institutions before the system goes live
- To address risks to project success while there is time to address, before the system goes live
- To prevent rather than resolve issues that interfere with the institution's ability to use V8 (and when we must resolve, to resolve quickly)
- To ensure the project meets the expectations of stakeholders and meets the success criteria



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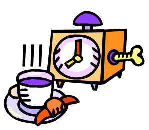

Data Clean Up

Deidre Crawford

Why Start Now?

- Differences in structure between versions
- Easier on you – no last minute rush!
- Less chance of missing something
- Allow more time for DBI's if necessary

PSFIN V8 Project

- Released with 2.44 1/19/07
- Contains PeopleSoft reports and queries
- Panel access granted to new user ID (UPGUSR)

Data Clean Up Document

- Instruction document posted 1/17/07
  - Navigation for reports
  - Queries
  - Instructions
  - Due Dates

Due Dates

- Necessary to keep everyone on track
- Will be tracked in monthly Institutional Readiness meetings

Overview of Dates

- PO clean up of prior year data and data through January 2007 – **02/23/07**
- AM clean up of prior year data and data through January 2007 – **02/27/07**
- Vendor clean up – **02/28/07**
- Requisition clean up – **6/30/07 (OIIT)**
- GL clean up of prior year data and data through January 2007 – **02/28/07**

Overview of Dates

- AP clean up dates:
  - Budget checking vouchers – **02/28/07**
  - Verify pay cycles – **03/31/07**
  - Close PO vouchers – **02/28/07**
  - Outstanding checks – **09/30/07**
  - Outstanding vouchers – **03/31/07 (**prior yrs)
  - Bank Reconciliations – **each month**

Overview of Dates

- Once data has been cleaned up – very important to keep it that way. Make these items part of your month end closing procedures.

Questions & Answers

Open Discussion

Wrap Up & Next Steps