



PSFIN V8 Project Quarterly Update Meeting

Monday, April 16, 2007

Macon State College

"Creating A More Educated Georgia"



Today's Agenda

Welcome	Tom Maier
Project Status	Sharon Logan
Communications Update	Michael Casuccio
BREAK	
Expenses Demo and Related Accounting Issues	
Donna Wooddell, Abi Okunsanya, and Debbie Lasher	
Lunch	
Scorecard Update	Bill Bowes
Training Strategy Update	Michael Barnwell
Wrap Up and Next Steps	Sharon Logan
Institutional Readiness Meeting	Michael Casuccio

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Logistical Odds and Ends



- Cell phones and pagers on vibrate.
- Car is parked in an unmarked visitor's space.
- Write questions on post it notes

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Welcome

Tom Maier
Interim Vice Chancellor,
Information & Instructional Technology/CIO

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Your Successes to Date

- Institutional readiness – all institutions have completed all required tasks to date.
 - Data Clean Up
 - Institutional Readiness Calls
 - Responses to ad hoc requests for information

100% Participation !



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Critical Success Factors

- Commit to vision ... stay on task.
- Partnership ... tear down the silos of independence.
- Your success is critical to the success of the project as a whole.
- Communication

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One of many things....

- OIIT Organizational Assessment
- Strategic Planning
- PeopleSoft Financial Project
- PeopleSoft HRMS Project
- Banner Hosting Project
- Procurement Transformation
- Benchmarking

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Your Concerns to Date

- New functionality
 - Expenses demo today
 - eProcurement - November Update Meeting
- Training
 - Training Road Shows
 - UPK demo via Horizon Live Wimba

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Other Concerns?

Forums in which the project team solicits and responds to questions and concerns:

- Psfin_upgrade@usg.edu
- Institutional Readiness calls
- Follow up calls from Chelle Stringer
- Meetings



The project team is listening.....

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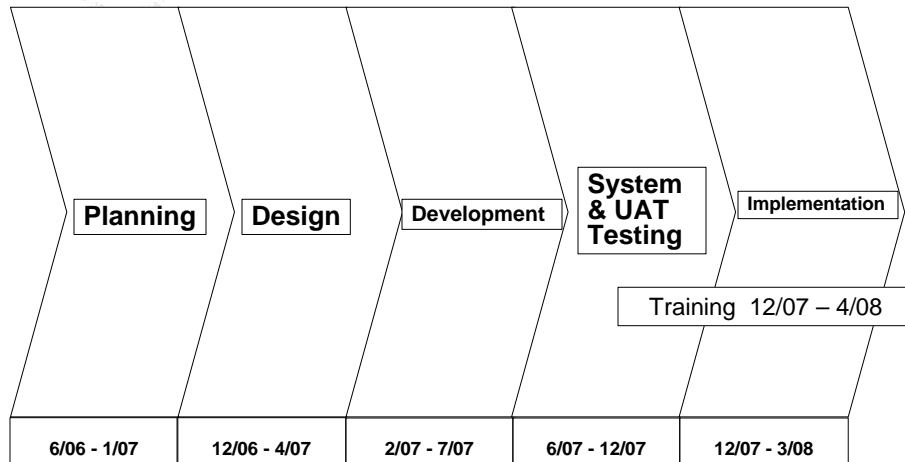
Timeline and Project Status

Sharon Logan
OIIT

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Financials V8 Project Timeline



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How Are We Doing?

We're On Schedule!

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Project Clean Up Tasks

- Tasks published to date
- Data clean up checkup
- FY07 and FY08 data clean up
- Prior year data clean up approach



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Current Data Clean Up Tasks

- Vendor clean up
- Prior year through 1/2007 PO clean up
- AM clean up
- GL clean up (un-posted journals and budget journals)

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Current Data Clean Up Tasks

- AP clean up
 - Vouchers
 - Pay Cycles
 - Closing PO Vouchers
 - Prior Year Vouchers
 - Outstanding Checks
 - Bank Reconciliations

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Data Clean Up Checkups

- Add data clean up tasks to monthly checklists
- OIIT will run periodic queries to see if you've missed anything



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FY07 and FY08 Data

- Keep it clean!
- DBIs will be completed if no functional work around exists
- May require coordination with USO for closed periods that have been reported on to the Board

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Prior Year Data

- What kind of prior year data requires clean up?
 - Journals
 - Budget Journals
 - PO and AP transactions
 - AM transactions

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AM Interface Data

- Unprocessed interface rows
- This data will be deleted from your production databases as it does not impact audits

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Un-posted Budget Journals

- If a journal was never posted and its status is not set to "I" you may be able to delete it via delivered functionality.
- If its status is "I" or you cannot delete it via the delivered process, a DBI will be required.

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All Other Data

- OIIT will perform a DBI to update transactions that cannot be completed so that they are easily identifiable and will not appear in your pending transaction queries.

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Action Items from Last Meeting

To review action items from the January 23, 2007 meeting are located at the following URL:

<http://www.usg.edu/gafirst/fin/project/v8/news/events/>

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Communications Update

Michael Casuccio

Dave Disney

OIIT

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Communications Subteam

- Purpose:
 - Coordinate communications between OIIT and the Institutions

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Information Channels

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

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Your Representatives

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

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Weekly Updates

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

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Summary Page

PSFIN V8 Project Weekly Update for 04/16/2007

In this update:	<ul style="list-style-type: none">• PSFIN V8 Project Quarterly Update Meeting - April 2007• PS Financials Data Cleanup• Password Protection of Georgia <i>FIRST</i> Financials Web Site
Upcoming events:	<p>Quarterly Update Meeting</p> <ul style="list-style-type: none">• Monday, April 16, 2007 <p>Institutional Readiness Web Conference</p> <ul style="list-style-type: none">• Combined with the April Quarterly Update Meeting
This week's deadlines:	None



For More Information:	<ul style="list-style-type: none">• Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/• Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu
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Detail Page

PSFIN V8 Project Weekly Update

To:	Campus Coordinators and Technical Representatives
Subject:	Password Protection of GeorgiaFIRST Financials Web Site
Message:	Effective May 1, 2007, the GeorgiaFIRST Financials web site at http://www.usg.edu/gafirst/fin/ will be password-protected. Each institution will have one unique password assigned to it. This password will be provided to all Campus Coordinators and Technical Representatives, or their institutional delegates.
Action Required:	Institution representatives must contact the OIIT HELPDESK as noted below to obtain your password.
Deadline:	April 30, 2007
Respond To:	<ul style="list-style-type: none">• Contact psfin_upgrade@usg.edu if you have questions.• Contact the OIIT HELPDESK at http://www.usg.edu/customer_services (self-service ticket submission) or e-mail helpdesk@usg.edu to obtain your password.



Newsletters



PSFIN V8 Project
PeopleSoft Financials Version 8.9

A Publication of the OIIT PeopleSoft Financials Production Support Group

March 2007

Where are you with Data Cleanup?

By now, manual data cleanup tasks should be underway in your production database. Have you all started? As noted in the last issue, a set of queries and reports were included with the PSFIN release 2.44, along with instructions and guidelines for their use, to help you prepare for the V8 Project data conversion. These reports and queries will give you a listing of data that needs to be re-searched and then cleaned up or removed.

Please remember that data cleanup is a continuous process. From this point forward, each institution should run through the instructions in the Data Cleanup document and then clean up the data as needed once each month until we go live with the new software. This will insure that your production data remains clean, and will help minimize problems when we transition to the new version of PeopleSoft Financials. If you require OIIT's assistance to resolve any data cleanup tasks, you must submit your ticket to the OIIT HELPDESK no later than the due dates listed in the cleanup document. As of the end of February, we have received 133 requests for assistance, have closed 68 of those tickets, and the remaining tickets are in progress. Journal issues are awaiting input from auditors for validation of the cleanup process.

Module	Task
PO	Vendor Clean Up
	Prior Year and Through 01/2007
AM	Prior Year and Through 01/2007
Requisitions	ALL
GL	Prior Year and Through 01/2007
AP	Budget Check Vouchers
	Verify Pay Cycles
	Close PO Vouchers
	Outstanding Checks
	Outstanding Vouchers (Prior Years)
	BankReconciliations

Training Road Show is coming Your Way!

The Training Road Show is coming to a site near you! gionally grouped sessions and assigned each institution. 2. Central/South Session - Middle Georgia Col-

Inside this issue:

Data Cleanup	1
Training Road Show	2
Quarterly Update Meeting	2
Institutional Readiness/ Process Improvement	2-3
Look Ahead	3
Training Sub-Team	3
Learner Characteristics Survey	4



Quarterly Update Meetings

- April 10, 2007
- August 28, 2007 Technical Update Meeting
- November 6, 2007

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Website

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

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Website



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Project Information / Questions

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

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Institutional Readiness

- What is it?
 - Are You Ready?
 - What can we do to help you be ready?
 - Monthly Meetings -- Live and Web Conference calls
 - Direct Contact

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Dave Disney

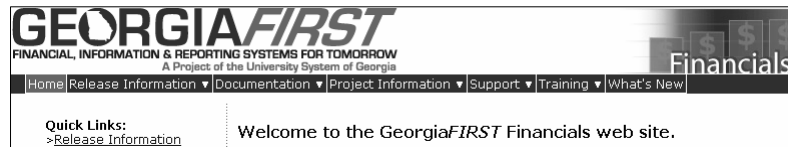
Director of Customer Services
OIIT

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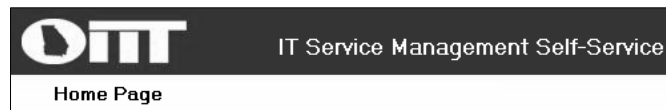


Communications Update

GeorgiaFIRST Web Site Password Protection



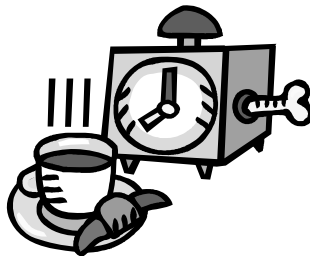
OIIT Support Request Self-Service



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It's time for a break...



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Training Strategy and Road Show Recap

Michael Barnwell
OIIT

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Agenda

- Terminology
- Timing of Training
- Training Strategy
- Certified Trainer Program
- Training Road Show Discussions
- User Productivity Kit (UPK) Demonstration

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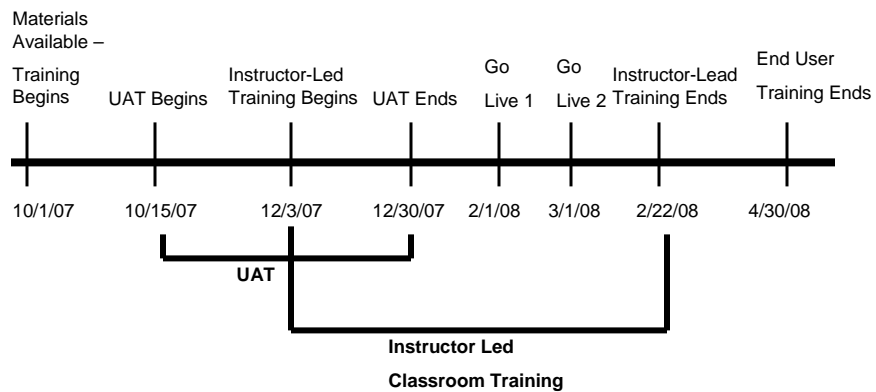
Terminology

- Super Users
- End User
- Traditional User
- Non-Traditional User

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Training Timeline



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Considerations in Developing Strategy

- Short window of time in which training can be done
- Limited resources at OIIT to conduct training
- Large user base to be trained
- Concurrent classes

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Considerations in Developing Strategy

- Super Users are most qualified – knowing the module and local business processes
- UPK is a cutting edge, user friendly tool
- Ability for ongoing delivery of training, rather than a few users receiving training once

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Training Approach – Traditional Users

Blended learning – consisting of:

- Instructor-led classroom training for Super Users – 2 Super Users, or one trainer and one Super User per module for each institution
- End User training conducted by institutions with support from OIIT (materials, training the trainer)

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Training Approach – Traditional Users

Blended learning – consisting of:

- Online training simulation/instruction (User Productivity Kit) – Available through WebCT
- Paper-based materials, e.g. Training Manual and Job Aids
- Webinars (Horizon Live Classroom)
- Labs/Office Hours at OIIT post go live

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Training Approach – Non-Traditional Users

Blended learning – consisting of:

- Online training simulation/instruction (UPK)
- Paper-based materials, e.g. Training Manuals and Job Aids

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Certified Trainer Program

- The Certified Trainer leads the training effort at their local institution
- OIIT will provide support for the trainer - including curriculum, documentation, and other materials

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Certified Trainer Program

Certified Trainer nominee should:

- Demonstrate advance knowledge of existing PSFIN V7 in at least one PSFIN module, preferably as a Super User
- Have experience in their institution's business procedures, i.e. end-to-end processes
- Communication skills or training delivery experience

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Certified Trainer Program

The Certified Trainer Nominee must:

- Attend the Super User Workshop for their specialized module
- Pass brief assessment after workshop
- Complete any specialized training offered by OIIT for Certified Trainers

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Certified Trainer Program

- Certified Trainer coordinates/manages training effort at institution
- May have Super Users conduct training in some modules
- Everyone conducting training will need to complete specialized courses for trainers

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Project Scorecard - Training

Success Criteria	Meets Criteria Once the system is implemented:	Falls short of criteria or inconsistently meets criteria Once the system is implemented:	Does not meet criteria Once the system is implemented:
Trained Users	<p>33 institutions have at least one Super User designated as a Trainer</p> <p>33 institutions have at least one Super User designated to provide End User support</p> <p>33 institutions have at least one Super User trained in each module in Super User Workshops</p> <p>33 institutions trained their End Users</p> <p>75% of Traditional End Users from each institution participated in End User Training</p> <p>75% of Non-Traditional End Users from each institution participated in online learning</p>	<p>32 institutions have at least one Super User designated as a Trainer</p> <p>32 institutions have at least one Super User designated to provide End User support</p> <p>32 institutions have at least one Super User trained in each module in Super User Workshops</p> <p>32 institutions trained their End Users</p> <p>60-74% of Traditional End Users from each institution participated in End User Training</p> <p>60-74% of Non-Traditional End Users from each institution participated in online learning</p>	<p>31 or fewer institutions have at least one Super User designated as a Trainer</p> <p>31 or fewer institutions have at least one Super User designated to provide End User support</p> <p>31 or fewer institutions have at least one Super User trained in each module in Super User Workshops</p> <p>31 or fewer institutions trained their End Users</p> <p>Less than 60% of Traditional End Users from each institution participated in End User Training</p> <p>Less than 60% of Non-Traditional End Users from each institution participated in online learning</p>

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Certified Trainer Program

Benefits?

- Expert in Financials training on campus who is familiar with institution-specific processes
- Your institution does it's part to keep the project GREEN!

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Roadshow Discussions and IR Questions Concerning Training

- Training courses available
- Seeing and playing with UPK
 - Summit
 - Sample UPK to be posted to Website
 - Demo of UPK using Horizon Live
- Broad view of how modules work together

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Roadshow Discussions

- Webcast Super User training
- Alternate dates for training modules with super users
- More than 2 users per module at Super User training
- Training during holiday break in December

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Roadshow Discussions

Modules:

Accounts Payable
General Ledger
Asset Management
Purchasing
Budget Prep
Expenses
eProcurement

Adding Training For:

Vendor
Security
Query

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Project Scorecard - Training

UPK Demonstration

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Questions?

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Lunch on Your Own

11:30 – 1:00



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Project Scorecard Update

William Bowes
Vice Chancellor
Office of Fiscal Affairs

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What's on the scorecard?

- Improved functionality
- Reduced modifications
- Institutional readiness
- Training

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Improved Functionality

- All modules (PO, AP, AM, GL and Budget Prep) will introduce new functionality.
- Implement Expenses & eProcurement

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Reduced Modifications

- Will provide the exact number at the August update meeting.

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Institutional Readiness

- To date 100% participation in required events by each campus.
- Institutions need to modify their business processes to account for new functionality (i.e. Expenses and eProcurement)

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Training

What does each institution need to do to prepare?

- Identify the resources to from your campus to meet the scorecard criteria: certified trainer, support contact, trained users in each module.
- Send these resources to training at OIIT.

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Training continued

What does each institution need to do in the fall and winter of next year?

- Train your traditional and non-traditional end users with assistance and support from OIIT.

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Travel and Expenses

PeopleSoft 8.9

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Introductions

- Debbie Lasher - USO
- Donna Wooddell - OIIT
- Abi Okunsanya - Skybridge

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Agenda

- Expenses versus Accounts Payable
- Employee Profiles
- Approval workflow model
- Demo of expense transactions
- Institutional impact
- Expenses timeline
- Question and answer

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Expenses versus Accounts Payables

- Expenses
 - Employee Travel
 - Travel Authorizations
 - Cash Advances
 - Expense Reports
 - Miscellaneous
 - Flexible spending
 - Continuous audit travel report

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Expenses versus Accounts Payables

- Payables
 - Non Employee Travel
 - Vouchers
 - Prepaid Travel (payments to a 3rd party vendor)
 - Employees and non Employees
 - Pay cycles (Daily, Banner, Expenses)
 - Payment cancellations
 - Continuous audit per diem report

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Employee Profiles – Employee Data

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information

Whitney Houston

Employee Information

Last Name: First Name:

Telephone: Employee Base: ☐ Home ☒ Office

Personnel Status: Payments Sent To: ☐ Home Address ☒ Mailing Address

Home Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Mailing Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State: Georgia

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Employee Profiles – Organizational Data

Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information

Whitney Houston

Expenses Processing Data Find | View All | First | 1 of 1 | Last

Valid for Expenses: Yes ☒ Default Profile
Reason for Status: Passed All Validation Edits ☐ Ignore Authorized Amounts

HR Information

Employee Status: Active
Hire Date: 10/23/2006
GL Unit: 27000 Augusta State University
Department: 1011011 Callaway Chair
Hours Per Period: ☒ Use Business Unit Default

Supervisor Information

ID: 999002
Name: Love, Courtney
Telephone: 706 583 2189

Default ChartField Values

GL Unit	Fund	Program	Class	Project	Bud Ref	Dept
27000	10000	11100	11000			1011011

Cash Advance Level

☒ Business Unit 10,000.000 USD
☐ Specific Amount
☐ None

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Employee Profiles – User Defaults

Employee Data | Organizational Data | **User Defaults** | Bank Accounts | Corporate Card Information

Whitney Houston

Default Creation Method

Online

Expense Report: Open a Blank Report
Time Report: Open a Blank Report
Travel Authorization: Copy From a Template

Mobile - Laptop

Expense Report: Open a Blank Report
Time Report: Open a Blank Report

Expense Defaults

Entry Method: Frequent User
Report Description:
Business Purpose: Attend Conference
Originating Location:
Payment Type:
Transportation ID:
Per Diem Range:
Billing Type: Internal
Expense Location:
Credit Card:
Number of Nights:

Expense Type Defaults Customize | Find | First | 1 of 1 | Last

Expense Type	Payment Type	Billing Type
Automobile Mileage	Not Applicable (e.g. Mileage)	Internal

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Employee Profiles - Bank Accounts

Employee Data | Organizational Data | User Defaults | **Bank Accounts** | Corporate Card Information

Whitney Houston

Organizational Data Find | View All First 1 of 1 Last

GL Unit: 27000 Augusta State University ☒ Default Profile

Department: 1011011 Callaway Chair

Payment Method: Electronic Funds Transfer ☐ Hold Payment

Bank Account Info Prenote Info Customize | Find | # First 1 of 1 Last

Default	Source	Bank Name	Bank ID	Branch Name	Bank Account #
<input checked="" type="checkbox"/>	Expenses		061000052		123456

[EFT Options](#)

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HR and EX Integration

- HR – Employee master record
- HR to EX sync
 - Address
 - Organizational Information
 - Payment method
- Initial Load of Employees
- New Adds and ongoing Maintenance
- User defaults

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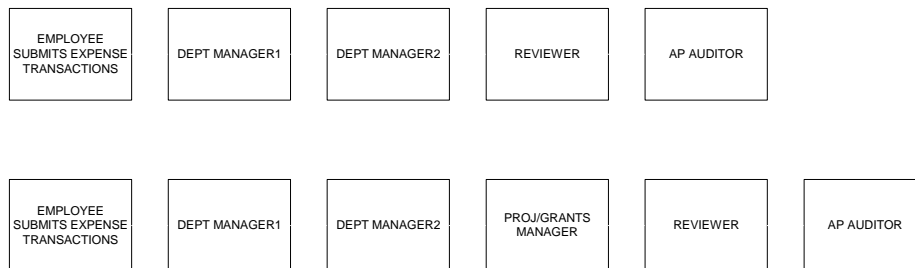
Approval Workflow Model

- Deliver 5 Levels
 - Department manager 1
 - Department manager 2 (e.g. Business manager)
 - Project ID/Grants manager (if applicable)
 - Reviewer
 - AP Auditor (Payment Approval)
- Routing defined by Chartfields
- Can inactivate levels not needed

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Workflow Model Chart



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Demo Expense Transactions

- Travel Authorization
- Cash advance
- Expense Report
- Budget Check
- Stage Payments and run Pay Cycle
- Expense Journal
- Reassign approval work

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Institutional Impact

- Training
- Cleanup between Financials and HR
- Setup Open Item Accounts
- Expense Types/Expense Type Groups

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Institutional Impact

- Update employee default payment method (if applicable)
- Approval Levels (Inactivate unused levels)
- Security
 - Delegate Entry Authority
 - Assign user ids to approver levels
- Employee Profile User Defaults

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Questions ???

- Open to audience

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End

- **Contact Information**
 - psfin_upgrade@usg.edu
- <http://www.usg.edu/gafirst/fin/project/v8/documentation/expenses/>

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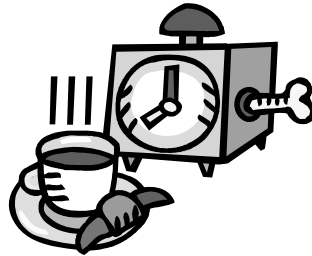
Wrap Up and Next Steps

Sharon Logan
OIIT

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It's time for a break...



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April Institutional Readiness Meeting

Michael Casuccio
OIIT

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Chelle Stringer

Director, Business Readiness &
Organizational Transformation

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Focus on Utilizing PS 8.9

- OIIT is responsible for implementing PS V8.9
- The institutions are responsible for utilizing PS 8.9
- Success Criteria – Institutional Readiness
- Measure - Changing your business procedures to take advantage of PS 8.9

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Barriers?

- What information do you need in order to determine the potential barriers to your ability to utilize PS 8.9?
- What are the barriers you know about now?

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Potential Solutions for Barriers

- Ground rule – EVERY barrier gets a potential solution
- The solutions may not be feasible, but they need to be explored

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Next IR Meetings

- Web Conference Calls
 - May 23, 2007
 - June 20, 2007

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