



PeopleSoft 8.9 Financials Upgrade



Workflow!

Preparing for Your Security Workshop



Session Objectives



- Assign tasks to complete before Security Workshop
 - *August 6 – Group 1*
 - *September 10 – Group 2*
- Review milestones
- Discuss tasks due in May and June
- Answer questions



Workflow Tasks



- Assign users to perform generic jobs (“Administrators”)
- Assign ePro department approvers
- Assign ePro project approvers
- Complete Self Registration
- Perform existing User ID clean up



Workflow Tasks (cont'd)



- Assign Expense Approvers
 - Department Level 1
 - Department Level 2
 - Project Managers
 - Reviewers
 - AP Auditors
- Configure System



Schedule Overview



Task May June July August September October

Identify users to perform generic jobs						
Identify ePro department approvers	★					
Identify ePro project approvers	★					
Conduct Self Registration and User ID clean up						
Enjoy Memorial Day holiday	Holiday					
Identify Expense department level 1 approvers		★				
Identify Expense department level 2 approvers		★				
Identify Expense reviewers						
Identify Expense AP auditors						
Enjoy summer vacations	Employee Vacations					
Perform year-end clean up and closing tasks		Year End				
Enjoy Independence (July 4th) Day holiday			Holiday			
Finalize and release AFRs			AFRs			
Work with auditors			Audits			
Perform student registration				Registration		
Complete pre-production cutover tasks				Pre-Prod		
Attend security workshops				Security Workshops		
Complete final cutover and conversion tasks				Cutover		
Enjoy Labor Day holiday					Holiday	
Go Live					Go Live	



= Critical project tasks to complete before the Security Workshop



Milestones



May 2008

- 5/23 - Assign users to perform generic jobs
- 5/23 - Assign ePro department managers / approvers
- 5/30 - Assign ePro project managers / approvers
- 5/30 - Complete Self Registration and existing User ID clean up



Self Registration Status



School	Full Time			Part Time			Student		
	Employee	Self Service	%	Employee	Self Service	%	Employee	Self Service	%
Abraham Baldwin Agri College	272	245	90%	84	41	49%	146	6	4%
Albany State University	539	445	83%	127	30	24%	598	104	17%
Armstrong Atlantic State Univ	619	306	49%	686	18	3%	438	12	3%
Atlanta Metropolitan College	164	150	91%	112	78	70%	18	8	44%
Augusta State University	618	567	92%	754	144	19%	275	152	55%
Bainbridge College	177	168	95%	146	132	90%	58	39	67%
Board of Regents	370	362	98%	41	6	15%	11	5	45%
Clayton State University	517	513	99%	749	123	16%	253	103	41%
Coastal Georgia Community Coll	217	192	88%	233	79	34%	65	32	49%
Columbus State University	747	615	82%	272	76	28%	325	66	20%
Dalton State College	288	239	83%	236	34	14%	97	17	18%
Darton College	264	181	69%	186	10	5%	349	0	0%
East Georgia College	122	115	94%	68	33	49%	264	27	10%
Fort Valley State University	544	456	84%	168	40	24%	32	5	16%
Gainesville State College	382	382	100%	38	38	100%	101	23	23%
Georgia College & State Univer	772	708	92%	276	87	32%	307	130	42%
Georgia Gwinnett College	208	199	96%	51	26	51%	34	6	18%



Self Registration Status (cont'd)



School	Full Time			Part Time			Student		
	Employee	Self Service	%	Employee	Self Service	%	Employee	Self Service	%
Georgia Highlands College	274	273	100%	73	51	70%	26	17	65%
Georgia Perimeter College	1223	1102	90%	1418	766	54%	159	42	26%
Georgia Southern University	1909	1362	71%	639	207	32%	1597	554	35%
Georgia Southwestern St Univ	277	263	95%	34	15	44%	149	34	23%
Gordon College	246	211	86%	112	25	22%	137	31	23%
Kennesaw State University	1741	1622	93%	1123	498	44%	811	404	50%
Macon State College	401	368	92%	155	50	32%	100	39	39%
Middle Georgia College	316	277	88%	104	22	21%	199	29	15%
N. Georgia College & St. Univ	535	396	74%	199	55	28%	89	16	18%
Savannah State University	427	347	81%	95	31	33%	1222	93	8%
Skidaway Inst. of Oceanography	58	57	98%	13	4	31%	0	0	0%
South Georgia College	153	150	98%	69	14	20%	65	1	2%
Southern Polytechnic St Univ	408	374	92%	17	10	59%	7	1	14%
University of West Georgia	1150	515	45%	324	25	8%	694	19	3%
Valdosta State University	1217	1147	94%	492	247	50%	916	303	33%
Waycross College	79	65	82%	61	10	16%	24	0	0%
Grand Total	17234	14372	83%	9155	3025	33%	9566	2318	24%



Milestones



June 2008

- 6/6 - Assign Expense department level 1 approvers
- 6/13 - Assign Expense department level 2 approvers
- 6/23 - Assign Expense reviewers
- 6/23 - Assign Expense project manager approvers
- 6/30 - Assign Expense AP auditors



Milestones



June 2008 to Go-Live

- Complete Self Registration for any new employees
- Actively maintain approver spreadsheets
 - No communication with OIIT is required after the initial submittal of any approver spreadsheet



Task #1



Assign users to perform generic jobs

- Chartfield Administrator
- Workflow Administrator
- Expense Administrator
- ePro Administrator
- Expense Cash Advance Administrator

Note: Refer to project communication and



website for description of roles:

<http://www.usg.edu/gafirst/fin>



Task #1 (cont'd)



Assign users to perform generic jobs

- Associate users with generic jobs using Event Brite
 - See the Weekly Update for hyperlinks
- Michael Casuccio will compile a master listing

Due May 23rd



Status - Task #1



Specific Job	Abraham Baldwin Agricultural College	Albany State University	Armstrong Atlantic State University	Atlanta Metropolitan College	Augusta State University	Bainbridge College	Clayton State University	Coastal Georgia Community College	Columbus State University	Dalton State College	Darton College	East Georgia College	Fort Valley State University	Gainesville State College	Georgia College & State University	Georgia Gwinnett College	Georgia Highlands College	Georgia Perimeter College	Georgia Southern University	Georgia Southwestern State University	Gordon College	Kennesaw State University	Macon State College	Middle Georgia College	North Georgia College & State University	Savannah State University	Skidaway Institute of Oceanography	South Georgia College	Southern Polytechnic State University	University of West Georgia	University System Office	Valdosta State University	Waycross College
Chartfield Admin					x	x	x			x				x				x				x		x	x								
ePro Admin					x	x	x			x				x				x				x		x	x								
Exp Cash Adv Admin					x	x	x			x				x				x				x		x	x								
Workflow Admin					x	x	x			x				x				x				x		x	x								
Expense Admin					x	x	x			x				x				x				x		x	x								



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: Can multiple users be assigned to an Administrator role?

A: Administrator assignments are “granted” by security; therefore, multiple users may be assigned to a specific Administrator role.

In fact, OIIT recommends that each institution have at least one primary user and one backup user for each Administrator role.



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: What does a Chart Field Administrator do?

A: Performs two key functions:

- Sets up new accounts, departments, fund codes, programs, classes, budget reference and project values
- Maintains department and project manager information
- Maintains trees



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: What does a Workflow Administrator do?

A: Reassigns workflow transactions, due to:

- Escalation (after 5 days)
- ePro Approver set up errors and omissions
- Expense Approver set up errors and omissions



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: What does an Expense Administrator do?

A: Performs two primary functions:

- Maintains department and project approver assignments, for use in routing Expense transactions
- Maintains Expense configuration (expense types, accounting entry templates, etc.)



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: What does an ePro Administrator do?

A: Performs two primary functions:

- Maintains department and project approver assignments, for use in routing ePro transactions
- Maintains ePro configuration (Buyers, Requesters, etc.)



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: What does a Cash Advance Administrator do?

A: Reconciles cash advance transactions

1. Expense – cash advance check issued
2. Expense – cash advance amount applied to expense report
3. Banner / AR – cash advance repayment deposited ...

(continued on next slide) ...



FAQs – Task #1



From 5/15 WIMBA Presentation

Q: What does a Cash Advance Administrator do (continued)?

A: Reconciles cash advance transactions (continued):

4. General Ledger – cash advance amount is fully reconciled:

CA Check Amt – ExpRpt Amt – Repayment Amt = \$0

\$500.00 – \$350.00 – \$150.00 = \$0



Task #2



Assign ePro Department Managers / Approvers

- Receive Email from OIIT, attaching spreadsheet with two Tabs (completed 5/14)
 1. **Department Manager Tab** - Lists the name of the individual who is listed on the active department chart field definitions in Financials 7.5
 2. **LookUp Tab** - Lists the name, EMPLID, USERID for each active employee listed in the HRMS system in 7.5



Task #2 (cont'd)



- Update spreadsheet, using instructions on **Department Manager Tab**
- Send email back to psfin_upgrade@usg.edu attaching updated spreadsheet

Due May 23rd



Task #2 (cont'd)



Demonstration of spreadsheet update process

- See [Appendix A](#) for more information



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: What action should we perform if there are departments in our spreadsheet that are no longer relevant to our institution?

A: [Step 1](#): Enter “N/A” in the three fields on the spreadsheet that you would usually update with 7.5 Manager Name, EMPLID, and USERID/OPERID.

[Step 2](#): Update your 7.5 database to show the correct status of the department - remember to insert a new effective dated row if you inactivate a department record.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: Can users in Administrator roles be restricted to the performance of only certain tasks?

A: The tasks that an Administrator can perform are controlled by the security roles assigned to them. For example, an Expense Administrator at one institution may have the ability to post liabilities, whereas an Expense Administrator at another institution may not.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: Is there any Workflow training available?

A: Workflow will be covered in both the eProcurement and Expenses Super User Training sessions.

Additionally, portions of Workflow will be covered in UPKs, published in July 2008.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: What does the Cash Advance Administrator job have to do with Banner feeds and bank statements as mentioned in the WIMBA session?



FAQs – Task #2



From 5/15 WIMBA Presentation

A: The Cash Advance administrator is primarily responsible for reconciling cash advance activity for each institution, which frequently includes Banner deposit transactions. Bank statements were mentioned because the same person that currently reconciles your bank statements may be the appropriate user to assume the Cash Advance Administrator duties.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: The spreadsheet lookup page has employees who are inactive (and have been for many years). Is there any way we can get a spreadsheet with only active employees?

A: Thank you for this suggestion. It is, unfortunately, too late to update the spreadsheets, due to competing deadlines among the Development and Architecture groups related to Test Cycle 6, Test Move 12 and Pre-Production planning. We apologize for the inconvenience.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: Please warn us ahead of time when we may lose connection so that we will know to go back to the lobby.

A: The WIMBA tool is relatively new to the PSFIN group. As we become more familiar with this product, and we hear feedback from users, we can better prepare for future sessions.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: Should the Manager name appear exactly as it is in HRMS?

A: Yes, the name must appear exactly as it is in HRMS or future synchronizations between HRMS and Financials applications will result in a name mismatch which requires additional research to resolve this issue.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: Can we delete the lines for departments we will be inactivating?

A: No, we need to account for all rows in the spreadsheet. Just simply mark those departments that are "Inactive" as N/A.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: How do we indicate those department which are active and will remain active but we do not plan to have requisition approvals routed?

A: Any 'Active' departments (as well as projects) that are not to be routed for requisition approval, will need to be marked as N/A so that OIIT will know to populate these departments with the ePro Admin person for necessary corrective action.



FAQs – Task #2



From 5/15 WIMBA Presentation

Q: We are in the process of getting the User IDs consistent with the ESS IDs but have not finished. Do you want us to show on the ePro Approver worksheet the User IDs as they are in the system now or what the User ID “will be” when we have completed getting everyone to update their User ID?



FAQs – Task #2



From 5/15 WIMBA Presentation

A: No, do not put the current 7.5 User ID into the spreadsheet. The old 7.5 User IDs will no longer be used in 8.9. We plan to use the new User IDs established from the Employee Self Service (ESS) registration as the correct security access code for the upgraded 8.9 databases. Thus, we need to have the spreadsheet populated with the new User IDs that will be issue when everyone has an updated User ID.



Final Recap



May 2008 Deadlines

- ✓ Assign users to perform generic jobs – 5/23
- ✓ Assign ePro department managers / approvers – 5/23
- ✓ Distribute ePro project manager spreadsheets – 5/22
- ✓ Assign ePro project manager approvers – 5/30



Final Recap



Next WIMBA Meeting

- ✓ May 28th at 10:00 a.m.
- ✓ Topics:
 - Present completion status for ePro Department approver task
 - Present completion status for ePro Project approver task
 - Present completion status for Self Registration task
 - Demonstrate Self Registration process
 - Discuss June tasks and deadlines



Final Recap



Questions?



Final Recap



Appendix A

- ✓ Instructions (Steps 0 through 8)
- ✓ Sample Spreadsheet
 - Department Manager Tab
 - LookUp Tab



Appendix A - Instructions



Step 0: Save the spreadsheet to your Desktop so it will be easy to find

Step 1: Enter the Business Unit and Institution Name in Cells B2 and B3

Step 2: Update the manager name in Column D, as needed

Step 3: Use the Filter icon (see Comment Box) in Column D to only display one manager at a time

Step 4: Go to the Lookup Tab and find the manager's name, EMPLID and OPRID



Appendix A - Instructions



Step 5: Highlight and copy the personal data name, EMPLID and OPRID, then paste the values into Columns D, E and F on the Department Manager Tab

Step 6: Populate any blank cells in Columns D, E or F (especially the EMPLID and OPRID/USERID) ****VERY IMPORTANT**

Step 7: Repeat Steps 2 through 6 for each department / manager

Step 8: Save the spreadsheet again and return it to Ashley Young (psfin_upgrade@usg.edu) at OIIT via email on or before May 23



Department Manager Tab



A	B	C	D	E	F	G	H	I	J	K	
1	POPULATE THE BUS UNIT & INSTITUTION NAME			UPDATE / POPULATE INFORMATION IN THE GREEN COLUMNS ONLY							
2	Business Unit:				REQUIRED						
3	Institution Name:										
4				Response due by May 23, 2008				Comment Box (Step 3):			
5	Instructions:			NOTE: DO NOT make any changes to Columns A, B or C. Only the information in Columns D, E and F will be used during cutover to 8.9.				HINT: To quickly search by the manager's last name Select (Custom ...) *Then, select 'Contains' from the drop down list (replacing 'Equals') *Then, type the manager's last name in the adjacent box *And, click the OK push button Click the Filter icon and select (All) to re-display the entire list			
6	STEP 0: Save the spreadsheet to your Desktop so it will be easy to find										
7	STEP 1: Enter the Business Unit and Institution Name in Cells B2 and B3										
8	STEP 2: Update the manager name in Column D, as needed										
9	STEP 3: Use the Filter icon (see Comment Box) in Column D to only display one manager at a time										
10	STEP 4: Go to the Lookup Tab and find the manager's name, emplid and oprid			ePro Approver (Receives Transaction After Submitted by Requester) (Validates Chart Fields & Approves Transaction)							
11	STEP 5: Highlight and copy the personal data name, emplid and oprid, then paste the values into Columns D, E and F on the Department Manager Tab										
12	STEP 6: Populate any blank cells in Columns D, E or F (especially the emplid and oprid/userid) **VERY IMPORTANT										
13	STEP 7: Repeat Steps 2 through 6 for each department / manager										
14	STEP 8: Save the spreadsheet again and return it to Michael Cassuccio (michael.cassuccio@usg.edu) at OIIT via email on or before May 16										
15	SETID	DEPTID	DESCR	7.5 MANAGER NAME	EMPLID	USERID / OPRID					
16	76000	0000000	All Departments	Anderson, Leigh							
17	76000	0000001	Payback Project	Vaughan, Robert							
18	76000	1040000	Title III Planning Grant	Burstein, Alan							
19	76000	1101200	BSS Administration	Burstein, Alan							
20	76000	1101300	BSS	Baskin, Richard							
21	76000	1102200	Humanities - Administration	Baskin, Richard							
22	76000	1102300	Humanities	Baskin, Richard							
23	76000	1102400	Learning Support - Humanities	Baskin, Richard							
24	76000	1102500	Theatre	Baskin, Richard							
25	76000	1102600	Music	Baskin, Richard							
26	76000	1102700	Recital Series	Baskin, Richard							
27	76000	1102800	Student Success Center	Baskin, Richard							
28	76000	1103100	Darton Partnership	Baskin, Richard							
29	76000	1103200	Math/Natural Sciences - Admin.	Moore, Dewitt							
30	76000	1103300	Mathematics	Moore, Dewitt							
31	76000	1103400	Natural Sciences	Moore, Dewitt							
32	76000	1103500	Learning Support - Math	Moore, Dewitt							
33	76000	1104100	iCAPP	Cranford, Joan							
34	76000	1104200	Nursing/Health Sciences Admin.	Cranford, Joan							
35	76000	1104300	Nursing	Cranford, Joan							
36	76000	1104400	Health Sciences	Cranford, Joan							
37	76000	1105000	Instructional Faculty	Turner, Jerry							
38	76000	1106000	F-10 Computers								
39	76000	1107200	Early Childhood Educ. Admin.	Stinchcomb, Jerry							
40	76000	1107300	Early Childhood Education	Stinchcomb, Jerry							
41	76000	1108000	Off-Campus Instruction	Vaughan, Robert							
42	76000	1109000	Medical College of GA - BSN	College, Medical							
43	76000	1111111	US Dept. of Education Grant	Toon, Rhonda							
44	76000	1111112	Bridges to the Future	Stanley, Theresa							
45	76000	1111113	Operation Outreach	Williams, Nicole							
46	76000	1118000	Word Processing/Mail Services	Pharo, Jan							
47	76000	1119000	Quality Improvement	Vaughn, Robert							
48	76000	1320000	Community Education	Lowery, Patti							
49	76000	1430000	Library	Anderson, Nancy							
50	76000	1434100	Instructional Technology	Vaughan, Robert							
51	76000	1434200	GSAMS	Vaughan, Robert							
52	76000	1435000	Computer Operations - Acad.	Hayes, Jeff							

Department Manager Tab / Lookup Tab

Refer to your email attachment



LookUp Tab



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	NOTE: BEFORE PRINTING, USE PRINT PREVIEW TO CHECK THE NUMBER OF PAGES TO OUTPUT - IT MAY BE 100+ PAGES											
3												
4	FOR REFERENCE PURPOSES ONLY -- DO NOT UPDATE INFORMATION ON THIS TAB											
5												
6												
7	COPY AND PASTE THIS INFORMATION INTO THE DEPARTMENT MANAGER TAB											
8	LAST_NAME	FIRST_NAME	MIDDLE_NAME	PERSONAL_DATA_NAME	EMPL	OPR	PSOPRDEFN_NAME					
9	Abbott	Hannah		Abbott,Hannah								
10	Abdul-Lateef	Fadeelah		Abdul-Lateef,Fadeelah								
11	Abdullah	Zaki	J	Abdullah,Zaki J								
12	Acheampong	Yaa	B	Acheampong,Yaa B								
13	Achille	Ricardy		Achille,Ricardy								
14	Adams	Caleb		Adams,Caleb								
15	Adams	Cynthia	A	Adams,Cynthia A								
16	Adams	Jeffery	K	Adams,Jeffery K								
17	Adams	Jeremy		Adams,Jeremy								
18	Adams	Kara	M	Adams,Kara M								
19	Adams	Marlin	C	Adams,Marlin C				Adams,Marlin C				
20	Adams	Shalanda		Adams,Shalanda								
21	Adams	Sheilagh	I	Adams,Sheilagh I								
22	Adams	Stacy		Adams,Stacy				Adams,Stacy				
23	Adams	Stacy	S	Adams,Stacy S				Adams,Stacy				
24	Adderley	Gilda	E	Adderley,Gilda E								
25	Agyekum	Frederick		Agyekum,Fredrick								
26	Agyekum	Fredrick		Agyekum,Fredrick								
27	Ajayi	Folashade	B	Ajayi,Folashade B								
28	Ajayi	Olufemi	O	Ajayi,Olufemi O								
29	Akins	Larry	L	Akins,Larry L								
30	Alcock	Antonia	L	Alcock,Antonia L								

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for
security
purposes

Refer to your
email attachment