



PSFIN V8 Project Quarterly Update Meeting

Macon State College
December 5, 2007

"Creating A More Educated Georgia"



This Morning's Agenda

- Data Clean Up
- Reconciliation and Validations
- PO Closing Process

BREAK

- Expenses and ePro Administrators
- Workflow Administrator

LUNCH

"Creating A More Educated Georgia"



This Afternoon

- Campus Upgrade Representative
- UAT
- Security Migration
- Q&A

BREAK

- Institutional Readiness Meeting

"Creating A More Educated Georgia"



Reminders

- Park in the visitor spaces
- Nearby dining options
- Cell phones, PDAs, etc. on vibrate
- All documentation is on our website
- Yellow Post-It notes



"Creating A More Educated Georgia"



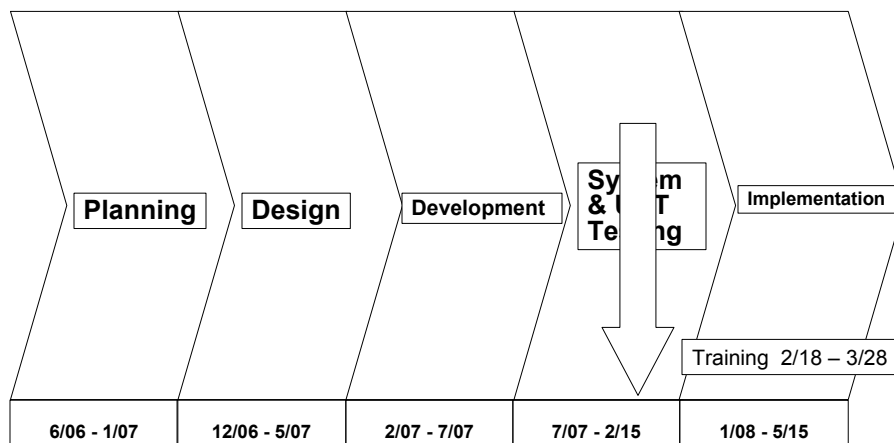
Welcome!

Beverly Norwood
Executive Director for Applications and
Integration Support
BOR

"Creating A More Educated Georgia"



Where are we in the project?



"Creating A More Educated Georgia"



Project Dates & Go-Live

Sharon Logan

"Creating A More Educated Georgia"



Project Dates & Go-Live

- UAT: 1/28/08 through 2/15/08
- Group 1 Training: 2/18/08 – 3/07/08
- Group 2 Training: 3/10/08 – 3/28/08
- Group 1 Pre-prod Upgrade: 3/07/08
- Group 1 Go-live: 4/07/08
- Group 2 Pre-prod Upgrade: 4/16/08
- Group 2 Go-live: 5/15/08

"Creating A More Educated Georgia"



PO Closing Process

Debbie Lasher

Craig Golden

"Creating A More Educated Georgia"



Objectives

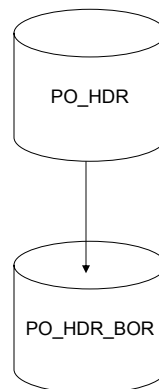
- Create an automated process to close purchase orders, requisitions and receivers
- Minimize the manual effort required by institutions and support personnel
- Use a methodology that ensures every transaction is closed
- Preserve historical reporting and transaction audit trail

"Creating A More Educated Georgia"



Approach

- Clone key PO tables
- Copy 7.5 data to cloned tables
- Update transaction status to closed
- “Clean out” 8.9 production tables
- Create reporting views that combine 7.5 history with 8.9 active transactions
- Zero any open encumbrance or pre-encumbrance balance



“Creating A More Educated Georgia”



Advantages

- POs, reqs and receivers systematically closed during the upgrade process
- No DBI’s to close “stubborn” transactions
- Historical (2002 & 2003) issues will be eliminated
- History will be preserved
- Encumbrance balances will have greater integrity



“Creating A More Educated Georgia”



Disadvantages

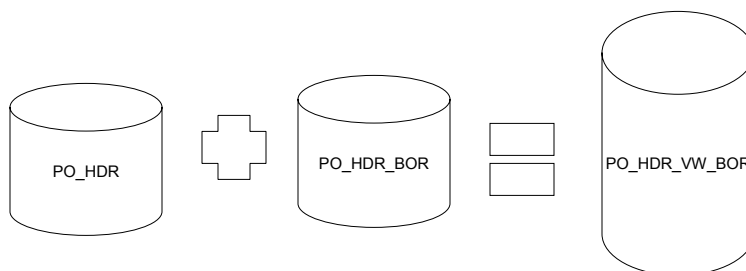
- Open pos and reqs will have to be re-keyed into 8.9
- Any vouchers associated with a purchase order must be closed
- PO vouchers will have to be re-keyed



"Creating A More Educated Georgia"



Reporting Views



Model Reports and Queries based on Reporting Views

"Creating A More Educated Georgia"



PO Table Reference

Delivered Table	BOR Archive Table	Reporting View*
PO_APPROVAL	PO_APPROVAL_BOR	
PO_CHNG_HDR	PO_CHNG_HDR_BOR	
PO_CHNG_LINE	PO_CHNG_LN_BOR	
PO_CHNG_ORD	PO_CHNG_ORD_BOR	
PO_CHNG_SHIP	PO_CHNG_SHP_BOR	
PO_COMMENTS	PO_COMMENTS_BOR	
PO_DISPATCHED	PO_DISPATCH_BOR	
PO_DISTRIB_STG	PO_DIST_STG_BOR	
PO_HDR	PO_HDR_BOR	PO_HDR_VW_BOR
PO_HDR_A	PO_HDR_A_BOR	
PO_HDR_STG	PO_HDR_STG_BOR	
PO_ITM_STG	PO_ITM_STG_BOR	
PO_LINE	PO_LINE_BOR	PO_LINE_VW_BOR
PO_LINE_DISTRIB	PO_LINE_DST_BOR	PO_LNDST_VW_BOR
PO_LINE_MATCHED	PO_LN_MATCH_BOR	
PO_LINE_SHIP	PO_LINE_SHP_BOR	PO_LNSHP_VW_BOR

"Creating A More Educated Georgia"



Receiver Table Reference

Delivered Table	BOR Archive Table	Reporting View*
RECV_HDR	RECV_HDR_BOR	RECV_HDR_VW_BOR
RECV_HDR_ACT	RECV_HDRACT_BOR	
RECV_HDR_CMINT	RECV_HDRCMT_BOR	
RECV_LN_ACCTG	RECV_LNACTG_BOR	RECV_LNA_VW_BOR
RECV_LN_ASSET	RECV_LNASST_BOR	
RECV_LN_DISTRIB	RECV_LN_DST_BOR	RECV_LND_VW_BOR
RECV_LN_INSP	RECV_LNINSP_BOR	
RECV_LN_SHIP	RECV_LN_SHP_BOR	RECV_LNS_VW_BOR

"Creating A More Educated Georgia"



Requisition Table Reference

Delivered Table	BOR Archive Table	Reporting View*
REQ_ACTIVITY	REQ_ACTIVTY_BOR	
REQ_APPROVAL	REQ_APPROVL_BOR	
REQ_HDR	REQ_HDR_BOR	REQ_HDR_VW_BOR
REQ_LINE	REQ_LINE_BOR	REQ_LINE_VW_BOR
REQ_LN_DISTRIB	REQ_LN_DIST_BOR	REQ_LNDS_VW_BOR

"Creating A More Educated Georgia"



Timeline



- Ramp down (pre-upgrade)
 - Follow year end clean up instructions
 - Pay all vouchers associated with a requisition, receiver or purchase order
 - Verify and save open purchase order detail
 - Verify and save open PO vouchers
 - Close open vouchers associated with a requisition, receiver or purchase order

"Creating A More Educated Georgia"



Timeline



- Cutover (during UAT and upgrade)
 - Update institutional queries to be based on reporting views
 - Update custom queries and reports
 - Verify archive tables are populated

"Creating A More Educated Georgia"



Timeline



- Ramp up (post upgrade)
 - Verify active tables are empty
 - Verify archive tables show a status of closed on 7.5 open transactions
 - Enter open purchase orders, requisitions and receivers
 - Enter open po vouchers
 - Reconcile open encumbrance balances
 - Reconcile open AP liability balances

"Creating A More Educated Georgia"



Useful Links

- Clean up instructions
 - (http://www.usg.edu/gafirst/fin/docs/fy_end/2007/)
- Business process documentation
 - (http://www.usg.edu/gafirst/fin/docs/bus_process/)

"Creating A More Educated Georgia"



Questions



"Creating A More Educated Georgia"



Data Clean Up

Debbie Lasher

Craig Golden



"Creating A More Educated Georgia"



What “could I,” “should I” do each month to prepare for cut-over?

Continue to perform the monthly upgrade data clean up procedures on the Georgia*FIRST* website as you have been for the past several months



"Creating A More Educated Georgia"



What “could I,” “should I” do each month to prepare for cut-over?

Do a complete soft month end close at the end of each month (Updated month end checklist now on the website)



“Creating A More Educated Georgia”



What “could I,” “should I” do each month to prepare for cut-over?

- (1) HRMS/Banner Interfaces
- (2) “In Progress” Transactions
- (3) Month End Journal Entries
- (4) Month End Processes
- (5) Analyze Clearing Accounts – Reconcile all accounts
- (6) Reconciliations
- (7) Analysis

“Creating A More Educated Georgia”



Strategy for Cut-Over

- Follow month end close procedures (with a few additional steps)
- Close pending transactions
- Execute PO close plan
- Verify system integrity and key balances
- Run and retain reports/queries from the Deployment Checklist

"Creating A More Educated Georgia"



Issues Remediation

- Help tickets that are identified as having a cut-over impact will be prioritized based on the upgrade group.
- PO help desk tickets will remain open until upgrade is complete and signed off
- Issues identified – turn around expectations

"Creating A More Educated Georgia"



User ID Cleanup

- There are still multiple user ID's for the same employees in the production databases.
- Cleanup should occur on the HRMS side in order to allow single sign on to occur.
- All user ID's from HRMS will be sync'd to Finance.

"Creating A More Educated Georgia"



Questions



"Creating A More Educated Georgia"



Reconciliation and Validation

Debbie Lasher

Craig Golden

"Creating A More Educated Georgia"



Reconciliation Strategy

- Goal
 - Develop a reconciliation approach that insures the accuracy, completeness and integrity of the upgrade while transferring system ownership to GAFirst institutions

"Creating A More Educated Georgia"



Reconciliation Strategy

- Strategy Development Approach
 - Review the upgrade plan
 - Review SAO's approach
 - Identify types of reconciliation to perform
 - Determine level of reconciliation
 - Survey member institutions
 - Develop proposed strategy
 - Review strategy with stakeholders
 - Project Management, AIC, Auditors
 - Implement strategy

"Creating A More Educated Georgia"



Reconciliation Strategy

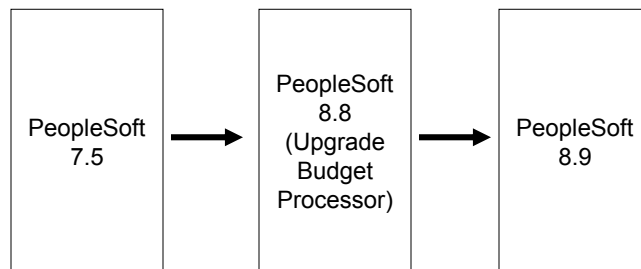
- Challenges
 - Determine Materiality Thresholds
 - Assign Responsibility
 - Balance "Wants" vs "Needs"
 - Meet Auditor Requirements
 - Minimize Impact to Project Scope
 - Identification of "Model" Queries and Reports
 - Timeframe to complete reconciliation

"Creating A More Educated Georgia"



Reconciliation Strategy

- Upgrade Plan

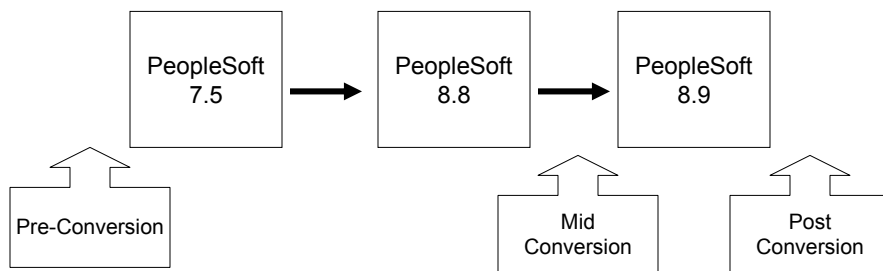


"Creating A More Educated Georgia"



Reconciliation Strategy

- Reconciliation Points



"Creating A More Educated Georgia"



Reconciliation Strategy

- Types of Reconciliation
 - Control Counts
 - Max / Min Values
 - Hash Totals
 - Integrity Checks
 - Functional Queries and Reports

"Creating A More Educated Georgia"



Reconciliation Strategy

- Types of Reconciliation
 - Control Counts
 - Number of Vendors, Accounts, Journals, Vouchers
 - Max / Min Values
 - Vendor ID,
 - Hash Totals
 - Sum of Employee ID's
 - Integrity Checks
 - Journal Lines Sum to Ledger Balances
 - Voucher -> Voucher Line -> Distrib Line
 - Functional Queries and Reports
 - GASB Reports
 - Open Liability Register
 - Open Encumbrance Listing

"Creating A More Educated Georgia"



Reconciliation Approach

- Validate system integrity before and after upgrade (OIIT)
- Execute automated routine to capture control counts, hash totals, max/mins before, during and after upgrade
- Run model queries and reports before and after upgrade
- Assemble and review the reports
- Certify the conversion

"Creating A More Educated Georgia"



Automated Recon Example

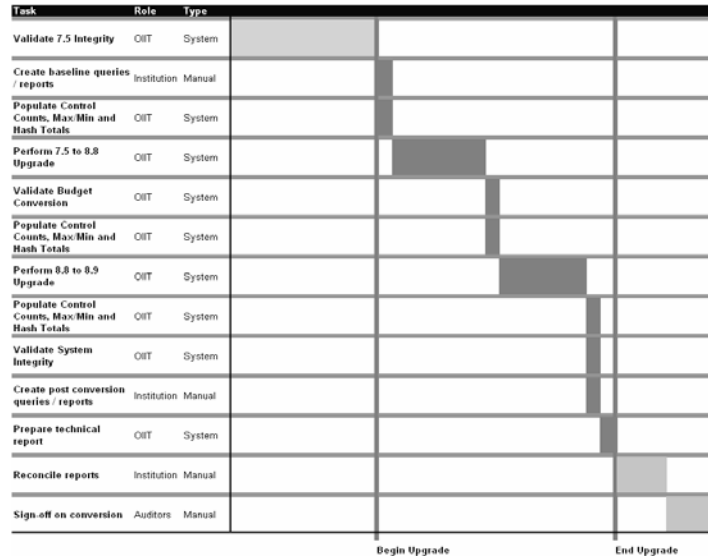
DATABASE	VERSION	DATE_TIME	TABlename	GROUPFIELD	COUNTER	AMOUNT	HASH_TOTAL	MAX_AMOUNT	MIN_AMOUNT
FOS02	7.5	08/15/2007 09:05:44	PS_GL_ACCOUNT_TBL		1,775.00	0.00	0.00 XXXXX	000000	
FUPG02	8.8	08/15/2007 09:05:44	PS_GL_ACCOUNT_TBL		1,775.00	0.00	0.00 XXXXX	000000	
FUPG02	8.9	08/15/2007 09:05:44	PS_GL_ACCOUNT_TBL		1,775.00	0.00	0.00 XXXXX	000000	
FOS02	7.5	08/15/2007 09:05:44	PS_INSTALLATION_PO		1.00	0.00	0.00		
FUPG02	8.8	08/15/2007 09:05:44	PS_INSTALLATION_PO		1.00	0.00	0.00		
FUPG02	8.9	08/15/2007 09:05:44	PS_INSTALLATION_PO		1.00	0.00	0.00		
FOS02	7.5	08/15/2007 09:05:44	PS_VENDOR		23,273.00	0.00	0.00 0000023274	0000000001	
FUPG02	8.8	08/15/2007 09:05:44	PS_VENDOR		23,273.00	0.00	0.00 0000023274	0000000001	
FUPG02	8.9	08/15/2007 09:05:44	PS_VENDOR		23,273.00	0.00	0.00 0000023274	0000000001	

```
SELECT 'FUPG02' AS DATABASE, '8.9' AS VERSION, SYSDATE AS  
DATE_TIME, 'PS_VENDOR' AS TABlename, '' AS GROUPFIELD, COUNT(*)  
AS COUNTER, 0 AS AMOUNT, 0 AS HASH_TOTAL,  
MAX(VENDOR_ID) AS MAX_AMOUNT, MIN(VENDOR_ID) AS MIN_AMOUNT  
FROM PS_VENDOR
```

"Creating A More Educated Georgia"



Reconciliation Timeline



Questions



"Creating A More Educated Georgia"



It's time for a break!



"Creating A More Educated Georgia"



Workflow Administration

Sharon Logan

OIIT

"Creating A More Educated Georgia"



Workflow Administration

- Workflow Administrator Role Defined
- Expense Administrator Role Defined
- ePro Administrator Role Defined
- Questions

"Creating A More Educated Georgia"



Workflow Administrator – Required Duties (Shared Expenses & eProcurement)

Administer Workflow Processes	Administer Workflow Set Up Components
<ul style="list-style-type: none">• Running workflow processes on an <i>ad hoc</i> basis (Employee Update, Employee Notification)• Reviewing the Process Monitor to identify and resolve processing errors• Logging Remedy tickets and working with Technical Support to resolve processing errors	<ul style="list-style-type: none">• Assigning Alternate Users• Reassigning Worklist Items• Participating in system testing, UAT testing and upgrade cutover processing, validation and manual setup

Note: The duties can be combined with the Security Administrator and skills are technical in nature

"Creating A More Educated Georgia"



Expense Administration

"Creating A More Educated Georgia"



Expense Administrator – Required Duties

Expenses Processes	Set Up Expense Components	Backup to WF Administrator	Train Institution Personnel
<ul style="list-style-type: none">• Run expense processes on an <i>ad hoc</i> basis	<ul style="list-style-type: none">• Approver Setup• EX Locations & Per Diems• Expense Types• EX User Authorizations• Delegates, Designates	<ul style="list-style-type: none">• Reviewing the Process Monitor• Logging Remedy tickets• Reassigning transactions	<ul style="list-style-type: none">• Integration of EX & HRMS, EX & AP• Employee Set Up & Maintenance• Expense Set Up & Maintenance• Expense Processing Flow

Note: The Expense Administrator skills are more functional and business process driven.

"Creating A More Educated Georgia"



Summary of Expense Related Management Roles

Task	WF Admin	EX Admin	Approver	AP Auditor
Administers Expense Module Set Up Components				
Administers Employee Set Up Components				
Administers Workflow Set Up Components				
Verifies receipts and documentation for employee expense transactions				
Approves / sends back / places on hold / denies employee expense transactions				
Runs budget check and expense processes on an <i>ad hoc</i> basis				
Runs workflow processes on an <i>ad hoc</i> basis				

"Creating A More Educated Georgia"



Expense Administrator – Job Description Details

The following links provide more details:

- Expense Administrator job description is located on :
<http://www.usg.edu/gafirst/fin/project/v8/documentation/jobs/>
- Expense Configuration Guide is available for review at the following link:
<http://www.usg.edu/gafirst/fin/project/v8/documentation/expenses/>

"Creating A More Educated Georgia"



eProcurement Administration

"Creating A More Educated Georgia"



eProcurement Administrator – Required Duties

Set Up ePro Components	Backup to WF Administrator	Training Institution Personnel
<ul style="list-style-type: none">• Approver Setup• Requester Setup• WF Process Definitions• Item Setup• Reassign Worklist Items and Assignment of Alternate Users	<ul style="list-style-type: none">• Review the Process Monitor to identify/ resolve processing errors• Logging Remedy tickets• Working with Technical Support (errors)	<ul style="list-style-type: none">• Integration of PO and eProcurement• Integration of PO/ePro to Other modules• Requester Set Up/ Maintenance• ePro Set Up/ Maintenance• ePro Processing Flow

Note: The eProcurement Administrator skills are more functional and business process driven.

"Creating A More Educated Georgia"



Summary of eProcurement Management Roles

Task	WF Admin	ePro Admin	Approver(s)	Buyer
Administers eProcurement Set Up Components and Manage Requesters				
Administers Role Names and Role Actions Set Up Components				
Administers Workflow Set Up Components				
Approves/ sends back / places on hold / denies ePro Requisitions				
Runs budget check and procurement processes on an <i>ad hoc</i> basis				
Coordinates error corrections on ePro Requisitions and routings as needed				
Runs workflow processes on an <i>ad hoc</i> basis				

"Creating A More Educated Georgia"



eProcurement Administrator – Job Description Details

The following links provide more details:

- eProcurement Administrator job description is located on :

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

- eProcurement Configuration Guide is available for review at the following link:

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

"Creating A More Educated Georgia"



Questions



"Creating A More Educated Georgia"



Lunch on your own



"Creating A More Educated Georgia"



Sharon Logan Board of Regents

"Creating A More Educated Georgia"



Campus Upgrade Representatives

Who is this person?

- PeopleSoft Financials Super User
- Working knowledge of reconciliation techniques in the Financials application
- Familiarity with sub-module data and reconciliation to GL
- Ability to run PeopleSoft Financials Queries, SQRs, and nVision reports



"Creating A More Educated Georgia"



Campus Upgrade Rep

Why do you need him or her?

- You will want to have one of your staff on site working with the project team so that data issues can be identified and data conversion can be signed off.



"Creating A More Educated Georgia"



What Will the Upgrade Rep Do?

- Attend pre-conversion workshop held on site in Athens at the OIIT office.
- Review and complete tasks as outlined on the PSFIN V8 Deployment Checklist.
- Participate in go-live workshop held on site in Athens at the OIIT office.

"Creating A More Educated Georgia"



When will the upgrade rep be needed?



- Group 1:
 - Pre-production Upgrade, March 5 - 7, 2008
 - Go-live Upgrade, April 4 - 7, 2008
- Group 2:
 - Pre-production Upgrade, April 14 - 16, 2008
 - Go-live Upgrade, May 9 – 12, 2008



"Creating A More Educated Georgia"



The Deployment Checklist

- Your tasks on the itemized list of all cut over tasks include the following:
 - Reports and Queries run in 7.5
 - Same Reports and Queries run in 8.9
 - Set up that is specific to your institution



"Creating A More Educated Georgia"



What Else Is on the Deployment Checklist?

- Month End Checklist tasks
- OIIT Project Team tasks
- Pre-cut over tasks, such as identifying Project and Department managers and registering for self-service



"Creating A More Educated Georgia"



Deployment Checklist Location

Draft version of the checklist can be found at the following URL:

<http://www.usg.edu/gafirst/fin/project/v8/new/s/golive/>

"Creating A More Educated Georgia"



User Acceptance Testing

UAT test scenarios (in draft) found at the following URL:

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

You should expect some minor changes in the UAT scenarios over the next month.



"Creating A More Educated Georgia"



UAT Schedule at a Glance

- Budget Prep - January 28, 29 (M, T)
- Purchasing and ePro –
January 30 – February 1 (W – F)
- Accounts Payable - February 4 -6 (M - W)
- Expenses - February 6 – 8 (W - F)
- Asset Management – February 11 (M)
- GL and Commitment Control –
February 12 – 15 (T – F)

"Creating A More Educated Georgia"



UAT and Training



- UAT is ***not*** training.
- ***However***, in order to help testers to be effective, we will orient them in the 1st 2 hours of each module's allotted time.
- Q&A will be limited to discussion of the tasks being completed in the session.

"Creating A More Educated Georgia"



UAT – more information!

- Each campus can send 2 people
- All 33 campuses will be on site at the same time
- You will be given a list of things to bring whenever they are necessary or helpful
- 7.5 environments (for comparison) available during UAT only.

"Creating A More Educated Georgia"



Preparing for UAT

- Read through the list of processes to be tested in Athens.
- Bring these business processes with you when you come to UAT.
- The project team will provide you with scenarios for testing during UAT.

"Creating A More Educated Georgia"



When you go home...

- You will have access to your database when you return to campus.
- Continue working on your local queries
- Continue building security
- Work through additional test scenarios in your UAT environment

"Creating A More Educated Georgia"



Security Tasks & Migration

"Creating A More Educated Georgia"



Security Updates



- **REMINDER**-make sure that all system users self register in HRMS. This should include existing CORE Finance users. Use your existing User ID in Finance to self register
- **OIIT** needs to know "who" your security administrator is-User ID/Name.

"Creating A More Educated Georgia"



Security Updates-UAT



- Security administrators will be invited to OIIT during UAT so they can assign security roles to their user base
- Completed security request forms for CORE Financials users will be used in this process
- User Preferences will be validated during Pre-Production

"Creating A More Educated Georgia"



Security Updates-UAT

- All Security role assignments performed during UAT will be extracted and imported into Production



"Creating A More Educated Georgia"



Q & A



"Creating A More Educated Georgia"



It's time for a break!



"Creating A More Educated Georgia"



Institutional Readiness Meeting

Michael Casuccio

"Creating A More Educated Georgia"



Calendar

- IR Web Conference Call
 - January 23, 2008

"Creating A More Educated Georgia"



IR Tasks

- [Updated IR Task Checklist](#)
- [New IR Task Timeline](#)
- [Current Tasks](#)

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

"Creating A More Educated Georgia"

GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

Home | Release Information ▼ | Documentation ▼ | Project Information ▼

V8 Project Information: Weekly Updates

- [IR Task Checklist](#) (PDF)
- [IR Task Timeline](#) (PDF)

Note: All Weekly Update files are in PDF format.

- [2007-12-03](#)
- [2007-11-26](#)
- [2007-11-19](#)
- [2007-11-12](#)
- [2007-11-05](#)

"Creating A More Educated Georgia"



Questions & Answers Revealed

- Questions and Answers Document
- <http://www.usg.edu/gafirst/fin/project/v8/documentation/general/>

"Creating A More Educated Georgia"



Need Help?

- GeorgiaFirst website
 - <http://www.usg.edu/gafirst/fin/>
- Email
 - Psfin_upgrade@usg.edu

"Creating A More Educated Georgia"



Help Desk

- Self Service
- Emergency Communication Service (ECS)

– http://www.usg.edu/customer_services/

"Creating A More Educated Georgia"



Questions



"Creating A More Educated Georgia"



Activity

- One form per institution
- Be specific – provide details and examples when possible

"Creating A More Educated Georgia"