

PSFIN V8 Project Weekly Update for 03/05/2007

In this update:	<ul style="list-style-type: none"> Request for AP Banking and Check Information PS Financials Data Cleanup Quarterly Update Meeting - April 2007 Institutional Readiness Web Conference for March 2007 Training Road Show
Upcoming events:	<p>Institutional Readiness Web Conference</p> <ul style="list-style-type: none"> Wednesday, March 21, 2007 <p>Quarterly Update Meeting</p> <ul style="list-style-type: none"> Monday, April 16, 2007 <p>Training Road Shows</p> <ul style="list-style-type: none"> Tuesday, March 27, 2007 Wednesday, March 28, 2007 Wednesday, April 11, 2007
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

To:	Campus Coordinators / Comptroller / AP Supervisor
Subject:	Request for AP Banking and Check Information
Message:	<p>The deadline for all OIIT-supported institutions to send the following items and information to help our preparation for the V8 project has passed. If you have not done so, please send these as soon as possible.</p> <ol style="list-style-type: none"> 1. Blank Check Stock (10 ea). Please write VOID on each check prior to mailing. 2. Check envelope used for mailing AP checks (1 ea). 3. Copy of a printed check (1 ea). Please be sure copy is the actual size of check (letter or legal) and any personal data has been removed. 4. Your current disbursement bank code and account (was MBOPR and OPER at conversion). 5. Does your institution plan to change your disbursement bank before the upgrade? If so, when and to which bank (if known at this time)?
Action Required:	<p>Items 1 – 3 should be mailed to:</p> <ul style="list-style-type: none"> • Board of Regents/OIIT Attn: Donna Wooddell 2500 Daniells Bridge Road Building #300 Athens, GA 30606 <p>Answers to Items 4 & 5 can be mailed with items 1-3 or emailed to psfin_upgrade@usg.edu.</p>
Deadline:	Wednesday, February 28, 2007
Respond To:	psfin_upgrade@usg.edu if you have questions.
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

To:	Campus Coordinators AND Accounting Staff
Subject:	PS Financials Data Cleanup
Message:	<p>Manual data cleanup tasks should be underway in your production database. For a list of dates and data cleanup tasks, please see the full Data Cleanup Instructions document at the following URL:</p> <p>http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</p> <p>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 dates listed in this document. OIIT will work these tickets in the order in which they were submitted, based on the due dates for the tasks.</p>
Action Required:	<p>The following data cleanup tasks must be completed per the Data Cleanup Instructions document that was included with the Release 2.44 Release Notes:</p> <ul style="list-style-type: none"> • Verify pay cycles by 03/31/07. • Outstanding vouchers by 03/31/07 (prior years). <p>Submit OIIT HELPDESK tickets if needed for these tasks no later than the indicated dates.</p>
Deadline:	<p>There are no Data Cleanup deadlines this week. The next Data Cleanup deadlines are:</p> <ul style="list-style-type: none"> • 03/31/07 Verify pay cycles • 03/31/07 Outstanding vouchers for prior years <p>The following Data Cleanup deadlines have passed:</p> <ul style="list-style-type: none"> • 02/23/07 PO clean up of prior year data and data through January 2007 • 02/27/07 AM clean up of prior year data and data through January 2007 • 02/28/07 Vendor clean up • 02/28/07 GL clean up of prior year data and data through January 2007 • 02/28/07 Budget checking vouchers • 02/28/07 Close PO vouchers <p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for other upcoming deadlines:</p> <p>http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</p>

	These deadlines are also summarized below.
Respond To:	psfin_upgrade@usg.edu if you have questions.

Deadlines for Data Cleanup	
02/23/07	PO clean up of prior year data and data through January 2007
02/27/07	AM clean up of prior year data and data through January 2007
02/28/07	Vendor clean up
02/28/07	GL clean up of prior year data and data through January 2007
6/30/07 (OIIT)	Requisition clean up
AP Clean Up	
02/28/07	Budget checking vouchers
02/28/07	Close PO vouchers
03/31/07	Verify pay cycles
03/31/07 (prior years)	Outstanding vouchers
09/30/07	Outstanding checks

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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To:	Campus Coordinators and Technical Representatives
Subject:	Quarterly Update Meeting - April 2007
Message:	<p>The next Quarterly Update Meeting has been officially scheduled for:</p> <ul style="list-style-type: none">• Date: Monday, April 16, 2007• Location: Macon State College. <p>Please reserve the date for this event. Details to be distributed as they become available.</p>
Action Required:	Please reserve Monday, April 16, 2007 for the next Quarterly Update Meeting.
Deadline:	None
Respond To:	psfin_upgrade@usg.edu if you have questions.

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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To:	Campus Coordinators & Technical Reps
Subject:	Institutional Readiness Web Conference for March 2007
Message:	<p>The next Institutional Readiness Web Conference is scheduled for:</p> <ul style="list-style-type: none"> • Wednesday, March 21, 2007, from 10:00 a.m. to 11:30 a.m. <p>Details will be distributed as they become available.</p>
Action Required:	<p>Please reserve Wednesday, March 21, 2007 from 10:00 a.m. to 11:30 a.m. for the next IR Web Conference.</p> <p>Please go to the PSFIN V8 project website to view documents related this and previous IR Web Conferences:</p> <p>http://www.usg.edu/gafirst/fin/project/v8/news/events</p>
Deadline:	None
Respond To:	psfin_upgrade@usg.edu if you have questions.
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

To:	Campus Coordinators
Subject:	Training Road Show
Message:	<p>The Training Road Show is coming to a site near you!</p> <p>OIIT will be conducting a Training Road Show in the coming weeks. The purpose of these events is to:</p> <ul style="list-style-type: none"> • Listen to the concerns you might have about the training strategy and try to find solutions; • Tie specifics of the training strategy to the training portion of the scorecard; • Promote the Certified Trainer Program; and, • Demonstrate that we have given careful consideration to the limitations and needs related to training in the process of creating the strategy, thereby demonstrating a need for shared responsibility in the training effort. <p>The events are designed to be informal, and involve sharing information along with discussion. To make the sessions as convenient for you to attend as possible, we have organized them geographically, and assigned institutions to the session closest to them.</p> <p>We will be conducting three regionally-grouped sessions: a Northern region held at OIIT in Athens, a Central/South region held at Middle Georgia College, and a Southeast region held at Armstrong Atlantic State University. Space is limited to two people from each institution.</p> <p>If your institution has a schedule conflict with the event in your region, you may e-mail us to see if there is availability at an event in another region. As space is limited, preference goes to those who are assigned to a particular session.</p> <p>Northern Session - Held at OIIT in Athens, GA</p> <ul style="list-style-type: none"> • Tuesday, March 27th • 1:30 p.m. - 4:30 p.m. • Classroom 105 • For the following institutions: Dalton State College, Georgia Highlands College, Kennesaw State University, Southern Polytechnic State University, Atlanta Metropolitan College, Clayton State University, University of West Georgia, Georgia Perimeter College, Augusta State University, Medical College of Georgia, Georgia Gwinnett College, Gainesville State College, North Georgia College & State University

	<p>Central\South Session - Held at Middle Georgia College, Cochran, GA</p> <ul style="list-style-type: none"> • Wednesday, March 28th • 1:30 p.m. - 4:30 p.m. • For the following institutions: Georgia College & State University, Gordon College, Macon State College, Columbus State University, Fort Valley State University, Middle Georgia College, East Georgia College, Georgia Southwestern State University, Bainbridge College, Abraham Baldwin Agricultural College, Valdosta State University, South Georgia College, Darton College, Albany State University <p>Southeast Session - Held at Armstrong Atlantic State University, Savannah, GA</p> <ul style="list-style-type: none"> • Wednesday, April 11th • 1:30 p.m. - 4:30 p.m. • For the following institutions: Armstrong Atlantic State University, Skidaway Institute of Oceanography, Savannah State University, Georgia Southern University, Waycross College, Coastal Georgia Community College
Action Required:	<p>E-mail psfin_upgrade@usg.edu with the names of who will be attending. Space is limited to two people from each institution.</p> <p>You may also e-mail requests concerning a reservation at a session in another region.</p>
Deadline:	March 19, 2007
Respond To:	psfin_upgrade@usg.edu with the names of the two people from your institution who will be attending.
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