

## PSFIN V8 Project Weekly Update for 05/29/2007

<b>In this update:</b>	<ul style="list-style-type: none"> <li>• Follow Up to the May 2007 Institutional Readiness Web Conference</li> <li>• PS Financials Data Cleanup</li> <li>• Request for Name and Contact Information of Certified Trainers</li> <li>• PSFIN V8 Project June 2007 Institutional Readiness Web Conference</li> <li>• Designating Super Users per Module</li> <li>• PSFIN V8 Project August Technical Quarterly Update Meeting</li> </ul>
<b>Upcoming events:</b>	<ul style="list-style-type: none"> <li>• PSFIN V8 Project June 2007 Institutional Readiness Web Conference <ul style="list-style-type: none"> <li>• <b>Thursday, June 21, 2007</b></li> </ul> </li> <li>• PSFIN V8 Project August Technical Quarterly Update Meeting <ul style="list-style-type: none"> <li>• <b>Wednesday, August 29, 2007</b></li> </ul> </li> </ul>
<b>This week's deadlines:</b>	None
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Technical Representatives
<b>Subject:</b>	Follow Up to the May 2007 Institutional Readiness Web Conference
<b>Message:</b>	<p>Once again we had 100% representation from all of the Georgia<i>FIRST</i> institutions. This month we had 207 people attending, making this our biggest project-related meeting to date.</p> <p>The documents and recorded archive for this meeting are available on the Georgia<i>FIRST</i> Financials website as noted below.</p>
<b>Action Required:</b>	To view documents related the IR Web Conferences, go to: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events">http://www.usg.edu/gafirst/fin/project/v8/news/events</a> .
<b>Deadline:</b>	None
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.
<b>For More Information:</b>	<ul style="list-style-type: none"><li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li><li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li></ul>

<b>To:</b>	Campus Coordinators AND Accounting Staff
<b>Subject:</b>	PS Financials Data Cleanup
<b>Message:</b>	<p><b>Please remember that data cleanup is a continuous process.</b> Every month until we go live with PeopleSoft Financials version 8.9, each institution should run through the instructions in the Data Cleanup Instructions document and then clean up the data as needed. This will insure that your production data remains clean, and will help minimize problems when we transition to the new version of PeopleSoft Financials.</p> <p>For a list of data cleanup tasks, please see the full Data Cleanup Instructions document at:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/general/">http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</a>.</p> <p>If you require OIIT's assistance to resolve any data cleanup tasks, you should submit your ticket to the <b>OIIT HELPDESK</b>.</p>
<b>Action Required:</b>	<p>Add the data cleanup tasks to your month end checklists and run through the data cleanup tasks document every month until we go live.</p> <p>Submit <b>OIIT HELPDESK</b> tickets if needed for these tasks.</p>
<b>Deadline:</b>	No Data Cleanup deadlines are due this week. Run through the data cleanup tasks document as part of your month end checklist.
<b>Respond To:</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.</li> <li>• The <b>OIIT HELPDESK</b> at <a href="http://www.usg.edu/customer_services">http://www.usg.edu/customer_services</a> (self-service ticket submission) or e-mail <a href="mailto:helpdesk@usg.edu">helpdesk@usg.edu</a> if you require OIIT's assistance to resolve any data cleanup tasks.</li> </ul>
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	Request for Name and Contact Information of Certified Trainers
<b>Message:</b>	<p>Please identify a Certified Trainer for your institution, and send an email to <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the name and contact information of your designated Certified Trainer. The deadline for this submission is Friday, June 15<sup>th</sup>. This satisfies item 4a in the Project Success Scorecard.</p> <p>You will find an explanation of the Certified Trainer Program in the file attached to this Weekly Update announcement, and also on the PSFIN website at:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/general/">http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</a>.</p> <p><b>Note:</b> Certified Trainers need to participate in the June 2007 IR Web Conference along with Campus Coordinators and Technical Representatives, as there will be an agenda item to kick off the training activities.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Send an email with the name and contact information of a designated Certified Trainer for your institution.</li> <li>• Certified Trainers need to participate in the IR Web Conference on June 21, 2007 along with Campus Coordinators and Technical Representatives.</li> </ul>
<b>Deadline:</b>	<ul style="list-style-type: none"> <li>• Name and contact information of Certified Trainers due Friday, June 15, 2007</li> <li>• June 2007 IR Web Conference is scheduled for Thursday, June 21, 2007</li> </ul>
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators, Technical Representatives, and Certified Trainers
<b>Subject:</b>	PSFIN V8 Institutional Readiness Web Conference
<b>Message:</b>	<p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Thursday, June 21, 2007</b></li> </ul> <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore <b>mandatory</b>. All Campus Coordinators should plan to attend or designate an alternate to attend in your place. At least one representative from each institution should participate in these monthly meetings.</p> <p>This meeting will be conducted in a live web conference format using Wimba's Live Classroom. You may participate from your institution through a computer connected to the Internet. If more than one person from your institution will be participating, then we ask that you arrange to meet together in one place and only use one computer to connect to the meeting. You can also use a projector to facilitate larger groups.</p> <p><b><u>Special Agenda Item: Training Kickoff</u></b>  Certified Trainers need to participate in the June 2007 IR Web Conference along with Campus Coordinators and Technical Representatives, as there will be an agenda item to kick off the training activities.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Reserve this date and time to participate in this meeting: <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Thursday, June 21, 2007</b></li> </ul> </li> <li>• Reserve a room, if needed, which has a projector and a computer with an Internet connection.</li> </ul>
<b>Deadline:</b>	As noted above
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	Designating Super Users per Module
<b>Message:</b>	<p>In order to meet Item 4b on the Project Success Scorecard, please identify up to two (2) Super Users for each of the following modules:</p> <ul style="list-style-type: none"> <li>• Accounts Payables/Expenses</li> <li>• Asset Management</li> <li>• Purchasing/eProcurement</li> <li>• Budget Prep</li> <li>• General Ledger</li> </ul> <p>Super Users are the functional leads in a particular module. They are the primary persons responsible for performing tasks and have the greatest knowledge in a module. A person can be a Super User for more than one module.</p> <p>Please send an email to <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with their names and contact information. The deadline for this submission is Friday, July 6<sup>th</sup>.</p>
<b>Action Required:</b>	Send an email with the name and contact information of the designated Super Users per module for your institution.
<b>Deadline:</b>	Friday, July 6, 2007
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Technical Representatives
<b>Subject:</b>	PSFIN V8 Project August Technical Quarterly Update Meeting
<b>Message:</b>	<p>The details next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Wednesday, August 29, 2007</li> <li>• <b>Time:</b> 9:00 a.m. – 4:00 p.m.</li> <li>• <b>Location:</b> Macon State College, Auditorium K</li> </ul> <p>The Technical Quarterly Update Meeting is intended to provide information about the technical impact of the PSFIN V8 project. Technical reps from each campus are encouraged to attend.</p> <p>The proposed agenda has been posted on the GeorgiaFIRST Financials web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>. If, after reviewing the proposed agenda, you have any other topics or issues you'd like to see added to the agenda, please contact the PSFIN project team.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Please reserve Wednesday, August 29, 2007 from 9:00 a.m. to 4:00 p.m.,</b> for this Quarterly Update Meeting.</li> <li>• Please send feedback on other topics or issues you'd like to see added to the agenda by <b>Monday, June 25, 2007.</b></li> <li>• Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by <b>Monday, August 13, 2007.</b></li> </ul>
<b>Deadline:</b>	As noted above.
<b>Respond To:</b>	Michael Casuccio at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> .
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>