

PSFIN V8 Project Weekly Update for 03/12/2007

In this update:	<ul style="list-style-type: none"> PS Financials Data Cleanup PSFIN V8 Project 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 (Includes the April IR meeting) <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 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: 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> <p>Please remember that data cleanup is a continuous process. The deadlines below are for submitting tickets for cleanup of old data. From this point forward, each institution should run through the instructions in the Data Cleanup Instructions 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.</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>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for other upcoming deadlines: http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</p> <p>These deadlines are also summarized below.</p>
Respond To:	psfin_upgrade@usg.edu if you have questions.

Deadlines for Data Cleanup	
6/30/07 (OIIT)	Requisition clean up
AP Clean Up	
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

To:	Campus Coordinators and Technical Representatives
Subject:	PSFIN V8 Project Quarterly Update Meeting - April 2007
Message:	<p>The details for the next Quarterly Update Meeting are as follows:</p> <ul style="list-style-type: none"> • Date: Monday, April 16, 2007 • Time: 9:00 a.m. – 4:00 p.m. • Location: Macon State College • Who should attend: The Campus Coordinator or their designated representative must attend. Up to 3 other representatives from your institution may also attend. • Agenda and Materials: Will be available at: http://www.usg.edu/gafirst/fin/project/v8/news/events/
Action Required:	<p>Please reserve Monday, April 16, 2007 from 9:00 a.m. to 4:00 p.m., for this Quarterly Update Meeting.</p> <p>Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by April 9, 2007.</p>
Deadline:	List of attendees must be submitted by April 9, 2007.
Respond To:	Submit list to Michael Casuccio at: psfin_upgrade@usg.edu .
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 Technical Representatives
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>Participation in these monthly meetings is vital to project success and is therefore mandatory. At least one representative from each institution must participate in these meetings, either the Campus Coordinator or a designated alternate.</p> <p>These meetings will be conducted in a live web conference format using Horizon Live Classroom, through a computer connected to the Internet at your institution. If more than one person from your institution will be participating, then we ask that you meet in one place and only use one computer to connect to the meeting.</p> <p>Detailed instructions on how to prepare for, and participate in, the meeting can be found at: http://www.usg.edu/gafirst/fin/project/v8/news/events. If you participated in the IR Web Conference last month and you plan to use the same computer workstation this month, then you do not need to do anything to prepare. If you will be using a different computer then you will need to run through the set up wizard to make sure you can enter the online meeting room.</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: http://www.usg.edu/gafirst/fin/project/v8/news/events.</p> <p>On March 21, 2007 at 10:00 a.m., join the IR Web Conference using the instructions found at the above link.</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