

## PSFIN V8 Project Weekly Update for 02/12/2007

<b>To:</b>	Technical Reps, cc to Campus Coordinators
<b>Subject:</b>	PSFIN V8 Project Technical Survey
<b>Message:</b>	<p>The PSFIN V8 Project team has created a survey to help assess the volume and the nature of local Financials development work at your campus. The purpose of this survey is to better enable OIIT to meet your local development needs.</p> <p>The Technical Representative at each institution should complete this survey. The survey is located at the following URL:</p> <p><a href="http://www.surveys.usg.edu/se.ashx?s=06C2C3B95DE4E16B">http://www.surveys.usg.edu/se.ashx?s=06C2C3B95DE4E16B</a></p>
<b>Action Required:</b>	Log on to the above URL and complete the survey. The survey is open and available to have responses submitted as of February 5, 2007.
<b>Deadline:</b>	Please submit your institution's responses no later than COB Friday, February 16, 2007.
<b>Respond To:</b>	For questions about completing this survey, you may email <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>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	Institutional Readiness Monthly Meeting
<b>Message:</b>	<p>The first monthly Institutional Readiness meeting has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Wednesday, February 21, 2007</b></li> </ul> <p>These meetings will be conducted in a live web conference format using Horizon Live Classroom. You may participate from your institution through a computer connected to the Internet. Participation in these monthly meetings is vital to the success of the V8 Project and is therefore <b>mandatory</b>.</p> <p>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. 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.</p> <p>Two time slots have also been set up so that you can test your connection to the web conference meeting room. The meeting coordinators will be available at these times to help you become familiar with the interface. Please plan to test your connection during one of these times.</p>
<b>Action Required:</b>	<p>Follow the instructions in the attached document and run the Horizon Live Setup Wizard to be sure that you can access the web conference environment.</p> <p>Select one of these testing times to enter the meeting room and familiarize yourself with the web conference environment:</p> <ul style="list-style-type: none"> <li>• <b>2:00 p.m. Monday, February 19, 2007; or,</b></li> <li>• <b>9:00 a.m. Tuesday, February 20, 2007</b></li> </ul> <p>Reserve this date and time to participate in this meeting:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. February 21, 2007</b></li> </ul>
<b>Deadline:</b>	As noted above
<b>Respond To:</b>	Please contact the project team at <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>Please note that the Data Cleanup Instructions document included with the Release 2.44 Release Notes indicates the date by which manual cleanup tasks should be completed in your production database. If you require OIIT's assistance to resolve data cleanup tasks, you must submit your ticket to the <b>OIIT HELPDESK no later than</b> the date listed in this document. OIIT will work these tickets in the order in which they were submitted, based on the due date for the tasks.</p> <p>For a list of dates and clean up tasks, please see the full Data Cleanup Instructions document at the following URL:</p> <p><a href="http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf">http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</a></p>
<b>Action Required:</b>	<p>The Accounting Staff should download a copy of the Data Cleanup Instructions document from the following URL and clean up their production data according to the deadlines provided in this document.</p> <p><a href="http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf">http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</a></p> <p>Submit <b>OIIT HELPDESK</b> tickets <b>no later than</b> the due dates listed in the referenced document.</p>
<b>Deadline:</b>	<p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL:</p> <p><a href="http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf">http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</a></p> <p>These deadlines are also summarized below.</p>
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.

<b>Deadlines for Data Cleanup</b>	
<b>02/23/07</b>	PO clean up of prior year data and data through January 2007
<b>02/27/07</b>	AM clean up of prior year data and data through January 2007
<b>02/28/07</b>	Vendor clean up
<b>02/28/07</b>	GL clean up of prior year data and data through January 2007

<b>6/30/07 (OIIT)</b>	<b>Requisition clean up</b>
<b>AP Clean Up</b>	
<b>02/28/07</b>	Budget checking vouchers
<b>02/28/07</b>	Close PO vouchers
<b>03/31/07</b>	Verify pay cycles
<b>03/31/07 (prior years)</b>	Outstanding vouchers
<b>09/30/07</b>	Outstanding checks
<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>