

## PSFIN V8 Project Weekly Update for 09/29/2008

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For More Information:
Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst-fin/projects/v8/">http://www.usg.edu/gafirst-fin/projects/v8/</a> Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a>

<b>To:</b>	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, and All Financials Users
<b>Subject:</b>	<b><i>Reminder: Known Issues Posted on the GeorgiaFIRST Financials Web Site</i></b>
<b>Message:</b>	All Known Issues are now being posted to the GeorgiaFIRST Financials web site at <a href="http://www.usg.edu/gafirst-fin/known_issues/">http://www.usg.edu/gafirst-fin/known_issues/</a> .
<b>Action Required:</b>	All institutions should review this page regularly to become aware of the current Known Issues.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	Michael Casuccio at <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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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>	Certified Trainers and Campus Coordinators
<b>Subject:</b>	<b>Reminder: Query and Report Manager Classes Available</b>
<b>Message:</b>	<p>Classes covering Query and Report Manager are now available for Traditional users to review via Wimba Classroom. The Query class includes working with existing queries, and creating new basic and advanced queries.</p> <p>These classes are available on the GeorgiaFIRST Financials website. Navigate to <b>Training⇒Certified Trainer Resources</b> and click on the <b>Super User Training Wimba Classroom Archives</b> link. You can also go directly to this page by clicking on this link:  <a href="http://www.usg.edu/gafirst-fin/training/certified/super_user_training.phtml">http://www.usg.edu/gafirst-fin/training/certified/super_user_training.phtml</a>.</p> <p>Click on the link for the appropriate class. A new <b>Welcome to Wimba Classroom</b> page displays, followed immediately by a separate <b>Participant Login</b> page. Click on <b>Enter</b> to begin the recording.</p> <ul style="list-style-type: none"> <li>• <b>Note: Before the viewing the classes</b>, users should test the computer they will be using to be sure they can enter the Wimba Classroom. <ul style="list-style-type: none"> <li>• The Horizon Wimba Setup Wizard is located at:  <a href="http://208.185.32.175/wizard/launcher.cgi?wc=hmqt">http://208.185.32.175/wizard/launcher.cgi?wc=hmqt</a>.</li> </ul> </li> </ul>
<b>Action Required:</b>	Notify all Traditional users of the availability of these Query and Report Manager classes in Wimba Classroom.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	Michael Barnwell at <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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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, Campus Upgrade Representatives, and All Financials Users
<b>Subject:</b>	<b><i>Reminder: Access to Group 1 GeorgiaFIRST PeopleSoft Financials 7.5 Databases</i></b>
<b>Message:</b>	<p><b><u>Access to GeorgiaFIRST PeopleSoft Financials 7.5 Databases</u></b></p> <p>Access to all Group 1 PSFIN 7.5 databases is now <b><u>Read-Only</u></b>. You will only be able to run queries, inquiries, and reports on these databases. Access will be available until December 31, 2008. In order to access your 7.5 database, you must follow the directions given in the <b>Accessing 7.5 database after Go-Live!</b> document to update your PeopleSoft Configuration Manager. This document is located in the <b>Reference Documents</b> section on the <b>Go-Live!</b> page: <a href="http://www.usg.edu/gafirst-fin/projects/v8/golive/">http://www.usg.edu/gafirst-fin/projects/v8/golive/</a>.</p>
<b>Action Required:</b>	Follow the instructions to update your PeopleSoft configuration so you can access your PSFIN 7.5 databases to run queries, inquiries, and reports.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	Michael Casuccio at <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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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, Campus Upgrade Representatives, Technical Representatives, and Certified Trainers
<b>Subject:</b>	<b><i>Updated: GeorgiaFIRST Financials Web Site Updates</i></b>
<b>Message:</b>	<p>The following items have been added to or updated on the GeorgiaFIRST Financials web site:</p> <ol style="list-style-type: none"> <li>1. <b>Go-Live!</b> page: <a href="http://www.usg.edu/gafirst-fin/projects/v8/golive/">http://www.usg.edu/gafirst-fin/projects/v8/golive/</a> <ul style="list-style-type: none"> <li>• <b><i>Updated: Things to Bring</i></b> <ul style="list-style-type: none"> <li>• <b><i>NEW:</i></b> AP Check Printing – Things to do and bring (PDF)</li> </ul> </li> </ul> </li> </ol>
<b>Action Required:</b>	Review the new/updated items and use them in your PSFIN V8 project tasks as needed.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	Michael Casuccio at <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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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>	<b>Reminder: Archived V8 Web Conferences</b>
<b>Message:</b>	All V8 Web Conferences presented via Wimba Classroom have been archived and are available for viewing.
<b>Archived V8 Web Conferences:</b>	<ul style="list-style-type: none"> <li>• All Workflow_1 through Workflow_5 Sessions</li> <li>• 2008-07-02 Workflow/Security</li> <li>• 2008-07-09 PO/Supply Chain 1</li> <li>• 2008-07-16 IR Web Conference: Preparing for Cutover</li> <li>• 2008-07-23 PO/Supply Chain 2 and Flexible Spending Accounts</li> <li>• 2008-07-30 Preparing for Pre-Production Cutover</li> <li>• 2008-08-13 Pre-Production Questions and Answers</li> <li>• 2008-08-20 IR Web Conference: Preparing for Go Live! Sessions</li> <li>• 2008-08-27 Group 1 Cutover and Group 2 Pre-Production</li> <li>• 2008-09-03 Group 2 Pre-Production Questions and Answers</li> <li>• 2008-09-04 Group 1 Known Issues Review/Debrief</li> <li>• 2008-09-17 Group 1 Known Issues Review/Debrief</li> <li>• 2008-09-18 Group 2 Status and Upgrade Planning</li> <li>• 2008-09-24 Institutional Readiness Production and Pre-Production Status Check – Preparation for Cutover</li> </ul>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before the viewing the presentations</b>, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> <li>• The Horizon Wimba Setup Wizard is located at: <a href="http://208.185.32.175/wizard/launcher.cgi?wc=hmqt">http://208.185.32.175/wizard/launcher.cgi?wc=hmqt</a>.</li> </ul> </li> <li>• Review the presentations as follows: <ul style="list-style-type: none"> <li>• Go to: <a href="http://gbor-oit.horizonwimba.com/">http://gbor-oit.horizonwimba.com/</a>.</li> <li>• Click on <b>Participant Login</b>.</li> <li>• When prompted, enter the following information: <ul style="list-style-type: none"> <li>• Room ID: <b>PSFIN_IR</b> (all upper case)</li> <li>• Name: <b>first name_last name</b></li> </ul> </li> <li>• Click on the <b>Archives</b> tab.</li> <li>• Select the appropriate presentation to review.</li> </ul> </li> <li>• The PowerPoint presentation files are available at: <a href="http://www.usg.edu/gafirst-fin/projects/v8/events/">http://www.usg.edu/gafirst-fin/projects/v8/events/</a>.</li> </ul>
<b>Deadline:</b>	N/A
<b>Respond To:</b>	Michael Casuccio at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.

**For More  
Information:**

- Visit the PSFIN V8 Project web site at: <http://www.usg.edu/gafirst-fin/projects/v8/>
- Contact the PSFIN V8 Project team at: [psfin\\_upgrade@usg.edu](mailto:psfin_upgrade@usg.edu)

<b>To:</b>	Campus Coordinators AND Accounting Personnel
<b>Subject:</b>	<b>Reminder: Month End Close Dates</b>
<b>Message:</b>	<p>The following dates have been established for the September Month End Close:</p> <ul style="list-style-type: none"> <li>• <b>Group 1</b> <ul style="list-style-type: none"> <li>• <b>September 30, 2008 no later than 11:00 p.m.</b></li> </ul> </li> <li>• <b>Group 2</b> <ul style="list-style-type: none"> <li>• <b>September 29, 2008 no later than 11:00 p.m.</b></li> </ul> </li> </ul> <p><b>Reminder:</b> A new Month End Checklist (Excel) has been added to the <b>Go-Live!</b> and <b>Documentation</b> pages of the GeorgiaFIRST Financials web site.</p> <ul style="list-style-type: none"> <li>• <b>Go-Live!</b> page: <a href="http://www.usg.edu/gafirst-fin/projects/v8/golive/">http://www.usg.edu/gafirst-fin/projects/v8/golive/</a></li> <li>• <b>Documentation</b> page: <a href="http://www.usg.edu/gafirst-fin/documentation/">http://www.usg.edu/gafirst-fin/documentation/</a></li> </ul>
<b>Action Required:</b>	Use the new Month End Checklist to close September accounting period (Period 3).
<b>Deadline:</b>	<b>As noted above</b>
<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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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>	V8 Weekly Web Conferences
<b>Message:</b>	<p>A series of V8 Weekly Web Conferences have been and will be given on a variety of topics. Please see the item on page 6 for more information on the archived recordings of these presentations.</p> <p>A listing of dates and topics for future presentations is presented below:</p> <ul style="list-style-type: none"> <li>• <b>Wednesday, October 1, 2008</b> <ul style="list-style-type: none"> <li>• 10:00 a.m.: Group 2 Production Cutover</li> </ul> </li> </ul> <p>These presentations will be conducted in a live web conference format using Wimba 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 presentation. You can also use a projector to facilitate larger groups.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before the presentation</b>, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> <li>• The Horizon Wimba Setup Wizard is located at: <a href="http://208.185.32.175/wizard/launcher.cgi?wc=hmqt">http://208.185.32.175/wizard/launcher.cgi?wc=hmqt</a>.</li> </ul> </li> <li>• <b>Participate in these presentations as noted above.</b> <ul style="list-style-type: none"> <li>• Go to <a href="http://gbor-oiit.wimba.com">http://gbor-oiit.wimba.com</a>.</li> <li>• Click on <b>Participant Login</b>.</li> <li>• When prompted, enter the following information: <ul style="list-style-type: none"> <li>• Room ID: <b>PSFIN_IR</b> (all upper case)</li> <li>• Name: <b>institution_firstname</b> (example: usg_mary)</li> </ul> </li> </ul> </li> </ul>
<b>Deadline:</b>	<b>As noted above</b>
<b>Respond To:</b>	Michael Casuccio at <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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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 Campus Upgrade Representatives
<b>Subject:</b>	Group 2 Production Go-Live! Session
<b>Message:</b>	<p>The Group 2 Production Go-Live! Session will be held in Athens on <b>October 5-7, 2008</b>. Group 2 representatives should arrive at OIIT at <b>9:00 a.m.</b> on <b>Sunday, October 5, 2008</b>.</p> <p>Each institution can have two (2) attendees at this session. The Campus Upgrade Representative must attend this session, and one (1) other attendee may attend if needed (optional).</p> <p><b>Reminder:</b> Please refer to the <b>Go-Live! Final Cutover Schedule (Excel)</b> on the Go-Live! page for a detailed schedule of cutover activities:  <a href="http://www.usg.edu/gafirst-fin/projects/v8/golive/">http://www.usg.edu/gafirst-fin/projects/v8/golive/</a>.</p>
<b>Action Required:</b>	Plan to attend the Production Go-Live! Session.
<b>Deadline:</b>	<b>October 5-7, 2008</b>
<b>Respond To:</b>	Michael Casuccio at <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/projects/v8/">http://www.usg.edu/gafirst-fin/projects/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>