

## PSFIN V8 Project Weekly Update for 11/19/2007

Tasks & Announcements		
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Upcoming Events		
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11/29/07	PSFIN V8 Project November Quarterly Update Meeting and November Institutional Readiness Web Conference	2

For More Information:	
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> Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a>	

<b>To:</b>	Campus Coordinators and Technical Representatives
<b>Subject:</b>	PSFIN V8 Project November Quarterly Update Meeting and November Institutional Readiness Web Conference
<b>Message:</b>	<p>The next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Thursday, November 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 November Institutional Readiness Web Conference will be conducted at this Quarterly Update Meeting. All Campus Coordinators are required to attend the Quarterly Update Meeting and the Institutional Readiness Web Conference.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Register for this meeting online at:</b> <a href="http://novqum.eventbrite.com">http://novqum.eventbrite.com</a>. Campus Coordinators should go to this link and enter the requested information for each attendee from your institution.</li> <li>• <b>NOTE: The event password is: V8</b></li> <li>• <b>Reserve Thursday, November 29, 2007 from 9:00 a.m. to 4:00 p.m.,</b> for this Quarterly Update Meeting.</li> </ul>
<b>Deadline:</b>	<b>Register online by 5:00 p.m. TODAY Monday, November 19, 2007.</b>
<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>

<b>To:</b>	Certified Trainers
<b>Subject:</b>	List of All Traditional Users including Email Addresses
<b>Message:</b>	<p>We previously asked for similar lists earlier this year, but did not ask for email addresses. Due to the need for email addresses, possible personnel changes at your institutions, and the extension of the training dates, we need to request a list of certain users including e-mail addresses.</p> <p>Please submit one list of all traditional users, including their email addresses, as a text file. Traditional users are those persons who use PSFIN in their everyday jobs duties.</p>
<b>Action Required:</b>	<p>Submit one list of all traditional users, including their e-mail addresses, as a text file.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> If there is overlap with the Non-Traditional eProcurement Users list as requested on page 4, please include those users in <b>both</b> lists.</li> </ul>
<b>Deadline:</b>	Wednesday, November 28, 2007
<b>Respond To:</b>	Training subteam at <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>	Certified Trainers
<b>Subject:</b>	List of All eProcurement Users including Email Addresses
<b>Message:</b>	<p>We previously asked for a list of all users who will be entering requisitions in PSFIN V8.9. We now need e-mail addresses for these users. Due to the extension of the training dates and possible personnel changes at your institutions, we need to request this list again with e-mail addresses included.</p> <p>Please submit one list of all users who will enter requisitions in PSFIN V8.9, including their e-mail addresses, as a text file.</p>
<b>Action Required:</b>	<p>Submit one list of all users who will enter requisitions in PSFIN V8.9, including their e-mail addresses, as a text file.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> If there is overlap with the Traditional Users list as requested on page 3, please include those users in <b>both</b> lists.</li> </ul>
<b>Deadline:</b>	Wednesday, November 28, 2007
<b>Respond To:</b>	Training subteam at <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
<b>Subject:</b>	Banner Integration Tasks for User Acceptance Testing (UAT)
<b>Message:</b>	<b>Each institution whose Banner databases are not hosted by OIIT</b> must prepare a Banner test environment that is at the same version as Banner production. You must submit the necessary information for us to create the database link from PSFIN to the Banner clone (BNRLINK). You will also need to have your Banner DBA create and test the link from Banner to the Financials clone used for UAT (PSFIN link).
<b>Action Required:</b>	<p><b>Task 1. Prepare Banner environment and submit link information</b></p> <p>Your Banner DBA must prepare a Banner test environment and submit the following information to OIIT so our DBAs can create the link from PSFIN to Banner (BNRLINK):</p> <ol style="list-style-type: none"> <li>1. IP Address of the machine with the test environment being used</li> <li>2. Hostname of the machine</li> <li>3. SID of testing database</li> <li>4. Listener Port</li> <li>5. BANQUEST password to set up the link to Banner</li> </ol> <p>You may send an email with the above information except for the BANQUEST password. To send that, your Banner DBA must call the <b>OIIT HELPDESK</b> and ask for Rodney Latimer, the PSFIN DBA. If he is not available at the time of your call, please leave a voice mail with the information.</p> <p><b>Task 2. Ensure your firewall rules allow traffic from OIIT to your Banner server</b></p> <p>Your Networking staff will need to ensure your firewall allows traffic from OIIT to your Banner clone. OIIT will provide you with the information you need to create the firewall rule if it does not exist.</p> <p><b>Task 3. Create and test PSFIN link</b></p> <p>Your Banner DBA should create the PSFIN link and test the link to ensure it is functioning properly.</p>
<b>Deadline:</b>	Friday, January 4, 2008 for both Groups 1 and 2 to complete all three tasks
<b>Respond To:</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information or if you have any questions.</li> <li>• The <b>OIIT HELPDESK</b> at 706-583-2001; or toll free within Georgia 1-</li> </ul>

	888-875-3697 to contact Rodney Latimer.
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<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>
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<b>To:</b>	Campus Coordinators and Security Administrators
<b>Subject:</b>	<b>NEW: Security Request Form</b>
<b>Message:</b>	<p>All local Security Administrators will need to prepare a Security Request Form for each of their existing core users in the Financials 7.5 system. These forms will be not only be the documentation to support each user's access in the system, but it will also be used to gather role assignments needed for them to build each user in their UAT environment.</p> <p>Once each local Security Administrator has built each user in their UAT environment, OIIT will extract that information from the UAT environment and migrate it to the Production 8.9 environment.</p> <p>A revised Security Request Form has been posted to the website at: <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/">http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/</a>.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Prepare a Security Request Form for each existing core user in the Financials 7.5 system.</li> <li>• Build each user in their UAT environment. <ul style="list-style-type: none"> <li>• <b>NOTE:</b> Local Security Administrators can come to OIIT to set up their users from February 1 through February 15. Registration for these sessions will be open soon.</li> </ul> </li> </ul>
<b>Deadline:</b>	Monday, January 21, 2008
<b>Respond To:</b>	Shelia Sloan 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
<b>Subject:</b>	Campus Upgrade Representatives
<b>Message:</b>	Each institution must identify one person to serve as your Campus Upgrade Representative. The roles and responsibilities of the Campus Upgrade Representative are described in detail in the job description document located here: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/golive/">http://www.usg.edu/gafirst/fin/project/v8/news/golive/</a> .
<b>Action Required:</b>	Please register your Campus Upgrade Representative at one of these links: <ul style="list-style-type: none"> <li>• Group 1: <a href="http://v8upgrepgroup1.eventbrite.com/">http://v8upgrepgroup1.eventbrite.com/</a></li> <li>• Group 2: <a href="http://v8upgrepgroup2.eventbrite.com/">http://v8upgrepgroup2.eventbrite.com/</a></li> <li>• <b>NOTE: The event password is: V8</b></li> </ul>
<b>Deadline:</b>	Friday, February 1, 2008
<b>Respond To:</b>	<ul style="list-style-type: none"> <li>• Register your Campus Upgrade Representative at the links above.</li> <li>• <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.</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>