



v9 Upgrade Institutional Readiness

Monday, March 23, 2015

10:30 – 11:30am

Agenda

- ▶ Upgrade Status
- ▶ Institutional Readiness Tasks
- ▶ 9.2 Training and Communications
- ▶ 9.2 Databases
- ▶ UAT Follow-up
- ▶ Questions Submitted
- ▶ Additional Questions?



Upgrade Status

Institutional Readiness

- ▶ Checklist sent out 3/17/2015
- ▶ Available on Georgia *FIRST* website

Georgia <i>FIRST</i> Financials 9.2 (PT 8.53) Upgrade				
Institutional Readiness Checklist				
				Revised: 03/12/2015 9:00AM
<input type="checkbox"/>	Due Date	Status	Tasks	Required or Recommended
<input type="checkbox"/>	02/25/2015	Complete	Participate in User Acceptance Testing and return sign-off forms to ITS.	Required
<input type="checkbox"/>	02/25/2015	Complete	Deadline to complete final query retrofits in FPPE UAT database to be included in production (FPROD) for go-live March 30th.	<i>Recommended</i>
<input type="checkbox"/>	02/25/2015	Complete	Deadline for Security Administrators to provide list of users with security role changes in FPPE UAT database for migration to production (FPROD) for go-live March 30th.	Required
<input type="checkbox"/>	03/10/2015	Complete	Register and participate in March 10th WebEx Conference call (10:30-11:30): Review Go-live Cutover Schedule	Required
<input type="checkbox"/>	03/16/2015	In Progress	Register and participate in 9.2 Upgrade Training WebEx sessions scheduled March 16 - March 19. Be sure to review the 9.2 training videos prior to this training.	<i>Recommended</i>
<input type="checkbox"/>	03/20/2015	Not Started	Register and participate in March 23rd WebEx Conference call (10:30-11:30): 9.2 Pre-Upgrade Reminders and Q&A Session	Required

Institutional Readiness

- ▶ Be sure you have reviewed all the tasks in the checklist.
- ▶ Communicate this information to the appropriate individuals.
- ▶ ITS will be monitoring and contacting institutions with transactions that need to be processed prior to 5:00pm Tuesday.
- ▶ We need to be sure to be ready to begin the upgrade process by 5:00pm.
- ▶ **All institutional users will be locked out at 5:00pm Tuesday, March 24th (TOMORROW).**

Institutional Readiness

- ▶ Reminders for Institutional Coordinators
 - ✓ Contact ITS if your Institutional Coordinator has changed.
 - ✓ Return your list of user names and ID's that will need production access for the Go-live validation tasks by end of day today.
 - The list and request for this information was sent to Institutional Coordinators and Technical Reps on Tuesday, March 17th.
 - Keep in mind that this should be a limited group and no transactional entry will be needed during this process.

Institutional Readiness

- ▶ Reminders for Institutional Coordinators
 - ✓ Register for the Go-Live Cutover & Validation WebEx on Monday, March 30 (9:00am).
 - ✓ Submit a Helpdesk ticket to request the ITS File Transfer Utility (FTU) access code for obtaining your validation documents.

Institutional Readiness

- ▶ Reminders for Institutional Coordinators
 - ✓ Validation documents will be available at 7:00am Monday, March 30, and must be downloaded prior to beginning validation.
 - ✓ Distribute to the appropriate individuals that will complete the validation tasks.

ITS File Transfer Utility

Please login to access this web application.

Select Institution or Agency:

Enter Access Code: (case sensitive)

**** IMPORTANT ****
Required browser versions for this web application are **Internet Explorer 7** and above, **Firefox 3** and above or, **Safari 3** and above. If you experience technical problems, please [review the complete site requirements](#).

- URL: <https://ftu.usg.edu/filetrans/>

Institutional Readiness

▶ BOR Payroll

- Complete Payroll to GL interface for Payrun ID 325 in v8.9.
- Create the Payroll to GL interface file in EV5 for Payrun ID 335 – this will be interfaced in v9.2.
- Create the March Encumbrance Projection file in EV5 – this will be interfaced in v9.2.

▶ Benefit Reconciliation

- Complete all February reconciliation processes in v8.9 – data will be required for validation purposes

▶ Common Remitter

- Complete all TSA and RET Accounting entries for February in v8.9 – data will be required for validation purposes.
- The March monthly Retirement and Payrun ID 335 TSA processing will be delayed from 3/25 until 3/31.

Institutional Readiness



Budget Prep

- ▶ Recommendation: wait until after the upgrade to perform initial extractions to take advantage of 9.2 enhancements.
- ▶ If users extract before the upgrade, data validation will need to be performed to ensure data remains consistent.
- ▶ Budget Prep Users Guide has been posted to the Georgia *FIRST* website as of 3/4/2015.
- ▶ Budget Prep Tips/Reminders has been posted to the website as of 3/6/2015.

9.2 Training

- ▶ All Training documents have been posted on Georgia *FIRST* website:










v9.2 Training Resources

 Print friendly  Email or share Modified March 19, 2015

PeopleSoft Financials v9.2 Super User Training Resources

The PeopleSoft Financials v9.2 Super User Training Resources were developed for the upgrade to PeopleSoft version 9.2 in 2015.



Training Participant Guides

- [Expenses: Train-the-Trainer Participant Guide v9.2](#) 
- [Expenses: Administrator Participant Guide v9.2](#) 
- [ePro/GFM: Train-the-Trainer Participant Guide v9.2](#) 
- [ePro/GFM: Buyer Training Participant Guide v9.2](#) 
- [Asset Management: Delta Training Participant Guide v9.2](#) 
- [Purchasing: Delta Training Participant Guide v9.2](#) 
- [Budget Prep: Fiscal Year 2016 User's Guide](#) 
- [Accounts Payable Delta Training Participant Guide v9.2](#) 
- [General Ledger/KK Delta Training Participant Guide v9.2](#) 

9.2 WebEx Training Videos

[Asset Management Delta Training \(60 minutes\)](#)
[Budget Prep Delta Training \(48 minutes\)](#)
Purchasing Delta Training General Ledger/KK Delta Training
Accounts Payable Delta Training

PeopleSoft v9.2 End User Training Toolkits

[Travel and Expenses: Train-the-Trainer Toolkit](#) 
[ePro/GFM: Train-the-Trainer Toolkit](#) 

9.2 Upgrade Preview Training Videos:

[Accounts Payable \(12 minutes\)](#)
[Asset Management \(10 minutes\)](#)

9.2 Training

- ▶ An announcement was sent out Friday with a link to an online training evaluation.
- ▶ Please complete the survey by Friday, March 27th to assist us with future training plans.



TO: All PeopleSoft Financials Users

POSTED: Friday, March 20, 2015

SUBJECT: PeopleSoft Financials v9.2 Upgrade Training Evaluation Link

Announcement: The GeorgiaFIRST team provided v9.2 Upgrade Super User Training sessions for Travel & Expenses and eProcurement/GeorgiaFIRST Marketplace. WebEx training sessions for Asset Management, Budget Prep, Purchasing, General Ledger and Accounts Payable were also provided.

Training participants are asked to complete a brief online survey evaluating their training experience. The survey should take only a couple minutes to complete and the responses are anonymous. Evaluation feedback from participants will help determine the effectiveness of our training efforts and identify additional training needs.

Click [here](#) to complete the GeorgiaFIRST PeopleSoft Financials v9.2 Upgrade Training Online Evaluation.

Thank you for taking a few moments to complete this survey. Your feedback is appreciated!

9.2 Communications

- ▶ PeopleSoft Financials 9.2 Upgrade Website
 - http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade
- ▶ Transition from use of Project Information page to Documentation page now in progress.
- ▶ We will be archiving 8.9 and replacing it with 9.2 business processes and job aids.
 - Information will be provided as it becomes available.

Availability of 9.2 Databases

- ▶ FPLAY (8.9) will be upgraded to 9.2
- ▶ F92PLAY
 - Available for PQST testing until FPLAY is upgraded to 9.2.
- ▶ SCITEST (9.2) will replace SCITEST2 (8.9)
 - Available for institutional training and testing.
 - Password was changed after UAT (2/25). PQSTxxx passwords are the same as FPROD.
- ▶ These databases will be refreshed following the upgrade. The tentative refresh schedule is:
 - FPLAY – week of March 30th
 - SCITEST – TBD (week of April 6)

FDM, iStrategy, PQST

▶ FDM

- Will be unavailable during the upgrade.
- Do not Extract after March 24th until further notice.

▶ iStrategy

- Last pre-upgrade ETL will be the morning of Tuesday, March 24th.
- Data will be as of COB today, Monday, March 23rd.

▶ PQST – database access

- FPROD database will be taken down at 10:00pm, Tuesday, March 24th OR earlier if possible.
- Backup will be placed in SCITEST2 for database access only.
- Available late Wednesday, March 25th.

UAT Follow-up

- ▶ AP Check Printing – Address Lines 3 & 4
 - During UAT, issues were reported with Supplier address lines 3 & 4 printing too low and pushing the MICR line down.
 - Note: Address 4 is used for international suppliers
 - Due to spacing issues on the check, ITS has suppressed the printing of address lines 3 & 4 on the check portion. However, the full address will continue to print on the mailing address on the outside of the pressure sealed form.
 - This will be resolved as part of the upgrade at go-live.

UAT Follow-up

▶ AP Check Printing – Address Lines 3 & 4

Pay *****THREE HUNDRED FORTY-SIX AND XX/100 DOLLAR *****
To The Coca-Cola Bottling Company
Order Of Savannah
P.O. Box 11407
Birmingham, AL 35246-0358

⑈ 5 7 4 4 4 2 ⑈

⑈

Georgia Southern University
P O Box 8128
Statesboro, GA 30460

Coca-Cola Bottling Company
Savannah
P.O. Box 11407
Attn: Accounts Receivable
Birmingham, AL 35246-0358

UAT Follow-up

- ▶ ePro and Purchasing
 - A **Frequently Asked Questions (FAQ)** document is being prepared and will be provided later this week.
 - This FAQ will include questions collected during UAT and Training.

Questions Submitted

- ▶ Will we need to run the validation queries in 8.9 on the 23rd or will ITS provide to us?
 - No, institutions do not need to run the validation queries/reports with the exception of the Common Remitter and Benefit Recon reports (February).
 - ITS is running all of the other reports due to institutional access being removed at 5:00pm and the nightly BORBATC processing will not occur until 6:00pm.
 - ITS will also run the post upgrade 9.2 queries/reports and will provide the parameters used in the event institutions would also like to run them.
 - There may also be other queries/reports you wish to run but you will need to evaluate if the BORBATC jobs will impact the data.

Questions Submitted

- ▶ If we added a new department code yesterday in 8.9 will it show up in 9.2?
 - Yes, any departments (or other ChartFields) added prior to 5:00pm tomorrow (3/24) will be included in the upgrade.

Questions Submitted

- ▶ What will we need to do to establish our Banner to PSFIN link following the upgrade?
 - Institutions will not need to apply the 8.40 Georgia Enhancements release after the upgrade. That was only needed for creating the links between your Banner and PeopleSoft test databases.
 - We will be upgrading the existing production PeopleSoft 8.9 database to version 9.2 so the database links should remain the same.
 - ITS is planning to do an initial validation to confirm that the post upgrade link matches what we had prior to the upgrade.

Questions Submitted

- ▶ Will Banner be cutoff during the upgrade downtime? If not, how will the feed work for the days we are down?
 - No, Banner will not be down.
 - Institutions should not run the Banner feeds/interfaces to PeopleSoft Financials during this downtime.

Questions Submitted

Setup of recurring reports in PS 9.2 using existing run controls

1. I am planning to use the existing run controls. Will that be an issue?
 - Yes, you may use your existing run controls. However, you will have to go to each run control, select run, set the recurrence, verify the distribution details and then run it to re-start the scheduled process.
2. Will the email addresses still be listed in the “Email Address List” box on the distribution detail screen?
 - Yes, emails should still be listed.



Additional Questions?