v9 Upgrade
Institutional Readiness

Tuesday, January 20, 2015
10:30am–11:30am
Agenda

- Upgrade Status
- UAT Dates
- UAT Preparedness
- Data Cleanup Reminders
- Preparing for v9.2
- Training Update
Upgrade Status

- Fine Tuning Application Configuration

- Completed Development of Reports and Queries and resolved issues that came out of system testing

- System Testing was completed on Sunday night, January 18
  - Testing of PeopleSoft Delivered Functionality
  - Testing of BOR Modifications and Customizations
  - Testing of Configuration
  - Testing of Environment
  - Testing of some Application Performance
Upgrade Status

- Code Freeze was yesterday, January 19, 2015
- Tree and Query freeze was Friday, January 9, 2015
- Working on Developing Documentation and Training Materials
- Delivered Two-Tier Database and Information for Institutional Retrofits In December
Upgrade Status

- Working on Completing a Test Move–To–Production. This Test Move will be the first where we have included all of our development retrofits

- Getting prepared for Delivery of Training and Completion of UAT
UAT Goals

• Exposure to newly upgraded environment
• High level validation of the data
• Execution of key or critical business processes and integration points
• Extended level of testing outside ITS
• Participation and sign-off from every GeorgiaFIRST institution
  – Testing commitments may vary by institution
UAT Information

- List of attendees should be finalized next week.
- Kim Brown is contacting all CAO Representatives. If your CAO has not heard from her by end of day, please contact Kim at kthompson@georgiasouthern.edu.

Expectations of Participants
- Complete and sign-off on all UAT scenarios
- Report issues to ITS
- Engage needed staff in completion of scenarios

What to bring?
- Bring your laptop
- Other items you will need to bring will be discussed in later slides.
## UAT Dates

**GeorgiaFIRST PeopleSoft v9.2 UAT Schedule**

<table>
<thead>
<tr>
<th>Onsite UAT</th>
<th># of Days</th>
<th>Day of Week</th>
<th>Date</th>
<th>Session Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>1</td>
<td>Friday</td>
<td>February 6, 2015</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Budget Prep</td>
<td>2</td>
<td>Monday-Tuesday</td>
<td>February 9 - 10, 2015</td>
<td>Monday: 9:00am-5:00pm, Tuesday: 8:00am-5:00pm</td>
</tr>
<tr>
<td>General Ledger</td>
<td>2.5</td>
<td>Wednesday-Friday</td>
<td>February 11 - 13, 2015</td>
<td>Wednesday: 9:00am-5:00pm, Thursday: 8:00am-5:00pm, Friday: 8:00am-12:00pm</td>
</tr>
<tr>
<td>Asset Management</td>
<td>0.5</td>
<td>Friday</td>
<td>February 13, 2015</td>
<td>1:00pm-5:00pm</td>
</tr>
<tr>
<td>Expenses</td>
<td>2</td>
<td>Monday-Tuesday</td>
<td>February 16 - 17, 2015</td>
<td>Monday: 9:00am-5:00pm, Tuesday: 8:00am-5:00pm</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>2</td>
<td>Wednesday-Thursday</td>
<td>February 18 - 19, 2015</td>
<td>Wednesday: 9:00am-5:00pm, Thursday: 8:00am-5:00pm</td>
</tr>
<tr>
<td>ePro/GFM</td>
<td>1.5</td>
<td>Monday-Tuesday</td>
<td>February 23 - 24, 2015</td>
<td>Monday: 9:00am-5:00pm, Tuesday: 8:00am-12:00pm</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1.5</td>
<td>Tuesday-Wednesday</td>
<td>February 24 - 25, 2015</td>
<td>Tuesday: 1:00pm-5:00pm, Wednesday: 8:00am-5:00pm</td>
</tr>
<tr>
<td>BOR Payroll Benefits Recon</td>
<td>WebEx</td>
<td></td>
<td></td>
<td>Times TBD, Approximately 1 hr sessions</td>
</tr>
<tr>
<td>Common Remitter</td>
<td></td>
<td></td>
<td>February 26, 2015</td>
<td></td>
</tr>
</tbody>
</table>

*The classrooms will be available 30 minutes prior to the session beginning to allow time for you to get settled and setup.*
In the event of inclement weather, rescheduled UAT session dates:

- Friday, February 20, 2015
- Thursday, February 26, 2015
- Friday, February 27, 2015
- Saturday, February 28, 2015 (if needed)

UAT Schedule is posted on PSFIN v9.2 Upgrade website at:

http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade
v9.2 UAT Preparedness

- Security Administrators
  - Complete a Security Review
    - Run current user access report
    - Run current user preferences report
    - Run commitment control security budget report by user
    - Clean up terminated user access
  - Review Security documents that were sent out 1/16/2015
    - 9.2 Role changes
    - Updated Job Aids by Job Function
    - Fit Gap Role Documents
  - Bring Current Security forms for Active Users to UAT
    - You will start with changes for anyone from your institution participating in UAT.
Security Administrators (continued)

- The UAT database will be the source for Security and Workflow for migration to production during the upgrade.
- The date of the UAT database is from a clone of production as of January 4, 2015.
- Security Administrators need to keep track of all production security changes (new employees and changes for existing) between January 4, 2015 and the date the upgrade begins.
- Additional information will be provided during UAT.
v9.2 UAT Preparedness

- Workflow Setup
  - All institutions should have submitted their Workflow checklists.
  - Workflow configuration will be ready for UAT testing.
  - Information will be provided during UAT on the process for setting up approvers for migration to production.
    - Reminder for Security UAT:
      - Identify your Administrators for new workflow (PO, AP and KK)
      - Identify approvers
Accounts Payable

- Institutions will need to bring a Signature Image file.
- Will upload and test signatures during AP UAT February 18th.
- All institutions will need to provide test checks and files (positive payment, EFT/ACH, etc.) to their bank for approval during UAT time period.

Instructions for producing the signature image file will be sent to Institutional Coordinators within the next week.
v9.2 UAT Preparedness

- Accounts Payable – ACH/EFT Notifications
  - Institutions may wish to create a *from* email account that will be used for the new 9.2 EFT/ACH payment notifications functionality.
  - This can be tested during UAT.

This information will also be included in the AP UAT announcement within the next week.
v9.2 UAT Preparedness

Banner Testing

- Institutions will be able to test Banner processes.
- Links should be created to UAT no later than February 13th.
- Testing should be executed between February 16 – February 27.
- UAT sign-off should be submitted to ITS upon completion of testing by February 27.

Instructions for creating a link from Banner test to the UAT database will be sent out the last week of January to both Banner and PSFIN listservs.
PQST Retrofit Activity in process
  ◦ SCITEST – refresh tentatively scheduled during first week of February.

Query and Tree Retrofitting
  ◦ Versions in UAT will be as of January 9\textsuperscript{th}, 2015.
  ◦ Keep track of new and changes to existing to incorporate during UAT or after go–live.
  ◦ Reports will be provided of the Queries and Trees impacted by record and field changes.

Retrofitting timeframe: February 9\textsuperscript{th} – 25\textsuperscript{th}
Data Cleanup Reminders
Accounts Payable

- **AP Vouchers:**
  - Vouchers should be matched and budget checked.
  - Vouchers should be posted.

- **AP Pay Cycles/Payments:**
  - All Pay cycles must be in a *completed* status.
    - Including Positive Payment
  - Payments should be posted.

- Voucher and Payment accounting entries should be journal generated.
Institutions using ePro and Expense modules need to plan for a deadline for transactional entry.

To assist with this, ITS will:

- Turn off Self Service portal access to Expense entry (Travel Authorizations, Cash Advances and Expense Sheets).
- Turn off ePro access using the Year-End ePro cutoff roles:
  - BOR_EP_REQUESTER_YE_CUTOFF
  - BOR_EP_MAINT_REQ_YE_CUTOFF
  - BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

Watch for an announcement of these dates
GeorgiaFirst Marketplace

- Source GFM requisitions to PO’s
- Dispatch PO’s
- Complete creation of receipts for orders that have been received.
- Run voucher build to create vouchers for GFM/CAT eInvoices.

- Cancel and Close any GFM requisitions that will not be sourced to a PO
ePro and Purchasing

- All eProcurement Requisitions should be:
  - Sourced to a PO
  - Cancel and Close any ePro requisition that will not be sourced to a PO.
- All Purchase Orders should be in a Dispatched status.
- It is very important to have all Requisitions and Purchase Orders as clean as possible.
- Refer to the Fiscal Year-End Manual – or – run the following queries:
  - BOR_PO_NOT_COMPLETE – identifies PO’s/PO lines not complete.
    - $0.00 PO’s/PO lines should be closed
  - BOR_PO_OPEN_AMOUNT_ALL – identifies all PO’s that are not in a closed or cancelled status.
    - Close eligible PO’s via the Reconciliation Workbench or run Batch PO Close process.
  - BOR_REQ_OPEN_AMOUNT_ALL – identifies requisitions where the encumbrance is not = $0.00
Due to application configuration changes, we need to treat the upgrade to 9.2 like Fiscal Year–End for Expenses.

All Expense transactions will need to be fully processed prior to the upgrade beginning.

- Travel Authorizations
- Cash Advances
- Expense Reports

This includes posting and journal generation.
General Ledger and AM

- **General Ledger Journals:**
  - Must be approved and fully processed.
  - Monitor BOR_JE_PENDING query regularly

- **Asset Management:**
  - AM Cleanup instructions were delivered to Institutional Coordinators on 11/12/2014.
  - Interface items cannot be in a Pending status. Must be run through transloader or placed in an “On Hold” status.
  - Continue monitoring on a monthly basis.
Preparing for 9.2 Upgrade
9.2 Change for Project Budgeting

- Remember that project budgeting will be done in the APPROP and ORG ledgers beginning in FY2016.
- This change has been incorporated into the Budget Prep processes and reports.
- Institutions should be looking at how they currently track project spending and think about how they will track and report project spending going forward.
Bank Reconciliation File Change

- During system testing, we learned that there is a field length change that will impact the PSBD1 Bank File layout.

- Bank Account Number field increased from 17 to 35 characters (in both the ‘001’ and ‘002’ records)

- Institutions will need to work with their bank to incorporate this field change if your bank provides your files in the PSBD1 file format.
Training Update

- Super User Training for Expenses & ePro/GFM
  - Expenses: Monday, 3/09 – Tuesday 3/10
  - ePro/GFM: Wednesday 3/11 – Thurs. 3/12
  - Location: ITS Classrooms in Athens
  - 1 participant per institution
  - Will be geared to those that administer training at their institution.
  - Will provide an overview of all business process changes from 8.9 to 9.2.
Training Update

- Delta trainings for all other modules:
  - Will cover business process changes from 8.9 to 9.2
  - Will be conducted via WebEx
  - These sessions will be recorded
  - Dates: Will occur between Monday, 3/16 to Friday, 3/27
  - A schedule of dates and times will be provided soon
Questions?