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 <u>every</u> Georgia*FIRST* 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

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

The classrooms will be available 30 minutes prior to the session beginning to allow time for you to get settled and setup.

UAT Inclement Weather Plan

▸ 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.

UAT Preparedness

▸ 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

v9.2 UAT Preparedness

▸ 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.

Institutional Retrofits

- 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 9th, 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 9th – 25th

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 <u>completed</u> status.
    - Including Positive Payment
  - Payments should be posted.
- Voucher and Payment accounting entries should be journal generated.

ePro and Expenses Entry

- 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

Expense Module

- 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 <u>fully processed</u> 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

Preparing for v9.2

▸ 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.

Preparing for v9.2

▸ 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