v9 Upgrade
Institutional Readiness

Tuesday, February 17, 2015
11:00am–12:00pm
Agenda

- Upgrade Status
- Upgrade Cutover Calendar
- UAT Updates & Reminders
- Release Schedule
- Training Updates
- Communications
Upgrade Cutover Calendar

- A tentative cutover timeline has been drafted for PeopleSoft Financials upgrade which will include an application downtime of **three business days** in addition to whatever time it takes Institutions to validate and sign-off on the upgrade. A draft timeline includes the following:

  - Tuesday, March 17 – Tuesday, March 24\textsuperscript{th} – Institutions to clean up workflow approvals
Upgrade Cutover Calendar

- Tuesday, March 24th at 5pm – All Institutional Users are locked out of the system and application downtime begins.

- March 24th at 5pm through March 30th at 8am – ITS is working 24 hours a day on the completion of the upgrade from version 8.9 to 9.2.

  - Monday, March 30th at 8am – Upgraded 9.2 application is turned over to defined Institutional users for validation and sign-off

  - Once validation and sign-off has been completed by Institutional users they can begin entering transactions
Upgrade Cutover Calendar

- **Expenses Module**

9.2 Upgrade ITS Cutoff Date – Tuesday, March 17\(^{th}\) at 5:00pm:

- Cutoff **Travel Authorization** entry in Self Service Portal
- Cutoff **Cash Advance** entry in Self Service Portal
- Cutoff **Expense Sheet** entry in Self Service Portal

**Note:** Core users with the appropriate security roles will still have access to the Travel & Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time that Expenses is unavailable to institution end users.
Upgrade Cutover Calendar

- **eProcurement**

9.2 Upgrade ITS Cutoff Date – Tuesday, March 17th at 5:00pm:

- Cutoff access to ePro Requisition entry for the following roles:
  - BOR_EP_REQUESTER_YE_CUTOFF
  - BOR_EP_MAINT_REQ_YE_CUTOFF
  - BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

- Note: Institutions that do not wish to have the ePro Requisition entry cutoff on this date should use the regular BOR roles without the YE_CUTOFF ending.
Security & Workflow

- Security Admins need to provide a list of UserIDs with security changes in FPRE
  - Send to Shelia Sloan: shelia.sloan@usg.edu
  - Due date: Tuesday, February 24th
    - This is an earlier date than discussed during UAT

- Keep Track of user changes in FPROD after February 25, 2015 so you can make them in Production after go live.

- Any Workflow configuration changes need to be sent to Shelia Sloan by Monday February 23, 2015.
Query and Tree Freeze

- Date of initial freeze: 1/09/2015
- Changes in production after that date can be incorporated into FPRE (UAT) up until February 25th. After that date, track your changes and you will need to make them in production after upgrade.
- At the close of business on February 25th, the queries and trees in FPRE will be copied for the upgrade.
- Please treat UAT environments the same as Production.
Query Retrofits

- Retrofit Documentation distributed on 02/16/2015 to Institutional Coordinators and Technical Representatives.
- Retrofit Training WebEx and PowerPoint can be located on the GeorgiaFIRST website (9.2 Upgrade > Communication and Resources).
- Reminder: The Query versions in FPRE on February 25th are what will be in Production at go-live.
User Acceptance Testing in process in SCITEST and FPRE

Activity in SCITEST: Banner Integration UAT, ePro/Georgia FIRST Marketplace and Purchasing, ADP Integration UAT

Activity in FPRE: All other UAT activity, PeopleSoft Query retrofitting

FPRE scheduled to be taken down on the evening of February 25th. Contents will be placed in another environment that can be accessed for PQST testing purposes.
Banner Integration Testing

- Banner UAT:
  - Test Window: February 16th – 25th
  - Test environment: SCITEST
  - Requires link between the institution’s Banner TEST environment and SCITEST (delivered in Banner Georgia Enhancement Release 8.40.)
  - Test Scenarios distributed to both GL and AP UAT participants.
  - AP staff should attend AP UAT prior to beginning Banner to AP scenarios.
  - Documentation is available on GeorgiaFIRST website.
UAT Updates/Reminders

- Remaining UAT Sessions
  - Accounts Payable: Feb. 18–19, 2015

- Remote UAT WebEx Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 2</td>
<td>BOR Payroll</td>
<td>9:00am–10:00am</td>
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<tr>
<td>Monday, March 2</td>
<td>Benefits Recon</td>
<td>1:00pm–2:00pm</td>
</tr>
<tr>
<td>Monday, March 2</td>
<td>Common Remitter</td>
<td>3:00pm–4:00pm</td>
</tr>
</tbody>
</table>

- Remote UAT registration links posted on [PSFIN 9.2 Upgrade website](http://www.its.usg.edu/psfin-upgrade)
UAT Updates/Reminders

- Don’t forget to bring a signature image file for AP UAT
- UAT Homework Test Scenario Sign Offs
  - Email to: PSFIN_UPGRADE@usg.edu
  - Deadline: COB February 25, 2015
Budget Prep UAT Follow-up

- The script has been run to reset the export flag
  - Resume user acceptance testing of the Budget Prep scenarios
- UAT Issues currently in system testing:
  - Reset Raise Effective Date
  - Various schedules producing no data (C, C–1, Rev/Exp Compare–Intermittent issue)
  - Schedule G not giving summary by APPROP line (Intermittent issue)
  - Personal Services budget line cannot be added in Non-Personal Services page.
  - Schedules F & G does not include Mandatory Transfers.
- We will send an email when these items are ready to re-test in FPRE
  - Reminder: Deadline for completion is 2/25
eProcurement Requisitions

- Should be in a status of Open (Save for later) or Approved.
- Institutions that are using the Year-end cutoff roles, access to enter requisitions will be turned off at 5:00pm March 17th.
  - If an institution is not currently using these roles and is interested, please submit a Helpdesk ticket.
Travel & Expense Module reminders
  • All Cash Advances, Travel Authorizations and Expense reports should be in a status of Pending or Approved by 5:00pm, Tuesday, March 24th.

Bank file format change in 9.2:
  ◦ Bank account number field has been increased to 35 characters.
  ◦ Details to be distributed to listservs and posted to website later today.
Institutional Readiness

Asset Management

- ITS will be performing a DBI in mid-March to copy Federal Asset Information from BOR created fields to the PeopleSoft delivered fields that will house this information in 9.2.
- After Asset Management Training, ITS will provide a list of in-service assets with a status of “Missing” to each institution. Institutions can begin handling them via the new business process of creating a retirement row (“Retire As: Missing”) before the upgrade if they would like.
Recurring scheduled reports or processes

- Will not come forward in the upgrade.

- If your institution has recurring scheduled processes, reports or queries, there will be a manual setup task for you to recreate these in 9.2 following the upgrade.

- For example: Regularly scheduled department specific versions of the BOR Budget Activity Report to distribute.
Workstation Configuration

- Journal and Voucher Upload Spreadsheets
- Workstation and Browser Requirements and Configuration Guide

If a workstation can currently access GeorgiaFIRST PeopleSoft Financials, then it will most likely still be able to access it after the PeopleSoft 9.2 upgrade.

- Swiftview – no longer needed
Training Updates

Super User Trainings
- Expenses: Mon. & Tues., March 9–10, 2015

Super User Training Forms
- Reminder: Return to Heather Duren heather.duren@usg.edu by Friday, February 20th.

Training will occur in the classrooms at ITS.
Lunch will be on your own.
Please let Heather Duren know of any changes with training participation.
## Training Updates

- **Delta Training WebEx Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday March 16, 2015</td>
<td>Asset Management Delta Training</td>
<td>2:00pm–3:30pm</td>
</tr>
<tr>
<td>Tuesday March 17, 2015</td>
<td>Budget Prep Delta Training</td>
<td>10:00am–11:30am</td>
</tr>
<tr>
<td>Tuesday March 17, 2015</td>
<td>Accounts Payable Delta Training</td>
<td>2:00pm–3:30pm</td>
</tr>
<tr>
<td>Thursday March 19, 2015</td>
<td>General Ledger/KK Delta Training</td>
<td>10:00am–11:30am</td>
</tr>
<tr>
<td>Thursday March 19, 2015</td>
<td>Purchasing Delta Training</td>
<td>2:30pm–4:00pm</td>
</tr>
</tbody>
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- Trainings are for all users.
- Training schedule with WebEx registration links posted on [PSFIN 9.2 Upgrade Website](#)
Transition to SHARE Accounts

- SHARE Accounts were successfully scripted on February 11th for the first group of institutions who requested.
- Reminder: SHARE Chart of Accounts Training on Thursday, February 26 in Macon at Middle Georgia State College
- Please send questions to Vikki Williamson (Vikki.Williamson@usg.edu).
Release Schedule

- Critical UAT issues will be delivered with the Upgrade (like Budget Prep)
- 4.10 – April 18, 2015
  - High Priority Upgrade Items
- 4.20 – May 16, 2015
  - Year End Release
- 4.30 – June 6, 2015
  - Medium Priority Upgrade Items
- 4.40 – July 25, 2015
  - Low Priority Upgrade Items
9.2 Upgrade Communications

- PeopleSoft Financials 9.2 Upgrade Website
  - http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade

- Recent Communications/Documents
  - SHARE Chart of Accounts WebEx Recording
  - Security and Budget Prep Training Videos
  - Remote UAT Schedule and Registration Links
  - Security Role Changes Job Aids
  - Accounts Payable Signature Image Job Aid
  - Accounts Payable ACH Payment Notification Job Aid
Recent Communications/Documents Continued

- Banner Integration UAT Announcement
- Banner UAT Test Scenarios Homework
- Expense & ePro Super User Training Announcement
- Delta WebEx Training Schedule and Registration
- Security User Acceptance Testing Presentation
- Budget Prep User Acceptance Testing Presentation
- Gen. Ledger User Acceptance Testing Presentation
- Asset Man. User Acceptance Testing Presentation
- Institutional Query Retrofits for 9.2
- Mapping of 8.9 to 9.2 Reports and Queries
Questions?