V9 Upgrade
Monthly Status

GeorgiaFIRST Financials Team
October 21, 2014
2:00pm – 3:00pm

Agenda

• Introduction
• 9.2 Application Upgrade Schedule
• Goals and Objectives of 9.2 Upgrade
• Institutional Involvement
• Institutional Retrofits
• Workflow and Security
• Institution Workstation Configuration
Introduction

• Communication of:
  – Key dates
  – Project status
  – Institutional tasks

Upgrade Schedule

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Project Planning</td>
<td>CAO/BIC/BPC Approval</td>
<td>Scope Definition</td>
<td>Complete</td>
<td>Development Retrofit 11/24/2014</td>
<td>Tree and Query Freeze 1/2/2015</td>
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Goals and Objectives

- Reduce modifications
- Reduce complexity
- Increase standardization
- Improve Expense module functionality
- Increase automation of current manual processes

Goals and Objectives

Modification Comparison 8.9 vs 9.2

<table>
<thead>
<tr>
<th>PeopleSoft Module</th>
<th>8.9 Modification Total</th>
<th>9.2 Modification Total</th>
<th>Percent Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>53</td>
<td>19</td>
<td>64%</td>
</tr>
<tr>
<td>Asset Management</td>
<td>10</td>
<td>1</td>
<td>90%</td>
</tr>
<tr>
<td>ePro/GFM</td>
<td>34</td>
<td>17</td>
<td>50%</td>
</tr>
<tr>
<td>Expenses</td>
<td>34</td>
<td>15</td>
<td>56%</td>
</tr>
<tr>
<td>General Ledger</td>
<td>32</td>
<td>19</td>
<td>41%</td>
</tr>
<tr>
<td>Purchasing</td>
<td>24</td>
<td>5</td>
<td>79%</td>
</tr>
<tr>
<td>Total</td>
<td>187</td>
<td>76</td>
<td>60%</td>
</tr>
</tbody>
</table>
Institutional Involvement

• Institutional Coordinator Responsibilities
  – Key Contact for your institution
  – Participate in scheduled project status meetings
  – Disseminate information from project team
  – Identify appropriate staff for UAT & Go-live
  – Assist with coordination and scheduling training

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

Institutional Involvement

• Technical Representative Responsibilities
  – Central contact for all technical communications
  – Banner Integration:
    • UAT (firewall changes, dblinks, etc.)
    • Go-live cutover
  – User workstation setup and issues
  – PSQST (2-tier) access and institutional development
Institutional Involvement

- Institutional Retrofits
- Pre-upgrade Cleanup
- Security Setup
- Training
- UAT
- Production Cutover and Validation

Institutional Retrofits

- Database level access will be available in December for retrofitting of institution developed interfaces and reports.
- PeopleSoft Query access will be available during UAT (February) for retrofitting of institution developed PeopleSoft queries.
- Tools to be provided include:
  - Cheat sheet of record changes.
  - Query Jumpstart Report.
Workflow – New in 9.2

- Workflow has expanded to other modules (AP Vouchers, Purchasing, Commitment Control Budget Journals).
- ITS will be sending out design documents in November that outline the approval levels that will be delivered.
- Each institution will select the levels they wish to implement for each module and return by early December.

Workflow – Current 8.9

- Workflow - Significant changes from 8.9 to 9.2
  - Transactions will need to be fully approved prior to upgrade:
    - Requisitions
    - Purchase Orders
    - Travel Authorizations
    - Cash Advances
    - Expense Reports
    - Journals
Workflow – Current 8.9

• Workflow - Significant changes (cont.)
  – For institutions using ePro and Expenses, we will look at cutoff options used during Fiscal Year-End to restrict entry after a certain date.
    • Cutoff date has not yet been determined
    • Additional information will be provided in next months V9 Upgrade WebEx.

Security Updates

• ITS will be providing (mid-November):
  – Updated Job Aids by Job Functions
  – Updated Security Request Form
  – List of 9.2 delivered roles

• Local security administrators:
  – Can use this information to begin mapping 8.9 roles to the new updated 9.2 roles.
  – Should continue doing security reviews, and keeping up with terminated user access.
Expenses Options

- ITS will be sending out a communication later this week on Budget Checking Options for Expenses.
- Each Institution using Expenses will need to select whether or not they want to budget check prior to approvals or after approvals and return to ITS by 11/5/2014.

GeorgiaFIRST Marketplace Configuration

- As part of the 9.2 Upgrade, GFM configuration will be included for institutions not yet implemented.
- This will streamline the go-live process.
- Institutions will still need to work with USO/ITS to complete final configuration when ready to implement.
- Contact Kurt Collins (kurt.collins@usg.edu) or Debbie Lasher (debra.lasher@usg.edu) if you would like more information on using GFM.
Institution Workstation Configuration

**CHANGES**

- Crystal Reports vs. BI Publisher
  - ORACLE no longer provides Crystal Reports
  - You may use your own version of Crystal Reports
  - PS and BOR delivered reports -> BI Publisher

Institution Workstation Configuration

**CHANGES**

- Check Printing
  - Standard PDF format (Acrobat Reader)
  - SwiftView no longer needed

- New Spreadsheets
  - Voucher Load and Journal Load
Institution Workstation Configuration

• **Most Workstations** – no changes
  – If it works today it should work with the upgrade
  – Updated workstation installation guides
  – Verify that minimum requirements are met
  – Windows updates and security are up to date functioning (antivirus, firewall, etc.)
  – PDF viewer (Acrobat Reader or equivalent)

Institution Workstation Configuration

• **Some Workstations**
  – Budget and Journal load spreadsheets
  – Voucher Load spreadsheets
  – PDF viewer (Acrobat Reader or equivalent)
Institution Workstation Configuration

- **Advanced Users / Technical Staff**
  - PSQUEST or SQL Developer database level access
  - Oracle 11g Installation Guide
  - PeopleTools 8.53 Installation Guide

V9 Upgrade Monthly WebEx Schedule

- The next V9 Upgrade WebEx has been tentatively scheduled for:
  
  Tuesday, November 18, 2014
  2:00 – 3:00pm
Questions?