

## PSFIN V8 Project Weekly Update for 06/25/2007

<b>In this update:</b>	<ul style="list-style-type: none"> <li>• Follow Up to the June 2007 Institutional Readiness Web Conference</li> <li>• PSFIN V8 Project August Quarterly Update Meeting</li> <li>• PS Financials Data Cleanup</li> <li>• List of Super Users per Module</li> <li>• List of End User Support People for Self-Service Modules</li> </ul>
<b>Upcoming events:</b>	PSFIN V8 Project August Quarterly Update Meeting <ul style="list-style-type: none"> <li>• <b>Wednesday, August 29, 2007</b></li> </ul>
<b>Upcoming deadlines:</b>	<ul style="list-style-type: none"> <li>• <b>06/25/07</b> – Feedback on agenda for August Quarterly Update Meeting due</li> <li>• <b>07/06/07</b> – Super Users per module information due</li> <li>• <b>07/06/07</b> – End User Support information due</li> <li>• <b>08/13/07</b> – List of attendees for the August Quarterly Update Meeting due</li> </ul>
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators, Technical Representatives, and Certified Trainers
<b>Subject:</b>	Follow Up to the June 2007 Institutional Readiness Web Conference
<b>Message:</b>	<p>Once again there was 100% representation from all of the Georgia<i>FIRST</i> institutions. This month we had 117 people attending, including the Certified Trainers to kick off the training activities.</p> <p>The documents and recorded archive for this meeting are available on the Georgia<i>FIRST</i> Financials website as noted below.</p>
<b>Action Required:</b>	To view documents related the IR Web Conferences, go to: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events">http://www.usg.edu/gafirst/fin/project/v8/news/events</a> .
<b>Deadline:</b>	None
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.
<b>For More Information:</b>	<ul style="list-style-type: none"><li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li><li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li></ul>

<b>To:</b>	Campus Coordinators and Technical Representatives
<b>Subject:</b>	PSFIN V8 Project August Quarterly Update Meeting
<b>Message:</b>	<p>The next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Wednesday, August 29, 2007</li> <li>• <b>Time:</b> 9:00 a.m. – 4:00 p.m.</li> <li>• <b>Location:</b> Macon State College, Auditorium K</li> </ul> <p>This Quarterly Update Meeting will provide information about the technical impact of the PSFIN V8 project. Technical representatives from each institution are encouraged to attend.</p> <p>The proposed agenda has been posted on the GeorgiaFIRST Financials web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>. If, after reviewing the proposed agenda, you have any other topics or issues you'd like to see added to the agenda, please contact the PSFIN project team.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Please send feedback on other topics or issues you'd like to see added to the agenda by <b>close of business today, Monday June 25, 2007</b>.</li> <li>• <b>Please reserve Wednesday, August 29, 2007 from 9:00 a.m. to 4:00 p.m.,</b> for this Quarterly Update Meeting.</li> <li>• Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by <b>Monday, August 13, 2007</b>.</li> </ul>
<b>Deadline:</b>	As noted above.
<b>Respond To:</b>	Michael Casuccio at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> .
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators AND Accounting Staff
<b>Subject:</b>	PS Financials Data Cleanup
<b>Message:</b>	<p><b>Please remember that data cleanup is a continuous process.</b> Every month until we go live with PeopleSoft Financials version 8.9, each institution should run through the instructions in the Data Cleanup Instructions document and then clean up the data as needed. This will insure that your production data remains clean, and will help minimize problems when we transition to the new version of PeopleSoft Financials.</p> <p>For a list of data cleanup tasks, please see the full Data Cleanup Instructions document at:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/general/">http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</a>.</p> <p>If you require OIIT's assistance to resolve any data cleanup tasks, you should submit your ticket to the <b>OIIT HELPDESK</b>.</p>
<b>Action Required:</b>	<p>Add the data cleanup tasks to your month end checklists and run through the data cleanup tasks document every month until we go live.</p> <p>Submit <b>OIIT HELPDESK</b> tickets if needed for these tasks.</p>
<b>Deadline:</b>	No Data Cleanup deadlines are due this week. Run through the data cleanup tasks document as part of your month end checklist.
<b>Respond To:</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.</li> <li>• The <b>OIIT HELPDESK</b> at <a href="http://www.usg.edu/customer_services">http://www.usg.edu/customer_services</a> (self-service ticket submission) or e-mail <a href="mailto:helpdesk@usg.edu">helpdesk@usg.edu</a> if you require OIIT's assistance to resolve any data cleanup tasks.</li> </ul>
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	List of Super Users per Module
<b>Message:</b>	<p>In order to meet Item 4b on the Project Success Scorecard, please identify up to two (2) Super Users for each of the following modules:</p> <ul style="list-style-type: none"> <li>• Accounts Payables/Expenses</li> <li>• Asset Management</li> <li>• Purchasing/eProcurement</li> <li>• Budget Prep</li> <li>• General Ledger</li> </ul> <p>Super Users are the functional leads in a particular module. They are the primary persons responsible for performing tasks and have the greatest knowledge in a module. A person can be a Super User for more than one module.</p>
<b>Action Required:</b>	Send an email with the name and contact information of the designated Super Users per module for your institution.
<b>Deadline:</b>	Friday, July 6, 2007
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	List of End User Support People for Self-Service Modules
<b>Message:</b>	<p>In order to meet item 3d on the Project Success Scorecard, please identify the person who will provide frontline end user support for Self-Service module (Expenses and eProcurement) users at your institution. This person will assist users with issues such as account lock-out, resetting passwords, etc. This person will receive training from OIIT to be successful in this role.</p> <p><b>Note:</b> If you have a campus Helpdesk, they may assume this role.</p>
<b>Action Required:</b>	Please send an email with the name and contact information of the end user support person for Self-Service module (Expenses and eProcurement) users.
<b>Deadline:</b>	Friday, July 6, 2007
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>