

PSFIN V8 Project Weekly Update for 08/25/2008

Tasks & Announcements		
Due Date	Description	Page
N/A	<i>Updated:</i> GeorgiaFIRST Financials Web Site Updates	3
N/A	<i>Reminder:</i> Archived V8 Web Conferences	4
N/A	V8 Weekly Web Conferences	5
N/A	Hotel Information for Pre-Production and Production Upgrade Sessions	7
N/A	<i>Updated:</i> Month End Close Dates	9
08/25/08	<i>Updated:</i> Group 2 Super User Training	8
08/26/08	<i>Reminder:</i> Expenses Workflow for Level 2 (Department Manager 2) and Designated Approvers	10
08/28/08	<i>NEW:</i> Group 1 Pre-Production Environments	11

Upcoming Events		
Date	Event	Page
08/25/08 – 09/11/08	<i>Updated:</i> Group 2 Super User Training	8
08/26/08 and 08/27/08	<i>Updated:</i> August Month End Close	9
08/31/08 – 09/02/08	Group 1 Production Go-Live! Session	12
09/07/08 – 09/10/08	Group 2 Pre-Production Upgrade Session	12
09/11/08	Group 2 Security Workshop	13
09/24/08	Group 2 Institutional Readiness Web Conference	15
09/29/08 and 09/30/08	<i>Updated:</i> September Month End Close	9

10/04/08 – 10/07/08	Group 2 Production Go-Live! Session	12
--------------------------------	-------------------------------------	----

For More Information:

Visit the PSFIN V8 Project web site at: <http://www.usg.edu/gafirst-fin/projects/v8/>
Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators, Campus Upgrade Representatives, Technical Representatives, and Certified Trainers
Subject:	<i>Updated: GeorgiaFIRST Financials Web Site Updates</i>
Message:	<p>The following items have been added to or updated on the GeorgiaFIRST Financials web site:</p> <ol style="list-style-type: none"> 1. PSFIN V8 Project page: http://www.usg.edu/gafirst-fin/projects/v8/ <ul style="list-style-type: none"> • NEW: FAQ <ul style="list-style-type: none"> • UAT PO ePro FAQ (PDF) • Expenses Super User Training FAQ (PDF) • Key FAQ as of 06-25-2008 (PDF) • Questions and Answers as of 12-03-2007 (Excel) 2. Go-Live! page: http://www.usg.edu/gafirst-fin/projects/v8/golive/ <ul style="list-style-type: none"> • Go-Live! <ul style="list-style-type: none"> • NEW: Go-Live Final Cutover Schedule (Excel) • Things to Bring <ul style="list-style-type: none"> • Updated: Pre-Production and Production Cutover Sessions (ZIP) • Updated: Security Workshop (ZIP) • NEW: Homework <ul style="list-style-type: none"> • System Testing Homework Checklist (Excel) • Month End Checklist (Excel) 3. Documentation page: http://www.usg.edu/gafirst-fin/documentation/ <ul style="list-style-type: none"> • Checklists <ul style="list-style-type: none"> • NEW: Month End Checklist (Excel)
Action Required:	Review the updated items and use them in your PSFIN V8 project tasks as needed.
Deadline:	N/A
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Reminder: Archived V8 Web Conferences
Message:	All V8 Web Conferences presented via Wimba Classroom have been archived and are available for viewing.
Archived V8 Web Conferences:	<ul style="list-style-type: none"> • 2008-05-15 Workflow_1 • 2008-05-15 Workflow_2 • 2008-05-15 Workflow_3 • 2008-05-15 Workflow_4 • 2008-05-15 Workflow_5 • 2008-06-30 Training Presentation • 2008-07-02 Workflow/Security • 2008-07-09 PO/Supply Chain 1 • 2008-07-16 IR Web Conference: Preparing for Cutover • 2008-07-23 PO/Supply Chain 2 and Flexible Spending Accounts • 2008-07-30 Preparing for Pre-Production Cutover • 2008-08-13 Pre-Production Questions and Answers • 2008-08-20 IR Web Conference: Preparing for Go Live! Sessions
Action Required:	<ul style="list-style-type: none"> • Before the viewing the presentations, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt. • Review the presentations as follows: <ul style="list-style-type: none"> • Go to: http://gbor-oiit.horizonwimba.com/. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • Room ID: PSFIN_IR (all upper case) • Name: first name_last name • Click on the Archives tab. • Select the appropriate presentation to review. • The PowerPoint presentation files are available at: http://www.usg.edu/gafirst-fin/projects/v8/events/.
Deadline:	N/A
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	<i>Updated: V8 Weekly Web Conferences</i>
Message:	<p>A series of V8 Weekly Web Conferences have been and will be given on a variety of topics. Please see the item on page 4 for more information on the archived recordings of these presentations.</p> <p>A listing of dates and topics for future presentations is presented below:</p> <ul style="list-style-type: none"> • Wednesday, August 27, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers • Wednesday, September 17, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers • Wednesday, September 24, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: IR Web Conference – Group 2 • 11:00 a.m.: Training Questions and Answers • Wednesday, October 1, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers <p>These presentations will be conducted in a live web conference format using Wimba Classroom. You may participate from your institution through a computer connected to the Internet. If more than one person from your institution will be participating, then we ask that you arrange to meet together in one place and only use one computer to connect to the presentation. You can also use a projector to facilitate larger groups.</p>
Action Required:	<ul style="list-style-type: none"> • Before the presentation, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt. • Participate in these presentations as noted above. <ul style="list-style-type: none"> • Go to http://gbor-oit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • Room ID: PSFIN_IR (all upper case) • Name: institution_firstname (example: usg_mary)
Deadline:	As noted above
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.

**For More
Information:**

- Visit the PSFIN V8 Project web site at: <http://www.usg.edu/gafirst-fin/projects/v8/>
- Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Hotel Information for Pre-Production and Production Upgrade Sessions
Message:	<p>For the Pre-Production and Production Upgrade Sessions to be held in Athens, a block of rooms have been reserved under the name “Board of Regents” at the following hotel:</p> <ul style="list-style-type: none"> • Country Inn & Suites • 236 Old Epps Bridge Road • Athens, GA 30606 <p>The rate for this block of rooms is \$89 plus 14% tax. Two suite options are available: 2 queen beds or 1 king bed. Hotel check-in time is 3:00 p.m. and check-out time is 11:00 a.m. All guests arriving before the check-in time will be accommodated as soon as a room becomes available.</p> <p>You are responsible for making your own reservation. You may book your reservation either online or by calling the hotel. A promotional code has been provided when booking online in order to get the discounted room rate and is listed below. The cut-off date is also listed below and rooms will be available on a first come, first serve basis. If your reservation is not made before the cut-off date, the room block will be released at that time.</p> <p>The hotel has stated that if you need an additional night, you can extend your stay for the same rate.</p> <p>The cutoff date and online promotional code for each session is:</p> <ul style="list-style-type: none"> • Group 2 Production Go-Live!: October 5 and 6, 2008 <ul style="list-style-type: none"> • Cutoff Date: September 14, 2008 • Online Promotional Code: BOFREG <p>Use the following link for registration, directions, and more information about the hotel: http://www.countryinns.com/hotels/gaathens.</p>
Action Required:	Book your hotel reservations for your appropriate Pre-Production and Production Upgrade Sessions by the dates indicated.
Deadline:	As Noted Above
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Certified Trainers
Subject:	<i>Updated:</i> Group 2 Super User Training
Message:	<p>Group 2 Super User Training began today, Monday, August 25th, and will continue through Thursday, September 11th.</p> <p>The Participant Guides for these Super User Training sessions are available on at: http://www.usg.edu/gafirst-fin/training/events.phtml. Those attending the Group 2 Super User Training should find the class session(s) you are attending, print out the Participant Guide(s) for the session(s), and bring the printed Participant Guides to class with you.</p> <p>Helpful information for attending the Super User Training classes is also available at the same URL.</p> <p><i>Updated:</i> The Super User Training classes originally scheduled for September 8th through the 11th at OIIT in Athens and Macon State College have been moved to Fort Valley State University. Information on the location of these classes and other details has been sent to the Campus Coordinators and Certified Trainers, and has been posted to the GeorgiaFIRST Financials web site at the URL noted above.</p> <p>Campus Coordinators and Certified Trainers are responsible for notifying those users who are being sent to training of this change.</p>
Action Required:	<ul style="list-style-type: none"> • <i>Updated:</i> Campus Coordinators and Certified Trainers notify users attending the classes originally scheduled for September 8th through the 11th at OIIT in Athens and Macon State College that these classes have been moved to Fort Valley State University. • Review the information for your training location and class. • Print out the Participant Guide(s) for your session(s). • Attend your session(s) as scheduled.
Deadline:	Monday, August 25, 2008 through Thursday, September 11, 2008
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators AND Accounting Personnel
Subject:	<i>Updated:</i> Month End Close Dates
Message:	<p>The following dates have been established for the August and September Month End Close:</p> <ul style="list-style-type: none"> • Group 1 <ul style="list-style-type: none"> • August 26, 2008 no later than 11:00 p.m. • September 30, 2008 no later than 11:00 p.m. • Group 2 <ul style="list-style-type: none"> • August 27, 2008 no later than 11:00 p.m. • September 29, 2008 no later than 11:00 p.m. <p><i>Updated:</i> A new Month End Checklist (Excel) has been added to the Go-Live! and Documentation pages of the GeorgiaFIRST Financials web site.</p> <ul style="list-style-type: none"> • Go-Live! page: http://www.usg.edu/gafirst-fin/projects/v8/golive/ • Documentation page: http://www.usg.edu/gafirst-fin/documentation/
Action Required:	<p><i>Updated:</i> Use the new Month End Checklist to:</p> <ul style="list-style-type: none"> • Close August accounting period (Period 2) • Close September accounting period (Period 3)
Deadline:	<ul style="list-style-type: none"> • Period 2: As noted above • Period 3: As noted above
Respond To:	psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	<i>Reminder: Expenses Workflow for Level 2 (Department Manager 2) and Designated Approvers</i>
Message:	<p>The Group 1 Pre-Production databases were updated with Expenses Release 1.01 to resolve issues where some Group 1 institutions were not able to complete data entry for the Expenses Workflow Level 2 (Department Manager 2) and Designated Approvers. This update now allows you to enter approvers and departments for the Department Manager 2 level and Designated Approvers.</p> <p>Those Group 1 institutions that were not able to complete their Expenses Workflow for Level 2 (Department Manager 2) or Designated Approvers during their Pre-Production sessions must now do so by August 26th.</p>
Action Required:	<ul style="list-style-type: none"> • Enter approvers and departments for the Department Manager Level 2. • Enter Designated Approvers.
Deadline:	Tuesday, August 26, 2008
Respond To:	Sherral McKeithen at psfin_upgrade@usg.edu
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators AND Accounting Personnel
Subject:	NEW: Group 1 Pre-Production Environments
Message:	Access to the Group 1 8.9 Pre-Production environments will end on Wednesday, August 27th at 11 p.m. Pre-Production environments will be unavailable on Thursday, August 28 th in order to prepare configurations that are required for cutover.
Action Required:	Group 1 institutions should have their Pre-Production testing homework completed on or before this date and time. A system testing homework checklist can be found here: http://www.usg.edu/gafirst-fin/projects/v8/golive/ .
Deadline:	Wednesday, August 27, 2008 at 11 p.m.
Respond To:	psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Campus Upgrade Representatives
Subject:	Pre-Production and Production Upgrade Sessions
Message:	<p>The Pre-Production and Production Upgrade Sessions will be held in Athens on the following dates:</p> <ul style="list-style-type: none"> • Group 1 Production Go-Live!: August 31 through September 2, 2008 • Group 2 Pre-Production: September 7-10, 2008 • Group 2 Production Go-Live!: October 4-7, 2008 <p>Updated: Each institution can have two (2) attendees at these sessions. The Campus Upgrade Representative must attend both sessions for their group, and one (1) other attendee may attend if needed (optional).</p> <p>Note: Please refer to the item on page 7 regarding booking your hotel reservations for your appropriate Pre-Production and Production Upgrade Sessions.</p>
Action Required:	Plan to attend your appropriate Pre-Production and Production Upgrade Sessions.
Deadline:	As Noted Above
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Security Administrators
Subject:	Group 2 Security Workshop
Message:	<p>Your V8 Security Administrator will be responsible for creating user security profiles for your V8 Financials environment before you Go-Live. In order to assist Group 2 institutions with this task, the PSFIN V8 Project team is conducting a one-day Security Workshop in a lab environment.</p> <ul style="list-style-type: none"> • When: September 11, 2008, 8:30 a.m. – 4:30 p.m. • Where: OIIT, Athens • Who: V8 Security Administrators and one (1) Functional Representative [Two (2) attendees from each institution] <p>We will be covering the changes to security, and then we will work with your Security Administrator to establish V8 security profiles for your core PeopleSoft Financials users. These security profiles will be set up in your institution's Pre-Production database and will be migrated to your Production database at Go-Live.</p> <p>Group 2 Security Administrators will need to prepare a Security Request Form for each of your existing core users in the Financials 7.5 system. These forms will document each user's access in the system, as well as each user's job roles that will be used to build V8 role assignments in your Pre-Production database.</p> <ul style="list-style-type: none"> • A revised Security Request Form is available on the PSFIN V8 website at: http://www.usg.edu/gafirst-fin/projects/v8/technical/ in the Security section. Also, all business processes have been updated with the correct security role. <p>The forms will be used during the workshop to build each core user with required role assignments. After the workshops, OIIT will extract your user security profiles from the Pre-Production environment and migrate it to your Production 8.9 environment.</p>
Action Required:	<ul style="list-style-type: none"> • Task 2: Prepare a Security Request Form for each existing core user in your Financials 7.5 system and bring it with you to the workshop. • Task 3: Build each user in the Pre-Production environment and create all user security profiles before Go-Live!.
Deadlines:	<ul style="list-style-type: none"> • Task 2: Completed by date of your scheduled workshop. • Task 3: Completed during your scheduled workshop.
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.

**For More
Information:**

- Visit the PSFIN V8 Project web site at: <http://www.usg.edu/gafirst-fin/projects/v8/>
- Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	PSFIN V8 Project Institutional Readiness Web Conferences
Message:	<p>The next monthly Institutional Readiness Web Conference has been scheduled for Group 2 on Wednesday, September 24, 2008 at 10:00 a.m. on Preparing for Go-Live! sessions.</p> <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore mandatory. All Campus Coordinators should plan to attend or designate an alternate to attend in your place. At least one representative from each institution should participate in these monthly meetings.</p> <p>These meetings will be conducted in a live web conference format using Wimba Classroom. You may participate from your institution through a computer connected to the Internet. If more than one person from your institution will be participating, then we ask that you arrange to meet together in one place and only use one computer to connect to the meeting. You can also use a projector to facilitate larger groups.</p>
Action Required:	<ul style="list-style-type: none"> • Before the meeting, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt. • Participate in these meetings as noted above. <ul style="list-style-type: none"> • Go to http://gbor-oiit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • Room ID: PSFIN_IR (all upper case) • Name: institution_firstname (example: usg_mary) • Go to the PSFIN V8 project website to view documents related to these and previous IR Web Conferences. • More information and detailed instructions are located at: http://www.usg.edu/gafirst-fin/projects/v8/events/.
Deadline:	As noted above
Respond To:	psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu