

## PSFIN V8 Project Weekly Update for 11/26/2007

| Tasks & Announcements |                                                                             |      |
|-----------------------|-----------------------------------------------------------------------------|------|
| Due Date              | Description                                                                 | Page |
| <b>11/30/07</b>       | <b><i>NEW: Re-register for the rescheduled Quarterly Update Meeting</i></b> | 2    |
| <b>11/28/07</b>       | List of All Traditional Users including Email Addresses                     | 3    |
| <b>11/28/07</b>       | List of All eProcurement Users including Email Addresses                    | 4    |
| <b>11/30/07</b>       | <b><i>Reminder: PS Financials Data Cleanup</i></b>                          | 5    |
| <b>01/04/08</b>       | Banner Integration Tasks for User Acceptance Testing (UAT)                  | 6    |
| <b>01/20/08</b>       | <b><i>NEW: User Acceptance Testing (UAT) Registration Available</i></b>     | 8    |
| <b>On hold</b>        | <b><i>Revised: Security Request Form</i></b>                                | 9    |
| <b>02/01/08</b>       | Campus Upgrade Representatives                                              | 10   |

| Upcoming Events |                                                                                                                                          |      |
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| Date            | Event                                                                                                                                    | Page |
| <b>12/02/07</b> | <b><i>Revised: PSFIN V8 Project Quarterly Update Meeting and Institutional Readiness Web Conference <i>has been rescheduled.</i></i></b> | 2    |

| For More Information:                                                                                                                                                                                                                                 |  |
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| 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><br>Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> |  |

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| <b>To:</b>                   | Campus Coordinators and Technical Representatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Subject:</b>              | REVISED: PSFIN V8 Project Quarterly Update Meeting and Institutional Readiness Web Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Message:</b>              | <p><b>Due to conflicting events and lower than expected registration this event has been rescheduled.</b></p> <p>The next Quarterly Update Meeting has been <b>re-scheduled</b> for:</p> <ul style="list-style-type: none"> <li>• <b>Date: Wednesday, December 5, 2007</b></li> <li>• <b>Time: 9:00 a.m. – 4:00 p.m.</b></li> <li>• <b>Location: Macon State College, Auditorium K</b></li> </ul> <p>The November Institutional Readiness Web Conference will be conducted at this Quarterly Update Meeting. All Campus Coordinators (or their designated representative) are required to attend the Quarterly Update Meeting and the Institutional Readiness Web Conference.</p> |
| <b>Action Required:</b>      | <ul style="list-style-type: none"> <li>• <b>Please register again for this meeting online at:</b><br/> <a href="http://decqum.eventbrite.com">http://decqum.eventbrite.com</a>. Campus Coordinators should go to this link and enter the requested information for each attendee from your institution.</li> <li>• <b>NOTE: The event password is: V8</b></li> <li>• <b>Reserve Wednesday, December 5, 2007 from 9:00 a.m. to 4:00 p.m., for this Quarterly Update Meeting.</b></li> </ul>                                                                                                                                                                                        |
| <b>Deadline:</b>             | <b>Re-Register online by this Friday, November 30, 2007.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <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>                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>To:</b>                   | Certified Trainers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Subject:</b>              | List of All Traditional Users including Email Addresses                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Message:</b>              | <p>We previously asked for similar lists earlier this year, but did not ask for email addresses. Due to the need for email addresses, possible personnel changes at your institutions, and the extension of the training dates, we need to request a list of certain users including e-mail addresses.</p> <p>Please submit one list of all traditional users, including their email addresses, as a text file. Traditional users are those persons who use PSFIN in their everyday jobs duties.</p> |
| <b>Action Required:</b>      | <p>Submit one list of all traditional users, including their e-mail addresses, as a text file.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> If there is overlap with the Non-Traditional eProcurement Users list as requested on page 4, please include those users in <b>both</b> lists.</li> </ul>                                                                                                                                                                                    |
| <b>Deadline:</b>             | Wednesday, November 28, 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Respond To:</b>           | Training subteam at <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>                                                                                                                                                                                    |

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| <b>To:</b>                   | Certified Trainers                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Subject:</b>              | List of All eProcurement Users including Email Addresses                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Message:</b>              | <p>We previously asked for a list of all users who will be entering requisitions in PSFIN V8.9. We now need e-mail addresses for these users. Due to the extension of the training dates and possible personnel changes at your institutions, we need to request this list again with e-mail addresses included.</p> <p>Please submit one list of all users who will enter requisitions in PSFIN V8.9, including their e-mail addresses, as a text file.</p> |
| <b>Action Required:</b>      | <p>Submit one list of all users who will enter requisitions in PSFIN V8.9, including their e-mail addresses, as a text file.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> If there is overlap with the Traditional Users list as requested on page 3, please include those users in <b>both</b> lists.</li> </ul>                                                                                                                               |
| <b>Deadline:</b>             | Wednesday, November 28, 2007                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Respond To:</b>           | Training subteam at <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>                                                                                                                                            |

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| <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:<br/> <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>To:</b>              | Campus Coordinators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Subject:</b>         | Banner Integration Tasks for User Acceptance Testing (UAT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Message:</b>         | <b>Each institution whose Banner databases are not hosted by OIIT</b> must prepare a Banner test environment that is at the same version as Banner production. You must submit the necessary information for us to create the database link from PSFIN to the Banner clone (BNRLINK). You will also need to have your Banner DBA create and test the link from Banner to the Financials clone used for UAT (PSFIN link).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Action Required:</b> | <p><b>Task 1. Prepare Banner environment and submit link information</b></p> <p>Your Banner DBA must prepare a Banner test environment and submit the following information to OIIT so our DBAs can create the link from PSFIN to Banner (BNRLINK):</p> <ol style="list-style-type: none"> <li>1. IP Address of the machine with the test environment being used</li> <li>2. Hostname of the machine</li> <li>3. SID of testing database</li> <li>4. Listener Port</li> <li>5. BANQUEST password to set up the link to Banner</li> </ol> <p>You may send an email with the above information except for the BANQUEST password. To send that, your Banner DBA must call the <b>OIIT HELPDESK</b> and ask for Rodney Latimer, the PSFIN DBA. If he is not available at the time of your call, please leave a voice mail with the information.</p> <p><b>Task 2. Ensure your firewall rules allow traffic from OIIT to your Banner server</b></p> <p>Your Networking staff will need to ensure your firewall allows traffic from OIIT to your Banner clone. OIIT will provide you with the information you need to create the firewall rule if it does not exist.</p> <p><b>Task 3. Create and test PSFIN link</b></p> <p>Your Banner DBA should create the PSFIN link and test the link to ensure it is functioning properly.</p> |
| <b>Deadline:</b>        | Friday, January 4, 2008 for both Groups 1 and 2 to complete all three tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Respond To:</b>      | <ul style="list-style-type: none"> <li>• <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information or if you have any questions.</li> <li>• The <b>OIIT HELPDESK</b> at 706-583-2001; or toll free within Georgia 1-</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|  | 888-875-3697 to contact Rodney Latimer. |
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| <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> |
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| <b>To:</b>                   | Campus Coordinators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Subject:</b>              | User Acceptance Testing (UAT) Registration Available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Message:</b>              | You may now register for all User Acceptance Testing (UAT) sessions. You can register up to two attendees per session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Action Required:</b>      | <p>Register attendees for UAT sessions using the following links:</p> <ul style="list-style-type: none"> <li>• Budget Prep: <a href="http://bpuat.eventbrite.com">http://bpuat.eventbrite.com</a></li> <li>• Purchasing &amp; eProcurement: <a href="http://pouat.eventbrite.com">http://pouat.eventbrite.com</a></li> <li>• Payables &amp; Expenses: <a href="http://apuat.eventbrite.com">http://apuat.eventbrite.com</a></li> <li>• Asset Management: <a href="http://amuat.eventbrite.com">http://amuat.eventbrite.com</a></li> <li>• General Ledger &amp; Commitment Control: <a href="http://gluat.eventbrite.com">http://gluat.eventbrite.com</a></li> <li>• <b>NOTE: The event password for all sessions is: V8</b></li> </ul> |
| <b>Deadline:</b>             | All attendees must register by Sunday, January 20, 2008 at midnight.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Respond To:</b>           | Michael Barnwell at <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>                                                                                                                                                                                                                                                                                                                                                                                                                      |



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| <b>To:</b>              | Campus Coordinators and Security Administrators                                                             |
| <b>Subject:</b>         | Security Request Form                                                                                       |
| <b>Message:</b>         | <i>(This task is being revised. New details will be available next week.)</i>                               |
| <b>Action Required:</b> | <ul style="list-style-type: none"><li>• <i>To be announced</i></li></ul>                                    |
| <b>Deadline:</b>        |                                                                                                             |
| <b>Respond To:</b>      | Shelia Sloan at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions. |

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| <b>To:</b>                   | Campus Coordinators                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Subject:</b>              | Campus Upgrade Representatives                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Message:</b>              | Each institution must identify one person to serve as your Campus Upgrade Representative. The roles and responsibilities of the Campus Upgrade Representative are described in detail in the job description document located here:<br><a href="http://www.usg.edu/gafirst/fin/project/v8/news/golive/">http://www.usg.edu/gafirst/fin/project/v8/news/golive/</a> .                             |
| <b>Action Required:</b>      | Please register your Campus Upgrade Representative at one of these links: <ul style="list-style-type: none"> <li>• Group 1: <a href="http://v8upgrepgroup1.eventbrite.com/">http://v8upgrepgroup1.eventbrite.com/</a></li> <li>• Group 2: <a href="http://v8upgrepgroup2.eventbrite.com/">http://v8upgrepgroup2.eventbrite.com/</a></li> <li>• <b>NOTE: The event password is: V8</b></li> </ul> |
| <b>Deadline:</b>             | Friday, February 1, 2008                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Respond To:</b>           | <ul style="list-style-type: none"> <li>• Register your Campus Upgrade Representative at the links above.</li> <li>• <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.</li> </ul>                                                                                                                                                                       |
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