

## PSFIN V8 Project Weekly Update for 02/05/2007

<b>To:</b>	Technical Reps, cc to Campus Coordinators
<b>Subject:</b>	PSFIN V8 Project Technical Survey
<b>Message:</b>	<p>The PSFIN V8 Project team has created a survey to help assess the volume and the nature of local Financials development work at your campus. The purpose of this survey is to better enable OIIT to meet your local development needs.</p> <p>The Technical Representative at each institution should complete this survey. The survey is located at the following URL:</p> <p><a href="http://www.surveys.usg.edu/se.ashx?s=06C2C3B95DE4E16B">http://www.surveys.usg.edu/se.ashx?s=06C2C3B95DE4E16B</a></p>
<b>Action Required:</b>	Log on to the above URL and complete the survey. The survey is open and available to have responses submitted as of February 5, 2007.
<b>Deadline:</b>	Please submit your institution's responses no later than COB Friday, February 16, 2007.
<b>Respond To:</b>	For questions about completing this survey, you may email <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
<b>Subject:</b>	Institutional Readiness Monthly Conference Call
<b>Message:</b>	<p>The first monthly conference call has been scheduled for 10:00 a.m. on Wednesday, February 21, 2007. These meetings will be conducted online using the Horizon Wimba Live Classroom. Participation in these monthly meetings is vital to the success of the V8 Project and is therefore mandatory.</p> <p>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 conference calls. Details on how to access and use the online classroom tool will be sent to you in the next weekly update.</p> <p>To participate, you will need:</p> <ul style="list-style-type: none"> <li>• Access to the Internet.</li> <li>• A headset with microphone (for individuals) or a tabletop microphone (for groups) is needed in order to speak during the session. You may participate in discussions without a headset or mic through Live Classroom chat. However, you will still need speakers or an earphone headset for listening to the presentations and discussion.</li> </ul> <p>More information will follow.</p>
<b>Action Required:</b>	Reserve this date and time, 10:00 a.m. February 21, 2007, to participate in this meeting, or designate a representative to take your place.
<b>Deadline:</b>	N/A
<b>Respond To:</b>	Please contact the project team 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>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	Learner Characteristics Survey
<b>Message:</b>	Learner Characteristics Survey (Training) survey available until February 7, 2007. The Learner Characteristics Survey is designed to collect information to assist in the design and implementation of a training strategy that is appropriate for PeopleSoft Financials users within the USG.
<b>Action Required:</b>	Encourage all PSFIN users to participate in the survey at: <a href="http://www.surveys.usg.edu/se.ashx?s=06C2C3B9306F4D0B">http://www.surveys.usg.edu/se.ashx?s=06C2C3B9306F4D0B</a>
<b>Deadline:</b>	Survey ends February 7, 2007
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have 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 Accounting Staff
<b>Subject:</b>	Data Cleanup
<b>Message:</b>	Release 2.44 included the Data Cleanup Instructions document along with the query and report tools needed for data cleanup. The document can be downloaded from the current release web page.
<b>Action Required:</b>	The Accounting Staff should download a copy of the document from the link below and begin working on cleaning up their production data according to the deadlines provided in the document.  <a href="http://www.usg.edu/gafirst/fin/releases/current/">http://www.usg.edu/gafirst/fin/releases/current/</a>
<b>Deadline:</b>	Various. See Deadlines for Data Cleanup below.
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.

<b>Deadlines for Data Cleanup</b>	
<b>02/23/07</b>	PO clean up of prior year data and data through January 2007
<b>02/27/07</b>	AM clean up of prior year data and data through January 2007
<b>02/28/07</b>	Vendor clean up
<b>6/30/07 (OIIT)</b>	<b>Requisition clean up</b>
<b>02/28/07</b>	GL clean up of prior year data and data through January 2007
<b>AP Clean Up</b>	
<b>02/28/07</b>	Budget checking vouchers
<b>03/31/07</b>	Verify pay cycles
<b>02/28/07</b>	Close PO vouchers
<b>09/30/07</b>	Outstanding checks
<b>03/31/07 (prior years)</b>	Outstanding vouchers

<b>Each month</b>	Bank Reconciliations
<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>