

PSFIN V8 Project Weekly Update for 04/09/2007

In this update:	<ul style="list-style-type: none"> • PSFIN V8 Project Quarterly Update Meeting - April 2007 • Training Road Show • PS Financials Data Cleanup • Password Protection of GeorgiaFIRST Financials Web Site
Upcoming events:	<p>Training Road Show</p> <ul style="list-style-type: none"> • Wednesday, April 11, 2007 <p>Quarterly Update Meeting</p> <ul style="list-style-type: none"> • Monday, April 16, 2007 <p>Institutional Readiness Web Conference</p> <ul style="list-style-type: none"> • Combined with the April Quarterly Update Meeting
This week's deadlines:	<ul style="list-style-type: none"> • Submit list of attendees to the April 2007 V8 Project Quarterly Update Meeting no later than the close of business today, Monday April 9, 2007. • Those who have registered for the Southeast Session Training Road Show on Wednesday, April 11, 2007 should attend this session as scheduled.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Technical Representatives
Subject:	PSFIN V8 Project Quarterly Update Meeting - April 2007
Message:	<p>The details for the next Quarterly Update Meeting are as follows:</p> <ul style="list-style-type: none"> • Date: Monday, April 16, 2007 • Time: 9:00 a.m. – 4:00 p.m. • Location: Macon State College • Who should attend: The Campus Coordinator or their designated representative must attend. Up to 3 other representatives from your institution may also attend. <ul style="list-style-type: none"> • Note 1: The next Institutional Readiness meeting will be held in conjunction with this Quarterly Update Meeting. At least one representative from each institution must participate in this meeting, either the Campus Coordinator or a designated alternate. • Note 2: Technical Representatives are encouraged, but not required, to attend this meeting. Technical-related information will be presented at the Technical Update Meeting on August 28. • Agenda: The agenda will include project updates, Scorecard and Institutional Readiness updates, a demo of the Expenses module, and a presentation on the training strategy. • Agenda and Materials: Will be available at: http://www.usg.edu/gafirst/fin/project/v8/news/events/
Action Required:	<ul style="list-style-type: none"> • Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by the close of business today, Monday, April 9, 2007. • Please reserve Monday, April 16, 2007 from 9:00 a.m. to 4:00 p.m., for this Quarterly Update Meeting. • Please go to the PSFIN V8 project website to view documents related this and previous IR Web Conferences: http://www.usg.edu/gafirst/fin/project/v8/news/events.
Deadline:	List of attendees must be submitted by the close of business today, Monday, April 9, 2007.
Respond To:	Submit list to Michael Casuccio 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/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Training Road Show
Message:	<p>OIIT will be conducting the Southeast Session of the Training Road Show this week. The purpose of this events is to:</p> <ul style="list-style-type: none"> • Listen to the concerns you might have about the training strategy and try to find solutions; • Tie specifics of the training strategy to the training portion of the scorecard; • Promote the Certified Trainer Program; and, • Demonstrate that we have given careful consideration to the limitations and needs related to training in the process of creating the strategy, thereby demonstrating a need for shared responsibility in the training effort. <p>The event is designed to be informal, and involve sharing information along with discussion. Space is limited to two people from each institution.</p> <p>Southeast Session - Held at Armstrong Atlantic State University, Savannah, GA</p> <ul style="list-style-type: none"> • Wednesday, April 11th • 1:30 p.m. - 4:30 p.m. • For the following institutions: Armstrong Atlantic State University, Skidaway Institute of Oceanography, Savannah State University, Georgia Southern University, Waycross College, Coastal Georgia Community College
Action Required:	Those who have registered should attend the Southeast Training Road Show at Armstrong Atlantic State University, Savannah, GA, on Wednesday, April 11, 2007.
Deadline:	Those who have registered for the Southeast session should attend as scheduled on Wednesday April 11, 2007
Respond To:	Contact Michael Barnwell at psfin_upgrade@usg.edu if you have any questions related to the Training Road Show.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators AND Accounting Staff
Subject:	PS Financials Data Cleanup
Message:	<p>Most of the major deadlines for cleanup of old data have passed. See the list below for the two remaining deadlines.</p> <p>Please remember that data cleanup is a continuous process. From this point forward, each institution should run through the instructions in the Data Cleanup Instructions document and then clean up the data as needed once each month until we go live with the new software. 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: http://www.usg.edu/gafirst/fin/project/v8/documentation/general/.</p> <p>If you require OIIT's assistance to resolve any data cleanup tasks, you should submit your ticket to the OIIT HELPDESK.</p>
Action Required:	<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>The following data cleanup tasks must be completed per the Data Cleanup Instructions document:</p> <ul style="list-style-type: none"> • Requisition clean up by 6/30/07 (OIIT). • Outstanding checks by 09/30/07. <p>Submit OIIT HELPDESK tickets if needed for these tasks.</p>
Deadline:	<p>No Data Cleanup deadlines are due this week.</p> <p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for the upcoming deadlines: http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</p> <p>These deadlines are also summarized below.</p>
Respond To:	psfin_upgrade@usg.edu if you have questions.

Deadlines for Data Cleanup	
6/30/07 (OIIT)	Requisition clean up
AP Clean Up	
09/30/07	Outstanding checks
For More Information:	<ul style="list-style-type: none">• Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/• Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Technical Representatives
Subject:	Password Protection of GeorgiaFIRST Financials Web Site
Message:	Effective May 1, 2007, the GeorgiaFIRST Financials web site at http://www.usg.edu/gafirst/fin/ will be password-protected. Each institution will have one unique password assigned to it. This password will be provided to all Campus Coordinators and Technical Representatives, or their institutional delegates.
Action Required:	Institution representatives must contact the OIIT HELPDESK as noted below to obtain your password.
Deadline:	April 30, 2007
Respond To:	<ul style="list-style-type: none"> • psfin_upgrade@usg.edu if you have questions. • Contact the OIIT HELPDESK at http://www.usg.edu/customer_services (self-service ticket submission) or e-mail helpdesk@usg.edu to obtain your password.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu