

PSFIN V8 Project Weekly Update for 09/24/2007

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For More Information:	
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:	Technical Representatives
Subject:	Record and Field Changes Posted
Message:	Documents containing the record and field changes from PeopleSoft version 7.5 to version 8.8spl, and then from version 8.8spl to version 8.9, have been created and posted to the Georgia <i>FIRST</i> Financials web site.
Action Required:	To view the documents with the record and field changes, go to: http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/ .
Deadline:	None
Respond To:	Karen Dykstra at psfin_upgrade@usg.edu if you have any questions.
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>Please remember that data cleanup is a continuous process. 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: 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:	<ul style="list-style-type: none"> • AP Cleanup: Outstanding Checks • 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>Submit OIIT HELPDESK tickets if needed for these tasks.</p>
Deadline:	<ul style="list-style-type: none"> • 09/30/07: Clean up all outstanding checks • Run through the data cleanup tasks document as part of your month end checklist.
Respond To:	<ul style="list-style-type: none"> • psfin_upgrade@usg.edu if you have any questions. • The OIIT HELPDESK at http://www.usg.edu/customer_services (support request self-service) or e-mail Helpdesk@usg.edu if you require OIIT's assistance to resolve any data cleanup tasks.
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, Technical Representatives, and Certified Trainers
Subject:	PSFIN V8 Project October 2007 Institutional Readiness Web Conference
Message:	<p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> • 10:00 a.m. Wednesda, October 24, 2007 <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>This meeting will be conducted in a live web conference format using Wimba's Live 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 Live Classroom. The instructions are posted here: http://www.usg.edu/gafirst/fin/project/v8/news/events/. • Participate in this meeting Wednesday, October 24, 2007 at 10:00 a.m.
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/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Active Employees, Core Financials Users, and Self Registration in HRMS
Message:	<p>The Implementation of Expenses and eProcurement in version 8.9 will cause the number of users in the Financials application to grow significantly. In conjunction with this implementation, we will also implement Single Sign On between the HRMS Self Service Portal and the Financials Self Service Portal. Single Sign On will allow users to log into Self Service one time and have seamless access to both their personal HR and Finance information, such as Personal, Job, Payroll, Benefits, and Expense Reimbursements.</p> <p>With this change, PeopleSoft HRMS will become the System of Record for User IDs, E-mail addresses, and passwords. In order to synchronize User IDs and access between PeopleSoft Financials and HRMS, active employees who have not already done so must create a Self Service User ID via the Self Registration process in PeopleSoft HRMS. Users must also set up a primary email address in HRMS that will be synchronized to PeopleSoft Financials, and used for workflow notifications.</p> <p><u>If you are:</u></p> <ol style="list-style-type: none"> 1. An existing Core FIN user and you HAVE registered for HR Self Service using your Core FIN UserID, no action is required. 2. An existing Core FIN user and HAVE NOT registered for HR Self Service, you must register using your current FIN UserID. 3. An existing Core FIN user and you HAVE registered for HR Self Service but used a UserID that is different than your FIN UserID, you must: <ul style="list-style-type: none"> • Contact your security administrator and have them delete your HR Self Service UserID. • Then log in to HRMS Self Service and complete the registration process again, using the same UserID as your FIN UserID. 4. Both a Core FIN user and a Core HRMS user, you have two choices: <ol style="list-style-type: none"> a. You can do nothing and your HR User ID will be synced to the Finance database for Single Sign On. Thus, you will have one User ID for Self Service and Core HR, and one User ID for Core Financials. (or) b. You can choose to have your security admin delete one of your User IDs and rebuild it using your primary UserID. The new account would have the same roles as the previous account.

	<p>Note 1: If you are an existing Core user in both HR and FIN, your User ID in each system may also be tied to Run Controls, Private Queries, Process Scheduler Reports, Process Monitor Jobs, or other unique system processes. Please consider this information if you decide to delete and recreate one of your Core User IDs. The deleted User ID will lose all access to the above-mentioned historical transactions.</p> <p>Note 2: If you are an existing Core FIN user and your User ID is less than six (6) characters, the HRMS Self Registration process will not work. You must have your HRMS Security Administrator add the User ID in HRMS with the Base PeopleSoft User role only.</p>
Action Required:	<p>Require all active employees to register for Self Service and enter a primary E-mail account.</p> <p>Note: Since PeopleSoft HRMS will become the central store for passwords, the password that is in HRMS Self Service at the time of cutover will become the password for the Financials application as well. Passwords from that time forward will be synchronized between both systems. It will be important for users to remember or change their password in HRMS Self Service prior to Go-Live.</p>
Deadline:	February 1, 2008
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.
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