

PSFIN V8 Project Weekly Update for 12/03/2007

| Tasks & Announcements | | |
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| 01/04/08 & 01/11/08 | <i>Revised:</i> Banner Integration Tasks for User Acceptance Testing (UAT) | 3 |
| 01/11/08 | <i>NEW:</i> Closed Super User Training Registration Available | 5 |
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| Upcoming Events | | |
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| 12/05/07 | PSFIN V8 Project Quarterly Update Meeting and Institutional Readiness Web Conference <i>Revised:</i> Agenda and Directions available for download. | 2 |
| 02/01-15/08 | <i>NEW:</i> PSFIN V8 Security Workshops | 8 |

| For More Information: | |
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| 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 | |

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| To: | Campus Coordinators and Technical Representatives |
| Subject: | PSFIN V8 Project Quarterly Update Meeting and Institutional Readiness Web Conference |
| Message: | <p>The next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> • Date: Wednesday, December 5, 2007 • Time: 9:00 a.m. – 4:00 p.m. • Location: Macon State College, Auditorium K <p>The next Institutional Readiness Web Conference will be conducted at this Quarterly Update Meeting. All Campus Coordinators are required to attend the Quarterly Update Meeting and the Institutional Readiness Web Conference.</p> <p>Updated: The agenda for and directions to the meeting are available for down load from the PSFIN V8 Project website at: http://www.usg.edu/gafirst/fin/project/v8/news/events/. The presentation slides and any handouts for the meeting will be emailed to you on Tuesday afternoon so you can print a copy to bring to the meeting.</p> |
| Action Required: | <ul style="list-style-type: none"> • Go to the web address above, print the documents and bring them with you to the meeting. • Forward this information to everyone from your institution who will be attending this meeting. |
| Deadline: | As noted above |
| Respond 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 |

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| To: | Campus Coordinators |
| Subject: | Banner Integration Tasks for User Acceptance Testing (UAT) |
| Message: | <p>Each institution whose Banner databases are not hosted by OIIT 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).</p> |
| Action Required: | <p>Task 1. Prepare Banner environment and submit link information</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"> 1. IP Address of the machine with the test environment being used 2. Hostname of the machine 3. SID of testing database 4. Listener Port 5. BANQUEST password to set up the link to Banner <p>Updated: You may send an email with the above information except for the BANQUEST password. To submit your BANQUEST password, your Banner DBA must call the OIIT HELPDESK, refer to Change Request #13802, 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>Updated: Task 2. Create a firewall rule to allow traffic from OIIT to your Banner server</p> <p>Your Networking staff will need to create a firewall rule that will allow traffic from OIIT to your Banner clone. OIIT will contact you by December 7th with the information your technical staff will need to create the firewall rule.</p> <p>Task 3. Create and test the PSFIN link</p> <p>Updated: Your Banner DBA should create the PSFIN link and test the link to ensure it is functioning properly. This should be done during the following dates:</p> <ul style="list-style-type: none"> • Database available to begin testing: January 2, 2008 (Groups 1 and 2) • Deadline to complete testing: January 11, 2008 (Groups 1 and 2) |

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| Deadlines: | Updated: <ul style="list-style-type: none">• Task 1: Friday, January 4, 2008 for Groups 1 and 2• Task 2: Friday, January 4, 2008 for Groups 1 and 2• Task 3: Wednesday, January 2, 2008 through Tuesday, January 11, 2008 for Groups 1 and 2 |
| Respond To: | <ul style="list-style-type: none">• psfin_upgrade@usg.edu with the requested information or if you have any questions.• The OIT HELPDESK at 706-583-2001; or toll free within Georgia 1-888-875-3697 to contact Rodney Latimer. |
| 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 |

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| To: | Campus Coordinators and Certified Trainers |
| Subject: | Closed Super User Training Registration Available |
| Message: | <p>Closed Super User Training registration is now available. Closed registration means that you can register only for courses for your group (Group 1 or Group 2). After January 11th, registration will be opened up for anyone in either group to register for any course, based on availability.</p> <p>Each group has priority for courses in their group. All courses are repeated for three consecutive weeks for each group. Available courses can be seen at the following URL: http://www.usg.edu/gafirst/fin/training/ver8/training_events/schedule.pdf.</p> <p>You may register one person per course offered during Closed registration.</p> |
| Action Required: | Register Super Users for Super User Training by clicking on the links in the document referenced above. |
| Deadline: | January 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/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu |

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

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| To: | Campus Coordinators |
| Subject: | Campus Upgrade Representatives |
| Message: | 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: http://www.usg.edu/gafirst/fin/project/v8/news/golive/ . |
| Action Required: | Please register your Campus Upgrade Representative at one of these links: <ul style="list-style-type: none"> • Group 1: http://v8upgrepgroup1.eventbrite.com/ • Group 2: http://v8upgrepgroup2.eventbrite.com/ • NOTE: The event password is: V8 |
| Deadline: | Friday, February 1, 2008 |
| Respond To: | <ul style="list-style-type: none"> • Register your Campus Upgrade Representative at the links above. • 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 |

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| To: | Campus Coordinators and Security Administrators |
| Subject: | PSFIN V8 Security Workshops |
| 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 you with this task, the PSFIN V8 Project team is conducting several one-day Security Workshops in a lab environment.</p> <ul style="list-style-type: none"> • What: Security Workshops • When: February 1st – 15th, 8:30 a.m. – 4:30 p.m. <ul style="list-style-type: none"> • Note: There are several dates to choose from. • Where: OIIT, Athens • Who: V8 Security Administrators <p>We will work with your Security Administrator to establish V8 security profiles for your PeopleSoft Financials users. These security profiles will be set up in your institution's UAT database and will be migrated to your Production database at Go-Live.</p> <p>Your 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 UAT database.</p> <ul style="list-style-type: none"> • Note: A revised Security Request Form has been posted to the website at: http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/. <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 UAT environment and migrate it to your Production 8.9 environment.</p> <p>Note: This workshop is optional. You will have access to your UAT database after the UAT sessions are finished. Your Security Administrator will be able connect to the UAT database from your institution and create the security profiles without having to attend a workshop.</p> |
| Action Required: | <ul style="list-style-type: none"> • Task 1: Register for a Security Workshop online at: http://psfinv8-security.eventbrite.com. Your Security Administrator should go to this link and enter the requested information for one attendee from your institution. <ul style="list-style-type: none"> • NOTE: The event password is: V8 • 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 their UAT environment and create all user |

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| | security profiles before Go-Live. |
| Deadlines: | <ul style="list-style-type: none">• Task 1: Monday, January 21, 2008, no later than 5:00 p.m.• Task 2: Date of your scheduled workshop.• Task 3: A specific date will be announced. |
| Respond To: | Shelia Sloan at psfin_upgrade@usg.edu if you have any questions. |

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| 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 |
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