

## PSFIN V8 Project Weekly Update for 07/02/2007

<b>In this update:</b>	<ul style="list-style-type: none"> <li>• List of Super Users per Module</li> <li>• List of End User Support People for Self-Service Modules</li> <li>• PSFIN V8 Project July 2007 Institutional Readiness Web Conference</li> <li>• PSFIN V8 Project August Quarterly Update Meeting</li> </ul>
<b>Upcoming events:</b>	<ul style="list-style-type: none"> <li>• PSFIN V8 Project July 2007 Institutional Readiness Web Conference <ul style="list-style-type: none"> <li>• <b>Thursday, July 19, 2007</b></li> </ul> </li> <li>• PSFIN V8 Project August Quarterly Update Meeting <ul style="list-style-type: none"> <li>• <b>Wednesday, August 29, 2007</b></li> </ul> </li> </ul>
<b>Upcoming deadlines:</b>	<ul style="list-style-type: none"> <li>• <b>07/06/07</b> – Super Users per module information due</li> <li>• <b>07/06/07</b> – End User Support information due</li> <li>• <b>08/13/07</b> – List of attendees for the August Quarterly Update Meeting due</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>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	List of Super Users per Module
<b>Message:</b>	<p>In order to meet Item 4b on the Project Success Scorecard, please identify up to two (2) Super Users for each of the following modules:</p> <ul style="list-style-type: none"> <li>• Accounts Payables/Expenses</li> <li>• Asset Management</li> <li>• Purchasing/eProcurement</li> <li>• Budget Prep</li> <li>• General Ledger</li> </ul> <p>Super Users are the functional leads in a particular module. They are the primary persons responsible for performing tasks and have the greatest knowledge in a module. A person can be a Super User for more than one module.</p>
<b>Action Required:</b>	Send an email with the name and contact information of the designated Super Users per module for your institution.
<b>Deadline:</b>	<b>Close of business this Friday, July 6, 2007</b>
<b>Respond To:</b>	<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>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	List of End User Support People for Self-Service Modules
<b>Message:</b>	<p>In order to meet item 3d on the Project Success Scorecard, please identify the person who will provide frontline end user support for Self-Service module (Expenses and eProcurement) users at your institution. This person will assist users with issues such as account lock-out, resetting passwords, etc. This person will receive training from OIIT to be successful in this role.</p> <p><b>Note:</b> If you have a campus Helpdesk, they may assume this role.</p>
<b>Action Required:</b>	Please send an email with the name and contact information of the end user support person for Self-Service module (Expenses and eProcurement) users.
<b>Deadline:</b>	<b>Close of business this Friday, July 6, 2007</b>
<b>Respond To:</b>	<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>

<b>To:</b>	Campus Coordinators, Technical Representatives, and Certified Trainers
<b>Subject:</b>	PSFIN V8 Project July 2007 Institutional Readiness Web Conference
<b>Message:</b>	<p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Thursday, July 19, 2007</b></li> </ul> <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore <b>mandatory</b>. 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>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before the meeting</b>, test the computer you will be using to be sure you can enter the Wimba Live Classroom. The instructions are posted here: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>.</li> <li>• Participate in this meeting on <b>Thursday, July 19, 2007 at 10:00 a.m.</b></li> </ul>
<b>Deadline:</b>	As noted above
<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 Technical Representatives
<b>Subject:</b>	PSFIN V8 Project August Quarterly Update Meeting
<b>Message:</b>	<p>The next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Wednesday, August 29, 2007</li> <li>• <b>Time:</b> 9:00 a.m. – 4:00 p.m.</li> <li>• <b>Location:</b> Macon State College, Auditorium K</li> </ul> <p>This Quarterly Update Meeting will provide information about the technical impact of the PSFIN V8 project. Technical representatives from each institution are encouraged to attend.</p> <p>The proposed agenda has been posted on the GeorgiaFIRST Financials web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>. If, after reviewing the proposed agenda, you have any other topics or issues you'd like to see added to the agenda, please contact the PSFIN project team.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Please reserve Wednesday, August 29, 2007 from 9:00 a.m. to 4:00 p.m.,</b> for this Quarterly Update Meeting.</li> <li>• Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by <b>Monday, August 13, 2007.</b></li> </ul>
<b>Deadline:</b>	As noted above.
<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>