

PSFIN V8 Project Weekly Update for 03/26/2007

In this update:	<ul style="list-style-type: none"> • Institutional Readiness Web Conference Follow Up • PS Financials Data Cleanup • PSFIN V8 Project Quarterly Update Meeting - April 2007 • Training Road Show
Upcoming events:	<p>Quarterly Update Meeting</p> <ul style="list-style-type: none"> • Monday, April 16, 2007 <p>Training Road Shows</p> <ul style="list-style-type: none"> • Tuesday, March 27, 2007 • Wednesday, March 28, 2007 • Wednesday, April 11, 2007
This week's deadlines:	<ul style="list-style-type: none"> • Those who have registered for a Training Road Show should attend their session as scheduled: <ul style="list-style-type: none"> • Northern Session on Tuesday, March 27 • Central/South Session on Wednesday, March 28, 2007 • Complete the following Data Cleanup tasks by, or submit OIIT HELPDESK tickets if needed for these tasks no later than, March 31, 2007. <ul style="list-style-type: none"> • Verify pay cycles • Outstanding vouchers for prior years
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:	Institutional Readiness Web Conference follow up
Message:	<p>We would like to thank everyone for attending the March IR Web Conference. This month's Web Conference again had 100% representation from all of the Georgia<i>FIRST</i> institutions, and over 90 people in attendance.</p> <p>We have posted the documents related to this meeting on the project web site. There you will find a copy of the presentation slides, and instructions for accessing the recorded meeting session in the archives.</p>
Action Required:	Please go to the project website to view documents related to the IR Web Conference: http://www.usg.edu/gafirst/fin/project/v8/news/events .
Deadline:	None
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 AND Accounting Staff
Subject:	PS Financials Data Cleanup
Message:	<p>Manual data cleanup tasks should be underway in your production database. For a list of dates and 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 must submit your ticket to the OIIT HELPDESK no later than the dates listed in this document. OIIT will work these tickets in the order in which they were submitted, based on the due dates for the tasks.</p> <p>Please remember that data cleanup is a continuous process. The deadlines below are for submitting tickets for cleanup of old data. 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>
Action Required:	<p>The following data cleanup tasks must be completed per the Data Cleanup Instructions document that was included with the Release 2.44 Release Notes:</p> <ul style="list-style-type: none"> • Verify pay cycles by 03/31/07. • Outstanding vouchers by 03/31/07 (prior years). <p>Submit OIIT HELPDESK tickets if needed for these tasks no later than the indicated dates.</p>
Deadline:	<p>The Data Cleanup deadlines this week are:</p> <ul style="list-style-type: none"> • 03/31/07 Verify pay cycles • 03/31/07 Outstanding vouchers for prior years <p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for other 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	
03/31/07	Verify pay cycles
03/31/07 (prior years)	Outstanding vouchers
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:	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: 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:	<p>Please reserve Monday, April 16, 2007 from 9:00 a.m. to 4:00 p.m., for this Quarterly Update Meeting.</p> <p>Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by April 9, 2007.</p>
Deadline:	List of attendees must be submitted by 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>The Training Road Show is coming to a site near you!</p> <p>OIIT will be conducting a Training Road Show in the coming weeks. The purpose of these 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 events are designed to be informal, and involve sharing information along with discussion. To make the sessions as convenient for you to attend as possible, we have organized them geographically, and assigned institutions to the session closest to them.</p> <p>We will be conducting three regionally-grouped sessions: a Northern region held at OIIT in Athens, a Central/South region held at Middle Georgia College, and a Southeast region held at Armstrong Atlantic State University. Space is limited to two people from each institution.</p> <p>If your institution has a schedule conflict with the event in your region, you may e-mail us to see if there is availability at an event in another region. As space is limited, preference goes to those who are assigned to a particular session.</p> <p>Northern Session - Held at OIIT in Athens, GA</p> <ul style="list-style-type: none"> • Tuesday, March 27th • 1:30 p.m. - 4:30 p.m. • Classroom 105 • For the following institutions: Dalton State College, Georgia Highlands College, Kennesaw State University, Southern Polytechnic State University, Atlanta Metropolitan College, Clayton State University, University of West Georgia, Georgia Perimeter College, Augusta State University, Medical College of Georgia, Georgia Gwinnett College, Gainesville State College, North Georgia College & State University

	<p>Central/South Session - Held at Middle Georgia College, Cochran, GA</p> <ul style="list-style-type: none"> • Wednesday, March 28th • 1:30 p.m. - 4:30 p.m. • For the following institutions: Georgia College & State University, Gordon College, Macon State College, Columbus State University, Fort Valley State University, Middle Georgia College, East Georgia College, Georgia Southwestern State University, Bainbridge College, Abraham Baldwin Agricultural College, Valdosta State University, South Georgia College, Darton College, Albany State University <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:	<ul style="list-style-type: none"> • Those who have registered attend the Northern Training Road Show at OIIT in Athens, GA on Tuesday, March 27. • Those who have registered attend the Central/South Training Road Show at Middle Georgia College in Cochran, GA on Wednesday, March 28, 2007.
Deadline:	<ul style="list-style-type: none"> • Deadline to register has already past. • Those who have registered for a session should attend as scheduled: <ul style="list-style-type: none"> • Northern Session: Tuesday March 27, 2007 • Central/South Session: Wednesday March 28, 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