

PSFIN V8 Project Weekly Update for 02/26/2007

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| To: | Campus Coordinators and Technical Representatives |
| Subject: | Institutional Readiness Web Conference follow up |
| Message: | <p>The IR Web Conference was a huge success. We had 100% representation from all of the GeorgiaFIRST institutions, and a total attendance of 115 people. Wow! Several attendees said they liked the web conference format and thought it was a “Great way to have a meeting.”</p> <p>We would like to thank everyone for attending this first IR Web Conference, and for your efforts to set up and test your computers to be able to use the Horizon Wimba Live classroom interface for this and future IR Web Conferences.</p> <p>We have posted the documents related to this meeting on the project web site. There you will find a list of Questions submitted at the meeting and answers to those questions. Also posted is a copy of the presentation slides, and instructions for viewing 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 |

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| To: | Campus Coordinators / Comptroller / AP Supervisor |
| Subject: | Request for AP Banking and Check Information |
| Message: | <p>The following items and information are needed from all OIIT-supported institutions to help our preparation for the V8 project. Please provide us with:</p> <ol style="list-style-type: none"> 1. Blank Check Stock (10 ea). Please write VOID on each check prior to mailing. 2. Check envelope used for mailing AP checks (1 ea). 3. Copy of a printed check (1 ea). Please be sure copy is the actual size of check (letter or legal) and any personal data has been removed. 4. Your current disbursement bank code and account (was MBOPR and OPER at conversion). 5. Does your institution plan to change your disbursement bank before the upgrade? If so, when and to which bank (if known at this time)? |
| Action Required: | <p>Items 1 – 3 should be mailed to:</p> <ul style="list-style-type: none"> • Board of Regents/OIIT Attn: Donna Wooddell 2500 Daniells Bridge Road Building #300 Athens, GA 30606 <p>Answers to Items 4 & 5 can be mailed with items 1-3 or emailed to psfin_upgrade@usg.edu.</p> |
| Deadline: | Wednesday, February 28, 2007 |
| 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 |

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| 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 the following URL:</p> <p>http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</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> |
| 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"> • AM clean up of prior year data and data through January 2007 by 02/27/07. • Vendor clean up by 02/28/07. • GL clean up of prior year data and data through January 2007 by 02/28/07. • Budget checking vouchers by 02/28/07. • Close PO vouchers by 02/28/07. <p>Submit OIIT HELPDESK tickets if needed for these tasks no later than the indicated dates.</p> |
| Deadline: | <p>The following Data Cleanup deadline has passed:</p> <ul style="list-style-type: none"> • 02/23/07 PO clean up of prior year data and data through January 2007 <p>The following Data Cleanup deadlines occur this week:</p> <ul style="list-style-type: none"> • 02/27/07 AM clean up of prior year data and data through January 2007 • 02/28/07 Vendor clean up • 02/28/07 GL clean up of prior year data and data through January 2007 • 02/28/07 Budget checking vouchers • 02/28/07 Close PO vouchers <p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for other upcoming deadlines:</p> |

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| | http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf These deadlines are also summarized below. |
| Respond To: | psfin_upgrade@usg.edu if you have questions. |

| Deadlines for Data Cleanup | |
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| 02/23/07 | PO clean up of prior year data and data through January 2007 |
| 02/27/07 | AM clean up of prior year data and data through January 2007 |
| 02/28/07 | Vendor clean up |
| 02/28/07 | GL clean up of prior year data and data through January 2007 |
| 6/30/07 (OIIT) | Requisition clean up |
| AP Clean Up | |
| 02/28/07 | Budget checking vouchers |
| 02/28/07 | Close PO vouchers |
| 03/31/07 | Verify pay cycles |
| 03/31/07 (prior years) | Outstanding vouchers |
| 09/30/07 | Outstanding checks |

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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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| To: | Campus Coordinators and Technical Representatives |
| Subject: | Quarterly Update Meeting - April 2007 |
| Message: | The next Quarterly Update Meeting has been officially scheduled for Monday, April 16, 2007 and will be held at Macon State College. Please reserve the date for this event. Details to be distributed as they become available. |
| Action Required: | Please reserve Monday, April 16, 2007 for the next Quarterly Update Meeting. |
| Deadline: | None |
| Respond To: | psfin_upgrade@usg.edu if you have questions. |

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