

## PSFIN V8 Project Weekly Update for 01/29/2007

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	Learner Characteristics Survey
<b>Message:</b>	Learner Characteristics Survey (Training) survey available until 2/7/07. The Learner Characteristics Survey is designed to collect information to assist in the design and implementation of a training strategy that is appropriate for PeopleSoft Financials users within the USG.
<b>Action Required:</b>	Encourage all PSFIN users to participate in the survey at: <a href="http://www.surveys.usg.edu/se.ashx?s=06C2C3B9306F4D0B">http://www.surveys.usg.edu/se.ashx?s=06C2C3B9306F4D0B</a>
<b>Deadline:</b>	Survey ends 2/7/07
<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 Accounting Staff
<b>Subject:</b>	Data Cleanup
<b>Message:</b>	Release 2.44 included the Data Cleanup Instructions document along with the query and report tools needed for data cleanup. The document can be downloaded from the current release web page.
<b>Action Required:</b>	The Accounting Staff should download a copy of the document from the link below and begin working on cleaning up their production data according to the deadlines provided in the document.  <a href="http://www.usg.edu/gafirst/fin/releases/current/">http://www.usg.edu/gafirst/fin/releases/current/</a>
<b>Deadline:</b>	Various. See Deadlines for Data Cleanup below.
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.

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

<b>Each month</b>	Bank Reconciliations
<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>