

Welcome!

This is the third issue in our bimonthly series of PeopleSoft Financials V8, or PSFIN V8, Upgrade Project newsletters. This is your source of what has happened, what is happening, and what will happen as we progress through this project.

In this issue, we will complete our overview of the Fit/Gap sessions, with summaries from the Asset Management, Accounts Payable, and Travel and Expenses sessions.

Fit/Gap Sessions – A Reminder

As we discussed last issue, Fit/Gap sessions bring users together to examine how the functionality of the upgraded software differs from the current version, and to make decisions on how the new version will be used.

Register Today!

PSFIN V8 Upgrade

Quarterly Update Meeting

- **Where:** Macon State College
- **When:** Tuesday, January 23, 2007, 9:00 am to 4:30 pm
- **Who:** Campus Coordinator, Technical Representative, and up to two other attendees from each institution
- **What:** You'll get to learn about the PSFIN V8 Upgrade, how it impacts you, and what you should be doing now to prepare
- **How Much:** It's Free!
- **Agenda and Materials:** Available at: <http://www.usg.edu/gafirst/fin/project/v8/>
- **Register:** Contact Michael Casuccio at psfin_upgrade@usg.edu no later than January 16th with your institution's attendees

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Asset Management (AM) Fit/Gap

The AM Fit/Gap sessions were held in Athens on October 9th to 12th.



L to R: Tamisha Thomas (Medical College of Georgia), Wendy Shindorf (Kennesaw State University), Kevin Doyle (Medical College of Georgia), George Horn (Georgia Southern University), Cheryl Rankin (Georgia State University), Carol Newberry (Bainbridge College), Vera Boyll (Augusta State University), Wanda Aldridge (Gainesville State College)

New or improved AM functionality includes:

1. The ENTERPRISE book is the default book to coincide with the accounting entries to the Capital Ledger. In the current version, the default book is the ALLASSETS book
2. Asset Types, in addition to Categories, are used to further define the asset.
3. The depreciation process can be run on a range of assets.
4. The percentage for salvage value can be entered at the time the asset is added, and the salvage value will automatically be calculated and considered in the monthly depreciation expense.
5. Several new profiles to accommodate leased buildings, land and equipment, and IT equipment are included.
6. A new Disposal Code for the retirement of an asset added in error is included.
7. Additional Transaction Codes are available to handle Exchange and Non-Exchange Transactions.

Accounts Payable (AP) Fit/Gap

The AP Fit/Gap sessions were held in Athens on October 16th to 19th.



Back, from L to R: Carla Asbell (Georgia College & State University), Alyson Ludwick (Medical College of Georgia), Vickie Reid (Georgia Southern University), Lori DeWulf (Medical College of Georgia)

Front, from L to R: Karen Gardner (Kennesaw State University), Jean Pearson (Georgia State University), Nancy Tupper (University System Office), Wanda Aldridge (Gainesville State College), Michelle Alston-Williams (Atlanta Metropolitan College), Rita Watts (Columbus State University)

New or improved AP functionality includes:

1. Enhanced Voucher functionality, offering many methods to enter invoices. While the new Voucher Entry page remains almost identical to the current panel, PeopleSoft has added Quick Invoice functionality for entering non-PO invoices and Summary Invoice entry for PO invoices to quicken data entry. You will also have the ability to copy from a source document, including a Template, Receipt, PO, **or Voucher**. You will also have the option to finalize an entire PO voucher or individual voucher lines.
2. A new delivered Voucher Entry XML functionality, which will replace our current customized voucher load template. As before, the spreadsheet voucher enables you to enter vouchers offline using Microsoft Excel and then upload them into your PeopleSoft database. With this new functionality, you will now be able to add multiple voucher lines and distributions.
3. Pay Cycle creation has been streamlined. Enhancements include a significant reduction in code, the ability to suppress zero amount checks, and to process credit vouchers. You can also exclude individual payments from the pay cycle without having to navigate out of the Pay Cycle Manager.

Travel and Expenses Fit/Gap

The Travel and Expenses Fit/Gap sessions were held in Athens on November 27th to 29th.



Back from L to R: Vickie Reid (Georgia Southern University), Carla Asbell (Georgia College & State University), Wanda Aldridge (Gainesville State College), Rita Watts (Columbus State University)

Front, from L to R: Karen Gardner (Kennesaw State University), Jean Pearson (Georgia State University), Nancy Tupper (University System Office)

The new Travel and Expenses module will be used for all Employee Reimbursements (Travel and Miscellaneous). Since this is a new module in the PSFIN V8 upgrade, the Fit/Gap sessions were used to determine institutional needs and to assist in developing a model that can be used to adhere to State Travel Regulations and reporting requirements.

The Travel and Expenses module will change some current business processes, and include new functionality, including:

1. An on-line Travel Authorization, which enables an employee to obtain approvals prior to travel and will encumber funds that will be reversed once an expense reimbursement is applied. This Travel Authorization will replace the current business process of entering requisitions and purchase orders to encumber travel funds.
2. Full integration with Accounts Payable, including:
 - Prepayment Vouchers to third party travel vendors, where USG can pay third-party travel vendors out of **Accounts Payable** for airfare, lodging, etc. Once the trip has been made, the employee can enter an Expense Report in **Expenses**, and the system will create offsetting entries that will credit the prepaid account from AP and debit the

appropriate travel expense account. This will eliminate the current business process of recording prepaid travel expenses in **AP** and entering a manual journal entry in **GL** to clear the prepaid account and reflect the travel expense for the employee.

- Pay cycles, so that once the Travel Expense Report is ready for payment, it will be processed through a normal **AP** pay cycle.
3. The Travel and Expenses module will eliminate the need for employees to be established as a Vendor, and will allow you to use the Employee ID instead of an employee's Social Security number (SSN). *Please note that the SSN will still be needed for Continuous Audit Reporting but will be pulled from HRMS for reporting purposes only.*
 4. An enhanced customer service feature, which tracks the entire life cycle of the employee reimbursement process, so is an excellent audit feature.

Find Out More about Fit/Gap

The final 'product' of each Fit/Gap session is a document showing the decisions made, the gaps identified, and the recommendations on how best to fill them. These documents are posted on the GeorgiaFIRST Financials web site, located at <http://www.usg.edu/gafirst/fin/project/v8/fitgap/>. You are encouraged to review these documents and discuss them with members of the Fit/Gap teams. The **Fit Gap Sessions Participants List** is posted at the URL mentioned above.

If you have any questions or would like more information on the Fit/Gap sessions or any other aspect of the V8 Upgrade project, you can contact the PSFIN V8 Upgrade project team at: psfin_upgrade@usg.edu.

YIKES!! Software Upgrade! Data Conversion!

Only words perhaps. But these words can cause fear in the bravest hearts. One of the best ways to avoid this fear, however, is to prepare well, and well in advance.

A set of queries and reports will be included with the PSFIN release 2.44, scheduled for January 19th. These queries and reports are actually part of the PeopleSoft components used

for the V8 upgrade. We will provide instructions and guidelines for using these new queries and reports to help you prepare for the V8 Upgrade data conversion.

The reports and queries will provide a listing of data that need to be researched and then 'cleaned up' or removed. Some examples of data that could appear on the reports are journals that never posted, pay cycles that were 'hung' in the system and never completed processing, etc. These reports and queries can be run over and over again while your clean up effort is underway to show how much data remain to be fixed.

It is important to begin this clean up effort now and maintain it throughout the next year until the actual V8 upgrade occurs. The effort required for each institution's database will vary, depending on the issues discovered. In some instances, a database intervention (DBI) may be the only way to remove or fix the data.

Additional information and a schedule of target dates will be provided at the PSFIN V8 Upgrade Quarterly Update Meeting on January 23rd.

No software upgrade or data conversion is ever effortless or painless. However, if planned and prepared for properly, they can be less intimidating. Our goal is to provide the means to assist you in preparing your data so that software upgrade and data conversion remain 'only words.'

Key Dates - 2007

01/15/07 - 06/29/07	Development
06/01/07 - 09/17/07	System Testing
10/01/07 - 12/31/07	User Acceptance Testing*
..	
11/01/07 - 03/20/08	Training*

***Significant institution involvement**

Institutional Readiness/Process Improvement

Institutional Readiness/Process Improvement addresses the "people side" of change by managing risks, such as the loss of critical employees, during project implementation. This helps us minimize productivity drops, reduce negative impacts on our customers, and implement the project on schedule and on budget. The goal of this process is to ensure that

the PSFIN V8 Upgrade achieves its desired results with minimal disruption or negative side effects for you and your institution.

In October and November, Chelle Stringer, whom you met in the last issue, interviewed users at the institutions, members of the OIIT staff, and the project's executive sponsors. Themes from these interviews will be used to develop a Project Success Scorecard. This scorecard will outline the criteria by which the project will be evaluated and how those criteria will be measured.

Chelle will present this Project Success Scorecard at the Quarterly Update Meeting on January 23rd. In addition, Chelle, along with Michael Casuccio, the new Communications sub-team lead, will be contacting the Campus Coordinators in January and February to discuss the Project Success Scorecard.

Learner Characteristics Survey for Training

In January, the Training sub-team will invite all PeopleSoft Financials users to participate in a survey that will enable us to plan more effectively for PSFIN V8 Upgrade Training. The survey will be brief, but will provide us with valuable information. This will be a great opportunity for you to help us make the Training effort a success!

When the survey is ready, instructions will be distributed to all Financials users through the FIRST-LF email discussion list. **All of your institution's Financials users should be members of this list.** To subscribe to the list, go to <http://listserv.usg.edu/archives/first-lf.html>

and click on the **Join or Leave the List** link. Provide your name and email address. A confirmation message will be sent to your email address, and you must click on the link provided in the email to confirm your subscription to the list. Thanks for your participation in the survey!

Upgrade Sub-Team



Back, from L to R: Miguel Balboa, Rod Reynolds, Ed Galasti, Michael Barnwell, Ed Lawson

Front, from L to R: James Schwind, Karen Dykstra, Denise Fulton, Deidre Crawford, Alice Bray (team lead)

Not in picture: Sharon Logan, Larry Williams

The Upgrade sub-team leads the technical upgrade/comparison process that will implement the new standard PeopleSoft V8 functionality. Modifications or customizations to the standard functionality will be added or retained only to the extent necessary to support GeorgiaFIRST institutional business processes. This sub-team also manages all data conversion and validation, including pre- and post-conversion cleanup.

See you in March!

Stay in the Know

Here are some of the ways we'll be communicating with you throughout the PSFIN V8 Upgrade:

1. V8 Upgrade Project Team: Contact them at psfin_upgrade@usg.edu
2. Campus Coordinators: Find yours at: <http://www.usg.edu/gafirst/fin/project/v8/>
3. GeorgiaFIRST Financials web site: <http://www.usg.edu/gafirst/fin/>
4. Email Lists:
 - gafirst-fs-reps@listserv.usg.edu: includes all V8 Campus Coordinators
 - gafirst-fs-tech@listserv.usg.edu: includes all V8 Technical Representatives
 - first-lf@listserv.usg.edu: includes all Financials users
 - first-lb@listserv.usg.edu: includes all Budgets users

NOTE: If you are not currently subscribed to any of these email lists, you can contact the **OIIT HELPDESK** at: http://www.usg.edu/customer_services (self-service ticket submission) or email helpdesk@usg.edu.