PSFIN V8 Project Weekly Update for 03/31/2008

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For More Information:
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:	***Reminder:* PS Financials Month Close and Data Cleanup Processes**
Message:	**Please remember that data cleanup is a continuous process.** Every month until we go live with PeopleSoft Financials version 8.9, each institution should take the following steps to clean up your data so that your database is prepared to Go-Live! 1. The person in your Business Office that manages the month end close process should use the updated Month End Checklist for PeopleSoft Financials 7.5 for all month end closes beginning with the December 2007 accounting period. It includes tasks that act as "practice runs" for the upgrade process 2. Each institution should run through the instructions in the Data Cleanup Instructions document and then clean up the data as needed. This will insure that your production data remains clean, and will help minimize problems when we transition to the new version of PeopleSoft Financials. The updated Month End Checklist and the Data Cleanup Instructions are located at: http://www.usg.edu/gafirst/fin/project/v8/documentation/general/. If you require OIIT's assistance to resolve any data cleanup tasks, you should submit your ticket to the **OIIT HELPDESK**.
Action Required:	• Notify your business office that they should be performing the tasks in the updated version of the month end checklist every month end until Go-Live! • Add the data cleanup tasks to your month end checklists and run through the data cleanup tasks document every month until Go-Live! • Submit **OIIT HELPDESK** tickets if needed for these tasks.
Deadline:	**Every month end until Go-Live!**
Respond To:	psfin_upgrade@usg.edu if you have any questions.

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To:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	PSFIN V8 Project April 2008 Institutional Readiness Web Conference
Message:	The next monthly Institutional Readiness Web Conference has been scheduled for: • **10:00 a.m. Wednesday, April 23, 2008** Participation in these monthly meetings is vital to the success of the V8 Project and is therefore **mandatory**. 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. 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.
Action Required:	• **Before the meeting**, test the computer you will be using to be sure you can enter the Wimba Live Classroom. The instructions are posted here: http://www.usg.edu/gafirst/fin/project/v8/news/events/. • **Participate in this meeting Wednesday, April 23, 2008 at 10:00 a.m.**
Deadline:	As noted above
Respond To:	psfin_upgrade@usg.edu if you have questions.

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To:	Campus Coordinators
Subject:	User Acceptance Testing (UAT)
Message:	**UAT Homework and Access to Your UAT Database** Your UAT database will be available for you to work on your homework assignments, and for local testing and development. You will have access to your UAT database from February 18th through April 11th. • **UAT Database Access.** The web link to, and login information for, your institution's UAT has been sent to each institution's campus coordinator and technical representative via email. You will need to distribute this information to your UAT attendees and other personnel who need access to complete UAT homework or perform other local development and testing. • **Homework Assignments.** These were distributed during the UAT sessions and have been posted to the UAT page on the PSFIN website. • **UAT Presentations.** The files with the PowerPoint slides have been posted to the UAT page on the PSFIN website. • **Workstation Configuration.** Workstation Installation and Configuration Instructions have been posted. See the announcement on page 6. ***Need help?*** If you need assistance with your UAT homework or have any issues with your UAT database environment, please contact the **OIIT HELPDESK** through the usual channels and submit a ticket. Be sure to tell the **OIIT HELPDESK** representative that your request is related to PSFIN V8 UAT. Additional details are posted on the UAT page at: http://www.usg.edu/gafirst/fin/project/v8/news/uat/.
Action Required:	• Work on UAT homework assignments and do any local testing and development. • Submit **OIIT HELPDESK** tickets if needed for these tasks.
Deadline:	**Monday, February 18, 2008 through Friday, April 11, 2008**
Respond To:	• psfin_upgrade@usg.edu if you have any project-related questions. • The **OIIT HELPDESK** if you need assistance with UAT homework assignments or have any issues related to your UAT environment.

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To:	Campus Coordinators
Subject:	AP UAT Homework Requiring Bank Approval
Message:	This is a reminder regarding AP UAT Homework that requires bank approval. **All institutions** are required to produce AP test checks and provide them to their bank for approval. In addition, institutions that are currently using (or plan to use at 8.9 Go Live!) positive payment or direct deposit (PPD/CCD+) are also required to submit test files to their bank for approval.
Action Required:	Produce and submit the test files to your bank for approval as noted above by running the following PSFIN V8 Business Processes/UPKs: • **AP.020.502** Run EFT/ACH Pay Cycle (if applicable) • **AP.020.503** Print Test Checks from Report Manager (required for all institutions) • **AP.040.030** Generate the Positive Payment File (if applicable) Email confirmation of bank approval to OIIT. Please specify which items were approved by the bank: • AP Checks • EFT-PPD file • ACH-CCD+ file • Positive Pay file If your files are not approved by your bank and you need OIIT assistance, please open a PSFIN V8 UAT **OIIT HELPDESK** ticket, as noted in the User Acceptance Item (UAT) item on page 3.
Deadline:	No later than **April 11, 2008**
Respond To:	Donna Wooddell at psfin_upgrade@usg.edu.

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To:	Campus Coordinators and Technical Representatives
Subject:	***Updated:*** **Workstation Installation and Configuration Instructions and Files for PSFIN V8 Users**
Message:	***Updated: Changes and additions have been made to the Workstation Installation Instructions document and the revised document has been posted.*** • **Page 20, Section 2.3.2:** The section was renamed Setting the Default Database Name and revised with new steps. • **Pages 50-56, Section 3.6:** Step 13 of the BOR OIIT SwiftView Viewer Installation procedure was revised, and new Steps 14-31 were added. The latest Workstation Installation Instructions (version 3) document and related files are available for download at: http://swdist.gafirst.usg.edu/financials/ps848wks/. These instructions and files contain the procedures to install and configure PeopleSoft Development tools such as SQR Reporting, nVision, Crystal 9 application, and the PeopleSoft ODBC link. This is for users who need to develop reports in PSFIN V8 using nVision and/or Crystal. Also included are procedures for configuring workstations for all users of PSFIN V8. The PS8 Workstation Install Scenarios spreadsheet will show the various installs needed for certain types of users. Special attention should be paid to the sections related to the SwiftView plug-in (used for viewing checks before printing), disabling pop-up blockers, and creating a trusted site in the document, as these will affect the majority of PSFIN V8 users. **Note 1: Not everyone will need the PSFIN V8 Development tools.** Only personnel who need to develop custom reports will need this type of workstation install. Although the number of people developing these reports will vary by institution, it is expected that the number would be very small: from 0 to 8 people per institution. **However, everyone who accesses PSFIN V8 may benefit from having their browser correctly configured. It is expected that the Technical Representative or appropriate IT staff will have access to these files and will assist users with the installation and configuration as needed.** **Note 2:** For Section 2.3.2, Configuration Manager Network Settings, you will need to have a unique machine name and port number. OIIT will send this information to each Technical Representative in a separate email message.
Action Required:	Review the Workstation Installation Instructions and distribute to the

	appropriate IT Staff. During UAT and subsequent production environments, the IT staff may be asked to install these applications and/or assist with configuration.
Deadline:	As needed during UAT campus testing from Monday, February 18, 2008 through Friday, April 11, 2008.
Respond To:	If you need assistance with this, have your Technical Representative or appropriate IT support person contact Michael Campbell at psfin_upgrade@usg.edu.

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To:	Campus Coordinators and Technical Representatives
Subject:	Institution Queries and Trees during UAT
Message:	**Queries During UAT** • The UAT environments have the institution queries that were created at Georgia Summit and in FPLAY89. These queries have all been made public in your UAT environments for easy access. • At Georgia Summit and in FPLAY89, you were asked to name the queries with the first three digits of your school number/business unit as all the queries were in a common database. For UAT, this restriction does not apply. **Trees During UAT** • During UAT, you may modify institution-specific trees. OIIT will move those trees into your production 8.9 environments. • There are no restrictions on what name is given to the institution-specific trees. **Queries and Trees During Pre-Production** • The UAT environments will be overwritten by the pre-production upgrade, so you must make sure all the queries and trees that you need have been moved.
Action Required:	• Notify all creators of queries and trees about the above process. • Provide a list of all queries and trees you want to include in your production 8.9 database that have been **added, modified, or even deleted** in your UAT environment.
Deadline:	• All additions, changes, and deletions must be submitted each Friday by 2 p.m. during UAT campus testing from Monday, February 18, 2008 through Friday, April 11, 2008. • Deadline for the final list is to be determined.
Respond To:	Karen Dykstra at psfin_upgrade@usg.edu.

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To:	Campus Coordinators and Certified Trainers
Subject:	Super User Training – Closed Registration Open
Message:	Closed Super User Training registration is now open through Friday, April 18th. Closed registration means that you can register only for courses for your group (Group 1 or Group 2). After April 18th, registration will be opened up for anyone in either group to register for any course, based on availability. Each group has priority for courses in their group. The Super User Training course schedule is posted on the PSFIN web site, and can be seen at the following URL: http://www.usg.edu/gafirst/fin/training/ver8/training_events/schedule.pdf. **Note:** To register each session, click on the hyperlink for the session in the schedule, which will take you to the registration site. The password to use for the registration site is: **V8**.
Action Required:	Register Super Users for Super User Training by clicking on the links in the document referenced above.
Deadline:	**Friday, April 18, 2008**
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.

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To:	Campus Coordinators
Subject:	***Reminder:* Active Employees, Core Financials Users, and Self Registration in HRMS**
Message:	The Implementation of Expenses and eProcurement in version 8.9 will cause the number of users in the Financials application to grow significantly. In conjunction with this implementation, we will also implement Single Sign On between the HRMS Self Service Portal and the Financials Self Service Portal. Single Sign On will allow users to log into Self Service one time and have seamless access to both their personal HR and Finance information, such as Personal, Job, Payroll, Benefits, and Expense Reimbursements. With this change, PeopleSoft HRMS will become the System of Record for User IDs, E-mail addresses, and passwords. In order to synchronize User IDs and access between PeopleSoft Financials and HRMS, active employees who have not already done so must create a Self Service User ID via the Self Registration process in PeopleSoft HRMS. Users must also set up a primary email address in HRMS that will be synchronized to PeopleSoft Financials, and used for workflow notifications. **<u>If you are:</u>** 1. An existing Core FIN user and you HAVE registered for HR Self Service using your Core FIN UserID, **no action is required**. 2. An existing Core FIN user and HAVE NOT registered for HR Self Service, **you must register using your current FIN UserID**. 3. An existing Core FIN user and you HAVE registered for HR Self Service but used a UserID that is different than your FIN UserID, **you must:** • **Contact your security administrator and have them delete your HR Self Service UserID.** • **Then log in to HRMS Self Service and complete the registration process again, using the same UserID as your FIN UserID.** 4. Both a Core FIN user and a Core HRMS user, **you have two choices:** **a. You can do nothing and your HR User ID will be synced to the Finance database for Single Sign On. Thus, you will have one User ID for Self Service and Core HR, and one User ID for Core Financials. (or)** **b. You can choose to have your security admin delete one of your User IDs and rebuild it using your primary UserID. The new**

	account would have the same roles as the previous account. **Note 1:** If you are an existing Core user in both HR and FIN, your User ID in each system may also be tied to Run Controls, Private Queries, Process Scheduler Reports, Process Monitor Jobs, or other unique system processes. Please consider this information if you decide to delete and recreate one of your Core User IDs. The deleted User ID will lose all access to the above-mentioned historical transactions. **Note 2:** If you are an existing Core FIN user and your User ID is less than six (6) characters, the HRMS Self Registration process will not work. You must have your HRMS Security Administrator add the User ID in HRMS with the Base PeopleSoft User role only.
Action Required:	Require all active employees to register for Self Service and enter a primary E-mail account. **Note:** Since PeopleSoft HRMS will become the central store for passwords, the password that is in HRMS Self Service at the time of cutover will become the password for the Financials application as well. Passwords from that time forward will be synchronized between both systems. It will be important for users to remember or change their password in HRMS Self Service prior to Go-Live.
Deadline:	**Tuesday, August 1, 2008**
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.

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To:	Campus Coordinators and Security Administrators
Subject:	***NEW:* PSFIN V8 Security Workshops**

Message:	Your V8 Security Administrator will be responsible for creating user security profiles for your V8 Financials environment before you Go-Live. In order to assist you with this task, the PSFIN V8 Project team is conducting two one-day Security Workshops in a lab environment.
	• What: Security Workshops
	• When: 8:30 a.m. – 4:30 p.m.
	  • Group 1: August 6, 2008
	  • Group 2: September 10, 2008
	• Where: OIIT, Athens
	• Who: V8 Security Administrators
	
	We will be covering the changes to security, and then we will work with your Security Administrator to establish V8 security profiles for your core PeopleSoft Financials users. These security profiles will be set up in your institution's Pre-Production database and will be migrated to your Production database at Go-Live.
	
	Your Security Administrators will need to prepare a Security Request Form for each of your existing core users in the Financials 7.5 system. These forms will document each user's access in the system, as well as each user's job roles that will be used to build V8 role assignments in your Pre-Production database.
	• **Note:** A revised Security Request Form will be posted to the PSFIN V8 website on or about June 1st at: http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/. Also, all business processes will be updated with the correct security role.
	
	The forms will be used during the workshop to build each core user with required role assignments. After the workshops, OIIT will extract your user security profiles from the Pre-Production environment and migrate it to your Production 8.9 environment.

Action Required:	• **Task 1: Register for a Security Workshop online at:**
	  • Group 1: http://securitygrp1.eventbrite.com/
	  • Group 2: http://securitygrp2.eventbrite.com/
	  • **NOTE: The event password is: V8**
	  • Your Security Administrator should go to the appropriate link and enter the requested information for **one** attendee from your institution.
	• **Task 2:** Prepare a Security Request Form for each existing core user in

	your Financials 7.5 system and bring it with you to the workshop. • **Task 3:** Build each user in the Pre-Production environment and create all user security profiles before Go-Live.
Deadlines:	• **Task 1:** Sunday, June 1, 2008, no later than 5:00 p.m. • **Task 2:** Date of your scheduled workshop. • **Task 3:** Date of your scheduled workshop.
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.

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