PSFIN V8 Project Weekly Update for 06/30/2008

Tasks & Announcements		
Due Date	**Description**	**Page**
N/A	***Reminder:* Archived V8 Wimba Presentations**	3
N/A	***Updated:* V8 Weekly Wimba Presentations**	4
N/A	***NEW:* Hotel Information for Pre-Production and Production Upgrade Sessions**	6
06/30/08	***DUE:* Identify AP Expense Auditors**	8
06/30/08	***DUE:* Identify Expenses Reviewers**	9
06/30/08	***DUE:* Update All Campus Representative Lists**	10
06/30/08	***Reminder:* PS Financials Month Close Process and Data Cleanup**	12
06/30/08	***Reminder:* New Employees, Core Financials Users, and Self Registration in HRMS**	13
07/07/08	***NEW:* Identify Designates for Expenses Approvers**	16
07/23/08 and 08/20/08	Super User Training – Open Registration Available	19

Upcoming Events		
Date	**Event**	**Page**
06/30/08	Certified Trainer Webinar	11
07/02/08	***NEW:* V8 Wimba Presentations**	15
07/16/08, 08/20/08, and 09/24/08	***Updated:* PSFIN V8 Institutional Readiness Web Conferences**	18
08/06/08 and 09/10/08	PSFIN V8 Security Workshops	20

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
Subject:	***Reminder:* Archived Wimba Presentations**
Message:	The Wimba Presentations that were presented via Wimba Live Classroom in May and June have all been archived and are available for viewing. Although not mandatory, we suggest that the following personnel should plan to review these presentations, if they have not done so already: • Campus Coordinators • Chartfield Administrators • eProcurement Administrators • Expenses Administrators • Security Administrators Other interested personnel are invited to review the presentations as well.

Action Required:	• **Before the viewing the presentations**, test the computer you will be using to be sure you can enter the Wimba Live Classroom.
	  • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• Review the presentations as follows:
	  • Go to: http://gbor-oiit.horizonwimba.com/.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • Room ID: **PSFIN_IR** (all upper case)
	  • Name: **first name_last name**
	  • Click on the **Archives** tab.
	  • Select the appropriate presentation to review.
	• The PowerPoint presentation files are available at: http://www.usg.edu/gafirst/fin/project/v8/news/events.

Deadline:	**N/A**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.

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
Subject:	***Updated:*** **V8 Weekly Wimba Presentations**

Message:	A series of V8 Weekly Wimba Presentations will be given on a variety of topics. The first in this series was held on **Tuesday, June 24, 2008**. Please see the item on page 3 for more information on the archived recording of this presentation.
	
	Updated: A listing of dates and topics for future presentations is presented below:
	• **Wednesday, July 2, 2008**
	  • 10:00 a.m.: Workflow #6
	  • 10:30 a.m.: Security Request Forms
	• **Wednesday, July 9, 2008**
	  • 10:00 a.m.: Flexible Spending Accounts
	  • 10:30 a.m.: Purchase Order Close Out
	• **Wednesday, July 23, 2008**
	  • 10:00 a.m.: Batch Scheduling and Workstation Configuration
	• **Wednesday, August 13, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	• **Wednesday, August 27, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	• **Wednesday, September 17, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	• **Wednesday, October 1, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	
	These presentations 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 presentation. You can also use a projector to facilitate larger groups.

Action Required:	• **Before the presentation**, test the computer you will be using to be sure you can enter the Wimba Live Classroom.
	  • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• **Participate in these presentations as noted above.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • Room ID: **PSFIN_IR** (all upper case)

	• Name: **institution_firstname** (example: usg_mary)
Deadline:	**As noted above**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.

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
Subject:	***NEW:* Hotel Information for Pre-Production and Production Upgrade Sessions**

Message:	For the Pre-Production and Production Upgrade Sessions to be held in Athens, a block of rooms have been reserved under the name "Board of Regents" at the following hotel:
	• Country Inn & Suites
	• 236 Old Epps Bridge Road
	• Athens, GA 30606
	
	The rate for this block of rooms is $89 plus 14% tax. Two suite options are available: 2 queen beds or 1 king bed. Hotel check-in time is 3:00 p.m. and check-out time is 11:00 a.m. All guests arriving before the check-in time will be accommodated as soon as a room becomes available.
	
	You are responsible for making your own reservation. You may book your reservation either online or by calling the hotel. A promotional code has been provided when booking online in order to get the discounted room rate and is listed below. The cut-off date is also listed below and rooms will be available on a first come, first serve basis. If your reservation is not made before the cut-off date, the room block will be released at that time.
	
	The hotel has stated that if you need an additional night, you can extend your stay for the same rate.
	
	The cutoff date and online promotional code for each session is:
	• **Group 1 Pre-Production: August 3 and 4, 2008**
	  • Cutoff Date: **July 13, 2008**
	  • Online Promotional Code: **BRDREG**
	• **Group 1 Production Go-Live!: August 31 and September 1, 2008**
	  • Cutoff Date: **August 10, 2008**
	  • Online Promotional Code: **BDOREG**
	• **Group 2 Pre-Production: September 7 and 8, 2008**
	  • Cutoff Date: **August 17, 2008**
	  • Online Promotional Code: **BOARDR**
	• **Group 2 Production Go-Live!: October 5 and 6, 2008**
	  • Cutoff Date: **September 14, 2008**
	  • Online Promotional Code: **BOFREG**
	
	Use the following link for registration, directions, and more information about the hotel: http://www.countryinns.com/hotels/gaathens.

Action Required:	Book your hotel reservations for your appropriate Pre-Production and Production Upgrade Sessions by the dates indicated.
Deadline:	**As Noted Above**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.

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
Subject:	***DUE:* Identify AP Expense Auditors**
Message:	The following Expenses users must be identified: • **AP Expense Auditors** See the following documents, located at http://www.usg.edu/gafirst/fin/project/v8/documentation/jobs, for more information: • "Expenses Approvers – General" for the job descriptions • "Expenses Workflow Levels" for a workflow levels discussion Please review the job descriptions for these roles and identify who at your institution will be responsible for these duties. A spreadsheet was mailed to Campus Coordinators on June 20th to provide assistance in identifying the appropriate User data to be updated into the appropriate chartfield record. Step-by-step instructions are included in the spreadsheet. You will use these spreadsheets to manually load these data into your institution's upgraded 8.9 database during the preproduction cutover. • **Note:** Demonstrations on how to complete the spreadsheet were given at the eProcurement & Expenses Workflow Presentations that were held on May 15th and 21st. See the item on page 3 for more information on how to review these presentations.
Action Required:	• Follow the directions in the spreadsheet to provide the required information for your AP Expense Auditors. • Send your completed spreadsheet to the project team at the address below by the deadline.
Deadline:	**Close of Business Today, Monday, June 30, 2008**
Respond To:	Sherral McKeithen at psfin_upgrade@usg.edu with completed spreadsheets or if you have questions.

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
Subject:	***DUE:* Identify Expenses Reviewers**
Message:	The following Expenses users must be identified: • **Reviewers** See the following documents, located at http://www.usg.edu/gafirst/fin/project/v8/documentation/jobs, for more information: • "Expenses Approvers – General" for the job descriptions • "Expenses Workflow Levels" for a workflow levels discussion Please review the job descriptions for these roles and identify who at your institution will be responsible for these duties. A spreadsheet was mailed to Campus Coordinators on June 20th to provide assistance in identifying the appropriate User data to be updated into the appropriate chartfield record. Step-by-step instructions are included in the spreadsheet. You will use these spreadsheets to manually load these data into your institution's upgraded 8.9 database during the preproduction cutover. • **Note:** Demonstrations on how to complete the spreadsheet were given at the eProcurement & Expenses Workflow Presentations that were held on May 15th and 21st. See the item on page 3 for more information on how to review these presentations.
Action Required:	• Follow the directions in the spreadsheet to provide the required information for your Expenses Reviewers. • Send your completed spreadsheet to the project team at the address below by the deadline.
Deadline:	**Close of Business Today, Monday, June 30, 2008**
Respond To:	Sherral McKeithen at psfin_upgrade@usg.edu with completed spreadsheets or if you have questions.

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
Subject:	***DUE:* Update All Campus Representative Lists**
Message:	The following Campus Representative lists must be reviewed and updated if needed: • Campus Coordinators • Technical Representatives • End User Support Representatives • Security Administrators • Campus Upgrade Representatives • Certified Trainers Refer to the following documents for more information: • **Campus Contacts –All**, located at http://www.usg.edu/gafirst/fin/project/v8/contacts/, for the current contact information. • **Job Descriptions**, located at http://www.usg.edu/gafirst/fin/project/v8/documentation/jobs/, for the job descriptions for these representatives.
Action Required:	• Review the Campus Representative lists noted above. • Confirm that current information is OK or update it as needed. • Send confirmation of current info and/or updated lists to project team.
Deadline:	**Close of Business Today, Monday, June 30, 2008**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu with confirmations and/or updated lists or if you have questions.

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:	Certified Trainers
Subject:	Certified Trainer Webinar
Message:	A Certified Trainer webinar has been scheduled for: • **10:00 a.m. Monday, June 30, 2008** All Certified Trainers should plan to attend or designate an alternate to attend in your place. 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 Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• **Participate in this meeting Monday, June 30, 2008 at 10:00 a.m.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • Room ID: **PSFIN_IR** (all upper case)
	  • Name: **institution_firstname** (example: usg_mary)

Deadline:	**Monday, June 30, 2008 at 10:00 a.m.**
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.

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.

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
Subject:	***Reminder:*** **New 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. For more information, please refer to the **Details** section below.
Action Required:	Require all active employees to register for Self Service and enter a primary E-mail account. Refer to the "Self Service Metrics" document, located at: http://www.usg.edu/gafirst/fin/project/v8/news/weekly/, to review the self service registration status for your campus.
Deadline:	All new employees should be registered monthly, with registration of all employees completed by **Tuesday, August 1, 2008**.
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.
Details:	**<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 administrator 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. **Note 3:** 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.

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
Subject:	***NEW:* V8 Wimba Presentations**

Message:	V8 Wimba Presentations have been scheduled for:
	• **10:00 a.m. Wednesday, July 2, 2008**
	  • Workflow #6
	• **10:30 a.m. Wednesday, July 2, 2008**
	  • Security Request Forms
	
	Although not mandatory, we suggest that the following personnel should plan to attend this presentation:
	• Campus Coordinators
	• eProcurement Administrators
	• Expenses Administrators
	• Security Administrators
	Other interested personnel are invited to attend as well.
	
	These presentations 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 presentation. You can also use a projector to facilitate larger groups.

Action Required:	• **Before the presentations**, test the computer you will be using to be sure you can enter the Wimba Live Classroom.
	  • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• **Participate in these presentations.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • Room ID: **PSFIN_IR** (all upper case)
	  • Name: **institution_firstname** (example: usg_mary)

Deadline:	**Wednesday, July 2, 2008 at 10:00 and 10:30 a.m.**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.

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
Subject:	***NEW:* Identify Designates for Expenses Approvers**

Message:	The following Expenses users must be identified:
	• **Designates for the following Approvers:**
	  • **Department Manager 1 Approvers (required)**
	  • **AP Auditors (required if there is only one AP Auditor in a department)**
	  • **Reviewers (required if there is only one Reviewer in a department)**
	  • **Project Managers (required)**
	
	Definition of a Designated Approver: An employee who receives expense transactions submitted by an approver because an approver cannot approve his/her own expense transactions. Each employee can have only one designated approver.
	
	Need Additional Information about designated approvers?
	• See the archived Wimba presentation dated June 24, 2008. Refer to the item on page 3 for more information on how to access the archived Wimba presentations.
	• Review PSFIN Business Process EX.010.090, Assigning a Designated Approver, in the Business Processes >Travel and Expenses section of the Georgia*FIRST* Financials website.
	• Attend the Wimba presentation on Wednesday, July 2nd at 10:00 a.m. Refer to the item on page 15 for more information on this presentation.
	• Review the separate communication regarding designated approvers that was sent to all Campus Coordinators on Friday, June 27th.
	
	Spreadsheets will **not** be emailed to the institutions for use in identifying these delegates, since the version sent to OIIT may not reflect revisions made by the Campus Coordinators after they were original submitted. Institutions should add new columns to their existing spreadsheets that identified their Department Manager 1, Department Manager 2, AP Auditor, and Reviewer personnel. The new columns should contain the following information for the Designate for each Department and Project Approver:
	• **Last name,first name**
	• **EMPLID**
	• **USERID**

Action Required:	Send your updated spreadsheets to the project team at the address below by the deadline.

Deadline:	**Monday, July 7, 2008**
Respond To:	Sherral McKeithen at psfin_upgrade@usg.edu with completed spreadsheets or if you have questions.

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, Technical Representatives, and Certified Trainers
Subject:	***Updated:*** **PSFIN V8 Project Institutional Readiness Web Conferences**
Message:	The next monthly Institutional Readiness Web Conferences have been scheduled for **10:00 a.m.** on the following dates: • **Groups 1 and 2: Wednesday, July, 16, 2008** • ***Updated:*** **Group 1: Tuesday, August 20, 2008** • **Group 2: Wednesday, September 24, 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. These meetings 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 Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• **Participate in these meetings as noted above.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • Room ID: **PSFIN_IR** (all upper case)
	  • Name: **institution_firstname** (example: usg_mary)
	• Go to the PSFIN V8 project website to view documents related to these and previous IR Web Conferences.
	• More information and detailed instructions are located at: http://www.usg.edu/gafirst/fin/project/v8/news/events.

Deadline:	**Wednesday 16, July, 2008 for both Groups 1 and 2**
Respond To:	psfin_upgrade@usg.edu if you have questions.

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 Certified Trainers
Subject:	Super User Training – Open Registration Available
Message:	Open Super User Training registration is now available through the following dates: • Registration for available Group 1 sessions will end on: **Wednesday, July 23, 2008** • Registration for available Group 2 sessions will end on: **Wednesday, August 20, 2008** Open registration means that anyone in either group may register for any course, based on availability. Each group has priority for courses in their group. The Super User Training course schedule has been posted to the PSFIN web site, and can be seen at the following URL: http://www.usg.edu/gafirst/fin/training/ver8/training_events/schedule.pdf.
Action Required:	Register Super Users for Super User Training by clicking on the links in the document referenced above.
Deadline:	• **Group 1: Wednesday, July 23, 2008** • **Group 2: Wednesday, August 20, 2008**
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.

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 Security Administrators
Subject:	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.
	• A revised Security Request Form will be posted to the PSFIN V8 website on or about June 9th 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 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 2:** Completed by date of your scheduled workshop. • **Task 3:** Completed during your scheduled workshop.

Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.

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