

## PSFIN V8 Project Weekly Update for 03/19/2007

<b>In this update:</b>	<ul style="list-style-type: none"> <li>• Institutional Readiness Web Conference for March 2007</li> <li>• PS Financials Data Cleanup</li> <li>• PSFIN V8 Project Quarterly Update Meeting - April 2007</li> <li>• Training Road Show</li> </ul>
<b>Upcoming events:</b>	<p>Institutional Readiness Web Conference</p> <ul style="list-style-type: none"> <li>• Wednesday, March 21, 2007</li> </ul> <p>Quarterly Update Meeting</p> <ul style="list-style-type: none"> <li>• Monday, April 16, 2007</li> </ul> <p>Training Road Shows</p> <ul style="list-style-type: none"> <li>• Tuesday, March 27, 2007</li> <li>• Wednesday, March 28, 2007</li> <li>• Wednesday, April 11, 2007</li> </ul>
<b>This week's deadlines:</b>	<ul style="list-style-type: none"> <li>• Submit two (2) attendees for Training Road Shows by close of business today, Monday, March 19, 2007</li> <li>• Prepare for and attend the Institutional Readiness Web Conference on Wednesday, March 21, 2007, 10:00 a.m. – 11:00 a.m.</li> </ul>
<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 Technical Representatives
<b>Subject:</b>	Institutional Readiness Web Conference for March 2007
<b>Message:</b>	<p>The next Institutional Readiness Web Conference is scheduled for:</p> <ul style="list-style-type: none"> <li><b>Wednesday, March 21, 2007, from 10:00 a.m. to 11:30 a.m.</b></li> </ul> <p>Participation in these monthly meetings is vital to project success and is therefore mandatory. At least one representative from each institution must participate in these meetings, either the Campus Coordinator or a designated alternate.</p> <p>These meetings will be conducted in a live web conference format using Horizon Live Classroom, through a computer connected to the Internet at your institution. If more than one person from your institution will be participating, then we ask that you meet in one place and only use one computer to connect to the meeting.</p> <p>Detailed instructions on how to prepare for, and participate in, the meeting can be found at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events">http://www.usg.edu/gafirst/fin/project/v8/news/events</a>. If you participated in the IR Web Conference last month and you plan to use the same computer workstation this month, then you do not need to do anything to prepare.</p>
<b>Action Required:</b>	<p><b>Join the IR Web Conference on Wednesday, March 21, 2007 from 10:00 a.m. to 11:30 a.m.</b></p> <p>Please go to the PSFIN V8 project website to view the instructions and the agenda for this documents related this IR Web Conference:  <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events">http://www.usg.edu/gafirst/fin/project/v8/news/events</a>.</p> <p>Run the Set Up Wizard if needed. See instructions at the link above.</p>
<b>Deadline:</b>	<b>Wednesday, March 21, 2007 at 10:00 a.m.</b>
<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>	PS Financials Data Cleanup
<b>Message:</b>	<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:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/general/">http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</a></p> <p>If you require OIIT's assistance to resolve any data cleanup tasks, you must submit your ticket to the <b>OIIT HELPDESK no later than</b> 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> <p>Please remember that data cleanup is a continuous process. The deadlines below are for submitting tickets for cleanup of old data. From this point forward, each institution should run through the instructions in the Data Cleanup Instructions document and then clean up the data as needed once each month until we go live with the new software. This will insure that your production data remains clean, and will help minimize problems when we transition to the new version of PeopleSoft Financials.</p>
<b>Action Required:</b>	<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"> <li>• Verify pay cycles by <b>03/31/07</b>.</li> <li>• Outstanding vouchers by <b>03/31/07 (prior years)</b>.</li> </ul> <p>Submit <b>OIIT HELPDESK</b> tickets if needed for these tasks <b>no later than the indicated dates</b>.</p>
<b>Deadline:</b>	<p>There are no Data Cleanup deadlines this week. The next Data Cleanup deadlines are:</p> <ul style="list-style-type: none"> <li>• <b>03/31/07</b> Verify pay cycles</li> <li>• <b>03/31/07</b> Outstanding vouchers for prior years</li> </ul> <p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for other upcoming deadlines:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/general/">http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</a></p> <p>These deadlines are also summarized below.</p>
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.

Deadlines for Data Cleanup	
6/30/07 (OIIT)	Requisition clean up
AP Clean Up	
03/31/07	Verify pay cycles
03/31/07 (prior years)	Outstanding vouchers
09/30/07	Outstanding checks
For More Information:	<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 Technical Representatives
<b>Subject:</b>	PSFIN V8 Project Quarterly Update Meeting - April 2007
<b>Message:</b>	<p>The details for the next Quarterly Update Meeting are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Monday, April 16, 2007</li> <li>• <b>Time:</b> 9:00 a.m. – 4:00 p.m.</li> <li>• <b>Location:</b> Macon State College</li> <li>• <b>Who should attend:</b> The Campus Coordinator or their designated representative must attend. Up to 3 other representatives from your institution may also attend. <ul style="list-style-type: none"> <li>• <b>Note:</b> Technical Representatives are encouraged, but not required, to attend this meeting. Technical-related information will be presented at the Technical Update Meeting on August 28.</li> </ul> </li> <li>• <b>Agenda and Materials:</b> Will be available at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a></li> </ul>
<b>Action Required:</b>	<p><b>Please reserve Monday, April 16, 2007 from 9:00 a.m. to 4:00 p.m., for this Quarterly Update Meeting.</b></p> <p>Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by April 9, 2007.</p>
<b>Deadline:</b>	<b>List of attendees must be submitted by April 9, 2007.</b>
<b>Respond To:</b>	Submit list to Michael Casuccio at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> .
<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
<b>Subject:</b>	Training Road Show
<b>Message:</b>	<p>The Training Road Show is coming to a site near you!</p> <p>OIIT will be conducting a Training Road Show in the coming weeks. The purpose of these events is to:</p> <ul style="list-style-type: none"> <li>• Listen to the concerns you might have about the training strategy and try to find solutions;</li> <li>• Tie specifics of the training strategy to the training portion of the scorecard;</li> <li>• Promote the Certified Trainer Program; and,</li> <li>• Demonstrate that we have given careful consideration to the limitations and needs related to training in the process of creating the strategy, thereby demonstrating a need for shared responsibility in the training effort.</li> </ul> <p>The events are designed to be informal, and involve sharing information along with discussion. To make the sessions as convenient for you to attend as possible, we have organized them geographically, and assigned institutions to the session closest to them.</p> <p>We will be conducting three regionally-grouped sessions: a Northern region held at OIIT in Athens, a Central/South region held at Middle Georgia College, and a Southeast region held at Armstrong Atlantic State University. Space is limited to two people from each institution.</p> <p>If your institution has a schedule conflict with the event in your region, you may e-mail us to see if there is availability at an event in another region. As space is limited, preference goes to those who are assigned to a particular session.</p> <p><b>Northern Session - Held at OIIT in Athens, GA</b></p> <ul style="list-style-type: none"> <li>• <b>Tuesday, March 27<sup>th</sup></b></li> <li>• <b>1:30 p.m. - 4:30 p.m.</b></li> <li>• <b>Classroom 105</b></li> <li>• <b>For the following institutions:</b> Dalton State College, Georgia Highlands College, Kennesaw State University, Southern Polytechnic State University, Atlanta Metropolitan College, Clayton State University, University of West Georgia, Georgia Perimeter College, Augusta State University, Medical College of Georgia, Georgia Gwinnett College, Gainesville State College, North Georgia College &amp; State University</li> </ul>

	<p><b>Central\South Session - Held at Middle Georgia College, Cochran, GA</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday, March 28<sup>th</sup></b></li> <li>• <b>1:30 p.m. - 4:30 p.m.</b></li> <li>• <b>For the following institutions:</b> Georgia College &amp; State University, Gordon College, Macon State College, Columbus State University, Fort Valley State University, Middle Georgia College, East Georgia College, Georgia Southwestern State University, Bainbridge College, Abraham Baldwin Agricultural College, Valdosta State University, South Georgia College, Darton College, Albany State University</li> </ul> <p><b>Southeast Session - Held at Armstrong Atlantic State University, Savannah, GA</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday, April 11<sup>th</sup></b></li> <li>• <b>1:30 p.m. - 4:30 p.m.</b></li> <li>• <b>For the following institutions:</b> Armstrong Atlantic State University, Skidaway Institute of Oceanography, Savannah State University, Georgia Southern University, Waycross College, Coastal Georgia Community College</li> </ul>
<b>Action Required:</b>	<p>E-mail <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the names of who will be attending. Space is limited to two people from each institution.</p> <p>You may also e-mail requests concerning a reservation at a session in another region.</p> <p>Please e-mail <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> and let us know if you are not going to participate in any of the sessions.</p>
<b>Deadline:</b>	<b>Today March 19, 2007</b>
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the names of the two people from your institution who will be attending.
<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>