

PSFIN V8 Project Weekly Update for 02/19/2007

To:	Campus Coordinators
Subject:	Institutional Readiness Monthly Meeting
Message:	<p>The first monthly Institutional Readiness meeting has been scheduled for:</p> <ul style="list-style-type: none"> Wednesday, February 21, 2007 at 10:00 a.m. <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. 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>Two time slots have also been set up so that you can test your connection to the web conference meeting room. The meeting coordinators will be available at these times to help you become familiar with the interface.</p>
Action Required:	<p>Follow the instructions in the attached document and run the Horizon Live Setup Wizard to be sure that you can access the web conference meeting.</p> <p>Select one of these testing times to enter the meeting room and familiarize yourself with the web conference environment:</p> <ul style="list-style-type: none"> 2:00 p.m. Monday, February 19, 2007; or, 9:00 a.m. Tuesday, February 20, 2007 <p>Reserve this date and time to participate in this meeting:</p> <ul style="list-style-type: none"> 10:00 a.m. February 21, 2007
Deadline:	As noted above
Respond To:	Please contact the project team at psfin_upgrade@usg.edu if you have any questions.

For More Information:	<ul style="list-style-type: none"> 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
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To:	Campus Coordinators AND Accounting Staff
Subject:	PS Financials Data Cleanup
Message:	<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 the following URL:</p> <p>http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</p> <p>If you require OIIT's assistance to resolve any data cleanup tasks, you must submit your ticket to the OIIT HELPDESK no later than 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>
Action Required:	<p>The following data cleanup task 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"> PO clean up of prior year data and data through January 2007 by 02/23/07. <p>Submit OIIT HELPDESK tickets for this task no later than 02/23/07.</p>
Deadline:	<p>The following Data Cleanup deadline occurs this week:</p> <ul style="list-style-type: none"> 02/23/07 PO clean up of prior year data and data through January 2007 <p>Please refer to "2.44 – Data Cleanup – 7.5" located at the following URL for other upcoming deadlines:</p> <p>http://www.usg.edu/gafirst/fin/releases/current/7.5+Data+Clean+Up.pdf</p> <p>These deadlines are also summarized below.</p>
Respond To:	psfin_upgrade@usg.edu if you have questions.

Deadlines for Data Cleanup	
02/23/07	PO clean up of prior year data and data through January 2007
02/27/07	AM clean up of prior year data and data through January 2007
02/28/07	Vendor clean up

02/28/07	GL clean up of prior year data and data through January 2007
6/30/07 (OIIT)	Requisition clean up
AP Clean Up	
02/28/07	Budget checking vouchers
02/28/07	Close PO vouchers
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"> • 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 / Comptroller / AP Supervisor
Subject:	Request for AP Banking and Check Information
Message:	<p>The following items and information are needed from all OIIT-supported institutions to help our preparation for the V8 project. Please provide us with:</p> <ol style="list-style-type: none"> 1. Blank Check Stock (10 ea). Please write VOID on each check prior to mailing. 2. Check envelope used for mailing AP checks (1 ea). 3. Copy of a printed check (1 ea). Please be sure copy is the actual size of check (letter or legal) and any personal data has been removed. 4. Your current disbursement bank code and account (was MBOPR and OPER at conversion). 5. Does your institution plan to change your disbursement bank before the upgrade? If so, when and to which bank (if known at this time)?
Action Required:	<p>Items 1 – 3 should be mailed to:</p> <ul style="list-style-type: none"> • Board of Regents/OIIT Attn: Donna Wooddell 2500 Daniells Bridge Road Building #300 Athens, GA 30606 <p>Answers to Items 4 & 5 can be mailed with items 1-3 or emailed to psfin_upgrade@usg.edu.</p>
Deadline:	Wednesday, February 28, 2007
Respond To:	psfin_upgrade@usg.edu if you have questions.
For More Information:	<ul style="list-style-type: none"> • 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