

## PSFIN V8 Project Weekly Update for 01/22/2008

Tasks & Announcements		
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N/A	<b>NEW: Updated Checklist for the Month Close Process for PeopleSoft Financials 7.5</b>	2
01/28/08	<b>Updated: User Acceptance Testing (UAT) Information</b>	3

Upcoming Events		
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For More Information:
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> Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a>

<b>To:</b>	Campus Coordinators, Technical Reps, and Financials Users
<b>Subject:</b>	<b>NEW: Updated Checklist for the Month Close Process for PeopleSoft Financials 7.5</b>
<b>Message:</b>	<p>The checklist for the month end close process for PeopleSoft Financials 7.5 has been updated in order to better help your institution clean up your data so that your database is prepared to Go-Live! The person in your Business Office that manages the month end close process should use this new version for month end closes beginning with the December 2007 accounting period. It includes tasks that act as "practice runs" for the upgrade process.</p> <p><b>Note:</b> This task is in addition to the Data Cleanup task that is also performed at the end of each month.</p> <p>The new Month End checklist is located 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><b>Note:</b> The data cleanup instructions are also located at this location.</p>
<b>Action Required:</b>	Notify your business office that they should be performing the tasks in this latest version of the checklist every month end until Go-Live!
<b>Deadline:</b>	<b>Every month end until Go-Live!</b>
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any 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
<b>Subject:</b>	<b><i>Updated:</i> User Acceptance Testing (UAT) Information</b>
<b>Message:</b>	<p>User Acceptance Testing (UAT) sessions will be held from January 28, 2008, to February 15, 2008 at OIIT in Athens. For directions, please see the following URL: <a href="http://www.usg.edu/oit/directions.phtml">http://www.usg.edu/oit/directions.phtml</a>.</p> <p><b>Details including what you need to bring will be discussed at the IR meeting on Wednesday January 23<sup>rd</sup>, and will be posted afterwards to the UAT page at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/uat/">http://www.usg.edu/gafirst/fin/project/v8/news/uat/</a>.</b></p>
<b>Action Required:</b>	Review UAT details at the location above and have materials ready to bring to UAT sessions.
<b>Deadline:</b>	<b>Monday, January 28, 2008</b>
<b>Respond To:</b>	Michael Barnwell at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any 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, Technical Representatives, and Certified Trainers
<b>Subject:</b>	PSFIN V8 Project January 2008 Institutional Readiness Web Conference
<b>Message:</b>	<p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Wednesday, January 23, 2008</b></li> </ul> <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore <b>mandatory</b>. 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.</p> <p>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.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before the meeting</b>, test the computer you will be using to be sure you can enter the Wimba Live Classroom. The instructions are posted here: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>.</li> <li>• <b>Participate in this meeting Wednesday, January 23, 2007 at 10:00 a.m.</b></li> </ul>
<b>Deadline:</b>	As noted above
<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>