

PSFIN V8 Project Weekly Update for 09/02/2008

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For More Information:
<p style="text-align: center;">Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu</p>

To:	Campus Coordinators, Technical Representatives, Campus Upgrade Representatives, and All Financials Users
Subject:	NEW: Access to Group 1 GeorgiaFIRST PeopleSoft Financials 8.9 and 7.5 Databases
Message:	<p><u>Access to GeorgiaFIRST PeopleSoft Financials 8.9 Databases</u></p> <p>OIIT and Group 1 Campus Upgrade Representatives are conducting Production Cutover activities to convert all Group 1 Production databases from PSFIN 7.5 to PSFIN 8.9. Once these Production Cutover activities have been completed and the databases have been validated, OIIT will send out an announcement notifying Group 1 institutions that these databases are ready for use. This announcement will include the links you need to access your new PSFIN 8.9 Production databases.</p> <p><u>Access to GeorgiaFIRST PeopleSoft Financials 7.5 Databases</u></p> <p>Access to all Group 1 PSFIN 7.5 databases is now <u>Read-Only</u>. You will only be able to run queries, inquiries, and reports on these databases. Access will be available until December 31, 2008. In order to access your 7.5 database, you must follow the directions given in the Accessing 7.5 database after Go-Live! document to update your PeopleSoft Configuration Manager. This document is located in the Reference Documents section on the Go-Live! page: http://www.usg.edu/gafirst-fin/projects/v8/golive/.</p>
Action Required:	<ul style="list-style-type: none"> Follow the instructions to update your PeopleSoft configuration so you can access your PSFIN 7.5 databases to run queries, inquiries, and reports. Use the links in the OIIT announcement to access your new PSFIN 8.9 Production databases.
Deadline:	N/A
Respond To:	Michael Casuccio at 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/projects/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators, Campus Upgrade Representatives, Technical Representatives, and Certified Trainers
Subject:	<i>Updated: GeorgiaFIRST Financials Web Site Updates</i>
Message:	<p>The following items have been added to or updated on the GeorgiaFIRST Financials web site:</p> <ol style="list-style-type: none"> 1. Go-Live! page: http://www.usg.edu/gafirst-fin/projects/v8/golive/ <ul style="list-style-type: none"> • Go-Live! <ul style="list-style-type: none"> • Reminder: Go-Live Final Cutover Schedule (Excel) • Reference Documents <ul style="list-style-type: none"> • NEW: Accessing 7.5 database after Go-Live! (ZIP)
Action Required:	Review the new/updated items and use them in your PSFIN V8 project tasks as needed.
Deadline:	N/A
Respond To:	Michael Casuccio at 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/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Reminder: Archived V8 Web Conferences
Message:	All V8 Web Conferences presented via Wimba Classroom have been archived and are available for viewing.
Archived V8 Web Conferences:	<ul style="list-style-type: none"> • 2008-05-15 Workflow_1 • 2008-05-15 Workflow_2 • 2008-05-15 Workflow_3 • 2008-05-15 Workflow_4 • 2008-05-15 Workflow_5 • 2008-06-30 Training Presentation • 2008-07-02 Workflow/Security • 2008-07-09 PO/Supply Chain 1 • 2008-07-16 IR Web Conference: Preparing for Cutover • 2008-07-23 PO/Supply Chain 2 and Flexible Spending Accounts • 2008-07-30 Preparing for Pre-Production Cutover • 2008-08-13 Pre-Production Questions and Answers • 2008-08-20 IR Web Conference: Preparing for Go Live! Sessions • 2008-08-27 Group 1 Cutover and Group 2 Pre-Production
Action Required:	<ul style="list-style-type: none"> • Before the viewing the presentations, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt. • Review the presentations as follows: <ul style="list-style-type: none"> • Go to: http://gbor-oiit.horizonwimba.com/. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • 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/projects/v8/events/.
Deadline:	N/A
Respond To:	Michael Casuccio at 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/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu
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To:	Campus Coordinators
Subject:	<i>Updated: V8 Weekly Web Conferences</i>
Message:	<p>A series of V8 Weekly Web Conferences have been and will be given on a variety of topics. Please see the item on page 4 for more information on the archived recordings of these presentations.</p> <p>A listing of dates and topics for future presentations is presented below:</p> <ul style="list-style-type: none"> • <i>Updated: Wednesday, September 3, 2008</i> <ul style="list-style-type: none"> • 10:00 a.m.: Group 2 Pre-Production Questions and Answers • <i>Updated: Thursday, September 4, 2008</i> <ul style="list-style-type: none"> • 10:00 a.m.: Group 1 Open Forum on Go-Live! Issues • Wednesday, September 17, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers • Wednesday, September 24, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: IR Web Conference – Group 2 • 11:00 a.m.: Training Questions and Answers • Wednesday, October 1, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers <p>These presentations will be conducted in a live web conference format using Wimba 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.</p>
Action Required:	<ul style="list-style-type: none"> • Before the presentation, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Go to http://gbor-oiit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none">• Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/• Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu
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To:	Campus Coordinators
Subject:	Hotel Information for Pre-Production and Production Upgrade Sessions
Message:	<p>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:</p> <ul style="list-style-type: none"> • Country Inn & Suites • 236 Old Epps Bridge Road • Athens, GA 30606 <p>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.</p> <p>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.</p> <p>The hotel has stated that if you need an additional night, you can extend your stay for the same rate.</p> <p>The cutoff date and online promotional code for each session is:</p> <ul style="list-style-type: none"> • Group 2 Production Go-Live!: October 5 and 6, 2008 <ul style="list-style-type: none"> • Cutoff Date: September 14, 2008 • Online Promotional Code: BOFREG <p>Use the following link for registration, directions, and more information about the hotel: http://www.countryinns.com/hotels/gaathens.</p>
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:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst-fin/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Certified Trainers
Subject:	<i>Reminder: Group 2 Super User Training</i>
Message:	<p>Group 2 Super User Training began Monday, August 25th, and will continue through Thursday, September 11th.</p> <p>The Participant Guides for these Super User Training sessions are available on at: http://www.usg.edu/gafirst-fin/training/events.phtml. Those attending the Group 2 Super User Training should find the class session(s) you are attending, print out the Participant Guide(s) for the session(s), and bring the printed Participant Guides to class with you.</p> <p>Helpful information for attending the Super User Training classes is also available at the same URL.</p> <p><i>Reminder:</i> The Super User Training classes originally scheduled for September 8th through the 11th at OIIT in Athens and Macon State College have been moved to Fort Valley State University. Information on the location of these classes and other details has been sent to the Campus Coordinators and Certified Trainers, and has been posted to the GeorgiaFIRST Financials web site at the URL noted above.</p> <p>Campus Coordinators and Certified Trainers are responsible for notifying those users who are being sent to training of this change.</p>
Action Required:	<ul style="list-style-type: none"> • Campus Coordinators and Certified Trainers notify users attending the classes originally scheduled for September 8th through the 11th at OIIT in Athens and Macon State College that these classes have been moved to Fort Valley State University. • Review the information for your training location and class. • Print out the Participant Guide(s) for your session(s). • Attend your session(s) as scheduled.
Deadline:	Monday, August 25, 2008 through Thursday, September 11, 2008
Respond To:	Michael Barnwell at 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/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Campus Upgrade Representatives
Subject:	<i>Updated:</i> Group 2 Pre-Production and Production Upgrade Sessions
Message:	<p>The Group 2 Pre-Production and Production Upgrade Sessions will be held in Athens on the following dates:</p> <ul style="list-style-type: none"> • Pre-Production: September 7-10, 2008 <ul style="list-style-type: none"> • <i>Updated:</i> Group 2 representatives should arrive at OIIT at 9:00 a.m. on Sunday, September 7, 2008. • Production Go-Live!: October 4-7, 2008 <ul style="list-style-type: none"> • <i>Updated:</i> Group 2 representatives should arrive at OIIT at 1:00 p.m. on Saturday, October 4, 2008. <p>Each institution can have two (2) attendees at these sessions. The Campus Upgrade Representative must attend both sessions for their group, and one (1) other attendee may attend if needed (optional).</p> <p><i>Updated:</i> Please refer to the Go-Live! Final Cutover Schedule (Excel) on the Go-Live! page for a detailed schedule of cutover activities: http://www.usg.edu/gafirst-fin/projects/v8/golive/.</p> <p>Note: Please refer to the item on page 7 regarding booking your hotel reservations for your appropriate Pre-Production and Production Upgrade Sessions.</p>
Action Required:	Plan to attend your appropriate Pre-Production and Production Upgrade Sessions.
Deadline:	As Noted Above
Respond To:	Michael Casuccio at 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/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Security Administrators
Subject:	Group 2 Security Workshop
Message:	<p>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 Group 2 institutions with this task, the PSFIN V8 Project team is conducting a one-day Security Workshop in a lab environment.</p> <ul style="list-style-type: none"> • When: September 11, 2008, 8:30 a.m. – 4:30 p.m. • Where: OIIT, Athens • Who: V8 Security Administrators and one (1) Functional Representative [Two (2) attendees from each institution] <p>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.</p> <p>Group 2 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.</p> <ul style="list-style-type: none"> • A revised Security Request Form is available on the PSFIN V8 website at: http://www.usg.edu/gafirst-fin/projects/v8/technical/ in the Security section. Also, all business processes have been updated with the correct security role. <p>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.</p>
Action Required:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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/projects/v8/>
- Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	PSFIN V8 Project Institutional Readiness Web Conferences
Message:	<p>The next monthly Institutional Readiness Web Conference has been scheduled for Group 2 on Wednesday, September 24, 2008 at 10:00 a.m. on Preparing for Go-Live! sessions.</p> <p>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.</p> <p>These meetings will be conducted in a live web conference format using Wimba 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>
Action Required:	<ul style="list-style-type: none"> • Before the meeting, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Go to http://gbor-oiit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • 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/projects/v8/events/.
Deadline:	As noted above
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/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators AND Accounting Personnel
Subject:	Month End Close Dates
Message:	<p>The following dates have been established for the September Month End Close:</p> <ul style="list-style-type: none"> • Group 1 <ul style="list-style-type: none"> • September 30, 2008 no later than 11:00 p.m. • Group 2 <ul style="list-style-type: none"> • September 29, 2008 no later than 11:00 p.m. <p>Reminder: A new Month End Checklist (Excel) has been added to the Go-Live! and Documentation pages of the GeorgiaFIRST Financials web site.</p> <ul style="list-style-type: none"> • Go-Live! page: http://www.usg.edu/gafirst-fin/projects/v8/golive/ • Documentation page: http://www.usg.edu/gafirst-fin/documentation/
Action Required:	<p>Use the new Month End Checklist to:</p> <ul style="list-style-type: none"> • Close September accounting period (Period 3)
Deadline:	<ul style="list-style-type: none"> • Period 3: As noted above
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/projects/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu