PSFIN V8 Project Weekly Update for 03/17/2008

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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:	***NEW:* PSFIN V8 Project April 2008 Institutional Readiness Web Conference**
Message:	The next monthly Institutional Readiness Web Conference has been scheduled for: • **10:00 a.m. Wednesday, April 2, 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. 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 instructions are posted here: http://www.usg.edu/gafirst/fin/project/v8/news/events/. • **Participate in this meeting Wednesday, February 27, 2007 at 10:00 a.m.**
Deadline:	As noted above
Respond To:	psfin_upgrade@usg.edu if you have questions.

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To:	Campus Coordinators
Subject:	User Acceptance Testing (UAT)
Message:	**UAT Homework and Access to Your UAT Database** Your UAT database will be available for you to work on your homework assignments, and for local testing and development. You will have access to your UAT database from February 18th through April 11th. • **UAT Database Access.** The web link to, and login information for, your institution's UAT has been sent to each institution's campus coordinator and technical representative via email. You will need to distribute this information to your UAT attendees and other personnel who need access to complete UAT homework or perform other local development and testing. • **Homework Assignments.** These were distributed during the UAT sessions and have been posted to the UAT page on the PSFIN website. • **UAT Presentations.** The files with the PowerPoint slides have been posted to the UAT page on the PSFIN website. • **Workstation Configuration.** Workstation Installation and Configuration Instructions have been posted. See the announcement on page 5. ***Need help?*** If you need assistance with your UAT homework or have any issues with your UAT database environment, please contact the **OIIT HELPDESK** through the usual channels and submit a ticket. Be sure to tell the **OIIT HELPDESK** representative that your request is related to PSFIN V8 UAT. Additional details are posted on the UAT page at: http://www.usg.edu/gafirst/fin/project/v8/news/uat/.
Action Required:	• Work on UAT homework assignments and do any local testing and development. • Submit **OIIT HELPDESK** tickets if needed for these tasks.
Deadline:	**Monday, February 18, 2008 through Friday, April 11, 2008**
Respond To:	• psfin_upgrade@usg.edu if you have any project-related questions. • The **OIIT HELPDESK** if you need assistance with UAT homework assignments or have any issues related to your UAT environment.

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To:	Campus Coordinators and Technical Representatives
Subject:	***Updated:* Workstation Installation and Configuration Instructions and Files for PSFIN V8 Users**
Message:	***Updated: Corrections have been made to the Workstation Installation Instructions document and the revised document has been posted.*** • Page 2: A reference to an Appendix B has been deleted. • Page 38, Section 3.4.1: The JRNLMCRO.xla file originally listed in Step 2 has been moved to Step 1. • Pages 40 and 41: Section 3.4.2 containing the table for UAT Import Control Addresses was deleted. The addresses that were in Section 3.4.3, which do not have an "L" in the URL, should be used for UAT, pre-production, and production. This section was renamed and is now Section 3.4.2 • Pages 46 and 47: Section 3.5.2 containing the table for UAT Machine names and Integration Gateways was deleted. The addresses that were in Section 3.5.3, which do not have an "L" in the Gateway name, should be used for UAT, pre-production, and production. This section was renamed and is now Section 3.5.2. The updated Workstation Installation Instructions document and related files are now available for download at: http://swdist.gafirst.usg.edu/financials/ps848wks/. These instructions and files contain the procedures to install and configure PeopleSoft Development tools such as SQR Reporting, nVision, Crystal 9 application, and the PeopleSoft ODBC link. This is for users who need to develop reports in PSFIN V8 using nVision and/or Crystal. Also included are procedures for configuring workstations for all users of PSFIN V8. The PS8 Workstation Install Scenarios spreadsheet will show the various installs needed for certain types of users. Special attention should be paid to the sections related to the SwiftView plug-in (used for viewing checks before printing), disabling pop-up blockers, and creating a trusted site in the document, as these will affect the majority of PSFIN V8 users. **Note 1: Not everyone will need the PSFIN V8 Development tools.** Only personnel who need to develop custom reports will need this type of workstation install. Although the number of people developing these reports will vary by institution, it is expected that the number would be very small: from 0 to 8 people per institution. **However, everyone who accesses PSFIN V8 may benefit from having their browser correctly configured. It is expected that the Technical Representative or appropriate IT staff will have access to these files and will assist users with the installation and configuration as needed.**

	Note 2: For Section 2.3.2, Configuration Manager Network Settings, you will need to have a unique machine name and port number. OIIT will send this information to each Technical Representative in a separate email message.
Action Required:	Review the Workstation Installation Instructions and distribute to the appropriate IT Staff. During UAT and subsequent production environments, the IT staff may be asked to install these applications and/or assist with configuration.
Deadline:	As needed during UAT campus testing from Monday, February 18, 2008 through Friday, April 11, 2008.
Respond To:	If you need assistance with this, have your Technical Representative or appropriate IT support person contact Michael Campbell at psfin_upgrade@usg.edu.

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To:	Campus Coordinators and Technical Representatives
Subject:	Institution Queries and Trees during UAT
Message:	**<u>Queries During UAT</u>** • The UAT environments have the institution queries that were created at Georgia Summit and in FPLAY89. These queries have all been made public in your UAT environments for easy access. • At Georgia Summit and in FPLAY89, you were asked to name the queries with the first three digits of your school number/business unit as all the queries were in a common database. For UAT, this restriction does not apply. **<u>Trees During UAT</u>** • During UAT, you may modify institution-specific trees. OIIT will move those trees into your production 8.9 environments. • There are no restrictions on what name is given to the institution-specific trees. **<u>Queries and Trees During Pre-Production</u>** • The UAT environments will be overwritten by the pre-production upgrade, so you must make sure all the queries and trees that you need have been moved.
Action Required:	• Notify all creators of queries and trees about the above process. • Provide a list of all queries and trees you want to include in your production 8.9 database that have been **added, modified, or even deleted** in your UAT environment.
Deadline:	• All additions, changes, and deletions must be submitted each Friday by 2 p.m. during UAT campus testing from Monday, February 18, 2008 through Friday, April 11, 2008. • Deadline for the final list is to be determined.
Respond To:	Karen Dykstra at psfin_upgrade@usg.edu.

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To:	Campus Coordinators and Certified Trainers
Subject:	***Updated:* Super User Training – Closed Registration Open**
Message:	Closed Super User Training registration is now open, starting Monday, March 17th through Friday, April 18th. Closed registration means that you can register only for courses for your group (Group 1 or Group 2). After April 18th, registration will be opened up for anyone in either group to register for any course, based on availability. Each group has priority for courses in their group. The Super User Training course schedule is posted on the PSFIN web site, and can be seen at the following URL: http://www.usg.edu/gafirst/fin/training/ver8/training_events/schedule.pdf. **Note:** To register each session, click on the hyperlink for the session in the schedule, which will take you to the registration site. The password to use for the registration site is: **V8**.
Action Required:	Register Super Users for Super User Training by clicking on the links in the document referenced above.
Deadline:	**Monday, March 17, 2008 to Friday, April 18, 2008**
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.

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