PSFIN V8 Project Weekly Update for 07/14/2008

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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
Subject:	***Reminder:* Archived V8 Web Conferences**
Message:	All V8 Web Conferences presented via Wimba Live Classroom have been archived and are available for viewing.
Archived V8 Web Conferences:	• 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 Preparing for Cutover

Action Required:	• **Before the viewing the presentations**, test the computer you will be using to be sure you can enter the Wimba Live Classroom.
	  • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• Review the presentations as follows:
	  • Go to: http://gbor-oiit.horizonwimba.com/.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • 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/project/v8/news/events.

Deadline:	**N/A**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu if you have questions.

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
Subject:	***Updated:* V8 Weekly Web Conferences**

Message:	A series of V8 Weekly Web Conferences have been and will be given on a variety of topics. Please see the item on page 2 for more information on the archived recordings of these presentations.
	
	Updated: A listing of dates and topics for future presentations is presented below:
	• ***Updated:* Wednesday, July 16, 2008**
	  • 10:00 a.m.: IR Web Conference
	  • 11:30 a.m.: Training Questions and Answers
	• ***Updated:* Wednesday, July 23, 2008**
	  • 10:00 a.m.: PO/Supply Chain Closeout and Flexible Spending Accounts
	  • 11:00 a.m.: Training Questions and Answers
	• ***NEW:* Wednesday, July 30, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	  • 11:00 a.m.: Training Questions and Answers
	• **Wednesday, August 13, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	  • 11:00 a.m.: Training Questions and Answers
	• ***Updated:* Wednesday, August 20, 2008**
	  • 10:00 a.m.: IR Web Conference – Group 1
	  • 11:00 a.m.: Training Questions and Answers
	• **Wednesday, August 27, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	  • 11:00 a.m.: Training Questions and Answers
	• **Wednesday, September 17, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	  • 11:00 a.m.: Training Questions and Answers
	• ***Updated:* Wednesday, September 24, 2008**
	  • 10:00 a.m.: IR Web Conference – Group 2
	  • 11:00 a.m.: Training Questions and Answers
	• **Wednesday, October 1, 2008**
	  • 10:00 a.m.: Pre-Production Questions and Answers
	  • 11:00 a.m.: Training Questions and Answers
	
	These presentations 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 presentation. You can also use a projector to facilitate larger groups.

Action Required:	• **Before the presentation**, test the computer you will be using to be sure you can enter the Wimba Live Classroom.
	  • 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.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • 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:	• 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
Subject:	***Reminder:* Hotel Information for Pre-Production and Production Upgrade Sessions**

Message:	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:
	• Country Inn & Suites
	• 236 Old Epps Bridge Road
	• Athens, GA 30606
	
	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.
	
	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.
	
	The hotel has stated that if you need an additional night, you can extend your stay for the same rate.
	
	The cutoff date and online promotional code for each session is:
	• **Group 1 Pre-Production: August 3 and 4, 2008**
	  • Cutoff Date: **July 13, 2008**
	  • Online Promotional Code: **BRDREG**
	• **Group 1 Production Go-Live!: August 31 and September 1, 2008**
	  • Cutoff Date: **August 10, 2008**
	  • Online Promotional Code: **BDOREG**
	• **Group 2 Pre-Production: September 7 and 8, 2008**
	  • Cutoff Date: **August 17, 2008**
	  • Online Promotional Code: **BOARDR**
	• **Group 2 Production Go-Live!: October 5 and 6, 2008**
	  • Cutoff Date: **September 14, 2008**
	  • Online Promotional Code: **BOFREG**
	
	Use the following link for registration, directions, and more information about the hotel: http://www.countryinns.com/hotels/gaathens.

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:	• 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:	Certified Trainers
Subject:	***Reminder:* Certified Trainer Resources Available**

Message:	All PSFIN V8 Training materials were made available on Monday, July 7, 2008. These materials include:
	• GeorgiaVIEW Vista End User Training (EUT) Classes
	• UPK Player
	• Expenses and eProcurement End User Training access web page
	• Super User Training (SUT) documentation
	  • Plan of Instruction
	  • Daily Agenda
	  • Lesson Plan
	  • PowerPoint Slides
	  • Participant Guide (including activities)
	
	Training materials are located at:
	http://www.usg.edu/gafirst/fin/training/ver8/certified/
	
	PSFIN V8 Business Processes, Job Aids, and a full UPK Player have been updated and are available at the Project Documentation web page: http://www.usg.edu/gafirst/fin/project/v8/documentation/.
	
	***Updated:* Note:** Archived recordings of all the SUT classes in Wimba Live Classroom will be available on the Georgia*FIRST* Financials web site on Friday, July 18th, and in the GeorgiaVIEW Vista PSFIN V8 training sections thereafter.

Action Required:	Use Training materials to start training your traditional and non-traditional end users.
Deadline:	**N/A**
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.

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:	***Updated:*** **PSFIN V8 Project Institutional Readiness Web Conference**
Message:	The next monthly Institutional Readiness Web Conference has been scheduled for **Groups 1 and 2 on Wednesday, July 16, 2008, from 10:00 to 11:30 a.m.** Topics to be covered at this meeting are related to preparing for Pre-Production Upgrade Sessions. **Note:** Please allow 90 minutes for this meeting due to the amount of information to be covered. The Training Questions and Answers session will begin immediately after the IR meeting. 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 Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• **Participate in this meeting as noted above.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • 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 this and previous IR Web Conferences.
	• More information and detailed instructions are located at: http://www.usg.edu/gafirst/fin/project/v8/news/events.

Deadline:	**Wednesday July 16, 2008 at 10:00 a.m. for both Groups 1 and 2**
Respond To:	psfin_upgrade@usg.edu if you have questions.

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 and Certified Trainers
Subject:	Super User Training – Open Registration Available
Message:	Open Super User Training registration is now available through the following dates: • Registration for available Group 1 sessions will end on: **Wednesday, July 23, 2008** • Registration for available Group 2 sessions will end on: **Wednesday, August 20, 2008** Open registration means that anyone in either group may register for any course, based on availability. Each group has priority for courses in their group. The Super User Training course schedule has been posted to the PSFIN web site, and can be seen at the following URL: http://www.usg.edu/gafirst/fin/training/ver8/training_events/schedule.pdf.
Action Required:	Register Super Users for Super User Training by clicking on the links in the document referenced above.
Deadline:	• **Group 1: Wednesday, July 23, 2008** • **Group 2: Wednesday, August 20, 2008**
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu if you have questions.

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 and Campus Upgrade Representatives
Subject:	***NEW:* Pre-Production Checklist**
Message:	All institutions must complete a Pre-Production Checklist, which will be distributed during the IR Web Conference on Wednesday, July 16th. More details on the topics covered in, and how to complete, the checklist will be provided at that time.
Action Required:	Complete the Pre-Production Checklist and submit to OIIT.
Deadline:	**Friday, July 25, 2008**
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu to submit the completed checklist or if you have questions.

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 and Technical Representatives
Subject:	***NEW:* Institution-Created Queries and Trees**
Message:	**All additions or changes to institution-created queries and trees must be made in FPLAY89, and a list of these queries and trees must be submitted, no later than Friday, July 25th.** The deadline for creating institution-specific queries and trees in FPLAY89 is Friday, July 25th. You must notify the project team by this date if you have any queries or trees in FPLAY89 that you want to have saved and moved to your Pre-production and Production databases. After July 25th, you will have to wait until after Go-Live! before you can create any new, or change any existing, institution-specific queries and trees in your Production database. **Note:** Be sure your query and/or tree names in FPLAY89 begin with your Business Unit number.
Action Required:	• Finish creating or changing all institution-specific queries or trees in FPLAY89. • Send a list of these queries and trees to the project team so that they can be saved and transferred to your 8.9 Production databases.
Deadline:	**All additions or changes to institution-created queries and trees must be made in FPLAY89, and a list of these queries and trees must be submitted to the project team, no later than Friday, July 25, 2008.**
Respond To:	Karen Dykstra at psfin_upgrade@usg.edu.

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 and Campus Upgrade Representatives
Subject:	***NEW:* Pre-Production and Production Upgrade Sessions**
Message:	The Pre-Production and Production Upgrade Sessions will be held in Athens on the following dates: • **Group 1 Pre-Production: August 3-5, 2008** • **Group 1 Production Go-Live!: August 31 through September 2, 2008** • **Group 2 Pre-Production: September 7-8, 2008** • **Group 2 Production Go-Live!: October 5-7, 2008** Each institution can have two (2) attendees at these sessions. The Campus Upgrade Representative must attend all sessions, and one (1) other attendee may attend if needed (optional). **Note:** Please refer to the item on page 5 regarding booking your hotel reservations for your appropriate Pre-Production and Production Upgrade Sessions.
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:	• 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 and Security Administrators
Subject:	***Updated:* PSFIN V8 Security Workshops**

Message:	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 you with this task, the PSFIN V8 Project team is conducting two one-day Security Workshops in a lab environment.
	• What: Security Workshops
	• When: 8:30 a.m. – 4:30 p.m.
	  • Group 1: August 6, 2008
	  • Group 2: September 10, 2008
	• Where: OIIT, Athens
	• ***Updated:*** Who: V8 Security Administrators and one (1) Functional Representative [Two (2) attendees from each institution]
	
	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.
	
	Your 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.
	• A revised Security Request Form will be posted to the PSFIN V8 website on or about June 9th at: http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/. Also, all business processes will be updated with the correct security role.
	
	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.

Action Required:	• **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:	• **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.

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To:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	***Updated:*** **PSFIN V8 Project Institutional Readiness Web Conferences**

Message:	The next monthly Institutional Readiness Web Conferences have been scheduled for **10:00 a.m.** on the following dates:
	
	• **Group 1: Tuesday, August 20, 2008**
	  • Preparing for Go Live! sessions
	
	• **Group 2: Wednesday, September 24, 2008**
	  • Preparing for Go Live! sessions
	
	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.
	
	These meetings 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 Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt.
	• **Participate in these meetings as noted above.**
	  • Go to http://gbor-oiit.wimba.com.
	  • Click on **Participant Login**.
	  • When prompted, enter the following information:
	  • 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/project/v8/news/events.

Deadline:	**As noted above**
Respond To:	psfin_upgrade@usg.edu if you have questions.

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