PSFIN V8 Project Weekly Update for 10/29/2007

Tasks & Announcements		
Due Date	**Description**	**Page**
N/A	***New:* Follow Up to the October 2007 Institutional Readiness Web Conference**	2
10/31/07	***Reminder:* PS Financials Data Cleanup**	3
N/A	***Updated:* PSFIN V8 Project Schedule Revised**	5

Upcoming Events		
Date	**Event**	**Page**
11/29/07	***New:* PSFIN V8 Project November Quarterly Update Meeting and November Institutional Readiness Web Conference**	4

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:* Follow Up to the October 2007 Institutional Readiness Web Conference**
Message:	For the first time we did not have 100% attendance from all of the Georgia*FIRST* institutions for the monthly Institutional Readiness meeting. These meetings are critical to the success of the project and each institution needs to make it a priority to participate. This month we discussed the details of the project extension and reviewed the new project timeline. The PowerPoint slides and recorded meeting archive are available on the PSFIN V8 Project website as noted below.
Action Required:	To view documents related the IR Web Conferences, go to: http://www.usg.edu/gafirst/fin/project/v8/news/events.
Deadline:	None
Respond To:	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/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators AND Accounting Staff
Subject:	***Reminder:*** **PS Financials Data Cleanup**
Message:	**Please remember that data cleanup is a continuous process.** Every month until we go live with PeopleSoft Financials version 8.9, each institution should run through the instructions in the Data Cleanup Instructions document and then clean up the data as needed. This will insure that your production data remains clean, and will help minimize problems when we transition to the new version of PeopleSoft Financials. For a list of data cleanup tasks, please see the full Data Cleanup Instructions document at: http://www.usg.edu/gafirst/fin/project/v8/documentation/general/. • **NOTE:** Additional data cleanup tasks will be presented at the next Quarterly Update Meeting on November 29, 2007. If you require OIIT's assistance to resolve any data cleanup tasks, you should submit your ticket to the **OIIT HELPDESK**.
Action Required:	• Add the data cleanup tasks to your month end checklists and run through the data cleanup tasks document every month until we go live. • Submit **OIIT HELPDESK** tickets if needed for these tasks.
Deadline:	Run through the data cleanup tasks document as part of your month end checklist.
Respond To:	• psfin_upgrade@usg.edu if you have any questions. • The **OIIT HELPDESK** at http://www.usg.edu/customer_services (self-service ticket submission) or e-mail helpdesk@usg.edu if you require OIIT's assistance to resolve any data cleanup tasks.

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:* PSFIN V8 Project November Quarterly Update Meeting and November Institutional Readiness Web Conference**
Message:	The next Quarterly Update Meeting has been scheduled for: • **Date:** Thursday, November 29, 2007 • **Time:** 9:00 a.m. – 4:00 p.m. • **Location:** Macon State College, Auditorium K The November Institutional Readiness Web Conference will be conducted at this Quarterly Update Meeting. All Campus Coordinators are required to attend the Quarterly Update Meeting and the Institutional Readiness Web Conference.
Action Required:	• **Reserve Thursday, November 29, 2007 from 9:00 a.m. to 4:00 p.m.**, for this Quarterly Update Meeting. • **Register for this meeting online at:** http://novqum.eventbrite.com. Campus Coordinators should go to this link and enter the requested information for each attendee from your institution. • **NOTE: The event password is: V8**
Deadline:	As noted above.
Respond To:	Michael Casuccio 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, Technical Representatives, and Certified Trainers
Subject:	***Updated:*** **PSFIN V8 Project Schedule Revised**

Message:	A joint memo from William Bowes and Tom Maier, dated October 19, 2007, announced to all Georgia*FIRST* institutions that the timeline for the PSFIN V8 Project has been extended by one month. This gives us the opportunity to enhance the final product and to give each institution an additional amount of time to prepare for Go Live!
	
	• **UPDATE:** A copy of this memo is now available at: http://www.usg.edu/gafirst/fin/project/v8/documentation/general/.
	
	New dates for some major milestones are shown below:
	• **User Acceptance Testing:**
	  • Groups 1 and 2 combined: 01/28/08 - 02/15/08
	  • UAT schedule and details located at: http://www.usg.edu/gafirst/fin/project/v8/news/uat/
	
	• **Super User Training:**
	  • Group 1: 02/18/08 – 03/07/08
	  • Group 2: 03/10/08 – 03/28/08
	  • Super User Training schedule and details located at: http://www.usg.edu/gafirst/fin/training/ver8/training_events/
	
	• **Go Live!:**
	  • Group 1: 04/07/08
	  • Group 2: 05/15/08
	
	• **Travel & Expenses Module:**
	  • The new Travel & Expenses module will be implemented for all employee expense reimbursements at all Georgia*FIRST* institutions effective **July 1, 2008**.

Action Required:	Review the revised PSFIN V8 Project schedule and forward the schedule to all appropriate personnel.
Deadline:	None
Respond To:	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/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu