

PSFIN V8 Project Weekly Update for 03/10/2008

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| For More Information: |
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| <p style="text-align: center;">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</p> |

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| To: | Campus Coordinators and Certified Trainers |
| Subject: | New: Super User Training – Class Schedule Posted and Closed Registration Scheduled |
| Message: | <p>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.</p> <p>Closed Super User Training registration will be available 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.</p> <p>Each group has priority for courses in their group.</p> |
| 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. |
| For More Information: | <ul style="list-style-type: none"> 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 |

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| To: | Campus Coordinators |
| Subject: | Updated: User Acceptance Testing (UAT) |
| Message: | <p>Updated: Access to your UAT database has been extended until April 11th.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 4. <p><u>Need help?</u> 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.</p> <p>Additional details are posted on the UAT page at: http://www.usg.edu/gafirst/fin/project/v8/news/uat/.</p> |
| Action Required: | <ul style="list-style-type: none"> • Work on UAT homework assignments and do any local testing and development. • Submit OIIT HELPDESK tickets if needed for these tasks. |
| Deadline: | Updated: Monday, February 18, 2008 through Friday, April 11, 2008 |
| Respond To: | <ul style="list-style-type: none"> • psfin_upgrade@usg.edu if you have any project-related questions. |

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| | <ul style="list-style-type: none">• The OIIT HELPDESK if you need assistance with UAT homework assignments or have any issues related to your UAT environment. |
| For More Information: | <ul style="list-style-type: none">• 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 |

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| To: | Campus Coordinators and Technical Representatives |
| Subject: | <i>Updated: Workstation Installation and Configuration Instructions and Files for PSFIN V8 Users</i> |
| Message: | <p><i>Updated: Corrections have been made to the Instructions document</i></p> <ul style="list-style-type: none"> • Page 38, section 3.4.1, steps 1-2 • Page 40, section 3.4.2, web addresses have been corrected <p>The Workstation Installation Instructions document and related files are now available for download at: http://swdist.gafirst.usg.edu/financials/ps848wks/.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| 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: | <i>Updated:</i> As needed during UAT campus testing from Monday, February |

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| | 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 . |
| For More Information: | <ul style="list-style-type: none">• 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 |

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| To: | Campus Coordinators and Technical Representatives |
| Subject: | <i>CORRECTIONS:</i> Workstation Installation and Configuration Instructions document |
| Message: | <p><i>Please make the following corrections to the Workstation Installation and Configuration Instructions document:</i></p> <ul style="list-style-type: none"> • Page 38, section 3.4.1, steps 1-2 The JRNLMCRO.xla file listed in step 2 actually exists in the directory mentioned in Step 1. Please move this file name to Step 1. • Page 40, section 3.4.2 Web addresses are not correct. Please remove the "L" from the end of the URLs listed <p>The Workstation Installation Instructions document and related files are now available for download at: http://swdist.gafirst.usg.edu/financials/ps848wks/.</p> <p><i>See announcement on page 5 for an explanation of this document.</i></p> |
| Action Required: | Note the above corrections in your copy of the instructions document. You will be notified when a corrected version is available for download. |
| Deadline: | |
| 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 . |
| For More Information: | <ul style="list-style-type: none"> • 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 |

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| To: | Campus Coordinators and Technical Representatives |
| Subject: | <i>Updated:</i> Institution Queries and Trees during UAT |
| Message: | <p><u>Queries During UAT</u></p> <ul style="list-style-type: none"> • 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. <p><u>Trees During UAT</u></p> <ul style="list-style-type: none"> • 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. <p><u>Queries and Trees During Pre-Production</u></p> <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • <i>Updated:</i> 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 . |
| For More Information: | <ul style="list-style-type: none"> • 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 |