PSFIN V8 Project Weekly Update for 07/16/2007

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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 and Security Administrators
Subject:	Institution Security Procedures
Message:	Please provide your current procedures for adding new and deleting terminated employees/users in PeopleSoft version 7.5. This will help the V8 Project Team determine the best procedure to deliver local security features and guidelines for adding and removing user profiles in PeopleSoft version 8.9. You can send these procedures as step-by-step instructions or as a process flow diagram.
Action Required:	Provide your current procedures for adding new and deleting terminated employees/users in PeopleSoft version 7.5.
Deadline:	**Close of business Wednesday July 18, 2007**
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu with the requested information, or if you have any questions.

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To:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	PSFIN V8 Project July 2007 Institutional Readiness Web Conference
Message:	The next monthly Institutional Readiness Web Conference has been scheduled for: • **10:00 a.m. Thursday, July 19, 2007** 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. **Special Note for Certified Trainers** Be prepared to provide feedback and ask any questions regarding the Training Plan template and guidelines at this meeting.
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 Thursday, July 19, 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:	Certified Trainers
Subject:	Training Plan Template and Guidelines Review
Message:	OIIT will email a Training Plan template and guidelines to all Certified Trainers on Tuesday July 10th, which you will use to prepare the PSFIN V8 Training Plan for your institutions. Please review this template and these guidelines, and be prepared to provide feedback and ask questions during the July Institutional Readiness Web Conference.
Action Required:	Review template and guidelines, and provide feedback and questions.
Deadline:	**Thursday July 19th during the July Institutional Readiness Web Conference**
Respond To:	Training subteam at psfin_upgrade@usg.edu if you have any questions.

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To:	Campus Coordinators
Subject:	Name and Contact Information of Security Administrators
Message:	Please provide the contact information for the designated Security Administrator(s) responsible for HRMS and Financials security at your institution. Other information we would like to have is: • Does one person handle all security issues for both HRMS and Financials, or do different people handle each application? • What tasks other than security is this person responsible for, if any?
Action Required:	Identify and provide contact information for a Security Administrator for your institution.
Deadline:	Tuesday, July 31, 2007
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu with the requested information.

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To:	Certified Trainers
Subject:	Training Plan First Draft
Message:	Please prepare and submit a first draft of the Training Plan for your institution, based on the template and guidelines that OIIT emailed to all Certified Trainers. The PSFIN V8 Training subteam will review your draft and return them to you with comments and suggestions no later than August 27.
Action Required:	Prepare and submit a first draft of the Training Plan for your institution.
Deadline:	Monday, August 6, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information, or if you have any questions.

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To:	Certified Trainers
Subject:	List of Non-Traditional Expenses Users
Message:	In support of Item 4e on the Project Success Scorecard, the Training subteam has run a query on your production databases to identify all employees who have received travel reimbursement within the last twelve (12) months, and will email this list to all Certified Trainers on Wednesday July 11th. Please review, validate, and return this list with any changes needed. This list will be the basis for the Expenses user population at your institution. This information will be used to create the GeorgiaVIEW Vista accounts needed for training all Expenses users.
Action Required:	Review and validate this list, and send a revised copy.
Deadline:	Friday August 10, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information.

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:	Lists of Non-Traditional eProcurement Users
Message:	In support of Item 4e on the Project Success Scorecard, please provide a list of all users in every department at your institution who will enter requisitions in PeopleSoft Financials version 8.9. This information will be used to create the GeorgiaVIEW Vista accounts needed for training all non-traditional eProcurement users.
Action Required:	Prepare and send list.
Deadline:	Friday August 10, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information.

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:	List of Traditional End Users per Module
Message:	In support of Item 4d on the Project Success Scorecard, please provide a list of the traditional end users per module for each of the following modules: • Accounts Payable • Accounts Receivable (USO and Skidaway only) • Asset Management • Budget Prep • General Ledger • Purchasing This information will be used to create the GeorgiaVIEW Vista accounts needed for training all traditional end users.
Action Required:	Prepare and send list.
Deadline:	Friday August 10, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information.

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:	PSFIN V8 Project August Quarterly Update Meeting
Message:	The next Quarterly Update Meeting has been scheduled for: • **Date:** Wednesday, August 29, 2007 • **Time:** 9:00 a.m. – 4:00 p.m. • **Location:** Macon State College, Auditorium K This Quarterly Update Meeting will provide information about the technical impact of the PSFIN V8 project. Technical representatives from each institution are strongly encouraged to attend. The August 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:	• Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by **Monday, August 13, 2007**. • **Reserve Wednesday, August 29, 2007 from 9:00 a.m. to 4:00 p.m.**, for this Quarterly Update Meeting.
Deadline:	As noted above.
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu.

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To:	Technical Representatives
Subject:	Number of Institution-Created Queries to be Carried Forward
Message:	OIIT needs to know the number of your institution-created queries that you plan to carry forward into PeopleSoft Financials version 8.9. Each institution needs to prepare a list of these queries and submit the number to OIIT. To find any institution-developed private queries, you can write a query that does a select * from **PSQRYDEFN where OPRID <> " "**. Please note that there is a space required between the " " in the Expression 2 constant. **Note:** A list of the PeopleSoft- and BOR-delivered query names is posted at: http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/. You can use this list to help you determine your institution-created queries. Institutions will need to do the development work to retrofit their own queries and then test them after their User Acceptance Testing (UAT) sessions. Determining the number of queries your institution has created will help you to plan your technical and development effort accordingly.
Action Required:	Submit the number of institution-created queries that you plan to carry forward into PeopleSoft Financials 8.9.
Deadline:	Friday, August 24, 2007
Respond To:	Development subteam at psfin_upgrade@usg.edu.

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To:	Technical Representatives
Subject:	Number of Institution-Created SQRs to be Carried Forward
Message:	OIIT needs to know the number of your institution-created SQRs that you plan to carry forward into PeopleSoft Financials version 8.9. Each institution needs to prepare a list of these SQRs and submit the number to OIIT. Institutions will need to do the development work to retrofit their SQRs and then test them after your User Acceptance Testing (UAT) sessions. Determining the number of SQRs your institution has created will help you to plan your technical and development effort accordingly.
Action Required:	Submit the number of institution-created SQRs that you plan to carry forward into PeopleSoft Financials 8.9.
Deadline:	Friday, August 24, 2007
Respond To:	Development subteam at psfin_upgrade@usg.edu.

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To:	Technical Representatives
Subject:	Number of Institution-Created Crystal and nVision Reports to be Carried Forward
Message:	OIIT needs to know the number of your institution-created Crystal and nVision reports that you plan to carry forward into PeopleSoft Financials version 8.9. Each institution needs to prepare a list of these reports and submit the number to OIIT. Institutions will need to do the development work to retrofit your Crystal and nVision reports and then test them after your User Acceptance Testing (UAT) sessions. Determining the number of Crystal and nVision reports your institution has created will help you to plan your technical and development effort accordingly.
Action Required:	Submit the number of institution-created Crystal and nVision reports that you plan to carry forward into PeopleSoft 8.9.
Deadline:	Friday, August 24, 2007
Respond To:	Development subteam at psfin_upgrade@usg.edu.

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