



## PSFIN V8 Project Weekly Update for 06/11/2007

<b>In this update:</b>	<ul style="list-style-type: none"><li>• Name and Contact Information of Certified Trainers</li><li>• PSFIN V8 Project June 2007 Institutional Readiness Web Conference</li><li>• List of Active Employees in HRMS</li><li>• List of Institution-Created Queries</li><li>• List of Super Users per Module</li><li>• List of End User Support People for Self-Service Modules</li><li>• PSFIN V8 Project August Quarterly Update Meeting</li></ul>
<b>Upcoming events:</b>	<ul style="list-style-type: none"><li>• PSFIN V8 Project June 2007 Institutional Readiness Web Conference<ul style="list-style-type: none"><li>• <b>Thursday, June 21, 2007</b></li></ul></li><li>• PSFIN V8 Project August Quarterly Update Meeting<ul style="list-style-type: none"><li>• <b>Wednesday, August 29, 2007</b></li></ul></li></ul>
<b>Upcoming deadlines:</b>	<ul style="list-style-type: none"><li>• <b>06/15/07</b> – Certified Trainer Information due</li><li>• <b>06/22/07</b> – List of active employees due</li><li>• <b>06/25/07</b> – Feedback on agenda for August Quarterly Update Meeting due</li><li>• <b>06/29/07</b> – Number of institution-created queries due</li><li>• <b>07/06/07</b> – Super Users per module information due</li><li>• <b>07/06/07</b> – End User Support information due</li><li>• <b>08/13/07</b> – List of attendees for the August Quarterly Update Meeting due</li></ul>
<b>For More Information:</b>	<ul style="list-style-type: none"><li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li><li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li></ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	Name and Contact Information of Certified Trainers
<b>Message:</b>	<p>Please identify a Certified Trainer for your institution, and provide the name and contact information of your designated Certified Trainer. This satisfies item 4a in the Project Success Scorecard.</p> <p>You will find an explanation of the Certified Trainer Program on the PSFIN website at:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/general/">http://www.usg.edu/gafirst/fin/project/v8/documentation/general/</a>.</p> <p><b>Note:</b> Certified Trainers need to participate in the June 2007 IR Web Conference along with Campus Coordinators and Technical Representatives, as there will be an agenda item to kick off the training activities.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Send an email with the name and contact information of the designated Certified Trainer for your institution.</li> <li>• Certified Trainers need to participate in the June 2007 IR Web Conference on along with Campus Coordinators and Technical Representatives.</li> </ul>
<b>Deadline:</b>	<ul style="list-style-type: none"> <li>• Name and contact information of Certified Trainers by <b>close of business this Friday, June 15, 2007</b></li> <li>• June 2007 IR Web Conference is scheduled for <b>Thursday, June 21, 2007</b></li> </ul>
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators, Technical Representatives, and Certified Trainers
<b>Subject:</b>	PSFIN V8 Institutional Readiness Web Conference
<b>Message:</b>	<p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Thursday, June 21, 2007</b></li> </ul> <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore <b>mandatory</b>. 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.</p> <p>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.</p> <p><b><u>Special Agenda Item: Training Kickoff</u></b>  Certified Trainers need to participate in the June 2007 IR Web Conference along with Campus Coordinators and Technical Representatives, as there will be an agenda item to kick off the training activities.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Reserve this date and time to participate in this meeting: <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Thursday, June 21, 2007</b></li> </ul> </li> <li>• Reserve a room, if needed, which has a projector and a computer with an Internet connection.</li> <li>• Certified Trainers should attend this meeting.</li> </ul>
<b>Deadline:</b>	As noted above
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Technical Representatives
<b>Subject:</b>	List of Active Employees in HRMS
<b>Message:</b>	Each institution needs to provide OIIT a list of all active employees in your HRMS system. This list will be used to help facilitate the transfer of employee User IDs to PSFIN for Expenses purposes. Your Security Administrator or your Technical Representative should be able to query this information and send it to a spreadsheet file.
<b>Action Required:</b>	Provide OIIT with a spreadsheet file that contains a list of your active employees. This list should contain their: <ul style="list-style-type: none"> <li>• Name</li> <li>• Employee ID number</li> <li>• Self Service User ID (if they have one)</li> <li>• HRMS User ID/login for functional users in HRMS (if available)</li> </ul>
<b>Deadline:</b>	Friday, June 22, 2007
<b>Respond To:</b>	Shelia Sloan at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> .
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Technical Representatives
<b>Subject:</b>	List of Institution-Created Queries
<b>Message:</b>	<p>OIIT needs to know the number of your institution-created queries that you plan to bring into PeopleSoft version 8.9. Each institution needs to prepare a list of these queries and submit the number to OIIT. Institutional private queries can be identified by querying the following table:</p> <ul style="list-style-type: none"> <li>• <b>PSQRYDEFN where OPRID &lt;&gt; ' '</b> <ul style="list-style-type: none"> <li>• <b>Note:</b> There should be one space between the quote marks.</li> </ul> </li> </ul> <p>Institutions will need to do the development work to retrofit your queries and then test them during your User Acceptance Testing (UAT) period. Determining the number of queries your institution has created will help you to plan your development effort accordingly, and will help us determine the amount of time that will be needed for testing during UAT.</p> <p><b>Note:</b> A list of the PeopleSoft- and BOR-delivered query names will be posted at:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/">http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/</a>. You can use this list to determine your institution-created queries.</p>
<b>Action Required:</b>	Submit the number of institution-created queries that you plan to bring into PeopleSoft 8.9 to OIIT.
<b>Deadline:</b>	Friday, June 29, 2007
<b>Respond To:</b>	Chelle Stringer at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> .
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	List of Super Users per Module
<b>Message:</b>	<p>In order to meet Item 4b on the Project Success Scorecard, please identify up to two (2) Super Users for each of the following modules:</p> <ul style="list-style-type: none"> <li>• Accounts Payables/Expenses</li> <li>• Asset Management</li> <li>• Purchasing/eProcurement</li> <li>• Budget Prep</li> <li>• General Ledger</li> </ul> <p>Super Users are the functional leads in a particular module. They are the primary persons responsible for performing tasks and have the greatest knowledge in a module. A person can be a Super User for more than one module.</p>
<b>Action Required:</b>	Send an email with the name and contact information of the designated Super Users per module for your institution.
<b>Deadline:</b>	Friday, July 6, 2007
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators
<b>Subject:</b>	List of End User Support People for Self-Service Modules
<b>Message:</b>	<p>In order to meet item 3d on the Project Success Scorecard, please identify the person who will provide frontline end user support for Self-Service module (Expenses and eProcurement) users at your institution. This person will assist users with issues such as account lock-out, resetting passwords, etc. This person will receive training from OIIT to be successful in this role.</p> <p><b>Note:</b> If you have a campus Helpdesk, they may assume this role.</p>
<b>Action Required:</b>	Please send an email with the name and contact information of the end user support person for Self-Service module (Expenses and eProcurement) users.
<b>Deadline:</b>	Friday, July 6, 2007
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with the requested information.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Technical Representatives
<b>Subject:</b>	PSFIN V8 Project August Quarterly Update Meeting
<b>Message:</b>	<p>The next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Wednesday, August 29, 2007</li> <li>• <b>Time:</b> 9:00 a.m. – 4:00 p.m.</li> <li>• <b>Location:</b> Macon State College, Auditorium K</li> </ul> <p>This Quarterly Update Meeting will provide information about the technical impact of the PSFIN V8 project. Technical representatives from each institution are encouraged to attend.</p> <p>The proposed agenda has been posted on the GeorgiaFIRST Financials web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>. If, after reviewing the proposed agenda, you have any other topics or issues you'd like to see added to the agenda, please contact the PSFIN project team.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Please reserve Wednesday, August 29, 2007 from 9:00 a.m. to 4:00 p.m.,</b> for this Quarterly Update Meeting.</li> <li>• Please send feedback on other topics or issues you'd like to see added to the agenda by <b>Monday, June 25, 2007.</b></li> <li>• Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by <b>Monday, August 13, 2007.</b></li> </ul>
<b>Deadline:</b>	As noted above.
<b>Respond To:</b>	Michael Casuccio at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> .
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>