

PSFIN V8 Project Weekly Update for 08/11/2008

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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

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| To: | Campus Coordinators |
| Subject: | Reminder: Archived V8 Web Conferences |
| Message: | All V8 Web Conferences presented via Wimba Classroom have been archived and are available for viewing. |
| Archived V8 Web Conferences: | <ul style="list-style-type: none"> • 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 IR Web Conference: Preparing for Cutover • 2008-07-23 PO/Supply Chain 2 and Flexible Spending Accounts • 2008-07-30 Preparing for Pre-Production Cutover |
| Action Required: | <ul style="list-style-type: none"> • Before the viewing the presentations, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt. • Review the presentations as follows: <ul style="list-style-type: none"> • Go to: http://gbor-oit.horizonwimba.com/. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • 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: | <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: | V8 Weekly Web Conferences |
| Message: | <p>A series of V8 Weekly Web Conferences have been and will be given on a variety of topics. Please see the item on page 3 for more information on the archived recordings of these presentations.</p> <p>A listing of dates and topics for future presentations is presented below:</p> <ul style="list-style-type: none"> • Wednesday, August 13, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: Pre-Production Questions and Answers • 11:00 a.m.: Training Questions and Answers • Wednesday, August 20, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: IR Web Conference – Group 1 • 11:00 a.m.: Training Questions and Answers • Wednesday, August 27, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers • Wednesday, September 17, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers • Wednesday, September 24, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: IR Web Conference – Group 2 • 11:00 a.m.: Training Questions and Answers • Wednesday, October 1, 2008 <ul style="list-style-type: none"> • 10:00 a.m.: V8 Questions and Answers • 11:00 a.m.: Training Questions and Answers <p>These presentations will be conducted in a live web conference format using Wimba 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.</p> |
| Action Required: | <ul style="list-style-type: none"> • Before the presentation, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Go to http://gbor-oiit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • Room ID: PSFIN_IR (all upper case) |

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| | <ul style="list-style-type: none">• 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: | <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: | <i>Updated:</i> Hotel Information for Pre-Production and Production Upgrade Sessions |
| Message: | <p>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:</p> <ul style="list-style-type: none"> • Country Inn & Suites • 236 Old Epps Bridge Road • Athens, GA 30606 <p>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.</p> <p>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.</p> <p>The hotel has stated that if you need an additional night, you can extend your stay for the same rate.</p> <p><i>Updated:</i> The cutoff date and online promotional code for each session is:</p> <ul style="list-style-type: none"> • Group 2 Pre-Production: September 7 and 8, 2008 <ul style="list-style-type: none"> • Cutoff Date: August 17, 2008 • Online Promotional Code: BOARDR • Group 2 Production Go-Live!: October 5 and 6, 2008 <ul style="list-style-type: none"> • Cutoff Date: September 14, 2008 • Online Promotional Code: BOFREG <p>Use the following link for registration, directions, and more information about the hotel: http://www.countryinns.com/hotels/gaathens.</p> |
| 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. |

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| 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: | Certified Trainers |
| Subject: | Certified Trainer Resources Available |
| Message: | <p>PSFIN V8 Training materials are posted on the GeorgiaFIRST Financials web site at: http://www.usg.edu/gafirst/fin/training/ver8/certified/. These materials include:</p> <ul style="list-style-type: none"> • GeorgiaVIEW Vista End User Training (EUT) Classes • UPK Player • Expenses and eProcurement End User Training access web page • Super User Training (SUT) documentation <ul style="list-style-type: none"> • Plan of Instruction • Daily Agenda • Lesson Plan • PowerPoint Slides • Participant Guide (including activities) <ul style="list-style-type: none"> • Note: The Participant Guides are located at: http://www.usg.edu/gafirst/fin/training/ver8/training_events/. • Super User Training (SUT) Wimba Classroom Recordings <ul style="list-style-type: none"> • To access these recordings: <ul style="list-style-type: none"> • Test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • The Horizon Wimba Setup Wizard is located at: http://208.185.32.175/wizard/launcher.cgi?wc=hmqt. • Click on the link to the recording. The Welcome to Wimba Classroom page displays. • A separate Participant Login page displays immediately after the Welcome to Wimba Classroom page displays. • Verify that the Room ID is PSFIN_TRNG. It is not necessary to enter your Name. • Click on Enter. The archived class recording will load and begin playing. <p>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/.</p> |
| 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

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| To: | Campus Coordinators, Campus Upgrade Representatives, and Certified Trainers |
| Subject: | Reminder: Updated Employee Self Service Documents Available |
| Message: | <p>The following Employee Self Service documents have been updated to include references to the new Travel & Expenses module.</p> <ul style="list-style-type: none"> • Self Service Help with Travel Expense Information • Self Service Quick Reference Guide with Travel Expense Information <p>These documents are available at: http://www.usg.edu/gafirst/hrms/docs/self-service/.</p> <p>Note: The Travel & Expenses functionality will not be available to users until the Go Live! date at your institution.</p> |
| Action Required: | Review the updated documents and use them for training your non-traditional users as needed. |
| Deadline: | N/A |
| Respond To: | Michael Casuccio 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 and Group 1 Super Users |
| Subject: | Group 1 Super User Training |
| Message: | <p>Group 1 Super User Training began on Monday, July 28th and will continue through Friday, August 15th.</p> <p>The Participant Guides for this week's Super User Training sessions are available at: http://www.usg.edu/gafirst/fin/training/ver8/training_events/. Guides for future sessions will be posted as they become available. Those attending the Group 1 Super User Training should find the class session(s) you are attending, print out the Participant Guide(s) for the session(s), and bring the printed Participant Guides to class with you.</p> <p>Helpful information for attending the Super User Training classes at both OIIT in Athens and Macon State College is also available at the same URL.</p> |
| Action Required: | <ul style="list-style-type: none"> • Review the information for your training location and class. • Print out the Participant Guide(s) for your session(s). • Attend your session(s) as scheduled. |
| Deadline: | Monday, July 28, 2008 through Friday, August 15, 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 and Campus Upgrade Representatives |
| Subject: | <i>Updated:</i> Pre-Production and Production Upgrade Sessions |
| Message: | <p>The Pre-Production and Production Upgrade Sessions will be held in Athens on the following dates:</p> <ul style="list-style-type: none"> • Group 1 Production Go-Live!: August 31 through September 2, 2008 • Group 2 Pre-Production: September 7-9, 2008 • Group 2 Production Go-Live!: October 5-7, 2008 <p><i>Updated:</i> Each institution can have two (2) attendees at these sessions. The Campus Upgrade Representative must attend both sessions for their group, and one (1) other attendee may attend if needed (optional).</p> <p>Note: Please refer to the item on page 6 regarding booking your hotel reservations for your appropriate Pre-Production and Production Upgrade Sessions.</p> |
| 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: | <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 Security Administrators |
| Subject: | <i>Updated:</i> PSFIN V8 Security Workshops |
| Message: | <p><i>Updated:</i> 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 Group 2 institutions with this task, the PSFIN V8 Project team is conducting a one-day Security Workshop in a lab environment.</p> <ul style="list-style-type: none"> • When: September 10, 2008, 8:30 a.m. – 4:30 p.m. • Where: OIIT, Athens • Who: V8 Security Administrators and one (1) Functional Representative [Two (2) attendees from each institution] <p>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.</p> <p>Group 2 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.</p> <ul style="list-style-type: none"> • A revised Security Request Form is available on the PSFIN V8 website at: http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/. Also, all business processes have been updated with the correct security role. <p>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.</p> |
| Action Required: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • 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. |

**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

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| To: | Campus Coordinators, Technical Representatives, and Certified Trainers |
| Subject: | V8 Weekly Web Conferences |
| Message: | <p>V8 Weekly Web Conferences have been scheduled for:</p> <ul style="list-style-type: none"> • 10:00 a.m. Wednesday, August 13, 2008 (Groups 1 and 2) <ul style="list-style-type: none"> • Pre-Production Questions & Answers • 11:00 a.m. Wednesday, August 13, 2008 <ul style="list-style-type: none"> • Training Questions and Answers <p>Although not mandatory, we suggest that the following personnel should plan to attend these presentations:</p> <ul style="list-style-type: none"> • 10:00 a.m.: Campus Coordinators, Technical Representatives, and GL Supervisors • 11:00 a.m.: Certified Trainers <p>Other interested personnel are invited to attend as well.</p> <p>This meeting will be conducted in a live web conference format using Wimba 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> |
| Action Required: | <ul style="list-style-type: none"> • Before the meeting, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Go to http://gbor-oiit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • 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 August 13, 2008 at 10:00 and 11:00 a.m. |
| Respond To: | psfin_upgrade@usg.edu if you have questions. |

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| 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 Certified Trainers |
| Subject: | NEW: New GeorgiaFIRST Financials Web Site |
| Message: | <p>A new GeorgiaFIRST Financials web site has been created to include the PSFIN V8 information. This new site will go live on Friday, August 15th.</p> <p>Note: If you have bookmarked the current GeorgiaFIRST Financials web site, you will be automatically redirected to the new V8 web site. The current 7.5 web site will be available via a link on the new Home page.</p> |
| Action Required: | <ul style="list-style-type: none"> • Beginning 8/15/08, review the new website at http://www.usg.edu/gafirst-fin/ • Announce the availability of the new GeorgiaFIRST to your core financials users |
| Deadline: | Friday, August 29, 2008 |
| Respond To: | Michael Casuccio 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, Technical Representatives, and Certified Trainers |
| Subject: | PSFIN V8 Project Institutional Readiness Web Conferences |
| Message: | <p>The next monthly Institutional Readiness Web Conferences have been scheduled for 10:00 a.m. on the following dates:</p> <ul style="list-style-type: none"> • Group 1: Wednesday, August 20, 2008 <ul style="list-style-type: none"> • Preparing for Go Live! sessions • Group 2: Wednesday, September 24, 2008 <ul style="list-style-type: none"> • Preparing for Go Live! sessions <p>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.</p> <p>These meetings will be conducted in a live web conference format using Wimba 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> |
| Action Required: | <ul style="list-style-type: none"> • Before the meeting, test the computer you will be using to be sure you can enter the Wimba Classroom. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Go to http://gbor-oiit.wimba.com. • Click on Participant Login. • When prompted, enter the following information: <ul style="list-style-type: none"> • 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

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| To: | Campus Coordinators and Group 2 Super Users |
| Subject: | Group 2 Super User Training |
| Message: | <p>Group 2 Super User Training begins on Monday, August 25th and will continue through Thursday, September 11th.</p> <p>The Participant Guides for this week's Super User Training sessions are available at: http://www.usg.edu/gafirst/fin/training/ver8/training_events/. Guides for future sessions will be posted as they become available. Those attending the Group 2 Super User Training should find the class session(s) you are attending, print out the Participant Guide(s) for the session(s), and bring the printed Participant Guides to class with you.</p> <p>Helpful information for attending the Super User Training classes at both OIIT in Athens and Macon State College is also available at the same URL.</p> |
| Action Required: | <ul style="list-style-type: none"> • Review the information for your training location and class. • Print out the Participant Guide(s) for your session(s). • Attend your session(s) as scheduled. |
| Deadline: | Monday, August 25, 2008 through Thursday, September 11, 2008 |
| Respond To: | Michael Barnwell at psfin_upgrade@usg.edu if you have questions. |

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| To: | Campus Coordinators AND Accounting Personnel |
| Subject: | Month End Close Dates |
| Message: | <p>The following dates have been established for the August and September Month End Close:</p> <ul style="list-style-type: none"> • August 26, 2008 • September 30, 2008 |
| Action Required: | <ul style="list-style-type: none"> • Close August accounting period (Period 2) • Close September accounting period (Period 3) |
| Deadline: | <ul style="list-style-type: none"> • Period 2: Tuesday, August 26, 2008 • Period 3: Tuesday, September 30, 2008 |
| Respond To: | 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 |