GEORGIA FIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

v9 Upgrade Go-Live Cutover & Validation

Monday, March 30, 2015

9:00am

Agenda

- Roll Call
- 9.2 Upgrade Status
- Go-Live Validation
- Reporting Issues
- Completing Sign off
- Go-Live Known Issues

Roll Call

- Participation for each Institution is required so we want to make sure everyone is on the call before we begin.
- We are verifying institutional representation as people join the WebEx this morning.
- Please be patient since this may take a few minutes.

Upgrade Status

Go-Live Validation

- As we begin validation this morning, please keep in mind:
  - **This is live production so make sure you do not enter any <u>test</u> data or transactions.**
  - <u>NO</u> transactional entry or processing should begin until AFTER your go-live validation sign off forms have been completed and returned to ITS and institutional access restored.
  - Make sure you are following your normal security and segregation of duty procedures.

Go-Live Validation

- Security Administrators:
  - Security administrators will play a key role during cutover to 9.2.
  - You should begin your go-live tasks first since they will impact the ability for others to complete their validation tasks.
    - Role Changes from 8.9 to 9.2
    - New roles
  - Security issues will be reported to local security administrators first.
    - If unable to resolve the issue then contact ITS for assistance.

Go-Live Validation

- Security Administrators:
  - Reminders:
    - Make sure you have completed role assignments for new workflow that your institution will be using.
      - PO
      - AP
      - Commitment Control
    - New commitment control security rule BUD_ENTRY/BUD_XREF is needed for all users who will enter budget journals.
    - Procurement User Preference Needed for Requesters
      - Requester must be defined in user preferences in order for them to access ePro requisitions in 9.2.

Go-Live Validation

- Workflow
  - No validation steps required for workflow.
  - Recommendation is to start with a small number of transactions and confirm that your workflow is routing as expected.
  - There were some institutions that had 8.9 Expense transactions not in the correct status at 5:00pm March 24th.
    - A DBI script was done to reset them to a pending status.
    - A spreadsheet of these transactions were loaded to the ITS FTU site and an email sent to the Institutional Coordinator and Expense Administrator.

Go-Live Validation

- Go-Live Documentation:
  - You should have downloaded your validation documents from the ITS File Transfer Utility site URL: https://ftu.usg.edu/filetrans/
  - Documents include:
    - Data validation queries and reports (Pre and Post)
    - Go-live Validation Sign Off form
    - Additional Cutover Task list
    - Various Job Aids
    - ePro/Purchasing FAQ document
  - **Please respond:**
    - **Is there anyone who has not done this yet? (raise hand in WebEx)**

Reporting Issues

- During the WebEx this morning, use chat or audio to ask questions or report issues.
  - We may need you to provide a contact or additional information.
  - In the event we are unable to quickly provide a resolution, a Helpdesk ticket will be opened for you.
- Once the WebEx ends, submit a ticket to the ITS Helpdesk if you encounter issues.
- ITS will advise you if an issue will prevent you from proceeding with sign off or not.

9.2 Upgrade Sign Off Forms

- Go-live sign off forms were uploaded to the ITS FTU site.
  - The **first** form includes tasks that are required and must be signed off on prior to institutional access being restored.
- A **second** list of Additional Cutover Tasks includes tasks that may be optional or can be completed after go-live validation.
- Upon completion of the required sign off tasks, Institutional Coordinator should sign and return a .pdf of the form to PSFIN_UPGRADE@usg.edu.
- ITS will confirm receipt and notify you when access to production has been restored.

Recommendations

- Once access has been restored, you may wish to have some core users do additional validation and begin entering a few transactions to test the system.
- As you complete this additional validation, you then communicate that access to PeopleSoft Financials has been restored.
  - Be sure to notify your core users, Banner staff and self-service users (shoppers, requesters, etc.).

Logging Into Production

- The user names you provided to ITS should have access to login to production during institutional validation and sign off.
  - If you need any additional users, let us know.

- URL for 9.2 FPROD production database:
  - Same as it was for 8.9
- Passwords – did not change
  - You will use the same password you used in 8.9 to login to complete your go-live tasks.

Logging Into Production

- Browser Setup:
  - Make sure you have cleared your browser cache prior to login.
    - If you use internet explorer, steps are:
      - Tools> Internet Options> General Tab
      - Under Browsing history, select the Delete… button

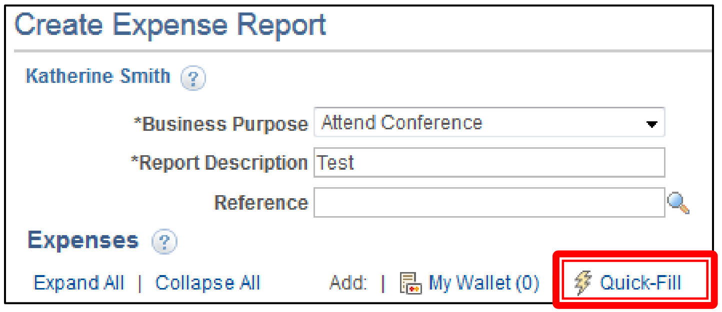
- Keep in mind that initial navigation and page refreshes may be slower than normal.

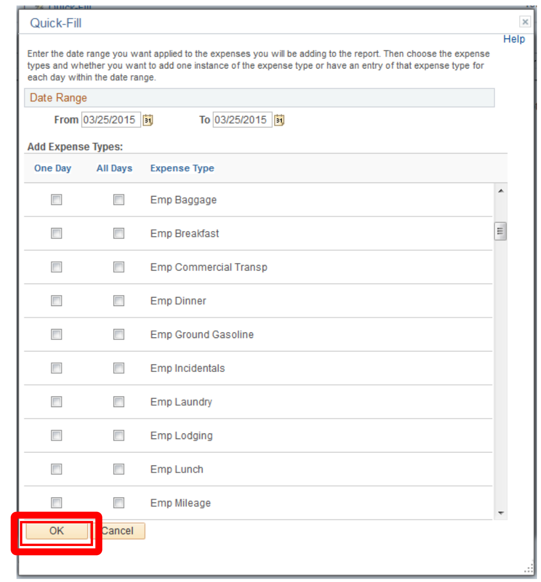
Go-Live Known Issues

- General Ledger
  - ENCUMB Ledger build will run to no success.
    - This issue will be resolved in release 4.10 (scheduled for April 18th).
  - Journal Upload and Budget Journal Spreadsheets
    - Available on the Georgia*FIRST* website.
    - Please be aware that the Budget Date column will not be included in the spreadsheets until release 4.10.

Go-Live Known Issues

- Expenses
  - Quick-Fill window displays twice

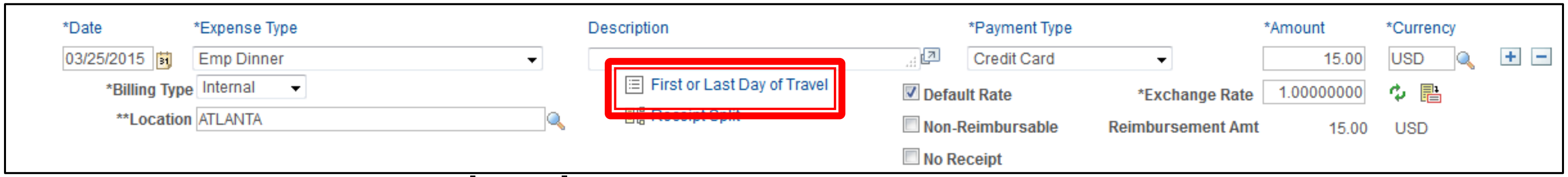




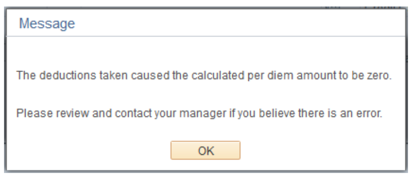
- Work around: Do not select expense types in the second window that displays. Simply click OK, the window will disappear, and lines that were selected in the first Quick-Fill window will be added.
  - This will be corrected with a fix delivered by Oracle

Go-Live Known Issues

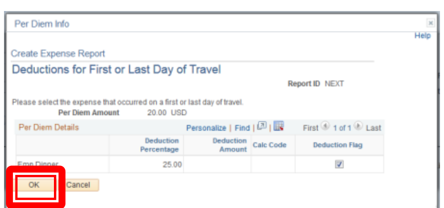
- Expenses
  - Issue applying First or Last Day of Travel deduction to meal lines added using Quick-Fill



  - Error message displays



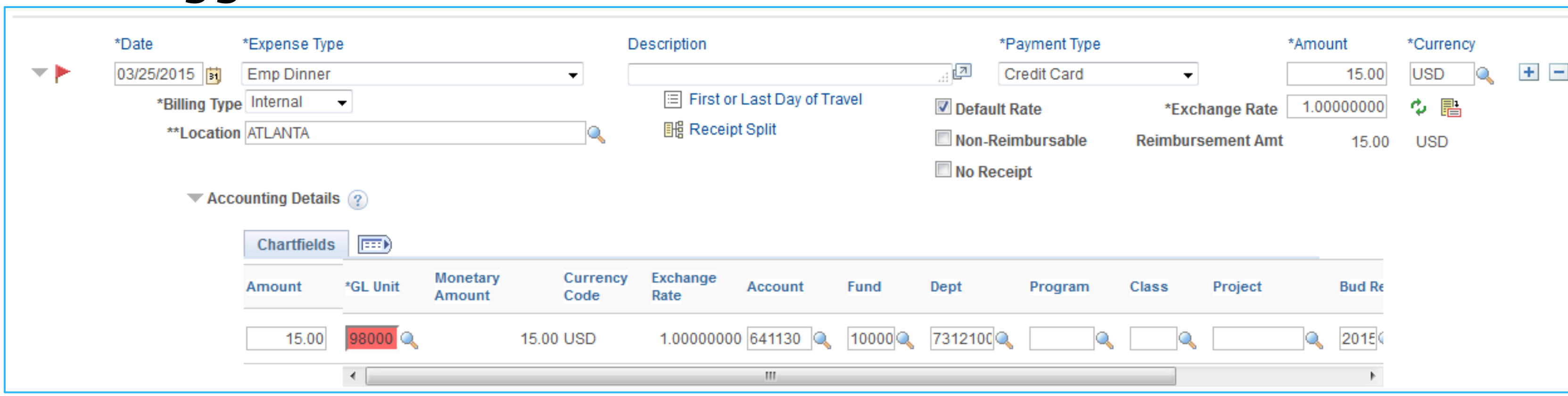
  - Work around:
    - Select the First or Last Day of Travel link a second time
    - Click OK

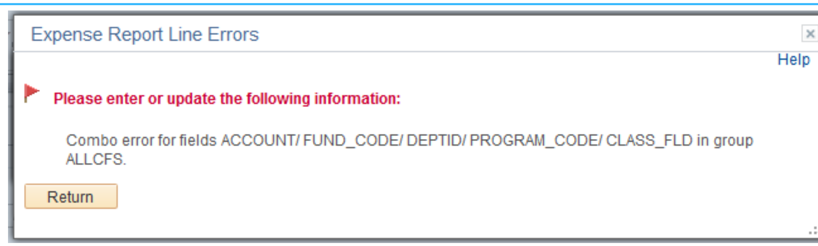


    - The per diem amount is corrected.

9.2 Production Information

- Expenses
  - Combo Edit is now in Expenses
  - An invalid or incomplete ChartField combination will be flagged





  - Query **BOR_EX_MISSING_CHARTFIELD** will be created in 9.2 to identify EX profiles missing ChartField information

9.2 Production Information

- Accounts Payable
  - AP Check File Copies and Supplier Addresses
    - Q: During the WebEx March 23rd, we were asked if the supplier address lines 3 and 4 that are suppressed from the check is also omitted from the file copy.
    - A: No, the full address is printed on the file copy.
  - Voucher Approvals and BOR_AP_DUE query
    - In 9.2, vouchers will need to be approved before they can be paid. ITS will add the approval status (APPROVAL_STATUS) field to the BOR_AP_DUE query in Release 4.10 (scheduled April 18). Institutions may wish to go ahead and add this approval field.
  - AP Job Aid for Voucher Workflow is available on ITS FTU site. It is recommended that all AP staff review this document asap.

9.2 Production Information

- ePro and Purchasing
  - FAQ document has been completed and available on the ITS FTU site.
    - It will also be posted to Georgia*FIRST* website (Documentation> Purchasing> Job Aids).
    - Please make sure this information is provided to your ePro requesters and Purchasing staff as soon as possible.
    - It includes information that they need to be aware of as they begin use of PeopleSoft v9.2.

Questions?

Begin Validation