



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 test data or transactions.**
 - NO 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

Create Expense Report

Katherine Smith ?

*Business Purpose Attend Conference

*Report Description Test

Reference

Expenses ?

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 03/25/2015 To 03/25/2015

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Emp Baggage
<input type="checkbox"/>	<input type="checkbox"/>	Emp Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Emp Commercial Transp
<input type="checkbox"/>	<input type="checkbox"/>	Emp Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Emp Ground Gasoline
<input type="checkbox"/>	<input type="checkbox"/>	Emp Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Emp Laundry
<input type="checkbox"/>	<input type="checkbox"/>	Emp Lodging
<input type="checkbox"/>	<input type="checkbox"/>	Emp Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Emp Mileage

OK Cancel

- 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

The screenshot shows an expense entry form with the following fields and values:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
03/25/2015	Emp Dinner	First or Last Day of Travel	Credit Card	15.00	USD

Additional fields and values:

- *Billing Type: Internal
- **Location: ATLANTA
- *Exchange Rate: 1.00000000
- Reimbursement Amt: 15.00
- USD
- Default Rate:
- Non-Reimbursable:
- No Receipt:

- Error message displays

The error message dialog box contains the following text:

Message

The deductions taken caused the calculated per diem amount to be zero.

Please review and contact your manager if you believe there is an error.

OK

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

The 'Per Diem Info' dialog box shows the following table:

Per Diem Details	Deduction Percentage	Deduction Amount	Calc. Code	Deduction Flag
	25.00			<input checked="" type="checkbox"/>

Buttons: OK, Cancel

- 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

The screenshot shows an expense report form with the following details:

- *Date: 03/25/2015
- *Expense Type: Emp Dinner
- Description: First or Last Day of Travel
- *Payment Type: Credit Card
- *Amount: 15.00
- *Currency: USD
- *Billing Type: Internal
- **Location: ATLANTA
- *Exchange Rate: 1.00000000
- Reimbursement Amt: 15.00
- *Currency: USD

Accounting Details:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	Bud Re
15.00	98000	15.00	USD	1.00000000	641130	10000	7312100				2015

Expense Report Line Errors

Please enter or update the following information:

Combo error for fields ACCOUNT/ FUND_CODE/ DEPTID/ PROGRAM_CODE/ CLASS_FLD in group ALLCFS.

Return

- 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