



v9 Upgrade Institutional Readiness

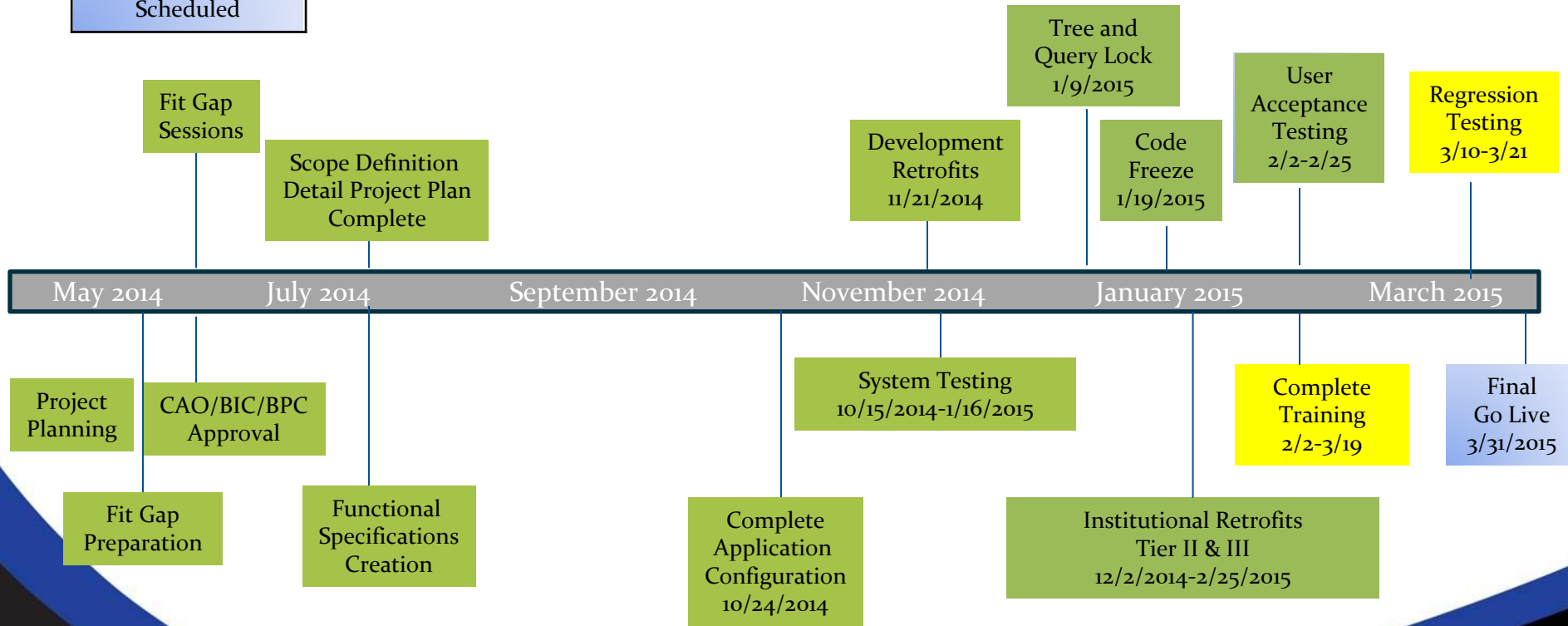
Tuesday, March 10, 2015
10:30am - 11:30am

Agenda

- ▶ Upgrade Status
- ▶ Upgrade Cutover Calendar
- ▶ Upgrade Go-live/Cutover Process
- ▶ Training Updates
- ▶ Early Access to 9.2 Upgraded Environments
- ▶ Future Releases
- ▶ Status of UAT Issues
- ▶ Institutional Readiness Reminders and Updates

Upgrade Schedule

Color Legend
Completed Work
In Progress
Scheduled



9.2 Upgrade Cutover Calendar

- ▶ Cutover timeline for PeopleSoft Financials upgrade will include an application downtime of three business days in addition to whatever time it takes Institutions to validate and sign-off on the upgrade. Timeline includes the following:
 - ▶ Tuesday, March 17th at 5:00pm
 - ITS will cutoff access to ePro and Expenses
 - ▶ Tuesday, March 17 – Tuesday, March 24th
 - **Institutions to clean up workflow approvals**

9.2 Upgrade Process Begins

- ▶ Tuesday, March 24th:
 - ITS will begin monitoring the state of workflow approvals, pay cycles, etc.
 - **Institutions that appear to have activity that will be at risk of completion prior to 5:00pm will be contacted.**
- ▶ **Institutional access will be removed at 5:00pm.**
- ▶ ITS will prepare the database for upgrade:
 - Final review to confirm transactions are in appropriate status for the upgrade (approvals, no pending assets, vouchers/payments posted and journal generated, etc.)
 - Run BORDAILY and other batch jobs
 - Run pre-upgrade queries/reports for all institutions

9.2 Upgrade Cutover Process

- Monday, March 30th
 - Go-live WebEx at 9am
 - **All Institutional Coordinators and key cutover staff are required to participate**
 - We will review the cutover process and provide any additional information.
 - We will remain on the WebEx call for as long as needed.
 - **Upon completion of required institutional tasks, Sign-off forms will be emailed to PSFIN_UPGRADE@usg.edu**
 - ITS will confirm receipt of sign-off and provide an estimate of when production will be open for your institution to resume normal activities

9.2 Upgrade Cutover Process

- ▶ A list of institutional cutover and validation tasks will be sent out this week
 - List will include required tasks and some optional
- ▶ Examples of required cutover tasks:
 - Confirm access to FPROD database and Self-service
 - Security Admins – validate user role changes made in FPPE during UAT are correct
 - Validate institutional queries available
 - Validate institutional trees exist
 - Data validation – compare pre (8.9) and post (9.2) upgrade queries and reports
 - Upload AP Signature Image file for AP Check Printing

9.2 Upgrade Cutover Process

- ▶ Examples of institution specific cutover tasks that will not require signoff:
 - Complete User Personalization Options
 - Setup Institutional Scheduled Jobs to distribute reports/queries
 - Enable ACH payment notification functionality in vendors and pay cycles

9.2 Upgrade Cutover Process

- ▶ Cutover and Validation Issues
 - Report any issues as soon as possible!
 - During the Cutover WebEx
 - Use chat or report by phone (conference line)
 - After the WebEx Ends:
 - Submit a ticket to the Helpdesk
 - Be sure to escalate significant issues (High or Urgent)
- ▶ Security Access issues
 - Report to your Security Administrator first

9.2 Upgrade Cutover Process

- ▶ How to prepare for Cutover
 - Institutional Coordinators should determine who will complete Go-live Cutover and Validation tasks.
 - By Friday, March 20th – send your list of users that will need production access to complete tasks to PSFIN_UPGRADE@usg.edu.
 - Register for the March 30th Cutover and Validation WebEx.
 - Communicate this process to the identified users so they will be aware of their responsibilities on March 30th
 - They should join the 9:00am WebEx and be at their computer ready to complete cutover tasks.

9.2 Upgrade Cutover Process

- ▶ How to obtain Queries, Reports and AP Bank Information for Validation:
 - Access the ITS File Transfer Utility, Monday, March 30th to download all files for your institution.

ITS File Transfer Utility

Please login to access this web application.

Select Institution or Agency:

Enter Access Code: (case sensitive)

**** IMPORTANT ****
Required browser versions for this web application are **Internet Explorer 7** and above, **Firefox 3** and above or, **Safari 3** and above. If you experience technical problems, please [review the complete site requirements](#).

- URL: <https://ftu.usg.edu/filetrans/>
- Access Codes will be provided to your Institutional Coordinator.

9.2 Upgrade Cutover Process

Questions so far?

Training Updates

- ▶ Train-the-Trainer – In Progress
 - Expenses: Mon. & Tues., March 9–10, 2015
 - ePro/GFM: Wed. & Thur., March 11–12, 2015
- ▶ Train-the-Trainer Documentation:
 - Participant Guides
 - Toolkits that include Job Aids, Lesson Plans and PowerPoint templates

Available on GeorgiaFIRST Financials website:

www.usg.edu/gafirst-fin/training/resources

Training Updates

▶ Delta Training WebEx Schedule:

Date	Session	Time
Monday March 16, 2015	Asset Management Delta Training	2:00pm–3:30pm
Tuesday March 17, 2015	Budget Prep Delta Training	10:00am–11:30am
Wednesday March 18, 2015	Purchasing Delta Training	2:00pm–3:30pm
Thursday March 19, 2015	General Ledger/KK Delta Training	10:00am–11:30am
Thursday March 19, 2015	Accounts Payable Delta Training	2:30pm–4:00pm

Trainings are for all PSFIN core users

Training Updates

▶ 9.2 Training videos available:

9.2 Upgrade Training Videos:

[Accounts Payable \(12 minutes\)](#)

[Asset Management \(10 minutes\)](#)

[Benefits Reconciliation \(19 minutes\)](#)

[Budget Prep \(11 minutes\)](#)

[Common Remitter \(11 minutes\)](#)

[ePro & GeorgiaFIRST Market Place \(17 minutes\)](#)

[Expenses \(15 minutes\)](#)

[General Ledger & Commitment Control \(14 minutes\)](#)

[Payroll \(6 minutes\)](#)

[Purchasing \(10 minutes\)](#)

[Security \(14 minutes\)](#)

- Review prior to attending Delta WebEx sessions scheduled next week.

Early Access to 9.2 Environments

▶ SCITEST

- Copy of production data from early January.
- Used for UAT activity including ePro/GFM/Purchasing and HR/PR Application Integration
- Is currently in use for ITS Training thru Thursday, March 12th.
- Will be available to the institutions, Friday, March 13th.
Can be used for:
 - Institutional training
 - Bank Reconciliation file format testing
 - Database Access (PQSTxxx) for 3rd party integration
- Password – obtain from Institutional Coordinator or Security Admin (PQSTxxx passwords are the same as FPROD)

Early Access to 9.2 Environments

▶ F92PLAY

- Copy of FPRE as of February 25th.
- Copy of production data from early January.
- Used for most UAT activity including Security, Budget Prep, GL, AP, and Query Retrofits
- Prior to upgrade, can be used for:
 - Database Access (PQSTxxx) for 3rd party integration for testing using data created during UAT.
- Will be refreshed immediately following go-live.

▶ Production PQST Password changes:

- Will occur with Release 4.10 (April 18).

Release Schedule

- ▶ 4.10 – April 18, 2015
 - High priority UAT issues
- ▶ 4.20 – May 16, 2015
 - Year End Release
- ▶ 4.30 – June 6, 2015
 - Medium Priority Upgrade Items
- ▶ 4.40 – July 25, 2015
 - Low Priority Upgrade Items

Status of UAT Issues

- ▶ UAT issues resolved as part of the Upgrade:
 - Budget Prep
 - Schedule G (non-mandatory transfers)
 - Non-Personal Services Update
 - Reset Raise Date Calculation
 - Accounts Payable
 - Check Print MICR changes
 - Fix for prenote issue for Expense EFT pay cycles
 - ACH/EFT Advice Report – issue with payments missing if emailed to supplier is a setting on Payment Selection Criteria page in the pay cycle. Instructions will be provided.
 - ePro/Purchasing
 - Printed Purchase Order – issues with dispatching
 - General Ledger
 - Ledger History Report – Balance sheet accounts no longer subtotaling by Budget Ref

Status of UAT Issues

- ▶ Planned for Release 4.10 (April 18th):
 - Purchasing
 - PO Receipt Delivery Report – If printed in 9.2 prior to this date, report will be blank.
 - Accounts Payable
 - BOR_AP_DUE query – add new approval status field.
 - ACH/EFT Advice Report APX2027 – include EFT Expense module payments.

Institutional Readiness Updates and Reminders

Institutional Scheduled Processes

- ▶ Recurring scheduled reports or processes
 - Will not come forward in the upgrade.
 - If your institution has recurring scheduled processes, reports or queries, there will be a manual setup task for you to recreate these in 9.2 following the upgrade.
 - For example: Regularly scheduled department specific versions of the BOR Budget Activity Report to distribute.

Institutional Scheduled Processes

- ▶ Recurring scheduled reports or processes
 - You may want to:
 - Document your recurring processes
 - Take screenshots of the run control pages

Technical Resources

- ▶ *New for 9.2:*
[Spreadsheet_Load_Files_for_PS_9.2.zip](#)
 - ▶ New Journal Upload Spreadsheet
 - ▶ New Budget Journal Upload Spreadsheet
 - ▶ New Voucher Upload Spreadsheet
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- ▶ http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade

Technical Resources

- ▶ [Browser_Compatibility_Guide_for_PeopleSoft_Applications_PT_8.53-8.54_02-12-2015.pdf](#)
- ▶ [Workstation_Browser_Requirements_PT8.53_PS9.2.pdf](#)
- ▶ http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade

Application Integration

- ▶ BOR Payroll menu changes may require user security role updates.
- ▶ BOR Payroll
 - Complete Payroll to GL interface for Payrun ID 325 in v8.9
 - Create the Payroll to GL interface file in EV5 for Payrun ID 335 – this will be interfaced in v9.2
 - Create the March Encumbrance Projection file in EV5 – this will be interface in v9.2
- ▶ Benefit Reconciliation
 - Complete all February reconciliation processes in v8.9 – data will be required for validation purposes
- ▶ Common Remitter
 - Complete all TSA and RET Accounting entries for February in v8.9 – data will be required for validation purposes
 - The March monthly Retirement and Payrun ID 335 TSA processing will be delayed from 3/25 until 3/31.

Budget Prep

- ▶ It is recommended to wait until after the upgrade to perform initial extractions to take advantage of 9.2 enhancements.
- ▶ If users extract before the upgrade, data validation will need to be performed to ensure data remains consistent.
- ▶ The Budget Prep Users Guide has been posted to the GAFirst website as of 3/4/2015.
- ▶ Budget Prep Tips/Reminders has been posted to the GAFirst website as of 3/6/2015.

AP Banking & Check Changes

- ▶ There are significant changes from 8.9 to 9.2 where banking information is stored in PeopleSoft used by check printing and ACH/EFT bank files.
- ▶ At cutover, Institutions will need to validate that information mapped to the correct fields in 9.2.
- ▶ Reminder – During UAT, if your institution had to make changes (e.g. update your institution or bank name to ALL CAPS for EFT/ACH files) for your bank, you will need to make these changes as a go-live step.

AP Banking & Check Changes

- ▶ ITS will provide a document for your institution of the following 8.9 pages for validation in 9.2:
 - BOR Menus > BOR Utilities > *BOR EFT Formatting*
 - Banking > Bank Accounts > External Accounts
 - Banking > Banks and Branches > *Bank Branch Information* – including Address Information link
 - Banking > Banks and Branches > *Bank Information* – including Address Information link
 - Set up Financials/Supply Chain > Common Definitions > Location > *Location – MAIN location*
 - Set up Financials/Supply Chain > Business Unit Related > Payables > *Payables Definition*

AP Signature Images

- ▶ During UAT, Institutions uploaded signatures for check printing.
 - Some used a test signature and not the actual signature needed for production. Make sure you have your .png production signature file ready to upload at go-live.
 - You can continue to test new signature image files in SCITEST prior to the upgrade if needed.
 - Some Institutions had lines on the side of their signatures. Clean up signatures if needed.
 - ITS can assist with this.

AP EFT/ACH Payment Notifications

- ▶ DBI to move Supplier email addresses
 - Copied emails from address tab to payment notification email field.
 - Criteria used: where address was used as remit address on vendor location
 - There may be some that you will need to manually populate.
 - Planning additional DBI after upgrade to copy email address from Vendor Contacts tab.
 - ITS will need to work with institutions to validate the email addresses to be copied.
- ▶ A job aid for setup of new ACH Payment Notification functionality will be provided at go-live.

eProcurement/Purchasing

- ▶ Requisitions should be in a status of Open (Save for later) or Approved.
- ▶ Institutions that are using the Year-end cutoff roles, access to enter requisitions will be turned off at 5:00pm March 17th.
 - BOR_EP_REQUESTER_YE_CUTOFF
 - BOR_EP_MAINT_REQ_YE_CUTOFF
 - BOR_EP_MAINT_REQ_SCI_YE_CUTOFF
 - If an institution is not currently using these roles and is interested, please submit a Helpdesk ticket.
- ▶ Source Requisitions to a PO.
- ▶ Purchase Orders should be in a status of Approved.
- ▶ Cancel and Close any requisitions/purchase orders not needed.

Bank File Format Testing

- ▶ Bank file format change in 9.2:
 - Bank account number field has been increased to 35 characters.
 - Details to be distributed to listservs and posted to website later today.
- ▶ Can use SCITEST database to continue testing new file format.
- ▶ Wells Fargo is working on this file format change.
 - They are planning production implementation on April 17th.

General Ledger/Commitment Control

- ▶ All journals should be approved prior to upgrade.
- ▶ Journal Upload and Budget Journal spreadsheets are available on the Georgia *FIRST* Financials site under *Project Information > 9.2 upgrade > Technical Resources*.
- ▶ Budget Journal entry and Budget Journal transfer **security rules** – users will need the BUD_ENTRY and/or BUD_XFER rules assigned – contact your security administrator with problems.

Asset Management

- ▶ ITS will be performing a DBI on March 23rd to copy Federal Asset Information from BOR created fields to the PeopleSoft delivered fields that will house this information in 9.2.
- ▶ After Asset Management Training, ITS will provide a list of in-service assets with a status of “Missing” to each institution. Institutions can begin handling them via the new business process of creating a retirement row (“Retire As: Missing”) before the upgrade if they would like.
- ▶ Please continue to monitor Pre-AM Interface pages to verify the only items shown as Pending are those that are scheduled to be brought into the AM module through the Transloader process. Any items that have been manually added into AM should be placed “on hold”.

Expenses Module

- ▶ 9.2 Upgrade ITS Cutoff Date – Tuesday, March 17th at 5:00pm:
 - Cutoff Travel Authorization entry in Self Service Portal
 - Cutoff Cash Advance entry in Self Service Portal
 - Cutoff Expense Sheet entry in Self Service Portal
- ▶ Ensure all travel authorizations, cash advances and expense reports are in a status of pending or approved prior to 5:00pm on March 24th.
- ▶ Confirm travelers Update Profile ChartField information is populated to include Program and Class. *We noticed some issues with blank values during UAT.*

Security & Workflow

- ▶ Keep Track of production user changes you made after February 25th.
- ▶ You will need to make these in production as part of your cutover tasks.
- ▶ Validation of script to pull Security Changes from FPRE
- ▶ Note: Please review users with Report Distribution Admin role (ReportDistAdmin). This should be a restricted role only assigned to limited users. Assign ReportSuperUser instead.

Query and Tree Freeze

- ▶ Date of initial freeze: 1 / 09 / 2015
- ▶ Queries and trees in FPRE as of February 25th have been copied for the upgrade.
- ▶ Changes in production after that date should have been incorporated into FPRE (UAT) up until February 25th. After that date, changes should continue to be tracked and will be an institutional cutover task in production after upgrade.

Query Retrofits

- ▶ What will my queries be like at go-live?
 - Queries that were in FPRE as of February 25th.
- ▶ Query Retrofit Resources:
 - Retrofit Documentation distributed on 02/16/2015 to Institutional Coordinators and Technical Representatives.
 - Retrofit Training WebEx and PowerPoint is located on the GeorgiaFIRST website (9.2 Upgrade > Communication and Resources).

Transition to SHARE Accounts

- ▶ SHARE Accounts were successfully scripted on February 11th for the first group of institutions who requested.
- ▶ Reminder: SHARE Chart of Accounts Training on Thursday, March 12 in Macon at Middle Georgia State College
- ▶ Please send questions to Vikki Williamson (Vikki.Williamson@usg.edu).

Questions Submitted

1. Will we be able to delete unused Run Controls?
 - No. Unfortunately PeopleSoft still does not provide a solution for this.
2. Will there be detailed instructions on setting up the AP WorkCenter?
 - AP WorkCenters will be delivered already setup and instructions will be provided on how they can be personalized.

9.2 Upgrade Communications

- ▶ PeopleSoft Financials 9.2 Upgrade Website
 - http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade

- ▶ Upcoming March WebEx Calls:
 - Final Institutional Readiness WebEx
 - Monday, March 23 (10:30am – 11:30am)

 - Go-Live Cutover & Validation
 - Monday, March 30 (9:00am)



Questions?