Roll Call

9.2 Upgrade Status

Go- Live Validation EMC / PETCID 6 > B2 BT/ 011t1

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.
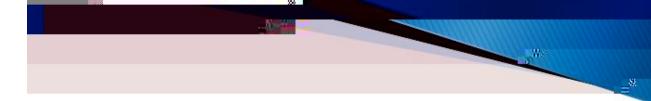
Please be patient since this may take a few minutes.

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.

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

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 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

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.

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.

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.).

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.

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

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

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.

Expenses

Quick Fill plays twice displays twice

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

Expenses

Combo Edit is now in Expenses

An invalid or incomplete ChartField combination will be flagged

Expense Report Line Errors

Help

🚩 **Please enter or update the following information:**

Combo error for fields ACCOUNT/FUND_CODE/DEPTID/PROGRAM_CODE/CLASS_FLD is ...

Return

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

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.