

its

Information Technology Services

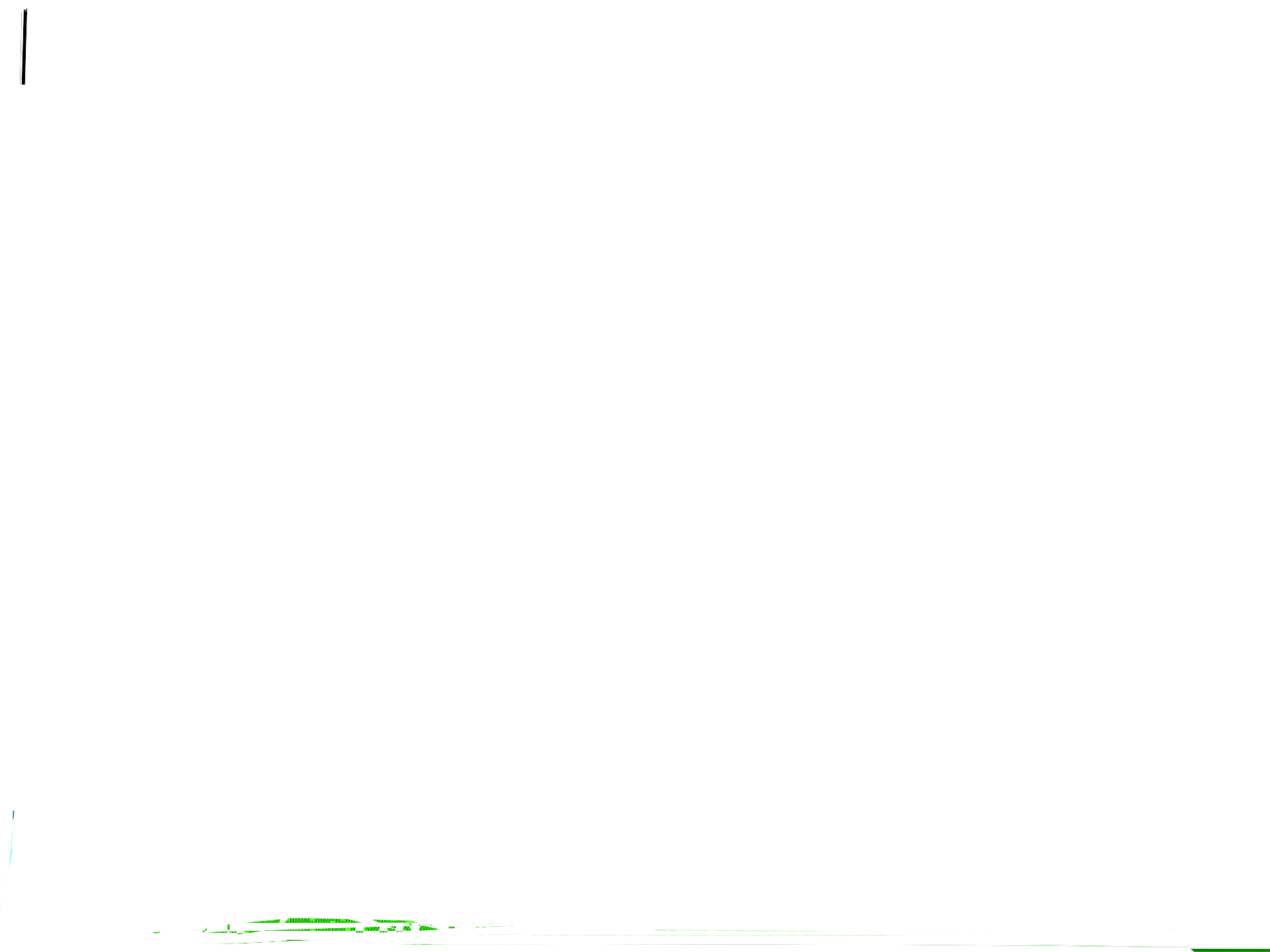


Upgrade Status

Institutional Readiness Tasks

9.2 Training and Communications





Checklist sent out 3/17/2015
 Available on GeorgiaFIRST website

GeorgiaFIRST Financials 9.2 (PT 8.53) Upgrade				
Additional Readiness Checklist				
Item	Required	Date Due	Status	Notes
Participate in User Acceptance Testing (UAT)	Required	02/25/2015	Complete	Participate in User Acceptance Testing (UAT) for the upgrade.
Complete UAT	Required	03/16/2015	Progress	Complete UAT for the upgrade.



Be sure you have reviewed all the tasks in the checklist.

Communicate this information to the appropriate individuals.

ITS will be monitoring and contacting institutions with transactions that need to be processed prior to 5:00pm Tuesday.

We need to be sure to be ready to begin the upgrade process by 5:00pm.

All institutional users will be locked out at 5:00pm Tuesday, March 24th (TOMORROW).






Reminders for Institutional Coordinators

Register for the Go-Live Cutover & Validation WebEx on Monday, March 30 (9:00am).

Submit a Helpdesk ticket to request the ITS File Transfer Utility (FTU) access code for obtaining your validation documents.





Reminders for Institutional Coordinators

Validation documents will be available at 7:00am
Monday, March 30,





Recommendation: 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.

Budget Prep Users Guide has been posted to the Georgia *FIRST* website as of 3/4/2015.

Budget Prep Tips/Reminders has been posted to the website as of 3/6/2015.





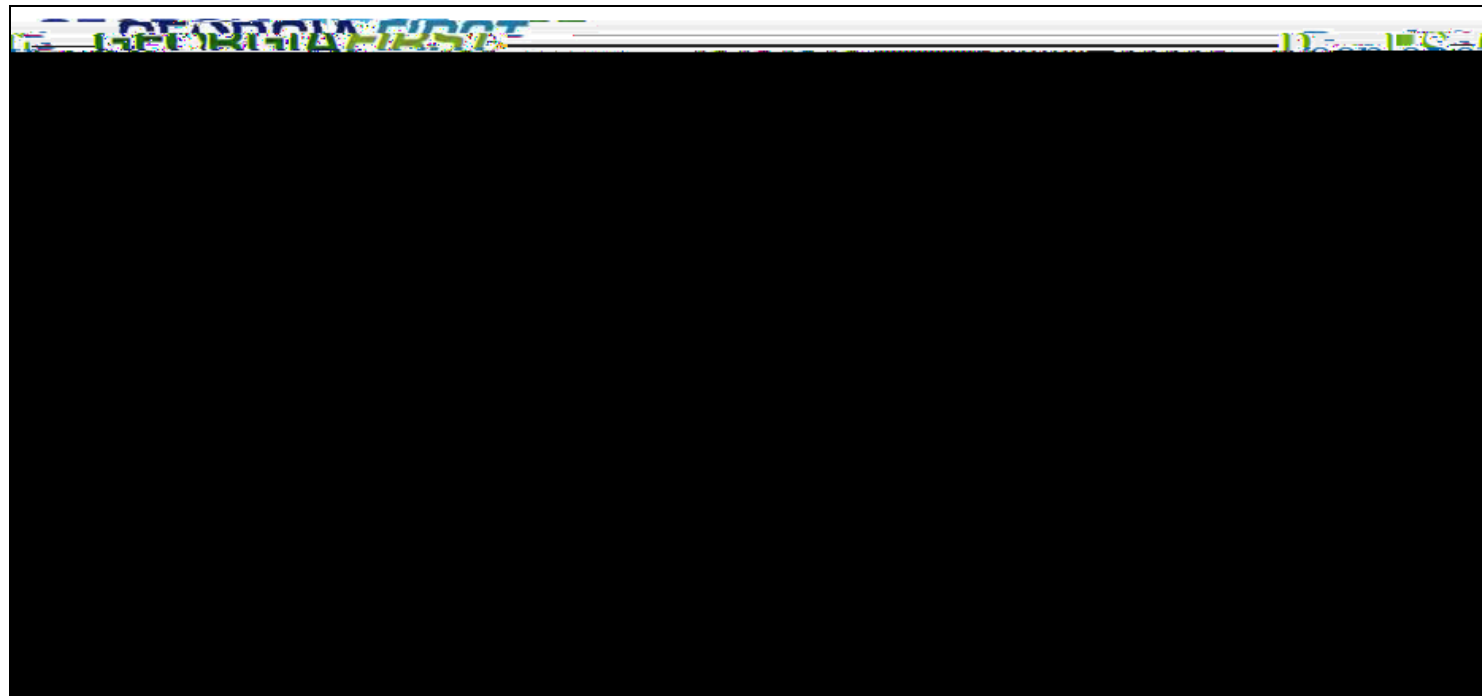
All Training documents have been posted on
Georgia *FIRST*





An announcement was sent out Friday with a link to an online training evaluation.

Please complete the survey by Friday, March 27th to assist us with future training plans.







FPLAY (8.9) will be upgraded to 9.2

F92PLAY

Available for PQST testing until FPLAY is upgraded to 9.2.

SCITEST (9.2) will replace SCITEST2 (8.9)


Available for institutional training and testing.

Password was changed after UAT (2/25). PQSTxxx passwords are the same as FPROD.

These databases will be refreshed following the upgrade. The tentative refresh schedule is:

FPLAY – week of March 30th

SCITEST – TBD (week of April 6)





FDM

Will be unavailable during the upgrade.

Do not Extract after March 24th until further notice.

iStrategy

Last pre-upgrade ETL will be the morning of Tuesday, March 24th.

Data will be as of COB today, Monday, March 23rd.

PQST – database access

FPROD database will be taken down at 10:00pm, Tuesday, March 24th OR earlier if possible.

Backup will be placed in SCITEST2 for database access only.

Available late Wednesday, March 25th.



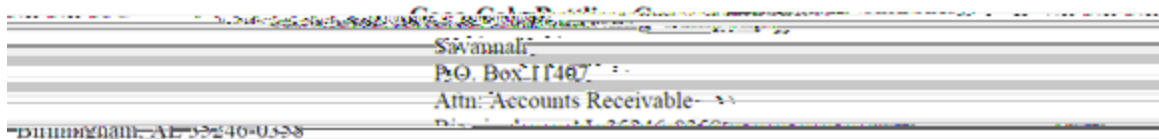
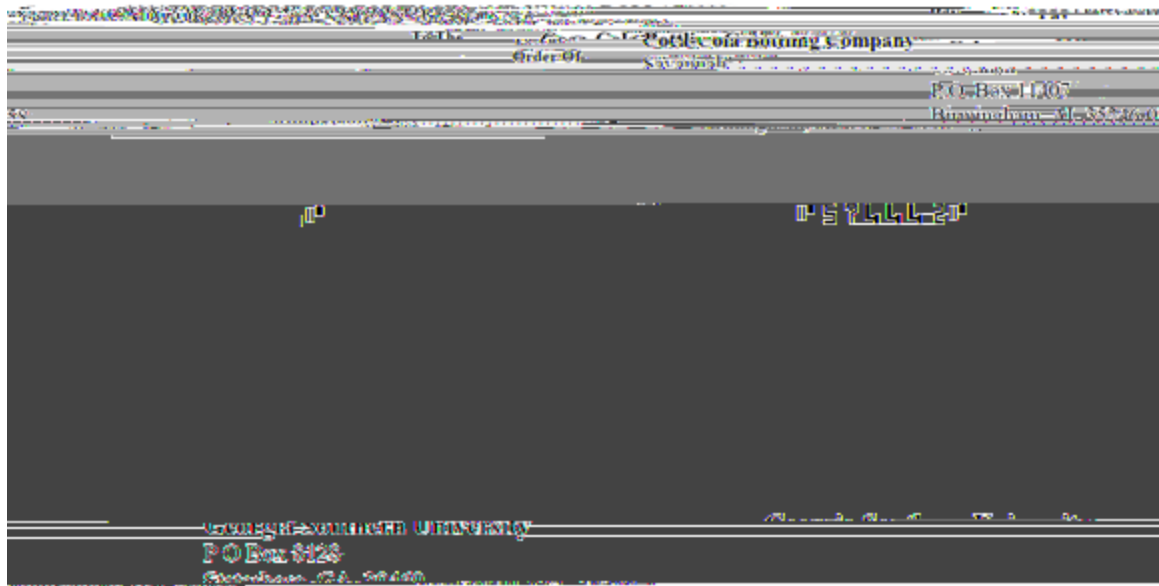
AP Check Printing - Address Lines 3 & 4

During UAT, issues were reported with Supplier address lines 3 & 4 printing too low and pushing the MICR line down.

Note: Address 4 is used for international suppliers
Due to spacing issues on the check, ITS has suppressed the printing of address lines 3 & 4 on the check portion. However, the full address will continue to print on the mailing address on the outside of the pressure sealed form.

This will be resolved as part of the upgrade at go-live.

AP Check Printing - Address Lines 3 & 4



ePro and Purchasing


A **Frequently Asked Questions (FAQ)** document is being prepared and will be provided later this week. This FAQ will include questions collected during UAT and Training.






If we added a new department code yesterday in 8.9 will it show up in 9.2?

Yes, any departments (or other ChartFields) added prior to 5:00pm tomorrow (3/24) will be included in the upgrade.







What will we need to do to establish our Banner to PSFIN link following the upgrade?

Institutions will not need to apply the 8.40 Georgia Enhancements release after the upgrade. That was only needed for creating the links between your Banner and PeopleSoft test databases.

We will be upgrading the existing production PeopleSoft 8.9 database to version 9.2 so the database links should remain the same.

ITS is planning to do an initial validation to confirm that the post upgrade link matches what we had prior to the upgrade.






Will Banner be cutoff during the upgrade downtime? If not, how will the feed work for the days we are down?

No, Banner will not be down.

Institutions should not run the Banner feeds/interfaces to PeopleSoft Financials during this downtime.



Setup of recurring reports in PS 9.2 using existing run controls

1. I am planning to use the existing run controls. Will that be an issue?

Yes, you may use your existing run controls. However, you will have to go to each run control, select run, set the recurrence, verify the distribution details and then run it to re-start the scheduled

