iExpense Management System – Oracle (iExpenses) Project

PHASE TWO – IEXPENSES IMPLEMENTATION

The Office of Financial Services has recently commenced the second phase of the Oracle Financials Upgrade project which is to implement Oracle Internet Expenses (iExpenses) to replace the current ProMaster Expense Management System.

The benefits of moving from Promaster to iExpenses are:

- iExpenses will be used for both coding credit card transactions as well as claiming Travel and other staff related expenses/reimbursements
- iExpenses provides users with a consistent user interface, the look and feel is similar to iProcurement
- iExpenses provides a faster and efficient process of claiming travel and other staff related expenses; no requirements to create a requisition and a purchase order and then a receipt
- iExpenses forms allow for faster speed of data entry, use of expense templates, and ability to save preferences for reports
- iExpenses has the same logon as Oracle Financials
- iExpenses has similar workflow notifications to Oracle Financials and approvals of expense claims via email
- iExpenses eliminates the need to duplicate the approval hierarchy, general ledger codes etc, which is necessary in ProMaster.

Business Systems have documented the current processes in regard to claiming reimbursements and travel expenses with the aim to identify better work practices and efficiencies and to map out the requirements for the setup of iExpenses.

This week (27th – 30th October) our iExpenses implementation partner will be on site to review our business requirements and processes, to provide the optimum setup of iExpenses which will grant the University better work practices and efficiencies.

It is anticipated that iExpenses will go live between 27th and 29th March 2015.
UPGRADE PARTNER

SDS Group, a Perth based company, were successful in their tender to be our Oracle iExpenses Implementation Partner.

SDS Group also partnered with us on the Oracle Financials e-Business Suite upgrade to version R12 this year.


STEERING COMMITTEE

This project will be overseen by a Steering Committee consisting of

- **Mark Hewitson** - Chief Financial Officer
- **Ross Springolo** – Director, Strategic Services & Governance
- **Richard Smith** - Deputy Director, ITMS & Manager – ISSM
- **Julie Donohue** - Manager Budget and Business Systems, Office of Financial Services
- **Gerard Reid** - Business Analyst, Office of Financial Services
- **Sharon Watson** - Manager Procurement, Office of Strategic Procurement Services

The Steering Committee will meet on a regular basis throughout the project to ensure compliance with University guidelines, Project timelines, budget and expenditure, and to provide support to the project team as required.

PROJECT TEAM

The Business Systems team of Office of Financial Services as well as staff from Office of Strategic Procurement Services will be the principle project team

- **Julie Donohue** - Manager Budget and Business Systems
- **Gerard Reid** - Business Analyst
- **Daisy Cabahug** - System Analyst
- **Mark Maderal** - Finance System Support
- **Anna Ikonomou** – Training Liaison & Development Finance Officer
- **Penny McHugh** - Manager Accounts Payables
- **Sharon Watson** - Manager Strategic Procurement Services
- **Helen Mearns** – Strategic Procurement Officer
- **Jenny Bisset** – Customer Service Officer, Procurement

TESTING

During the UAT (User Acceptance Testing) phase (February/March 2015) we will be seeking support from current P-Card Holders, Proxies and staff that usually create requisitions for staff reimbursements to take part in testing of the new system. This will involve logging into a test environment and carrying out usual day to day tasks such as coding credit card purchases, creating reimbursement and Travel Allowance claims.
TRAINING

A training schedule will be developed and you will be advised of sessions available from early March 2015 onwards. All users will have the opportunity to see the new system and receive full training/familiarisation on the new system before the cutover.

Ongoing support will be provided as it is now, through the Finance Helpdesk.

FURTHER UPDATES

We will keep you updated on the progress of the project. This newsletter along with future updates can be accessed at our webpage.


If you have any questions at all in regards to this project please contact the Project Manager, Julie Donohue julie.donohue@cdu.edu.au or phone 8946 6242

Screenshot of Oracle - iExpenses