FINANCE SYSTEM UPGRADE

PROGRESS

The Office of Financial Services has a commitment to maintain world class systems, of which Oracle is a key component. The upgrade of Oracle Financials to Oracle E-Business Suite R12 is a significant project that has and is requiring an enormous amount of work over and above what is already part of Finance staff daily, weekly and monthly schedules. As a group we are embracing the changes positively, despite the additional pressures.

Oracle E-Business Suite is a robust, supported and up to date system providing important information for good decision-making (that underpins financial sustainability). The upgrade team are working with external consultants to ensure that the University will continue to be provided with high quality information that can be validated and is based on accurate, relevant and timely data.

The project started in October and since our last update newsletter in December, much has been achieved with an upgraded environment developed and made ready for the first round of testing called Conference Room Pilot – (CRP)

CRP testing was completed at the end of February 14. This testing was led by consultants from SDS Group together with the CDU Project team working closely with the module managers ie Payables, Ledgers, Receivables, Assets and Procurement Managers and some of their staff. The success of the testing has shown the synergistic results that can be achieved through working closely together on a complex project.

Office of Strategic Procurement Services Team

Key Dates

Project launched
24th October 2013

Training and User Acceptance Testing (UAT)
March to May 2014

Further end user training
May/June 2014

Planned cutover to R12
18th June 2014

FURTHER UPDATES

Business Systems will keep you updated on the progress of the project. This newsletter along with future updates can be accessed at our webpage http://www.cdu.edu.au/finance/financial-services

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Some of the new processes that have been tested by the module managers (Maria Thomas-General Ledger: Penny McHugh and Rose Cormick —Payables: Robyn Woods — Assets: Jennifer Desamito— Receivables: Sharon Watson, Mike William, Nohzen Tayebbi and Jenny Bisset from OSPS) with pleasing results are:

- Changing from form based requisitioning to web page process. In iProcurement the University has the ability to:
  - set default cost costs
  - update our category listing to reflect our business
  - add preferred suppliers and contracts for goods and services
  - change in workflow to adherences to quoted prices (potential to save spend$)

- Introduce scanning of documents to Requisitions, Invoices, Journals etc enabling
  - Streamline Approval of requisitions and raising of Purchase orders as the documents can be viewed from within the Requisitions/Purchase Order
  - Data entry of Supplier Invoices from a scan and attaching the invoice to the Payables record

- Import Invoices in bulk to Accounts Payables for areas with a high number of invoices for specific purpose
  - Refunds
  - Scholarships
  - Facilities Contractors

- Move document printing from a 3rd party solution to the E-Business Suite.

At the end of the testing the team is pleased to note that we did not encounter any “show stoppers”. There were a few minor issues raised and the team will work through these and adopt any change/improvement into the next version for testing. The team used a Microsoft product to record steps to reproduce a problem so that when we did encounter any issue we could check exactly where or how the issue arose. This tool proved invaluable as we could troubleshoot from the recording.

PERSONAL PROFILE

Anna Ikonomou: Business Systems Training & Liaison Finance Officer

Anna has worked with the University since 2005. She has worked in Ledgers, Receivables and Payables. She is currently employed as the Budget and Business Systems Trainer.

Anna is a Qualified Adult Workplace Trainer and has been training staff across the University in various business systems including, Oracle, Portal, ProMaster and Cognos for over three years.

Anna has a reputation within the University community of being a knowledgeable and cheerful trainer. One who goes the extra mile to ensure staff understand the financial processes as well as the systems.

During the Upgrade Project Anna has taken on the task of writing the Training manuals to be used by requisitioners, approvers and reporting staff. She will also be monitoring the User Acceptance Testing giving support to our volunteers in completing their testing scripts.

She cooks too!!!
THIS WEEK

During this week the Business Systems Team has been holding workshops to introduce the new version of E-Business Suite to 20 staff who have volunteered to test the system in May. This part of the project called “User Acceptance Testing” (UAT). UAT will run from 12th to 22nd May 2014.

Feedback from this week’s information sessions has indicated that the staff are “looking forward to the new release, as it looks very user friendly, great improvement for quick references”. Overall the data from the feedback forms indicated that attendees felt that information from the Project Team was communicated to a very high standard, presented in a clear and logical manner. Overall satisfaction with the information session was rated at 82%.

These staff will prove invaluable as they test the system to make sure they have the same functionality they have used in the current version and learn about the changes within E-Business Suite R12. Anyone out there wishing to volunteer to be part of the process please email your details to elvis@cdu.edu.au.

PLANNING

The consultants and staff from ITMS will be copying Oracle Production into the User Acceptance Testing environment and then upgrading it with all the changes necessary to make it a fully function R12 version for the UAT team to begin testing in May.

Once the UAT versions has been tested and any relevant changes have been completed the version will be ready for testing again. As a result of the UAT testing, manuals will be updated for any issues fixed and we will be ready to begin the upgrade.

Whilst Production Upgrade and cutover is taking place the Project Team will facilitate some information/refresher sessions to update all staff using

PERSONAL PROFILE

Stephen Solomon: Chief Operating Officer / Director, SDS Group

Steve has 17 years of functional and project management experience with Oracle products including E-Business Suite across a diverse range of industries at a corporate level. Steve has strong business analysis skills along with a diversified knowledge of business systems and their processes. He has a proven record in delivering key business solutions to a wide range of industries including Government, Education, Utilities, Mining, and other Commercial and Not for Profit Organisations.

Steve worked as an employee of Charles Darwin University prior to undertaking consultancy services through SDS.

He has project managed several major E-Business Suite projects including two upgrades for the Northern Territory Power Water Corporation.

Additionally Steve is experienced in Oracle iExpenses.

The project team is finding Steve’s hands on approach and ability to transfer knowledge across all modules beneficial to the Upgrade Project.
the Financial system on the new version. These sessions will continue through to July and then become part of the usual support provided by Business Systems Team.

**CUTOVER TO NEW VERSION**

The cutover to the upgraded system is planned to begin around 2.00pm on Thursday 12th June 2014 and will take approx 5-6 days. This means we plan to take Oracle Financials off line from 12th June till the system has been upgraded and released to the general University community on Wednesday 18th June 2014.

**FURTHER INFORMATION**

The Project newsletters can be found at the following site:


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Oracle Financials R12 Upgrade News

Oracle Financials R12 Upgrade News

Oracle E-Business Suite, Home Page