UNIVERSITYS’ ORACLE R12 FINANCE SYSTEM GOES LIVE!

The Office of University Financial Services are pleased to advise that the implementation and cutover to the production environment of Oracle e-Business Suite completed successfully.

The transition was smooth and ran ahead of schedule enabling us to allow access back a day earlier than planned.

Thank you for your patience during the down time, as it took around 66 hours just to upgrade the database. This was a huge feat for the three Database Administrators (DBA’s), George Cui (CDU Staff), Shibu Dharmapalan (CDU Staff) and Joe Turner (SDS Group) who did this in rolling shifts. When the DBA’s had finished their part it was then handed back to us to put in all the customisations, interfaces and enhancements.

We partnered with SDS Group a Perth based company and this proved to be an excellent choice.

Training has been ongoing for users in both iProcurement as well as refreshers in Inquiries and Reports with a few hints and tips thrown in.

Our Finance trainer Anna Ikonomou is now on long service leave for a couple of months, so we are fortunate to have Claudia Hawker to fill the role.

Claudia has a great deal of knowledge of the University’s finance system, having been the Accounts Payable Manager, Finance Systems Trainer and Finance Systems Manager during her 19 years at CDU.

Claudia project managed the Oracle Financials R12 Upgrade and will also now be involved in phase two of the project – Implementation of Oracle iExpenses.

Key Dates

Project launched
24th October 2013

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

Further end user training
May/June/July 2014

R12 released to users
Tuesday 17th June 2014

June End of Month Process
Successfully completed on 2nd July 2014

FURTHER UPDATES

Business Systems will keep you updated on the progress of the next phase of the project – implementing iExpenses. This newsletter along with future updates can be accessed at our webpage http://www.cdu.edu.au/finance/financial-services
Phase 2 - iEXPENSES

Oracle Internet Expenses (iExpenses) is a travel and expense management solution that integrates with Oracle E-Business Suite. iExpenses will replace our current Credit Card coding system ProMaster, providing users with a more consistent user interface as it is similar to iProcurement.

The forms within iExpenses allow for faster speed of data entry, use of expense templates, and ability to save preferences for reports. Implementing iExpenses will reduce the need to duplicate Approval Hierarchy, General Ledger Codes etc., which is currently necessary in ProMaster.

During July, Business Systems will be investigating and documenting our current processes and together with users of ProMaster, reviewing the processes in an effort to identify better work practices and efficiencies and to map out the requirements for the setup specifications of iExpenses.

In August SDS Group will be on site to facilitate workshops, review our business and recommend a way forward that will benefit the University with improvements with the implementation of the new module.

It is anticipated that iExpenses will go live in late October 2014.

TRAINING

iProcurement
Since 12th June, Business Systems have facilitated 24 Training sessions training over 100 Oracle iProcurement users. Training will continue to be offered over the next month and anyone wishing to attend iProcurement, Reports and Hints and Tips training can contact the Business Systems Help Desk at elvis@cd.edu.au for further information.

GL Wand
Users of the finance data tool, GL Wand attended an information session facilitated by Gerard Reid on the upgraded R12 compatible version of GL Wand.
IMPORTANT INFORMATION:

- Requisitions are now in HTML. This means you can link from the requisition to key areas of information such as the Purchase Order, approval details and any payments.

- Requisitions required to be in a foreign currency can be created any weekday after 10:00am (which is when the days foreign currency exchange rates will be available in the system). You can now just enter your requisition in the currency required, and do not need to calculate it back to Australian Dollars.

- There is no need to enter the full account string on your requisition. This is automatically generated from your Oracle account setup and the purchasing category you choose. **Please contact the Finance Support elvis@cdu.edu.au if your default cost centre code requires updating.

- There is a new type of requisition called “Amount based”. This means instead of entering quantity 2,000 @ $1 you only need to enter $2,000. This should be used for all services where possible.

- Use the search engine to find:
  - Categories: (you can search for categories by number – eg 313 or by description eg %Stat%). These have been completely reworked to line up with the accounts. Note categories ending in .99 should not be used as these are only there to allow old transactions to process.
  - Requester (Each staff member has been set up with default address and cost code – so if you are raising the requisition on behalf of someone else you can choose their name and their address and cost code will populate the fields when you SAVE your work.
  - Buyer – type in the first three letters of the buyers surname and select

- You can change the cost code by choosing EDIT and then navigating to the Account Tab

- You can change your approver, as well as add other people into the approval chain if required. **The approver must have approval delegation already setup in Oracle (elVIS)

- If required, you can withdraw your requisition, change it and then resubmit it.

- Existing requisitions can be copied and used again, this is useful if the data is similar (be careful to update the category)

PREPARERS RAISING REQUISITIONS - PROCESS CHANGES

- Preparers raising requisitions must scan and attach supporting documentation to each requisition (eg Movement Requisitions & Travel Calculator, Quotes, Invoices, Contracts etc). You are then not required to forward documentation to the Procurement office for the creation of your Purchase Order. **Original Invoices must be sent to Accounts Payable in order for them to pay the Supplier.

- Preparers will be trained to Receipt Purchase Orders. Procurement advises that if the goods do not get delivered through the store whereby the storeperson generally receives them, then the Preparers will be required to receipt the goods/services. Whilst this may mean a small amount of extra work for people raising requisitions, it is an important financial control for the University.

- Additional functionality within the module means that purchase orders can no longer be over receipted. The original requisition must be increased by using a “Change Requisition”, which is then Financially approved and released by buyer to update the original Purchase Order.
THE WORKFLOW WITHIN THE PROCURE TO PAY PROCESS HAS BEEN CHANGED AND THIS MEANS:

- Invoices entered into Accounts Payable where the Purchase Order has not been received (or received enough), will start a workflow and notify the requester that they need to receipt the goods or services on the Purchase Order (receipt can be done by clicking a link). Once the Purchase Order is receipted the hold will be released automatically and the invoice will pay.

- If the invoice/s matched to a Purchase Orders and is more than the Purchase Order, the invoice will go on to a quantity or amount hold. The requester will not get a notification. Accounts Payable will let the requester know that they have to raise a Change Requisition. Once the PO is updated the requester can receipt the additional quantity or amount and the hold will be released and the invoice paid.

IF AN INVOICE GOES TO ACCOUNTS PAYABLE AND THE INVOICE PRICE IS HIGHER THAN THE PURCHASE ORDER, A NUMBER OF STEPS NEED TO BE FOLLOWED:

- Accounts Payable will have to reverse the matching of the invoice to the purchase order and;

- The Requester will need to reverse the receipt/s and then do a Change Requisition.

Once the buyer has approved the update to the PO, Accounts Payable will be able to rematch the invoice to the purchase order and then approve for payment.

Finally, please note that University policy is all Suppliers, including external consultants and contractors should receive a Purchase Order before supplying goods and/or services. This is to provide commercial protection for the University. A letter has been sent to current suppliers advising them of this requirement and suppliers will expect a Purchase Order to quote on their invoices in future.

FURTHER INFORMATION

Previous project newsletters can be found at the following site:


To ensure the University maintains good relationships with our suppliers, it is important that requests to change a requisition or to receipt goods/services on purchase orders is attended to promptly otherwise a delay may occur with payment.