

**Audience: Deans and Heads of Division
Faculty and Division Executive Officers
Client Services Accountants**

Project Background

As announced previously, UNSW is undertaking a major upgrade of its PeopleSoft Financials application to PeopleSoft Financials version 8.8. The project is being overseen by a Steering Committee which includes representatives from Medicine, Science, Law, IT Services, Finance, ADFA and NewSouth Global. The Project team includes full time representatives from IT Services, Finance and Faculties. The new upgraded version is to be implemented in June 2006.

PeopleSoft Financials version 8.8 is a web-based system similar to the existing eProcurement application. The new version has combined the functionality of PeoplesSoft's Commercial version with the Education & Government version used at UNSW. The upgrade will also include a fully integrated v8.8 eProcurement and a standard Purchasing Card module as part of the suite.

The upgrade establishes the foundation for a continual Financial systems and business process improvement programme under the governance of a Senior Executive Review Committee comprising the University's Chief Financial Officer (Garry McLennan), Chief Information Officer (Tim Cope), Director Business Systems Development Services (Michael Kirby-Lewis), and Director Budget & Reporting Services, Finance (Ken Dysart).

This PeopleSoft Financial v8.8 upgrade has been designed to contain any significant changes to existing business processes; but will, as far as possible, deliver improved system support to the 'as is' business processes. Future Finance projects will be designed to identify, manage and implement subsequent business process improvements, as part of the ongoing Programme of Financial Improvement and Change.

This monthly bulletin is the start of a series of communications, primarily used to inform the University management team of the Financial System Upgrade project progress to date, and to request fullest commitment and maximum participation of the finance system users from across the University.

Current Status

A full set of v8.8 Financials Business Process documentation, covering the following areas, have been completed, reviewed and signed off :

- General Ledger
- Asset Management
- Accounts Payable
- Purchase Order

- E-Procurement
- Procurement Card
- Accounts Receivable
- Billing.

This set of documentation has been used as a key reference for the upcoming User Acceptance Testing; it will also be of great value in the subsequent analysis and design of future financial systems upgrades and change.

The Next Stages

With most of the software development and preparatory data cleansing work completed, the project is now entering the critical pre implementation stages of:

- System Integration Testing (March - April)
- User Acceptance Testing preparation (March)
- User Training nomination (March)
- User Acceptance Testers training (April)
- User Acceptance Testing (May)
- Rest of the Finance System Users training (May – June)

PeopleSoft User Productivity Kit (UPK) is a web based training tool used to create and play simulated on-line tutorials. The on-line tutorials include demonstrations and interactive lessons. Users gain knowledge of system functionality and associated concepts by learning how to use a system in a simulated environment. UPK will be used as much as possible for the delivery of training. All existing users are expected to attend lecture training on the fundamentals of the v8.8 system and how to use UPK. The End User Training curriculum will be distributed shortly to all existing finance system users. Upon receipt of training course nominations from the user, a training schedule will be issued with course session dates by finance's training co-ordinator.

A group of key user representatives are required to participate in the User Acceptance of the system. Planning for the testing has commenced through to end March. These testers will be given training in April prior to the execution of the test over a 4 week period in May. KPMG has been commissioned to provide a Quality Assurance review over the planning and execution of this User Acceptance Testing process.

Request

Every effort must be made to ensure that all financial systems users are as fully equipped as possible to operate the upgraded system at 'go live' in June. To this end, it will be necessary for all finance managers to:

- Communicate the contents of this bulletin to all those affected
- Clearly identify all those users who will continue to be involved with the specific business process in the upgraded Financial System, and will therefore require appropriate training
- Ensure they are scheduled for the appropriate training sessions

- Verify that the training has been received and that the users involved are well prepared in time for the cutover.

Your cooperation, which is essential for a trouble free upgrade, is greatly appreciated.

Should you require any further information or assistance regarding the upgrade do not hesitate to contact Cecelia Yuen on extension 51635.

Kind regards,

KDysart

Ken Dysart