

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

This monthly bulletin is the 3rd in a series of communications, primarily used to inform the University management team of the progress of the systems upgrade in Financial to date, and to request fullest commitment and maximum participation of the finance system users from across the University.

Training Roles & Responsibilities

Finance is responsible for providing the training materials, delivery of training courses and co-ordination of bookings and training resources. Finance also keeps track of attendees in all classroom delivered training courses. However, whether staffs complete all their online training courses or not, would require local management involvement.

Faculties and business unit management are responsible for ensuring their own staffs have completed all available training courses relevant to their current job responsibilities. This includes mandatory attendance at one of the lecture sessions, plus completion of all appropriate online training courses, and attendance at other specialist classroom training courses.

Interim Training Support Process

There is no specific team providing one-on-one training support – the online training tool and business process documents are the training materials being provided for all staff to utilise.

Finance has provided NSF Expert training to selected staff within each faculty / area for Procurement, General Ledger and Billing/AR topics. If staff have any questions, they should consult the available training materials and ask one of the NSF Experts in your faculty /area for help.

UPK & PeopleSoft Fundamentals - Public Lecture Sessions

These half day lectures are to be held on Monday 15th May 1:30pm, Tuesday 16th May 9am, and 1:30pm, Thursday 18th May 9am and 1:30pm at the Gallery Rooms 1&2 in the Scientia. Attendance at one of these sessions is mandatory for everyone who uses NS Financials. Over 650 bookings received.

Online Training Tool Availability

All staff who attends the mandatory lecture sessions will be sent the training link within approx 2 days of attending the course.

Training Environment Access

Finance is in the process of arranging the setup of a training environment in which staff can use to practice in, prior to go-live. This is expected to be made available in early June. There will be a cutover period during June when the system is not available for use. Please make full use of the opportunity to review the Online Training Tool and practice on the training environment during that time.

Specialist Training Programmes

The NSF Experts and Client Services Accountant courses are well underway. Feedback from attendees has been largely positive with over 70% of attendees recording they feel positive about the new system.

User Acceptance Testing

User Acceptance Testing has commenced and is continuing throughout May. Cycle 1 testing on daily and interface processing is 75% complete. Cycle 2 will be testing the period end processing, and Cycle 3 will focus on the end of year processing test.

The upgraded NS Financials system utilises a different technology to the current system. Some settings in Windows are known to cause problems if not set correctly – eg internet site security for eProcurement, use of Yahoo/Google search bars, cookie settings etc. To avoid problems, details are available on the FSD website under NewSouth Financials Upgrade → Required Computer Configuration. The web page address is : http://www.fsd.unsw.edu.au/v88/fu_requiredcomputerconfiguration.html

Your local IT support staff would require to review all PC & Mac hardware/software requirements, and client platform setups and settings now. User Acceptance Testing via desktops used in the office is scheduled for end May.

Pre-Go-Live Cut-Off Activities – VERY IMPORTANT

Prior to the upgrade, all financial transactions will need to be either fully posted, or cancelled. Each faculty/business unit is responsible for ensuring that all tasks are completed prior to the cut-off dates:

Preparation Task		Cut-Off Date
Last Day To Submit Accounts Payable Invoices to Finance		5 pm Friday 2nd June 2006
Last Day For Purchase Card Reconciliations		5 pm Friday 9th June 2006
Last Day For Purchase Orders & Billing		5 pm Friday 9th June 2006
Purchase Card	The upgraded version will be using the PeopleSoft delivered Purchase Card module instead of the previously custom built module that currently exists. As a result, all purchase card transactions will need to be fully reconciled prior to the upgrade. The last upload of transactions from the bank will be on Thursday 25May06 to allow time for the existing transactions to be fully reconciled. The backlog of transactions will be loaded as part of the upgrade process.	
Purchasing	All purchases will need to be either dispatched or closed prior to the upgrade with all PO's having passed budget checking.	
eProc	All requisition will need to be posted and budget checked prior to the upgrade	
General Ledger	All journals need to be either posted or deleted prior to the upgrade. This includes both online, online encumbrance, sub system journals and externally loaded journals.	
Budgets	All budget journals will need to be posted prior to the upgrade.	
Accounts Payable	All vouchers will need to be posted having passed budget checking. An Accounts Payable payment run will be performed to ensure all vendor payments due over the upgrade process are completed prior to the close off.	
Billing	All bills may either be left on hold otherwise they are to fully completed and printed. Reprints of existing invoices will be possible over the upgrade process.	
Accounts Receivable	Receipt of payments to Accounts Receivable and Cash Receipts (L20s) are to be fully completed. Collection will continue over the upgrade period within the Treasury cashing system. These transactions will be subsequently loaded as part of the upgrade process.	
Assets	All asset information from Purchasing and Accounts Payable are to be fully processed into the Asset module. The asset stocktake process will need to be fully completed prior to the upgrade.	

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

Kind regards,

KDysart

Ken Dysart