

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

This bulletin is the 4th 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.

Current project status

Over 500 Financial system users attended the Lecture Training in May and the nominated NSF Experts are completing their NSF Expert training through to June. Although the courses are designed to be primarily delivered through the Online Training Tool, the demand for trainer supported training is higher than expected and classes have been scheduled up to mid June.

We are into the 5th week of User Acceptance Testing with Cycle 1 testing on daily and interface processing 95% complete. Cycle 2 (period end processing) has commenced on 30th May. As of 26May06, there were 19 outstanding errors that required to be addressed and retested. With User Acceptance Testing due to be closed out next week, the original schedule to cutover on 21Jun06 has been reviewed by Senior Management in consultation with key Finance and IT managers and a decision has been made to extend the testing and training period which will result in a deferral of conversion to 12 July 2006.

Change in project schedule

This extension will provide us with additional time for finance system users to:

- **Gain greater confidence with using the new NewSouth Financials system** through additional training preparation time.

We will send out a link and instructions to access the training environment to the financial system users shortly on a rolling basis. With the access to the new system, coupled with the Online Training Tool, staff can gain better knowledge prior to the upgrade.

We will also schedule additional training until end June, thereby meeting the additional demand for training.

- **Finalise the User Acceptance Testing** with all key issues addressed and adequate time for improvements to be tested. This will further increase the quality of the “go-live” system.
- **Receive enhanced business change communications**

We will continue to update our Accounting Services website to provide details such as a summary of the major changes, interim process changes during the cutover and after go-live. A Quick Reference Guide will also be produced.

During this three week go-live extension, it is important to sustain the momentum we have already built up in preparing for the upgrade and use this time wisely.

Please note the change of dates in the preparation schedule has been highlighted as follows :

Preparation Task	Cut-Off Date
Last Day To Submit Accounts Payable Invoices to Finance	5 pm Friday 23rd June 2006
Last Day For Purchase Card Reconciliations	5 pm Friday 30th June 2006
Last Day For Purchase Orders & Billing	5 pm Friday 30th 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 15th June 2006 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 30th June 2006 with all PO's having passed budget checking.
eProc	All requisitions will need to be posted and budget checked prior to 30th June 2006
General Ledger	All journals need to be either posted or deleted prior to 30th June 2006 . This includes both online, online encumbrance, sub system journals and externally loaded journals.
Budgets	All budget journals will need to be posted prior to 30th June 2006 .
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 30th June 2006 .
Billing	All bills may either be left on hold otherwise they are to fully completed and printed by 30th June 2006 . 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 by 30th June 2006 . 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 30th June 2006 .

More details on the schedule will be provided in the next update.

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