

Further to our recent communication introducing the Finance Improvement Project (FIP) and the impending cutover, we want to provide additional details to assist you in preparing for this crucial phase. Cutover is where we will stop using APTOS and transfer the relevant data to Oracle Fusion ready to go live.

This communication specifically addresses the activities associated with customer and sales invoicing. Your careful consideration to the following items are essential to ensure a smooth and successful transition.

New Customers (Freeze period 9 February 2024 – 15 March 2024)

We will be taking all active customers from APTOS and loading them into Oracle Fusion. To do this there will be a customer freeze.

Deadline for new customer set-up:

ALL requests to set up a new customer, reactivate an inactive customer, or make changes to the address or contact details of an existing customer must be submitted and received no later than **noon on Thursday 8 February 2024** to allow time to be actioned.

Temporary suspension of processing new customer requests:

During the freeze period, new customer requests can still be submitted via the [new customer request form](#) but will not be processed until the freeze has been lifted.

Processing of new customer requests:

New customers or changes to existing customers will be processed in Oracle Fusion from **Friday 15 March 2024**.

Action Required:

Kindly assess your upcoming business needs and identify any new customers you intend to engage with. Submit [new customer requests](#) via the form by **noon on Thursday 8 February 2024**.

New Invoices (Freeze period 29 February 2024 - 19 March 2024)

Deadline for APTOS Invoice Requests:

New invoice requests must be submitted to salesinvoicing@st-andrews.ac.uk before **noon on Thursday 29 February 2024**. Users who enter their invoices into APTOS themselves must ensure that any entries have been made by the same time.

Transition to Oracle Fusion:

New invoices can be raised in Oracle Fusion from **Tuesday 19 March 2024**.

Planning ahead:

If you have invoices which need to be issued between 1 March 2024 and 15 March 2024, when no new invoices can be entered, please consider bringing the invoice forward if essential and issuing in February instead.

If your customer is not active as of the new customer freeze, the first opportunity you will have to invoice will be Tuesday 19 March when your access to Oracle Fusion begins.

The FIP team are here to help you and if you have any concerns or queries, please get in touch via the financeproject@st-andrews.ac.uk mailbox.

Wendy MacFarlane

Tax & Treasury Manager