

## Finance Improvement Programme

### Bulletin 25 Jan 2024

This communication specifically addresses the activities associated with suppliers, ordering, payments and expenses to prepare for the cutover period. Your careful consideration to the following items are essential to ensure a smooth and successful transition.

Further communications will be sent out in due course to confirm the processes to be followed **during** the freeze period.

#### **Preparing for Cutover**

Below are the specific areas we need you to consider within your respective schools and units to prepare for the cutover:

#### **Suppliers (Freeze period 6 February 2024 – 18 March 2024)**

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

##### **Deadline for New Supplier Set-Up:**

The last date to submit a new supplier set-up form to Procurement is **5pm on Monday 5 February 2024**.

##### **Temporary Suspension of New Supplier Requests:**

Following the freeze, the submission of new supplier set-up forms will be temporarily suspended. You can resume requesting new suppliers via a new supplier set up form after the freeze period.

##### **Processing of New Supplier Requests:**

New supplier set-up forms submitted during the freeze will be processed, and ratified suppliers will be set up on Oracle Fusion during the week commencing **18 March 2024**.

##### **Action Required:**

Kindly assess your upcoming business needs and identify any new suppliers you intend to engage with.

Complete and submit the [new supplier set-up form](#) to Procurement by **5pm on Monday 5 February 2024**.

#### **Purchase Orders (Freeze period 28 February 2024 – 18 March 2024)**

##### **Deadline for APTOS Purchase Orders:**

The last day to raise and approve a Purchase Order in APTOS is **5pm on Tuesday 27 February 2024**.

All open and approved Purchase Orders (PO) will be moved from APTOS to Oracle Fusion. **Transition**

##### **to Oracle Fusion:**

Orders can be raised in Oracle Fusion week commencing **18 March 2024**.

##### **Planning Ahead:**

Anticipate your goods and services needs during this period and plan your ordering accordingly. It is important to only order what is required. You can raise multiple orders to a supplier with each order having a different delivery date. Information on the emergency purchase order process will be issued early February.

Please note that with 30 day credit terms, purchase orders raised on Tuesday 27 February 2024 will have an invoice dated 28 February 2024 at earliest so will not be due for payment until 28 March 2024.

Please continue to manage existing purchase orders up until the APTOS freeze date of **5pm on Tuesday 27 February 2024** by receipting timeously to clear mismatches and closing orders that are complete/no longer required.

### **Receipting (Freeze period 28 February 2024 – 18 March 2024)**

Please continue to manage existing POs by receipting timeously to clear mismatches and closing orders that are complete/no longer required.

Receipting can continue in APTOS up until **5pm on 27 February 2024**. Thereafter receipts till be entered in to Oracle Fusion week commencing 18 March 2024. A template for recording goods and services received during the freeze period will be issued to each school and unit in February.

### **Purchase Invoices (Freeze period 19 February 2024 – 18 March 2024)**

#### **Purchase Invoice Submission Deadline:**

All purchase invoices (GBP & foreign currency) should be submitted to Accounts Payable by **5pm on Monday 19 February 2024** with a purchase order number or the appropriate General Ledger coding and approval. This ensures processing and payment before the transaction freeze on **Thursday 29 February 2024**.

#### **Late Invoices:**

Invoices received after the specified deadline will be processed in Oracle Fusion and paid accordingly.

#### **Workflow Approval Deadline:**

The last date for approving invoices in workflow is **5pm on Thursday 22 February 2024**. Purchase invoices not approved by this date will not be paid and will necessitate reprocessing in Oracle Fusion.

### **Expenses**

#### **Non Staff Expenses (NSE):**

The last date for NSE claims to be approved is **5pm on Monday 19 February 2024** and we therefore suggest that the last date new claims are created in NSE is **Wednesday 14 February 2024** to allow the claimant to submit their expenses and the appropriate coding and approval to take place.

NSE will be decommissioned at 5pm on 19 February 2024 and a new NSE will be implemented in March.

#### **Credit Cards:**

All credit card expenditure with a processing date up to and including **Monday 26 February 2024** must be coded and approved in the Lloyds CCDM system by **5pm on Monday 26 February 2024**. Lloyds CCDM will be unavailable after 26 February 2024. Any uncoded transactions will be coded to the cardholders school or unit. If there are issues with a high volume of uncoded transactions your card may be blocked.

Transactions with a processing date of 27 February 2024 will be imported to Oracle Fusion for coding and approval from week commencing 18 March 2024.

### Staff Expenses:

The cut off for February payroll is **5pm on Monday 12 February 2024** and all expenses must be approved before this date. Any unapproved expenses on ResourceLink will not be paid and will have to be submitted as a new claim in Oracle Fusion after 18 March 2024. Any approved claims that are rejected by Pay and Pensions will not be able to be resubmitted on ResourceLink after 12 February 2024 and will need to be resubmitted as a new claim in Oracle Fusion after 18 March 2024. Therefore, it is imperative expense claims are not approved without receipts and are within policy to avoid unnecessary delays.

Staff expense claims can be submitted in Oracle Fusion from week commencing 18 March 2024.

### Student Payments – Scholarships & Expenses:

March scholarships set up and approved in SITS Fund will be paid to students on **Wednesday 28 February 2024** as per the timetable. The deadline for submitting approved student expenses on the current expenses form is **5pm on Monday 26 February 2024**. Thereafter, student expenses must be submitted on the new student expenses form with Oracle Fusion coding. The new form and further information will be distributed in due course.

### Key Dates

During the cutover period, we will be working to a precise timetable. Key dates for you to be aware of are detailed in the table below.

Date	Freeze Activity	Action for Schools & Units
Thursday 5 February 2024		Last date for new supplier requests for set up in APTOS
Monday 12 February 2024	Supplier Freeze Cut off for Feb Payroll (including expenses)	Use new supplier form (suppliers will be vetted but not set up until Oracle Fusion)  Last day to have expenses in ResourceLink approved
Tuesday 13 February 2024		Emergency Payment process starts where supplier not on APTOS
Wednesday 14 February 2024		Final date to create claims in NSE (must be fully approved by 19 Feb)
Friday 16 February 2024		Final date to send authorised signatory forms to AP

Monday 19 February 2024		Final day to approve NSE claims (cut-off 5pm)  Last date to send invoices to AP (GBP & FX)
Thursday 22 February 2024		Last date to approve invoices in APTOS Workflow
Monday 26 February 2024		Final day to code credit card transactions in Lloyds CCDM (transactions with a posting date up to and including 26 February)  Final day to submit student expense claims for payment
Tuesday 27 February 2024		Final date to raise/approve POs in APTOS
Thursday 29 February 2024	Transaction Freeze	
w/c 18 March 2024	Oracle Go-Live	

Please look out for further information from us regarding the emergency processes. Additionally, future updates will detail arrangements for training and support. This information is designed to equip you and your team with the necessary resources and assistance for a smooth transition.

Separate communications will be sent to Salaries, Student Services, RBS Catering and Estates regarding specific requirements for foreign salaries, Hardship and Childcare payments, Saffron and Planon invoices.