Oracle 11i Overview

Training Manual

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Document Identification

<table>
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<th>Revision</th>
<th>Version 1.0</th>
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<td>Compiled By:</td>
<td>Sue Hickton</td>
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<tr>
<td>Signature:</td>
<td>Original signed</td>
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<tr>
<td>Issue Date:</td>
<td>25 October 2005</td>
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Authorities

<table>
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<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Change Manager</td>
<td>Sue Hickton</td>
<td>Original signed</td>
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Document History

<table>
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<th>Author</th>
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<td>25-10-2005</td>
<td>1.0</td>
<td>Sue Hickton</td>
<td>Compilation for Training</td>
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</table>
1 A MESSAGE FROM THE PROJECT MANAGER

Welcome to your Oracle 11i Training.

A key objective for the Oracle 11i Project was the delivery of training to all finance system users. An extensive training program has been developed to enable this. In moving to the latest version (11i) of Oracle Financials, ECU has taken the opportunity to review and improve our financial processes and make use of the additional functionality offered within 11i. The training program therefore includes both system and process related content.

The Chart of Accounts has been reviewed and restructured and is reflected in all training documentation. A session on the Chart is included within the program.

The Oracle 11i Team has spent a great deal of time producing training materials that are contextualised for the ECU environment. The materials are written to explain the ECU way of doing things.

I encourage you to be an active participant within your training sessions and welcome any feedback you wish to provide.

Gary Zlnay
Project Manager
Oracle 11i Implementation
g.zlnay@ecu.edu.au
2 A MESSAGE FROM THE ORACLE 11i TRAINING TEAM

Your Oracle 11i training may be as short as three or as many as nine different courses between now and the end of February 2006.

For your information

- Screenshots that you see in your training manuals were taken from test environments and therefore there may be some variation between your manual and your desktop environment upon Go Live.
- The data you see in the training environments (fintrain1 and fintrain2) has been custom written for the exercises you will be carrying out during training.

The Oracle 11i Project Team has made every effort to ensure that the content of your training manuals is accurate. The Oracle 11i system is under constant revision at the moment in an effort to improve it. As a consequence, some differences may be seen between the Oracle 11i environment and information in your training manuals. Where possible, training content will be updated. The Project website www.ecu.edu.au/msc/dir/11i will always have the most up to date version available.

Sue Hickton
Oracle 11i Change Manager
October 2005
s.hickton@ecu.edu.au
(08) 6308 2182
3 THE ORACLE 11i PROJECT

Oracle Financials is ECU’s financial management system. It is a system used extensively by large organisations throughout the world. ECU has used Oracle since 1990 and is upgrading to the latest version (11i) in early 2006.

ECU runs Oracle’s General Ledger, Accounts Payable, Fixed Assets, Accounts Receivable, Purchasing and Procurement modules and will implement Cash Management within the scope of this project. There are also a number of in-house developed interfaces to other corporate systems including Callista COFI, Alesco HR and OneStop receipting.

3.1 The Project Objectives

Oracle 11i is being implemented at ECU to assist in improving the efficiency of related business processes. The project has a number of objectives and these include:

- Implement a new Chart of Accounts that provides a structure for efficient, effective reporting and retrieval of financial data;
- Deliver training to all financial system users;
- Develop a sustainable training solution suitable for ongoing training of system users;
- Implement improvements by streamlining and standardising financial processes;
- Provide recommendations for future new software solutions;
3.2 Project Implementation

The project is scheduled to Go Live on January 20, 2006. Unlike the Eclipse Project with Callista in 2004, the entire shift to the new system will not happen in one day. Migration of data will be commencing at the time of the Christmas shut down and through into early January. Access to Oracle 11/i will be released gradually during January.

There are a number of key dates associated with the shift from the old Oracle system, to the new 11/i system and these are listed below:

<table>
<thead>
<tr>
<th>Day, Date, Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 25 November 2005 – 1700 h</td>
<td>Closure of SSP5 for raising requisitions (still able to receipt goods and services).</td>
</tr>
<tr>
<td>Friday 16 December 2005 – 1700 h</td>
<td>Closure of SSP5 for receipting of goods and services.</td>
</tr>
<tr>
<td>Tuesday 20 December 2005</td>
<td>All Oracle closed for non-MSC staff.</td>
</tr>
<tr>
<td>Wednesday 21 December 2005</td>
<td>All Oracle closed for non-MSC staff.</td>
</tr>
<tr>
<td>Thursday 4 January 2006</td>
<td>Both Oracle systems closed for all ECU staff.</td>
</tr>
<tr>
<td>Friday 5 January 2006</td>
<td>Both Oracle systems closed for all ECU staff.</td>
</tr>
<tr>
<td>Tuesday 10 January 2006</td>
<td>Oracle 11/i Procurement system open for use (except GL) to those staff that have attended training and have been granted a login.</td>
</tr>
<tr>
<td>Friday 20 January 2006</td>
<td>GO LIVE</td>
</tr>
<tr>
<td>Wednesday 25 January 2006</td>
<td>eJournal functionality now able to be used for those staff that have attended training and have been granted a login.</td>
</tr>
</tbody>
</table>

As a part of the project 2005 summary balances will be migrated across so that you can view one year of historical data on Oracle 11/i. Transactional data prior for 2005 and prior years will be available via Cognos.

As of January 9 2006, Oracle 11/i will be the only repository for all new and modified financial transactional data.
3.3 The Oracle 11i Modules

3.3.1 General Ledger
General Ledger is the Module that records summary data of all financial transactions that occur at ECU. You can also drill down to any level of detail including detail balances, journals, and the other Module transactions—all from a single drill path.

GL functionality now allows the use of eJournals. You can schedule your journals to have them automatically generated, posted, and even reversed based on a schedule you define. All journals are validated online during journal entry; thus, accounts, batch totals and journal totals are immediately verified.

3.3.2 Accounts Payable
This module is used to record payments made to suppliers. Invoices can be entered manually or matched to existing purchase orders. Payment can be split and/or scheduled. Inquiries can be made on Suppliers, Invoices and Payments.

3.3.3 Accounts Receivable
Receivables allows the University to streamline invoicing, receipt, and customer deduction processing while improving cash flow, and providing strategic information. Receivables facilitates account collection with correspondence tracking, instant access to current customer account information, and collector task scheduling.

3.3.4 Cash Management
This is a new module to the University and will be used to maintain accurate cash balances, identify and resolve exceptions, manage bank errors, and monitor fraud. Automating bank reconciliation dramatically reduces the administrative time and costs for the University.

Using Cash Management to automatically record and reconcile bank statements will ensure any discrepancies, validation or reconciliation errors are corrected online and on-time. Cash Management provides easy-to-use reconciliation reports that compares the ECU bank statement balance with your cash account in Oracle General Ledger, identifying any discrepancies in our cash position.

Cash Management offers extensive reconciliation integration with Payables and Receivables for effective cash management. Cash Management also utilised workflow with automatic reversal of rejected receipts and creation of miscellaneous transactions to record bank initiated activities such as interest and bank charges.
3.3.5 Purchasing (including iProcurement)

Procurement is used to create requisitions and receive the items ordered on requisitions. Items can be ordered using an external catalogue (punchout), an internal catalogue or by using a non-catalogue request. Your request goes through an approval process before being converted into a purchase order in the Purchasing module by the Strategic Procurement team. You can inquire on Requisitions and Purchase Orders in both the iProcurement and Purchasing modules.

3.3.6 Fixed Assets (including iAssets)

Oracle Assets is part of the Oracle 11i e-business suite, and is a comprehensive asset management and tracking tool. Oracle Assets automates asset management and simplifies accounting tasks. Standard management tasks—such as asset transfers, disposals, reclassifications, financial adjustments, and tax legacy data conversion—can be streamlined with automated business flows. Standard accounting, operational, and reports are available to ease reconciliation and analysis.

iAssets — The transfer of assets becomes a simple process with a step-by-step wizard for your convenience. This self-service product automates approval and enforcement of business rules. Oracle iAssets offers real-time inquiries of information pertaining to your fixed assets. iAssets allows for attachment of purchase orders, electronic invoices, images, URL’s, or video and audio clips if needed.

3.4 Accessing Oracle 11i

Access to Oracle 11i can only be obtained once the necessary pre-requisite training has been completed. For those staff that have existing Oracle customised responsibilities, a password and login will be created and you will be notified of your access once training has been completed.

Where new functionality is being made accessible or staff need standard functionality other than what they already have now, an online application form may be completed during or post-training. This application will still need to go through the standard approvals process.

For the duration of the project, access to Oracle 11i will be through the Oracle 11i Project website www.ecu.edu.au/msc/dir/11i. At the completion of the project, access may be found through the Management Services Centre, Financial Services website http://www.ecu.edu.au/msc/fser/
3.5 Where to Find Help

3.5.1 Facilitated training

Function specific training will be scheduled to run between November 2005 and February 2006. Training will be delivered by the Oracle 11i Team and other MSC staff.

Training venues are currently scheduled on 3 campuses:

Mount Lawley – Professional Development Computer Lab 3.195
Joondalup – FBL 2.105
Bunbury – 5.149/5.150

Please check ORIAN http://orian.ecu.edu.au for up to the minute information regarding the scheduling of training.

Functional training will be delivered as follows:

<table>
<thead>
<tr>
<th>Training Module</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>All ECU staff that have financial delegations or use the Chart of Account structure financial purposes</td>
</tr>
<tr>
<td>Oracle 11i Navigation</td>
<td>All staff that will be using the Oracle 11i system in any capacity.</td>
</tr>
<tr>
<td>Oracle 11i Inquiries</td>
<td>All staff that use Oracle to retrieve information such as: journals, AP invoices, AR invoices, purchase orders and other data in the system.</td>
</tr>
<tr>
<td>eProcurement</td>
<td>Any staff member that needs to purchase goods and services through the electron purchasing system.</td>
</tr>
<tr>
<td>eApprovers</td>
<td>Any staff member that has delegations to approve Purchasing transactions or Journals</td>
</tr>
<tr>
<td>eJournals</td>
<td>Any staff member that currently fills in a Journal (GL) form for manual processing of Journals Excel spreadsheet for upload by Shared Services</td>
</tr>
<tr>
<td>eAssets</td>
<td>Any asset custodian or current users of Hardcat</td>
</tr>
<tr>
<td>Oracle 11i Reporting</td>
<td>Any staff member that needs to extract data from Oracle (straight from the core or ADI) for the purpose of generating reports.</td>
</tr>
<tr>
<td>AR Invoices</td>
<td>Any staff member that currently uses the Invoice Request Form to create a debtor's invoice for the supply of goods and services to a customer of the University (note - functionality will be limited to a number of key staff in each Faculty/Centre).</td>
</tr>
</tbody>
</table>
3.5.2 Additional Support

The following assistance will be available at ECU from January 9 2006.

- **Systems Support Helpdesk – Dial 2772**
  The MSC Systems Team will be available to take your calls on 2772 or you can email them at mscsystems@ecu.edu.au. If the Systems team are unable to solve your problem, the Oracle 11/i Team will support you in your query.

- **Logon Assistance – Dial 2772**
  Logon assistance will be provided during facilitated training sessions and by the MSC Systems Team.

- **Financial Terminology Glossary** – can be found from www.ecu.edu.au/msc/dir/11i/glossary.html

- **Training Documentation** – will be available from the Oracle 11/i homepage www.ecu.edu.au/msc/dir/11i as well as disseminated to users during training sessions.

- **Oracle Help** – Oracle has an extensive online help library. You will learn how to use this in the Oracle 11/i Navigation session.
3.6 **The Oracle 11i Training Material**

3.6.1 Resources

This training manual contains:
- General background information about the Oracle 11i Implementation Project.
- Information about the use of Oracle 11i.

During training sessions, your trainer will also distribute:
- Training materials content specific to the course you are in.
- A course evaluation form

3.7 **Housekeeping**

- Facilities
- Safety/Exits
- Mobile phones and pagers
- Refreshments
- Email Etiquette
- Feedback
- Participation
- Respect
- Questions

3.8 **Training Manuals**

Your training guides have been developed to provide you with functional information so that you may go back to your workplace and be able to carry out your job seamlessly once Oracle 11i goes live. The manuals contain several hands-on practical exercises that will enable you to experience the new functionality of the system.