# Financial 9.1 Upgrade

# Status Update as of December 23, 2011

## Overview

The Financial 9.1 Upgrade is progressing well and the team is on schedule to meet the target go-live date of March 26, 2012. For general information on the upgrade, including the project timeline, please refer to the following URL: <http://www7.acs.ncsu.edu/FinTraining/FocusGroup/>

## Summary of Campus Testing

On November 15, 2011, the upgrade entered into the campus customer testing phase of this project. The 9.1 Project Team that includes all members from the EAS Financial Team and strong representatives from our Central Offices (Budget Office, Contracts and Grants, Controller’s Office, Foundations Accounting & Investments, and the Purchasing Department) were joined by **eighty-four (84)** campus volunteers that have been involved (or will be involved) in testing various critical components of the new Financial System utilizing a test system integrated through a test copy of the MyPack Portal. The testing also involved full batch / processing testing from our production management team. Most of the campus testing sessions will be completed by December 23, 2011, though the Asset Management and Surplus testing phases have been rescheduled for mid-January, 2012. In addition, select campus testers that participated in the Small Purchase Voucher Testing phase may be asked to return in early January, to perform finalized testing for several code changes that are still in progress. As a general note, **all Central Office Testing and Sign-Off is also due by the end of January**.

## Summary of Performance Testing

In addition to campus testing, the performance/load testing aspect of the Financial Upgrade is progressing well. We have 5 scripts running now (Vouchers, IDT’s, MarketPlace Orders, Journals, and Requisitions) running at a basic/low volume level on the actual hardware that will be used for the Financial 9.1 Production System. In January we will ramp up the scripts and start stressing the system. As part of the process, we expect to find performance tweaks that will need to be made to make sure the Financial System is performing at or above current processing levels. We expect the majority of load testing will be completed by the end of January (with a little wiggle room for final performance tuning/testing) to be completed by the end of February.

## Summary of Campus Training

In early January we will receive the Financial 9.1 Training environment. Sharon Loosman (Director of Materials Management) will schedule Training Preparation sessions with the various Financial Central Office Teams and Trainers. Much of the campus training is expected to be conducted with auditorium type of sessions, but specific decisions will be made concerning new functionality such as the Chartfield Request System that will be included in the Financial System. The group will decide on what needs to be highlighted in the training session (attachment functionality, workflow/approval changes, etc). In addition, the Financial Training tutorials and online training material (recorded in a Oracle/PeopleSoft product called the User Productivity Kit or UPK) will need to be re-recorded. Re-recording the tutorials are needed because of the navigation/Portal upgrade differences as well as the fact that the current version of the UPK software will not work on PeopleTools 8.51 that is part of the Financial 9.1 System. As a note, the UPK software package has been upgraded and while additional browsers are now supported, the user interface is quite different. Susie Rambeaut from OIT will be assisting Sharon with a training manual and a quick tutorial to help folks with a quick-start session.

## Summary of Upcoming Security Reviews

Detailed security reviews will be conducted in January that will include the EAS Financials Team, OIT Security, and representatives from each of the Central Office areas. These security reviews will concentrate on the following areas and will satisfy recommendations made by our internal audit team on suggested improvements to our security review process:

1. Special ID Access and Certification. EAS has created an application that will track all special ID’s and we are working with OIT Security on documenting the certification and maintenance procedures that will be followed on a yearly basis for those special ID’s.
2. Correction Mode Review, Approval, and Restriction as appropriate.
3. Campus Role/Permission List Review, Approval, and Restriction as appropriate.
4. Central Office Role/Permission List Review, Approval, and Restriction as appropriate (note, special review will be conducted to certify all users assigned to Central Office Roles).
5. Developer Role/Permission List Review, Approval, and Restriction as appropriate.
6. System Access Request (SAR) testing as a result of Financial 9.1 Changes will be completed in January 2012.

Ron will be scheduling security reviews for item 2 through 5 above. The appointments will arrive by January 2, for the individuals that are known to need to participate. If you would like to be included and do not receive an email, please let Ron know (Ron\_Reed@ncsu.edu) by January 3, 2012.

In addition to the items above, the following security related items may be of interest:

* On September 9, 2011 (in the Financial 8.9 System), we deleted 2,005 unused Production Queries, and 2,544 Reporting Queries. These queries were no longer needed or used and significant campus communication occurred before these queries were deleted. This clean-up was completed in preparation for the 9.1 Upgrade.
* External to Financials, there is a process to grant access to network directories intended to be used by the Financials Team and direct customers. As an example, there is a process that we use to grant access to the Financial Crystal Report icons that are available to select campus customers using Citrix. Ron is in the process of reviewing this access and working with the impacted customers to verify that the access is limited to only users that need access to the files/folders. Note that this review and procedures will be shared with the other EAS Teams to help them during their upgrades as well.
* In Financials 9.1, we have enabled delivered PCard encryption processes.
* The EAS Financials Team will develop a document that provides a summary of the customizations made to the Financial System. This document will be reviewed with all Financial Data Stewards. Formal approval of this document will be requested in the February 2012 timeframe.
* Today (December 23, 2011) we received a 34 page package from the State Auditors for an upcoming system audit. OIT will be working with the Controller’s Office to respond to this audit questionnaire in January. Note to minimize the impact during the March Go-Live period, the Controller’s Office asked the auditors to gather this information in advance of the upgrade.

## Additional Items

The following is a list of next steps that will occur for the Financial 9.1 Upgrade. Coordination for these steps is expected to occur in January/February.

* CERTIFY DEPARTMENT WORKFLOW SETUP. Workflow changes were significant with the Financial 9.1 Upgrade. Changes were made in version 8.9 to capture the desired approves and this workflow is being tested in Financial 9.1. Due to potential of confusion we need to heavily communicate these changes and obtain specific certification that the setup at the College/Department level is complete, approved, and communicated to all impacted parties.
* EMAIL Rules. It is expected with the workflow changes that some campus customers may not wish to receive select email notifications for transactions from the Financial System. For example, if I receive a large number of vouchers per day and am in the habit of using my worklist, I may want to opt-out of emails informing me I have another voucher to approve. Rather than proposing system changes or customizations, EAS is working on a document that will provide information on specific transactions from the Financial System that will generate emails and steps necessary to create filters within gmail that can be used t archive these emails.
* CAMPUS Training. Once the training material is prepared, Financial Central Offices will complete campus training/auditorium sessions.
* COMPLETE DETAILED GO-LIVE PLAN. This plan will include the detailed steps required and timing necessary for the upgrade (and any downtime and verification needed). In addition these steps will need to detail out the steps, timing and communication necessary for active transactions that have been initiated in the Financial 8.9 System and are still in process at time of upgrade).
* PRIORITIZE UPCOMING PROJECTS. Charles Cansler will lead sessions with the Financial Steering Team to identify and prioritize system items that are expected to occur after the Financial 9.1 Upgrade.