

My Finance

The go live date for My Finance is being moved back by approximately 1 month, due to system stability issues. We need to give more time to fully test the system and ensure that it will be able to handle the volume of activity from SCC and schools.

The date that we are working towards now is the **6th November**, and reflects our need to land this safely with a tried and tested solution. However, we will not implement unless we meet the essential criteria of:

1. System is stable
2. Both SCC and schools ready to implement My Finance (currently the change champions in SCC who are training the new system to end users are fully occupied with the implementation of another major project My HR, and cannot fully turn their attention to implementing My Finance)

The two change freeze periods will now also change in line with the new go live date (this has not yet formally been communicated to schools but will be done next week):

Monday 16th October Master Data Freeze: There will be no changes to 'master data' in SAP such as **adding customers** and **new vendors** from this point onwards. You will be able to request the set-up of new vendors in My Finance via the Accounts Payable team from the 6th November. This process will assist with data migration as we will have a 'fixed' master data set for longer.

Monday 23rd October Financial Transaction Freeze: you won't be able to purchase / pay / take any action in SAP from this point onwards. To prepare for this, please ensure the following is adhered to:

- Plan responsibly to ensure you have enough additional goods / services to see you through the financial freeze period
- Purchase orders / Invoices: please ensure that these are completed and approved before **23rd October 2017**. Please also be aware that open orders will not be migrated to the new system
- Approvers should check their SAP in-box regularly in the period up to **23rd October 2017** and ensure no items remain outstanding at that cut-off date
- Finance inputters should check their workflow and prompt approvers if necessary
- If appropriate, **set-up substitutes for holiday absences** to ensure that Purchase Orders and other actions can be authorised in your absence

If you need to urgently undertake purchases or make payments in the freeze period of **24th October 2017 to 6th November 2017:**

- Use P-Cards
- If anything can't be covered with P-Cards, simply contact the Entrust Education Finance Services helpdesk on 0333 300 0050.

Cash

Cash receipting must be completed before Read Only access begins on the **24th October 2017**. As long as you complete cash receipting in SAP, you can take the physical cash to the bank at a later date. For any cash after the **24th October 2017**, continue to bank it as usual, but you must keep records of this so that you can input the activity into the new system upon launch on the **6th November 2017**.

Schools Training

- Bursar training completed between 12th June and 21st July – overall feedback on courses was 4.2 out of 5
- Approver training completed between 11th and 21st September. Very well received. I will be analysing feedback this week so we can include these stats.
- Refresher training rescheduled in line with go live date – currently planned to be 27th November to 1st December inclusive (10 sessions). Additional sessions will be added depending on support desk call volumes.
- Bursar Consultation Group meetings in July and September – updating and requesting feedback on all aspects of training and communications from School Bursar representatives.