Agenda

• Welcome
• Outcomes of UAT – go/no-go decision from Project Board (Emma)
• Non-PO payments – demo and Q&A (Lee, Jennifer)
• Reports – gathering input on requirements and access (Emma, Lee, Lorna, Niamh)
• Cutover plans (tentative) (Lee)
• Q&A
Engaged >60 testers from the schools and professional services in user acceptance testing (see Appendix B) – many of those who volunteered took part in multiple sessions.

Held over 30 separate UAT sessions with the end user community & ~17 core users sessions (formal and many more informal

Just under 4000 distinct lines of script were assessed by the testers representing full coverage of deliverables for August.

Achieved pass rates of 97% for functionality within scope for August.
The Project Board met yesterday (11\textsuperscript{th} June)
They approved the request put to them to proceed to an August go-live
The decision was made based on reassurances in the following areas
  - Resource
  - Engagement
  - Support structure
  - Testing
  - Time
  - Coding awareness
Build and UAT phases are complete

The training and cutover phases can begin
Our request to you…

I have a question

I have some feedback from my group

When is the training? How do I know which sessions I need to attend?

Attend the training and encourage others to do the same

Attend the Champions meetings and get the most out of them

Keep the questions and feedback coming – what’s the feeling on the ground?

Get Stuck In!
NON-INVOICE PAYMENT TYPES

Student Prizes

Non-staff Expenses

Student Refunds

Guest Lecturers

Studentships

Student Bursaries

Note: Tuition fee refunds managed by Income Team

Recurring payments (stipends) will be done by Payments Team. Requester completes paper form (.xls)
Recurring payments (stipends) will be done by AP. Requester completes paper form (.xls)
Reports Tab

Options for grouping:

1. HR v Finance
2. Process
3. My information v My departmental information
Examples of operational reports we could have in Reports folder

- All Account Codes
- All Sub-Projects
- My Sub-Projects
- BQ to BW mapping – Account codes
- BQ to BW mapping - Projects
- Supplier PO Details (including amount invoiced & paid)
- Supplier Invoices Enquiry
- Goods Receipt Enquiry
- Supplier Unallocated Payments Enquiry
- Requisition Workflow Enquiry
- Invoice and Payment Request Workflow Enquiry
- Customer unpaid invoices (including balance outstanding)
- Customer all transactions
- Sales Order & Credit Note Workflow Enquiry
- Journal Transactions
- Journal Workflow Enquiry
- Virement Transactions
- Virement Workflow Enquiry
- Project Summary
<table>
<thead>
<tr>
<th>Main Folder</th>
<th>Sub Folder</th>
<th>Types of report</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Information</td>
<td></td>
<td>i.e. My Expenses, My Projects, My Departments, My Absences</td>
<td>All users</td>
</tr>
<tr>
<td>Coding &amp; Structure</td>
<td></td>
<td>Mapping erports of codes from BluQube to Business World, info on Projects and approval status</td>
<td>All users</td>
</tr>
<tr>
<td>Financial Management</td>
<td>Financial Reports</td>
<td>Actual vs Budgt Rpts, P&amp;L style rpts.</td>
<td>Budget Holders/Management/Directors</td>
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<tr>
<td></td>
<td>Purchase Cards</td>
<td>Summary and detailed info on PCARD expenditure</td>
<td></td>
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<td></td>
<td>Expenses</td>
<td>Summary and detailed info on Expense claims</td>
<td></td>
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<tr>
<td>Research</td>
<td>TBC</td>
<td>TBC</td>
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<tr>
<td>Customer &amp; Sales</td>
<td>Report on Customers</td>
<td>Report on Customers</td>
<td>Access could be added to relevant roles and have access to the Procurement folder</td>
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<tr>
<td></td>
<td>Sales Orders (Invoices)</td>
<td>Summary and detailed information on Sales Orders awaiting approval, Invoices and their status/payment info.</td>
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<tr>
<td>Procurement</td>
<td>Report on Suppliers</td>
<td>Report on Suppliers</td>
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<tr>
<td></td>
<td>Requistions &amp; POs</td>
<td>Summary and detailed information on Reqs awaiting approval, Pos and their status/payment info.</td>
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<td>Procurement Invoices</td>
<td>Summary &amp; detailed info on invoices received, both PO and Supplier (without PO).</td>
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<tr>
<td>Accounting</td>
<td>Information on Journals</td>
<td>Information on Journals raised, and approval status</td>
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<tr>
<td>Planner</td>
<td>information on Virement</td>
<td>information on Virement requests and approval status</td>
<td>Finance staff only</td>
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<td></td>
<td>requests and approval</td>
<td>status</td>
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<td>Finance Reports</td>
<td>Organisational Returns</td>
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<td>Bank Reconciliation</td>
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<td>Financial Accounting</td>
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<td>Income</td>
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<td>Management Accounting</td>
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</table>
Next meeting: Monday 18\textsuperscript{th} June, 14:00-16:00

Training: Non-PO payments
New suppliers
Where to go for more information

www.bbk.ac.uk/businessworld