MEMFIS Users Group Minutes
September 22, 2011, 1:30 p.m.
Center for Multicultural Education, MAU 109

I. **MEMFIS R12 Upgrade--Pat Whitt**

MEMFIS has a new name, UNI e-Business Suite. All places where MEMFIS is found on the web such as the Quick Reference Guides, website, portal in My Universe, news, announcements, and forms in the repository are currently being changed.

MEMFIS was the name of the original Oracle Financials project launched in 2001. A redirect from MEMFIS in the A-Z Index on the UNI homepage will take users to the UNI e-Business Suite website which replaces the MEMFIS website. E-Business is the name of the specific product from Oracle/People Soft who also creates Campus Solutions.

This year's upgrade to the Oracle Financial software, named R12, is the largest since the original implementation Oracle Financials in 2001. Because the upgrade is so large, it will take place over two different timeframes.

There will be some down time of the system. Beginning Friday, October 28 at 5:00 p.m. until Monday October 30 at 7:00 am all system applications such as timecards, PAFs, and Budget Adjustments etc. will be unavailable. There will be notices in advance of the shutdown on UNI Online.

A second and final outage of Oracle Financials will begin at 5:00 p.m. November 4, 2011 through Tuesday November 8, 2011 with exact time of system availability not yet known. Again all applications in Oracle Financials to include Timecards, PAFs and Budget Adjustments, etc. will not be available.

Webfocus and Discoverer reports will not be available for a week, possibly longer. Tonya Gerbracht announced that the month of October will be closed a day early on November 3 to give users an opportunity to view their account reports before the shutdown at 5:00 p.m. on November 4th.

II. **New look (How R12 will look different on your screens)**

A. Screens once in Oracle will look familiar, but will be shades of light blue in color.

1. Notifications: A Menu with expandable folders will appear on the left side. The notifications will be listed on the right.
2. Requisitions: Budget details for the accounts being charged will be available from the approval screen
3. Supplier Inquiry: Users will be able to search for a supplier on more criteria than just vendor name. All sites of a supplier will show up without having to arrow down to see additional locations.
4. Receiving—the only change will be the color of the screen
5. Invoice Inquiry—will include a new feature called Invoice workbench.

B. Web ADI based excel templates: Procard, Journal Entry and Cash Receipts for Deposit

1. New templates for procard reconciliation, cash receipts and journal entries will be needed. The templates cannot be created until after the upgrade is complete in November. When available, they can be obtained from the forms repository online.
2. The new templates will have date of revision at the bottom to identify them from the old.

C. Timecards: They will look and work the same. When approving a time card, it will no longer be necessary to open it to view it.

D. Printing requisitions will work a little differently and will be in xml format. The printing requisitions quick reference guide has been updated to walk users through the process.

III.   How to stay current with changes

Be sure to read UNI Online in your e-mail every Tuesday and Thursday mornings.

Look for announcements on the new e-Business Suite web site http://www.vpaf.uni.edu/ebusiness/.

A power point presentation with pictures of how the application will look different is available online in the Announcements section of the UNI e-Business Suite website.

As the MEMFIS name ends, the MUG meeting name will end as well. The meetings have been so successful that e-Business Suite Users Group meetings will continue to be held in the future, so look for details of those meetings in UNIonline. Please join me in a warm "thank you" to Pat Whitt for all her contributions to MEMFIS and answering our calls of *"Help!"* over these past ten years.

Respectfully,

Katrinka Smith