# Change Network Roundtable

**April 13, 2017**

<table>
<thead>
<tr>
<th>Today</th>
<th>Next Change Network Roundtable</th>
</tr>
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</table>
| 2:00-3:00 pm  
Kissam Multi-Purpose Room, C210 | Thursday, May 25, 2017  
3:00-4:00 pm  
Kissam Multi-Purpose Room, C210 |
Agenda

- 2:00-2:10–Welcome & Introductions
- 2:10-2:15–SkyVU timeline: where we’ve been; where we’re going
  - Josh Vincent
- 2:15-2:30–Key takeaways from Configuration Testing 2.1
  - Kristie Hall, Matthew McGlasson, Michelle Vazin
- 2:30-2:45–Security & Access
  - Nicole Oeser
- 2:45-2:50–Updates to the 1180
  - Laura Nairon
  - Amanda Roberts
- 2:55-3:00–Questions & Wrap Up
and introductions
Change Network
Shout-Outs!

Natalie Richardson
Timeline Recap

Josh Vincent
SkyVU Overall Testing Timeline

- **Finalize Descriptions (BP/CHRP)**
- **Confirm Role Assignments (BP/CHRP)**
- **Role Communication** (Local)
- **Names/Roles loaded for UA**
- **Go-Live Ready**
  - Oct 1
- **Go-Live**
  - Jan 1
- **User Acceptance**
- **Cutover**
- **Training & Support**

**Timeline:**
- Mar
- Apr
- May
- Jun
- Jul
- Aug
- Sep
- Oct
- Nov
- Dec
- Jan
- Feb

- **2017**
- **2018**

- **Today**
Configuration Testing 2.1 Update

Kristie Hall, Matthew McGlasson & Michelle Vazin
Testing

Completed Configuration Testing
• Ran hundreds of scenarios and scripts

Moving to end-to-end System Testing

Testing VU-application integrations to Oracle Cloud
All numbers as of 12:10 PM CST on 3/15/2017

CT2.1 Closeout – Totals

Amazing Progress!

<table>
<thead>
<tr>
<th>Group</th>
<th>Start</th>
<th>Added</th>
<th>Deferred to SIT</th>
<th>Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERP-Finance</td>
<td>54</td>
<td>16</td>
<td>-</td>
<td>70</td>
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<tr>
<td>ERP-P2P</td>
<td>129</td>
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<td>-</td>
<td>153</td>
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<tr>
<td>ERP-PPM</td>
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<td>-</td>
<td>200</td>
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<tr>
<td>HCM</td>
<td>417</td>
<td>-</td>
<td>141*</td>
<td>276</td>
</tr>
<tr>
<td>Grand Total</td>
<td>788</td>
<td>52</td>
<td>141</td>
<td>699</td>
</tr>
</tbody>
</table>

*Deferrals are related to Labor Distribution and Fringe items addressed at Oracle HQ
**Phases of SIT**

**April / May**
- **4/24**
- **5/01**
- **5/08**
- **5/15**
- **5/22**

**SIT 1**
- (20 Days)
- 4/24 – 5/22

**Up next:** System Integration Testing (SIT)

**May / June**
- **5/22**
- **5/29**
- **6/05**
- **6/12**
- **6/19**
- **6/30**

**SIT 2 Prep**
- 5/22 – 5/29

**SIT 2**
- (25 Days)
- 5/29 – 6/30

**Scope of SIT1 and SIT 2**

**SIT 1**
- All business processes and data flows within the Cloud modules
- Day in the life scenarios, end-to-end testing

**SIT 2**
- Adds external system integration
- GAEL, Student System, Benefits Express, etc.

**Payroll Parallel Testing Prep**
- 6/19 – 6/30
Configuration Testing 2.1 Update:

Human Capital Management

Kristie Hall
Configuration Testing 2.1
Update:

Finance

Matthew McGlasson
Configuration Testing 2.1
Update:
Research & Grants
Michelle Vazin
Security & Access

With Business Officers & CHRP, developed role descriptions for:

- Financial Unit Manager
- HCM Specialist

Refined roles to be developed for:

- Projects
- Taleo
- ecrt
Financial Unit Manager
Workflow is Simplifying
eProcurement Roles Today

Dept. Need -> eProcurement Creator

$2k $3k $5k

$25k $100k $25k

$2M $4M $100M

Dept. Approver
eProcurement Roles Today

Dept. Need → eProcurement Creator → Dept. Reviewer → Dept. Approver

- $4k
- $2k $3k $5k
- $25k $100k $250k
- $2M $4M $100M

Procurement for PO Dispatch
Oracle Cloud Purchasing

1. Dept. Need
2. Submits Requisition
3. Financial Unit Approves
4. Business Unit / Entity Approves
5. Procurement for PO Dispatch

- $14k
- $10k
Training Update:
Guided Learning & Flight School

Amanda Roberts
Flight School Kick-off

Vanderbilt Faculty & Staff

Multi-Day Learning Event

October 2-4, 2017

Student Life Center
Updates to the 1180

Laura Nairon
Ready for Takeoff.

The departments of Vanderbilt Business Services are getting ready for SkyVU takeoff, and are proud to announce a major change in our business processes.

To better serve you – and to prepare ourselves for the SkyVU transition, paper 1180 forms will not be accepted after May 1, 2017. As a more secure alternative, departments can request an internal purchasing card (a Department Commodore Card) to conduct business within the university. This means that instead of presenting a paper 1180 form, you will simply present and swipe your Department Card when paying for services like postage stamps, copy jobs, meal plans, etc.

Card Services will work with each area to determine the appropriate number of cards for each department, and each unique card will be encoded with cost center and account information.

Reconciliation and reporting will be easier as well; a transaction log will be made available for users to track activity, and weekly activity reports will be sent to each department’s financial lead.

In addition to the added security benefits, this transition to a Department Card system will also enable VBS to seamlessly transition each department to the new SkyVU intra-university charging model. No additional intervention should be required on your end – and you will be ready to purchase goods and services just as you can today.

Vanderbilt Business Services (VBS) is the services arm of the Division of Administration, and is comprised of the following departments: Campus Dining, Card Services, Child & Family Centers, Mail Services, PCI Compliance, Printing Services, and Vanderbilt Bookstore. Each area serves Vanderbilt in a unique way, and conducts thousands of intra-university transactions each month.

For more information about this change, visit the Card Services website at vanderbilt.edu/cardservices

Supporting Changes: Business Services discontinues 1180s

- Paper 1180 forms will not be accepted after May 1, 2017
- As a more secure alternative, departments can request an internal purchasing card (a Department Commodore Card) to conduct business within the university
### Next Steps

<table>
<thead>
<tr>
<th>Share 1180 changes with colleagues</th>
<th>• Discuss 1180 changes and next steps for your area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute Flight School</td>
<td>• Invite your area to attend: October 2-4, SLC</td>
</tr>
<tr>
<td>Save the Dates</td>
<td></td>
</tr>
<tr>
<td>Town Hall recording</td>
<td>• Share Town Hall blog post &amp; recording link with your area</td>
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</tbody>
</table>
Questions & Wrap Up