



SOAR

A NEWSLETTER OF THE UNIVERSITY OF MEMPHIS
SOFTWARE OF OPERATIONAL AND ADMINISTRATIVE RESOLVE

Welcome to the SOAR Newsletter!

April 2025

In this Edition | Dive into **Cutover and Blackout**, see where the team is in the **Testing** process and learn about upcoming **Training** for Oracle Cloud. As we get closer to the transition, it is imperative for our campus community to be as prepared as possible. Please attend informational events, review with communication materials and engage with training when available to ensure you are prepared to conduct your processes in Oracle Cloud.

Faculty, the transition to Oracle Cloud affects you, too! With the transition to Oracle Cloud, faculty and support staff will carry out financial and administrative tasks in the new system. Day-to-day processes that will be transitioning include, but are not limited to: **job appraisals, time card and absences, travel and reimbursements.**

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Upcoming
Events with
SOAR!

Manager Readiness Session #3

Business officers, financial officers
and senior leaders, join us on
Thursday, April 24 at 2:30p.m.!

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SOAR May Town Hall

All are welcome to register for the SOAR May Town Hall, **Thursday, May 1 at 2:30p.m.**, to hear about the latest changes and important information in our transition to Oracle Cloud.

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Leading up to go-live, the following are **some transactions that will be paused or limited***, in support of a smooth cutover/data conversion.

Specific information for each, including timing and alternate processes – where applicable – will be communicated in advance and available on the SOAR website.

Types of Transactions Occurring in Oracle Cloud

Project and Grants

- Sponsored program transactions
- Non-sponsored program transactions
- Capital projects data
- Award transactions in Cayuse
- Internship transactions

Core HR

- Positions: new/change, including budget
- Job (pclass) new/change
- Other Banner HR work structures (new/change)
- Person details and seniority date changes
- eContracts

Procurement and Payables

- Requests for proposals/quotes (RFP/Q)
- Requisitions, POs, Vendor Payment Forms
- Supplier data entry
- Invoices and payments
- Expense reimbursements, travel

Budgeting and Finance

- Fixed Assets records

**Subject to change, please stay current with project communications.*

Terms to Know

Cutover Phase

Outlines the activities to plan and execute the campus users' transition from the legacy processes to the new Oracle Cloud processes.

Blackout Period

A temporary period during cutover, in which certain/all transactional features of Banner and any integrated Boundary systems will not be accessible by the end users.

Data Conversion

The process of changing data from one format to another so that it can be used in the new system or application, Oracle Cloud.



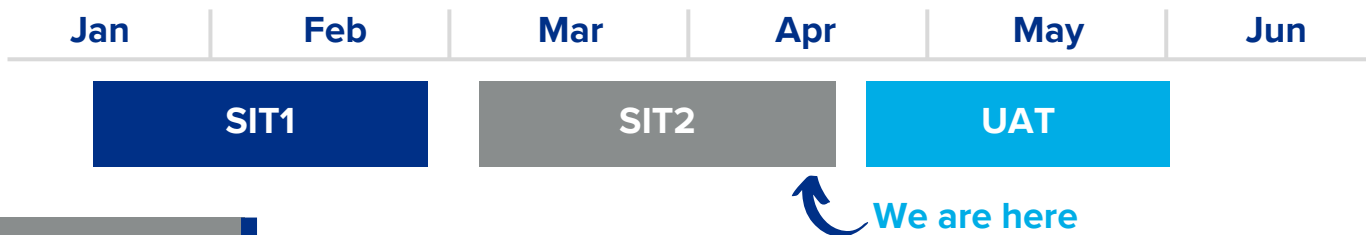
System Integration Testing (SIT) 2:

System Integration Testing (SIT), the process of executing the real-life scenarios to ensure all systems are properly prepared for integration is in its **second cycle**.

The team and testers are **98% complete with SIT2 as of mid April**.

User Acceptance Testing (UAT) will begin late spring, including a larger number of testers from the campus community than the previous testing cycles. This is the last round of testing before the system is ready for end users.

TESTING TIMELINE



TRAINING

Training for Oracle Cloud will start late May with **virtual and in-person learning** as well as **web-based courses**. Training will guide users on how to navigate the new system and complete tasks specific to their job responsibilities. *The amount of training will vary by role and system access requirements.*



Web-Based Training

Self-paced online modules in Canvas.



Instructor Led Training (ILT)

Role-based courses providing business process and transactional training.



Quick Reference Guides

Provides step-by-step instructions on how to conduct processes.



Virtual Instructor Led Training (VILT)

Virtual role-based courses providing business process and transactional training through recordings from training leads.

ILT and VILT Training will be conducted by workstream leads and UofM colleagues, who will be prepared as instructors via a train-the-trainer program. ILT will include practical exercises to provide users experience with the new system, Oracle Cloud.



Manager Readiness Session #3

Business officers, financial officers and senior leaders, join us on **Thursday, April 24 at 2:30p.m.!**

This manager readiness session seeks to inform managers of changes relative to their operational tasks in our upcoming ERP, Oracle Cloud, as well as overall project updates to share with your teams and departments.

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