



# SOAR

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

## Welcome to the SOAR Newsletter!

March 2025

The team is continuing the **Testing Phase**, running and testing the numerous business processes built during the prior **Configuration & Build Phase**. We are currently in the midst of the second phase of this cycle with successful results thus far.

A variety of **training modules** are in development (covering instructor-led, virtual, web-based/24-7, quick reference guides and more) that will be available late spring.

Stay tuned for more information regarding **Cutover** — dates prior to Go-Live when system access may be limited or halted in support of data transfer to Oracle.

**In This Edition | Complete the SOAR Survey**, learn about the reporting in Oracle Cloud and get access to registration for our Manager Readiness Session: Finance Focus.

For more information about SOAR, visit [SOAR.memphis.edu](https://soar.memphis.edu)



### CLICK HERE TO COMPLETE THE SOAR SURVEY

*Your insights are greatly appreciated as we progress  
towards the implementation of Oracle Cloud!*

**Please complete by Friday, April 4.**



## Reporting

Our reporting approach helps develop a strategy to focus on needs for future Oracle operational reports, dashboards and analytics.

Through earlier project phases, UofM landed on a new set of reporting needs — one that differs from the current state.



Create reporting inventory



Evaluate Oracle-delivered reports against requirements



Rationalize reports vs. dashboards vs. customizations



Define end-user capabilities to leverage third-party tools



Align Oracle security design with who will need to access the reports



Establish report management process via continuous improvement

## UofM Reporting Strategy

~70

Reports identified as **critical** for operations — currently being developed and tested for Oracle.



**Training** is being created for those involved in developing reports. However, the majority of campus will only need support documentation to run reports.



Some historical data will be moved to Oracle and most historical data will be accessible via Argos.



## 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 **33% complete with SIT2** with **0 critical defects** in the system to date — a very exciting milestone thus far.

**User Acceptance Testing (UAT)** will begin late spring including a larger number of testers from the campus community.

### TESTING TIMELINE



### REMINDERS

#### Human Capital Management (HCM)

**Staff Performance Appraisals | Due April 30** for employees not working through a current probationary period. If the probationary period was completed **on or before 12.31.24**, perform annual appraisal in upcoming **Staff Appraisal Cycle**.

**IMPORTANT:** Please ensure each employee has a complete and accurate annual appraisal **captured in SAMS** for current cycle; for 2024-25 appraisal year, appraisals will be moved to Oracle.



HR will be able to access prior years' appraisals after Go Live, but not Supervisors/Managers.

#### Record-To-Report (RTR)

- **Call to Action** | Equipment reps, **inventory and confirm** “Sensitive Minor Equipment” and “Controlled Equipment Under \$1,500” and please make necessary corrections.
- Oracle Fixed Asset Module requires location code for each asset. Please include a serial number when available.
- Account for **ALL assets** listed and assigned to dept/org; follow policy for actions needed:
  - Process **zero value** for equipment exceeded useful life
  - Update **location and org codes** utilizing **Workflow**

Email requests for other updates to [wf-fixed-assets@memphis.edu](mailto:wf-fixed-assets@memphis.edu)



## Manager Readiness Session #2: Finance Focus

Business officers, financial officers and senior leaders, join us on **Thursday, March 27!**

This manager readiness session focused on finance seeks to inform managers completing financial duties how to perform your functions in our upcoming ERP, Oracle Cloud, such as budgeting, finance and accounting.

[REGISTER HERE](#)



## Complete the SOAR Survey!

Please follow this link to complete the third SOAR Survey. Your participation gives our team invaluable insights into how we can best serve our campus community throughout the implementation.

[COMPLETE THE SURVEY HERE](#)

## RESOURCES



[Click Here to view the SOAR Website](#)

See what's changing, view recorded sessions and get the most updated information on our [SOAR website](#).



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