



Upgrade Alert # 4

Oracle Release 12 Upgrade Status

The upgrade to Release 12 of the Oracle Financial and Payroll/Human Resource applications is planned to begin Friday May 23rd in the afternoon and continue through Wednesday May 28th in the morning. Effective 6:00 pm Thursday, May 22nd, Oracle users will be unable to login to all Oracle applications including Employee and Manager Self-Service.

The following information will help you to prepare for the upgrade:

- **iRecruitment New Requisitions & Changes to Existing Requisitions / Vacancies:** All in-process *iRecruitment* requisitions must be approved by 6:00 pm Thursday, May 22nd. Unapproved requisitions at that time will be rejected and the email notification will be sent to the originator of the entry.
- **Invoice Payment Forms & Travel Expense Reports:** All IPFs and TERs received in Accounts Payable by 5:00 pm on Wednesday, May 21st will be processed on Thursday May 22nd. IPFs received in Accounts Payable after Wednesday will be held until Wednesday May 28th when regular processing resumes.
- **Journal Entries:**
 - All in-process journal entries will be posted to the general ledger by 6 pm Thursday, May 22nd; please provide all necessary journal entry back-up to Accounting by noon on Wednesday, May 21st. Pending journal entries without supporting documentation will be deleted from the general ledger.
 - All May entries are due to Accounting by Tuesday, June 3rd; the May closing will be on Thursday, June 5th.
- **Online Adjunct & Overload Payments:** Outstanding entries for adjunct and overload payments must be approved by 6:00 pm Thursday, May 22nd. Unapproved entries at that time will be rejected and the email notification will be sent to the originator of the entry.
- **Payroll Processing:**
 - Bi-weekly Payroll: Timecard edit and review must be completed by 6:00 pm Thursday, May 22nd for pay-period ending May 22nd. Supervisors will not be able to sign-off on timecards; payroll will perform the mass sign-off. Payroll processing will begin promptly at 6:00 pm. Evening and night shift supervisors are asked to contact either Kitty Stappenbeck at ext. 5-5580 or Christa Abugasea at ext. 5-2418 to discuss time recording.
 - Semi-Monthly Payroll: For pay-period ending May 31st, payroll processing has been moved from Thursday, May 22nd to Wednesday May 21st. The Human Resource deadline for changes is Monday, May 19th.
- **Purchase Orders & Requisitions:** All purchase orders & requisitions must be completed and approved by 3:00 pm on Thursday, May 22nd. Unapproved purchase orders and requisitions will be returned to the originator.

- **Student Employment**: All Student Employment Hire and/or Change forms for pay-period ending May 22nd are due to SEO by 12:00 pm on Thursday May 22nd to ensure these changes are included in the bi-weekly payroll run.

Oracle R12 Training Sessions

II. Advanced Financial Applications R12 Overview

In this 3 hour hands-on session, Controller's staff will demonstrate the new Web Applications Desktop Integrator (Web ADI), exporting features and Request Set creation. If you currently use ADI, create journal entries that involve a large amount of data entry, and/or create custom reports in Excel using information from the general ledger, you should plan to attend one of these [training sessions](#).

Registration for these training sessions will be handled through the Center for Professional Development: <http://finweb.rit.edu/cpd/technology/>. Go to Oracle R12 Advanced Financial Applications Overview.

Oracle R12 Training Materials

Updated training materials for Journal Entries, Reporting & Inquiry, Purchasing and the Advanced training are now available on the [Controller's Office website](#).

Oracle R12 Frequently Asked Questions

- [How do I access the Oracle applications?](#)
- [Which Oracle applications will be affected by the upgrade?](#)
- [How do I know which Oracle training class should I attend?](#)
- [Where can I find the R12 Oracle Training Materials?](#)
- [I attended Oracle training several years ago and my training manual is out of date. Where can I obtain an updated version?](#)
- [I want to print my Oracle reports. Can I use any printer in my department?](#)
- [Will the Oracle custom and standard reports change as a result of the upgrade?](#)
- [How will my Request Set be affected by these report changes?](#)
- [Can I use any printer in my department to print Oracle reports?](#)
- [Which reports can I print with my networked printer?](#)
- [Which reports can I print with my local printer?](#)
- [When do I have to complete the Kronos sign-off for the biweekly payroll?](#)
- [What changes to ADI can I expect?](#)
- [Who should I call if I have problems accessing the Oracle applications?](#)

Questions

If you have questions about the Oracle applications upgrade, please call Becky Kiely, Customer Support Specialist, at ext. 475-4752.