

Themis Epistle

December 2009, Issue 14



Inside this Issue

Welcome to the December issue of the Themis Epistle. This newsletter provides Themis users with news and updates regarding recent Themis developments, forthcoming training opportunities and hints and tips for using Themis.

Themis news and developments

Themis Financials – Changes to Financial Responsibilities

Under Responsible Division Management (RDM) the University are shifting to a model where support provided by Finance is, in the majority of instances, now at the Faculty/Business Centre level. To facilitate this process Finance and Planning have agreed to ensure all staff with a Finance responsibility in Themis will be given access to the Faculty-based responsibilities.

Faculty General Managers have been asked to verify the access level of all staff within their area. They have also been informed that staff access rights will change to Faculty- or Business Centre-based responsibilities as required under RDM.

To complete this change, all departmental-based Data Entry and Manager Themis Financials responsibilities will be end-dated in the early part of 2010.

Mitcham Data Centre Relocation

Progress on the new data centre at Noble Park is continuing. All the necessary power, rack and cabling infrastructure required for the University systems is in place at Noble Park and the required WAN links have been delivered ahead of schedule. An internal network will be tested and fully functioning by mid December.

As agreed with business stakeholders, relocation of services from the existing Mitcham Data Centre to the new Noble Park Data Centre will be undertaken between the second week of January and the first week of March, 2010. The major services being relocated between January and March are:

- Alumni
- Library Applications
- LMS
- Student Portal – Disaster Recovery
- Student System Project (SSP) – Disaster Recovery
- Themis – Disaster Recovery

To reduce the business risks associated with such a move, significant planning has been undertaken. Major vendors have been engaged to assist with equipment relocations and spare parts are on hand in the event of hardware failure. ITS operational staff will be participating in relocation activities and pre-implementation, implementation and test plans are in place. The project team have a high level of confidence and are looking forward to the move.

Enquiries: Tim Bakker (tbakker@unimelb.edu.au, ext 55752)

Themis Testing

Quality Centre (QC), the application used to manage testing of Themis changes, has recently been upgraded from QC 9 to QC 10.0. This upgrade has introduced a new structure to QC as well as some new templates.

For further information on the changes to QC, contact Vinod Palanivel – vinodk@unimelb.edu.au

Updates from:

- Themis Financials responsibility changes
- Mitcham Data Centre
- Themis Testing

RDM Update:

- AP Business Re-engineering
- Other Finance Changes
- Casual Appointment Improvements
- Bulk Loading Timecards

Training & documentation:

- Self Service Online Training
- TTA Documentation & Training
- Forthcoming Training

Hints & tips:

- Create New Supplier
- Themis Keyboard Shortcuts



RDM Update

Update on Accounts Payable Business Process Re-Engineering

Automated process to create a supplier in Themis

The process for creating a new supplier for Accounts Payable has been completed and will be available in Themis from the beginning of January 2010. The new online process will be used for all types of suppliers, with the exception of Students and Employees. The system will cater for new supplier requests as well as amendments to existing suppliers.

Please refer to the **Themis hints and tips** section for more detailed screen shots. Details will also be available from January in the training section of the Finance and Planning website at:

<http://www.unimelb.edu.au/finops/services/training/index.html>

Accounts Payable Imaging – creating a processing folder

New Accounts Payable processing folders will need to be set up to accommodate invoice processing under RDM. Previously there was a default department value entered against a responsibility, however the default will be removed to enable users to view and process additional invoices across an entire business centre.

The folders only need to be set up once for each budget unit that a person is responsible for, and can then be reused each time a user accesses Payables.

Specific details on how to set up the folders will be available from January in the training section of the Finance and Planning website at:

<http://www.unimelb.edu.au/finops/services/training/index.html>

Other Finance Changes

Other changes relating to RDM have a minimal system impact however the key issues that will need to be addressed by Business Centres will be around the compliance review of documentation which will be performed outside of Themis.

Key areas are:

iCMs

- Compliance review and receipt of statements will be done at the Business Centre.
- Documentation will be maintained locally.

Payables

- Business Centres will be responsible for compliance review, approving and entering employee advances.
- Petty Cash floats will be raised and maintained by Business Centres.
- All documentation will be maintained locally.
- Business Centres will prepare monthly balance sheet reconciliations for advances and petty cash that will be submitted to Finance and Planning.

Receivables

- Cash Receipting locations will be consolidated at the Business Centre level.
- Business Centres will be responsible for debt collection to 90 days, after which recovery will revert to Finance and Planning.
- A doubtful debt expense will be raised on invoices outstanding at 90 days to offset income.

Casual Appointment Improvements

As reported in the October Issue, this project will create a more efficient process for the data entry tasks surrounding hiring casual staff. The project is nearing completion with documentation and training now underway in preparation for devolution of this activity to local business centres at the end of January 2010.

Bulk Loading of Timecards

This improvement aims to utilise timecard data which may be available in a spreadsheet format in some faculties. It will allow the bulk upload of that data via a system upload. This kind of functionality will best suit regular casual payments (formerly known as sessional payments), or for high volume 'seasonal' payments such as those carried out for examiners.

Testing of this functionality is being conducted by the Faculty of Architecture, Building and Planning and is in its early stages.

We are hopeful that roll out and implementation of this functionality will be possible within the first quarter of 2010.

Documentation and Training Services update

Themis Self Service Online Training

The current delivery of Themis self service training has been reviewed as part of the Responsible Divisional Management project. One of the recommendations from that review is the replacement of some face-to-face classroom training with online resources.

The Documentation and Training Services team (DTS) has recently been joined by Meera Pillai (an experienced e-learning developer), and are currently developing three online modules in conjunction with business areas. The first of these modules is *Getting Started in Themis Staff Self Service* which will replace the existing face-to-face training from early 2010.

Getting Started in Themis Staff Self Service is designed for staff who are new to the university as well as those who wish to refresh their understanding of the functionality available in Themis Staff Self Service. The module will run for approx. 30 minutes and be accessed from the Themis website.

Modules for Supervisor Self Service and Research Self Service will be developed in the first quarter of 2010.

Themis Training Administrator Documentation and Training

Following the recent upgrade to Themis Training Administrator (TTA) a number of new reference cards and information sheets have been developed and are available on the Themis website.

Information Sheets:

- Introduction to Training Administrator
- Managing Enrolments
- Using Resources

Reference Cards:

- Creating and managing a training course (minimal path)
- Creating a training course
- Creating a course offering
- Creating a class and class sessions
- Restricting a class
- Managing your training enrolments
- Manually enrolling a staff member in a class
- Generating an Enrollment Sign-in Sheet
- Generating a Training Enrolment Response Report

Training for current Themis Training Administrators who have yet to attend upgrade training will be available in March/April 2010.

Forthcoming Themis Training

The following Themis Training has been scheduled (unless otherwise indicated, enrol is via Themis Self Service > Training and Development):

Themis Timekeeper:

- 11 January 2010 – 1:00pm
- 9 February 2010 – 9:30am

Themis Cash Receipting:

- 8 February 2010 – 9:30am

Introduction to Themis Financials:

- 18 January 2010 – 10:00am (Overview)
- 20 January 2010 – 9:30am / 21 January – 9:30am (Transactions)
- 1 February 2010 – 10:00am (Overview)
- 3 February 2010 - 9:30am / 4 February – 9:30am (Transactions)

Themis hints and tips

Create New Supplier Process

A new supplier create process will be accessible from the UOM Data Entry Faculty XXX and UOM Manager Faculty XXX responsibilities.

The system allows you to **search for existing suppliers**:

Create Supplier Maintenance Requests

To request a new supplier, or amend an existing supplier you must search Themis to Check whether it already exists. If you are unsure of the Supplier's legal status or name, you can lookup the Australian Business Registry site via the 'Lookup ABR' button

Search for Supplier

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

ABN

Supplier Name

Supplier Number

Amend	Supplier Number	Name	ABN	Supplier Category	Created By	Created On	Date Inactive
No search conducted.							

Or **create new suppliers** - the details that you previously provided on the manual (paper) form will now be entered in Themis:

New Supplier Request

* Indicates required field

Supplier Details

* ABN

* Legal Name

Trading Name

* Individual Yes No

Postal Address

* Address Line 1

Address Line 2

Address Line 3

* City

State

Post Code

Country

Contact Details

Request Id 53
Request Type New Supplier
Request Status New

First Name

Middle Name

Last Name

Email

Phone

Fax

Payment Information

* Payment Method Cheque EFT Wire Draft

EFT/Wire Remittance Advice Notification Method

* Preferred Method Email Fax Printed

Once you have entered the details you submit the request to Accounts Payable for review.

When Accounts Payable have processed the request and the new supplier has been created you will receive a workflow notification advising you that the request has been approved:

From	Subject	Sent
	New Supplier Maintenance Request 52 - Approved	11-Dec-2009

Click on the notification details to view the details of the request:

New Supplier Maintenance Request 52 - Approved

To **SO, JANINE**
Sent **11-Dec-2009 14:16:12**
ID **31384244**



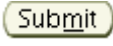
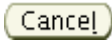
Your Request 52 to create Supplier B has been approved, and Themis has been updated accordingly.

<p>Supplier Details</p> <p>ABN <input type="text" value="SUP DEC"/></p> <p>Legal Name <input type="text" value="B"/></p> <p>Trading Name <input type="text"/></p> <p>Individual <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Request</p> <p>Request Id <input type="text" value="52"/></p> <p>Request Type <input type="text" value="New Supplier"/></p> <p>Request Status <input type="text" value="Approved"/></p>
<p>Postal Address</p> <p>Address Line 1 <input type="text" value="B"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text" value="B"/></p>	<p>Contact Details</p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Email <input type="text"/></p>

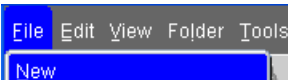
Themis Keyboard Shortcuts

Did you know that you can navigate through Themis screens (both Oracle forms and Themis Self Service) using keyboard shortcuts and function keys instead of your mouse? Ergonomic research shows that using your hands on the keyboard is much less physically demanding than operating the mouse.

Select any active button on a screen by pressing **Alt + underlined letter** (examples below)

Button	Keyboard Shortcut	Button	Keyboard Shortcut
	Alt + N		Alt + O
	Alt + M		Alt + L

Select any active menu item on a screen by pressing **Alt + underlined letter sequence** (example below)

Menu item	Keyboard Shortcut
	Alt + F + N

Use the function keys or hot keys to perform a specific action

F4	F5	Shift+F5	F6	Shift+F6	F7	F8	F11	Ctrl+F11
Exit	Clear Field	Duplicate Field	Clear Record	Duplicate Record	Clear Block	Clear Form	Enter Query	Execute Query

F12	Tab	Ctrl+↑	Ctrl+↓	Ctrl+E	Ctrl+K	Ctrl+L	Ctrl+P	Ctrl+S
Count Query	Next Field	Delete Record	Insert Record	Edit	Show Keys	List of Values	Print	Commit/Save

Press **Ctrl + K** in any screen within Themis forms to access keyboard help to view a list of the keyboard shortcuts and function keys available. Alternatively, select **Help > Keyboard Help** on the menu bar.



Contributions and feedback

Please contact Marlena Axel: axelm@unimelb.edu.au with any feedback or queries, or if you have information of interest to the Themis community that you would like to contribute.

Further information

The Themis website is updated regularly with the latest information and news: www.themis.unimelb.edu.au

Themis queries may be logged online: <http://servicedesk.unimelb.edu.au/itsc/themis/>

Don't forget to check the Themis Reference cards for instructions on how to complete common tasks in Themis: www.themis.unimelb.edu.au/support/ref_cards.html

To subscribe/unsubscribe to the Themis Epistle Newsletter: <http://forms.themis.unimelb.edu.au/subscribe/tm.pl>