



Welcome to the April 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

April Themis Upgrade

The April technological upgrade was undertaken from Friday April 3 through Saturday April 4. The upgrade was smooth and uneventful, with no glitches being experienced. This success was due to the very dedicated staff in the main Themis business areas: Financial Operations; Human Resources; Melbourne Research Office; and Environment, Health and Safety, as well as the technical teams in Information Services, who worked not only during the weekend, but during the 2-3 months leading up to the deployment testing all aspects of Themis.

Payroll End of Year Legislative Patches

It's that time of the year again; where we need to apply mandatory patches to Payroll to cater for statutory changes and comply with new legislation.

The first major patch was included in the April upgrade, a second one is currently being tested. Two more minor patches are scheduled to be released in May and in June.

Firefox 3 Certification for Oracle e-Business Suite

Oracle recently informed us that Firefox 3 has been certified with Oracle e-Business suite. Required patches have been applied to Themis, and the Application Services System Test Team is currently undertaking testing.

The patches are scheduled to be deployed on Thursday May 7. However, we understand that many users have already downloaded Firefox 3 and have been using it for some months without any glitches.

Themis Payroll – AUSAID Scholarship Payments

A new payroll has been configured within Themis Human Resources system to process AUSAID scholarship payments. This has been in place since March 6, and completes the first step in the process of moving all scholarship payments over from existing Stipend application and infrastructure onto Themis Payroll.

Research Support System Review

In March, Professor Peter Rathjen, Deputy Vice Chancellor (Research) commissioned a review of Research Support Systems. The review is to examine what data, information and systems are required to support Research within the University, evaluate both current and alternative systems capability to meet these requirements and propose strategies to ensure these requirements are met in the future.

The review, led by Merren Cliff, Manager Research Systems, in association with the Themis Research Advisory Group, is required to report by mid-June. Currently in its discovery phase, the review involves consultation at various levels both within the University and externally. The discovery phase, to be completed by mid May includes:

- High level strategic information requirements
- Operational information requirements
- Themis Research issues
- Grants process mapping
- Systems benchmarking with Go8 and other universities.

Updates from:

- April upgrade
- Payroll legislative patches
- Firefox 3 certification
- AUSAID scholarship payments
- Review of research support
- ERA initiative
- Discoverer Finance training
- Timekeeper/timecard functionality
- Account activation reminder

Training & documentation:

- Proposed new course
- TTA training
- Staff changes

Hints and tips:

- Reversing an AP invoice line
- Customising PHP Favorites

Excellence in Research for Australia

The Excellence in Research for Australia (ERA) initiative is a new research assessment exercise being developed and administered by the Australian Research Council (ARC). The ERA will attempt to evaluate the quality of research being undertaken in all Australian Universities. Evaluations will take place in each of eight clusters in 2010, however, ahead of the full submission, the University is participating in an ERA trial in 2009. The two clusters participating in the trial are the Physical, Chemical and Earth Sciences (PCE) and Humanities and Creative Arts (HCA) clusters.

In order to prepare for both the 2009 trial and full submission in 2010 a University wide data collection is currently underway. Themis RMS Publications and the Themis Public Staff Profile are being used to collect both research outputs and esteem measures that will be reported as part of the University's ERA submissions. To date approximately 3,900 records have been created in Themis RMS Publications as part of the collection. The collection is due to be completed on Friday April 24. After this, data will be extracted for review and submission as part of the PCE and HCA Cluster trial.

Discoverer Finance Reporting Training

The Discoverer Finance Reporting program is currently being reviewed to form part of the 2010 Financial Training Program. As a result, all Discoverer (Finance) Reporting classes for 2009 have been cancelled.

Staff should address any Discoverer Finance Reporting queries directly to their Client Service Accountant (CSA) via email: csateam_finance@unimelb.edu.au or to Sue Jager (Financial Operations Training Officer (sjager@unimelb.edu.au)).

Timekeeper/Timecard Functionality

As part of the University's Responsible Division Management (RDM) initiative, Themis Timekeeper/Timecard functionality and business processes are currently undergoing review and modification. These modifications will benefit both Timekeepers and staff members by providing improved functionality to submit, monitor and manage payment requests.

System modifications being introduced to Themis include:

- new timecard status report for Timekeepers
- ability to apply multiple timecard templates
- ability to view timecard details in the worklist notification
- ability for Timekeepers to create timecard templates on behalf of staff
- links to support documentation (coming soon)

A number of further modifications are still undergoing review and development, including:

- conditional text and help links in timecard screens
- ability for the bulk loading of timecards
- ability for departments to enter casual hires via self service

Reference cards and support documentation for the new functionality is currently under development and will soon be available on the Themis website.

Themis Account Activation Reminder

Every week, the Themis Service Desk receives a number of calls from staff who have just activated their Themis account or reset their password but are unable to see any responsibilities when they log in.

To avoid this issue, staff are advised to wait around 15-20 minutes after creating their Themis account or resetting their password before they log in to view their Themis responsibilities. This time allows Themis to complete the necessary background processes.

Documentation and Training Services update

Proposed collaborative training class – Tips and Hints for Oracle forms

Based on recent feedback, the Documentation and Training Services team are developing a pilot training class called **Tips and Hints for Oracle forms**.

This training will be designed for staff who use the Oracle forms interface in Themis (e.g.: finance users, training administrators, HR users, etc). The aim of the session will be to improve efficiency and understanding of basic navigation and tools in Oracle forms. Areas of focus will include:

- using folders and summary tables;
- exporting data;
- search shortcuts; and
- scheduling reports.

At this stage it is planned that the session will run for approx 1 - 1.5 hours in a computer lab to allow for a hands-on experience. The session will include demonstrations, an example exercise and a designated time for staff to share their own experiences and recommendations with the system.

Staff wishing to participate in the pilot training class or who wish to provide suggestions (useful Themis hints and tips!) for the content of this session can contact Jane Kiddell ea-training-doco@unimelb.edu.au.

Themis Training Administrator

Documentation and Training Services will be offering a 4hr course for Training Centre staff who use Themis Training Administrator (TTA) to administer. Training is suitable for staff new to a training administrator role and existing TTA users who would like to update their skills.

The course includes the process for creating training courses and offerings, creating class/events, resources, sessions, administering enrolments, and running reports.

The 4 hours is structured as 2 x 2.0 hour lab sessions:

- **Session 1:** Thursday 21 May 2009 2:00pm – 4:00pm
- **Session 2:** Wednesday 27 May 2009 10:00am – 12noon
Enrolment period Wednesday 22 April – Thursday 14 May

Please enrol via **Themis Staff Self Service > Training and Development:**

Provider: *Applications Services (Documentation and Training Services)*

Class name: *Themis Training Administrator (TTA) 21-MAY-09*

Staffing Changes in Documentation and Training Services

The Documentation and Training Services team are pleased to welcome Karen Ritter to a full time secondment. Karen brings a wealth of experience from her role at the Themis Service Desk to the position of Training Officer to develop and deliver Themis Finance training and other projects including updates to Timekeeper functionality.

Themis hints and tips

Reversing a Line in an Accounts Payable Invoice

When you have coded an Accounts Payable invoice, clicking on the **Calculate Tax** button, creates the appropriate tax line and saves your work. Once you have saved, you will be unable to change any distribution details in the invoice. If you have made an error coding an invoice and need to make a change you must reverse the incorrect line and re-enter it.

Important: you should never reverse a tax line.

To reverse a line:

- 1 Place your cursor/current record indicator on the line that is incorrect.
- 2 Click on the **Reverse 1** button located on the bottom right of the Distributions screen.
A caution message will display asking you to confirm your action.
- 3 Click **OK** to accept and close the caution message.
A new line will be created with a negative amount (indicated by brackets).
- 4 With your cursor on that new line, click the **Calculate Tax** button to adjust the tax appropriately.

Num	Type	Amount	Account	Tax Code	Inc Tax	De
1	Item	1,454.55	01-103-00-5555-00000-GEN-25-01	GST	<input type="checkbox"/>	Co
2	Item	45.45	01-103-00-5555-00010-GEN-25-01	GST	<input type="checkbox"/>	Co
3	Tax	150.00	01-900-00-1211-00000-GEN-00-01	GST	<input type="checkbox"/>	
4	Item	(1,454.55)	01-103-00-5555-00000-GEN-25-01	GST	<input type="checkbox"/>	Co
5	Tax	(145.46)	01-900-00-1211-00000-GEN-00-01	GST	<input type="checkbox"/>	

- 5 With your cursor on a new line re-enter the correct amount and account string.
Important: you must enter the full amount (not the amount that has been reversed as it has had tax deducted).
- 6 Click on the **Calculate Tax** button.

Customising your Personal Home Page Favorites

Your Personal Home Page will display when you log in to Themis. This page is divided into three sections: *Navigator*, *Favorites*, and *Worklist*.

The default Favorites list is set by the System Administrator and cannot be altered. However, you may add (and modify) personal links to this pane.

To modify the information contained in the Favorites pane, click on the **Edit Favorites** button. The Customize Favorites screen will display. This screen allows you to:

- Add a function (e.g.: payslip, leave of absence, Accounts Payable invoice, etc)
- Add a custom URL (e.g.: Human Resources training page, Financial reporting page, etc)
- Reorder your favorites

Customize Favorites

Search and Select Cancel Apply

Function Prompt Responsibility

Description Go

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
No search conducted.				

Selected to Display

Select Favorites: Remove

[Select All](#) | [Select None](#)

Select	Move Up	Move Down	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	▲	▼	Payslip Information	Payslip	UOM Staff Self Service	
<input type="checkbox"/>	▲	▼	Set User Profiles (UOM D	Profile User Values Form	UOM Data Entry Dept 018	
<input type="checkbox"/>	▲	▼	University Jobs link			www.unijobs.unimelb.edu.

Add URL

Refer to the [Customising your Personal Home Page Favorites](#) reference card on the Themis website for further details.

Forthcoming Themis Training

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

Introduction to Themis Self Service: contact ea-training-doco@unimelb.edu.au to register

- 20 May 2009 – 9:30am
- 21 June 2009 – 1:30pm

Introduction to Themis Research: contact ea-training-doco@unimelb.edu.au to register

- 20 May 2009 – 11:00am
- 11 June 2009 – 3:00pm

Introduction to Themis Supervisor Self Service:

- 07 May 2009 – 1:30pm

Themis Timekeeper:

- 05 May 2009 – 9:30am

Themis Cash Receipting:

- 18 May 2009 – 9:30am

Grants and Contracts for Administrators

- 3 June 2009 – 10:00am (Submission and Proposals – Grants)
- 5 June 2009 – 9:30am (Agreements)

Introduction to Themis Financials

- 6 May 2009 – 9:30am (Overview) – *Limited places available*
- 6 May 2009 – 1:00pm / 7 May 2009 – 9:30am (Transactions) – *Limited places available*
- 10 June 2009 – 9:30am (Overview)
- 10 June 2009 – 1:00pm / 11 June 2009 – 9:30am (Transactions)

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://www.unimelb.edu.au/cgi-bin/MailServ/pmdf>