Project Update

Welcome to the third issue of the Online Requisitioning newsletter. It’s been about nine months since our last communication, and we have a lot to report about our progress and what’s to come.

• As mentioned in our Issue 2 newsletter, EPICOR, Inc. is the e-procurement software package that Tufts purchased. The ITI team members have been working diligently with EPICOR’s technology staff to install the system and have evaluated the software to determine what customizations were needed.

• After configuring a mock Tufts requisitioning system, the Team invited the ITI Advisory Group members to participate in software testing. In early December, the group received a tutorial from team members and then signed into the system to create orders and evaluate how the online approval process worked.

What’s Next for Us?

Now the fun begins as we move closer to our “go live” date. Below is a tentative outline of events (subject to change):

~ Team members will evaluate final customizations being made by EPICOR and finalize policy and procedural aspects, such as security. Manuals and other documentation will be developed for end users.
~ The Advisory Group and Team will recommend a group of departments to “pilot” the software. The goal to start this is late Spring and will last approximately 4-6 weeks.
~ In early summer, training sessions for users will begin, with separate classes offered for requisition creators and requisition approvers. Training will be conducted on all three campuses throughout the summer.
~ Our go live date is tentatively planned for the summer timeframe. More definitive information will be forthcoming. Look for another newsletter or an e-blast from the team, sometime in the Spring.

Always Looking for Feedback

We welcome any feedback, questions, or requests for additional information. Send e-mail to the project team at finance-iti@elist.tufts.edu. For more information feel free to contact any members of the project team, the advisory group and team sponsors as listed.

We encourage recipients of this newsletter to forward it to other staff and/or faculty within their departments.