Finance
Transformation Toolkit

E&E-I and SS&I UK & International Business * (excluding Australia)

Last updated: 10 October 2025

*Please note: Some countries within our International business have nuances in particular areas.

If you have any questions, check the FAQ document for the latest updates

Complete the Hypercare Triage Support Form or raise via your Change Agent (iCMS link | legacy Amentum link).

Introduction

This toolkit provides updates for the Energy & Environment International Finance teams

Key Changes

Key changes are outlined below, and guidance/training has been provided.

Transition from Oracle R12 to Costpoint including:

Timesheets
Expenses
Month end activities

Transition from Jacobs Analytics to Cognos

All reports will now be generated via Cognos

Transition from AutoPAP to Amentum Project Setup

All new projects will go through the Amentum Project Setup process — further details in the
Project Delivery toolkit

Transition from MyPayables to OnBase

All invoices will be posted in OnBase — training sessions have taken place: view the materials

| Read the latest FAQs | Timeline to BAU | Transformation Lookahead |

| Go to the iCMS International Transformation Hub | Go to the legacy Amentum UK Transformation Hub |

We Are Amentum

Advancing the future together

Our Vision

To create a secure and vibrant future

Our Mission

Bringing advanced engineering and technology solutions to the most significant challenges in science, security and sustainability

We Realize Breakthroughs by Continuously **Reinventing**

We **Deliver** on Missions by Meeting Every **Commitment**

We Embrace **Collaboration** & Employee Engagement

We Take On **Challenges** with Courage

Our Values

We Believe **Safety and Wellbeing** are Integral to Success

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July Month End Activities & Dates

17th of July (Thu)
- Final day to send AP Invoices to respective AP Mailboxes (anything not sent to AP will have to be accrued manually by project accountants)

18th of July (Fri)
- Final Day to submit Payment Hold releases
- Final day for "non regular billing" (outside of regular billings cycles) requests sent to Project Accountants

21st of July (Mon)
- Final day for new and changes to Projects, Customers & Vendors
- Accounts Payable & Expenses -> Final day to submit spreadsheet uploads
- Final date to approve invoices in My Payables
- Final day to submit Purchase Order transfer forms/corrections

23rd of July (Wed)
- Final timesheet submission in @Work
- Final day for Cost Accrual requests sent to Project Accountants (including accruals from Blue Work Orders)
- Final day for Invoice Draft approvals from Project Managers

24th of July (Thu)
- Final date to approve timesheets in @Work
- Final date to approve and post accruals
- Final day to post Assets

25th of July (Fri)
Oracle R12 switch off:
- Project Ledger closed
- Final day to post Depreciation
- Final day for PO changes
- Final day for Payments

29th of July (Tue)
Costpoint Go Live
- Purchase Requisitions & POs open for legacy iCMS in CP Prod
- Final day for business to provide top side request to Project Accountants
- First estimate of July results available for review in m/e file

30th of July (Wed)
- Costpoint opens for Timesheets & Expenses
- Final day to provide approved top side tracker to GL Team for processing
- Final day to provide journal request (P&L) to GL Team for processing
- JV entries posted to July

31st of July (Thu)
- Final estimate of July results available for collecting comments in m/e file

1st of August (Fri)
- Final day to provide journal request (B/S entries only) to GL Team for processing

5th of August (Tue)
- Final day to provide journal request to be proceeded in Hyperion

6th of August (Thu)
- July results available in Hyperion

8th of August (Fri)
- Final date for bill posting to August period (for July) R12, blackout until 21st August when billing in Costpoint is available

The latest guidance send to the Project Delivery community regarding month-end activities can be found here >

Month End Process Changes

- **Month end for July** will be run as normal through R12 and Jacobs Analytics by the GL team as per the schedule in the previous slides

- **Month end going forward** will follow a new process using Costpoint and Cognos as mapped out here. *Please zoom in on this page to read the content, or view and zoom in on this stand-alone version*

- **Training sessions** were scheduled for w/c 28th July and w/c 4th August

- **Recordings** of these training sessions have been made available

- **Please direct questions** on the process to Rachel Laidlaw
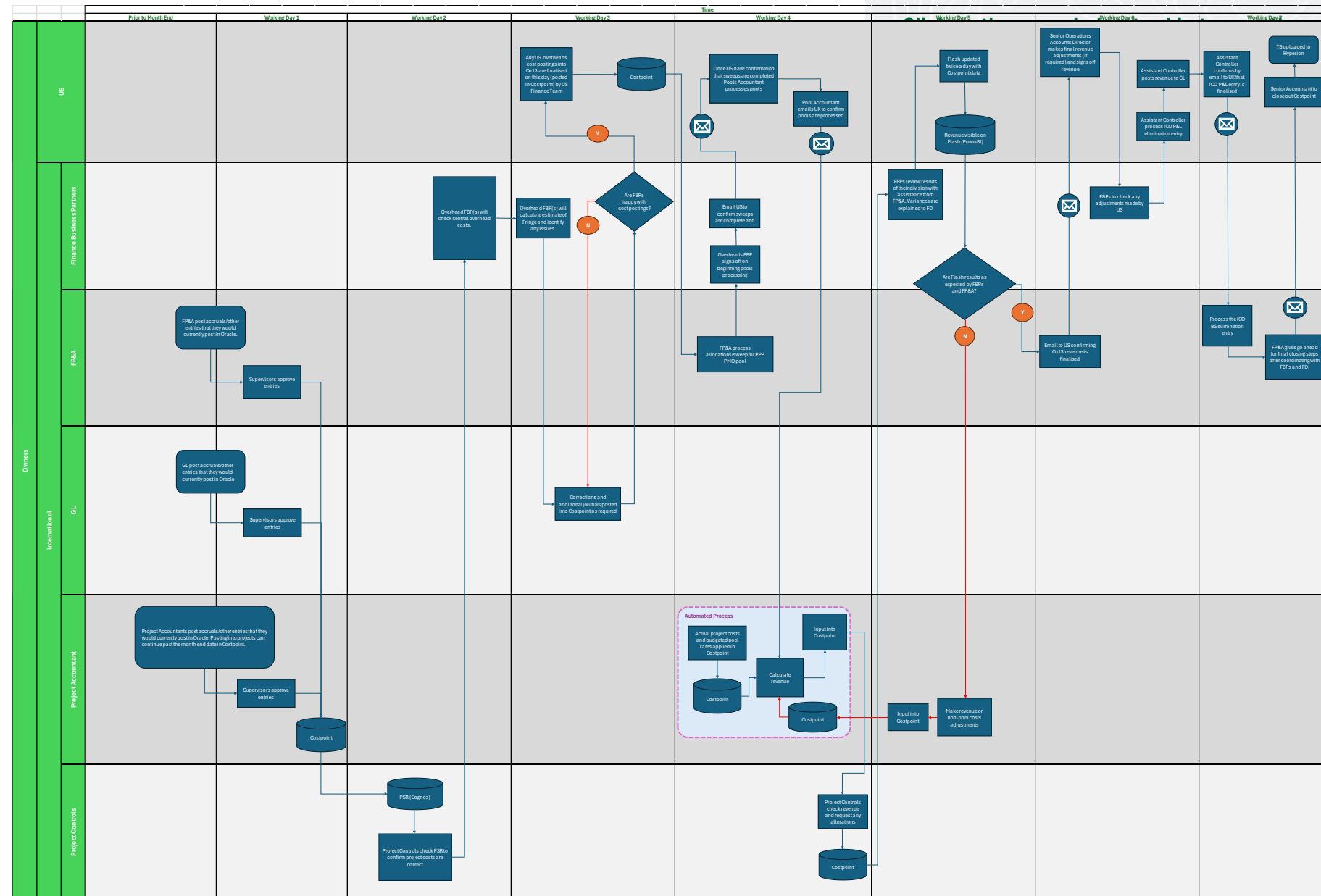
Useful Links

Further information is available via our Transformation Hubs, including:

- Latest updates
- Transformation bulletin archive
- Useful links e.g. document templates

Go to the iCMS International Transformation Hub

Go to the legacy Amentum International Transformation Hub

Can't find what you're looking for?

- Check the FAQ document for the latest updates
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