

To: University Research Community

From: Jeffrey Kantor, Vice President for Research and Graduate Studies
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Subj: Project Renovare: Preparing for the July 1st transition to the new finance system.

On July 1, 2004, in connection with Project Renovare, the University is transitioning to a new Finance System that will impact all financial management and procurement aspects of your research activities. Key among these changes an upgrade to *buy*ND website and new account numbers. These new systems will ultimately provide you and the University with better tools for managing your research. The purpose of this note is to alert you to these changes, how they might impact you, and how you can find support to assist you during the transition to the new systems.

What is the impact on faculty?

1. Your current departmental and research account numbers will change on July 1st.
2. After June 30, GLIQ will only contain information for Fiscal 2003/2004 and prior years. You will log on to a new website (<http://my.nd.edu>) to view Fiscal 2004/2005 account balances and to make purchases through *buy*ND. A new online tool will be used to view account balances. While similar to GLIQ in terms of information provided, it will have a different look-and-feel.
3. The *buy*ND website will have improved functionality and performance. Certain campus units will begin purchasing through this new website beginning June 15, 2004. Detail from e-Procurement activity in the current *buy*ND system will continue to be available in the upgraded *buy*ND system.
4. Travel and Expense reimbursement forms, while having a layout similar to the current form, will require the new account numbers.

What should faculty do?

1. **Become familiar with the new system, learning how to purchase and manage financial activity.** Over the past several months, the Finance System implementation team has been meeting with key representatives from nearly all academic and administrative units to demonstrate the new Finance System and to provide hands-on training for both online account administration and *buy*ND. Training will continue through June 26th, and will continue to be offered throughout the summer months on a scheduled basis, and may also be available on an as-requested basis. Formal training sessions will be announced via e-mail with registration in iLearn (<http://ilearn.nd.edu>). If you would like to request special training sessions, please work with key contacts within your department (see below) or unit.
2. **Obtain your new account numbers.** The Finance System implementation team has developed documents and online tools to assist you in determining how your old account numbers translate into the new Finance System chart of accounts. The online tools can be found at <http://my.nd.edu> by logging in and clicking on the "Faculty" tab, "Account

Lookup” and “FOAPAL inquiry” options. You may also work with your key contacts (see below) for help in obtaining your new account numbers.

How can faculty get support?

Each department has identified *key contacts* to provide support to faculty during the transition to the new Finance System. If you have questions on account numbers, *buyND*, the availability of training, or other items related to the Finance System transition, these key contacts within your department you the information you need. The following website lists key contacts within your department: <http://www.nd.edu/~renovare/finance/financesupport.shtml>

If you have further questions regarding the transition, please feel free to contact representatives in the Controller’s Office or Procurement Services with whom you have existing relationships.

Finally, if you have other general questions, you can call the following numbers and your inquiry will be directed to the most appropriate resource:

Controller’s Office—1-7035 (Main number)
Procurement Services Help Desk—1-4BUY
Budget Office—1-9137 (Main number)
OIT Help Desk—1-8111

Where can faculty direct feedback?

Given the nature and significance of this transition, we expect and encourage questions and feedback. We meet regularly with key representatives within the academic and administrative units to discuss the progress of the transition. We will continue to do so over the next few months. Accordingly, please feel free to pass comments, concerns and questions to your departmental key contacts, business mangers, department chairs or others within the Controller’s or Procurement Services offices.