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To: <GOLIVE-FINANCE-BUYND@LISTSERV.ND.EDU>
Sent: Thursday, July 01, 2004 3:30 PM
Subject: Renovare Finance Headline Communication

NEW FINANCE SYSTEM & buyND UPGRADE GO LIVE IN JULY!

GO LIVE COUNTDOWN COMMUNICATION

This is the third in a series of headline-oriented emails to help you prepare for and use the new Finance System and buyND upgrade. In this email, we cover:

- myND BECOMES insideND
- VPN CONNECTION
- SYSTEM ACCESS AND SECURITY
- FINANCE ACCESS LOOKUP
- ACCOUNT, ACTIVITY AND LOCATION CODES
- YEAR-END CLOSE KEY DATES AND REMINDERS

Information on these topics, as well as topics addressed previously, can be found in the Go Live Countdown List on the Renovare website. <http://renovare.nd.edu/finance/countdownlist.doc> (updated as of June 28)

COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

In order that they may plan and prepare for using the new Finance System and buyND, please forward this email to those within your Campus Unit who manage budgets and/or purchase goods and services.

myND BECOMES insideND

On July 1, insideND, replaces myND. insideND is a one-stop destination that allows you to sign into one website to do most University business. For more information about insideND, log in and check the Campus Announcements on the Home tab at: <http://inside.nd.edu>.

For easy access on July 1 and after, be sure to reset your browser homepage from myND to <http://inside.nd.edu>.

VPN CONNECTION

For security purposes, a VPN connection is required to access the Finance System-Query from an offsite location. For those who do not currently have a VPN connection, information for setup of the VPN connection will be available during the week of July 5th. Please note that a VPN connection is not required for accessing buyND.

SYSTEM ACCESS AND SECURITY

System access and security allows users of the new Finance System and buyND to have viewing and purchasing authority in these systems. The access and security for these systems is designed to provide appropriate use of the system, while maintaining necessary security of the critical data and transactions within the system.

Please click here to view important background on access and security, as well as link to the form for requesting various levels of access.

<http://www.nd.edu/%7Erenovare/finance/accesssecurity.shtml>

FINANCE ACCESS LOOKUP

The Finance Access Lookup feature is being enhanced to enable Finance System users to distinguish between their purchasing and viewing access. The enhancements will be available on your insideND page during the week of July 5th. Once in place, the enhancements will provide useful and timely information to assist in transitioning to the new Finance System. <http://renovare.nd.edu/finance/accesslookup.shtml>

If you have questions on access, please contact your contact your Business Manager or Key Contacts, listed at: <http://renovare.nd.edu/finance/financesupport.shtml>, the Controller's Office (1-7035) or Procurement Services (1-4BUY).

YEAR-END CLOSE KEY DATES AND REMINDERS

Please visit the Controller's website for important dates and activities surrounding the Fiscal 2003/2004 year-end that occurs June 30, 2004. http://controller.nd.edu/fy04_end_close.html.

ACCOUNT, ACTIVITY AND LOCATION CODES

The correct combination of FOAPAL codes for all transactions is essential to accurately capture data in the new systems. Information on the use and listings of Account, Activity and Location codes are available on the Controller's Office website. <http://controller.nd.edu>

For all questions on your Campus Unit's FOAPAL codes and their use, please contact your Business Manager or Key Contacts, listed at listed at: <http://renovare.nd.edu/finance/financesupport.shtml>

Descriptions of the FOAPAL code structure and definitions are on the Renovare website.

- Detailed description:

<http://renovare.nd.edu/documents/WhatsAFOAPAL.pdf>

- Frequently Asked Questions:

<http://renovare.nd.edu/finance/bannerfaq.shtml#foapalgen>

We've reached a major milestone together. Thank you very much for your dedicated efforts.

Yours in Notre Dame,

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