

From: "Tom Guinan" <tguinan@ND.EDU>
To: <GOLIVE-FINANCE-BUYND@LISTSERV.ND.EDU>
Sent: Friday, June 18, 2004 1:50 PM
Subject: Renovare Finance Countdown Communication

NEW FINANCE SYSTEM & buyND UPGRADE GO LIVE IN JULY!

GO LIVE COUNTDOWN COMMUNICATION

To help you prepare for and use the new Finance System and buyND upgrade, we are providing headline-oriented emails leading up to and following go live. These emails highlight critical cutover events and implementation activities that can be found in the Go Live Countdown List on the Renovare website.

<http://www.nd.edu/~renovare/finance/countdownlist.doc>
(routinely updated you may want to bookmark for quick reference)

COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

This email is being sent specifically to:

- Finance System Go Live partners;
- Support key contacts; and
- buyND super users.

In order to plan and coordinate activities for your Campus Unit, you will want to communicate this same information to others. Please forward this email to those who manage budgets and/or purchase goods and services within your Campus Unit.

TRAINING

Remaining classes in June for Budget Administrators and buyND are filling up fast. An open lab for buyND purchasers will be held during the week of June 28. There may be additional training needs that will be addressed in July and August. It is essential for requisitioners to attend training in order to successfully use the improved features of buyND. For updated information on courses and registration, go to the Training Info tab on the Renovare website.

<http://www.nd.edu/~renovare/training/index.shtml>

FOAPAL CODES

A quick review of the FOAPAL code structure and definitions is available under FOAPAL General within the Frequently Asked Questions under the Finance tab on the Renovare website.

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

A more detailed description is on the Renovare website at:

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

FISCAL YEAR 2004-2005 BUDGETS LOADED

Fiscal Year 2004-2005 budgets have been loaded into the new Finance System. The Office of Budget and Planning staff is distributing budget documents To departments across campus. If you have questions, please contact the Office of Budget and Planning at: 1-9137.

REVISED FORMS AVAILABLE

Many of the forms generated by the Controller's Office and used by Campus Units to conduct regular business activities have changed. A description of changes to forms, as well as links to forms within the Controller's Office, resides on the Renovare website.

<http://www.nd.edu/~renovare/finance/financeforms.shtml>

Forms that specifically originate in the Controller's Office can be found on the Controller's Office website.

http://apps.nd.edu/control_forms/search.cfm

A "Forms Inventory" that lists all forms by originating campus units, and indicates any changes needed, is also on the Controller's Office website.

http://controller.nd.edu/documents/forms_inventory.pdf

SUPPORT

Key contacts, both within individual Campus Units and the Central Offices, who are providing support to users as we implement the new Finance System, can be found at:

<http://www.nd.edu/~renovare/finance/financesupport.shtml>

We appreciate your participation and understanding through this challenging, yet exciting time.

Yours in Notre Dame,

Matt Simpson, Budget Systems Coordinator/Financial Analyst, Office of Budget and Planning

Tom Guinan, Associate Controller, Controller's Office

Kevin Kessinger, Business Manager, Procurement Services