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To: <GOLIVE-FINANCE-BUYND@LISTSERV.ND.EDU>
Sent: Friday, June 25, 2004 4:26 PM
Subject: Renovare Finance Countdown Communication

NEW FINANCE SYSTEM & buyND UPGRADE GO LIVE IN JULY!

GO LIVE COUNTDOWN COMMUNICATION

This is a second, headline-oriented email to help you prepare for and use the new Finance System and buyND upgrade. In this email, we highlight critical cutover events and implementation activities that include:

- COMMUNICATION
- myND BECOMES insideND
- TRAINING
- REPORTS
- buyND GO LIVE
- FOAPAL CODES
- DESKTOP WORKSTATION CONFIGURATION
- FACULTY AND STAFF EXPENSE REPORT FORMS AVAILABLE

The Renovare website, <http://renovare.nd.edu> contains much information and many links to assist you with the new Finance System and buyND upgrade.

Information on the above and other topics can be found in the Go Live Countdown List on the Renovare website. <http://renovare.nd.edu/finance/countdownlist.doc> (updated as of June 24).

You may also direct questions to Key Contacts, both within individual Campus Units and the Central Offices, who are providing support to users as we implement the new Finance System. Their names and contact information can be found at:
<http://renovare.nd.edu/finance/financesupport.shtml>.

COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

In planning and coordinating 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.

myND becomes insideND

With its July 1 launch, insideND, <http://inside.nd.edu>, 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>.

TRAINING

We added buyND training sessions for existing and new users during the week of June 28. Please alert users in your area to these additional sessions.

Ask-the-Expert open labs are also occurring during the week of June 28, and in early July. (Open labs allow users to receive answers to their questions on FOAPAL, buyND and budget administration at a time convenient for them, without the need for sign up.) These labs are open sessions and do not require registration. They are currently scheduled to be held as follows:

Tuesday, June 29 8:30AM-12:00PM (Grace Hall-Lower Level Training)

Wednesday, June 30 8:30AM-12:00PM (Grace Hall-Lower Level Training)

Wednesday, June 30 1:30PM-4:00PM (Grace Hall-Lower Level Training)

Updated information on other courses and registration is available at the Training Info tab on the Renovare website.

<http://renovare.nd.edu/training>

Descriptions, times and locations for all sessions, as well as registration, are available at <http://ilearn.nd.edu> or by calling Renovare Training at: 1-2812.

As the need for training is determined, we will add more sessions in July and August.

Reminder: If you are a Support Key Contact for your Campus Unit, please register for a Key Contact Preparation session at: <http://ilearn.nd.edu>.

REPORTS

Reports expected to be made available to budget managers in conjunction with the new Finance System include: Transaction Report; Summary Budget Control Report; Encumbrances Detail Report; and Open Invoice Report.

These reports are updated daily and will be accessible beginning the 3rd week of

July.

Telecommunications and Payroll Distribution reports will be available after the first monthly close of fiscal year 2005 (August 9). Information regarding payroll distribution for particular units will be made available prior to August 9 to authorized individuals as requested.

For more information on reports, please go to: <http://renovare.nd.edu/finance/reports.shtml>. You may also contact the Controller's Office at: <http://controller.nd.edu/aboutus>.

buyND GO LIVE

A pilot group successfully launched the new buyND system during the week of June 14. The group tested the system to identify potential issues and provide feedback prior to the full campus buyND go live on July 6th. For more information on the pilot and buyND go live, please go to: <http://renovare.nd.edu>.

FOAPAL CODES

The correct combination of FOAPAL codes for all financial transactions is essential to accurately capture transactions in the new systems. Understanding and monitoring the use of FOAPAL codes will require a high level of diligence in the early stages of the new systems implementation. For all questions on your department's FOAPAL codes and their use, contact the Controller's Office at: <http://controller.nd.edu>

Descriptions of the FOAPAL code structure and definitions are on the Renovare website within Finance Frequently Asked Questions: <http://renovare.nd.edu/finance/bannerfaq.shtml#foapalgen>.

DESKTOP WORKSTATION CONFIGURATION

For the July 1 Go Live, you will want to make sure your PCs meet the necessary technical requirements. The specified technical requirements for Windows/IBM compatible and Apple MacIntosh machines can be found at: <http://renovare.nd.edu/workstationrqts.shtml>.

FACULTY AND STAFF EXPENSE REPORT FORMS AVAILABLE

The Faculty and Staff Expense Report Form has been changed to accommodate the FOAPAL code structure. To access the Faculty and Staff Expense Report Form, with guidelines for using it, please go to the *NEW* FISCAL YEAR

2004-2005 forms section on the Controller's Office website at:
<http://controller.nd.edu/forms>.

A "Forms Inventory" that lists all forms by originating campus units, and indicates any changes needed, is also on the Controller's Office website at: <http://controller.nd.edu>.

It is a dynamic and exciting time. Thank you for your dedicated participation in making the Go Live a success.

Yours in Notre Dame,

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Associate Controller, Controller's Office

Kevin Kessinger
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