

From: [Tom Guinan](#)

To: golive-finance-buynd@listserv.nd.edu

Sent: Saturday, July 10, 2004 8:18 AM

Subject: Renovare Finance Headline Communication

WE ARE LIVE IN THE NEW FINANCE SYSTEM & *buy*ND!

NEW FINANCE SYSTEM AND *buy*ND COMMUNICATION

This is the fourth in a series of headline-oriented emails to help you use the new Finance System and *buy*ND upgrade. In this email, we cover:

- **THANK YOU**
- **TRAINING**
- **SUPPORT**
- **VPN CONNECTION**
- **FINANCE ACCESS LOOKUP**

COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

To help others who are using the new Finance System and *buy*ND, please forward this email to those within your Campus Unit who manage budgets and/or purchase goods and services

THANK YOU

You have done an outstanding job as Key Contacts throughout the preparation for and go live of the new Finance System and *buy*ND. Your engagement throughout the entire effort, from attending training to guiding others within your Campus Units, is highly recognized and greatly appreciated. Thank you for so actively sharing in this accomplishment with us.

TRAINING

*buy*ND training, for new and existing users, will be offered starting the week of July 19th. We encourage anyone who was unable to attend the sessions offered in May and June to attend these sessions. Sign-up is available through <http://ilearn.nd.edu>. Additional training for budget administrators will be announced in the coming week.

SUPPORT

As you work in the new Finance System and *buy*ND on a daily basis, it is important to continue to direct questions and comments to your Key Contacts, both within individual Campus Units and the Central Offices. (These contacts can be found at: <http://renovare.nd.edu/finance/financesupport.shtml>.) We monitor this support network each day to track specific questions and their resolution.

VPN CONNECTION

For security purposes, a VPN connection is required to access the Finance System-Query from an offsite location. The VPN connection permits remote systems to access the ND network as if they were physically located on the ND campus network.

If you do not currently have VPN setup on your computer, you can go to <http://oit.nd.edu/security/vpn.shtml> to receive instructions on setting up a VPN connection. If you have questions, you may contact the OIT Help Desk at 574-631-8111 or oithelp@nd.edu. Note: a VPN connection is not required for accessing *buyND*.

FINANCE ACCESS LOOKUP

The Finance Access Lookup is enhanced to enable Finance System users to distinguish between their purchasing and viewing access. You can access the Finance Access Lookup through your insideND beginning Tuesday, July 11.

If you have questions on access, please 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).

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

Again, thank you for your hard work and commitment to success.

Yours in Notre Dame,

Matt Simpson

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