TO: Finance & Administration Advisory Group & All Finance Users
FROM: Leanne Marden, Controller & Director of Fiscal Operations
CC: Vice Chancellors, Deans, Directors, Department Heads & Principal Investigators
SUBJECT: KEY DATES for FINANCE SYSTEM 9.1 UPGRADE
DATE: October 19, 2011

The University of Massachusetts is preparing to upgrade the Finance System for all five campuses and the system office in late 2011. This technical upgrade ensures the system meets the latest technology standards and will support future enhancements. In this upgrade, the most noticeable change is in the general navigation. The specific screens are generally not affected.

Currently, the finance system upgrade is scheduled to occur between Thursday, November 10, 2011, and Tuesday, November 15, 2011. During this time period, the finance system will not be available for processing transactions. The new upgraded system is scheduled to be available on Wednesday, November 16.

In preparation for a smooth transition to the new finance system, central finance offices request your assistance in the timely submission of selected financial documents to minimize the impact of this upgrade to university staff and departments, as well as our vendors.

<table>
<thead>
<tr>
<th>KEY DATE FOR ACTION</th>
<th>ITEM</th>
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<tbody>
<tr>
<td>MONDAY, OCTOBER 31</td>
<td>TRAVEL AUTHORIZATIONS, EXPENSE REPORTS &amp; CASH ADVANCES (Last day to submit on-line and paper forms for pay advice dated 11/11/11)</td>
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<tr>
<td>WEDNESDAY, NOVEMBER 2</td>
<td>VENDOR PAYMENTS, including PO INVOICES &amp; DISBURSEMENT VOUCHERS, to the Controller’s Office (For processing prior to upgrade)</td>
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<tr>
<td>TUESDAY, NOVEMBER 8</td>
<td>PURCHASE REQUISITIONS &amp; CHANGE REQUESTS (On-line requisitions must be ‘approved’ &amp; have ‘valid’ budget status) For emergency orders, contact Procurement at 7-5060</td>
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<tr>
<td>THURSDAY, NOVEMBER 10 - TUESDAY, NOVEMBER 15</td>
<td>FINANCE PRODUCTION SYSTEM UNAVAILABLE DUE TO UPGRADE (Financial data will be available in Finance Reporting and FAIR)</td>
</tr>
<tr>
<td>WEDNESDAY, NOVEMBER 16</td>
<td>FINANCE SYSTEM 9.1 AVAILABLE</td>
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Thank you for your attention to these important dates. If the schedule changes, you will be notified as soon as possible. Additional information, including job aids and drop-in sessions will also be announced shortly. If you have specific questions, you may direct them to your usual contacts in the Controller’s Office, Procurement, Office of Budget & Financial Planning and Office of Research and Sponsored Programs. General Information about this university-wide upgrade is also available in the Finance 9.1 Upgrade Project Introduction below.

Leanne M. Marden
Director of Fiscal Operations & Controller, University of Massachusetts Boston
FINANCE 9.1 UPGRADE
PROJECT INTRODUCTION

A Message from the University Controller

By Christine Wilda
Assistant Vice President & University Controller
President's Office

The University has embarked on an upgrade of the Finance system for all five Campuses and the President's Office.

Our Finance System covers a variety of functional areas such as:
- Grants, Projects, Contracts, Billing, Accounts Receivable
- eProcurement, Purchasing, Accounts Payable, Expenses
- General Ledger, Commitment Control, Asset Management

Some of you may recall that the last time we upgraded the Finance system was in 2007. In 2010, the Campuses and President's Office partnered with University Information Technology Services to plan and design the next version of the system. This is a technical upgrade that will better position us for future enhancements such as purchase requisition change orders and document attachments.

In this upgrade, the most noticeable change is in the overall navigation. The specific screens that you use are generally not affected.

Where are we currently in the upgrade? The project team is in the final stages of testing and the system will soon be ready for you to use.

In the coming days you will receive additional updates on the progress of the project. More importantly, training materials have been developed to support users impacted by identified system changes.

I would like to thank the project team, and all of you, for your support during the Finance 9.1 system upgrade.

Finance 9.1 Upgrade Summary

Why are we upgrading the Finance system?
This upgrade ensures the system meets the latest technology standards, thus readying it for future maintenance and enhancements.

When will the upgraded system be available?
The upgraded system will be released in late 2011.

Is the look and feel of the Finance system changing?
Yes. Instead of a left hand navigation menu, you will now use a dropdown menu at the top of the page.

Other enhancements to navigation are:
- Recently used pages
- Option to alphabetically sort your navigation list
- New search functionality
- “Breadcrumbs” to track your navigation path

Which areas will be part of the upgrade?
- Grants, Projects, Contracts, Billing, Accounts Receivable
- eProcurement, Purchasing, Accounts Payable, Expenses
- General Ledger, Commitment Control, Asset Management

How will these areas be impacted?
In most cases, there will only be slight changes (e.g., the location of a field). For those areas with key changes to functionality, users will soon receive further details.