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: FINANCE SYSTEM—Available for Use

DATE: November 16, 2011

The new version of the University of Massachusetts Finance system, Finance 9.1, is now available to you, with enhanced navigation and other features. Before you log in for the first time, please note the following:

Clear Your Browser Cache before Logging In
The speed of the system will be improved and minor problems avoided if you clear your browser cache before you log into the new system for the first time. Refer to these Instructions for clearing your cache in various web browsers before you log into the new version of the Finance system for the first time.

Accessing the System
- You will find links to Finance 9.1 Production and Finance 9.1 Reporting
  - On the Web Applications page of the UMass Boston Administration and Finance web site
  - On the Campus Administrative Systems page of the UMass Boston Information Technology web site
  - On the UITS Finance Applications page (not accessible off-campus)
- Never bookmark the Secure Access Login page.
- You will find that your Favorites and run control IDs are available to you in the new version.
- Finance Reporting 9.1 and FAIR are also available.

Training Materials and Job Aids
You will notice these changes in the new system:
- New methods of navigation
- Minor changes in the design of some pages
- New method of identifying blanket order lines
- Capability of copying requisitions
- Active Help link at the top right of most pages to take you to an on-line tutorial

Please consult the navigation video, UPKs (on-line tutorials), browser setting information sheets and job aids on the Finance 9.1 Help page.

User Support
If you have problems accessing the new system, please contact the IT Service Desk at 617.287.5220 or itservicedesk@umb.edu. If you have specific finance 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.

Thank you for your patience and support during the upgrade process.

Leanne M. Marden
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