PSC COMMUNICATOR

University of Colorado System

Procurement Service Center

January 25, 2005 JANUARY 2005

NOTE !

Upgrade Training Begins

If you are a current user of the financial database (FIN 7.02 in Citrix), you should have recently received an e-mail announcing training for the upgraded finance system (FIN 8.4 in a web environment). The training program includes three separate courses – Inquiry, General Ledger, and Procurement – all offered on-line in Blackboard. As a current user, you have been pre-registered for only the course(s) relevant to your level of access.

You will need to complete your required course(s), and pass the associated tests, in order to continue to use the finance system after our upgrade in March 2005.

Remember: When you are ready to begin your on-line training, be sure you have a printed copy of the training e-mail. You can get another copy of the e-mail and its attachment from the finance upgrade web site at www.cusys.edu/upgrade.

If you did not receive the training e-mail…and think you should have…please contact your Campus Security Coordinator (see www.cusys.edu/security/ps/CAMPUS_FIN_SECURITY_COORDS.HTM.)

The conversion from FIN 7.02 to FIN 8.4 is currently scheduled to begin on Friday, March 4. *As a result, this is the date by which you must have completed your training.* The new finance system is expected to be available by Monday, March 14.

Training in Citrix: *Now What?*

As you know, schedule and registration information for finance and procurement training is published on the web sites of the various campus finance offices. (You can link to those web sites from the PSC web at www.cu.edu/psc -- click on Training and Documentation.) With the upgrade to the new web-based finance system on the near horizon, there will be some changes to the training schedule and approach.

- Staff interested in REFRESHER TRAINING should wait until *after* March, if possible, to attend a finance training session.
- Staff needing NEW USER TRAINING should wait until after March *if* this timeframe accommodates department needs.
- Staff needing NEW USER TRAINING in February or March can register for in-person FINANCE training *(not procurement training)* according to published schedules.
- **Staff interested in PROCUREMENT training in February/ March will need to set up On-the-Job Training (OJT).** In this approach, focused training is provided by a department colleague. Upon receipt of the faxed OJT certification form (www.cusys.edu/security/training_certification.htm), UMS grants three months of security access and time to take a formal class. **IN-PERSON PROCUREMENT training will resume in April 2005.**

Questions? Please contact Normandy Roden at 303.724.0675.

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PSC Processing Deadlines for Upgrade Conversion Week

The current FIN 7.02 database (in Citrix) will be used through Thursday, March 3, 2005. The new FIN 8.4 web-based database should be available on Monday, March 14. **During this interim period (3/4/05 – 3/13/05), there will be no procurement processing in the financial database.**

The following deadlines apply to actions that your department wants to complete in the CURRENT finance system, prior to March 4. Questions? Call the PSC Help Desk at 303.724.4772.

PURCHASING Upgrade Deadlines

Standing Purchasing Order (SPO) Renewals

If your CURRENT SPO will expire by 4/30/05, you can submit your paper request for renewal prior to the finance system being taken down. The PSC must receive your request for renewal by Friday, February 11.

To renew any SPO that expires *after* 4/30/05, you will need to wait to create an on-line SPO Requisition in the new FIN 8.4.

Standing Purchase Order (SPO) Requests

If you would like the purchasing agent to take action on a NEW SPO Request prior to the finance system being taken down, your paper SPO Request form must be received in the PSC by Friday, February 18.

Purchase Requisitions

If you would like the purchasing agent to take action on your Purchase Requisition prior to the finance system being taken down, your on-line Requisition must be entered, budget checked, and approved in FIN 7.02 by Friday, February 25.

Vendor Requests (VRs)/Campus Location Requests (CLs)

For processing in the current finance system, your VR and CL forms must be received in the PSC by Friday, February 25. *If a W-9 is required, the vendor will not be approved until the W-9 is received in the PSC.*

Reminder on the Procurement Card: This is the preferred method of procurement for purchases totaling $4,500 or less. There will be no downloads from ACARD into the finance system during the conversion period. However, the upgrade will *not* affect downloads from the bank into the ACARD System: you can reallocate those transactions as usual.

PAYABLES Upgrade Deadlines

Payment Vouchers (PVs)/Travel Vouchers (TVs)

For processing payments and reimbursements in the current finance system, your PV and TV forms must be received in the PSC by Friday, February 25.

Advances

For advances that will be needed prior to the finance system being taken down, your request must be completed in the Travel Authorization Program (TAP) by Friday, February 25.

Warrant Adjustment Requests (WAs)

To stop (and, if needed, reissue) payment, your WA form must be received in the PSC by Tuesday, March 1.

SPO Departmental Approval & PO Receiving

Please consider the upgrade deadline as you would consider fiscal year end. You should complete your **Receiving on POs** and your **approval of SPO vouchers** – regardless of dollar amount – by 5:00 p.m., Thursday, March 3.