



University of Massachusetts Amherst

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Memorandum

TO: Deans, Directors and Department Heads

FROM: Andrew P. Mangels, Controller
Jacqui Watrous, Director of A&F Administrative Systems

DATE: December 7, 2006

SUBJECT: **Finance System Shut-Down Period**

In January 2007 the E*MPAC financial system will undergo its first major upgrade since going live in 2002. The upgrade will involve a conversion of financial data from the existing 7.5 version to the upgraded 8.9 version and require the shut down of the finance system from January 2 through January 22, 2007.

Our offices have been working closely with your administrative liaisons over the past few months to prepare for this shut down. The advance planning and cooperation of the departments is necessary to ensure a smooth transition to the new system. We have outlined all of the impacts and recommended actions to campus department in the [Finance System Upgrade-Planning Ahead](#) section below.

Highlights of these impacts to your area include:

- Human Resources processing and running of payroll will remain unaffected.
- Student registration, billing and financial aid processes will remain unaffected but no excess checks will be processed during the shut-down period
- No travel advancements or reimbursements will be available during this period.
- No purchase orders will be processed during the shut down
- The cut-off for establishing new grants in the current system is December 20.

Our offices will work with you to maintain your business operations during the shutdown period.

It is important for departments to plan ahead for the shut-down period by immediately processing all purchase orders and forwarding all invoices, travel reimbursements and requests for payments to the Controller's Office during the month of December.

Please contact us with any concerns you may have.

Finance System Upgrade-Planning Ahead

In January 2007 the E*MPAC financial system will undergo its first major upgrade since going live in 2002. The upgrade will involve a conversion of financial data from the existing 7.5 version to the upgraded 8.9 version and require the shut down of the finance system for approximately three weeks during January 2007.

The upgrade will not affect PAYROLL or the STUDENT SYSTEMS. The payroll system will remain in operation throughout the conversion period and all payrolls will be processed as usual. The Amherst student system (SIS and SPIRE) will remain in operation throughout the shut down as well. Student registration, billing and financial aid processes will remain unaffected but no excess checks will be processed during the shut-down period.

The Report Distribution Tool (Mobius) will also remain available. December month end reports will be available in the report distribution tool as usual and any reports run in Reporting during the shut-down period will continue to go to the report distribution tool as usual.

Advance orders of supplies and materials during December are recommended. As noted below, the Procard will be the recommended vehicle for purchases during the shut-down period. Emergency manual purchase order forms will be available from Procurement and direct payment forms from the Controller's Office as needed during January. It is our intent to maintain operations of the campus as usual during the shut-down period and the advance planning and cooperation of the departments is necessary to ensure a smooth transition to the new system.

A brief synopsis of the key cut-off dates is included below. The go-live date of the upgrade is currently scheduled for January 22, 2007.

Business Process	Submission Cut-Off Date
Budget Changes	Thursday, December 21
Chartfield Requests	Thursday, December 21
Invoices/ disbursement vouchers	Thursday, December 21
Travel Reimbursements	Friday, December 22
Journal entries and recharges	Friday, December 22 NOON
Procard Reallocation	Tuesday, Dec 26
Departmental deposits to post December month end	Tuesday, Dec 26
Purchase Orders in dispatch status	Thursday, December 28

Suggestions/Tips/Action Items - leading up to and during the shutdown:

- **Purchase Orders** - No purchase orders will be processed during the shut-down. Purchase orders must be fully dispatched (i.e. all approvals and budget checks processed) by December 28 for issuance to vendors. Purchase orders in a dispatched status at December 28 will be automatically re-entered into the new system and available for payment on January 22.
- **Invoices** –No invoices will be processed during the shut-down. Departments should forward all existing invoices to Accounts Payable by Thursday, December 21 for payment in December.
- **Travel Advances & Reimbursements** - No travel advances or reimbursements will be processed during the shut-down. Departments should forward all existing travel reimbursements to Accounts Payable by Friday, December 22 for payment in December. Arrangements are being made with the corporate card bank to ensure that cardholders are not penalized for overdue payments during January. More details will be provided when finalized
- **Deposits**-Departmental deposits are due to the Bursar's Office by December 26 for inclusion in the December month end close. Departmental deposits will continue to be processed on a daily basis during the shut-down and will be recorded in the finance system after the January 22 upgrade. **Departments should continue to bring deposits to the Bursar's office during the financial system shut down.**
- **Chartfield requests** – Request for chartfield additions/modifications, including inactivation, delivered to the Controller's Office by December 21, will be updated in the current finance operating system. Any requests received after December 21, will be updated when we transition into the new system.
- **Journal Entries/Recharges**-Journal entries and recharges are due to the Controller's Office by noon on December 22 for inclusion in December month-end.
- **Budget** – Budget changes will not be entered after December 21; the Budget Change System will be shut down at 5pm on December 21
- **Grants**-The cut-off for establishing new grants in the current system is December 20. OGCA will continue to process new awards in GAMS which will interface to the upgraded system on January 22.
- **ProCard Use** – ProCard will be fully functional during the shutdown and is encouraged to be used wherever allowable under the ProCard policy. ProCard applications can be found on the Procurement website at [Procurement website](#) . Requests for increased spending levels on existing cards should be submitted to Holly Lankowski, ProCard Manager.

- **Inquiry and Reporting** – Inquiry and reporting from the existing 7.5 system will continue to be available even after the shutdown occurs. The Report Distribution Tool (Mobius) will also be available for December month end reports, archived month end reports and any reports run from Reporting.
- **Training** – Training for the new system features began in November. In December a practice database will be made available to the Amherst community to practice what was learned in training and prepare for the January go-live.
- **December month end close** – December month end will close as usual and month end reports should be available in the report distribution tool at the beginning of January.

Questions

Please feel free to contact your departmental administrative liaison or any of the individuals listed below:

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Jacqui Watrous	General	watrous@admin.umass.edu	5-2119
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Jayne Krause	Accounts Payable/Travel Reimbursements	jayne@admin.umass.edu	5-0806
Priscilla Caouette Liz Ortiz	Post Award/ Grants budgets	pcaouette@admin.umass.edu lortiz@admin.umass.edu	5-0806
Lynda Kamik	Budgets (non grant)	kamik@admin.umass.edu	5-6277
John Martin	Procurement	jomartin@admin.umass.edu	5-0361
Holly Lankowski	ProCard	lankowski@admin.umass.edu	5-0361
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Patty Roper	Training	roper@admin.umass.edu	7-3045

C: Joyce Hatch, VC Administration and Finance
 Andy Mangels, Controller
 Jacqui Watrous, Director, Administrative Systems for A&F