

Fridays @ first

September 5, 2008

It's been a busy start of the new school year with our colleges very busy with higher enrollments and the many needs of our students at this time. We too are busy with the demands of going live with our Vanguard Colleges and our Base HR and Base Benefits modules during the school year.

❖ **Finance – Procurement**

Four demonstration sessions showing the out of the box Procurement processes were held at Lehman College, Queens College (for Queens and Queensborough CC), College of Staten Island (for CSI & Kingsborough CC) and Hunter College. Those in attendance were CUNY professionals who work in Accounts Payable, Purchasing and, in some cases, Budget offices. The purpose was to show how the CUNYfirst system would work from requisition input by user to budgeting approval to purchasing department involvement to receiving and payment. Attendees were familiarized with the processes. It also brought up numerous discussions about current CUNY and campus business practices and what might change when CUNYfirst Procurement is implemented. Oracle representatives are learning about the particular requirement for CUNY procurement processes. Sessions this coming week at will focus on the bidding module with purchasing configurers only.

Also next week, Oracle University (their training team) will conduct a training of the Accounts Payable base processes for our 20 AP liaisons from Monday through Thursday at the Borough Training Center at The City College.

❖ **Finance – General Ledger**

With school underway, it should be noted that tuition and fee data is being entered directly into the CUNYfirst General Ledger, with August data due September 8. The General Ledger users community this week received information on how to do tuition and fee data within CUNYfirst for reporting.

❖ **Training Update – General Ledger**

Additional GL classes have been scheduled for the morning of September 17 and 24, which cover the three areas needed for access to the General Ledger – Introduction to CUNYfirst Financials, Chartfield Structure and Introduction to the General Ledger. The classes on the 17th will be held at City College and at Brooklyn College on the 24th. Spreadsheet upload training classes will be held on those same days in the afternoon. Users should check the Enterprise Learning Management (ELM) system for information and to register for the classes.

❖ **Student Administration – Campus Solutions**

This is a time when we are sensitive to the admission and registration of new and existing students while our student team continues to focus on the processes that for our Vanguard Colleges (Queens College and Queensborough Community College) implementation.

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❖ **Human Resources – Human Capital Management**

A demonstration of CUNYfirst Manager and Employee Self-Service HR and Benefits functions was held Thursday for the Vice-Chancellor for Human Resources Management Gloriana Waters and her senior staff. It was a detailed presentation of self-service options that are available in PeopleSoft. The demonstration was designed to allow for the policy decisions that need to be made prior to implementation.

❖ **Upcoming – Project Management/Change Liaison Meeting**

This coming Friday, September 12, Campus Project and Change Management Liaisons will meet to review the Organizational Readiness Campus Checklist for the Human Resources and Base Benefits implementation. The checklist guides campus teams to make sure that the various tasks leading up to the module launch are completed.

Some of these tasks are:

- Infrastructure and Operational Readiness
- User ID and Passwords
- Network Connectivity (includes printer connections, etc.)
- Desktop Validation
- Shadow System Identification and Validation
- Post-Production Readiness
- Help Desk and Peer Network Support
- User Training (includes Train-the-Trainer)
- Project Communications

❖ **Upcoming – CUNY Financial Management Conference**

Members of the CUNYfirst team will present an update on the Project at the 2008 7th Annual CUNY Financial Management Conference to be held at Tarrytown, NY on Monday, September 14. Our team will talk about the lessons we learned in implementing the CUNYfirst General Ledger, in addition to providing a look at the next steps we will be taking in the areas of Human Resources, Student Financials, Procurement, Organizational Readiness and Training.

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