



SUCCESS! *THANK YOU!*



Thanks to the hard work and dedication of a lot of people throughout the University of Maine System, the Financial Management (Phase I) module of PeopleSoft® was successfully implemented on July 5. This doesn't mean that absolutely everything about the go-live was (or is) problem-free, or even that the job is complete, but overall the experience was without major fireworks. Whew.

We'll be going through many "firsts" with the new system during the next year. We'll have "ah-hah" moments as we become familiar with the new processes and get the hang of how the screens work, we'll hit some snags that will have to be smoothed out, and we'll have questions that need answers (like how best to offer ongoing training to new employees, for example).

The campus Training and Communications Coordinators for the Financials implementation continue to work tirelessly along with the entire Project Enterprise team to ensure that all end-users have the information they need to do their jobs each day. End-users spent hours in training and practice and now are trying to get comfortable using the new Financials system while also attending to their other job responsibilities. **Everyone involved in this huge undertaking throughout the System deserves thanks and congratulations for WORKING TOGETHER TO MAKE THIS WORK!**

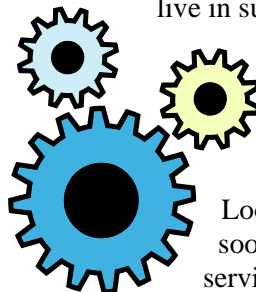
SHIFTING GEARS

We are not finished with Financials, of course, but now that we can stop to catch our breath after the July launch, we can also begin to shift gears toward a focus on **Student Administration Services**.

While Financials impacted all of you who deal with budgets and money, the Student Administration Services segments will affect everyone in any area of student services, from admissions to registration to financial aid to billing to grade reports to advising students, and then some.

And, perhaps most importantly, our incoming students will be among the first users to access the new Student Administration processes and screens when they use the new online application forms.

Our implementation timetable calls for the first Student Administration Services segments—Campus Community and Admissions & Recruitment—to go live in summer 2006, followed by Student Records and Student Financials in summer 2007, Academic Advisement and Contributor Relations in summer 2008, and Financial Aid in January 2009.



Look for a special issue of *Employee Update* soon, filled with information about student services, including exciting recommendations by the THESIS and Project Enterprise teams for improvements that will be put into place with our new PeopleSoft system.

Don't forget about the manuals and quick guides...



- ⇒ Having trouble setting up a GL Inquiry search?
- ⇒ Wondering which ChartFields replace your old FAST account numbers?
- ⇒ Don't know how to look up existing journal entries and requisitions to check their status?

HAVE YOU CONSULTED THE MANUAL?

Believe it or not, you can find some very helpful information in the training manuals that are available to you online (find links at www.maine.edu/peoplesoft). Human nature being what it is, some of us figure we can figure it out ourselves. Why frustrate yourself? **Try the manual or the quick guide first.** You'll probably find the answer to your question or the solution to your problem.

Remember, though, that the Financial Management system is still being fine-tuned as we are using it. The Training Team works very hard to be sure that the online manuals and quick guides change with the changes that are made to the system, but there may be times when discrepancies show up. If you discover an inaccuracy or other problem in a manual, please tell your campus Training and Communication Coordinator or a member of the Project Enterprise Training Team.

...and try the listservs

A listserv is another good source for answers. We've got a bunch of listservs set up now that are specific to certain PeopleSoft Financials areas. If your job responsibilities fall into one of these areas, and you've got a question or comment that would be appropriate for one of these listservs, try posting it. If you're not on the list but think you should be, just contact Eloise Kleban (581-3311 or eloise@maine.edu) and she will add you to the group (or remove you).

UMS-AP All end-users who have had the accounts payable class (should include all AP staff)

UMSGLUSERS Everyone who uses General Ledger-related systems (journal entry, GL Inquiry, GL Reports, Query)

UMSVENDORCREATOR End-users with vendor create or vendor maintenance roles

UMS_REQUISITIONERS End-users with requisitioner/receiver roles

UMSFINADMINS Staff who have either the campus administrator or super approver roles in AP/PO

Once you're a member of the listserv, you can send mail to the list at **listname@lists.maine.edu** and it will be distributed to all the other subscribers to that listserv. All of these lists also keep archives, so subscribers can look at past postings. If you need information about how to access the archives, contact Eloise.



What do you think?

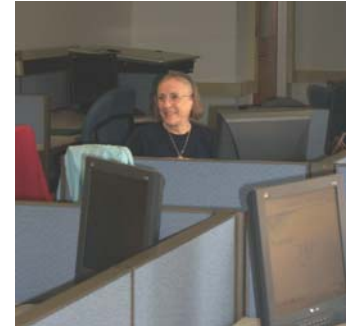
Now that go-live of Financial Management is behind us, the Project Enterprise team would like to know how it went for you. We're preparing a survey that we'll be sending

to end-users in the next couple of months, to get your feedback, opinions, suggestions, and criticisms about our training and communications efforts. If you can't wait to share your thoughts with us, though, please send comments to meisner@maine.edu or use the "contact us" link on the Project Enterprise website. We welcome and appreciate your input.

The People Behind the Project



Left: See, being trained on PeopleSoft Financials wasn't so bad. **Jamie Brown** and **Beth Morin** cheerfully smile for the camera at a training session. Jami and Beth both work in the Office of Budget & Business Services at UMaine.



Right: **Priscilla Costello** looks perfectly comfortable in a sea of monitors during training. No computer anxiety here! Priscilla is Assistant Director of Administrative Services at UMA.



Dear Project Enterprise,

I would love to have a "phase 2" of training on functional areas now that we have gotten over the initial hump of Financials go-live and everyone has a lot more experience using PeopleSoft. I think it would be helpful to get together for refreshers, best practices, and how to use the new system in the most efficient manner. Any chance of this happening? *Sarah*

Dear Sarah,

The Project Enterprise Trainers are considering how best to facilitate refresher training—who should teach it, when it can be scheduled, what it should cover, where sessions will occur—even as this is written. Some campuses are already scheduling additional classes during the next several months in which seasoned users will have an opportunity to share tips they've picked up along the way. You might check with your campus Training & Communications Coordinator for Financials to see if classes are planned at your university. Thanks for writing. ☺

A Project Glossary: Word Search

D I S C O V E R E R Y S
 L R Z B R O L E F A E L
 E E I G A Y C A G E L G
 I D S L C J O U R N A L
 F A S A L E S T S A F I
 T E A T E D M A T C H N
 R H L R X O O Y R E U Q
 A C C O U N T W R E S U
 H E M P L I D D N U F R
 C G O L I V E E N T R Y

Account	Journal
ChartField	Leaf
Class	Legacy
Discoverer	Match
Drill down	Node
EMPLID	Oracle
Entry	Portal
FAST	Query
Fund	Role
GL	Trees
Go live	User
Header	

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Names in the News

Ralph Caruso has been named the University of Maine System's first Chief Information Officer, effective September 1, 2005, with responsibilities including oversight of Project Enterprise and UNET. Ralph comes to us from the University of Missouri System where he was the CIO responsible for management, leadership, strategic planning, policies and coordination of the university system's information

technology, including the implementation of the PeopleSoft ERP system for a multi-campus environment. Prior to joining the University of Missouri System 13 years ago, Ralph spent many years with IBM Corporation.

The Oracle/PeopleSoft Merger

Earlier this year *Employee Update* promised to keep you informed about the impact of this merger on the University of Maine System. Oracle is committed to supporting PeopleSoft's major products (such as we have in the University of Maine System) until at least 2013. However, Oracle is also clear in letting us know that we will need to install upgrades during this time to remain current with our software. We had already planned for upgrades in Human Resources and in Financial Management in 2006, so this just motivates us to install these and other upgrades in a timely manner. For Student Administration Services, it means that we'll be implementing a newer version of PeopleSoft than we had originally planned.

Employee Update is published by Project Enterprise in the University of Maine System.
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Your comments are welcome.

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