

To: All Engineering Employees Level-1

Re: **(1) New required training for F\$M – action required**  
**(2) Purchases planned for September should be submitted during August**

**(1) New required training for all LBNL employees – Financial Systems Modernization Project [F\$M]**

All Laboratory employees are expected to complete two required online courses to understand:

- the terminology of the new F\$M system (i.e. the definition of a project vs. activity within F\$M)
- how to enter your time using the new fields

Training takes about 10-15 minutes for both courses – please complete your training on or before September 12th

- <https://docs.google.com/a/lbl.gov/spreadsheets/d/1wpJHLSPzfQjXfDX08IQbUqumw8xToVmxiJ8H9UnYfU/edit#gid=55758021>

**(2) Purchases planned/needed during September must be placed during August**

The Laboratory's financial management system will be replaced on October 1<sup>st</sup>, 2014.

The upgrade requires that the current system is “powered down” in September. Procurements, travel authorizations, and check requests cannot be processed during certain blackout periods in September (see below).

Engineering staff will need to plan ahead and submit September orders during the month of August.

**Please do not plan on submitting any new requisitions during the month of September.**

Below are the blackout dates by type of transaction - please plan to address your requirements as follows:

- **PROCUREMENTS:**

- **Requisitions** - must be placed on or before **Sept. 2**
  - **No new requisitions of any kind may be placed Sept. 3rd to 30<sup>th</sup>**
    - Exceptions can be requested for reasons of health, safety, national emergency or critical mission need.
      - The exception process will involve a time intensive manual process requiring paper forms and multiple layers of higher-level approvals.
      - The exception process will be available on the Engineering Website by September 1<sup>st</sup>.
- **P-Card Purchases** - on or before **Sept. 16**
- **eBuy** - orders must be placed and approved (if applicable) on or before **Sept. 19 [4:00PM]**

**Bottom Line: Place your September orders during the month of August.**

- **TRAVEL/TREX:**

- **Submit/approve travel expense reports** - on or before **September 10th**
- **Travel authorizations** - submit on or before **September 18<sup>th</sup>**

**Bottom Line: No new travel authorizations can be issued during Sept. 19<sup>th</sup>-30<sup>th</sup> - put your travel requests for September in the system during the month of August.**

- **ACCOUNTS PAYABLE - CHECK REQUESTS, VENDOR INVOICES & PAYMENTS:**

- **Submit a Request for Issuance of Check [RFIC]** - on or before **Sept. 15 [noon]**.
- **Last day to certify an invoice or RFIC - Sept. 17 [4:00PM]**

**Bottom Line: No payments to vendors or RFIC paid September 20<sup>th</sup>-30<sup>th</sup>**