

OFFICE OF  
THE COMMISSIONER

Phone: (340) 774-4750  
Fax: (340) 776-4028

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

Mailing Address:  
2314 Kronprindsens Gade  
Charlotte Amalie, VI 00802



Street Address:  
76 Kronprindsens Gade  
Charlotte Amalie, VI 00802


DEPARTMENT OF FINANCE

**FINANCE MEMORANDUM NO. 07-2016**

**FOR: DEPARTMENT AND AGENCY HEADS**

**SPECIAL ATTENTION TO:**  
**Directors, Business & Administrative Services**  
**Fiscal Officers and Program Managers**

August 4, 2016

**FROM:**   
Valdamier O. Collens, Commissioner

**RE: Training for Upcoming ERP System Upgrade to Version 11.2**

---

Currently the Department of Finance is making preparations to upgrade the Enterprise Resource Planning (ERP) system to Version 11.2 in Quarter 4 2016. The planned upgrade has a brand new look, and includes many innovative programs that can be utilized to maximize the efficiency of the software. Moreover, the upgrade will provide new functionality that improves search capabilities, streamlines data entry processes and approvals, and incorporates key features across the software that enhance reporting and reconciliation for all agencies/departments.

Training will be provided for the various modules on the dates and locations specified below. All users of the ERP system are encouraged to register and take advantage of the training sessions. These sessions will allow users to become comfortable with the new version and provide an opportunity to obtain answers to questions surrounding the new upgrade. Additionally, it is recommended that you provide training to individuals who can serve as Subject Matter Experts (SME) for your agency. As such, please identify one or two employees who can serve as a SME for your department/agency.

To register, please send an email to [dofhelpdesk@vi.gov](mailto:dofhelpdesk@vi.gov) with the name(s) of users and indicate which session they would like to attend. For each session, a GoToMeeting link will also be provided as a second training option.

**Finance Memorandum No. 07-2016**  
**Upcoming Munis 11.2 Upgrade**  
**Page 2 of 3**

<b>Date/Time</b>	<b>Module</b>	<b>Location</b>
Tuesday, August 16, 2016 @ 8:30 am – 10:30 am	Requisitions/Purchase Orders	DOF STT Training Lab
Tuesday, August 16, 2016 @ 11 am – 1 pm	Requisitions/Purchase Orders	DOF STT Training Lab
Tuesday, August 16, 2016 @ 2:30 pm – 4:30 pm	Requisitions/Purchase Orders	DOF STT Training Lab
Wednesday, August 17, 2016 @ 8:30am – 10:30 am	General Ledger	DOF STT Training Lab
Wednesday, August 17, 2016 @ 11 am – 1 pm	General Ledger	DOF STT Training Lab
Wednesday, August 17, 2016 @ 2:30 pm – 4:30 pm	General Ledger	DOF STT Training Lab
Thursday, August 18, 2016 @ 8:30 am – 10:30 am	Subject Matter Expert	DOF STT Training Lab
Thursday, August 18, 2016 @ 11 am – 1 pm	Subject Matter Expert	DOF STT Training Lab
Friday, August 19, 2016 @ 8:30 am – 10:30 am	Requisitions/Purchase Orders	DOF STX Training Lab
Friday, August 19, 2016 @ 11 am – 1 pm	Requisitions/Purchase Orders	DOF STX Training Lab
Friday, August 19, 2016 @ 2:30 pm – 4 :30pm	Requisitions/Purchase Orders	DOF STX Training Lab
Monday, August 22, 2016 @ 8:30 am – 10:30 am	General Ledger	DOF STX Training Lab
Monday, August 22, 2016 @ 11 am – 1 pm	General Ledger	DOF STX Training Lab
Monday, August 22, 2016 @ 2:30 pm – 4:30 pm	General Ledger	DOF STX Training Lab
Tuesday, August 23, 2016 @ 8:30 am – 10:30 am	Subject Matter Expert	DOF STX Training Lab
Tuesday, August 23, 2016 @ 11 am – 1 pm	Subject Matter Expert	DOF STX Training Lab
Wednesday, August 24, 2016 @ 8:30 am – 10:30 am	General Ledger	DOF STT Training Lab
Wednesday, August 24, 2016 @ 11 am – 1 pm	Requisitions/Purchase Orders	DOF STT Training Lab

<b>Date/Time</b>	<b>Module</b>	<b>Location</b>
Wednesday, August 24, 2016 @ 2:30 pm – 4:30 pm	Accounts Payable	DOF STT Training Lab
Thursday, August 25, 2016 @ 8:30 am – 10:30 am	Requisitions/Purchase Orders	DOF STT Training Lab
Thursday, August 25, 2016 @ 11 am – 1 pm	Subject Matter Expert	DOF STT Training Lab