



As a reminder, the Enterprise Resource Planning (ERP) Business Transformation will be **going live with Infor on October 2, 2023**, for Finance and Supply Chain across Montefiore Health System (MHS).

- Montefiore Medical Center, (campuses including Moses, Wakefield, Weiler, CHAM, CMO, MIT), and Mount Vernon Hospital, New Rochelle Hospital and Schaffer Extended Care Center
- Burke Rehabilitation Hospital
- Nyack Hospital
- St. Luke's Cornwall Hospital
- White Plains Hospital

#### **Associate Access to Infor**

Associates who regularly perform finance and supply chain activities in SAP, GHX Psuite or by paper will receive system access to perform similar activities in Infor, our new business platform. This includes all associates who work in finance, supply chain and who create requisitions, approve transactions, and generate reports for their cost centers from these existing systems. **Training remains a priority** in preparation for go-live readiness. Associates who have not participated in training must do so by the end of this month by logging into the Learning Management Systems (LMS) using the following links;

LMS Training Link: <http://bit.ly/lms-mmcc>

#### **New System Changes**

There will be a new financial structure replacing all existing cost centers, fund numbers and general ledger accounts. Additionally, several supply chain management services will be consolidated into MMC (Montefiore Medical Center) on behalf of MHS relating to functions regarding the vendor master file, item master file, contracts, and check printing.

Associates are expected to be aware of all revised processes according to their entity protocol. Each entity's finance and supply chain teams have been deeply engaged with the design of our new system and will provide directions to their associates.

#### **For Montefiore Medical Center, Mount Vernon, New Rochelle, and Nyack Hospitals**

MMC, Mount Vernon, New Rochelle and Nyack Hospital associates will be expected to perform the following transactions in Infor Cloud Suite as of October 2, 2023.

- All Finance and Supply Chain transactions will occur in Infor
  - SAP and GHX will be no longer to be used
  - HiTouch web ordering for office supplies will remain the same
- Capital related requisitions will continue to be created in Strata and interfaced into Infor for Purchase Order creation

- Reports in Strata will continue to be available and complimented with new Infor reporting capabilities
- Request for Invoice Payment
  - For non-purchase order required related payments
- Approval will be completed electronically using workflow functionality with email notifications
- XM for Travel and Expense reimbursement
  - As of July 1st, associates will no longer be able to get reimbursed through Petty Cash
- And work with MHS procurement personnel to obtain contracts as required

**SharePoint Site Available for More Information**

For more information regarding specific design decisions, go to [Business Transformation ERP SharePoint Site](#) for toolkits comprised of new process changes and frequently asked questions.

Nyack associates will need to use the box link below to access toolkits and new process changes due to SharePoint limitations; [Box Toolkits and New Process Changes](#)

Detailed information regarding our cutover process to ramp down our existing systems and ramp up Infor Cloud Suite will be made available in the coming weeks. These details will outline the last day that associates will be able to use existing systems and the weekend freeze period leading up to the transition.

We look forward to supporting you during this transition.

Best Regards,  
Armen