

## Transaction Cut-offs for Go Live Week

*The PeopleSoft Finance/Supply Chain System will be closed to users as of 5:00 pm on Wednesday May 20, 2015 to begin the upgrade process from version 9.0 to 9.2. This includes FSPRD90 access and UM Web Applications that interact with the Finance System. We anticipate all systems will be available again the morning of Tuesday May 26<sup>th</sup>.*

*Earlier cut-offs may apply, depending on the transaction type. See details below:*

- **Expense Reports/Cash Advances/Travel Authorization** - No transactions may be entered or submitted/resubmitted after Friday, May 15<sup>th</sup>, at 5 pm. All T&E transactions must be in an Approved or Pending status by May 20<sup>th</sup> at 5pm.
- **ePro Requisitions** – All requisitions entered into the system MUST be approved by 5pm on May 20<sup>th</sup>. Any requisitions in Open or Pending Approval status will be canceled and need to be re-entered on or after May 26<sup>th</sup>.
- **Vendor Requests** – New Vendor requests or changes may be submitted through Tuesday May 19<sup>th</sup>.
- **Vouchers** – Vouchers may be entered through Tuesday, May 19<sup>th</sup> at 5pm. The AP check cycle will run that night and process any payments ready at that time. There will be no access to enter vouchers May 20<sup>th</sup> through 22<sup>nd</sup>.
- **Billing** – Invoice status must be in New or RDY status by May 20<sup>th</sup> at 5 pm. Invoices with any other status will be deleted and can be re-entered on or after May 26<sup>th</sup>.
- **Budget** – Budgets may be entered through 5 pm on May 20<sup>th</sup>. Budget Journals in error or unapproved status will be deleted by the system office May 21<sup>st</sup> for clean data conversion. Access to Budget applications in Hyperion and COGNOS will NOT be affected.
- **General Ledger** – Actual and Detail feeds may be uploaded through May 20<sup>th</sup>. Feeds coming from other internal or external systems through a file transfer process will be accumulated and processed with the first update in 9.2 on May 26<sup>th</sup>.
- **Inventory** – Schedules and stocking plans are being developed for the Hospitals and Clinics and their warehouse regarding inventory supplies during the go live weekend.
- **Web Applications and Reports** – UM Web Applications for Finance will be unavailable after 5:00 pm on May 20<sup>th</sup>. This includes FIN CRR/ARR, FIN Journal Entry, FIN MoCode Create, FIN Authorization, FIN Finance Structure, FIN Financial Reports, FIN Search Options, and FIN Travel Reports.
- **COGNOS Reporting will be available during the upgrade period as it uses tables from the data warehouse.**