

PeopleSoft Finance/Supply Chain Upgrade Memorial Day Weekend Update May 19th, 2015

DEADLINE TO ENTER VOUCHERS OR REQUEST NEW VENDORS

TODAY is the last day that new vendors may be requested or new vouchers entered into the system. You will have the ability to enter again when the system is available on May 26th.

DEADLINE FOR APPROVALS ON REQUISITIONS

All ePro Requisitions entered in the system must be approved by 5:00 pm on May 20th. Any requisitions in an Open or Pending Approval status will be canceled and need to be re-entered on or after May 26th.

DEADLINE FOR APPROVALS ON TRAVEL & EXPENSE TRANSACTIONS

All Expense Reports, Cash Advances, and Travel Authorizations must be in an Approved or Pending status by May 20th at 5:00 pm.

CAMPUS INFORMATION SESSIONS

A reminder of the sessions scheduled for Wednesday, May 20th:

Columbia/System	May 20 th	8:30 – 10:00am	Jesse Wrench Auditorium, Memorial Union
Columbia/System	May 20 th	10:30 – noon	Jesse Wrench Auditorium, Memorial Union
Columbia/System	May 20 th	1:00 – 2:30pm	Jesse Wrench Auditorium, Memorial Union
Columbia/System	May 20 th	3:00 – 4:30pm	Jesse Wrench Auditorium, Memorial Union
Hospital	May 20 th	9:00-10:30am	Women's and Children's Hospital Conference Center
Hospital	May 20 th	1:30-3:00pm	Women's and Children's Hospital Conference Center

There is no advance registration for the sessions at the campus locations. Hospital employees have been contacted by separate email to register for a session at their locations.

FINANCE SUPPORT CENTER

The Finance Support Center is available to answer any of your questions relating to the Finance function and the upgrade. They can be reached by email or by phone during the hours of 7:30 am – 5:00 pm Monday through Friday. Click [here](#) to find more information on contacting the support center.

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