

PeopleSoft Finance/Supply Chain Upgrade Memorial Day Weekend Update May 20th, 2015

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 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 Thursday, May 21st:

Kansas City	May 21 st	10:00 - 11:30am	Admin Center-Plaza Room (2 nd floor conference area)
Kansas City	May 21 st	1:00 – 2:30pm	Admin Center-Plaza Room (2 nd floor conference area)
Kansas City	May 21 st	3:00 - 4:30pm	Admin Center-Plaza Room (2 nd floor conference area)

Feeder Files

Actual and Detail feeds may be uploaded through May 20th. 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 26th.