

May 22, 2015

No. 02 - FY 2015

In This Issue

- Scheduled downtime for PeopleSoft financial database, June 18-22, 2015

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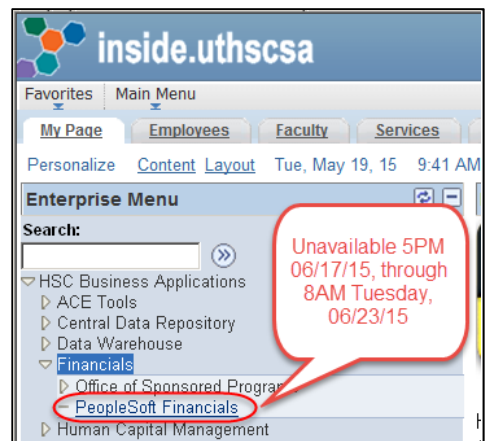
TO: All Faculty and Staff

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: PeopleSoft Financial Database Unavailable June 18th-22nd

The PeopleSoft Financial database will be taken offline for a software upgrade at 5:00 PM Wednesday, June 17th. The outage will last for three business days, through 8 AM on Tuesday morning, June 23rd.

During this time the ***PeopleSoft Financials menus in the HSC portal will become unavailable*** to all departments. Anyone logged into the financial database at this time will be disconnected. **Note:** other portal menus will be unaffected; this **ONLY** affects the PeopleSoft Financial database menus.



While the PeopleSoft financial database is offline, several financial functions will be unavailable to the university community. This includes, but is not limited to

1. Creating or editing PeopleSoft purchase requisitions (including MARC central supply, LAR, General Stores, Facilities Management).
2. Creating or editing PeopleSoft Travel requisitions
3. Generating shipping labels via E-Ship Global
4. Creating or editing financial transactions such as payments or journal entries.

Although this database outage will be of short duration, we ask that all faculty and staff plan ahead to manage university business needs while the PeopleSoft financial functions are unavailable.

Payments

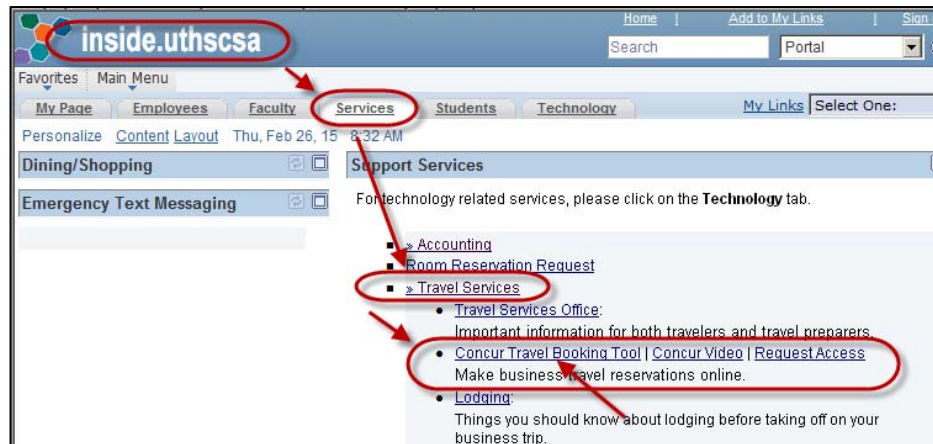
No (non-payroll) payments will be made during the outage, including student financial aid disbursements. In case of hardship, students can request a short term emergency loan through the Financial Aid Office. If you have a payment that you know will need to be made around the time of the outage, please submit your Local/State Voucher or Travel Voucher with adequate lead time to process payment before the outage. The Accounts Payable section of the Office of Accounting will ensure that all payments due to suppliers and vendors are processed on time. Continue to submit your Local/State Vouchers and Travel Vouchers during the outage as usual. These will be reviewed for accuracy and completeness during the outage, and processed for payment when the system is back online. Payroll payments will be made during the outage following the normal monthly schedule.

Requisitions

Faculty and staff will be unable to generate new purchase requisitions during the database outage. This includes orders for Lab Animals, Facilities Management, General Stores requisitions, and MARC central supply. Please plan ahead for orders that need to be placed with our suppliers prior to the database outage. Purchases made with the university Pro-Card can be made at any time during the outage. General Stores orders for liquid nitrogen and dry ice can be processed on a [Manual General Stores Requisition form](#) during the outage. All incoming shipments of ordered goods will continue to be received and delivered during the outage. In case of an emergency procurement need during the outage that cannot be otherwise met, please contact the Purchasing Office at (210) 562-6200.

Travel Requisitions

Travel requisitions will also be unavailable during the database outage. If you have an upcoming official business trip that needs to be finalized around the time of the outage, please ensure that your travel requisition is created and approved prior to the database shutdown. Travelers may still use the Concur travel booking tool during the outage. Concur is available through the Inside UTHSCSA web portal. Follow the web navigation shown below:



Outgoing Shipments or Overnight Mail processed through e-Ship Global.

During the outage employees will not be able to use e-Ship Global to generate new shipping labels for outbound packages, or for documents that need to be delivered overnight. Please generate your shipping labels for outgoing items prior to the start of database outage at 5PM on June 17th. *Tracking* of outbound shipments can still be performed during the outage through the eShip Global web page at <http://prd.eshipglobal.com/services/tracking/>.

Overview of the upgrade

This database outage is needed to perform critical technical upgrades to the PeopleSoft supporting systems. The upgrade will not affect the functions or appearance of the PeopleSoft Financial database once it is back online. The update will begin the evening of June 17th, after completion of the nightly scheduled database backup and Data Warehouse refresh routines. Data Warehouse reports will remain available as usual during the outage. However, with financial transactions temporarily shut down, there will be no updates to the Data Warehouse financial reports during the outage.

If you have any questions regarding business functions during the upgrade, please contact us via email at asstvpba@uthscsa.edu.