

April 29, 2016

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Helpful Links

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[PeopleSoft Financials Training Resource](#)

Contact Us

[DCATS](#)

dcats@uthscsa.edu or

210-450-0090

HSCSA Business Affairs

asstvpba@uthscsa.edu

HSCSA Travel Services

TravelAdmin@uthscsa.edu

or 210-562-6200

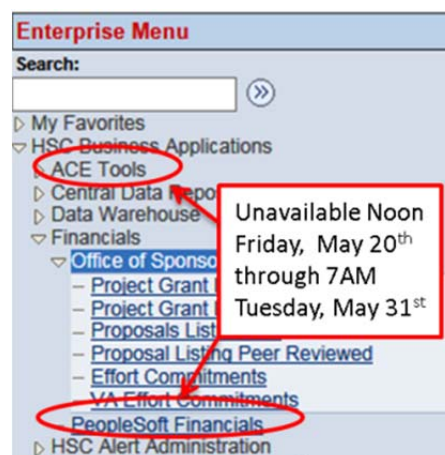
TO: Faculty and Staff

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

SUBJECT: PeopleSoft Financial Upgrade Scheduled, May 20th through May 30th

We are excited to announce the upgrade of the PeopleSoft Financials system offering new functionality to improve the efficiency of current business processes. Among other enhancements, the upgraded system will include a new Electronic Payment Request process to replace the current manual Local/State Voucher process used for non-PO payments to vendors and employees. PS Financials version 9.2 will be available to the UT Health Science Center on May 31, 2016. The financial system will be taken offline temporarily to execute the upgrade.

The financial system will be unavailable to the university for 5 business days from noon on Friday, May 20, 2016 through Monday, May 30, 2016. The system will be up and running on Tuesday, May 31, 2016. Anyone logged into the system at noon on May 20, 2016 will be disconnected. While the system is offline the PeopleSoft Financials and ACE Tools menus in the HSC portal will become unavailable to all departments (other portal menus will be unaffected).



Several business processes and financial functions will not be available during this time, including:

1. Creating or editing PeopleSoft Purchase Requisitions to purchase goods or services;
2. Creating or editing PeopleSoft Travel Requisitions to plan travel;
3. Generating shipping labels via E-Ship Global to ship documents or packages; and
4. Creating or editing financial transactions such as payments or journal entries to post transactions to the accounting records.

We have established key deadlines to ensure that all business activity is appropriately processed prior to this cutover period. Departments should plan business activities mindful of this financial system downtime to avoid disruption of institutional operations as much as possible. See the deadlines below for details.

Requisitions/Purchases

Faculty and staff will be unable to generate requisitions to purchase goods or services during the system outage. This includes requisitions for Purchasing, Lab Animal, Facilities Management, General Stores, and MARC Central Supply. 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. 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 outage. If you have an upcoming business trip which needs to be finalized around the time of the outage, please ensure that your travel requisition is created and approved prior to the May 20th noon shutdown. Travelers may still use the Concur travel booking tool during the outage through the Inside UTHSCSA web portal. Please remember that booking business travel with the Concur booking tool requires entry of a PeopleSoft travel requisition number. If you plan to add a trip in Concur during the system outage, make sure to create the travel requisition and note the requisition number prior to the outage. If emergency assistance is needed with arranging or changing business airfare during the outage, please contact Travel Services at 562-6200, or at TravelAdmin@uthscsa.edu.

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 shipping labels for outbound packages, or for documents that need to be delivered overnight. Please generate any needed shipping labels prior to the May 20th noon shutdown. If needed, shipping requests can be processed manually during the system outage by completing a Shipping Request (http://uthscsa.edu/business/genservices/mail_services_guide/exhibit_6_shipping_request.htm), and taking your outgoing package and completed request to Central Receiving on the Long Campus, or the receiving department at the COHR building for the Greehey Campus. Tracking can still be performed through the e-Ship Global web page at <http://prd.eshipglobal.com/services/tracking/>.

Incoming Shipments

All incoming shipments of ordered goods will continue to be received and delivered during the outage.

Payments/Disbursements

No (non-payroll) payments will be made during the outage, including student financial aid disbursements. Regular financial aid disbursements to students will occur up through May 20th, in advance of the financial system shut down. In case of hardship, students can request a short term emergency loan through the Financial Aid Office.

If a payment needs to be made during the time of the outage (May 20th – May 30th), submit your Local/State Voucher or Travel Voucher with adequate lead time to process payment before the shutdown (*see deadlines below*).

Continue to submit your Local/State Vouchers and Travel Vouchers during the outage as usual. These will be reviewed during the outage and processed for payment when the system is back online. **NOTE:** Once the system is back online May 31, 2016, the new Payment Request feature will be functional. All Local/State Vouchers (not Travel Vouchers) must be submitted as an electronic Payment Request. As of June 15, 2016, paper local/state vouchers will not be accepted and will be returned for processing using the electronic Payment Request.

Payroll payments will be made during the outage according to the normal monthly schedule.

Financial Reporting

After completion of the nightly scheduled database backup and Data Warehouse refresh routines on May 19, 2016, Data Warehouse and Enterprise Analytics reports will be available during the outage. However, with financial transactions temporarily shut down, there will be no subsequent updates to financial data during the outage.

Deadlines

General Stores Requisitions deadline – Noon, May 20th.

Purchase Requisitions deadline – Close of Business (COB), May 13th to ensure processing of **approved** requisitions prior to cutover.

Direct Connect Requisitions – Noon, May 20th.

Travel Requisitions approval deadline – Noon, May 20th.

“Rush” Local/State Vouchers and Travel Advances deadline – COB, May 17th.

PeopleSoft 9.0 Shutdown – Noon, May 20th.

Go-Live to Campus – 7:00 AM, May 31st.

Please plan accordingly to manage your business needs while the PeopleSoft financial functions are unavailable.

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