

October 22, 2010

No. 02 - FY 2011

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Helpful Links

[PS Financials Upgrade Site](#)

This site will inform you of the cutover dates, upgrade information, training, etc.

[Cutover Deadline Site](#)

This link will take you to the PeopleSoft 9.0 Upgrade Cutover Plan PowerPoint

Contact Us

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TO: HSC Faculty and Staff
FROM: Andrea M. Marks, MBA, CPA
Assistant VP for Business Affairs

SUBJECT: PS Financials Upgrade Cutover Dates

We are excited to introduce the upgraded PeopleSoft 9.0 financials system to the HSC campus in December 2010. Effectively transitioning to the upgraded system will require a cutover process that will include a period of unavailability. **Deadlines** have been established to ensure all business activity is appropriately processed prior to this cutover period.

Please note that the financial database will be unavailable to the university from noon on Thursday, November 18, 2010 through Wednesday, December 1, 2010. The new database will be up and running on Thursday, December 2, 2010. The upgrade has been purposely scheduled to coincide with the decrease in university business activity that occurs around the Thanksgiving holiday.

<u>Title</u>	<u>Deadline Date</u>
General Stores Requisitions are DUE for processing in November	11/11/2010 @ Noon
Purchasing Requisitions are DUE for processing prior to shut down	11/12/2010 @ Noon
Vouchers are DUE to ensure that payment is processed before cutover period	11/12/2010 @ Noon
Travel Requisitions must be approved	11/18/2010 @ Noon
PeopleSoft 7.5 Shutdown	11/18/2010 @ Noon
Go-Live!	12/2/2010 @ 8 AM

If you need business services during the outage period, Business Affairs has developed emergency processing procedures to meet these needs during this period. Please visit the [PS Financials Upgrade Site](#) for guidance and instructions.