

## PeopleSoft System Downtime

In February 2008, we will be upgrading PeopleSoft from release 8.4 to 9.0 in conjunction with the P2P Pilot go live. This upgrade requires that the system be down for one week from **Friday February 15<sup>th</sup> at 7:00pm through Monday February 25<sup>th</sup> at 7 am**. The system will be ready for use on Monday, February 25<sup>th</sup> at 7 am.

Please review the following information with your staff or faculty who may be impacted during the shutdown period.

Processes that are impacted by this system shutdown:

- AFP/DEP/ORG updates
- Accounts Payable
- Cash Management/Petty Cash
- EMF New Award Notification and Setup
- Journals
- Proposals/OSR Approval
- Purchasing
- RAS Billing
- WebLinks

You will receive separate updates/communications from central departments regarding the above.

### WebLinks

WebLinks will be available throughout the PeopleSoft system downtime. HR/EDB information will not be impacted and will continue to be updated throughout. AFP/DEP information entered through the 14<sup>th</sup> will be available. AP invoices and Purchase Orders entered in PeopleSoft through February 15<sup>th</sup> will be available. General Ledger information will reflect any journals that are posted through February 15<sup>th</sup>.

### Training

Training previews of PeopleSoft 9.0 online journals and RAS post-award changes are available at the Controller's Website <http://acctg/peoplesoft/training/index.htm>

The updated PeopleSoft 9.0 Online Journal Processing and RAS Post-Award Course will be available in WebCT February 1<sup>st</sup>. For P2P pilot user training, you will receive a notification from the PMO office.

### February 18<sup>th</sup> to February 24<sup>th</sup>

A "read" only PeopleSoft database will be available for you to review data during this downtime. An URL to the database will be sent out on February 16<sup>th</sup>.

A separate communication will be sent on February 25<sup>th</sup> to all PeopleSoft users with instructions for PeopleSoft log on. Thank you for your continued patience and support.

Please call Customer Support at 514-4100 Option 3 if you have any questions.