

MEMORANDUM

TO: Campus Community

SUBJECT: PeopleSoft Version 9.0 Upgrade

FROM: Gloria Collins  
Procurement Services

DATE: November 11, 2008

The University of Missouri will be upgrading the financial module of PeopleSoft to Version 9.0 from November 22<sup>nd</sup> through November 30<sup>th</sup>. The upgrade will include minimal changes to the requisitioning, receiving and approving functions. Changes for these functions are available online at:

<https://doit.missouri.edu/training/peoplesoft/financials/epro.html>

Purchase Orders will not be issued November 22<sup>nd</sup> through November 30<sup>th</sup>. Requisitions approved by 5:00 p.m. on Tuesday, November 18<sup>th</sup> will be processed into purchase orders unless additional information or a request for bids/proposals is required. Procurement staff will process as many requisitions approved during November 19-21 as possible, but there is no guarantee requisitions approved after 5:00 p.m. on Tuesday, November 18<sup>th</sup> will be processed into purchase orders before the system shutdown at 5:00 p.m. on Friday, November 21<sup>st</sup>. Approved requisitions not processed into purchase orders by November 21<sup>st</sup> will remain in the system and regular PO processing by Procurement Services will resume on December 1<sup>st</sup>.

Any pending status requisitions created using the Purchasing menu item (Purchasing, Requisitions, Add/Update Requisitions) will be **DELETED** if not approved by 5pm Friday, November 21<sup>st</sup>.

Show-Me Shop catalog requisitions must be approved by 5:00 p.m. on Friday, November 21<sup>st</sup> for a PO to be issued before the system shutdown. Catalog requisitions not approved by 5:00 p.m. on Friday, November 21<sup>st</sup> will remain in the system and will be available for approval beginning Monday, December 1<sup>st</sup>.

Purchases can be made by using your Procurement card during this time. All procard purchases must be in compliance with the Procard Policy and Procedures Manual.

**Beginning Monday, December 1<sup>st</sup>, all requisitions must be entered using the eProcurement module. Please contact Procurement Services if you do not have access to eProcurement.**

Procurement Services will offer open sessions on December 3rd, 4th, and 5th from 2:00 p.m. until 4:00 p.m. in the South Campus Classroom.

If you have additional questions, please contact Tanjela Brook at 5361.