



RIAS PROCURE-TO-PAY NOTICE

DATE: June 23, 2004
TO: All RIAS Users
FROM: University Procurement & Contracting
SUBJECT: RIAS PROCURE-TO-PAY UPDATE

This memorandum contains important and useful information to users of the RIAS “Procure-to-Pay” system. Please read and retain this memorandum for future reference.

On the morning of July 1, 2004 (approximately 7:00a.m. – 9:00a.m.), year end processing activities will be taking place in the Procure-to-Pay system. During this time, jobs will be running that close the Fiscal Year 2004 periods, open the Fiscal Year 2005 periods, and transfer open requisitions, purchase orders, and releases to the new fiscal year. Until these processes are complete, you will not be able to create or approve requisitions.

We will notify you as soon as the Procure-to-Pay system is ready for Fiscal Year 2005 activities on July 1, 2004. Thank you for your cooperation during this time.