



TO: Vice Presidents, Provosts, Deans, Directors, Department Heads and Others
Concerned

FROM: Stephen J. DiPaolo
University Controller

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DATE: June 1, 2005

SUBJECT: RIAS PROCURE-TO-PAY UPGRADE ANNOUNCEMENT

The first major RIAS Procure-to-Pay application upgrade is scheduled for Wednesday July 20, 2005.

This upgrade will:

- Leverage new features and functionalities such as the improved notification functionality where all notifications requiring action will be listed on the TO-DO section of the Home Page
- Assure the availability of continued software support from Oracle Corporation
- Enable upgrades of the reporting tool "Discoverer"

It is important to note that this upgrade will take five (5) days to complete and therefore the RIAS Procure-to-Pay system will be unavailable from Wednesday July 20, 2005 through Sunday July 24, 2005. A listserv announcement will be sent as soon as the system is available for your use.

More information about this upgrade and "How to Plan" and conduct your purchases during this downtime period will be posted on the Purchasing (<http://procure.rutgers.edu/upc.html>) and RIAS (<http://rias.rutgers.edu>) websites. We encourage you to stay informed.

Thank you for your patience as we take the next step toward improving the Procure-to-Pay system.