



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

FROM: Stephen J. DiPaolo
University Controller

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Director, Purchasing

DATE: November 12, 2007

SUBJECT: RIAS PROCURE-TO-PAY UPGRADE ANNOUNCEMENT

The 11.5.10 upgrade to RIAS Procure-to-Pay application is scheduled for Wednesday, December 12, 2007.

This upgrade will:

- Position us closer to the implementation of the first phase of the General Ledger module in the Spring of 2008.
- Simplify the procurement screens and make it easier to order, track, and receive goods and services.
- Provide more detailed information about related purchase order, invoice and payment activity from the requisition status.

This upgrade will take five (5) days to complete and during this time the RIAS Procure-to-Pay system will be unavailable from Wednesday, December 12, 2007 through Sunday, December 16, 2007. 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 website <http://purchasing.rutgers.edu> and the RIAS website <http://rias.rutgers.edu>. We encourage you to stay informed by visiting these websites often.

Thank you for your patience as we take the next step toward improving the Procure-to-Pay system and begin moving towards the implementation of the General Ledger module in RIAS Phase II.