CALIFORNIA STATE UNIVERSITY, FULLERTON

Administration and Finance
Financial Services
P.O. Box 6808, Fullerton, CA 92834 / T 657-278-2512 / F 657-278-5816

DATE: **August 31, 2009**

TO: **Campus Employees**

FROM: **Brian K. Jenkins**
Associate Vice President of Finance

SUBJECT: **Finance System Oracle Upgrade**

The CSUF Finance System is scheduled for an Oracle upgrade in September 2009. The CMS Finance System will be unavailable beginning Thursday, September 10, 2009 at 5:00 PM thru through Sunday, September 13, 2009 at 5:00 PM. The Finance System will be available for complete production activities, and the campus community will be notified, just as soon as all of the upgrade activities have been successfully completed.

The routine processing of most financial transactions is affected by this upgrade, and during the scheduled down-time the system will not be available. Additionally, during this down-time the CMS Finance System will not be available for inquiry. Please be mindful of the timelines, and make any necessary plans to prepare for the Finance System down-time.

The following financial transactions will ***NOT*** be available during the scheduled down-time:

- Billing Requests
- Budget Transfers
- Expenditure Transfers, Non-Payroll
- Invoices / Check Requests
- Payroll Expense Transfers
- Purchase Orders
- Purchase Requisitions
- Purchase Change Orders
- Receipts of Goods and Services
- Travel Expense Claims

The following financial transactions ***WILL*** continue to be processed during the scheduled down-time:

- Deposits of checks
- OfficeMax
- Procurement Card (follow P-Card guidelines)
- Travel Authorization Requests

We appreciate your patience as we implement this upgrade. A list of the Financial Services team members available for your assistance are enclosed with this memo. This information will also be available on the Financial Services and CMS Project Office websites.

Thank you.

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ORACLE UPGRADE CONTACT INFORMATION

DEPARTMENT / LOCATION	CONTACTS	EXT	E-MAIL
ACCOUNTING SERVICES CP-300	Lynn Cayas Laura Hultman	8474 8356	dl-accounting@fullerton.edu
ACCOUNTS PAYABLE CP-300	Mary Ann Torres Shelly Montoya	5735 7950	dl-ap@fullerton.edu
BUDGET CP-300	Sarah Song Jennifer Chung	2304 3634	dl-budget@fullerton.edu
CASHIERS UH-180	Zia Qureshi Diana Janzen	4238 4248	dl-cashiers@fullerton.edu
CONTRACTS & PROCUREMENT CP-300	Sally Yassine Angie Warren	4503 4532	dl-procurement@fullerton.edu
PAYROLL CP-320	Glenda Hart Karen Batten	2099 3736	dl-payroll@fullerton.edu
PROCUREMENT CARD OFFICEMAX CP-300	Michael Pruitt Sally Yassine	3758 4503	dl-pcard@fullerton.edu dl-officemax@fullerton.edu
RECEIVING T-1100	Danny Miranda Tim Arias	2531 2531	damiranda@fullerton.edu tarias@fullerton.edu
TRAVEL OPERATIONS CP-300	Debbie Hagman Mary Ann Torres	5385 5735	dl-travel@fullerton.edu
TECHNICAL SUPPORT IT HELP DESK		7777	helpdesk@fullerton.edu