



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: June 15, 2010

TO: CSUF Campus Community

FROM: Brian Jenkins
Associate Vice President of Finance

SUBJECT: Common Finance System (CFS) Implementation

I am pleased to announce that CSUF will be proceeding as planned with the deployment of the Chancellor's Office mandated Common Finance System, also known as CFS. This project has been a very large undertaking that has taken place in an extremely short timeframe, and has involved the combined efforts of our Administration & Finance and University IT staff, the Chancellor's Office implementation team, and staff from across campus. CSUF is scheduled to go live in July 2010.

CFS access dates for new fiscal year 2010-2011 financial transactions are targeted as follows:

Thursday, July 1, 2010

- Budget Transfers
- Invoices / Check Requests
- OfficeMax
- P-Card
- Petty Cash
- Purchase Orders
- Purchase Requisitions
- Purchase Change Orders
- Receipts of Goods and Services
- Reimbursements / Deposits to University

Thursday, July 15, 2010

- Billing Requests
- Expenditure Transfers, Non-Payroll
- Payroll Expense Transfers

Please note that the first fiscal year 2010-2011 Accounts Payable check run is scheduled for **Thursday, July 8, 2010**.

Financial Services will continue to process fiscal year 2009-2010 closing financial transactions in our current CMS system as detailed in the FY 2009-2010 Year-End Close and CMS Guidelines memo dated February 8, 2010. Beginning July 1, 2010, campus user access to CMS will be available for ***inquiry/view*** only.

We appreciate your patience and understanding as we move forward with this ground breaking endeavor. If you have questions and/or require assistance, a list of the Financial Services team members is enclosed with this memo. This information will also be available on the Financial Services and CFS Project Office websites.

Thank you.

COMMON FINANCIAL SYSTEM (CFS) CONTACT INFORMATION

PROCESS	DEPARTMENT LOCATION	CONTACTS	EXT	EMAIL
Billing Requests Expenditure Transfers, Non-Payroll	Accounting Services CP-300	Lynn Cayas Laura Hultman	8474 8356	dl-accounting@fullerton.edu
Invoices	Accounts Payable CP-300	Mary Ann Torres Kathleen Cariaga	5735 3339	dl-ap@fullerton.edu
Budget Transfers Payroll Expense Transfers	Budget CP-300	Sarah Song Jennifer Chung	2304 3634	dl-budget@fullerton.edu
Reimbursement/Deposit to Univ Petty Cash	Cashiers UH-180	Zia Qureshi Diana Janzen	4238 4248	dl-cashiers@fullerton.edu
Purchase Requisitions Purchase Orders Change Orders	Contracts & Procurement CP-300	Sally Yassine Angie Warren	4503 4532	dl-procurement@fullerton.edu
American Express P-Card OfficeMax	Contracts & Procurement CP-300	Michael Pruitt Sally Yassine	3758 4503	dl-pcard@fullerton.edu
Payroll	Payroll CP-770	Karen Batten Denise Johnson	3736 2948	dl-payroll@fullerton.edu
Receipt of Goods Receipt of Services	Receiving T-1100	Danny Miranda Tim Arias	2531 2531	damiranda@fullerton.edu tarias@fullerton.edu
Travel Authorization Requests Travel Expense Claims	Travel Operations CP-300	Debbie Hagman Mary Ann Torres	5385 5735	dl-travel@fullerton.edu
Technical Support	IT Help Desk		7777	helpdesk@fullerton.edu