

CMS Finance is being upgraded from 8.4 to 9.0. Consequently, Finance is anticipated to be unavailable starting Wednesday, April 29 at noon and returning to normal operations on Tuesday, May 5. Be sure to complete and save your work in Finance by noon on April 29, 2009 and please be logged off as well. The system will automatically log off any remaining users.

You will not be able to sign into Finance during the upgrade. However, please continue to submit your transaction requests as normal and they will be processed once we are live on Finance 9.0.

Hyperion will remain available to users during the upgrade. However, the Finance data will be as of April 29, 2009 and will not be refreshed during the upgrade. All other systems will be available during the CMS Finance upgrade.

You may continue to use your Pro Card and American Express card during the upgrade. You may continue to make Office Max purchases too.

Please share this information with others in your area who you feel may be affected.

In order to maintain the data integrity of Finance during the upgrade the following will happen:

- Finance will be down beginning at noon on April 29,2009
- Purchase requisitions cannot be entered or modified during the upgrade
- Last check run prior to the upgrade will be at 10:00 AM on April 29, 2009
- All payment requests, including travel, reimbursements, direct pay and Short Term Loans, received by Account Payables after the last check run will be processed once we are live on Finance 9.0
- Last Accounts Receivables invoices prior to the upgrade will be issued on April 29, 2009