Financial Services – Oracle Systems Upgrade Project

In order to remain compliant and supported by Oracle (our financial systems vendor), it is necessary to upgrade our Financial Systems to the latest release of the Oracle E-business Suite (R12).

When?

The target date for this upgrade will be from the evening of Thursday, January 10 to Monday, January 14, 2013. The system will be available for field users starting Tuesday, January 15, 2013.

How will I be affected?

While most users will not be dramatically affected by the upgrade, the Oracle System will be down during the upgrade and not accessible by any of the users between the upgrade period of January 10-14, 2013. This means that field users will not be able to complete any of the following items:

1. Upload ADI Journals

2. Enter and/or approve I*Requisitions

3. Enter Expense Claims (ECS)

Please note, there will be no processing of invoices, payments, advance payments, and/or purchase orders during this time (January 10-14, 2013) as well.

The FRS system will be available during the upgrade period, however, there may be brief times that the system is temporarily unavailable due to the upgrade. The last data in FRS will be data from Wednesday January 9, 2013.

We appreciate your support and understanding during this upgrade.

Thanks for your cooperation.

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