



PHASE 3 CUTOVER

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Purpose of Cutover

The SCEIS team is finalizing a transition plan in preparation for November 2. What this means is that prior to November 2 there will be a 1-2 week period during which finance and procurement activity will have to be on hold. This is required in order for us to move your data into SCEIS.

The SCEIS staff will provide guidelines for the cutover. Some agencies have legally mandated requirements that can not be held, such as entitlement/benefit payments. We will need to accommodate these needs if possible. The SCEIS team will be providing guidelines for handling exceptions. The team is committed to working with agencies during this transition period.

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- ④ Finalizing Interface Testing
 - ④ End user training
 - ④ Validating agency Master Data
 - ④ Developing Journal Entry templates for Cash, Budget, Revenue and Expenditure transfers
 - ④ Finalizing the cutover plan
 - ④ **REMINDER** - We need a description of any requirement that forces you to process transactions between October 17-November 2. (this was due Sept 15)

🕒 *October 15*

- Master Data agreed upon and submitted to SCEIS
- All appropriation transfers must be completed by COB (OSB and STARS)

🕒 *October 16*

- Freeze systems for daily processing (all inbound transactions are held through Go-Live)
- Stop deposits by noon (continue to deposit in banks; hold deposit transactions)
- Freeze agency role mapping
- Freeze Master Data changes

🕒 *October 17*

- CG's Office continues processing submitted data
- Agencies can begin to prepare Cash/Revenue/Expenditure transfer files

Agency Impact for Cutover

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- 🕒 *October 18*
 - CG's Office continues processing submitted data
 - 🕒 *October 19*
 - Agencies begin completing Purchasing/Inventory/Sales/Contracts spreadsheet (must be completed by COB October 23)
 - 🕒 *October 20*
 - CG's Office continues processing data
 - 🕒 *October 21*
 - CG concludes processing (COB)

🕒 *October 22*

- CG reports are run & distributed to agencies
- Begin Legacy System to SAP/STARS reconciliation process

🕒 *October 23*

- SCEIS provides YTD reports of Budget balances
- Agencies return Purchasing/Inventory/Sales/Contracts detail

🕒 *October 24*

- Complete SAP/STARS reconciliation for appropriations and cash (SCEIS team)
- Agencies begin building Budget, Cash transfer files (complete by COB October 27)

🕒 *October 25*

- If required by Go-Live, prepare Revenue and Expenditure transfer files (due COB October 29.)

🕒 *October 26*

🕒 *October 27*

- Agencies complete Budget transfer file and submit (COB)
- SCEIS begins review and balance of Budget transfer files

🕒 *October 28*

- Freeze all Exception Transactions

🕒 *October 29*

- Submit Revenue and Expenditure Transfer files (if required by Go-Live)

Agency Impact for Cutover

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- 🕒 *October 30*
 - SCEIS transfers Budget to Fund level
 - 🕒 *October 31*
 - SCEIS system validation
 - Begin data loads
 - 🕒 *November 1*
 - SCEIS system validation
 - Finalize data loads
 - 🕒 *November 2*
 - Go-Live
 - Process any errors/changes
 - Post-Go-Live support

Calendar of Events

October 16th – November 2nd

				<p>15</p> <ul style="list-style-type: none"> • Master Data agreed upon and submitted • Appropriation Transfers completed by noon. 	<p>16</p> <ul style="list-style-type: none"> • Freeze Systems for Daily Processing • Stop Deposits by Noon • Freeze Role Mapping • Freeze Master Data changes 	<p>17</p> <ul style="list-style-type: none"> • CGs Office continues Processing Data • Agencies Can begin Cash/Revenue/Expenditure Files
<p>18</p> <ul style="list-style-type: none"> • CGs Office Continues to Process 	<p>19</p> <ul style="list-style-type: none"> • Agencies Begin Purchasing/Inventory / Sales Transaction Spreadsheet • CGs Office Continues to Process 	<p>20</p> <ul style="list-style-type: none"> • CGs Office Continues to Process 	<p>21</p> <ul style="list-style-type: none"> • CGs Office Concludes Processing (COB) 	<p>22</p> <ul style="list-style-type: none"> • CG Reports are Run and Distributed to Agencies • Begin Legacy to SAP/STARS Reconciliation 	<p>23</p> <ul style="list-style-type: none"> • SCEIS Provides YTD Reports of Budget Balances • Agencies Return Purchasing/Inventory / Sales Transaction Spreadsheet 	<p>24</p> <ul style="list-style-type: none"> • SAP/STARS Reconciliation for Appropriations and Cash (SCEIS TEAM) • Agencies can Begin Building Budget/Cash Transfer File.
<p>25</p> <ul style="list-style-type: none"> • If Required by GO-Live Prepare Revenue and Expenditure Transfer File 	<p>26</p>	<p>27</p> <ul style="list-style-type: none"> • Agencies Complete and Submit Budget /Cash Transfer File • SCEIS Begins Review and Balance of Budget Transfer Files 	<p>28</p> <ul style="list-style-type: none"> • Freeze all Exception transactions 	<p>29</p> <ul style="list-style-type: none"> • Submit Revenue and Expenditure Transfer Files, If required by Go-Live 	<p>30</p> <ul style="list-style-type: none"> • SCEIS Transfers Budget to Fund Level. 	<p>31</p> <ul style="list-style-type: none"> • SCEIS System Validation • Begin Data Loads
<p>1</p> <ul style="list-style-type: none"> • SCEIS System Validation • Finalize Data Loads 	<p>2</p> <ul style="list-style-type: none"> • Go-Live • Process Errors/Changes • Post Go-Live Support 					

Roles & Responsibilities

Task	Responsibility
Interface testing	SCEIS Team & Agency
Provide Agency Master Data Files	Agency
Track Freeze Period Transactions	Agency
Hold Inbound Transactions from STO	Agency
Hold ALL Inbound Transactions thru Go-Live	Agency
Distribute CG Reports	SCEIS Team
Legacy Reconciliation	Agency
Provide Budget/Cash Transfer File	Agency
SAP/STARS Reconciliation	SCEIS Team
Budget Transfer	SCEIS Team
Data Loads	SCEIS Team
System Validation	SCEIS Team