

## 🕒 *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

## 🕒 *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 16<sup>th</sup> – November 2<sup>nd</sup>

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

# Roles & Responsibilities

<b>Task</b>	<b>Responsibility</b>
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