

2017

May

AT THIS POINT, ONLY FUNCTIONAL LEADS SHOULD ATTEND.
CORE USERS DO NOT NEED TO ATTEND UNTIL JULY.

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 9 AM Status Call	02	03	04	05	06	07
08 9 AM Status Call	09 GL-BG-PL Demo & Discovery	10 COA and Forms Discussion	11 System Admin & Basic Roles	12	13	14
15 9 AM Status Call	16	17 Wave 1 / Wave 2 Lessons Learned (financials from 12:30 - 3:00 PM)	18	19	20	21
22 9 AM Status Call	23 GL Setup, Basic Processing, Roles & Workflow	24 Grant & Project Accounting Setup, Basic Processing, Roles & Workflow	25 Budget Setup, Basic Processing, Related Roles & Workflow	26	27	28
29 HOLIDAY	30	31	01	02	03	04
05 9 AM Status Call	06	Milestones for the month: Load second pass of COA and AP Vendors into Test Database; Create list of all Dept Codes, AR & Charge Codes				

2017

June

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 9 AM Status Call	30	31	01	02	03	04
05 9 AM Status Call	06 PO-AP Demo & Discovery	07 Purchasing Setup, Basic Processing, Roles & Workflow	08 Accounts Payable Setup, Basic Processing, Roles & Workflow	09	10	11
12 9 AM Status Call	13	14	15	16	17	18
19 9 AM Status Call	20 AR-GB-CM Demo & Discovery	21 General Billing & AR Setup, Basic Processing, Roles & Workflow	22 Cash Management Setup, Basic Processing, Roles & Workflow	23	24	25
26 9 AM Status Call	27	28	29	30	01	02
03 9 AM Status Call	04	<p>Milestones for the month: Load final pass of COA and AP Vendors into Test database and then into Live database. Vendors must be in Live by 6/13. COA must be in Live by 6/21. After this point, all accounts and vendors must be maintained in both state software and Munis, as well as related X-Ref/Crosswalks.</p>				

2017

July

FUNCTIONAL LEADS AND CORE USERS SHOULD ATTEND FROM THIS POINT FORWARD UNLESS OTHERWISE INDICATED.

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 9 AM Status Call	27	28	29	30	01	02
03 9 AM Status Call	04 HOLIDAY	05	06	07	08	09
10 9 AM Status Call	11 Purchase Order Processing	12 Accounts Payable Processing	13 District Catch-up / Outstanding Items	14	15	16
17 9 AM Status Call	18 Open Lab	19 Open Lab	20 Open Lab	21	22	23
24 9 AM Status Call	25 Accounts Receivable Processing & General Billing	26 General Ledger & Cash Management	27 Budget & Grant Processing	28	29	30
31 9 AM Status Call	01	Milestones for the month: Complete all workflow Setup; Complete setup of all roles and link to users; Load first pass of Checks & Invoices, Open Pos, and FA (if applicable) conversions into Test; have forms loaded in Live.				

2017

August

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31 9 AM Status Call	01 Static Environment Test / Other District-Specific Work (1 district)	02 Static Environment Test / Other District-Specific Work (1 district)	03 Static Environment Test / Other District-Specific Work (1 district)	04	05	06
07 9 AM Status Call	08 General Ledger Advanced Processing	09 Grant & Project Accounting Advanced Processing	10 Budget Advanced Processing	11	12	13
14 9 AM Status Call	15	16	17	18	19	20
21 9 AM Status Call	22 Purchasing Advanced Processing	23 Accounts Payable Advanced Processing	24 Fixed Assets Demo & Discovery, Setup, & Basic Processing	25	26	27
28 9 AM Status Call	29	30	31	01	02	03
04 9 AM Status Call	05	Milestones for the month: Adjust Roles and Workflow based on SET; Test print all forms and submit checks to bank for approval; Load 2nd pass of Checks & Invoices, Open Pos, and FA (if applicable) conversions into Test; import 1099 AP Vendor Conversion (if applicable) into Test.				

2017

September

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 9 AM Status Call	29	30	31	01	02	03
04 9 AM Status Call	05	06	07	08	09	10
11 9 AM Status Call	12 General Billing Advanced Processing	13 Accounts Receivable Advanced Processing	14 Cash Management Advanced Processing	15	16	17
18 9 AM Status Call	19	20	21	22	23	24
25 9 AM Status Call	26 District Go-Live Planning (1 district); FINANCIAL LEADS ONLY	27 District Go-Live Planning (1 district); FINANCIAL LEADS ONLY	28 District Go-Live Planning (1 district); FINANCIAL LEADS ONLY	29	30	01
02 9 AM Status Call	03	Milestones for the month: Districts should hold end-user training				

2017

October

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25 9 AM Status Call	26	27	28	29	30	01
02 9 AM Status Call	03	04	05	06	07	08
09 9 AM Status Call	10 User Competency Testing (1 district)	11 User Competency Testing (1 district)	12 User Competency Testing (1 district)	13	14	15
16 9 AM Status Call	17 Open Labs, Practice Month End tasks, Final Go Live Prep	18 Open Labs, Practice Month End tasks, Final Go Live Prep	19 Open Labs, Practice Month End tasks, Final Go Live Prep	20	21	22
23 9 AM Status Call	24	25	26	27 CLOSE OCT. NO PROCESSING AFTER THIS DATE.	28	29
30 9 AM Status Call USAS DATA SENT TO TYLER CONVERSIONS	31	Milestones for the month: Complete Go Live checklist; Load Budgets & Actuals and SOY Balances into Live; Load Checks & Invoices, Open PO, FA Conversions (if applicable), and 1099 AP Vendor Conversions (if applicable) into Live.				

2017

November

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	01	02	03	04	05
Conversions taking place. Proofing of data to load into Live.						
06	07	08	09	10	11	12
Go Live this week! With support available from Tyler and Connect.						
13 9 AM Status Call	14	15	16	17	18	19
20 9 AM Status Call	21	22	23	24	25	26
27 9 AM Status Call	28	29	30	01	02	03
04 9 AM Status Call	05	Notes:				

2017

December

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 9 AM Status Call	28	29	30	01	02	03
04 9 AM Status Call	05	06	07	08	09	10
11 9 AM Status Call	12	13	14	15	16	17
	Month End Close Sessions (tentative)					
18 9 AM Status Call	19	20	21	22	23	24
	Month End Close Sessions (tentative)					
25 9 AM Status Call	26	27	28	29	30	31
01 9 AM Status Call	02	Notes:				

2018

January

Financials

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 9 AM Status Call	02	03	04	05	06	07
08 9 AM Status Call	09	10	11	12	13	14
15 9 AM Status Call	16	17	18	19	20	21
22 9 AM Status Call	23	24	25	26	27	28
29 9 AM Status Call	30	31	01	02	03	04
05 9 AM Status Call	06	Notes:				