

FMS 8.8 UPGRADE

Calendar of Events for the Months
of May / June - 2005

May 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 *RAPID-Last day SPO can release Federal Funding and Non-Federal Advances for May MOD	20 *BUDGET- run WFO MOD and validate data for DOE/Chicago	21
22	23	24	25 May Close-Day 0 *Feeders due in FMS- AP, PO Final Non-PO's by NOON *All Sponsored Research Award & SPAA activities distributed no later than 5:00 PM. <u>*No award activity allowed thru the May close & 8.8 upgrade.</u> *Continue to enter proposals for (early) June	26 May Close-Day 1 *Last day to enter new projects or change project tree. *Period (9) JUNE open in GA for AP activity Last Night Tree Loader will run Last PO & Non-PO check run for May	27 *AP-Stop posting vouchers & payments *GELCO-continue to enter vouchers and run Gelco interface Last Gelco check run for May *Allowed to void checks, but NO REISSUES *RC-STOP Maximo *PO-STOP BC & Dispatch	28
29	30	31 Last day to enter Requisitions into ePro No Travel or Non-PO checks until June is Open				

June 2005

COB: Close of Business

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Day 5 <u>Close Completed</u> <u>*COB: Do Not enter:</u> Proposals, PO, Reqs, AP, Checks, Receiving *7.5 Prod & ePro DOWN (READ only access) <u>*COB: Start of - 8.8 Upgrade</u>	3 FMS 8.8 upgrade in progress *7.5 Prod & ePro DOWN (READ only access)	4
5	6 FMS 8.8 upgrade in progress *7.5 Prod DOWN (READ only access)	7 <u>FMS 8.8 Upgrade Completed</u> *Validate data through Reports & queries *Upgrade Certified by Functional Managers	8 *Validate data through Reports & queries *Upgrade Certified by Functional Managers	9 *Validate data through Reports & queries *Upgrade Certified by Functional Managers	10 <u>FMS 8.8 - LIVE</u> OPEN for Business...	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		