

**Wednesday, November 15**

OBI Conversion Tools available in production  
Last PCard transactions loaded to Concur

**Friday, November 17**

EMS contracts submission due

**Monday, November 20**

OGA appointments due by 5 PM

*This is the last day for OGA new appointments, modifications and cancellations*

- FARM setup for BobcatBUY and Concur due by NOON
- PCard & travel expense reports submitted to Planning Unit for approval by 5 PM

**Tuesday, November 21**

*OGA will be unavailable to campus as of 8 AM*

**Wednesday, November 22**

EMS contract approvals due

*EMS will be unavailable to campus as of 5 PM*

**Thursday, November 23**

**OU Closed**

**Friday, November 24**

**OU Closed**

**Monday, November 27**

- BobcatBUY transactions & approvals due by NOON
- Request to close POs due by NOON
- Concur expense & PCard report approvals (includes payment requests & direct payments) due by NOON
- Invoices due to AP ([accountspayable@ohio.edu](mailto:accountspayable@ohio.edu)) due by NOON
- Internal & external billing authorizations due by NOON
- Accounting corrections due by NOON
- Payroll accounting corrections due by NOON
- Final travel booking due by NOON
- Hiring proposals (Admin & Hourly) due to UHR by 5 PM
- Manager Self-Service (MSS) assignment costing changes due by 5 PM

*BobcatBUY and Concur will be unavailable to campus at NOON*

**Tuesday, November 28**

Deposits due to Bursar by NOON  
Process final transactions

*If a deposit is created but not cashiered on 11/28, the open deposit will be voided, and the department will be responsible for re-entering the deposit in CASHNet. CASHNet will be available as normal at the start of business on 11/29 with new account numbers.*

**Wednesday, November 29**

WorkForce biweekly approvals due by 7 AM  
Close Projects beginning at 3 PM  
Final AP check run

**Thursday, November 30**

Process & approve absences  
 FARM setup for Individual Compensation Distribution (ICD) due by 5 PM

*Absence Management will be unavailable beginning at 5 PM*

November month end close

Semi-monthly Payroll process (12/15 pay)

*Oracle eBusiness Suite, FA View, Finance & HR OBI reports, and MPI unavailable at 5PM*

**Friday, December 1**

**Begin COA Conversion**

**Monday, December 4**

*To view November financial results (old COA): access available in OBI, FA View, FMS reports (through <https://webapps.ohio.edu/fmsreporting> and <https://webapps.ohio.edu/faview/secure/faview.htm>) MPI will be available for viewing PaySlips*

*Converted systems available: PeopleSoft, Scholarship Management System, Mail Barcode*

**Tuesday, December 12**

*Go Live! Oracle eBusiness, BobcatBUY, Concur, new OBI dashboards and other custom applications will be available (see detailed system access matrix for complete details)*

**Wednesday, December 13**

WorkForce biweekly approvals due by 7:30 AM (will be under old COA structure).

*WorkForce unavailable at 7:30 AM for payroll processing and conversion. Timeclocks will remain available through the duration of the outage*

**Friday, December 15**

*WorkForce will be available at 8 AM*





System	Unavailable to Campus starting:	Notes
OGA – Online Graduate Appointments	11/21 at 8:00 AM	System will be available again to campus on 12/12.
EMS – Employee Management System	11/22 at 5:00 PM	Custom application will be retired and replaced with ICD.
BobcatBUY	11/27 at NOON	System will be available again to campus on 12/12.
Concur	11/27 at NOON	System will be available again to campus on 12/12.
Oracle Modules	11/30 at 5:00 PM	
CHAOS	11/30 at 5:00 PM	Custom application will be retired as of 11/30.
Cost Center Lookup	11/30 at 5:00 PM	Custom application will be retired as of 11/30. <i>Cost Center Lookup will be available in OBI on 11/30. Data will be refreshed as chart information is converted.</i>
Employee Directory	11/30 at 5:00 PM	Oracle Employee Directory is unavailable during cutover. The People Search is still accessible in the top right corner of the university's web pages.
Employee Lookup	11/30 at 5:00 PM	Custom application will be retired as of 11/30. <i>Employee Lookup will be available in OBI on 11/30. Data will be refreshed as chart information is converted.</i>
Funds Available View	11/30 at 5:00 PM	FA View will be available to view legacy accounting on 12/4. GL and Grants Funds Available will be available in OBI on 12/12. Legacy FA View will be retired 12/12.
MEE – Mass Element Entry	11/30 at 5:00 PM	
MPI – My Personal Information	11/30 at 5:00 PM	Payslips will be available. Absence Management and MPI updates will be unavailable during cutover.
MSS – Manager Self Service	11/30 at 5:00 PM	Manager Self Service is unavailable during cutover.
NA Lookup	11/30 at 5:00 PM	Custom application will be retired as of 11/30. <i>Object Lookup will be available in OBI on 11/30. Data will be refreshed as chart information is converted.</i>
OnBase (Finance only)	11/30 at 5:00 PM	System will be available again to campus on 12/12.
PEDS – Payroll Expense Distribution	11/30 at 5:00 PM	
PO Summary View	11/30 at 5:00 PM	Custom application will be retired as of 11/30. <i>PO Summary will be available in OBI on 11/30. Data will be refreshed as chart information is converted.</i>
SRH – Student Rapid Hire	11/30 at 5:00 PM	System will be available again on 12/12.
Account Validation Tool (AVT)		New tool available at go live.

System	Available During Cutover	Notes
CashNet	Yes	CashNet will experience a brief outage to update accounts on 11/29.
Financial Aid Online System (FAOS)	Yes	
Financial Approvers (FARM)	Yes	
FMS Reports	Yes	November FMS reports will be the last iteration and will be available on 12/4. FMS Reports will be retired on 3/31/2018.
Mail Barcode	Yes	Available on 12/4.
Oracle Business Intelligence (OBI) for Finance & HR	Yes	OBI will experience a brief outage from 11/30-12/4.
PACE	Yes	
PeopleAdmin	Yes	PeopleAdmin will be available. New orgs will be loaded during cutover.
PeopleSoft	Yes	PeopleSoft will experience an outage the weekend of 12/8.
Scholarship Management System (SMS)	Yes	
WorkForce	Yes	Online time entry and approval will be available until 7:30 AM on 12/13. The system will be locked for processing on 12/13, and kept locked for conversion through 12/14. Timeclocks will remain operational.