

TO: Distribution

FROM: Rochelle Athey, Senior Director, Post-Award Administration
Matt Brewer, Controller
Tina Lowenthal, Director, Procurement

DATE: May 26, 2021

SUBJECT: Oracle offline June 24-June 30 – Important Information

IMSS will take the Oracle system offline for the June close and a major system upgrade during the dates above. Please review the information below to plan accordingly.

Procurement: Key deadlines for the following are:

- TechMart invoice interface June 23rd
- Payment requests/manual invoices June 21st
- Payment batch: Check/ACH/EFT June 23rd
- Foreign wires June 18th
- Domestic wires June 22nd
- E-Type Corrections June 21st

Payroll: The last payrolls of June 2021 will be costed to OGM as follows:

- Monthly Postdoc, Student Fellowship, and Grad Assistantship 06, Biweekly Payroll 13, and Monthly Payroll 06 will cost on June 23rd.
- The costs for the above payrolls will appear on June 24th. The last day to enter LD corrections for posting in June FY2021 will be 10 am June 24th.
- Payroll will be unable to issue any manual checks from June 24th - June 30th.

Other Transactions – Key deadlines:

- Cost transfers with “splits” 5 pm, June 21st
- Cost transfers without splits 5 pm, June 22nd
- Budget adjustments/baselines completed 5 pm, June 23rd
(Please provide us additional notice or time if possible)
- Cash receipts 5pm, June 22nd
- Interfaces (WIC’s and uploads from external systems) 5 pm, June 23rd
- Journal Entries 5pm, June 23rd
- PTA Set-up 5pm, June 23rd
(Please provide additional notice or time if possible)

Key deadlines, continued:

- All AR module activities must be completed 5 pm, June 23rd
- Manual Usages 5 pm, June 23rd
- Fixed Asset transactions 5 pm, June 23rd
- All Exeter (Student Accounts) entries 5pm, June 23rd

- Full Dark Day June - Viewing only June 24th & 25th until 12 pm

- System offline for Upgrade June 25th after 12 pm – June 30th

**Further questions – please consult our contact list on the next page or contact any of us.
Thank you for your attention.**

**FY2021 Oracle Upgrade
Individuals to Contact (due to remote work, please email)**

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