

Memorandum

To: Campus Community Members
 From: Gillian Heisz, Controller and Lead, UWinsite Finance
 Date: November 29, 2017
Subject: UWinsite Finance Transition Plan: Important Dates

UWinsite Finance, the financial information system replacing our current FIS, has a planned go-live date of **February 1, 2018**. As part of preparations for the launch of UWinsite Finance, the following transition plan has been developed. Elements of this plan are very similar to the procedures implemented during our normal fiscal year-end. We request your assistance adhering to the following cut-off deadlines to allow for the clean cutover of data.

DEPARTMENTAL CUT-OFF DATES SUMMARY

1	Purchase Requisitions	January 12, 2018
2	Budget Transfers	January 12, 2018
3	Travel Expense Forms	January 17, 2018
4	Supplier Invoices	January 17, 2018
5	Scotiabank Visa Purchasing Card	January 19, 2018
6	Invoice Requests (Accounts Receivable)	January 22, 2018
7	Cash Receipts	January 24, 2018
8	Interfaces from source systems (manual and automated)	January 24, 2018
9	Journal Entries (including interdepartmental billings)	January 24, 2018

1. PURCHASE REQUISITIONS

All Purchase Requisitions should be received by the Procurement department no later than **January 12** to ensure that the Purchase Orders are processed prior to the cutover period. All purchase requisitions received after January 12 will be held to be processed post go-live.

BLANKET PURCHASE ORDERS

All Blanket Purchase Orders will be closed on January 12 (OB & OA document types). If departments wish to have new blanket PO's issued, they should initiate these by contacting the Procurement Department or initiating a Requisition in UWinsite Finance in February.

REGULAR PURCHASE ORDERS

Any lines still open on regular Purchase Orders after the January 12 cut-off date will be closed in FIS, and re-opened in UWinsite Finance with a February 1, 2018 date.

2. BUDGET TRANSFERS

All budget transfers in FIS will cease on **January 12** and resume in UWinsite Finance post go-live.

3. **TRAVEL EXPENSE FORMS**

All travel expense reports must be submitted to Accounts Payable by **January 17** in order to be reimbursed during January. All travel expense reports submitted after this date will be paid post go-live.

4. **SUPPLIER INVOICES**

The accounts payable records will be closed in FIS at end-of-day **January 17**. After this date, the Accounts Payable department will not record any expenses in the FIS general ledger.

5. **SCOTIABANK VISA PURCHASING CARD**

The statement cycle ends on **January 15**. Any transactions incurred on your credit card between January 16 and 31 will be recorded in the general ledger accounts post go-live. Should you wish to transfer P-Card expenditures in FIS, please do so before the journal entry deadline.

6. **CHEQUE RUN**

The final payments against invoices and travel claims will be run out of FIS on **January 24, 2018**. All payments will cease between January 25 and February 7.

7. **INVOICES REQUESTS**

The final invoices issued to our customers from FIS will be issued on **January 22**. Please ensure your invoice requests arrive at Accounts Receivable prior to that date.

8. **CASH RECEIPTS**

All funds received up to and including January 23 must be prepared for deposit by **January 23**. If Accounts Receivable typically forwards your deposits to the bank on your behalf, funds must be received by **January 23**. Please record a deposit entry in FIS prior to **January 24**.

Should you receive cash or cheques subsequent to January 23, please deposit as usual, but please wait until post go-live to record this revenue. We appreciate all efforts to keep deposit volume to a minimum during this brief period.

9. **INTERFACES**

All interfaces with FIS will stop running on **January 24**. They will recommence in UWinsite Finance post go-live. The UWinsite Finance team will work with those departments impacted directly.

10. **JOURNAL ENTRIES**

Please ensure that Journal Entries are input in FIS by end-of-day on **January 24**. After this date, Journal Entries will pause until post go-live.

11. **JANUARY 2018 MONTH-END REPORTS**

January 2018 month end will close in FIS on **January 25**. January month-end reports will be forwarded before the end of the day on January 25.

Thanks in advance for your support with the transition process to UWinsite Finance. Should you have any difficulty meeting any of the above mentioned deadlines, or have any questions, kindly advise Jenifer Gritke at jgritke@uwindsor.ca or Gillian Heisz at gheisz@uwindsor.ca.