

CRITICAL DATES - INFOR LAWSON V10 UPGRADE

Process	Dates	Description
Supplier Portal	10/20-10/30	New Supplier/Vendor Registration Unavailable
	10/26	Online October Invoice Submittal Deadline (existing vendor)
Requisition Center	10/24	Requisition Entry Deadline
Accounts Payable	10/26	Last Check Run File Nexus Scanning to resume 10/31
Payroll	10/25	Close date for 10/31 Pay Period. Specials will be posted by Payroll. November Payroll runs on normal schedule.
Account Code Change (ACC) and New Position Number Requests	See details	<p><b>Please ensure you have funding set up on position numbers in order to post jobs during the upgrade. Positions that do not have funding set up on them before the 19<sup>th</sup> will not be available for posting on the job board until after the upgrade is complete.</b></p> <p>ACC Entry and Approval Deadline –</p> <ul style="list-style-type: none"> <li>• Submission deadline is 10/15 for Position Reclassifications effective 11/1</li> <li>• Submission deadline is 10/19 for New Position Number Requests that need to be posted before 11/2</li> <li>• Changes in Account Code Distribution on existing positions must be completed by 10/15</li> </ul> <p>Position changes or new requests that are submitted after those dates will not be approved until the upgrade is complete.</p> <p>Salary and Account code changes to resume on 10/31.</p>
Purchase Requisition and Invoice Approval Queues	10/26	Purchase Requisition Approval Deadline. Unapproved requisitions remaining in Queue will be cancelled on 10/27 and require re-entry on 10/31.
	10/26	Service Invoice Approval Deadline
Financial System Interfaces	10/27 a.m.	Last run of interfaces for GL/AP (Faster, Winsnap, LION) Kronos, SFE
New Accounting Units & Activities	10/24-11/2	No new Accounting Units or Activities (Grants) entered
<b>Upgrade Complete</b>	<b>10/31/16</b>	<b>All Applications Available at 8:00 a.m.</b>