Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

MEMORANDUM

July 28, 2015

TO: Fiscal Officers
All State Agencies, Departments, Offices, Boards,
Commissions and Higher Education Facilities

FROM: Bridget Brubeck, Deputy Director
State Accounting and Reporting
Office of Budget and Management

SUBJECT: FIN Upgrade Close Updates

The purpose of this memorandum is to provide important information about agency FIN processing dates and deadlines as the State migrates from OAKS version 8.8 to OAKS 9.2.

In order to avoid the risk of transactions posting incorrectly after OAKS 9.2 is deployed, there can be no transactions (vouchers, deposits, requisitions, etc.) in a non-posted status prior to the shut down. This means OAKS FIN will shut down and end processing for all state agencies, departments, offices, boards, commissions and higher education facilities at the close of business on Wednesday September 2, 2015. The system will be down for all users on **Thursday (September 3), Friday (September 4)**, Saturday, Sunday, and Labor Day Monday (September 7).

Revenue and Payables/Payroll are closing concurrently during the Upgrade close. Therefore, it is critical that cash be available to pay pending invoices and ensure payroll is processed properly on or before Tuesday, September 1, 2015.

We anticipate the Upgrade will take 5 days to complete and OAKS FIN being available for state users on Tuesday September 8, 2015. This schedule is dependent on the Upgrade going smoothly. However, in the event there are unexpected processing difficulties, we suggest agencies develop a contingency plan in case OAKS FIN isn't available until Wednesday September 9, 2015.

The OAKS FIN shut down, or Upgrade Close, will be similar to the fiscal year-end close although any deleted transactions will not result in loss of appropriation authority. This document provides pertinent processing deadlines. In addition, this information will be posted to our web page at www.obm.ohio.gov and on the MyOhio.gov portal, on the FIN Home page. If other staff in your agency would find this information useful, please share it with them.

The OAKS Travel and Expense Module and the Ohio Shared Services (OSS) Upgrade Close processing deadlines have also been included for Participating Agencies beginning on page 8.

Requisitions
Friday, August 28, 2015 is the last day for agencies to enter requisitions and change requests prior to the Upgrade Close.   The last day for agency PO Approvers to approve requisitions and change requests is Monday August 31, 2015. The last day for agencies to submit requisitions to State Accounting for review and approval is August 31, 2015.

Voucher Processing
The last day for agencies to enter accounts payable vouchers and attach documentation is Monday August 31, 2015. The last day to approve vouchers is Tuesday September 1, 2015. Please note – if your agency's vouchers require multiple agency approval levels, don't wait until August 31st to create the vouchers because it is unlikely they will process completely through approval workflow prior to your agency approvers' roles being removed on September 1st.

We encourage your agency to cease voucher processing before the deadline of August 31st. This will provide the time needed should your vouchers have match exceptions, budget issues, or denials and need fixed. The last pay cycle will occur on Wednesday September 2, 2015 and any unpaid vouchers left with problems will be removed from OAKS and will need recreated after the OAKS Upgrade is completed. Agencies won't lose appropriation authority during this time.

If your agency has special processing needs, please contact Lisa Scharlott at (614) 728-4845, or by e-mail at lisa.scharlott@obm.state.oh.us

Deposits/Payments
Deposits/Payments will be processed until 4 p.m. on September 1, 2015. Do not enter deposits after September 1st – they will be deleted and will need recreated after the OAKS Upgrade is completed. Agencies should review all transactions to ensure they have been processed and approved. All deposits that are incomplete should be corrected as soon as possible. At the close of business on September 1st, all un-posted deposits/payments will be deleted. The queries OH_AR_FYE_INCOMPLETE_DEPOSITS and OH_AR_FYE_DEPOSIT_NOT_REV can be run to monitor deposits and payments in the Accounts Receivable Module in OAKS. The path in OAKS FIN to get to query viewer is: Reporting Tools>Query>Query Viewer. If you have any questions, please contact Monica Satterwhite at (614) 644-8894, or by e-mail at monica.satterwhite@obm.state.oh.us

Treasurer of State's Office
During the OAKS Upgrade, the Treasurer's office (TOS) will continue to accept revenue for deposit into Key Bank. We encourage agencies to prepare their deposits as usual, including the add tape, and take the revenue to the TOS Cashiers Department. Upon dropping off the deposit, the Cashiers will issue a signed receipt acknowledging the revenue received. On this receipt, there will be a unique "receipt number".   When the OAKS Upgrade is completed and agencies can once again create their revenue pay-in documents, we would ask that (1) a revenue document be created for each deposit that was given to the TOS, and (2) the "receipt number" be used as the OAKS deposit ID. This will enable the TOS, OBM and the state agency to reconcile each deposit in OAKS from the TOS receipts.

Likewise, the TOS will continue to receive revenue from wires and ACH's directly into Key Bank. No changes will be made to this process except the agencies will be expected to provide their OAKS revenue pay-in documents upon the OAKS Upgrade being completed. In the meantime, if a state agency has a question regarding what wire or ACH revenue they have received into Key Bank, please email ohtms@tos.ohio.gov and TOS will provide the revenue information.

Finally, during the OAKS Upgrade, all credit card, lockbox and ACH revenue will continue to be deposited directly into our depository banks. However, the OAKS revenue pay-in documents for these deposits will not be created and posted until the OAKS Upgrade has been completed.

Accounts Receivable Pending Items
Pending items will be processed until September 2, 2015. Every effort should be made to process pending items prior to September 2, 2015 to ensure they have been posted. All pending items in error should be corrected as soon as possible. At the close of business on September 2nd, all un-posted deposits/payments and pending items will be deleted. The query OH_AR_FYE_PEND_ITEM_NOT_POSTED can be run to monitor pending items that have not been posted in the Accounts Receivable Module in OAKS. The path in OAKS FIN to get to query viewer is: Reporting Tools>Query>Query Viewer. If you have any questions, please contact Monica Satterwhite at (614) 644-8894, or by e-mail at monica.satterwhite@obm.state.oh.us

OSS Participating Agency Voucher Processing
The last day Ohio Shared Services (OSS) will accept invoices for processing prior to the Upgrade Close is August 20, 2015. The last day for fiscal officers to approve OSS-entered vouchers is September 1, 2015. Please refer to the attached calendar for a complete list of significant OSS processing deadlines.

Travel and Expense
Travel and Expense deadlines are included in the Deadlines for All Agencies section of this memo, in Section II of the Ohio Shared Services Updates, and in the attached calendar.

Controlling Board
The Controlling Board is scheduled to meet on August 3rd, August 17th and August 31st 2015. Approved requests from the August 31st, 2015 meeting will not be entered until after the software Upgrade. If your agency requires Controlling Board approval to complete a fiscal transaction prior to September 2, 2015, please be sure to coordinate with State Accounting to ensure there is sufficient time to encumber and process payments prior to the Upgrade Close. If you have any questions, please contact Melvin Striblin at (614) 644-8210, or by e-mail at Melvin.striblin@obm.state.oh.us

Processing Payroll
The last payday chargeable prior to the Upgrade close will be pay period ending August 22, 2015, with a payment date of September 4, 2015. Agencies must have cash available on Tuesday, September 1, 2015 to ensure payroll is processed properly.

Financial Reporting – GAAP
For those agencies with GAAP reporting deadlines of September 4, 2015, please make arrangements to either access your agency data through Business Intelligence (BI) or complete your queries and/or reports in FIN prior to the FIN shut down on 9/2/2015. If you have any questions, please contact Linda Shook by e-mail at linda.shook@obm.state.oh.us

Financial Reporting -- SEFA Schedule of Expenditures of Federal Awards
For those agencies with SEFA reporting deadlines in September, please plan to either access your agency data through Business Intelligence (BI) or complete your queries and/or reports in FIN prior to the FIN shut down on 9/2/2015. If you have any questions, please contact Amy Smith by e-mail at amy.smith@obm.state.oh.us

OAKS Availability

OAKS will be available from 8:00 am to 5:00 pm for agencies to enter fiscal transactions on Saturday August 15th, Sunday August 16th, Saturday August 22nd, Sunday August 23rd, Saturday August 29th, and Sunday August 30th. OAKS will not be available to agencies after close of business on Wednesday September 2, 2015. This will allow for the OAKS FIN shut down for the Upgrade.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Lisa Scharlott at lisa.scharlott@obm.state.oh.us

Deadlines for All Agencies

Monday, August 3:
- Monitor open unpaid vouchers. Perform month-end cleanup processing tasks; information, checklists, and How To Guides can be found on the OBM website or at the following URL: http://obm.ohio.gov/StateAccounting/voucherreview/monthendcleanup.aspx
- Controlling Board meeting – Coordinate with State Accounting any special processing needed prior to the Upgrade Close

Friday, August 14:
- OSS Vendor Maintenance - Last day for OSS to receive vendor entry or modifications needed to process vouchers and requisitions and ensure entry prior to the Upgrade Close. Documents must be received at OSS by 5:00 pm on August 14th. To ensure receipt, you may want to scan and e-mail or fax your documents to OSS at vendor@ohio.gov   Agencies should continue to submit forms; they will be processed when OAKS FIN becomes available

Saturday, August 15:
- OAKS Up from 8:00 am to 5:00 pm

Sunday, August 16:
- OAKS Up from 8:00 am to 5:00 pm

Monday, August 17:
- Controlling Board meeting – Coordinate with State Accounting any special processing needed prior to the Upgrade Close

Wednesday, August 19:
- Payroll Liquidation (for PPE 8/8/15 for pay date 8/21/15); Cash must be available. Payroll Journals must be valid

Thursday, August 20:
- OSS Accounts Payable - Last day for OSS Participating Agencies to submit invoices for processing prior to the Upgrade Close
- OSS will hold images on UDF from this point on

Friday, August 21:
- PAYDAY
- Last day to submit vouchers that State Accounting enters

- Last day warrant & EFT cancellation forms and warrant stop payment forms will be processed by State Accounting prior to the Upgrade Close. Agencies should continue to submit forms; they will be processed when OAK FIN becomes available

Saturday, August 22:
- OAKS Up from 8:00 am to 5:00 pm

Sunday, August 23:
- OAKS Up from 8:00 am to 5:00 pm

Monday, August 24:
- OSS Vendor Maintenance - Last day OSS will process vendor entry and vendor modifications prior to the Upgrade Close. Agencies should continue to submit forms; they will be processed when OAKS FIN becomes available

Tuesday, August 25:
- **Agency and Central Security Designee roles shut off. Security Designees are no longer able to edit security roles in OAKS**
- Travel Module – Last day to create and submit Travel Authorizations
- Travel Module – Last day to create and submit Travel Expense Reports
- Travel Module – Last day to submit travel receipts and backup documentation
- Travel Module – Last day for agency supervisors to approve Travel Authorizations
- Travel Module – Last day for agency supervisors to approve Travel Expense Reports

Wednesday, August 26:
- Travel Module – Last day for OSS to pre-audit Travel Expense Reports
- Last Load of INF09A (Credit Card files)

Thursday, August 27:
- Last day to submit new requests for, or changes to, agency defined chartfields and trees. Once the OAKS Upgrade is complete, agencies will submit chartfield requests through OAKS rather than SharePoint
- Travel Module – Last day for agency FBAs to change coding on expense reports approved for payment

Friday, August 28:
- Last day for agencies to enter requisitions and change requests prior to the Upgrade Close
- Last voucher build for approved Pcard transactions
- Last day for agencies to Enter, Update or Retire Asset records. This also includes processing Pending Load lines in the Pre-AM and Interface Tables. All load lines in a pending status after the cutoff will be deleted. Lines can also be changed to an "On Hold" status to prevent deletion

Saturday, August 29:
- OAKS Up from 8:00 am to 5:00 pm
- Payroll Journals (PPE 8/22/15, payment date 9/4/15) will be available

Sunday, August 30:
- OAKS Up from 8:00 am to 5:00 pm

Monday, August 31:
- Last day agency voucher processors may enter AP vouchers
- OSS Accounts Payable – Last day OSS will process vouchers for Participating Agencies
- Last day for agency PO Approvers to approve requisitions and change requests prior to the Upgrade Close
- Last day to submit ISTVs to State Accounting for approval
- Last day to submit reversal voucher requests to State Accounting
- Last day submit requisitions to State Accounting for review and approval
- Last day Journal Vouchers may be processed
- Last day for inbound INF02 interface files to be run in OAKS
- Controlling Board meeting – Coordinate with State Accounting any special processing needed prior to the Upgrade Close. Items for this meeting will be entered after the Upgrade

Tuesday, September 1:
- Last day agencies may approve vouchers. Vouchers must have all agency-level approvals applied and have adequate funding by this date to avoid removal from OAKS
- The last date for agencies to deposit revenue. The Treasurer's Cashier office will close at 4 p.m. Every effort should be made to deposit revenue prior to September 1st
- Do not enter AR deposits after September 1st – they will be deleted
- Last day for revenue mods and RHRs
- Cash must be available for Payroll (PPE 8/22/15, payment date 9/4/15)
- Last day Electronic Revenue will be loaded into OAKS (INF09B (ACH))

Wednesday, September 2:
- Last daily pay cycle run. All unpaid vouchers left with problems will be removed from OAKS and will need recreated after the Upgrade. Agencies won't lose appropriation authority during this time
- Payroll Liquidation (PPE 8/22/15, payment date 9/4/15); **Cash must be available on or before Tuesday September 1, 2015.** Payroll journals must be valid
- Cancel any Accounts Receivable deposits/payments and Accounts Receivable pending items that have not been posted by September 2nd. At the close of business on September 2nd, all un-posted deposits/payments and pending items will be deleted
- GAAP and SEFA Reporting – Access your agency data through BI or complete OAKS reports prior to 9/2 shut down
- OAKS shut down at close of business

Monitoring Your Agency's Activity

To make the FIN shut down and OAKS FIN Upgrade Close go as smoothly as possible, please take the following steps to monitor your agency's progress:

- Consider stopping voucher processing at your agency even before the deadline of August 31st. This will provide the time needed should your vouchers have match exceptions, budget issues, or denials and need fixed. Cancel any vouchers that will not be completed by September 1st. On Wednesday September 2, 2015 any unpaid vouchers left with problems will be removed from OAKS and will need recreated after the Upgrade. Agencies won't lose appropriation authority during this time
- If your agency has unique payment requirement, e-mail Lisa Scharlott at lisa.scharlott@obm.state.oh.us
- Perform month-end cleanup processing tasks; information, checklists, and How To Guides can be found on the OBM website or at the following URL: http://obm.ohio.gov/StateAccounting/voucherreview/monthendcleanup.aspx
- Process pending items by September 2nd. Un-posted Accounts Receivable pending items will be deleted on September 2nd
- Monitor cash balances to ensure sufficient cash has been drawn to pay vouchers (accounts payable) and payroll (payrolls payable) on or before the revenue deposit cut off on Tuesday September 1, 2015 at 4 p.m.
- Assure documents are sufficient and accurate. State Accounting is not responsible for documents rejected due to insufficient or inaccurate information if your agency fails to respond to our inquiries/requests in a timely manner
- Please ensure that appropriate individuals on your fiscal staff are available to respond to questions during the time leading up to the Upgrade Close

Ohio Shared Services FIN 9.2 Upgrade Close Information

This communication is intended to provide <u>additional</u> information pertinent to Ohio Shared Services:

- OSS Participating Agencies that submit Accounts Payable voucher processing to OSS (see Section I)
- All agencies that currently use the OAKS Travel and Expense Module (see Section II)
- OSS Participating Agencies that submit Accounts Receivable processing to OSS (see section III)
- Vendor Maintenance (see Section IV)

If your agency <u>does not</u> submit voucher processing to OSS and <u>does not</u> use the OAKS Travel and Expense Module, please disregard this section of the communication.

Section I: OSS Participating Agencies – Accounts Payable

All AP vouchers must be approved and processed through OAKS prior to the FIN 9.2 Upgrade close at 5:00pm on Wednesday, September 2, 2015. OSS will continue to provide the Work In Progress (WIP) report twice per week to notify Participating Agencies of vouchers pending agency action. Agencies should work diligently to resolve any issues preventing vouchers from being processed. ***Any vouchers that have not been paid before the September 2nd close will be deleted from the system.***

In addition to the Work In Progress reports, agencies can also run the following OAKS queries to monitor invoice status by navigating to:
OAKS Financials >Reporting Tools>Queries>Query Viewer

Query	Query Description
OH_AP_OSS_SORTER_ACTIVITY	Provides all invoice activity by the date received at OSS including invoice exceptions (problem invoices), rejected and completed invoices, and assigned work-in-progress
OH_AP_OSS_VCHR_MATCH_EXC_SUMRY	Provides a point-in-time list of all outstanding voucher match exceptions that requires OSS rework
OH_AP_OSS_VCHR_CURRENT_DENIED	Provides a point-in-time listing of all outstanding vouchers in denied status that require OSS rework
OH_AP_OSS_SORTER_BALANCE	Provides a point-in-time list of all outstanding documents (New, Assigned, Exception, Reprocess, and Returned From Agency) currently in process on the sorter page

Ohio Shared Services FIN 9.2 Upgrade Close Information

Once OAKS is available after the Upgrade, OSS anticipates an Accounts Payable (AP) backlog similar to that experienced during a fiscal year end close. To manage and eliminate this backlog, the OSS plan is outlined as follows:

- OSS Participating Agencies and vendors should continue to send invoices to the invoices@ohio.gov mailbox while OAKS is not available. Invoices will be held in queue until the system is available again.

- Once OAKS becomes available, OSS AP will work diligently to return to the 3-day processing time documented in the Service Charter. The oldest invoices will be processed first.

- OSS will not offer amnesty for vouchers processed at the agency during the down period. Please plan ahead to submit invoices to OSS with particular attention to those invoices with a Due Date of September 1 – September 15, 2014.

- For assistance with running the queries or escalations regarding the backlog, please contact Ken Moon at kenneth.moon@obm.state.oh.us

- ISTVs created prior to the Upgrade should be submitted to and processed by Ohio Shared Services

- ISTVs created after the Upgrade will automatically build to a voucher, therefore will not be processed by Ohio Shared Services

Ohio Shared Services FIN 9.2 Upgrade Close Information

Section II: All Agencies - OSS Travel and Expense

The OAKS Travel and Expense Module **will not** be available to travelers beginning Wednesday, August 26, 2015. This will require agencies that use the OAKS Travel and Expense Module to:

- Remind agency travelers to create and submit their Travel Authorizations and Expense Reports in a timely manner.
- Approve Travel Authorizations and Expense Reports by specified deadlines to ensure payments are made in a timely manner.
- Ensure all travel documents have correct coding and pass budget check.

Travel Authorizations
- The last day to create and submit a Travel Authorization at CONUS rates for travel through September 30th is Tuesday, August 25, 2015.
- The last day for agency supervisors to approve Travel Authorizations is Tuesday, August 25, 2015. Travel Authorizations not approved by this date will be deleted. Approved Travel Authorizations will be available for use after the Upgrade is complete.
- For emergency or unplanned travel occurring between August 25, 2015 and September 8, 2015 travelers should create Travel Authorizations, if necessary, on or after September 8th.

Expense Reports
- The last day to create and submit Expense Reports is Tuesday, August 25, 2015.
- The last day for agency supervisors to approve Expense Reports is Tuesday, August 25, 2015.
- The last day to submit travel receipts and backup documentation is Tuesday, August 25, 2015.
- Expense Reports not approved by agency supervisors will be deleted and will need to be recreated on or after September 8, 2015.
- Expense reports that do not pass Ohio Shared Services pre-audit by 5:00 p.m., Wednesday, August 26, 2015 will be denied, the Travel Authorization used to create the Expense Report will remain closed, and travelers will need to recreate a new Travel Authorization and Expense Report for this travel on or after September 8, 2015.
- Last day for Fiscal Budget Analysts to change coding on Travel Authorizations is 5:00 p.m., Thursday, August 27, 2015.

Ohio Shared Services FIN 9.2 Upgrade Close Information

All agencies are expected to take action on any outstanding Travel Authorization and Expense Reports in OAKS. Any Travel Authorizations or Expense Reports that have not been approved and successfully budget checked will be deleted to facilitate the FIN 9.2 Upgrade close. Agencies can also run and monitor their own OAKS queries by navigating to: **OAKS Financials>Reporting Tools>Queries>Query Viewer**

Query	Query Description
OH_TE_YEC_PENDING_TA	Identifies Travel Authorizations that are in Pending or Submitted status that need action taken by either the traveler or supervisor
OH_TE_YEC_APR_TA	Identifies Travel Authorizations that are in Approved status without an expense report created
OH_TE_TA_BUDGET_ERROR	Identifies Travel Authorizations that are in budget error
OH_TE_ER_BUDGET_ERROR	Identifies Expense Reports that are in budget error

If you have any questions regarding Travel and Expense, please email ohiosharedservices@ohio.gov or contact us at 1-877-644-6771.

Section III: OSS Participating Agencies – Accounts Receivable

Deposits / AR Pending Items:
- The last day to process deposits in OAKS is Tuesday, September 1, 2015.
- All un-posted deposits/payments and pending items will be deleted at the close of business on September 2, 2015.
- OSS will transfer lockbox funds to the 1050 account during the system shut down and will complete deposit entry and approval in OAKS once the Upgrade is complete.

Section IV: Vendor Maintenance

To ensure that Vendor Maintenance requests are processed prior to the FIN 9.2 Upgrade close:

- Documents must be received at OSS by 5:00pm on August 14, 2015.
- The last day for OSS to process Vendor Maintenance requests will be Monday, August 24, 2015.
- Agencies and vendors can continue to send vendor maintenance requests to the vendor@ohio.gov mailbox after August 14, 2015. All documents received after August 14th will be worked once the system is available after the Upgrade.

If you have any questions regarding Vendor Maintenance, please email ohiosharedservices@ohio.gov or contact us at 1-877-644-6771.

FIN UPGRADE CLOSE CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 - Monitor open unpaid Vouchers - Controlling Board	4	5	6	7	8
9	10	11	12	13	14 - Last day for OSS to receive vendor entry or mods to assure entry prior to Upgrade Close	15 OAKS Up 8:00 am - 5:00 pm
16 OAKS Up 8:00 am - 5:00 pm	17 - Controlling Board	18	19 - Payroll Liquidation (PPE 8/8/15, Pay date 8/21/15) - Cash must be available - Payroll journals must be valid	20 - Last day to submit invoices to OSS for processing prior to Upgrade Close	21 - PAYDAY - Last day to submit vouchers that SA enters - Last day warrant & EFT cancellation forms and stop pays will be processed prior to Upgrade Close	22 OAKS Up 8:00 am - 5:00 pm
23 OAKS Up 8:00 am - 5:00 pm	24 - Last day OSS will process vendor entry	25 - Agency and Central Security Designee roles shut off - Last day to create, submit and approve Travel Authorizations and Expense Reports - Last day to submit travel receipts and backup docs	26 - Last day for OSS to pre-audit Travel Expense Reports - Last Load of INF09A (CC files)	27 - Last day to submit new or changes to agency defined chartfields and trees - Last day for agency FBAs to change coding on expense reports approved for payment	28 - Last day to enter requisitions and change requests - Last voucher build for approved Pcard transactions - Last day to enter online or integrate asset mgmt activity	29 OAKS Up 8:00 am - 5:00 pm - Payroll Journals (PPE 8/22/15, payment date 9/4/15) will be available

AUGUST 2015

FIN UPGRADE CLOSE CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30 **OAKS Up** **8:00 am - 5:00 pm**	**August 31-** -Last day to enter AP Vouchers - Last day OSS will process vouchers for Participating Agencies - Last day for agency PO Approvers to approve requisitions and change requests - Last day to submit ISTVs to SA for approval - Last day to submit reversal voucher requests to SA - Last day to submit requisitions to SA for review and approval - Last day journal vouchers may be processed - Last day for inbound INF02 - Controlling Board	**September 1** - Last day to approve AP Vouchers - Last day to deposit revenue (4 pm) - Last day for revenue mods and RHRs - Cash must be available for Payroll (PPE 8/22/15, payment date 9/4/15) - Last day Electronic Revenue ACH will be loaded into OAKS (INF09B)	**September 2** - Last Pay Cycle -- unpaid vouchers will be removed - Payroll Liquidation (PPE 8/22/15, payment date 9/4/15) - Cash must be available on or before 9/1/15 - Payroll journals must be valid - Cancel any AR deposits/payments and AR pending items that have not posted - GAAP and SEFA Reporting -- Access your agency data through BI or complete OAKS reports prior to 9/2 shut down - OAKS shut down at close of business	**September 3**	**September 4**	**September 5**
September 6	**September 7** **Labor Day Holiday**	**September 8** **Planned OAKS Go-Live**				

Note: The leftmost vertical label reads "AUGUST / SEPTEMBER 2015"