

**NOTE: Madison will perform future year processing in Legacy during April-June. DoIT staff will initiate a program change in March 2007**

**to have all FY 2008 transactions blocked from the daily interface to SFS during those months.**

**NOTE: July 3 is the first day that a FY 2008 check file for Manual Warrants will be sent to DOA**

Legacy Processing Plan for End of June									
DOA Doc. Type	Mon - June 25	Tues - June 26	Wed - June 27	Thurs - June 28	Fri - June 29	Sat - June 30	Sun - July 1	Mon - July 2	Tues - July 3
JR	Post data to FY 08 and 07 →	All data sent to DOA as FY 07 Post data to FY 08 and FY 07 →	Post data to FY 08 and 07 → All data sent to DOA as FY 07	Post data to FY 08 and 07 → All data sent to DOA as FY 07	Note: UWSA staff will open period 13 of FY 2007 this a.m. All data sent to DOA as FY 07 Legacy processing for the June fringe and overhead allocations is done and output is posted in Legacy. The June Fee Remission process is run in SFS and journals are posted in SFS.			Marcia K. will remove the FY 08 'block' on July 2 so that FY 2008 data posted in Legacy after June 30 will flow through the interface to SFS, along with FY 07 data. Legacy data for both FY 2007 and FY 2008 will be interfaced to SFS beginning this night.	
					June 29 DoIT will switch the Legacy APRD month designation from June to July tonight after all Legacy posting has been completed.				
JV	Post data to FY 08 and 07 →	Post data to FY 08 and 07 → All data sent to DOA as FY 07	Post data to FY 08 and 07 → All data sent to DOA as FY 07	Post data to FY 08 and 07 → All data sent to DOA as FY 07	All data sent to DOA as FY 07			As soon as all the June (catchup) FY 08 journals are posted, Bryan P. will run a query in SFS to pull data for all Legacy 7105 and 7400 balances posted in period 1. That data is used to create the transfer between years in WISMA RT.	
MW	Post data to FY 08 and 07 →	Post data to FY08 and FY 07 → All data sent to DOA as FY 07	Post data to FY 08 and 07 → All data sent to DOA as FY 07	Post data to FY 08 and 07 → All data sent to DOA as FY 07	There will be no MW voucher posting done this day. All data sent to DOA as FY 07			Legacy output to DOA will not be split between fiscal years until July 3.	
					JV data sent to DOA this day will have a June accounting date, but must be posted in period 13 in WiSMART because of the additional day required to apply final approvals	Marcia K. will pull June 08 Legacy data to bring over to SFS. Journals for FY 08 and 07 will be posted over the weekend.		Staff at Madison and UWSA will go online in WISMA RT to change the accounting date to period 13 for JV documents sent on June 30. Then apply final approval	

This data will all post in Legacy because any transactions that don't pass the Legacy edits get converted to 'default' coding.

Madison will suspend release of any VPAM, DREV, and CARDS data to go to Legacy "Edit & Post" this night.

As soon as all the June (catchup) FY 08 journals are posted, Bryan P. will run a query in SFS to pull data for all Legacy 7105 and 7400 balances posted in period 1. That data is used to create the transfer between years in WISMA RT.

JR and JV data only. There will be no Manual Warrant documents or check file sent.

When the current date is June 27, designated persons will start receiving a daily email/report notice that will show what accounting date, period, and fiscal year has been assigned for the DOA output file(s) that will be sent that day. If that information is not correct, staff at DoIT will be contacted to get corrections made. Alternatively, the file could be sent to DOA with the wrong date information and UWSA staff could make corrections online in WiSMART, but that is not the desired mode of operation.

**Processing in SFS for Voucher Payments**

	SFS	A/P	Processing	for	Madison's	FY 08	Direct	Charges	
DOA Doc. Type	Mon - June 25	Tues - June 26	Wed - June 27	Thurs - June 28	Fri - June 29	Sat - June 30	Sun - July 1	Mon - July 2	Tues - July 3
<b>AP Voucher (JV)</b>	Perform FY 07 voucher entry using the current accounting date.  Run Journal Generator to post FY 07 AP journals to GL.	Perform FY 07 voucher entry using the current accounting date.  Run Journal Generator to post FY 07 AP journals to GL.	Perform FY 07 voucher entry using the current accounting date.  Run Journal Generator to post FY 07 AP journals to GL.  NOTE: This will be the last day for FY 07 voucher entry.	NOTE: This will be the last day for FY 07 voucher clean-up.  <b>All data sent to DOA as FY 07</b>	NOTE: This is the last day that FY 07 AP journal data for Madison will be sent to DOA.  <b>There will be no FY 07 voucher entry allowed this day.</b>			<b>This will be the first day for FY 08 voucher entry in SFS-AP</b>  <b>NOTE: Any FY 07 AP journal data sent on June 29 will have to have the DOA accounting date changed to period 13 today before the final approval for those JV documents can be applied.</b>	<b>AP voucher output to DOA as JV documents.</b>  Perform FY 08 voucher entry in SFS-AP
<b>Paycycle Jrnl (P1)</b>	Run Paycycle in SFS to pay FY 07 vouchers.	Run Paycycle in SFS to pay FY 07 vouchers.	Run Paycycle in SFS to pay FY 07 vouchers.  ↳	NOTE: PayCycle can be run multiple times today for final clean-up of FY 07 vouchers.	<b>NOTE: This is the last day that FY 07 PY journal data for Madison will be sent to DOA.</b>			Run Paycycle in SFS to pay FY 08 vouchers.  ↳	<b>PY journal output to DOA as P1 documents.</b>
			<b>Do not perform any check cancels or voids on Wed. through Friday unless there are enough payments to cover the negatives.</b>					All SFS voucher and Paycycle processing will be FY 08 from this day forward.	