



# CTAS Project

## Agency Cut-Over List

### Accounts Payable

- Due 01/24/14 – agency provides SAO with final payment cancellation requests (SAO to void all remaining outstanding checks the week of 01/27/14 – vouchers will be placed on hold)
- Due 01/28/14 – agency posts all outstanding ARIS payments and interagency payments to vouchers (bank 99999, account 94XX)
- Due 01/28/14 – agency posts all outstanding P-card payments and other auto debits (payment notices received from SAO) to vouchers
- Due 02/03/14 – agency runs query 0AP014 to obtain list of vouchers on HOLD – agency can take vouchers off hold, as appropriate
- Due 02/03/14 – agency establishes first pay cycle using new bank account

### Accounts Receivable

- Due 01/28/14 – agency completes all Book To Bank reconciliations
- Due 02/07/14 – agency records any outstanding deposits for the period of 01/29/14-01/31/14 (OST will transfer any deposits received in BOA accounts to J.P. Morgan accounts on 02/03/14)
- Due February 2014 – agency records their first State allotment receivable (recording done based on when agency requests their February 2014 allotment)
- Due February 2014 – agency updates offline interfaces, if needed
- Effective 02/03/14 – agency should no longer use receivable account 141001 for future receivables related to CTAS agencies (use account 140001)
- Effective 02/03/14 – A/R Direct Journal offline interfaces, cash account will need to be updated to reflect JP Morgan Chase bank (3300) and account (1000)

## **General Ledger**

- Due 02/03/14 – agency confirms that balances in the 262001 account are correct
- Due 02/03/14 – agency should confirm that starting balances in February 2014 tie to ending balances in January 2014 (run query OGL080)
- Due 02/07/14 – agency prepares manual journal entry to move cash balances from account 101005 to account 101200, by funding source (balances to be provided to each agency from SAO on 02/03/14)

## **Other**

- Due 01/31/14 – agency notifies customers of new bank account information to ensure that future payments are made to the appropriate bank account (SAO will update the CTAS agency's vendor master file on 02/03/14)
- Due 01/31/14 – for agency's that accept credit card payments, agency contacts appropriate bank/merchant services to ensure that banking information is updated for future credit card payments