**SMART Upgrade Cutover Plan**

**Day by Day Summary**

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| **Date** | **Item / Description** |
| Monday, October 19, 2015 | - New versions of the spreadsheet uploads will be available. Agencies may submit Service Desk tickets on Oct 19 or after to request a new copy of the spreadsheet upload templates. |
| Monday, October 26, 2015 | - The new URL for 9.2 will be available. The SMART URL landing page will be updated to include both URLs. |
| Tuesday, October 27, 2015 | - Agency should use the Month End Checklist each day to identify and resolve problematic transactions |
| Friday, October 30, 2015 | - By Oct 30, agencies will be given instructions for re-initiating recurring queries/reports in SMART 9.2 on November 13 or later |
| Monday, November 02, 2015 | - **Reminder: Agencies should use the Month End Checklist each day to identify and resolve problematic transactions**  - P-Card Voucher Build runs at 8 am - Final P-Card load (INF27) in nightly batch before cutover |
| Tuesday, November 03, 2015 | - P-Card Voucher Build runs at 8am |
| Wednesday, November 04, 2015 | - Final P-Card Voucher Build runs at 8am - Last night inbound interface files will process in SMART 9.0 |
| Thursday, November 05, 2015 | - Last day agencies can transact in SMART 9.0: - Vouchers should be matched, budget checked, and fully approved by 10 am  - Reissues/cancels must be submitted by 10am  - Expenses should be budget checked and fully approved by 10 am - GL Journals should be budget checked and fully approved by 2 pm - AR INF43 (Deposit Spreadsheet Upload) and INF44 must be submitted by 1 pm - On-cycle Payroll journals for the pay date November 6 will post |
| Friday, November 06, 2015 | - Cutover to SMART 9.2 starts at 2 am - SMART 9.0 will be available by noon as a read-only environment. Users will be able to: - Access reports and queries that were processed before cutover started. The reports/queries from past 99 days are available in Process Monitor. - Agency-initiated recurring reports and queries will be stopped - Agencies can run queries - View on-line pages and use on-line inquiries, although hyperlinks within pages will not function  - Between November 6 and November 12, agency IT staff should update internet browsers to supported versions for SMART/SHARP users: <http://smartweb.ks.gov/technical-resources/upgrade/browser-compatibility-for-9-2> |
| Sunday, November 08, 2015 | - Normally, PO monthly close is processed on the first Sunday after the first business day of the monthly. This process will be skipped for November since SMART is down and will run as normal in December. |
| Thursday, November 12, 2015 | - All nightly batch process will run and include inbound interface files received from Nov 4 thru November 8 |
| Friday, November 13, 2015 | - SMART 9.2 open to end users. **Users MUST clear cache before opening SMART 9.2.** - SMART User call at 11 am. Conference Phone Number 1-866-620-7326, Conference Code: 5874132496- Issues regarding a specific transaction, file, or security issue should be logged on a Service Desk ticket. The call-in can be used for general questions. Limited to 150 phone lines.  - All Daily batch processes will run as normal - Nightly batch processing will include files not yet processed and received thru 6 pm on November 13 |
| Saturday, November 14, 2015 | - Maintenance window starts at 6 pm |
| Sunday, November 15, 2015 | - Maintenance window continues through 6 pm, although the system may be available as early as 1 pm, or as soon as maintenance is complete |
| Monday, November 16, 2015 | - SMART User call at 11 am. Conference Phone Number 1-866-620-7326, Conference Code: 5874132496 - Issues regarding a specific transaction, file, or security issue should be logged on a Service Desk ticket. The call-in can be used for general questions. Limited to 150 phone lines. - Agencies should have AR deposits entered into SMART 9.2 by 2 pm. This is for deposits that were processed during the cutover period.  - Reissues/cancels may be submitted after validating status on the State Treasurer’s website |
| Tuesday, November 17, 2015 | - SMART User call at 11 am. Conference Phone Number 1-866-620-7326, Conference Code: 5874132496 - Agencies should have vouchers for wire payments entered into SMART 9.2 by 6 pm. This is for wire payments that were processed during the cutover period. |
| Wednesday, November 18, 2015 | - SMART User call at 11 am. Conference Phone Number 1-866-620-7326, Conference Code: 5874132496 |
| Thursday, November 19, 2015 | - SMART User call at 11 am. Conference Phone Number 1-866-620-7326, Conference Code: 5874132496 |
| Friday, November 20, 2015 | - SMART User call at 11 am. Conference Phone Number 1-866-620-7326, Conference Code: 5874132496 |
| Sunday, December 06, 2015 | - PO monthly close process runs at 6 am |
| Saturday, December 12, 2015 | - Maintenance window starts at 6 pm |
| Sunday, December 13, 2015 | - Maintenance window continues through 6 pm, although the system may be available as early as 1 pm, or as soon as maintenance is complete |
| Thursday, December 17, 2015 | - Read-only copy of SMART 9.0 retired |