



Memorandum

To: Finance Officer
All Agencies

From: Cheryl Shakespeare
Accountant V
Department of Administration
Division of Finance

Date: November 24, 2014

Subject: **AKSAS / IRIS Calendar and Schedule**

The AKSAS /IRIS Calendar and the AKSAS / IRIS Schedule have been posted on the Division of Finance website at <http://doa.alaska.gov/dof/aksas/calendars.html>

Many changes have been made to this year's calendar and schedule as we transition our financial system from AKSAS to IRIS. You will want to read and follow the calendar and schedule carefully. To help you differentiate IRIS activities from AKSAS activities, we have highlighted the IRIS activities in yellow.

This month-by-month AKSAS / IRIS calendar identifies AKSAS structural run schedules, the schedule for AKSAS month-end reports, AKSAS and IRIS scheduled down times / days, conversion events, and payroll interface dates.

More so than prior years, this calendar is fluid. Dates, times, and events may change as we move closer to IRIS Financial Go Live. As changes occur, the online calendar will be updated, an AKSAS mailbox will be posted (stating that the calendar has been revised), and finance officers will be notified of the revision(s) through email.

Please distribute the current schedule and calendar as necessary to staff within your agency.

If you require clarification or additional information regarding this notification, please contact me at 465-2299. I can also be contacted via email at cheryl.shakespeare@alaska.gov.

Thank you.