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| Activity | Timeline | Remarks |
| Identification of Data to be migrated / encoded to BOI-IMS | May 2 - 31 | * Updated data until April 30, 2018 * May Transactions will be inputted directly to the system for IAR Generation * For Supplies and Services ,   Verify 2017 Inventory - c/o Ed and Sir Mat |
| Encoding of Data to BOI IMS | April 26 - May 9  May 21 - June 1  June 4 - July 6 | * **System Utility**   Categories, Subcategories, Article, Item Descriptions and other System Utility - Chit   * **Equipment (with Property No.)** * **Employee**  1. Per Service, per employee (Assignment of Equipment)   Encoders: Sir Boy, Edna and Chit  FAS, LCS, IS – Chit  MIS, RBIS, ISIS, IPPS - Edna  OBG -  IAS, IIPS, DIPS – Sir Boy  IT Equipment – c/o IT  GF – JAA, LCI, FMF  2F – ABZ, PF , AJL  3F – RJO, WSD |
| Go Live | July 9 |  |

Action Items:

Release Memo for Inventory Team Members: c/o GSD

Printer for Property Tag (for Testing)