

OSC FY '05/06 NCAS APRIL MONTHLY OPERATIONS

CALENDAR FOR PERIOD 10, ENDING 04/30/06

(OSC does not provide Client Support on Saturdays)

ACTIVITY	SYSTEM	DATE	COMMENTS
Inventory Recalculation	IN	4/1/2006	Inventory recalculation first Saturday of every month
Saturday Hours	ALL	4/1/2006	Production regions available from 9 am to 2 pm for online inquiry and keying transactions.
Close prior period	GL	4/3/2006	March 2006 is closed
Health Benefits Interface	FC	4/3/2006	Health Benefits interface posts first working day of the month.
Pre-Month End Reports	GL	4/3-4/24/06	Pre-month end reports run in X/PTR (MOPRE)
IT Project Reports	GL	4/3/2006	IT project reports in XPTR
Payroll Interface	FC	4/5/2006	Run Payroll Interface - Cancellation / Rewrite
MM Purge	ALL	4/7/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
IT Project Report	GL	4/10/2006	IT project reports in XPTR
Payroll Interface	FC	4/10/2006	Run Payroll Interface - Mid-month
Check Reconciliation	CR	4/11/2006	Check Reconciliation tape is posted tonight
Certified Reports	ALL	4/13/2006	Deadline for pre-certifying month end reports (9th working day)
Holiday	ALL	4/14/2006	Good Friday Holiday System is down.
Inventory Recalculation	IN	4/15/2006	Inventory recalculation third Saturday of every month
IT Project Reports	GL	4/17/2006	IT project reports in XPTR
Payroll Interface	FC	4/19/2006	Run Payroll Interface - Cancellation / Rewrite
Saturday Hours	ALL	4/22/2006	Production regions available from 9 am to 2 pm for online inquiry and keying transactions.
IT Project Reports	GL	4/24/2006	IT project reports in XPTR
Current Month End Reports	GL	4/26- 4/28/2006	Current month end reports (MOCUR) available in XPTR; Pre-month end reports (MOPRE) discontinued
Payroll Interface	FC	4/26/2006	Run Payroll Interface - Monthly
Non-System Checks	CR	4/28/2006	Process Non-System check deletes and cancels
Fixed Assets Monthly Update	FA	4/28/2006	Fixed Asset monthly update process includes depreciation
Open next period	GL	4/28/2006	May 2006 is opened
Balancing to Available Funds Report	BC	4/28/2006	Balancing to Available Funds (BC950) report run in X/PTR.
Automated closing of PO's	MM	4/28/2006	Automated closing of applicable PO's to receiving
Inventory Recalculation	IN	4/29/2006	Inventory recalculation special run