

OSC FY '06/07 NCAS AUGUST MONTHLY OPERATIONS

CALENDAR FOR PERIOD 02, ENDING 08/31/06

(OSC will no longer be providing Client Support on Saturdays)

ACTIVITY	SYSTEM	DATE	COMMENTS
Close prior period	GL	8/1/2006	July 2006 (period 01) is closed.
Health Benefits Interface	FC	8/1/2006	Run monthly Health Benefits Interface (1st business day of month)
Balancing to Available Funds Report	BC	8/1/2006	IT Balancing to Available Funds (BC950) report available in XPTR.
Pre-Month End Reports	GL	8/1/2006	Pre-month end reports (MOPRE) available in X/PTR from 8/1 - 8/21.
Review flagged accrual reports for completeness and correctness	AP	8/1 - 8/4/06	All flagged accruals for the month of July should be reviewed for accuracy and completeness.
Post Flagged AP Accruals	AP	8/1 - 8/7/06	Agencies must request the posting of these accruals. Only one processing can occur for all flagged accruals for an agency.
Post Items Received Not Invoiced Accruals	PS	8/1 - 8/7/06	Agencies must request the posting of these accruals. Only one processing can occur for all flagged accruals for an agency.
Post Flagged AR Accruals	BC	8/1 - 8/7/06	Agencies must request the posting of these accruals. Only one processing can occur for all flagged accruals for an agency.
Payroll Interface	FC	8/3/2006	Run Payroll Interface - Cancellation / Rewrite.
MM Purge	ALL	8/4/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
Fixed Asset Deadline	FA	8/4/2006	Last day to enter asset data for fiscal year ended June 30. Year ending reports are available in XPTR refer to the fixed asset memo for a detailed listing of reports. THE FA SYSTEM WILL BE DOWN UNTIL AUGUST 7, 2006
Saturday Hours	ALL	8/5/2006	Production regions available from 9 a.m. to 2 p.m. for online inquiry and keying transactions. Fixed Assets (FA) module not available to users.
Inventory Recalculation	IN	8/5/2006	Inventory recalculation first and third Saturday of every month.
IT Project Reports	GL	8/7/2006	IT Project Reports available in XPTR.
Begin FA Processing for FY 2006	FA	8/7-8/16/06	Enter July 2005 asset information.
Check Reconciliation	AP	8/9/2006	Check Reconciliation tape is posted during production run.
Deadline for Pre-Certifying Budgetary Reports	GL	8/10/2006	Certified month end reports due to Central Managers by August 11.
General Ledger Purge	GL	8/11/2006	Purge all detail General Ledger transactions through June 29, 2005 (includes GM331 and C-Detail records).
Saturday Hours	ALL	8/12/2006	Production regions available from 8 a.m. to 3 p.m. with a production cycle update including universities.
IT Project Reports	GL	8/14/2006	IT project reports available in XPTR
Payroll Interface	FC	8/14/2006	Run Payroll Interface - Mid-Month.
Review CAFR information	GL	8/15/2006	Review GASB trial balances and DSS financial statements for completion and correctness
Fixed Asset Deadline for July	FA	8/16/2006	Last day to enter July 2006 asset information. Booked through date set to 2007-01. July monthly production reports and depreciation run.
Fixed Assets Monthly Update	FA	8/17-9/1/06	Fixed Asset monthly update process for August, includes depreciation cycle.

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CALENDAR FOR PERIOD 02, ENDING 08/31/06

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ACTIVITY	SYSTEM	DATE	COMMENTS
Payroll Interface	FC	8/18/2006	Run Payroll Interface - Cancellation / Rewrite.
Saturday Hours	ALL	8/19/2006	Production regions available from 8 a.m. to 3 p.m. with a production cycle update.
Inventory Recalculation	IN	8/19/2006	Inventory recalculation first and third Saturday of every month.
IT Project Reports	GL	8/21/2006	IT project reports available in XPTR
Current Month End Reports	GL	8/22/2006	Current month end reports (MOCUR) available in XPTR from 8/22 - 8/31.
Saturday Hours	ALL	8/26/2006	Production regions available from 7 a.m. to 3 p.m. with a production cycle update including universities.
Sunday Hours	ALL	8/27/2006	No Access to system. Production cycle updates for universities only at 9 p.m.
IT Project Reports	GL	8/28/2006	IT project reports available in XPTR
Payroll Interface	FC	8/29/2006	Run Payroll Interface - Monthly.
Non-System Checks	AP	8/31/2006	Process non-system check deletes and cancellations.
Automated closing of PO's	PS	8/31/2006	Automated closing of applicable PO's to receiving.
CAFR Statements	GL	8/31/2006	Agency financial statements due to OSC.
Open next period	GL	8/31/2006	September 2006 (period 03) is opened.
Fixed Assets Monthly Update	FA	In September	Fixed Asset monthly update process for August will occur on September 1.