

OSC FY 2007 NCAS DECEMBER MONTHLY OPERATIONS

CALENDAR FOR PERIOD 06, ENDING 12/31/06

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

ACTIVITY	SYST EM	DATE	COMMENTS
Close prior period	GL	12/1/2006	November (Period 5) is closed
Health Benefits Interface	FC	12/1/2006	Health Benefits interface posted first working day of the month.
1099	AP	12/1/2006	Verify Monthly Reports for any necessary corrections.
Balancing to Available Funds Report	BC	12/1/2006	Run the Balancing to Available Funds (BC950) report in XPTR
MM Purge	ALL	12/1/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
Pre-Month End Reports	GL	12/1-12/21/06	Pre-month end reports (MOPRE) available in X/PTR
Inventory Recalculation	IN	12/2/2006	Inventory recalculation first Saturday of each month
Saturday Hours	ALL	12/2/2006	Production regions up for processing from 9 a.m. to 2 p.m. for online inquiry and keying transactions no production cycle updates.
IT Project Reports	GL	12/4/2006	IT project reports in XPTR
Payroll Interface	FC	12/5/2006	Run Payroll Interface - Cancellation / Rewrite
IT Project Reports	GL	12/11/2006	IT project reports in XPTR
Check Reconciliation	CR	12/11/2006	Check reconciliation tape is posted tonight
Payroll Interface	FC	12/12/2006	Run Payroll Interface - Mid-Month
Certified Reports	ALL	12/14/2006	Month end reports must be pre-certified by this date.
1099 Zero \$ Checks	AP	12/14/2006	Print zero dollar checks for 1099 processing payment corrections 12/14/06 through 12/29/06
Inventory Recalculation	IN	12/16/2006	Inventory recalculation third Saturday of each month
Saturday Hours	ALL	12/16/2006	Production regions up for processing from 9 a.m. to 2 p.m. for online inquiry and keying transactions no production cycle updates.
Payroll Interface	FC	12/18/2006	Run Payroll Interface - Monthly
IT Project Reports	GL	12/18/2006	IT project reports in XPTR
Payroll Interface	FC	12/19/2006	Run Payroll Interface - Cancellation / Rewrite
Programmatic Close	ALL	TBD	Prior year will close during the month of December
Payroll Interface	FC	12/22/2006	Run Payroll Interface - Second Semi-monthly
Current Month End Reports	GL	12/22-12/29/06	Current month end reports (MOCUR) available in XPTR; Pre-month end reports (MOPRE) discontinued
Christmas Holiday	ALL	12/25-12/26/2006	Production Regions down for Holiday
IT Project Reports	GL	12/29/2006	IT project reports in XPTR
Non-system Checks	AP	12/29/2006	Process Non-system check deletes and cancels
FA Monthly Update	FA	12/29/2006	Fixed asset monthly update process, includes depreciation. Booked thru date set to 2006-06
Open next period	GL	12/29/2006	January 2007 is opened
Automated Closing of PO's	MM	12/29/2006	Automated closing of applicable PO's to receiving
1099 Information	AP	12/29/2006	2006 tax year reporting cycle ends
Open FY2007 for C26N	GL	12/29/2006	FY2007 is opened for Concessions
1099 Zero \$ Checks	AP	12/29/2006	Last day for zero dollar checks