

OSC FY '06/07 NCAS JULY MONTHLY OPERATIONS

CALENDAR FOR PERIOD 1, ENDING 07/31/06

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

ACTIVITY	SYSTEM	DATE	COMMENTS
NCAS system unavailable	ALL	7/1/2006	NCAS system down for year-end processing.
Open Fiscal Year 2006	ALL	7/1/2006	Fiscal Year 2007 and July (period 01) are opened.
2007 Multi-Year Programs	PS	7/1/2006	OSC runs multi-year program C-PS-CHANGE-FUTURE-PO as part of the year end process.
Close prior periods	ALL	7/1/2006	June 29 and June 30 (periods 12 and 13) are closed.
Balancing to Available Funds Report	BC	7/1/2006	Balancing to Available Funds (BC950) report available in XPTR.
Inventory Recalculation	IN	7/1/2006	Inventory Recalculation 1st and 3rd Saturday of every month
Pre-Month End Reports	GL	7/1-7/30/06	Pre-Month end (MOPRE) reports available in X/PTR from 7/1 through 7/30
EOY Trial Balances available for fiscal year ended 2005	GL	7/2/2006	Begin reviewing June 30 (thirteenth month) trial balances available daily in X/PTR under: OSCOP*GL EOY TB/BUDGET OSCOP*GL EOY TB/BUDGET FUND OSCOP*GL EOY TB/GASB OSCOP*GL EOY TB/GASB FUND
Month End Certification (June Only)	GL	7/2/2006	Month End Certification reports for June 29 available in OSCOP*MOCEY
Automated Accrual Reversals	ALL	7/2-7/7/06	Verify prior fiscal year accrual reversals have been released from SBM.
Process Manual Reversing Entries	BC	7/2-7/7/06	Key and update any manual accrual reversing entries.
Deadline for Pre-certifying Final Budgetary Reports	ALL	7/2-7/14/06	Certified June cash basis reports due to Central Managers by June 17.
Flag AP accruals for automated postings to June 30	AP	7/2-7/31/06	Use accrual indicators to flag Accounts Payable invoices for posting back to June 30.
Flag AR accruals for automated postings to June 30	BC	7/2-7/31/06	Use BC documents to flag Accounts Receivable accruals for posting back to June 30.
Post Manual Accruals	BC	7/2-8/14/06	Post manual accruals and adjustments for fiscal year ended June 30.
The modified CAFR and CASH reports and Comparative CAFR reports are sent to agencies and Central Managers	DSS	7/3/2006	New reports are sent to agency LANs
NCAS system available	ALL	7/3/2006	System up and ready for use.
Health Benefits Interface	FC	7/3/2006	Monthly Health Benefits interface is run.
Holiday	ALL	7/4/2006	System Down for 4th of July Holiday.
Fixed Asset Monthly Update	FA	7/5/2006	Fixed Asset monthly update process for June; includes depreciation cycle.
Cash Carry Forward	ALL	7/5-7/7/06	Perform cash carry forward procedures.
Change dates GED	AP	7/5-7/7/06	Request OSC to change date on GED screen to process cash carry forward checks. Manual carry forward checks must have a June 29 effective date.
Audit Tape available	GL	7/5-7/30/06	FY 2006 cash basis audit tape (periods 1-12) are made on request after cash is certified and closed
Payroll Interface	FC	7/6/2006	Run Payroll Interface - Cancellation/Rewrite
MM Purge	ALL	7/7/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
Deadline for transferring Fixed Assets	FA	7/7/2006	Deadline for submitting FY 2006 asset transfers to OSC Client Support.
Saturday Hours	ALL	7/8/2006	Production regions up for keying transactions from 8 a.m. until 3 p.m. with a production cycle update.
IT Project Reports	GL	7/10/2006	IT Project Reports available in XPTR.
FY 2006 Cash Close	ALL	7/10/2006	Final day to process cash entries in the Cash Management System for June. Post the fourth quarter allotment reversion entry to NCAS with an effective date of June 30.
Check Reconciliation	AP	7/12/2006	Check reconciliation tape posted during production run.
Payroll Interface	FC	7/13/2006	Run Payroll Interface - Mid-month
Saturday Hours	ALL	7/15/2006	Production regions up for keying transactions from 9 a.m. until 2 p.m. for online inquiry and keying transactions.
Inventory Recalculation	IN	7/15/2006	Inventory Recalculation 1st and 3rd Saturday of every month.
IT Project Reports	GL	7/17/2006	IT Project Reports available in XPTR.
Payroll Interface	FC	7/19/2006	Run Payroll Interface - Cancellation/Rewrite
Saturday Hours	ALL	7/22/2006	Production regions up for keying transactions from 9 a.m. until 2 p.m. for online inquiry and keying transactions.
IT Project Reports	GL	7/24/2006	IT Project Reports available in XPTR.
Current Month End Reports	GL	7/25/2006	Current month end reports (MOCUR) available in XPTR from 7/25 - 7/31.
Payroll Interface	FC	7/27/2006	Run Payroll Interface - Monthly Payroll
Non-system Checks	AP	7/28/2006	Process non-system check deletes and cancellations.
Automated Closing of PO's	MM	7/28/2006	Automated closing of applicable PO's to receiving.
Reinitialize AR YTD	AR	7/28/2006	The Accounts Receivable YTD journal file, RK659 input file, is reinitialized. DMA, DPI and ITS only.

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Saturday Hours	ALL	7/29/2006	Production regions up for keying transactions from 9 a.m. until 2 p.m. for online inquiry and keying transactions.
IT Project Reports	GL	7/31/2006	IT Project Reports available in XPTR.
Open Next Period	GL	7/31/2006	August 2006 (period 02) is opened.
Fixed Assets Monthly Update	FA	In August	Fixed Asset monthly update process for July will occur on 8/16.