

OSC FY '05/06 NCAS JUNE MONTHLY OPERATIONS

CALENDAR FOR PERIODS 12, ENDING 06/01/2006 AND 13, ENDING 06/30/06

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

ACTIVITY	SYSTEM	DATE	COMMENTS
Close prior period	GL	6/1/2006	May 2006 is closed
Health Benefits Interface	FC	6/1/2006	Health Benefits interface posts first working day of the month.
Balancing to Available Funds Report	BC	6/1/2006	Balancing to Available Funds (BC950) report available in X/PTR.
SBM Validation Report	GL	6/1 - 6/29/06	SBM validation report is available daily in XPTR group OSCOP* GL EOY SBM VALIDATE ERROR or run C-U-SBM-VALIDATION-REPORT in the GLPUBLIC IE library.
Close out all travel advances	AP	6/1 - 6/29/2006	All permanent and temporary travel advances must be closed. Travel advance account (532799) must have a zero balance. Outstanding Employee advance Report (AP-I0005) must show no advances and the Negative Balance Report (I-0004) must have no negative balances for employees. Reports are in XPTR - OSCOPX MM122-6 AP BALANCE/MAINT.
Review and resolve outstanding credit/debit memos.	AP	6/1 - 6/29/2006	Resolve all credit/debit memos that have been outstanding for more than a year. Review all credit/debit memos for collectability. Use Negative Balance Report (I-0004) in XPTR - OSCOPX MM122-6 AP BALANCE/MAINT and the Credit Memo List report (I-004A) in XPTR - MM122-6 CREDIT MEMO LIST.
Reconcile Procurement-Card Transactions	AP	6/1 - 6/30/06	Reconcile all charges in PC module associated with payments that have a payment date prior to 6/30/06. All transactions on PUTL and PILS with a P in the Pay Indicator field must have a status 1 on PILS screen prior to 6/30/06.
Override Payment terms to pay invoices by June 30, where appropriate	AP	6/1 - 6/30/06	Agencies must override payment terms on invoices for all payments to be issued in FY 2006 by June 30. (All AP transactions to be paid from current year appropriations must have a date no later than June 29.)
Verify PO Multi-Year Indicators	PS	6/1 - 6/30/06	Run PSPUBLIC IE reports C-U-PS-LIST-FUTURE-PO and C-U-PS-LIST-FUTURE-REQ; make any necessary corrections to the multi-year indicators. Only documents with 07 indicators will be converted to a current encumbrance in the next fiscal year. Review anything with a prior year indicator.
Review open requisitions	PS	6/1 - 6/30/06	Review all open requisitions by running PSPUBLIC IE report C-U-PS-REQUISITION-AGING. Convert open requisitions to PO's, where appropriate.
Delete all requisition headers and purchase order headers with no attached lines	PS	6/1 - 6/30/06	Use the C-U-PS-REQ-MAINT report to list all requisition headers with no attached lines and C-U-PS-PO-MAINT-REPORT to list all purchase order headers with no attached lines.
Manually close all purchase orders where no more activity (receiving or invoicing) will take place	PS	6/1 - 6/30/06	The NCAS closes these automatically only when payments are within tolerances. Agencies can use report C-U-AP-INVOICE-STATUS (in the APPUBLIC library) to help identify candidates for manual closing.
MM Purge	ALL	6/2/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
Month End Reports	GL	6/2 - 6/21/06	Pre-month end (MOPRE) and current month end (MOCUR) reports (including Universities) available in X/PTR.
Saturday Hours	ALL	6/3/2006	Production regions available from 9 am to 2 pm. for online inquiry and keying transactions.
Inventory Recalculation	IN	6/3/2006	Inventory recalculation first Saturday of every month.
Payroll Interface	FC	6/5/2006	Run Payroll Interface - Cancellation / Rewrite.
IT Project Reports	GL	6/5/2006	IT project reports available in XPTR.
CMCS Closed for May	CMCS	6/8/2006	Last day to process May transactions in CMCS (5th business day).
Check Reconciliation	CR	6/9/2006	Check Reconciliation tape is posted tonight.
Submit CI budget code requisitions for CIs funded by bond appropriations and COPS	CMCS	6/9/2006	Capital Improvements funded by bond appropriation and COPS requisitions must be submitted by 11:00 a.m. on this date.

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CALENDAR FOR PERIODS 12, ENDING 06/01/2006 AND 13, ENDING 06/30/06

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ACTIVITY	SYSTEM	DATE	COMMENTS
Saturday Hours	ALL	6/10/2006	Production regions available from 9 am to 2 pm. for online inquiry and keying transactions.
Payroll Interface	FC	6/12/2006	Run Payroll Interface - Mid-month.
IT Project Reports	GL	6/12/2006	IT project reports available in XPTR.
Deadline for Pre-certifying Budgetary Reports	ALL	6/14/2006	Certified month end reports due to Central Managers by June 15.
No new companies added until the new fiscal year is opened	GL	6/14 - 6/30/06	Company build process requires multiple production runs and may interfere with year close.
Submit CI budget code requisitions for other CIs	ALL	6/15/2006	Capital Improvement budget code requisitions must be submitted by 11:00 a.m. on this date.
Process cash transfers for CI reversions	CMCS	6/16/2006	Cash transfers for CI reversions to the general fund must be received at OSC by 11:00 a.m. on this date.
Saturday Hours	ALL	6/17/2006	Production regions available from 8 am to 3 pm. with a production cycle update.
Inventory Recalculation	IN	6/17/2006	Inventory recalculation third Saturday of every month.
IT Project Reports	GL	6/19/2006	IT project reports available in XPTR.
Payroll Interface	FC	6/20/2006	Run Payroll Interface - Cancellation / Rewrite.
Zero \$ Invoices Extracted	AP	6/20 - 6/30/06	Bank Account Policy is updated to post zero \$ invoices to GL. Agencies should watch for zero \$ checks.
CI Certified Reports due to Central Managers	ALL	6/21/2006	Certified CI reports for June are due to Central managers on this date.
Deadline for transfer of funds for sale of surplus	CMCS	6/23/2006	Net proceeds from sale, lease or rental of property should be transferred to OSC by 11:00 a.m. on this date.
Saturday Hours	ALL	6/24/2006	Production regions available from 8 am to 3 pm with a production cycle update.
IT Project Reports	GL	6/26/2006	IT project reports available in XPTR.
Payroll Interface	FC	6/27/2006	Run Payroll Interface - Monthly.
Agencies reconcile all clearing accounts	GL	6/29/2006	All clearing accounts should have a zero balance before certification.
Agencies clear all suspense balances	GL	6/29/2006	All suspense accounts should have a zero balance before certification.
Review Suspended Batch Master file	GL	6/29/2006	All FY 2006 SBM entries need to be corrected and released.
Agencies end all BC documents	BC	6/29/2006	End all FY 2006 unfinished BC documents: ON HOLD AWAITING COMPLETION, ON HOLD AWAITING APPROVAL, AND IN PROGRESS.
FY 2007 company fund table created	GL	6/30/2006	FY 2007 budget funds will appear on the Batch Proof List dated 06/30
Last Check Run for FY 2005	AP	6/30/2006	Last day to request a check run. PCC Payment date must be no later than June 29. Checks can be printed on July 1.
Non-System Checks	AP	6/30/2006	Process non-system check deletes and cancellations.
Reimburse and close Imprest cash accounts	AP	6/30/2006	Imprest cash should be reimbursed and closed out. NCAS effective date should be June 29.
Open next period	ALL	6/30/2006	A complete production cycle is run to process the final cash basis activities for June and the thirteenth period (6/30) is opened.
Automated closing of PO's	MM	6/30/2006	Automated closing of applicable PO's to receiving.
Fixed Assets Monthly Update	FA	In July	Fixed Asset monthly update process for June will occur on July 5.