

OSC FY '05/06 NCAS MAY MONTHLY OPERATIONS

CALENDAR FOR PERIOD 11, ENDING 05/31/06

(OSC does not provide Client Support on Saturdays)

ACTIVITY	SYSTEM	DATE	COMMENTS
Close prior period	GL	5/1/2006	April 2006 is closed.
Health Benefits Interface	FC	5/1/2006	Health Benefits interface posts first working day of the month.
IT Project Reports	GL	5/1/2006	IT project reports available in XPTR.
AR EOY Schedule	AR	5/1/2006	Notify AR users of EOY tasks and schedule.
Balancing to Available Funds Report	BC	5/1/2006	Balancing to Available Funds (BC950) report run in X/PTR.
Turn off Allocation Process	IN	5/2/2006	Turn off allocation process for inventory usage orders - P region only, DOC (not DPI)
Pre-Month End Reports	GL	5/2/2006	Pre-month end reports run in X/PTR (MOPRE).
Payroll Interface	FC	5/3/2006	Run Payroll Interface - Cancellation / Rewrite.
MM Purge	ALL	5/5/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
Accounts Receivable Calendar	AR	5/5/2006	Accounts Receivable module billing calendars added.
Saturday Hours	ALL	5/6/2006	Production regions available from 9 am to 2 pm for online inquiry and keying transactions.
Inventory Recalculation	IN	5/6/2006	Inventory recalculation first Saturday of every month.
IT Project Reports	GL	5/8/2006	IT project reports available in XPTR.
Turn on Allocation Process	IN	5/8/2006	Turn on allocation process for inventory usage orders - P region only, DOC (not DPI)
Check Reconciliation	CR	5/9/2006	Check Reconciliation tape is posted tonight.
Payroll Interface	FC	5/10/2006	Run Payroll Interface - Mid-month.
Certified Reports	ALL	5/11/2006	Deadline for pre-certifying month end reports (9th working day).
IT Project Reports	GL	5/15/2006	IT project reports available in XPTR.
Payroll Interface	FC	5/18/2006	Run Payroll Interface - Cancellation / Rewrite.
Inventory Recalculation	IN	5/20/2006	Inventory recalculation third Saturday of every month.
Saturday Hours	ALL	5/20/2006	Production regions available from 9 am to 2 pm for online inquiry and keying transactions.
IT Project Reports	GL	5/22/2006	IT project reports available in XPTR.
Current Month End Reports	GL	5/23- 5/31/2006	Current month end reports (MOCUR) available in XPTR; Pre-month end reports (MOPRE) discontinued.
Payroll Interface	FC	5/26/2006	Run Payroll Interface - Monthly.
Holiday	ALL	5/29/2006	Memorial Day Holiday system is down.
IT Project Reports	GL	5/30/2006	IT project reports available in XPTR.
Non-System Checks	CR	5/31/2006	Process Non-System check deletes and cancels.
Fixed Assets Monthly Update	FA	5/31/2006	Fixed Asset monthly update process includes depreciation
Automated closing of PO's	MM	5/31/2006	Automated closing of applicable PO's to receiving
Open next period	GL	5/31/2006	June 2006 is opened.