

OSC FY 2007 NCAS NOVEMBER MONTHLY OPERATIONS

CALENDAR FOR PERIOD 05, ENDING 11/30/2006

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

ACTIVITY	SYSTEM	DATE	COMMENTS
Escheat Notification	AP	11/1/2006	Escheat checks due to State Treasurer's Office by 11/1/06. Due Diligence letters should have already been mailed. Click on the following link for escheat procedures from the State Treasurer's Office: http://www.nctreasurer.com/DSTHome/AdminServices/UnclaimedProperty/default.htm
Close prior period	GL	11/1/2006	October (Period 04) is closed.
Health Benefits Interface	FC	11/1/2006	Run monthly Health Benefits Interface.
1099	AP	11/1/2006	Verify Monthly Reports for any necessary corrections.
Balancing to Available Funds Report	BC	11/1/2006	Run the Balancing to Available Funds (BC950) report in XPTR.
Pre-Month End Reports	GL	11/1-11/21/06	Pre-month end reports (MOPRE) available in X/PTR.
Payroll Interface	FC	11/3/2006	Run Payroll Interface - Cancellation / Rewrite
MM Purge	ALL	11/3/2006	Purge scheduled for modules: AP, AR, CC, PS, PC
Inventory Recalculation	IN	11/4/2006	Inventory recalculation first Saturday of every month.
Saturday Hours	ALL	11/4/2006	Production regions available from 9 a.m. to 2 p.m. for online inquiry and keying transactions no production cycle updates.
IT Project Reports	GL	11/6/2006	IT Project Reports in XPTR
Check Reconciliation	AP	11/9/2006	Check Reconciliation tape is posted during production run.
HOLIDAY	ALL	11/10/2006	PRODUCTION REGIONS DOWN FOR THE HOLIDAY
IT Project Reports	GL	11/13/2006	IT Project Reports in XPTR
Payroll Interface	FC	11/14/2006	Run Payroll Interface - Mid-Month.
Certified Reports	GL	11/15/2006	Month end reports must be pre-certified by this date.
Payroll Interface	FC	11/17/2006	Run Payroll Interface - Cancellation / Rewrite
Saturday Hours	ALL	11/18/2006	Production regions available from 9 a.m. to 2 p.m. for online inquiry and keying transactions no production cycle updates.
Inventory Recalculation	IN	11/18/2006	Inventory recalculation third Saturday of every month.
IT Project Reports	GL	11/20/2006	IT Project Reports in XPTR
HOLIDAY	ALL	11/23-11/24/06	Production regions down for the holiday
IT Project Reports	GL	11/27/2006	IT Project Reports in XPTR
Current Month End Reports	GL	11/27-11/30/06	Current month end reports (MOCUR) available in XPTR; Pre-month end reports (MOPRE) discontinued
Payroll Interface	FC	11/28/2006	Run Payroll Interface - Monthly.
Non-System Checks	AP	11/30/2006	Process non-system check deletes and cancellations.
Fixed Assets Monthly Update	FA	11/30/2006	Fixed Asset monthly update process for November, includes depreciation.
Automated closing of PO's	PS	11/30/2006	Automated closing of applicable PO's to receiving and subsequent processing by P&C.
Open next period	GL	11/30/2006	December (Period 06) is opened.