

OSC FY '06/07 NCAS SEPTEMBER MONTHLY OPERATIONS

CALENDAR FOR PERIOD 3, ENDING 09/30/06

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

ACTIVITY	SYSTEM	DATE	COMMENTS
Close prior period	GL	9/01/06	August 2006 (period 02) is closed.
Health Benefits Interface	FC	9/01/06	Run monthly Health Benefits Interface.
Fixed Assets Monthly Update	FA	9/01/06	Fixed Asset monthly update process for August, includes depreciation.
Adobe reports for CAFR 11A, 30, 57 are sent to agencies and Central Managers	DSS	9/01/06	DSS reports are updated nightly. SAD will notify when to stop the updates of the Adobe reports.
Pre-Month End Reports	GL	9/01/06	Pre-month end reports (MOPRE) available in X/PTR from 9/1 -9/22; Current month end reports (MOCUR) discontinued.
Balancing to Available Funds Report	BC	9/01/06	Balancing to Available Funds (BC950) report available in XPTR
MM Purge	ALL	9/01/06	Purge scheduled for modules: AP, AR, CC, PS, PC
Saturday Hours	ALL	9/02/06	Production regions available from 7 a.m. to 3 p.m. for online inquiry and keying transactions with no production cycle update.
Inventory Recalculation	IN	9/02/06	Inventory recalculation first Saturday of every month.
Holiday (Monday Hours)	ALL	9/04/06	Labor Day Holiday - Production regions available from 7 a.m. to 3 p.m. with a limited production cycle update (exclude MM cycles).
Fixed Assets	FA	9/05/06	Resume normal fixed asset operations, begin September activities.
IT Project Reports	GL	9/05/06	IT project reports available in XPTR
Payroll Interface	FC	9/06/06	Run Payroll Interface - Cancellation / Rewrite.
Saturday Hours	ALL	9/09/06	Production regions available from 7 a.m. to 3 p.m. for online inquiry only.
IT Project Reports	GL	9/11/06	IT project reports available in XPTR
Deadline for Pre-certifying Budgetary Reports	GL	9/14/06	Certified month end reports due to Central Managers by Sept. 15.
Check Reconciliation	AP	9/12/06	Check Reconciliation tape is posted during production run.
Payroll Interface	FC	9/14/06	Run Payroll Interface - Mid-Month.
Deadline for Pre-certifying Budgetary Reports	GL	9/14/06	Certified month end reports due to Central Managers by Sept. 15.
Inventory Recalculation	IN	9/16/06	Inventory recalculation third Saturday of every month.
Saturday Hours	ALL	9/16/06	Production regions available from 7 a.m. to 3 p.m. for online inquiry and keying transactions no production cycle update.
IT Project Reports	GL	9/18/06	IT project reports available in XPTR
Payroll Interface	FC	9/20/06	Run Payroll Interface - Cancellation / Rewrite.
Saturday Hours	ALL	9/23/06	Production regions available from 7 a.m. to 3 p.m. for online inquiry and keying transactions no production cycle update.
Current Month End Reports	GL	9/25/06	Current month end reports (MOCUR) available in XPTR from 9/25 -9/29; Pre-month end reports (MOPRE) discontinued
IT Project Reports	GL	9/25/06	IT project reports available in XPTR.
Payroll Interface	FC	9/27/06	Run Payroll Interface - Monthly Payroll.
Open next period	GL	9/29/06	October 2006 (period 04) is opened.
Non-System Checks	AP	9/29/06	Process non-system check deletes and cancellations.
Fixed Assets Monthly Update	FA	9/29/06	Fixed Asset monthly update process for September, includes depreciation.
Automated closing of PO's	PS	9/29/06	Automated closing of applicable PO's to receiving.
Saturday Hours	ALL	9/30/06	Production regions available from 7 a.m. to 3 p.m. for online inquiry and keying transactions no production cycle update.