

OSC FY 2016-2017 NCAS JULY MONTHLY OPERATIONS

CALENDAR FOR PERIOD 1, ENDING 07/31/2016

(Client Support not provided on Saturday)

ACTIVITY	SYSTEM	DATE	COMMENTS
NCAS system unavailable	ALL	7/1/2016	NCAS system down for year-end processing.
Close prior periods	ALL	7/1/2016	June 29 and June 30 (periods 12 and 13) are closed.
2016 Multi-Year Programs	PS	7/1/2016	OSC runs multi-year program C-PS-CHANGE-FUTURE-PO as part of the year end process.
Open Fiscal Year 2016 - 2017	ALL	7/1/2016	Fiscal Year 2016 - 2017 and July (period 01) are opened.
Saturday System Available	ALL	7/2/2016	Production regions up for keying transactions from 7 a.m. until 3 p.m. for online inquiry and keying transactions.
Month End Certification (June Only)	GL	7/2/2016	Month End Certification reports for June 29 available in OSCOP* MOCEY
The modified CAFR and Comparative CAFR reports are updated for agencies and Central Managers	DSS	7/2/2016	New reports are sent to the DSS Website.
EOY Trial Balances available for fiscal year ended 2016	GL	7/2/2016	Begin reviewing June 30 (13th month) trial balances on DSS.
Automated accrual reversals posted	ALL	7/2-7/7/2016	Verify <u>prior fiscal year reversals have been released from SBM.</u>
Process Manual Reversing Entries	BC	7/2-7/7/2016	<u>Key and update any manual accrual reversing entries.</u>
Cash Carry Forward	ALL	7/2-7/14/2016	Perform cash carry forward procedures.
Deadline for Pre-certifying Final Budgetary Reports	ALL	7/2-7/15/2016	Certified <u>June cash basis reports</u> due to Central Managers by July 15.
Audit tape available	GL	7/2-7/31/2016	FY 2016 cash basis audit tape (periods 1-12) generated by request after cash is certified and closed.
<u>Flag Accounts Payable accruals</u> for automated posting to June 30	AP	7/2-7/25/2016	Use accrual indicators to flag AP invoices for posting back to June 30. May begin process in month of May.
<u>Flag Accounts Receivable accruals</u> for automated posting June 30	BC	7/2-7/25/2016	Use BC to flag AR accruals for posting back to June 30.
Post Manual Accruals	BC	7/2-8/5/2016	Post <u>manual accruals and adjustments</u> for fiscal year ended June 30.
July 4th Holiday	ALL	7/4/2016	SYSTEM UNAVAILABLE DUE TO STATE HOLIDAY.
Pre-Month End Reports	GL	7/5-7/29/2016	Pre-Month end (MOPRE) reports available in X/PTR from 7/2 through 7/31.
FY 2016 Cash Close deadline	ALL	7/8/2016	Final day to process cash entries in the Cash Management System (Post fourth quarter allotment reversion entry to NCAS with an effective date of June 30). Final requisitions must be received by OSC on or before 10:30 am on this date.
MM Purge	ALL	7/8/2016	Purge scheduled for modules: AP, AR, CC, PS, PC
Saturday System Available	ALL	7/9/2016	Production regions up for keying transactions from 7 a.m. until 3 p.m. for online inquiry and keying transactions.
Check Reconciliation	AP	7/12/2016	Check reconciliation tape posted during production run.
Deadline for transferring Fixed Assets	FA	7/12/2016	Deadline for submitting FY 2016 asset transfers to OSC Support Services.
Saturday Hours	ALL	7/16/2016	Production regions up for keying transactions from 7 a.m. until 3 p.m. for online inquiry and keying transactions.
Reinitialize AR YTD	AR	7/22/2016	The Accounts Receivable YTD journal file, RK659 input file, is reinitialized. DMA, DPI and ITS only.
Fixed Asset Deadline	FA	7/22/2016	Last day to enter asset data for fiscal year 2015-2016 ended June 30. Year ending reports are available in Systemware.
Fixed Asset processing for 2016	FA	7/22/2016	Keying in July 2016 transactions for new fiscal year 2016.
Saturday Hours	ALL	7/23/2016	Production regions up for keying transactions from 7 a.m. until 3 p.m. with production cycle update for BC/FC/GL only.
Review <u>flagged accrual report</u> for completion and correctness	AP	7/25-7/26/2016	All accruals flagged during the month of July should be reviewed for accuracy and completeness.
Post flagged AP accruals Post flagged AR accruals Post Items Received Not Invoice accruals	AP	7/25-7/28/2016	Request injection of flagged accruals. Only one processing run can occur for each agency.
Current Month End Reports	GL	7/26/-8/1/2016	Current month end reports (MOCUR) available in XPTR from 7/26-8/1.
Deadline for processing non-system checks	AP	7/29/2016	Process non-system check deletes and cancellations.
Automated Closing of PO's	MM	7/29/2016	Automated closing of applicable PO's to receiving.
Open Next Period	GL	7/29/2016	August 2016 (period 02) is opened.
Balancing to Available Funds Report	BC	7/29/2016	Balancing to Available Funds (BC950) report available in XPTR. Also available in XPTR: REQ-AFF/PO-ENCUMB COMPARE REQ/ENCUMB BY AGENCY.
Fixed Assets - FA Release	FA	7/29/2016	AP to FA interface for July 1 - 31 (non-accruals).
Saturday Hours	ALL	7/30/2016	Production regions up for keying transactions from 7 a.m. until 3 p.m. with production cycle update.































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































