

10/12/2004

4:04 PM

## CFS G/L MONTH-END CLOSING SCHEDULE

**NOVEMBER 2004 – Revised 10/12/04**

### **CLARIFICATION of this Closing Information & WHAT is actually closing:**

- The CAMS system is **NOT** “going down” & “restricting” users from access. This memo refers to the General Ledger period (the G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
  - Module transaction activity may still be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period or month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

The following modules, “**Tier ONE**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5<sup>th</sup> workday of the following month) for the **November 2004 General Ledger** (**CLOSED for NOVEMBER 2004 activity**):

**BE – Budget Execution**

**NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.

**PR – Purchase Requisitions (Commitments)**

**PO – Purchase Orders (Obligations)**

**AP – Accounts Payable**

**AR – Accounts Receivable**

On **TUESDAY, November 30, 2004**, at **10:00 AM EST**.

After 9:00 AM EST, the modules mentioned above, “**Tier ONE**,” may begin working on December 2004 transactions; GL End Date ‘30-NOV-2004’ will no longer be available for input.

The following modules, “**Tier TWO**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5<sup>th</sup> workday of the following month) for the **November 2004 General Ledger** (**CLOSED for NOVEMBER 2004 activity**):

**ALLOC – Cost Accumulation/Allocation**

The Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 10:15 am EST on Tuesday, November 30<sup>th</sup> & is expected to take from 4-6 hours to complete.

**GJ – General Journal**

**GL – General Ledger**

On **TUESDAY, November 30, 2004**, at “**Time to Be Determined**” EST (Estimated, depending on CA O/U process & other month-end activities completion).

**NOTE:** Between 10:00 AM EST on Tuesday, November 30<sup>th</sup> until the November G/L Month is closed, the modules mentioned above, “**Tier TWO**,” should **NOT** enter ANY transactions while November 2004 is still open. **ONLY after** November 2004 is closed may “**Tier TWO**” modules mentioned above begin working on December 2004 transactions.

### **SPECIAL INSTRUCTIONS:**

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
  - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after COB, Monday, November 29<sup>th</sup> until after the November 2004 G/L Period is closed**. Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
    - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
- **CA Surcharges:**
  - Please have the CA Surcharges processed **prior to the “Tier ONE”** closing.

**NOTE #1:** **DISBURSEMENT PROCESS (PM102, PM103, PM206)** will run up to & including Monday, August 23<sup>rd</sup> due to the CAMS tech migration.

**NOTE #2:** **DATA WAREHOUSE reports &/or CFS Production reports** will **NOT** have complete month-end data until the morning after month-end closing.

Please pass this information along to end users in your area or any others you think may be interested.