

10/12/2004

4:03 PM

CFS G/L MONTH-END CLOSING SCHEDULE

OCTOBER 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.

ALL modules will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5th workday of the following month) for the **October 2004 General Ledger** (**CLOSED for OCTOBER 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

ALLOC – Cost Accumulation/Allocation – there will be NO CA O/U process for October 2004

GJ – General Journal

GL – General Ledger

On **FRIDAY, October 29, 2004**, at **3:00 PM EST**.

After 3:00 PM EST, the modules mentioned above, “**Tier ONE**,” may begin working on November 2004 transactions; GL End Date ‘31-OCT-2004’ will no longer be available for input.

SPECIAL INSTRUCTIONS:

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
 - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after COB, Thursday, October 28th until after the October 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.
- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the** closing of the modules.

NOTE #1: **DISBURSEMENT PROCESS (PM102, PM103, PM206) will NOT run on the last THREE business days of the month.**

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.