

1/28/2005

5:42 PM

# CFS G/L MONTH-END CLOSING SCHEDULE

*JUNE 2005 – Revised 1/27/05*

## **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 CFS General Ledger period (the CFS G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
  - Module transaction activity can be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period/month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

## **TIER “ONE” CFS Module Closing**

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 **June 2005 General Ledger** (***CLOSED for JUNE 2005 activity***):

**BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)**

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

**PR – Purchase Requisitions (Commitments)**

**PO – Purchase Orders (Obligations, etc.)**

**AP – Accounts Payable (Invoices and Receiving Tickets, etc.)**

On **MONDAY, June 27, 2005, at 7:00 AM EST.**

After 7:00 AM EST, the modules mentioned above, “**Tier ONE**,” may begin working on July 2005 transactions; GL End Date ‘30-JUN-2005’ will no longer be available for input.

## **TIER “TWO” CFS Module Closing**

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 **June 2005 General Ledger** (***CLOSED for JUNE 2005 activity***):

**AR – Accounts Receivable (Collections and Reimbursable WIP Process, etc.)**

The Reimbursable WIP process will be kicked off @ 7:05 am EST on Monday, June 27<sup>th</sup> & is expected to take 1-2 hours to complete.

On **MONDAY, June 27, 2005, at 9:00 AM EST.**

**NOTE:** Between 7:00 AM EST until 9:00 AM EST on Monday, June 27<sup>th</sup>, while the Reimbursable WIP process is running, the modules mentioned above, “**Tier TWO**,” should **NOT** enter ANY transactions until the “**Tier TWO**” modules are closed. **ONLY after** June 2005 is closed for “**Tier TWO**” modules @ 9:00 AM EST on Monday, June 27<sup>th</sup> may “**Tier TWO**” modules mentioned above begin working on July 2005 transactions.

## **TIER “THREE” CFS Module Closing**

The following modules, “**Tier THREE**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5<sup>th</sup> workday of the following month) for the **June 2005 General Ledger** (***CLOSED for JUNE 2005 activity***):

**ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)**

The Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 9:05 am EST on Monday, June 27<sup>th</sup> & is expected to take from 6-8 hours to complete.

**GJ – General Journal (GJs and Labor, etc.)**

**GL – General Ledger**

On **MONDAY, June 27, 2005, at “Time to Be Determined” EST (Estimated, depending on CA O/U process & other month-end activities completion).**

**NOTE:** Between 7:00 AM EST on Monday, June 27<sup>th</sup> until the June G/L Month is closed, the modules mentioned above, “**Tier THREE**,” should **NOT** enter ANY transactions while June 2005 is still open. **ONLY after** June 2005 is closed may “**Tier THREE**” modules mentioned above begin working on July 2005 transactions.

1/28/2005

5:42 PM

**SPECIAL INSTRUCTIONS:**

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
  - Please do ***NOT*** approve **ANY** SLTs or Labor Transactions **after COB, Thursday, June 23<sup>th</sup> until after the June 2005 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 not run the last three business days of the month prior to the closing date of the AP module.**

**NOTE #2: DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing of the last Tier for CFS modules. Clientservices will email all DW users of complete month-end data availability in the DW as well as the Preliminary Close of the G/L period.**

**DATA WAREHOUSE Snapshot & Refresh Process:**

Please revise the schedule of the DW Snapshot & Refresh process for **Monday, June 27, 2005**, to start the process @ **9:00 PM EST**, instead of 11:00 PM EST on that day. Thank you.

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