

7/20/2005

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## CFS G/L MONTH-END CLOSING SCHEDULE

*SEPTEMBER 2005 – Revised 7/19/05*

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

- The CAMS system IS “going down” and “restricting” users from access during the September 2005 and FY 2005 YE closing process.

### **TIER “ONE” CFS Module Closing**

The following modules, “Tier ONE”, will be placed in “PRELIMINARY” close for the **SEPTEMBER 2005 (FY 2005) General Ledger** (*CLOSED for SEPTEMBER 2005 AND FY 2005 activity*):

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

**NOTE:** End users WILL be prohibited from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations, etc.)

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

AR – Accounts Receivable

On **TUESDAY, September 27, 2005, at 8:00 PM EST.**

After 8:00 PM EST, the modules mentioned above, “Tier ONE,” will be shut down and will no longer be available for input – all users will be locked out from access to CBS until the YE closing process is completed for FY 2005.

### **TIER “TWO” CFS Module Closing**

The following modules, “Tier TWO”, will be placed in “PRELIMINARY” close for the **September 2005 General Ledger** (*CLOSED for September 2005 and FY 2005 activity*):

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

The Cost Accumulation Over/Under (CA O/U) process will be begin @ 8:05 pm EST on Tuesday, September 27, and is expected to take approximately 6 hours to complete.

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

GL – General Ledger

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

**FY2006 TRANSACTION ENTRY INTO CAMS:**

**CAMS WILL REMAIN IN A RESTRICTED STATUS UNTIL 6:00 AM EST ON MONDAY, OCTOBER 3, WHEN USERS MAY BEGIN ENTERING FY 2006 TRANSACTIONS INTO CAMS.**

### **SPECIAL INSTRUCTIONS:**

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
  - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after Monday, September 26.**
- **CA Surcharges:**
  - Please have the CA Surcharges processed **prior to the “Tier ONE” closing.**

**Clientservices will inform users when Data Warehouse and/or CFS Production is available and complete with all FY 2005 year-end data after YE closing.**

### **DATA WAREHOUSE Snapshot & Refresh Process:**

TBT

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