

Financial Accounting System Month-End Schedule

October 2009

Item	Working Day	Date
Labor Distribution Feed Available.	Fri 5PM	10/30/09
FAS Closing for Subsystem Feeds: OPG, IRE, Investments,, PRINTING SVC. HEALTH SCI, CUADS, SIS, Telephone, etc. Responsibility of Respective Departments.	Mon 5PM	11/02/09
Financial Front-Ends (FFE) close to departments	Weds 5PM	11/04/09
Office of the Controller Receives Check List and AM100 from Production Group for Approval.	Thurs AM	11/05/09
Mechanical Entries: Multiple Mechanical take Place.	Thurs AM	11/05/09
Office of the Controller receives FINAL Check List and FINAL AM100 from Production Control Group for Approval.	Thurs PM	11/05/09
Office of the Controller ASCII Extracts available. Responsibility of AIS/Production.	Fri AM	11/06/09
FAS Download Extracts available.	Fri AM	11/06/09
Month-end FOCUS Reports available	Fri PM	11/06/09
Month-End Files available for reporting.	Mon AM	11/09/09
Monthly Account Statements (AM092) FTPD to Printing Services	Mon AM	11/09/09
Departments Summary Report (DSR) in Central Mail Room.	Weds	11/09/09
Departments receive Monthly Xerox Account Statements.	Weds	11/09/09
Departments receive Departmental Summary Reports.	Weds	11/09/09