

## SEPTEMBER 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				Revised 8-21-2012	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <b>Subject to change based on availability of information</b> </div>	<b>1</b> <b>Payroll Weekend-Pay Period 17</b> System available 6:00 AM to 10:00 PM CST FDW available 6:00 AM to 5:00 PM CST -Open Accounting Period 12/12
<b>2</b> <b>Payroll Weekend-Pay Period 17</b> System available after payroll cycle completes. No FDW availability.	<b>3</b> <b>Labor Day Holiday</b> <b>Applications available</b> <b>No Cycles-Backups Only</b>	<b>4</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Run Preliminary Annual Close and Reversal Jobs. -Import accounting period 11/2012 Intradepartmental balances as of 8/31/12 from FACTS I file to ITRS	<b>5</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b>	<b>6</b> <b>Run Abbreviated Cycle for Forest Service;</b> -GFRS opens for closing package submission;	<b>7</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b>	<b>8</b> <b>Maintenance Weekend</b> System available 6:00 AM to 10:00 PM CST FDW available 6:00 AM to 5:00 PM CST
<b>9</b> <b>Maintenance Weekend</b> System available 6:00 AM to 10:00 PM CST FDW available 6:00 AM to 5:00 PM CST	<b>10</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Copies of agencies Submissions of FMFIA/FFMIA assurance statements, certifications or remediation plans for Agencies and Dept. and support for changes to last submissions for issues resolved, closed or deemed immaterial provided to OIG	<b>11</b> <b>Run Abbreviated Cycle for Forest Service;</b> -Coordinating Committee Meeting	<b>12</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Submit budget execution requests that require approval by OMB, including SF-132s, SF 1151s & warrant requests by this date to OBPA	<b>13</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b>	<b>14</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Fiscal year 2011 financial statements and Footnotes in 2012 format. These statements should be a complete financial statement package (lock down 11 numbers; finalize footnote verbiage, crosswalks and format of statements to the greatest extent possible) Include the footnote which reconciles 2011 SBR to President Budget. - 4th QTR accrual and estimates provided to agencies and OIG (FECA, OPM benefits, OPM imputed costs, Unfunded Leave, HQ Allocations, Green book, Working Capital Fund (WCF), Judgment Fund, Intra-departmental) - FACTS I MAF window closes	<b>15</b> <b>Payroll Weekend-Pay Period 18</b> System available 6:00 AM to 10:00 PM CST FDW available 6:00 AM to 5:00 PM CST

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<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>16</b> <b>Payroll Weekend-Pay Period 18</b> System available after payroll cycle completes. No FDW availability.</p>	<p><b>17</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Run IAS Consistency Report. PROPDAY; - Submit completed FAM 2020-Checklist for Federal Reporting and Disclosures, Summary of Changes to ACFO-FO -Last day to input bills into IBIL to accomplish IPAC collections for year-end. IPAC bills entered and accepted in IBIL and ABCO will be generated on 9/20/12</p>	<p><b>18</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Run IAS Consistency Report. PROPDAY; -Cut-off day for entering BD's to accomplish IPAC collections. All updates to ARTX or CATX for any billing documents created from PCAS or direct input must be done by this date. <b>-Run Payroll Estimates (150%) of Pay Period 18;</b></p>	<p><b>19</b> <b>Run Interfaces and Nightly Cycle for Forest Service;</b> -Run IAS Consistency Report. PROPDAY &amp; PROPWEEK; FFIS &amp; FMMI trans through Sept 20 updated in PROP at night. -Last day for Reproc Cycle. - <b>Last day PCAS jobs can run in order to generate IPAC collections.</b> IPAC bills will be created for BP's created from the run on 09/20/12; -Review Payroll Estimates;</p>	<p><b>20</b> <b>Run Interfaces &amp; Nightly Cycle-Forest Service; Last Day for TRVL, GVTS, TELE &amp; UTVN Feeder run for FY12.</b> -Run IAS Consistency Report -Run TELE &amp; UTVN accruals; PROP DAY and PROP interface to FFIS runs during the day, Picks up data from PROPWEEK &amp; creates DV's. DV'S fm PROPWEEK available in FMMI for inquiry /clearing of IDOC Rejects. - <b>Last GOALS Run. Last day to Input Direct Entry AR docs or Run Sales Order Resource Related billings to accomplish. IPAC collections.</b></p>	<p><b>21</b> <b>Run Interfaces &amp; Nightly Cycle w/NO Disbursements -Forest Service;</b> -Run IAS Consistency Report. -Record 4th Qtr Accruals and Estimates. - Last Day for ACXT schedule. -Last day to transmit IPAC File. -Run TELE &amp; UTVN accruals; -August 2012 financial dashboard due to Secretary. -Provide update of legal representation letter as of 09/15 to OIG with copy to ACFO-FO. - Record 4th qtr. accruals and estimates; -PROPDAY &amp; PROPDEPR; DV'S from PROPWEEK are available in FFIS for inquiry &amp; clearing of SUSF Rejects. -Transmit IPAC bills from FFIS-GOALS and ABCO Billing Proc File. Last IPAC Outbound Payment Run; Results of FFIS-GOALS job will be transmitted to Treasury via IPAC;</p>	<p><b>22</b> <b>Maintenance Weekend</b> System available 6:00 AM to 10:00 PM CST FDW available 6:00 AM to 5:00 PM CST -Run ABCO M year roll (may be done on 09/21/12) <b>-Run FF00 cycle;</b> -Review accruals; PROP interface to FFIS runs during the day, picks up data from PROPDEPR and creates DV's. DVs from PROPDEPR are available in FMMI for inquiry &amp; clearing of IDOC Rejects. <b>FS Run Backups @ 2100;</b></p>
<p><b>23</b> <b>Maintenance Weekend</b> System available 6:00 AM to 9:00 PM CST FDW available 6:00 AM to 5:00 PM CST <b>Run All Interfaces and Nightly Cycle with Disbursements for Forest Service.</b> -Review PROP depreciation records; PROPDAY; DV'S from PROPDEPR are available in FFIS for inquiry &amp; clearing of SUSF Rejects.</p>	<p><b>24</b> <b>Run ABCO, PROP, CAPS, OTRS, EPAY, &amp; EMIS Interfaces and Nightly Cycle with Disbursements.</b> -Run IAS Consistency Report. Import accounting period 12/2012 intradepartmental balances as of 9/21/12 from FACTS I file to ITRS. PROPDAY PROPEOM (Run 1); PROP online taken down at 5:00 p.m. CST. FFIS &amp; FMMI trans accepted through Sept 23rd are updated in PROP at night and PROP actions through Sept 24th are available for the interfaces.</p>	<p><b>25</b> <b>Run ABCO, PROP, CAPS, OTRS, EPAY, &amp; EMIS Interfaces, Nightly Cycle with LAST Disbursements.</b> <b>All feeders except ABCO, CAPS, PROP and OTRS will be dated October 1, FY13.</b> <b>-Run IAS Consistency Report.</b> <b>-CPAIS and PROP System available.</b> <b>-Run ACPR jobs.</b> <b>-LAST ABCO feeder run.</b> <b>- Accelerate Disbursements through 10/16/2012;</b> <b>PROPDAY</b> <b>PROP interface to FFIS runs during the day, picks up data from PROPEOM (Run 1) and creates DV's.</b> <b>DV'S from PROPEOM are available in FMMI for inquiry &amp; clearing of IDOC Rejects.</b></p>	<p><b>26</b> <b>Run EMIS, EPAY, ABCO, PROP, CAPS and OTRS Interfaces, Nightly Cycle with No Disbursements,</b> <b>All feeders except ABCO, CAPS, PROP and OTRS will be dated October 1, FY13.</b> - CPAIS &amp; PROP System available. -Submit budget execution requests that require approval by OMB, including SF-132's, SF-1151's and warrant requests to OBPA; -OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities sent to Agencies. -Summarize Legal Letter response for USDA for items as of 9/15/11 into OMB table format a submit to OIG. PROPDAY; DV'S from PROPEOM are available in FFIS for inquiry &amp; clearing of SUSF Rejects. <b>Last day to record ALC transfer bills. -</b></p>	<p><b>27</b> <b>Run PROP, CAPS and OTRS Interfaces, Nightly Cycle with No Disbursements.</b> <b>All feeders except ABCO, CAPS, PROP and OTRS will be dated October 1, FY13.</b> -CPAIS and PROP System available. -Last Day to input/update C8's and DD's to records IPAC collections and disbursements in FFIS; PROPDAY; <b>Run DATASAVE Program;</b> Last INTR Run (payment run and Clearing job); Last day to run <b>DDGEN</b> chargeback job and accomplish automated charge backs for FS;</p>	<p><b>28</b> <b>Run Nightly Cycle-With No Disbursements, September monthly close &amp; final 224.</b> <b>All feeders except ABCO, CAPS, PROP, &amp; OTRS dated October 1, FY13.</b> <b>PROPDAY &amp; PROPEOM (Run 2); Run 2 is to update PROP at night for FFIS &amp; FMMI trxn accepted from Sept 23rd through Sept 28th;</b> Run Pre-annual close job &amp; resolve all errors; Draft FMFIA/FFMIA assurance statement &amp; remediation plan due to OIG; -Status Report on Audits with material Weaknesses &amp; Significant Deficiencies open/ closed;-Lead Summary of Suspense balances as of 8/31/12. -Run Annual close Reversal Jobs in Final Mode: Annual Close Payables Reversal Process, Annual Close Accrual Reversal Process, Annual Close Receivable Transfer Process, &amp; Annual Close Obligation Reversal Process. IAS/FFIS interface closes at 8 PM (CT); Submit Agency and USDA Consolidated FAM 2020-Checklist for Federal Reporting &amp; Disclosures, Sum of Changes to OIG;-Window opens for FACTS I ATB subm.</p>	<p><b>29</b> <b>Payroll Weekend-Pay Period 18</b> System available 6:00 AM to 10:00 PM CST FDW available 6:00 AM to 5:00 PM CST <b>Run Nightly Cycle with no Disbursements, September monthly close and final 224.</b> <b>All feeders except ABCO, CAPS, PROP and OTRS will be dated October 1, FY13.</b> -CPAIS available and PROP System unavailable. <b>NOTE:</b> Run Deviation to remove cash accounts after <b>Monthly</b> Close completes.</p>

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<i>Sunday</i>						
<p><b>30</b>  <b>Payroll Weekend-Pay Period 18</b>            System available after payroll cycle completes.            No FDW availability.            -Run Pre-annual close job &amp; resolve all errors;            - Expired accounts moved to canceled.            -CPAIS available and PROP System unavailable.  <b>NOTE:</b> Run Deviation to remove cash accounts after Monthly Close completes.            Inbound IPAC - Last day to load new bills and record suspense entries; IPAC Processing - Last day to process bills out of suspense and to agency accounting.</p>						

## OCTOBER 2012 Revised 09/17/2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>Payroll Weekend Pay Period 19;</b> -System available after payroll cycle completes; -No FDW availability; <b>- NO Interfaces and NO Nightly Cycles;</b></p>	<p><b>1</b> <b>Interfaces and Nightly Cycles</b> -Run Preliminary Annual Close jobs; -CPAIS System unavailable; -Run PROPDAY; -Transmit Final 224 to Treasury for all agencies; -Explanations/causes and actions planned for abnormal balances as of 8/31/12; -In FFIS IAS to FFIS MQ channels reconnected for Agencies as of 6:00AM CST;</p>	<p><b>2</b> <b>Interfaces and Nightly Cycle</b> -Run preliminary annual close jobs -Run PROPDAY; -CPAIS System available for FY-2013 activity;</p>	<p><b>3</b> <b>Run Interfaces and Nightly Cycle</b> -Run preliminary annual close job -Run PROPDAY/PROPRPTG -Run MASC roll after notification from Evelyn Sanford; -Run CAS 224 job after the MASC Job, if no problem; wait for Evelyn Sanford's email; -Run ACXT cycle (around 12:00 Midnight);</p>	<p><b>4</b> <b>Run Interfaces and Nightly Cycle</b> -Run preliminary annual close job with no errors -Run PROPWEEK FY12 After delivery of PROP fields, PROP up and available for FY13 business; -Import accounting period 13/2012 Intra-departmental balances as of 9/30/12 from FACTS I file to ITRS;</p>	<p><b>5</b> <b>Run Interfaces and Nightly Cycle</b> -Run preliminary annual close job with no errors -Run PROPDAY FY 2013 -Run Reproc Cycle(if needed) -Final listing of all warrants processed during FY 2012; -FACTS II 4th quarter window opens;</p>	<p><b>6</b> <b>Maintenance Weekend</b> -System available 6:00 AM to 6:00 PM CST -FDW available 6:00 AM to 5:00 PM CST</p>
<p><b>7</b> <b>Maintenance Weekend</b> <b>-System available</b> 6:00 AM to 9:00 PM CST -FDW available 6:00 AM to 5:00 PM CST; Run Nightly Cycle, if necessary -Sept. 2012 GWA Account Statement;</p>	<p><b>8</b> <b>Columbus Day Holiday</b> <i>Applications will be available</i> <i>No cycles-Backups only</i> -4th Qtr FMMI data extracts as of 9/30/12, for all nonstandalone agencies as well as RD and NRCS, with appropriate reconciliations;</p>	<p><b>9</b> <b>Run Interfaces and Nightly Cycle</b> -Run preliminary annual close job with no errors -IFCS reporting window opens for update; -Close ITRS period 13/2012 for year-end reporting; -Last day for Period 13 adjustments; -Adjustments, excluding cash, processed into FFIS; -Coordinating Committee meeting;</p>	<p><b>10</b> <b>Run Interfaces and Nightly Cycle</b></p>	<p><b>11</b> <b>Run Interfaces and Nightly Cycle</b></p>	<p><b>12</b> <b>Run Interfaces and Nightly Cycle</b> -Provide Period 12 Acct Variance Analysis for changes greater than or equal to \$25 million and greater than or equal to 10% to OIG and AFCO-FO; -Lead Summary of Suspense balances as of 9/30/2012; -Draft PAR section on internal controls. Only if there are changes from PBC#61;</p>	<p><b>13</b> <b>Payroll Weekend Pay Period 20</b> -System available 6:00 AM to 5:00 PM CST -FDW available 6:00 AM to 5:00 PM CST; <b>Run FS Payroll for PP # 19 @ 10:00 PM CST;</b></p>
<p><b>14</b> <b>Payroll Weekend Pay Period 20</b> -System available after payroll cycle completes. -No FDW availability; <b>Run FS Payroll for PP # 20 @ 10:00 PM CST;</b></p>	<p><b>15</b> <b>Run Interfaces and Nightly Cycle</b> - Record cash adjustments; -FACTS II accounts and balances verified by agencies; -Accounting Period 13/12 closes; -Agencies verify accuracy of the 4th QTR Facts I file and submit financial statement comparison between Facts I ATB and reporting center financial statements; -Agencies enter 4th QTR non-FFIS/FMMI data in FSDW including Statement of Financing;</p>	<p><b>16</b> <b>Run Interfaces and Nightly Cycle</b> -Run REPROC (if needed) -TROR window opens at Treasury;</p>	<p><b>17</b> <b>Run Interfaces and Nightly Cycle</b> -Period 13 financial statements available for agency and OIG review in FSDW Rptg Center;</p>	<p><b>18</b> <b>Run Interfaces and Nightly Cycle</b> -Run REPROC (if needed) -ACFO-FO provides Management's Explanation of Significant Variances template to agencies;</p>	<p><b>19</b> <b>Run Interfaces and Nightly Cycle</b> -Review payroll estimates. <b>-Last GOALS Run.</b> -FACTS II 4th qtr submissions to Treasury certified; -FACTS II 4th qtr window closes. -Standalone year-end comparative unaudited financial statements and notes provided to OIG and ACFO-FO; -Narrative PAR (sections other than f/s); -Log and support for CSXE adjustments; -Supporting documentation for statistically selected transactions as 09/30;</p>	<p><b>20</b> <b>Maintenance Weekend</b> -System available 6:00 AM to 6:00 PM CST -FDW available 6:00 AM to 5:00 PM CST</p>

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<p><b>21</b>  <b>Maintenance Weekend</b>                      -System available                      6:00 AM to 9:00 PM CST                      -FDW available                      6:00 AM to 5:00 PM CST                      -Financial Statement Line Item Variance Analysis as of Period 13 to OCFO                      -Financial Statement Line Item Variance Analysis as of Period 13 to OIG                      -Year end notes and RSI due to ACFO-FO.                      -Explanations for material differences to ACFO-FO.</p>	<p><b>22</b>  <b>Run Interfaces and Nightly Cycle</b>                      -IFCS closes for the 4th qtr.;                      - September 2012 dashboard due to Secretary;                      -Confirmation of Judgement Fund, No-FEAR, and Contract Disputes balances as of 9/30/12 to Treasury;                      -Intragovernmental 4th qtr agency ATB data file due to Treasury and OIG;</p>	<p><b>23</b>  <b>Run Interfaces and Nightly Cycle</b>                      -Responses/Support for sample of 4th qtr items selected by OIG from ITRS                      -Last feeder disbursement;                      -Last TELE/UTVN, TRVL, GVTS, SmartPay, NRMG&amp;A PV's;                      -Run TELE and UTVN accruals;</p>	<p><b>24</b>  <b>Run Interfaces and Nightly Cycle</b>                      -Accelerate disbursements thru last date in UPVT;                      - Last IAS IM's</p>	<p><b>25</b>  <b>Run Interfaces (EMIS, OTRS, CAPS, EPAY, ABCO ONLY) and Nightly Cycle with NO disbursements</b>                      -Run PROP Depreciation;                      -Review Accruals;</p>	<p><b>26</b>  <b>Run Interfaces (EMIS, OTRS, CAPS, EPAY, ABCO only, NO GOALS) and Nightly Cycle</b>                      -Summary of CPAIS and PROP suspense balances as of 09/30;                      -Summary spreadsheet showing status of personal property reconciliations as of 9/30/12 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG;                      -CPAIS reconciliations to FFIS as of 9/30 for non-standalone agencies;                      -Provide final audit adjustments for standalone financial statements agencies;                      -Explanations/causes and actions planned for abnormal balances as of 9/30/12.(as of period 13);</p>	<p><b>27</b>  <b>Payroll Weekend Pay Period 21</b>                      -System available                      6:00 AM to 5:00 PM CST                      -FDW available                      6:00 AM to 5:00 PM CST                      -Provide unaudited final draft of PAR including consolidated financial statements and notes to OIG, with appropriate support; Run FS Payroll for PP # 21 @ 10:00 PM CST;</p>
<p><b>28</b>  <b>Payroll Weekend Pay Period 21</b>                      -System available after payroll cycle completes.                      -No FDW availability</p>	<p><b>29</b>  <b>Run Interfaces (EMIS, OTRS, CAPS, EPAY, ABCO only), Nightly Cycle with NO disbursements</b>                      -Review PROP Depreciation;                      ACFO-FO generates IRAS reports for 4th quarter Intragovernmental Activity Reports using Discoverer application in GFRS.</p>	<p><b>30</b>  <b>Run Interfaces (EMIS, OTRS, CAPS, EPAY, ABCO only), LAST EMIS file. Nightly Cycle with NO disbursements</b>                      -Review Payroll estimates;</p>	<p><b>31</b>  <b>Run Interfaces (OTRS CAPS, EPAY only), Nightly Cycle and Final 224.</b>                      -Mark OCTOBER Period 01 closed ONLY.                      -Subcabinet and Mission areas provide management representation letter for PAR including year-end statements with CFO certification to OCFO;                      -4th qtr SBR vs. SF-133 Reconciliation;                      -Agency 4th qtr certification of unliquidated obligations due to OCFO;</p>			



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<b>11</b> <b>Payroll Weekend- Pay</b> Period 22	<b>12</b> <b>Veteran's Day Holiday; No cycles;</b> <b>Full set of Backups; Applications will</b> <b>be available.</b>	<b>13</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application);</b> Coordinating Committee Meeting; Provide OIG with Management Representation Letter for final review before CFO and Secretary signature; Final Agency Closing Package submission due in GFRS (including audit adjustments); FACTS II revision window closes (2 pm EST).	<b>14</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application);</b> OIG provides draft consolidated audit report to OCFO; Combined Management Representation Letter for general- and special purpose statements signed by CFO and Secretary provided to OIG; Exit conference held to discuss audit findings for CFS; CFO approves fiscal year end closing package.	<b>15</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application);</b> OIG issues final audited consolidated financial statements report; Provide opinion on fiscal yearend closing package (input into GFRS); Consolidated 4th quarter SBR vs. SF 133 reconciliation; Final audited consolidated financial statements, standalone financial statements, and copies of the management representation letter submitted to OMB, Main Treasury & GAO; Performance and Accountability Report released to the President, OMB Director, and Congress, Main Treasury, FMS & GAO.	<b>16</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application);</b> TROR for 4th quarter closes.	<b>17</b> <b>Maintenance Weekend</b>
<b>18</b> <b>Maintenance Weekend</b>	<b>19</b> <b>Run FF00 Nightly Cycle (Common</b> <b>Application);</b> ACFO-FO generates IRAS reports for 4th quarter Intragovernmental Activity Reports using Discoverer application in GFRS.	<b>20</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application);</b> Run Property Depreciation.	<b>21</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application);</b> CFO Representation for Federal Intragovernmental Activity and Balances and Closing Package Material Difference Report.	<b>22</b> <b>Thanksgiving Day Holiday; No</b> <b>cycles; Full set of Backups;</b> <b>Applications will be available.</b>	<b>23</b> <b>Run FF00 Nightly Cycle</b> <b>(Common Application)</b>	<b>24</b> <b>Payroll Weekend-Pay</b> Period 23

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<b>25</b> Payroll Weekend-Pay Period 23	<b>26</b> Run FF00 Nightly Cycle (Common Application); Run Payroll Estimates (100% of Pay Period 23). ACFO-FO will generate the Intragovernmental Comparative closing package explanations of differences report.	<b>27</b> Run FF00 Nightly Cycle (Common Application); Run UTVN & TELE accruals.	<b>28</b> Run FF00 Nightly Cycle (Common Application)	29 Run FF00 Nightly Cycle (Common Application)	30 Run FF00 Nightly Cycle (Common Application); FACTS I ATB submission to Treasury.	