

# November-09



| <i>Sunday</i>   | <i>Monday</i>   | <i>Tuesday</i>  | <i>Wednesday</i>  | <i>Thursday</i>   | <i>Friday</i>   | <i>Saturday</i>   |
|---|---|---|---|---|---|---|
| <p><b>1</b><br/>Payroll Weekend-Pay Period 21; System available after payroll cycle completes. No FDW availability Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES; Run Payroll for Forest Service</p> | <p><b>2</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES; Transmit final 224 to Treasury. Provide advance copy of unaudited PAR to OMB for comment; Run FFIS Payroll for ARS, RMA, ERS, NASS, CSREES;</p> | <p><b>3</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES; Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; Provide Draft Management Representation Letter to Treasury. OIG provides final audit adjustments for consolidated financial statements. Last day to enter audit adjustments in Period 14. Close Period 14. Standalone agencies provide final audited financial statements and notes to OIG and ACFO-FO. Revised year end notes and RSI due to ACFO-FO. Run FFIS Payroll for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA;</p> | <p><b>4</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES; Revised FACTS I file for Intragovernmental balances and GFRS to ACFO-FO.</p> | <p><b>5</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES; Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Reproc Cycle, if necessary. Agency TROR Certification/Verification due to ACFO-FPP. Accelerated TROR window closing. FACTS II revision window opens.</p> | <p><b>6</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES; Run Interfaces and Reproc Cycle for FS Run Reproc Cycle, if necessary Provide SBR Reconciliation (as of 9/30) to OIG. Provide update of legal representation letter to OIG with copy to ACFO-FO. Provide final PAR including adjusted comparative consolidated financial statements and notes to OMB/OIG and GAO. OIG issues final audited standalone financial statements reports. Draft Agency Closing Package submission due in GFRS.</p> | <p><b>7</b><br/>Maintenance Weekend System available 6:00 AM to 9 PM CST FDW available 6:00 AM to 5:00 PM CST</p> |

**Revised 11-18-2009; 3rd revision**

## November-09

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| <p><b>8</b><br/>Maintenance Weekend<br/>System available 6:00 AM to 9:00 PM CST<br/>FDW available 6:00 AM to 5:00 PM CST<br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES;<br/>Run Nightly Cycle for FS.</p> | <p><b>9</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA;<br/>Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES;<br/>Summarize Legal letter response for USDA for items as of 11/02/09 into OMB table format and submit to OIG.</p> | <p><b>10</b><br/>Run Interfaces and Nightly Cycle;<br/>Run Annual Close Deviations; (All Acct'g periods through 16 close);<br/>OIG provides draft consolidated audit report to OCFO.<br/>Begin to run year end close – Period 17;</p> | <p><b>11</b><br/><i><b>Veterans Day Holiday</b></i><br/><i><b>No Cycles-Backups only</b></i></p> | <p><b>12</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES;<br/>Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA<br/>Run Reproc Cycle, if necessary.<br/>Run October Monthly Close.<br/>System assurance reports and final close reports for selected agencies;</p> | <p><b>13</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, NRCS, FNS, APHIS, GIPSA, FSIS and FSA<br/>Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES;<br/>Run Interfaces and Reproc Cycle for FS.Management<br/>Representation Letter signed by CFO and Secretary provided to OIG.<br/>Exit conference held to discuss audit findings for CFS. OIG issues final audited consolidated financial statements report.</p> | <p><b>14</b><br/>Payroll Weekend-Pay Period 22<br/>System available 6:00 AM to 4:00 PM CST<br/>FDW available 6:00 AM to 5:00 PM CST<br/><br/>CFO approves fiscal year end closing package.</p> |
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## November-09

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| <p><b>15</b><br/>Payroll Weekend-Pay Period 22<br/>System available after payroll cycle completes. No FDW availability;<br/>Run Nightly Cycle for Forest Service; PAR released to the President, OMB Director and Congress, Main Treasury, FMS and GAO on 11-16-09;<br/>Submit final Legal Representation Letter and Management Schedule to DOJ, FMS and GAO on 11-16-09.</p> | <p><b>16</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; Run Abbreviated Cycle for ARS, RMA,ERS, NASS, CSREES; Final audited consolidated financial statements, standalone financial statements and copies of the management representation letter submitted to OMB, Main Treasury and GAO. Mgmt. Rep. Letter for the special purpose financial statements signed by CFO and Secretary. Provide opinion on fiscal year end closing package.<br/>Publish closing package opinion. TROR for 4th Quarter closes. Final Agency Closing Package submission due in GFRS; Consolidated 4th quarter SBR vs. SF 133 reconciliation;</p> | <p><b>17</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES;<br/>Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA</p>   | <p><b>18</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA<br/>Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES;</p> | <p><b>19</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES;<br/>Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; Run Payroll Estimates (160%) of PP21;<br/>FACTS II revision window closes. Last GOALS run.</p> | <p><b>20</b><br/>Run Interfaces and Nightly Cycle;<br/>Run Interfaces and Reproc Cycle for FS;<br/>Run CPAIS-RP and PROP Depreciation<br/>Run Reproc Cycle , if necessary.</p> | <p><b>21</b><br/>Maintenance Weekend System available 6:00 AM to 11:45 AM CST<br/>FDW available 6:00 AM to 5:00 PM CST</p>              |
| <p><b>22</b><br/>Maintenance Weekend System available 6:00 AM to 6:00 PM CST<br/>FDW available 6:00 AM to 5:00 PM CST<br/>Run Nightly Cycle for FS</p>  | <p><b>23</b><br/>Run Interfaces and Nightly Cycle. Review payroll estimates. Last feeder disbursement.<br/>Accelerate disbursements thru 11/30.</p>   | <p><b>24</b><br/>Run Interfaces and Nightly Cycle. Run TELE and UTVN accruals. Review depreciation records.<br/>CFO Representation for Federal Intra-governmental Activity and Balances and Closing Package Material Difference Report.</p> | <p><b>25</b><br/>Run Interfaces and Nightly Cycle; Review accrual records.</p>  | <p><b>26</b><br/><i>Thanksgiving Holiday</i><br/><i>No Cycles-Backups only</i></p>  | <p><b>27</b><br/>Run Interfaces except TELE and UTVN, Nightly Cycle; Completed OMB A-11 returned to ACFO-FO.</p>   | <p><b>28</b><br/>Payroll Weekend-Pay Period 23<br/>System available 6:00 AM to 4:00 PM CST<br/>FDW available 6:00 AM to 5:00 PM CST</p> |
| <p><b>29</b><br/>Payroll Weekend-Pay Period 23<br/>System available after payroll cycle completes. No FDW availability</p>  | <p><b>30</b><br/>Run Interfaces except TELE and UTVN, Nightly Cycle, Run November Monthly Close and final 224. Letter of assurance indicating that the CFO and IG agree to the information as reported in FIPS.</p>   |   |   |   |  |   |

# December-09

| Sunday   | Monday  | Tuesday  | Wednesday   | Thursday  | Friday   | Saturday  |
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|  |   | <p><b>1</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; Transmit Final 224 to Treasury.</p>  | <p><b>2</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES, Updated legal letter email as of 12/01/09. Submit legal letter update email to FMS</p> | <p><b>3</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Reproc Cycle, if necessary.</p>  | <p><b>4</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES, Run Reproc Cycle, if necessary. Run Interfaces and Reproc Cycle for FS</p>  | <p><b>5</b><br/>Maintenance Weekend System available 6:00 AM to 11:45 AM CST FDW available 6:00 AM to 5:00 PM CST</p>           |
| <p><b>6</b><br/>Maintenance Weekend System available 6:00 AM to 9:00 PM CST FDW available 6:00 AM to 5:00 PM CST Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Nightly Cycle for FS</p>    | <p><b>7</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES,</p>  | <p><b>8</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; CFO email on chgs or no chgs to Mgmt Rep Ltr. Coordinating Committee Meeting</p> | <p><b>9</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES,</p>  | <p><b>10</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA</p>                                 | <p><b>11</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES, Run Interfaces and Reproc Cycle for FS</p>   | <p><b>12</b><br/>Payroll Weekend-Pay Period 24 System available 6:00 AM to 4:00 PM CST FDW available 6:00 AM to 5:00 PM CST</p> |
| <p><b>13</b><br/>Payroll Weekend-Pay Period 24 System available after payroll cycle completes. No FDW availability. Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Nightly Cycle for FS</p> | <p><b>14</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES,</p> | <p><b>15</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; Final Report of the U.S. Govt published.</p>                                    | <p><b>16</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES,</p>   | <p><b>17</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES, Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Reproc Cycle, if necessary.</p> | <p><b>18</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, NRCS, FNS, APHIS, GIPSA, FSIS and FSA Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES, Run Interfaces and Reproc Cycle for FS Run Reproc Cycle, if necessary. Run Payroll Estimates on PP# 24 (90%)</p> | <p><b>19</b><br/>Maintenance Weekend System available 6:00 AM to 11:45 AM CST FDW available 6:00 AM to 5:00 PM CST</p>          |

## December-09

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|--|---|--|--|---|--|--|
| <p><b>20</b><br/>Maintenance Weekend<br/>System available 6:00 AM to 9:00 PM CST<br/>FDW available 6:00 AM to 5:00 PM CST<br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES,<br/>Run Nightly Cycle for FS</p> | <p><b>21</b><br/>Run Interfaces and Nightly Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA<br/>Run Abbreviated Cycle for ARS, RMA, ERS, NASS, CSREES,</p> | <p><b>22</b><br/>Run Interfaces and Nightly Cycle for ARS, RMA, ERS, NASS, CSREES,<br/>Run Abbreviated Cycle for AMS, RD, FS, NRCS, FNS, APHIS, GIPSA, FSIS and FSA; <b>Review</b> payroll estimates; Begin FRB reports' requests as required.</p> | <p><b>23</b><br/>Run Interfaces and Nightly Cycle; Last GOALS run.<br/>Run PROP Depreciation; Last feeder disbursement.<br/>Run TELE and UTVN accruals; Run Reproc Cycle for FS;</p> | <p><b>24</b><br/>Christmas Eve: No cycles; Run Begin Day job for all agencies, Run Full System Backups for all agencies; Applications will come down no later than 5:00 PM CST.</p> | <p><b>25</b><br/><i>Christmas Holiday</i><br/><u>Applications will be unavailable;</u><br/><u>No cycle processing;</u></p> | <p><b>26</b><br/>At 0001 AM (or 12:01 AM) Run Full Nightly cycles for all agencies from 12/23; Payroll Weekend-Pay Period 25; System available 6:00 AM to 4:00 PM CST; FDW available 6:00 AM to 5:00 PM CST; At 4 PM Run Full System Back-ups;</p> |
| <p><b>27</b><br/>Payroll Weekend-Pay Period 25; System available 6 AM - 5 PM; Run FFIS Payroll cycles; No FDW availability.<br/>Run Begin Day;</p>   | <p><b>28</b><br/>Run Interfaces except TELE and UTVN and Nightly Cycle; Review accruals; Run <b>MINC job.</b></p>   | <p><b>29</b><br/>Run Interfaces except TELE and UTVN and Nightly Cycle<br/>Review depreciation records. Accelerate disbursements thru 12/31;</p>   | <p><b>30</b><br/>Run Interfaces except TELE and UTVN and Nightly Cycle for all agencies;</p>   | <p><b>31</b><br/>New Year's Eve: Full System Backups for all agencies; Applications will come down no later than 5:00 PM CST.</p>   |  |  |