

SECTION 3: AKSAS ACCOUNTING
EXHIBIT 3.B: AKSAS PROCESSING CYCLES

AKSAS Processing Cycles	
DAILY	
FTP	Monday through Friday
STP	Mid-May to June 30 Monday through Friday, production on Thursday and Friday July 1 through August 31 Monday through Friday, production on Friday September to Mid-May Monday, Wednesday & Friday, production every other Friday
WEEKLY	
Documents Outstanding File process Purge Report Request File	
MONTHLY	
Purge Open Items Archive warrants to History Warrant File Purge vendors from Vendor Master File	
ANNUALLY	
Mid May	Structure copy
Late June	Record operating and capital budgets for the new fiscal year
July 1	Reversal of prior year encumbrances and RSAs
September 1	Lapsing of terminated appropriations Net continuing budget adjustments
Mid-November	Collocation code consolidation
Mid-December	Nominal Closing CY to PY Closing Appropriation (AR) Zero Balancing Financial Master File (FMF) Roll Forward Open Item File (OIF) Roll Forward Warrant Status File (WSF) Roll Forward Delete collocation codes from AR Zero Balancing
January	Delete appropriations from AR Zero Balancing Open item cleanup Structure cleanup -- Delete collocation codes and ledger codes 1099 Tax Reporting