Sequence of Actions to Close an Accounting Period

1	Payroll Period ends
2	Timesheets completed and approved by employees
3	Timesheets approved by supervisors
4	Time Report Generated
5	Excel timesheets aproved
6	Manual timesheets approved
7	CPPS Input Deadline
8	CPPS Corrections Deadline
9	Payroll Processed
10	Timesheet files distributed to KRONOS agencies by OIT - Andy Johnson
	CDPHE, CDLE, NDR, DPA, OIT
11	Review, update and approve KRONOS file
12	TimeSheet files due back to OIT - Andy Johnson
13	Timesheet load to CLAS
14	Review CLAS allocaiton results
15	LA11 corrections reallocations completed by departments
16	Run LA9910 CPPS CLAS reports
	Detail, Balance, Out of Balance, Error
17	Run LA9920 to interface with HR/PAM
18	PAM allocates benefits
19	Reports generated
20	Reverse cash entry to Treasury
21	LA9920 CPPS CLAS reports available
	Audit Detail, Error, Audit Summary
22	Provide files for PAM
23	Creation of ledgers
24	Post payroll to CORE
25	PAM updates Cost Allocation with Payroll details
26	Payroll transactions available in CORE
27	Distribute PYRL rejected documents
28	Correct Rejected documents in CORE
29	Distribute report for BA >2251 to departments
30	Process ITI/ITA for clearing of BS >2251
31	LA15 corrections reallocations completed by departments
32	Update profiles (CDPHE)
33	Cost Allocation
34	Accounting Period Close