**CSMA Upload to Oracle**

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| **Request Type** | **Request Processing Frequency** |
| ADD | CSMA Requests in “Queued for Upload” or “Appvd-Queued for Upload” statuses are loaded to Oracle 4 times per day (at 8 am, 11 am, 2 pm, and 5 pm) Monday through Friday. |
| MODIFY | CSMA Requests in “Queued for Upload” or “Appvd-Queued for Upload” statuses are loaded to Oracle 4 times per day (at 8 am, 11 am, 2 pm, and 5 pm) Monday through Friday. |
| DISABLE | CSMA Requests in “Queued for ME Disable” or “Appvd-Queued for ME Disable” are loaded to Oracle after the monthly close of the accounting period on the fifth business day of the month. |
| REENABLE | CSMA Requests in “Queued for Upload” or “Appvd-Queued for Upload” statuses are loaded to Oracle 4 times per day (at 8 am, 11 am, 2 pm, and 5 pm) Monday through Friday. |

**Please note:**

There is one day during the month when the above processing frequencies for ADD, MODIFY, and REENABLE do not apply. **On the day of the month-end close** (usually the fifth business day of the month), **all Chart of Accounts processing for these request types is suspended** during the length of time that month-end allocations are run, the monthly CoA point-in-time (PIT) snapshot is taken, and the CSMA disable requests are processed.

Because these processes usually run between 10 a.m. and 3 p.m., it is the 11 a.m. and 2

p.m. sweeps that will be suspended that day. ADD, MODIFY, and REENABLE requests queued for upload before 7 a.m. will be loaded at the 7 a.m. sweep; all others will be collected and swept at the 5 p.m. load, barring any unforeseen delays in the timing of the month-end close.