

April 2009 (Revised Jan 30, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Normal DW refresh	2 GL: Re-Open GL for EDA Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5	6 LABOR: PP06 Normal DW refresh	7 LABOR: PP06 SURCHARGES Normal DW refresh	8 GL: Final Close Mar 2008 LABOR: Apr Month-end Estimate SURCHARGES Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 LABOR: APR NOAA CORPS SLT Normal DW refresh	18 Normal DW refresh
19	20 LABOR: PP07 SURCHARGES DISBURSEMENTS: Last run for Apr SLTs SLTs to be approved for Apr are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	21 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	22 CFS G/L MONTH-END PRELIM CLOSING 12:00 NOON ET Close Tier 1 WIP CA O/U Process. 6:00 PM ET Close Tier 2 Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh	25 Normal DW refresh
26	27 Normal DW refresh	28 Normal DW refresh	29 Normal DW refresh	30 Normal DW refresh		

TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **April 2009 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

12:30 PM ET: “Tier ONE” may begin working on May 2009 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **April 2009 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
- NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process @ 12:00 NOON ET on Wednesday April 22, 2009.

- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

“Tier TWO,” should NOT enter ANY transactions while April 2009 is still open. **ONLY after April 2009** is closed may “Tier TWO” modules mentioned above begin working on May 2009 transactions.