

## December 2006 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 DW reports and/or CFS Production reports complete month-end data LABOR: Reverse Nov Month-end Estimate SURCHARGES Normal DW refresh	2  Normal DW refresh
3	4 LABOR: PP23 GL: Final Close September, October. FY06 placed in FINAL CLOSE. Normal DW refresh	5 LABOR: PP23 SURCHARGES  Normal DW refresh	6  Normal DW refresh	7 Re-open GL for EDA  Normal DW refresh	8 GL: Final Close November 2006  Normal DW refresh	9  Normal DW refresh
10	11  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh	16  Normal DW refresh
17	18 LABOR: PP24  Normal DW refresh	19 LABOR: PP24 SURCHARGES Dec Month-end Estimate SURCHARGES  Normal DW refresh	20 SLTs SLTs to be approved for December are due to FMB by 4:00 pm ET.  Normal DW refresh	21 LABOR: DEC NOAA CORPS SLTs 4:00 pm ET Final Approval DISBURSEMENTS: Last run for Dec GL: Update AR Trial Table Normal DW refresh	22 CA SURCHARGES 6 am ET – 8 am ET WIP 8 am ET – 2pm ET  Normal DW refresh	23 CFS G/L MONTH-END PRELIM CLOSING 8:00 am ET Close Tier 1 CA O/U Process. TBD Close Tier 2  Normal DW refresh
24 DW reports and/or CFS Production reports complete month- end data	HDAY 25  Normal DW refresh	26  Normal DW refresh	27  Normal DW refresh	28  Normal DW refresh	29  Normal DW refresh	30  Normal DW refresh
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**Special note for the month of December:**

**AR: Do NOT** enter ANY transactions on Friday December 22, 2006 while December 2006 is still open. **ONLY after Tier 2** is closed may the AR module begin working on January 2007 transactions.

**TIER “ONE” Closing**

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **December 2006 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)  
**NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- AR – Accounts Receivable

8:00 AM ET: “Tier ONE” may begin working on January 2007 transactions.

**TIER “TWO” Closing**

Tier TWO modules, will be placed in “PRELIMINARY” close for the **December 2006 General Ledger**:

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process on Saturday December 23, 2006
- 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 December 2006 is still open. **ONLY after December 2006** is closed may “Tier TWO” modules mentioned above begin working on January 2007 transactions.