

**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  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  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  Normal DW refresh	21 LABOR: DEC NOAA CORPS WIP DISBURSEMENTS: Last run for Dec Normal DW refresh	22 SLTs Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	23 CFS G/L MONTH-END PRELIM CLOSING Close Tier 1 CA O/U Process. 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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**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.