

February 2007 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse January Month- end Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 Normal DW refresh	6 Normal DW refresh	7 Re-open GL for EDA Normal DW refresh	8 GL: Final Close January 2007 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 LABOR: PP02 Normal DW refresh	13 LABOR: PP02 SURCHARGES Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh
18	HDAY 19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 LABOR: Month-end Estimate SURCHARGES Normal DW refresh	23 LABOR: FEB NOAA CORPS SURCHARGES SLTs SLTs to be approved for February due to FMB by 4:00 pm ET. Normal DW refresh	24 Normal DW refresh
25	26 LABOR: PP03 SLTs: 4:00 pm ET Final Approval Normal DW refresh	27 LABOR: PP03 CA SURCHARGES processed prior to the "Tier ONE" closing DISBURSEMENTS: Last run for Feb Normal DW refresh	28 CFS G/L MONTH- END PRELIM CLOSING 6:00 AM ET Close Tier 1 CA O/U Process WIP 12:00 PM ET Close Tier 2 Normal DW refresh			

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **February 2007 General Ledger**

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

6:00 AM ET: "Tier ONE" may begin working on March 2007 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **February 2007 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 am ET on Wednesday February 28, 2007
- 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
- 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 February 2007 is still open. **ONLY after February 2007** is closed may "Tier TWO" modules mentioned above begin working on March 2007 transactions.