

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 Month-end Estimate 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 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.

