

January 2007 Schedule

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|--|---|---|--|---------------------------------|
| | HDAY 1 Normal DW refresh | HDAY 2 Normal DW refresh | 3 LABOR: Reverse December Month-end Estimate SURCHARGES Normal DW refresh | 4 LABOR: PP25 Normal DW refresh | 5 LABOR: PP25 SURCHARGES Normal DW refresh | 6 Normal DW refresh |
| 7 | 8 Normal DW refresh | 9 Re-open GL for EDA Normal DW refresh | 10 GL: Final Close Dec 2006 Normal DW refresh | 11 Normal DW refresh | 12 Normal DW refresh | 13 Normal DW refresh |
| 14 | HDAY 15 Normal DW refresh | 16 LABOR: PP26 GL: Update AR Trial Table Normal DW refresh | 17 LABOR: PP26 Month-end Estimate SURCHARGES Normal DW refresh | 18 Normal DW refresh | 19 Normal DW refresh | 20 Normal DW refresh |
| 21 | 22 Normal DW refresh | 23 Normal DW refresh | 24 Normal DW refresh | 25 LABOR: JAN NOAA CORPS SURCHARGES Normal DW refresh | 26 SLTs SLTs to be approved for January are due to FMB by 4:00 pm ET. Normal DW refresh | 27 Normal DW refresh |
| 28 | 29 LABOR: PP01 SLTs: 4:00 pm ET Final Approval Normal DW refresh | 30 LABOR: PP01 CA SURCHARGES processed prior to the "Tier ONE" closing DISBURSEMENTS: Last run for Jan Normal DW refresh | 31 CFS G/L MONTH- END PRELIM CLOSING 6:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 PM ET Close Tier 2 Normal DW refresh | | | |

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **January 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 February 2007 transactions.

TIER "TWO" Closing

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

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 AM ET on Wednesday January 31, 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 January 2007 is still open. ONLY after January 2007 is closed may "Tier TWO" modules mentioned above begin working on February 2007 transactions.