

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 AM 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.