

June 2007 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse May Month-end Estimate SURCHARGES Normal DW refresh	2
3	4 LABOR: PP10 Normal DW refresh	5 LABOR: PP10 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 GL: Final Close May 2007 Normal DW refresh	8 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: PP11 GL: Update AR Trial table Normal DW refresh	19 LABOR: PP11 SURCHARGES Month-end Estimate SURCHARGES Normal DW refresh	20 Normal DW refresh	21 SLTs SLTs to be approved for June due to FMB by 4:00 pm ET. Normal DW refresh	22 DISBURSEMENTS: Last run for June LABOR: JUNE NOAA CORPS SLTs: 4:00 pm ET Final Approval Normal DW refresh	23 Normal DW refresh
24	25 CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	26 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	27 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse June Month-end Estimate SURCHARGES Normal DW refresh	28 Normal DW refresh	29 Normal DW refresh	30 Normal DW refresh

TIER "ONE" Closing

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

TIER "TWO" Closing

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

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 am ET on Wednesday June 26, 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 June 2007 is still open. ONLY after June 2007 is closed may "Tier TWO" modules mentioned above begin working on July 2007 transactions.