

## June 2007 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <b>DW reports and/ or CFS Production reports complete month-end data</b> <b>LABOR:</b> Reverse May Month-end Estimate <b>SURCHARGES</b> Normal DW refresh	2
3	4 <b>LABOR:</b> PP10 Normal DW refresh	5 <b>LABOR:</b> PP10 <b>SURCHARGES</b> Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 Normal DW refresh	12 <b>Re-open GL for EDA</b> Normal DW refresh	13 <b>GL:</b> Final Close May 2007 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 <b>LABOR:</b> PP11 <b>GL:</b> Update AR Trial table Normal DW refresh	19 <b>LABOR:</b> PP11 <b>SURCHARGES</b> Month-end Estimate <b>SURCHARGES</b> Normal DW refresh	20 Normal DW refresh	21 <b>SLTs</b> SLTs to be approved for June due to FMB by 4:00 pm ET. Normal DW refresh	22 <b>DISBURSEMENTS:</b> Last run for June <b>LABOR:</b> JUNE NOAA CORPS <b>SLTs:</b> 4:00 pm ET Final Approval Normal DW refresh	23 Normal DW refresh
24	25 <b>CA SURCHARGES</b> processed prior to the "Tier ONE" closing Normal DW refresh	26 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>6:00 AM ET</b> Close Tier 1 CA O/U Process WIP <b>12:00 PM ET</b> Close Tier 2 Normal DW refresh	27 <b>DW reports and/ or CFS Production reports complete month-end data</b> <b>LABOR:</b> Reverse June Month-end Estimate <b>SURCHARGES</b> 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.**