

## June 2009 (Revised Mar 31, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>LABOR:</b> Reverse May Month-end Estimate  Normal DW refresh	2 <b>LABOR:</b> PP10 <b>SURCHARGES</b>  Normal DW refresh	3  Normal DW refresh	4  Normal DW refresh	5 <b>GL:</b> Final Close May 2009  Normal DW refresh	6  Normal DW refresh
7	8  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh
14	15 <b>LABOR:</b> PP11 <b>SURCHARGES</b>  Normal DW refresh	16 <b>LABOR:</b> Jun Month-end Estimate <b>SURCHARGES</b> <b>GL:</b> Update AR Trial Table  Normal DW refresh	17  Normal DW refresh	18  Normal DW refresh	19 <b>DISBURSEMENTS:</b> Last run for Jun <b>LABOR:</b> JUN NOAA CORPS/SLT CA O/U Reversal – Part C Normal DW refresh	20  Normal DW refresh
21	22 <b>SLTs</b> SLTs to be approved for Jun are due to FMB by 8:00 am ET  <b>SLTs</b> 4:00 pm ET Final Approval  Normal DW refresh	23 <b>CA SURCHARGES</b> processed prior to the “Tier ONE” closing <b>CFS G/L MONTH- END PRELIM CLOSING</b> <b>12:00 NOON ET</b> Close Tier 1 WIP CA O/U Process. <b>6:00 PM ET</b> Close Tier 2 Normal DW refresh	24 <b>DW reports and/ or CFS Production reports</b> complete month – end data <b>LABOR:</b> Reverse Jun Month-end Estimate  Normal DW refresh	25  Normal DW refresh	26  Normal DW refresh	27  Normal DW refresh
28	29 <b>LABOR:</b> PP12  Normal DW refresh	30 <b>LABOR:</b> PP12 <b>SURCHARGES</b>  Normal DW refresh				

### TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **June 2009 General Ledger**

- PR** – Purchase Requisitions (Commitments)
- PO** – Purchase Orders (Obligations, etc.)
- AP** – Accounts Payable (Invoices and Receiving Tickets, etc.)

12:30 PM ET: “Tier ONE” may begin working on July 2009 transactions.

### TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **June 2009 General Ledger**

- 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
- ALLOC** – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process @ 12:00 NOON ET on Tue June 23, 2009
- 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 2009 is still open. **ONLY after June 2009** is closed may “Tier TWO” modules mentioned above begin working on July 2009 transactions.