

March 2007 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DW reports and/or CFS Production reports complete month- end data LABOR: Reverse February Month-end Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 Normal DW refresh	6 Normal DW refresh	7 Re-open GL for EDA Normal DW refresh	8 GL: Final Close February 2007 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 LABOR: PP04 Normal DW refresh	13 LABOR: PP04 Month-end Estimate SURCHARGES Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial table Normal DW refresh	17 Normal DW refresh
18	19 SURCHARGES Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 LABOR: MAR NOAA CORPS SLTs SLTs to be approved for March due to FMB by 4:00 pm ET. Normal DW refresh	23 DISBURSEMENTS: Last run for Mar SLTs: 4:00 pm ET Final Approval Normal DW refresh	24 Normal DW refresh
25	26 CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	27 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	28 DW reports and/or CFS Production reports complete month- end data LABOR: Reverse March Month-end Estimate SURCHARGES Normal DW refresh	29 LABOR: PP05 Normal DW refresh	30 LABOR: PP05 SURCHARGES Normal DW refresh	31 Normal DW refresh

TIER "ONE" Closing

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

TIER "TWO" Closing

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

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 am ET on Tuesday March 27, 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 March 2007 is still open. ONLY after March 2007 is closed may "Tier TWO" modules mentioned above begin working on April 2007 transactions.