

March 2008 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 DW reports and/or CFS Production reports complete month – end data Normal DW refresh
2	3 LABOR: Reverse Feb Month-end Estimate Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 GL: Final Close March 2008 Normal DW refresh	8 Normal DW refresh
9	10 LABOR: PP04 Normal DW refresh	11 LABOR: PP04 SURCHARGES Mar Month-end Estimate SURCHARGES Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 GL: Update AR Trial Table Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 LABOR: MAR NOAA CORPS SURCHARGES Normal DW refresh	21 SLTs SLTs to be approved for Mar are due to FMB by 4:00 pm ET CA O/U Reversal - Part C DISBURSEMENTS: Last run for Mar Normal DW refresh	22 Normal DW refresh
23	24 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	25 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	26 DW reports and/or CFS Production reports complete month – end data LABOR: Reverse Mar Month-end Estimate Normal DW refresh	27 LABOR: PP05 Normal DW refresh	28 LABOR: PP05 SURCHARGES Normal DW refresh	29 Normal DW refresh
30	31 Normal DW refresh					

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **March 2008 General Ledger**

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

8:00 AM ET: "Tier ONE" may begin working on April 2008 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **March 2008 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 @ 6:00 AM ET on Tuesday March 25, 2008
- 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 2008 is still open. **ONLY after March 2008** is closed may "Tier TWO" modules mentioned above begin working on April 2008 transactions.