

March 2008 Schedule (updated 11/29/07)

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------------------------|--|---|---|---|--|---------------------------------|
| | | | | | | 1 SYSTEM UNAVAILABLE |
| 2 SYSTEM UNAVAILABLE | 3 SYSTEM UNAVAILABLE | 4 SYSTEM UNAVAILABLE | 5 SYSTEM UNAVAILABLE | 6 SYSTEM UNAVAILABLE | 7 SYSTEM UNAVAILABLE | 8 SYSTEM UNAVAILABLE |
| 9 SYSTEM UNAVAILABLE | 10 LABOR: PP04 GL: Final Close March 2008 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.