

March 2008 Schedule
(Revised Jan 15, 2008)

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 Estimates 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 Normal DW refresh	21 SLTs SLTs to be approved for Mar are due to FMB by 12:00 noon ET SLTs 4:00 pm ET Final Approval CA O/U Reversal - Part C DISBURSEMENTS: Last run for Mar Normal DW refresh	22 Normal DW refresh
23	24 LABOR: MAR NOAA CORPS SURCHARGES 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.