

March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOR: Reverse Feb Month-end Estimate Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh	6 GL: Final Close February 2009 Normal DW refresh	7 Normal DW refresh
8	9 LABOR: PP04 SURCHARGES Normal DW refresh	10 LABOR: Mar Month-end Estimates SURCHARGES Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh
15	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 DISBURSEMENTS: Last run for March Normal DW refresh	19 Normal DW refresh	20 LABOR: MAR NOAA CORPS/SLT SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	21 Normal DW refresh
22	23 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	24 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 AM ET Close Tier 2 Normal DW refresh	25 DW reports and/or CFS Production reports complete month – end data LABOR: Reverse Mar Month-end Estimate Normal DW refresh	26 Normal DW refresh	27 Normal DW refresh	28 Normal DW refresh
29	30 Normal DW refresh	31 Normal DW refresh				

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **March 2009 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 2009 transactions.

TIER “TWO” Closing

Tier TWO modules will be placed in “**PRELIMINARY**” close for the **March 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 @ 7:00 AM ET on Tuesday March 24, 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 March 2009 is still open. **ONLY after March 2009** is closed may “**Tier TWO**” modules mentioned above begin working on April 2009 transactions.