

March 2009 (Revised Feb 26, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 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: Reverse Feb Month-end Estimate SURCHARGES Normal DW refresh	10 LABOR: PP04 SURCHARGES Normal DW refresh	11 LABOR: Mar Month-end Estimates SURCHARGES 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 Normal DW refresh	19 Normal DW refresh	20 DISBURSEMENTS: Last run for March 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 12:00 NOON ET Close Tier 1 WIP CA O/U Process. 6:00 PM 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 LABOR: PP05 Normal DW refresh	27 LABOR: PP05 SURCHARGES 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.)

12:30 PM 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 @ 12:00 NOON 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.