

May 2007 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse April Month-end Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 LABOR: PP08 GL: Final Close April 2007 Normal DW refresh	8 LABOR: PP08 SURCHARGES Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	21 LABOR: PP09 Normal DW refresh	22 LABOR: PP09 Month-end Estimate SURCHARGES Normal DW refresh	23 Normal DW refresh	24 LABOR: MAY NOAA CORPS SLTs SLTs to be approved for May due to FMB by 4:00 pm ET. Normal DW refresh	25 SLTs: 4:00 pm ET Final Approval Normal DW refresh	26 Normal DW refresh
27	HDAY 28	29 SURCHARGES Normal DW refresh	30 CA SURCHARGES processed prior to the "Tier ONE" closing DISBURSEMENTS: Last run for May Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 6:00 AM ET Close Tier 1 CA O/U Process. WIP 12:00 PM ET Close Tier 2 Normal DW refresh		

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **May 2007 General Ledger**

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

6:00 AM ET: "Tier ONE" may begin working on June 2007 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **May 2007 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 am ET on Thursday May 31, 2007
- 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
- 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 **May 2007** is still open. **ONLY after May 2007** is closed may "Tier TWO" modules mentioned above begin working on June 2007 transactions.