

## May 2008 Schedule

(updated Mar 27, 2008)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Apr Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 LABOR: PP08 Normal DW refresh	6 LABOR: PP08 SURCHARGES Normal DW refresh	7 GL: Final Close April 2008 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh
18	19 LABOR: PP09 Normal DW refresh	20 LABOR: PP09 SURCHARGES May Month-end Estimate SURCHARGES Normal DW refresh	21 LABOR: MAY NOAA CORPS SURCHARGES Normal DW refresh	22 Normal DW refresh	23 DISBURSEMENTS: Last run for May Normal DW refresh	24 Normal DW refresh
25	HOLIDAY 26 Normal DW refresh	27 Normal DW refresh	28 SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET CA O/U Reversal - Part C Normal DW refresh	29 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	30 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	31 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh

### TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **May 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 June 2008 transactions.

### TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **May 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 Friday May 30, 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 May 2008 is still open. **ONLY after May 2008** is closed may "Tier TWO" modules mentioned above begin working on June 2008 transactions.