

May 2009 (Updated Jan 30, 2009)

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	4 LABOR: PP08 Normal DW refresh	5 LABOR: PP08 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 GL: Final Close April 2009 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 LABOR: PP09 SURCHARGES GL: Update AR Trial Table Normal DW refresh	19 LABOR: May Month-end Estimate SURCHARGES Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 HOLIDAY Normal DW refresh	26 DISBURSEMENTS: Last run for May Normal DW refresh	27 LABOR: MAY NOAA CORPS SURCHARGES 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	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 NOON ET Close Tier 2 Normal DW refresh	30 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh
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TIER “ONE” Closing

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

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **May 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 Friday May 29, 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 May 2009 is still open. **ONLY after May 2009** is closed may “Tier TWO” modules mentioned above begin working on June 2009 transactions.