

May 2009 (Revised May 5, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Web migration downtime Data warehouse availability TBD	2 Web migration downtime Data warehouse availability TBD
3 Web migration downtime Data warehouse availability TBD	4 LABOR: Reverse Apr Month-end Estimate SURCHARGES Normal DW refresh	5 LABOR: PP08 Normal DW refresh	6 LABOR: PP08 SURCHARGES Normal DW refresh	7 GL: Final Close April 2009 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 CA O/U Reversal – Part C Normal DW refresh	16 Normal DW refresh
17 Normal DW refresh	18 GL: Update AR Trial Table Normal DW refresh	19 LABOR: PP09 SURCHARGES Normal DW refresh	20 LABOR: May Month-end Estimate SURCHARGES Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24 Normal DW refresh	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 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 6:00 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
31 Normal DW refresh						

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 @ 6:00 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.