

11/21/2005
10:30 AM

CFS G/L MONTH-END CLOSING

****MAY 31, 2006****

SCHEDULE:

Thursday May 25, 2006

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
 - Last day to approve SLTs or Labor Transactions.

Tuesday, May 30, 2006

- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the "Tier ONE"** closing.

Wednesday May 31, 2006, at 8:00 AM EST.

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **May 2006 General Ledger:**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- AR – Accounts Receivable

8:00 AM EST: "Tier ONE" may begin working on June 2006 transactions.

Wednesday May 31, 2006, at Time to Be Determined (depending on CA O/U process and other month-end activities completion).

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **May 2006 General Ledger:**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 8:05 am EST on Wednesday, May 31, 2006.
- 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 2006 is still open. **ONLY after** May 2006 is closed may "Tier TWO" modules mentioned above begin working on June 2006 transactions.

DATA WAREHOUSE reports and/or CFS Production reports will have complete month-end data the morning after month-end closing of the last Tier.

Clientservices will e-mail all DW users when month-end data is available in the DW as well as the Preliminary Close of the G/L period.

Please pass this information along to end users in your area or any others you think may be interested.