

11/18/2005  
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## CFS G/L MONTH-END CLOSING

**\*\*NOVEMBER 30, 2005\*\***

### SCHEDULE:

#### Friday, November 25, 2005

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

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#### Tuesday, November 29, 2005

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

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#### Wednesday, November 30, 2005, at 8:00 AM EST.

#### TIER "ONE" Closing

Tier "ONE" modules will be placed in "**PRELIMINARY**" close for the **November 2005 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 December 2005 transactions.

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#### Wednesday, November 30, 2005, 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 **November 2005 General Ledger:**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process @ 8:05 am EST on Wednesday, November 30
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
  - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
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"Tier TWO," should **NOT** enter ANY transactions while November 2005 is still open. **ONLY after** November 2005 is closed may "Tier TWO" modules mentioned above begin working on December 2005 transactions.

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**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.*