

10/24/2005
7:45 AM

CFS G/L MONTH-END CLOSING SCHEDULE

OCTOBER 2005 – Revised 10/21/05

Wednesday, October 26, 2005

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
 - Last day to approve SLTs or Labor Transactions.
 - Any approved SLTs after this cutoff will hit a future GL period.

Friday, October 28, 2005

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

MONDAY, October 31, 2005, at 8:00 AM EST.

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **October 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 November 2005 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **October 2005 General Ledger**:

ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

GJ – General Journal (GJs and Labor, etc.)

GL – General Ledger

8:00 AM EST “**Tier TWO**” must **NOT** enter **ANY** transactions **until the October G/L Month is closed.**

NOTE : There will be no CA O/U process in October.

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

DATA WAREHOUSE Snapshot & Refresh Process:

Please revise the schedule of the DW Snapshot and Refresh process for Monday, **October 31, 2005**, to start the process **at 9:00 PM EST** instead of 11:00 PM EST on that day. Thank you.

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