

11/21/2005  
10:35 AM

## CFS G/L MONTH-END CLOSING

**\*\*SEPTEMBER 26, 2006\*\***

### SCHEDULE:

#### Monday September 25, 2006

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
  - Please do NOT approve ANY SLTs or Labor Transactions after **Monday September 25, 2006**.

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#### Tuesday, September 26, 2006

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

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#### Tuesday September 26, 2006, at 8:00 PM EST.

#### TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **September 2006 General Ledger (CLOSED for SEPTEMBER 2006 AND FY 2006 activity):**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)  
**NOTE:** End users WILL be prohibited from entering BOPs.
- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- AR – Accounts Receivable

After 8:00 PM EST, the modules mentioned above, "Tier One", will be shut down and will not longer be available for input- all users will be locked out from access to CBS until the YE closing process is completed for FY 2006.

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#### Tuesday September 26, 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 **September 2006 General Ledger (CLOSED for SEPTEMBER 2006 AND FY 2006 activity):**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
**The Cost Accumulation Over/Under (CA O/U) process @ 8:05 PM EST on Tuesday September 26, 2006**
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger

FY 2007 TRANSACTIONS ENTRY INTO CBS:  
CBS WILL REMAIN IN RESTRICTED STATUS UNTIL TBA , WHEN USERS MAY BEING ENTERING FY 2007 TRANSACTIONS INTO CBS.

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#### **DATA WAREHOUSE Snapshot & Refresh Process:**

TBA

**Clientservices will e-mail all DW users Data Warehouse and /or CFS Production is available and complete with all FY 2006 year-end data after YE closing..**

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