

## November 2006 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 DW reports and/or CFS Production reports complete month-end data LABOR: Reverse October Month- end Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5	6 LABOR: PP21 Normal DW refresh	7 LABOR: PP21 SURCHARGES Normal DW refresh	8 Re-open GL for EDA (cancelled) Normal DW refresh	9 Normal DW refresh	HDAY 10 Normal DW refresh	11 Normal DW refresh
12	13 Normal DW refresh	14 Re-open GL for EDA Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh
19	20 LABOR: PP22 Normal DW refresh	21 LABOR: PP22 SURCHARGES November Month-end Estimate SURCHARGES Normal DW refresh	22 Normal DW refresh	HDAY 23 Normal DW refresh	24 Normal DW refresh	25 Normal DW refresh
26	27 SURCHARGES Normal DW refresh	28 LABOR: NOV NOAA CORPS SLTs: 4:00 pm ET Final Approval GL: Update AR Trial Table Normal DW refresh	29 CA SURCHARGES processed prior to the "Tier ONE" closing DISBURSEMENTS: Last run for Nov Normal DW refresh	30 CFS G/L MONTH-END PRELIM CLOSING 6:00 AM ET Close Tier 1 WIP 12:00 PM ET CA O/U Process. TBD Close Tier 2 Normal DW refresh		

### TIER "ONE" Closing

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

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

6:00 AM ET: "Tier ONE" may begin working on December 2006 transactions.

### TIER "TWO" Closing

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

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process @ 12:00 pm ET on Thursday November 30, 2006
- 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
- 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 November 2006 is still open. **ONLY after November 2006** is closed may "Tier TWO" modules mentioned above begin working on December 2006 transactions.