

September 2007 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 DW reports and/ or CFS Production reports complete month- end data Normal DW refresh
2	HDAY 3 Normal DW refresh	4 LABOR: Reverse Aug Month- end Estimate SURCHARGES Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh
9	10 LABOR: PP17 Normal DW refresh	11 LABOR: PP17 SURCHARGES Preliminary Month- end Estimate SURCHARGES Normal DW refresh	12 Re-open GL for EDA Normal DW refresh	13 GL: Final Close August 2007 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 GL: Update AR Trial table Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 DISBURSEMENTS: Last run for Sep Normal DW refresh	21 LABOR: SEP NOAA CORPS SLTs SLTs to be approved for Sep are due to FMB by 12:00 pm ET. Normal DW refresh	22 Normal DW refresh
23 LABOR: Reverse Preliminary Month-end Estimate. SURCHARGES Final Month-end Estimate SURCHARGES PP18 SURCHARGES Special DW refresh	24 Normal DW refresh	25 SLTs: 3:00 pm ET Final Approval CFS G/L MONTH- END PRELIM CLOSING 8:00 PM ET Close Tier 1 8:05 PM ET CA O/U Process - Part A	26 6:00 AM ET CA O/U – Part B WIP 12:00 PM ET Close Tier 2 Stage-1 Normal DW refresh	27 DW reports and/ or CFS Production reports complete month- end data	28	29
30						

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **September 2007 General Ledger**

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

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **September 2007 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process:
Part A @ 8:05 pm ET on Tuesday September 25, 2007
Part B @ 6:00 am ET on Wednesday September 26, 2007
- 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.