

## September 2008 Schedule

# DRAFT

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 HOLIDAY  Normal DW refresh	2 LABOR: Reverse Aug Month-end Estimate  Normal DW refresh	3  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh	6  Normal DW refresh
7	8 LABOR: PP17 GL: Final Close Aug 2008  Normal DW refresh	9 LABOR: PP17 SURCHARGES Preliminary Month-end Estimate SURCHARGES Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh
14	15  Normal DW refresh	16 GL: Update AR Trial Table  Normal DW refresh	17  Normal DW refresh	18 DISBURSEMENTS: Last run for Sep  Normal DW refresh	19 LABOR: SEP NOAA CORPS  Normal DW refresh	20  Normal DW refresh
21 LABOR: Reverse Preliminary Month-end Estimate. SURCHARGES Final Month-end Estimate SURCHARGES PP18 SURCHARGES CA O/U Reversal - Part C Special DW refresh	22 SLTs SLTs to be approved for Sep are due to FMB by 12:00 pm ET.  Normal DW refresh	23 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	24 6:00 AM ET CA O/U – Part B WIP 12:00 PM ET Close Tier 2 Stage-1  Normal DW refresh	25 DW reports and/or CFS Production reports complete month-end data	26	27
28	29	30				

### TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **September 2008 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 2008 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process:  
Part A @ 8:45 pm ET on Tuesday September 24, 2008  
Part B @ 6:00 am ET on Wednesday September 25, 2008
- 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.