

September 2009 *TENTATIVE* (updated Mar 31, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Aug Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 HOLIDAY Normal DW refresh	8 LABOR: PP17 SURCHARGES GL: Final Close Aug 2009 Normal DW refresh	9 LABOR: Preliminary Month-end Estimates SURCHARGES Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20 LABOR: Reverse Preliminary Month-end Estimate. SURCHARGES PP18 SURCHARGES Special DW refresh	21 DISBURSEMENTS: Last run for Sep CA O/U Reversal – Part C SLTs SLTs to be approved for Sep are due to FMB by 6:00 pm ET Normal DW refresh	22 Labor: SEP NOAA CORPS/SLT SLTs: 4:00 pm ET Final Approval Normal DW refresh	23 CFS G/L MONTH-END PRELIM CLOSING 11:00 AM ET Close Tier 1 CA O/U Process WIP 5:00 PM ET Close Tier 2 Stage-1 Special DW refresh	24 DW reports and/ or CFS Production reports complete month-end data	25	26
27	28	29	30			

TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **September 2009 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 2009 General Ledger**

- ALLOC** – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process:
11:00 am ET on Wednesday September 23, 2009
- 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.