

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Normal DW refresh	2 GL: Re-Open GL for EDA Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5	6 LABOR: PP06 Normal DW refresh	7 LABOR: PP06 SURCHARGES Normal DW refresh	8 GL: Final Close Mar 2008 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 Normal DW refresh	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	20 LABOR: PP07 SURCHARGES Normal DW refresh	21 LABOR: Apr Month-end Estimate SURCHARGES Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh	24 DISBURSEMENTS: Last run for Apr Normal DW refresh	25 Normal DW refresh
26	27 Normal DW refresh	28 LABOR: APR NOAA CORPS SLTs SLTs to be approved for Apr are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	29 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	30 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 PM ET Close Tier 2 Normal DW refresh		

TIER “ONE” Closing

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

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

8:00 AM ET: “Tier ONE” may begin working on May 2009 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **April 2009 General Ledger**

- 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
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process @ 7:00 AM ET on Thursday April 30, 2008.

- 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 April 2009 is still open. **ONLY after April 2009** is closed may “Tier TWO” modules mentioned above begin working on May 2009 transactions.