

December 2009 (Revised Jan 30, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/or CFS Production reports complete month-end data LABOR: Reverse Nov Month-end Estimate SURCHARGES Normal DW refresh	2 LABOR: PP23 Normal DW refresh	3 LABOR: PP23 SURCHARGES Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 LABOR: PP24 SURCHARGES Normal DW refresh	15 LABOR: Dec Month-end Estimate SURCHARGES 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	21 Normal DW refresh	22 CA O/U Reversal - Part C Normal DW refresh	23 DISBURSEMENTS: Last run for Dec LABOR: DEC NOAA CORPS/SLT Normal DW refresh	24 SLTs SLTs to be approved for Dec are due to FMB by 4:00 pm ET Normal DW refresh	25 HOLIDAY Normal DW refresh	26 Normal DW refresh
27	28 SLTs 12:00 noon ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 12:00 NOON ET Close Tier 1 WIP CA O/U Process. 6:00 PM ET Close Tier 2 Normal DW refresh	30 DW reports and/or CFS Production reports complete month-end data Normal DW refresh	31 Normal DW refresh		

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **December 2009 General Ledger**

- PR – Purchase Requisitions (Commitments)
 - PO – Purchase Orders (Obligations, etc.)
 - AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- 12:30 PM ET: "Tier ONE" may begin working on January 2010 transactions.

TIER "TWO" Closing

Tier TWO modules will be placed in "PRELIMINARY" close for the **December 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 @ 12:00 NOON ET on Tue Dec 29, 2009.
- 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 December 2009 is still open. **ONLY after December 2009** is closed may "Tier TWO" modules mentioned above begin working on January 2010 transactions.