

# January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY  Normal DW refresh	2  Normal DW refresh
3	4 LABOR: Reverse Dec Month-end Estimate  Normal DW refresh	5 GL: Re-Open GL for EDA LABOR: PP25 Normal DW refresh	6 LABOR: PP25 SURCHARGES Normal DW refresh	7 GL: Final Close Dec 2009 Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh
10	11 LABOR: PP26 Normal DW refresh	12 LABOR: PP26 SURCHARGES Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh	16  Normal DW refresh
17	18 HOLIDAY  Normal DW refresh	19 GL: Update AR Trial Table Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh	22  Normal DW refresh	23  Normal DW refresh
24	25 LABOR: PP01 DISBURSEMENTS: Last run for Jan Normal DW refresh	26 LABOR: Month-end Estimate SURCHARGES Normal DW refresh	27 LABOR: NOAA Corps SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 AM ET Close Tier 2 Normal DW refresh	30 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh
31						

## TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **January 2010 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 February 2010 transactions.

## TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **January 2010 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 Friday January 29, 2010
- 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 January 2010 is still open. **ONLY after January 2010** is closed may “Tier TWO” modules mentioned above begin working on February 2010 transactions.