

June 2009 (Revised May 5, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR: Reverse May Month-end Estimate Normal DW refresh	2 LABOR: PP10 SURCHARGES Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 GL: Final Close May 2009 Normal DW refresh	6 Normal DW refresh
7	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14	15 LABOR: PP11 SURCHARGES Normal DW refresh	16 LABOR: Jun Month-end Estimate SURCHARGES GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 DISBURSEMENTS: Last run for Jun LABOR: JUN NOAA CORPS/SLT CA O/U Reversal – Part C Normal DW refresh	20 Normal DW refresh
21	22 SLTs SLTs to be approved for Jun are due to FMB by 8:00 am ET SLTs 4:00 pm ET Final Approval Normal DW refresh	23 CA SURCHARGES processed prior to the “Tier ONE” closing CFS G/L MONTH-END PRELIM CLOSING 12:00 NOON ET Close Tier 1 WIP CA O/U Process. 4:00 PM ET Close Tier 2 Normal DW refresh	24 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Jun Month-end Estimate Normal DW refresh	25 Normal DW refresh	26 Normal DW refresh	27 Normal DW refresh
28	29 LABOR: PP12 Normal DW refresh	30 LABOR: PP12 SURCHARGES Normal DW refresh				

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **June 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 July 2009 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **June 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 June 23, 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 June 2009 is still open. **ONLY after June 2009** is closed may “Tier TWO” modules mentioned above begin working on July 2009 transactions.