

November 2009 (Revised Jan 30, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOR: Reverse October Month-end Estimate SURCHARGES Normal DW refresh	3 LABOR: PP21 Normal DW refresh	4 LABOR: PP21 SURCHARGES Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh
8	9 Normal DW refresh	10 Normal DW refresh	11 HOLIDAY Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh
15	16 LABOR: PP22 SURCHARGES GL: Update AR Trial Table Normal DW refresh	17 LABOR: November Month-end Estimate SURCHARGES Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh
22	23 Normal DW refresh	24 DISBURSEMENTS: Last run for Nov LABOR: NOV NOAA CORPS Normal DW refresh	25 SLTs SLTs to be approved for November are due to FMB by 4:00 pm ET. Normal DW refresh	26 HOLIDAY Normal DW refresh	27 SLTs: 12:00 noon ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	28 Normal DW refresh
29	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 **November 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 December 2009 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **November 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 Monday November 30, 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 November 2009 is still open. **ONLY after November 2009** is closed may "Tier TWO" modules mentioned above begin working on December 2009 transactions.