

# October 2009 (Revised September 2, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>CBS open for FY10 Business</b> <b>LABOR:</b> Reverse September final Month-end Estimate <b>SURCHARGES</b> Normal DW refresh	2  Normal DW refresh	3 <b>Re-open GL for EDA</b>  Normal DW refresh
4	5 <b>LABOR:</b> PP19  Normal DW refresh	6 <b>LABOR:</b> PP19 <b>SURCHARGES</b>  Normal DW refresh	7  Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh
11	12 <b>HOLIDAY</b>  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh	16 <b>GL:</b> Update AR Trial Table  Normal DW refresh	17  Normal DW refresh
18	19 <b>LABOR:</b> PP20 (FY09) <b>SURCHARGES</b>  Normal DW refresh	20 <b>LABOR:</b> PP20 (FY10) <b>SURCHARGES</b>  Normal DW refresh	21 <b>LABOR:</b> October Month-end Estimate <b>SURCHARGES</b>  Normal DW refresh	22  Normal DW refresh	23  Normal DW refresh	24  Normal DW refresh
25	26  Normal DW refresh	27 <b>DISBURSEMENTS:</b> Last run for Oct <b>LABOR:</b> OCT NOAA CORPS  Normal DW refresh	28 <b>SLTs</b> SLTs to be approved for October are due to FMB by 4:00 pm ET.  Normal DW refresh	29 <b>SLTs:</b> 12:00noon ET Final Approval <b>CA SURCHARGES</b> processed <b>prior to the</b> “Tier ONE” closing  Normal DW refresh	30 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> WIP Close Tier 1 CA O/U Process <b>12:00 PM ET</b> Close Tier 2 Normal DW refresh	31 <b>DW reports and/ or CFS Production reports complete month – end data</b>  Normal DW refresh

## TIER “ONE” Closing

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

## TIER “TWO” Closing

Tier TWO modules will be placed in “**PRELIMINARY**” close for the **October 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 Friday October 30, 2009
- GJ** – General Journal (GJs and Labor, etc.)
- GL** – General Ledger

“**Tier TWO**,” should NOT enter **ANY** transactions while October 2009 is still open. **ONLY after October 2009** is closed may “**Tier TWO**” modules mentioned above begin working on November 2009 transactions.