

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 CBS open for FY11 Business LABOR: Reverse September final Month-end Estimate SURCHARGES Normal DW refresh	2 GL: Re-Open GL for EDA Normal DW refresh
3	4 Normal DW refresh	5 Normal DW refresh	6 LABOR: PP19 Normal DW refresh	7 LABOR: PP19 SURCHARGES Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 LABOR: PP20 GL: Update AR Trial Table Normal DW refresh	19 LABOR: PP20 SURCHARGES Normal DW refresh	20 LABOR: Oct Month-End Estimate SURCHARGES Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 Normal DW refresh	26 DISBURSEMENTS: Last run for Oct Normal DW refresh	27 LABOR: NOAA Corps SLTs SLTs to be approved for Oct are due to FMB by 4:00 pm ET 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
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TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **October 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 November 2010 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **October 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 October 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 October 2010 is still open. **ONLY after October 2010** is closed may "Tier TWO" modules mentioned above begin working on November 2010 transactions.