

September 2010 *(DRAFT)*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 LABOR: Reverse Aug Month-End Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5	6 HOLIDAY Normal DW refresh	7 LABOR: PP17 SURCHARGES Normal DW refresh	8 LABOR: Preliminary Month-end Estimates SURCHARGES GL: Final Close Aug 2010 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 CA O/U Reversal – Part C Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh
19 LABOR: Reverse Preliminary Month-end Estimate. SURCHARGES PP18 SURCHARGES Special DW refresh	20 LABOR: SEP NOAA Corps/SLT DISBURSEMENTS: Last run for Sep SLTs SLTs to be approved for Sep are due to FMB by 6:00 pm ET Normal DW refresh	21 SLTs: 6:00 pm ET Final Approval Normal DW refresh	22 CA SURCHARGES processed prior to the “Tier ONE” closing CFS G/L MONTH-END PRELIM CLOSING 11:00 AM ET Close Tier 1 WIP CA O/U Process. 4:00 PM ET Close Tier 2 Stage-1 Special DW refresh	23 DW reports and/ or CFS Production reports complete month-end data	24	25
26	27	28	29	30		

TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **September 2010 General Ledger**

- PR** – Purchase Requisitions (Commitments)
- PO** – Purchase Orders (Obligations, etc.)
- AP** – Accounts Payable (Invoices and Receiving Tickets, etc.)

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **September 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 @ 11:00 AM ET on Wednesday September 22, 2010

GJ – General Journal (GJs and Labor, etc.)

GL – General Ledger

- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.