

December 2010 (Updated Oct 28, 2010)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Nov Month-end Estimate Normal DW refresh	2 LABOR: PP23 Normal DW refresh	3 LABOR: PP23 SURCHARGES Normal DW refresh	Normal DW refresh
5	6 Normal DW refresh	7 GL: Final Close Nov 2010 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 LABOR: PP24 Normal DW refresh	14 LABOR: PP24 SURCHARGES Normal DW refresh	15 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh
19	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh	24 HOLIDAY Normal DW refresh	25 Normal DW refresh
26	27 LABOR: PP25 SURCHARGES DISBURSEMENTS: Last run for Dec Normal DW refresh	28 LABOR: DEC NOAA CORPS SLTs SLTs to be approved for Dec are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	29 SLTs 12:00 NOON ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	30 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 NOON ET Close Tier 2 Normal DW refresh	31 HOLIDAY DW reports and/ or CFS Production reports complete month – end data Normal DW refresh	

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **December 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 January 2011 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **December 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 Thursday
December 30, 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 December 2010 is still open. **ONLY after December 2010** is closed may “Tier TWO” modules mentioned above begin working on January 2011 transactions.