

July 2011 (Updated January 13, 2011)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse June Month-end Estimate Normal DW refresh	2 Normal DW refresh
3	4 HOLIDAY Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 GL: Re-Open GL for EDA Normal DW refresh	8 GL: Final Close Jun 2011 Normal DW refresh	9 Normal DW refresh
10	11 LABOR: PP13 Normal DW refresh	12 LABOR: PP13 SURCHARGES Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 GL: Update AR Trial Table Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 LABOR: PP14 Normal DW refresh	26 LABOR: PP14 SURCHARGES Normal DW refresh	27 LABOR: Month-end Estimate SURCHARGES SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET DISBURSEMENTS: Last run for Jul CA O/U Reversal – Part C Normal DW refresh	28 LABOR: NOAA Corps 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 **July 2011 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 August 2011 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **July 2011 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 July 29, 2011
- 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 July 2011 is still open. **ONLY after July 2011** is closed may “**Tier TWO**” modules mentioned above begin working on August 2011 transactions.