

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Month-End Estimate Normal DW refresh	2 Normal DW refresh
3	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 GL: Final Close May 2012 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 LABOR: PP11 Normal DW refresh	12 LABOR: PP11 SURCHARGES Normal DW refresh	13 LABOR: June Month-end Estimate SURCHARGES 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: PP12 Normal DW refresh	26 LABOR: PP12 DISBURSEMENTS: Last run for June Normal DW refresh	27 LABOR: NOAA Corps SLTs SLTs to be approved for Apr are due to FMB by 4:00 pm ET CA O/U Reversal – Part C 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 AP, PO, PR WIP CA O/U Process. 12:00 AM ET Close other modules Normal DW refresh	30 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh

7 AM

The following modules will be placed in **PRELIMINARY** close for the **June 2012 General Ledger**

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

Please note: AR is open for WIP only. No other AR transactions.

8:00 AM ET: AP may begin working on July 2012 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **June 2012 General Ledger**

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	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 June 29, 2012	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	