

March 2011 (Updated March 20, 2011)

| 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 Normal DW refresh | 4 Normal DW refresh | 5 Normal DW refresh |
| 6 | 7 LABOR: PP04 GL: Final Close Feb 2011 Normal DW refresh | 8 LABOR: PP04 SURCHARGES Normal DW refresh | 9 Normal DW refresh | 10 Normal DW refresh | 11 Normal DW refresh | 12 Normal DW refresh |
| 13 | 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 Normal DW refresh |
| 20 | 21 LABOR: PP05 Normal DW refresh | 22 LABOR: PP05 SURCHARGES Normal DW refresh | 23 LABOR: Month-End Estimate SURCHARGES Normal DW refresh | 24 LABOR: MAR NOAA CORPS Normal DW refresh | 25 Normal DW refresh | 26 Normal DW refresh |
| 27 | 28 DISBURSEMENTS: Last run for Mar Normal DW refresh | 29 SLTs SLTs to be approved for Mar are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh | 30 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh | 31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 CA O/U Process WIP 12:00 NOON ET Close Tier 2 Normal DW refresh | | |

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **March 2011 General Ledger**

- PR** – Purchase Requisitions (Commitments)
- PO** – Purchase Orders (Obligations, etc.)
- AP** – Accounts Payable (Invoices and Receiving Tickets, etc.)
- 8:00 PM ET: “Tier ONE” may begin working on April 2011 transactions

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **March 2011 General Ledger**

- ALLOC** – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process:
7:00 AM ET on Thursday March 31, 2011.
- 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
- 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 March 2011 is still open. **ONLY after March 2011** is closed may “Tier TWO” modules mentioned above begin working on April 2011 transactions.