May 2011 (Revised April 20, 2011)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 **LABOR**: Reverse l Month-end Estimate **Normal DW refresh**	3 **LABOR:** PP08 **Normal DW refresh**	4 **LABOR:** PP08 **SURCHARGES** **Normal DW refresh**	5 **Normal DW refresh**	6 **GL**: Final Close Apr 2011 **Normal DW refresh**	7 **Normal DW refresh**
8	9 **Normal DW refresh**	10 **Normal DW refresh**	11 **Normal DW refresh**	12 **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**
15	16 **LABOR:** PP15 **GL:** Update AR Trial Table **Normal DW refresh**	17 **LABOR:** PP15 **SURCHARGES** **Normal DW refresh**	18 **LABOR:** May Month-end Estimate **SURCHARGES** **Normal DW refresh**	19 **Normal DW refresh**	20 **Normal DW refresh**	21 **Normal DW refresh**
22	23 **Normal DW refresh**	24 **LABOR:** NOAA CORPS **Normal DW refresh**	25 **DISBURSEMENTS:** Last run for May **Normal DW refresh**	26 **SLTs** SLTs to be approved for May are due to FMB by 4:00 pm ET **CA O/U** Reversal – Part C **Normal DW refresh**	27 **SLTs** 12:00 noon ET Final Approval **CA SURCHARGES** processed **prior to the "Tier ONE"** closing **Normal DW refresh**	28 **Normal DW refresh**
29	30 **HOLIDAY** **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 **May 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 June 2011 transactions.

TIER "TWO" Closing

Tier TWO modules will be placed in "**PRELIMINARY**" close for the **May 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 Tuesday May 31, 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 **May 2011** is still open. **ONLY** *after* **May 2011** is closed may "**Tier TWO**" modules mentioned above begin working on June 2011 transactions.