

# August 2009 (revised Aug 5, 2009)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh
2	3 LABOR: Reverse Jul Month-end Estimate  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh	6  Normal DW refresh	7 GL: Final Close Jul 2009  Normal DW refresh	8  Normal DW refresh
9	10 LABOR: PP15  Normal DW refresh	11 LABOR: PP15 SURCHARGES Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh
16	17 GL: Update AR Trial Table  Normal DW refresh	18 CA O/U Reversal – Part C  Normal DW refresh	19  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh	22  Normal DW refresh
23	24 LABOR: PP16 SURCHARGES  Normal DW refresh	25 LABOR: Aug Month-end Estimate SURCHARGES  Normal DW refresh	26 LABOR: AUG NOAA CORPS SURCHARGES DISBURSEMENTS: Last run for Aug  Normal DW refresh	27 SLTs SLTs to be approved for Aug are due to FMB by 4:00 pm ET  Normal DW refresh	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing  Normal DW refresh	29  Normal DW refresh
30	31 CFS G/L MONTH-END PRELIM CLOSING 6:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 NOON ET Close Tier 2 Normal DW refresh					

## TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **August 2009 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 September 2009 transactions.

## TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **August 2009 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 @ 6:00 AM ET on Mon Aug 31, 2009.

- 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 August 2009 is still open. **ONLY after August 2009** is closed may “Tier TWO” modules mentioned above begin working on September 2009 transactions.