

December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Nov Month-end Estimate Normal DW refresh	2 LABOR: PP23 Normal DW refresh	3 LABOR: PP23 SURCHARGES Normal DW refresh	Normal DW refresh
5	6 Normal DW refresh	7 GL: Final Close Nov 2010 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 LABOR: PP24 Normal DW refresh	14 LABOR: Month-End Estimate SURCHARGES 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	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 DISBURSEMENTS: Last run for Dec Normal DW refresh	24 HOLIDAY Normal DW refresh	25 Normal DW refresh
26	27 LABOR: PP25 SURCHARGES SURCHARGES SLTs SLTs to be approved for Dec are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	28 LABOR: DEC NOAA CORPS SLTs 4:00 pm ET Final Approval Normal DW refresh	29 CA SURCHARGES processed prior to the “Tier ONE” closing CFS G/L MONTH-END PRELIM CLOSING 11:00 AM ET Close Tier 1 WIP CA O/U Process. 4:00 PM ET Close Tier 2 Normal DW refresh	30 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh	31 Normal DW refresh	

TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **December 2010 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 January 2011 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **December 2010 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 @ 11:00 AM ET on Wednesday
December 29, 2010
- 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 December 2010 is still open. **ONLY after December 2010** is closed may “Tier TWO” modules mentioned above begin working on January 2011 transactions.