

February 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR: Reverse Jan Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 GL: Final Close Jan 2010 Normal DW refresh	6 Normal DW refresh
7	8 LABOR: PP02 SURCHARGES Normal DW refresh	9 LABOR: PP02 SURCHARGES Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14	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 Normal DW refresh
21	22 LABOR: PP03 SURCHARGES Normal DW refresh	23 LABOR: Month-End Estimate SURCHARGES CA O/U Reversal – Part C DISBURSEMENTS: Last run for Feb Normal DW refresh	24 SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET LABOR: NOAA Corps Normal DW refresh	25 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	26 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 NOON ET Close Tier 2 Normal DW refresh	27 DW reports and/or CFS Production reports complete month – end data Normal DW refresh
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TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **February 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 March 2010 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **February 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 @ 7:00 am ET on Fri February 26, 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 February 2010 is still open. **ONLY after February 2010** is closed may “Tier TWO” modules mentioned above begin working on March 2010 transactions.