

March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR: Reverse Feb Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 GL: Final Close Feb 2010 Normal DW refresh	6 Normal DW refresh
7	8 LABOR: PP04 Normal DW refresh	9 LABOR: PP04 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 LABOR: Month-end Estimate GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 DISBURSEMENTS: Last run for Mar Normal DW refresh	19 CA O/U Reversal – Part C Normal DW refresh	20 Normal DW refresh
21	22 LABOR: PP05 Normal DW refresh	23 LABOR: NOAA Corps Normal DW refresh	24 SLTs SLTs to be approved for Mar are due to FMB by 8:00 am ET SLTs 4:00 pm ET Final Approval Normal DW refresh	25 CA SURCHARGES processed prior to the “Tier ONE” closing CFS G/L MONTH- END PRELIM CLOSING 12:00 NOON ET Close Tier 1 WIP CA O/U Process. 4:00 PM ET Close Tier 2 Normal DW refresh	26 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Mar Month-end Estimate Normal DW refresh	27 Normal DW refresh
28	29 Normal DW refresh	30 Normal DW refresh	31			

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **March 2010 General Ledger**

- PR** – Purchase Requisitions (Commitments)
- PO** – Purchase Orders (Obligations, etc.)
- AP** – Accounts Payable (Invoices and Receiving Tickets, etc.)

12:30 PM ET: “Tier ONE” may begin working on April 2010 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **March 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 @ 12:00 NOON ET on Tue March 25, 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 March 2010 is still open. **ONLY after March 2010** is closed may “Tier TWO” modules mentioned above begin working on April 2010 transactions.