

# April 2011 (Revised April 20, 2011)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>DW reports and/ or CFS Production reports complete month – end data</b> <b>LABOR:</b> Reverse Month-End Estimate  <b>Normal DW refresh</b>	2       <b>Normal DW refresh</b>
3	4 <b>LABOR:</b> PP06  <b>Normal DW refresh</b>	5 <b>LABOR:</b> PP06 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	6 <b>GL:</b> <b>Re-Open GL for EDA</b>  <b>Normal DW refresh</b>	7 <b>GL:</b> Final Close Mar 2011  <b>Normal DW refresh</b>	8       <b>Normal DW refresh</b>	9       <b>Normal DW refresh</b>
10	11       <b>Normal DW refresh</b>	12       <b>Normal DW refresh</b>	13       <b>Normal DW refresh</b>	14       <b>Normal DW refresh</b>	15       <b>Normal DW refresh</b>	16       <b>Normal DW refresh</b>
17	18 <b>LABOR:</b> PP07 <b>GL:</b> Update AR Trial Table  <b>Normal DW refresh</b>	19 <b>LABOR:</b> PP07 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	20 <b>LABOR:</b> Month-end Estimate <b>SURCHARGES</b>  <b>Normal DW refresh</b>	21       <b>Normal DW refresh</b>	22       <b>Normal DW refresh</b>	23       <b>Normal DW refresh</b>
24	25       <b>Normal DW refresh</b>	26 <b>DISBURSEMENTS:</b> Last run for Apr  <b>Normal DW refresh</b>	27 <b>LABOR:</b> NOAA Corps <b>SLTs</b> SLTs to be approved for Apr are due to FMB by 4:00 pm ET <b>CA O/U Reversal – Part C</b>  <b>Normal DW refresh</b>	28 <b>SLTs</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed <b>prior to the “Tier ONE”</b> closing  <b>Normal DW refresh</b>	29 <b>CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET</b> Close Tier 1 CA O/U Process. WIP  <b>12:00 Noon ET</b> Close Tier 2  <b>Normal DW refresh</b>	30 <b>DW reports and/ or CFS Production reports complete month – end data</b>       <b>Normal DW refresh</b>

## TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **April 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 May 2011 transactions.

## TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **April 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 Friday April 29, 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 April 2011 is still open. **ONLY after April 2011** is closed may “**Tier TWO**” modules mentioned above begin working on May 2011 transactions.