

February 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Jan Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	Normal DW refresh
5	6 LABOR: PP02 Normal DW refresh	7 LABOR: PP10 SURCHARGES GL: Final Close Jan 2011 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 Normal DW refresh	14 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 HOLIDAY Normal DW refresh	21 LABOR: PP03 Normal DW refresh	22 LABOR: PP03 SURCHARGES Normal DW refresh	23 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	24 LABOR: FEB NOAA CORPS DISBURSEMENTS: Last run for Feb Normal DW refresh	25 Normal DW refresh
26	27 SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	28 SLTs 12:00 NOON ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP, PO, PR CA O/U Process. WIP 12:00 NOON ET Close all other modules. Normal DW refresh			

7 AM

The following modules will be placed in **PRELIMINARY** close for the **February 2012 General Ledger**

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

Please note: AR is open for WIP only. No other AR transactions.

8:00 AM ET: AP may begin working on March 2012 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **February 2012 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.

The Cost Accumulation Over/Under (CA O/U) process:
7:00 AM ET on Wednesday February 29, 2012.
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger