

March 2011 (Updated March 20, 2011)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Month-End Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 LABOR: PP04 GL: Final Close Feb 2011 Normal DW refresh	8 LABOR: PP04 SURCHARGES Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	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 Normal DW refresh
20	21 LABOR: PP05 Normal DW refresh	22 LABOR: PP05 SURCHARGES Normal DW refresh	23 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	24 LABOR: MAR NOAA CORPS Normal DW refresh	25 Normal DW refresh	26 Normal DW refresh
27	28 DISBURSEMENTS: Last run for Mar Normal DW refresh	29 SLTs SLTs to be approved for Mar are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	30 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 CA O/U Process WIP 12:00 NOON ET Close Tier 2 Normal DW refresh		

TIER “ONE” Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **March 2011 General Ledger**

PR – Purchase Requisitions (Commitments)
 PO – Purchase Orders (Obligations, etc.)
 AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
 8:00 PM ET: “Tier ONE” may begin working on April 2011 transactions

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **March 2011 General Ledger**

ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process:
7:00 AM ET on Thursday March 31, 2011.
 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
 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 2011 is still open. ONLY after March 2011 is closed may “Tier TWO” modules mentioned above begin working on April 2011 transactions.