

March 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Feb Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 LABOR: PP04 Normal DW refresh	6 LABOR: PP04 SURCHARGES Normal DW refresh	7 GL: Final Close Feb 2012 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 Normal DW refresh	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	19 LABOR: PP05 Normal DW refresh	20 LABOR: PP05 SURCHARGES Normal DW refresh	21 Normal DW refresh	22 LABOR: Mar NOAA Corps SURCHARGES Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25	26 Normal DW refresh	27 DISBURSEMENTS: Last run for Mar Normal DW refresh	28 SLTs SLTs to be approved for Mar are due to FMB by 6:00 pm ET Normal DW refresh	29 CA O/U Reversal – Part C SLTs: 12:00 NOON ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	30 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET CA O/U Process WIP Close AP, PR, PO 12:00 NOON ET Close all other modules Normal DW refresh	31 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh

7 AM

The following modules will be placed in **PRELIMINARY** close for the **March 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 April 2012 transactions.

12 noon

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

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
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 March 30, 2012.
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger