

# May 2012 (Revised May 9, 2012)

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>LABOR:</b> PP08  <b>Normal DW refresh</b>	3 <b>LABOR:</b> PP08 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	4   <b>Normal DW refresh</b>	5   <b>Normal DW refresh</b>
6	7 <b>GL:</b> Final Close Apr 2012  <b>Normal DW refresh</b>	8   <b>Normal DW refresh</b>	9   <b>Normal DW refresh</b>	10   <b>Normal DW refresh</b>	11   <b>Normal DW refresh</b>	12   <b>Normal DW refresh</b>
13	14 <b>LABOR:</b> PP09  <b>Normal DW refresh</b>	15 <b>LABOR:</b> PP09 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	16 <b>GL:</b> Update AR Trial Table  <b>LABOR:</b> Month-End Estimate <b>SURCHARGES</b>  <b>Normal DW refresh</b>	17   <b>Normal DW refresh</b>	18   <b>Normal DW refresh</b>	19   <b>Normal DW refresh</b>
20	21   <b>Normal DW refresh</b>	22   <b>Normal DW refresh</b>	23   <b>Normal DW refresh</b>	24 <b>LABOR:</b> May NOAA CORPS <b>SURCHARGES</b>  <b>Normal DW refresh</b>	25 <b>DISBURSEMENTS:</b> Last run for May  <b>Normal DW refresh</b>	26   <b>Normal DW refresh</b>
27	28 <b>HOLIDAY</b>  <b>Normal DW refresh</b>	29 <b>LABOR:</b> PP10 <b>SLTs</b> SLTs to be approved for May are due to FMB by 4:00 pm ET  <b>CA O/U Reversal – Part C</b> <b>Normal DW refresh</b>	30 <b>LABOR:</b> PP10 <b>SLTs:</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed <b>prior to the</b> “Tier ONE” closing  <b>Normal DW refresh</b>	31 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close AP,PO, PR CA O/U Process <b>WIP</b> <b>12:00 NOON ET</b> Close other modules  <b>Normal DW refresh</b>		

## 7 AM

The following modules will be placed in **PRELIMINARY** close for the **May 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 June 2012 transactions.

## 12 noon

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

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
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**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 Thursday May 31, 2012**

GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	