

September 2011 (Updated January 13, 2011)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Aug Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 HOLIDAY Normal DW refresh	6 LABOR: PP17 Normal DW refresh	7 LABOR: PP17 SURCHARGES GL: Final Close Aug 2011 Normal DW refresh	8 LABOR: Preliminary Month-end Estimates SURCHARGES Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 CA O/U Reversal – Part C 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 LABOR: Reverse Preliminary Month-end Estimate. SURCHARGES PP18 SURCHARGES Special DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 LABOR: SEP NOAA Corps/SLT SURCHARGES Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25	26 DISBURSEMENTS: Last run for Sep Normal DW refresh	27 SLTs SLTs to be approved for Sep are due to FMB by 6:00 pm ET 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 Tier 1 WIP CA O/U Process. 12:00 NOON ET Close Tier 2 Stage-1 Special DW refresh	30 DW reports and/ or CFS Production reports complete month-end data	

TIER “ONE” Closing

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

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

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **September 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 Thursday September 29, 2011

- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger

- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.