

April 2012 (updated March 21, 2012)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>LABOR:</b> Reverse Month-end Estimate  Normal DW refresh	3 <b>LABOR:</b> PP06  Normal DW refresh	4 <b>LABOR:</b> PP06 <b>SURCHARGES</b>  Normal DW refresh	5 <b>GL:</b> Re-open Mar GL for EDA  Normal DW refresh	6 <b>GL:</b> Final Close Mar 2012  Normal DW refresh	7   Normal DW refresh
8	9   Normal DW refresh	10   Normal DW refresh	11   Normal DW refresh	12   Normal DW refresh	13   Normal DW refresh	14   Normal DW refresh
15	16 <b>LABOR:</b> PP07 <b>GL:</b> Update AR Trial Table  Normal DW refresh	17 <b>LABOR:</b> PP07 <b>SURCHARGES</b>  Normal DW refresh	18 <b>LABOR:</b> Apr Month-end Estimate <b>SURCHARGES</b>  Normal DW refresh	19   Normal DW refresh	20   Normal DW refresh	21   Normal DW refresh
22	23   Normal DW refresh	24   Normal DW refresh	25 <b>DISBURSEMENTS:</b> Last run for Apr <b>LABOR:</b> NOAA CORPS  Normal DW refresh	26 <b>SLTs</b> SLTs to be approved for April are due to FMB by 4:00 pm ET  <b>CA O/U Reversal – Part C</b> Normal DW refresh	27 <b>SLTs</b> 12:00 noon ET Final Approval  <b>CA SURCHARGES</b> processed prior to the “Tier ONE” closing Normal DW refresh	28   Normal DW refresh
29	30 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close AP,AR, PO WIP CA O/U Process. <b>12:00 AM ET</b> Close other modules  Normal DW refresh					

### 7 AM

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

### 12 noon

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

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	<b>NOTE:</b> 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 Monday April 30, 2012	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	