TIER “ONE” Closing

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

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

8:00 AM ET: “Tier ONE” may begin working on September 2011 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the August 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 Wednesday August 31, 2011.
- **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 August 2011 is still open. **ONLY after August 2011** is closed may “Tier TWO” modules mentioned above begin working on September 2011 transactions.