

# February 2011 (Revised Feb 15, 2011)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Jan Month- end Estimate  Normal DW refresh	2  Normal DW refresh	3  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh
6	7 LABOR: PP02 SURCHARGES GL: Final Close Jan 2011 Normal DW refresh	8 LABOR: PP02 SURCHARGES  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh
13	14  Normal DW refresh	15  Normal DW refresh	16 GL: Update AR Trial Table  Normal DW refresh	17  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh
20  Normal DW refresh	21 HOLIDAY  Normal DW refresh	22 LABOR: PP03  Normal DW refresh	23 LABOR: Month-End Estimate SURCHARGES  DISBURSEMENTS: Last run for FEB  Normal DW refresh	24 LABOR: FEB NOAA CORPS  SLTs SLTs to be approved for Feb are due to FMB by 6:00 pm ET  CA O/U Reversal – Part C Normal DW refresh	25 SLTs: 12:00 pm ET Final Approval  CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	26  Normal DW refresh
27	28 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 CA O/U Process WIP 12:00 NOON ET Close Tier 2  Normal DW refresh					

## TIER “ONE” Closing

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

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- 8:00 PM ET: “Tier ONE” may begin working on March 2011 transactions

## TIER “TWO” Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **February 2011 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process:  
7:00 am ET on Monday February 28, 2011.
- 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
- 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 February 2011 is still open. **ONLY after** February 2011 is closed may “Tier TWO” modules mentioned above begin working on March 2011 transactions.