## Tier “One” Closing

Tier “One” modules will be placed in “PRELIMINARY" close for the Jan 2011 General Ledger.

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

### Jan 2011

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### Tier “Two” Closing

Tier “Two” modules will be placed in “PRELIMINARY” close for the May 2010 General Ledger.

- **BE** – Budget Execution (Resources, Apportionments, Allotments, BOPs)
- **AR** – Accounts Receivable
- **ALLOC** – Cost Accumulation/Allocation (Surcharges, etc.)
- **GJ** – General Journal (GJs and Labor, etc.)
- **GL** – General Ledger

- **BE**
  - **NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.

- **AR**
  - **NOTE:** All transactions are due to FMB by 4:00 pm ET.

- **ALLOC**
  - **SLTs** to be approved for Jan are due to FMB by 4:00 pm ET.

- **GJ**
  - **CA O/U Reversal – Part C**
  - **CA SURCHARGES**

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

### Tier “Two” Closing

“Tier Two,” should **NOT** enter ANY transactions while May 2010 is still open. **ONLY after January 2011** is closed may “Tier Two” modules mentioned above begin working on February 2011 transactions.