

March 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Feb Month-end Estimate Normal DW refresh	2  Normal DW refresh	3  Normal DW refresh
4	5 LABOR: PP04  Normal DW refresh	6 LABOR: PP04 SURCHARGES  Normal DW refresh	7 GL: Final Close Feb 2012  Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh
11	12  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	19 LABOR: PP05  Normal DW refresh	20 LABOR: PP05 SURCHARGES  Normal DW refresh	21  Normal DW refresh	22 LABOR: Mar NOAA Corps SURCHARGES  Normal DW refresh	23  Normal DW refresh	24  Normal DW refresh
25	26  Normal DW refresh	27 DISBURSEMENTS: Last run for Mar  Normal DW refresh	28 SLTs SLTs to be approved for Mar are due to FMB by 6:00 pm ET  Normal DW refresh	29 CA O/U Reversal – Part C  SLTs: 12:00 NOON ET Final Approval  CA SURCHARGES processed prior to the “Tier ONE” closing  Normal DW refresh	30 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET CA O/U Process WIP Close AP, PR, PO 12:00 NOON ET Close all other modules  Normal DW refresh	31 DW reports and/ or CFS Production reports complete month-end data  Normal DW refresh

### 7 AM

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

### 12 noon

The following modules will be placed in **PRELIMINARY** close for the **March 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 Friday March 30, 2012.	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	