

# May 2012 (Revised May 9, 2012)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/ or CFS Production reports complete month-end data  LABOR: Reverse Month-End Estimate Normal DW refresh	2 LABOR: PP08  Normal DW refresh	3 LABOR: PP08 SURCHARGES  Normal DW refresh	4   Normal DW refresh	5   Normal DW refresh
6	7 GL: Final Close Apr 2012  Normal DW refresh	8   Normal DW refresh	9   Normal DW refresh	10   Normal DW refresh	11   Normal DW refresh	12   Normal DW refresh
13	14 LABOR: PP09  Normal DW refresh	15 LABOR: PP09 SURCHARGES  Normal DW refresh	16 GL: Update AR Trial Table  LABOR: Month-End Estimate SURCHARGES Normal DW refresh	17   Normal DW refresh	18   Normal DW refresh	19   Normal DW refresh
20	21   Normal DW refresh	22   Normal DW refresh	23   Normal DW refresh	24 LABOR: May NOAA CORPS SURCHARGES  Normal DW refresh	25 DISBURSEMENTS: Last run for May  Normal DW refresh	26   Normal DW refresh
27	28 HOLIDAY  Normal DW refresh	29 LABOR: PP10 SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET  CA O/U Reversal – Part C Normal DW refresh	30 LABOR: PP10 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP,PO, PR CA O/U Process WIP 12:00 NOON ET Close other modules Normal DW refresh		

## 7 AM

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

## 12 noon

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

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs. (Eg. FM060)  
**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 Thursday May 31, 2012

GJ – General Journal (GJs may be entered until 12 noon)  
 GL – General Ledger