

Jan 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Normal DW refresh
2	3 LABOR: Reverse Dec Month-end Estimate Normal DW refresh	4 Normal DW refresh	5 GL: Re-Open GL for EDA Normal DW refresh	6 Normal DW refresh	7 GL: Final Close December 2010 Normal DW refresh	8 Normal DW refresh
9	10 LABOR: PP26 Normal DW refresh	11 LABOR: PP26 SURCHARGES Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 HOLIDAY Normal DW refresh	18 GL: Update AR Trial Table Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh
23	24 LABOR: PP01 Normal DW refresh	25 LABOR: PP01 SURCHARGES Normal DW refresh	26 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	27 DISBURSEMENTS: Last run for Jan LABOR: JAN NOAA CORPS SURCHARGES SLTs SLTs to be approved for Jan are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	29 Normal DW refresh
30	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 NOON ET Close Tier 2 Normal DW refresh					

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.)

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

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)
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 Mon Jan 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 May 2010 is still open. **ONLY after January 2011** is closed may “Tier TWO” modules mentioned above begin working on February 2011 transactions.