

March 2013

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 Normal DW refresh
3	4 LABOR: PP03 Normal DW refresh	5 LABOR: PP03 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 GL: Final Close Feb 2013 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 LABOR: PP04 GL: Update AR Trial Table Normal DW refresh	19 LABOR: PP04 SURCHARGES Normal DW refresh	20 LABOR: Mar Month-end Estimate SURCHARGES Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 Normal DW refresh	26 DISBURSEMENTS: Last run for Mar LABOR: MAR NOAA Corps SLTs SLTs to be approved for Mar are due to FMB by 4:00 pm ET Normal DW refresh	27 CA O/U Reversal – Part C Normal DW refresh	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the Prelim Closing Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR, PO and AP WIP process CA O/U Process. 12:00 Noon ET Close all other modules Normal DW refresh	30 DW reports and/ or CFS Production reports complete month – end data Normal DW refresh
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7 AM Closing

The following modules will be placed in “**PRELIMINARY**” close for the **March 2013 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 April 2013 transactions.

12 PM Closing

The following modules, will be placed in “**PRELIMINARY**” close for the **March 2013 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 Friday March 29, 2013
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger

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

“12 Noon Closing,” should **NOT** enter ANY transactions while March 2013 is still open. **ONLY after March 2013** is closed may “12 Noon Closing” modules mentioned above begin working on April 2013 transactions.