

# February 2016 v.2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>LABOR:</b> Reverse Jan Month-end Estimate  Normal DW refresh	2 <b>LABOR:</b> PP01  Normal DW refresh	3 <b>LABOR:</b> PP01 <b>SURCHARGES</b>  Normal DW refresh	4   Normal DW refresh	5 <b>GL:</b> Final Close January 2016  Normal DW refresh	6   Normal DW refresh
7	8   Normal DW refresh	9   Normal DW refresh	10   Normal DW refresh	11   Normal DW refresh	12   Normal DW refresh	13   Normal DW refresh
14	15 <b>HOLIDAY</b>  Normal DW refresh	16 <b>LABOR:</b> PP02  Normal DW refresh	17 <b>LABOR:</b> PP02 <b>SURCHARGES</b>  Normal DW refresh	18   Normal DW refresh	19   Normal DW refresh	20   Normal DW refresh
21	22   Normal DW refresh	23 <b>LABOR:</b> Feb Month-end Estimates <b>SURCHARGES</b>  Normal DW refresh	24 <b>LABOR:</b> NOAA CORPS  CA O/U Reversal – Part C  Normal DW refresh	25 <b>DISBURSEMENTS:</b> Last run for Feb  <b>SLTs</b> SLTs to be approved for Feb are due to FMB by 4:00 pm ET  Normal DW refresh	26 <b>SLTs</b> 12:00 noon ET Final Approval  <b>CA SURCHARGES</b> processed <b>prior to the</b> “7 AM” closing  Normal DW refresh	27   Normal DW refresh
28	29 <b>CFS GL MONTH END</b> <b>PRELIM CLOSING</b> <b>7:00 AM ET</b> Close AP,PR, PO  WIP CA O/U Process.  <b>12:00 AM ET</b> Close other modules Normal DW refresh					

## 7 AM Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **February 2016 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.**

## 12 Noon Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **February 2016 General Ledger**

**ALLOC** – Cost Accumulation/Allocation (Surcharges, etc.)  
 The Cost Accumulation Over/Under (CA O/U) process: 7:00 am ET on Monday February 29, 2016.

**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  
**GJ** – General Journal (GJs and Labor, etc.) (GJs may be entered until 12 noon)  
**GL** – General Ledger