

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
2	3 LABOR: Reverse Jan Month-end Estimate Normal DW refresh	4 LABOR: PP01 Normal DW refresh	5 LABOR: PP01 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 GL: Final Close Jan 2014 Normal DW refresh	8 Normal DW refresh
9	10 Normal DW refresh	11 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 LABOR: PP02 GL: Update AR Trial Table Normal DW refresh	19 LABOR: PP02 SURCHARGES Normal DW refresh	20 Normal DW refresh	21 LABOR: Month-End Estimates SURCHARGES Normal DW refresh	22 Normal DW refresh
23	24 Normal DW refresh	25 LABOR: FEB NOAA CORPS SURCHARGES DISBURSEMENTS: Last run for Feb SLTs SLTs to be approved for Feb due to FMB by 4:00 pm ET Normal DW refresh	26 CA O/U Reversal – Part C Normal DW refresh	27 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	28 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR, PO and AP. WIP process. 12:00 NOON ET Close all other modules Normal DW refresh	

7 AM

The following modules will be placed in **PRELIMINARY** close for the **February 2014 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 March 2014 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **February 2014 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 Friday February 28, 2014.	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	