

May 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Apr Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 Normal DW refresh	6 Normal DW refresh	7 GL: Final Close April 2014 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 LABOR: PP08 Normal DW refresh	13 LABOR: PP08 SURCHARGES Normal DW refresh	14 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh
18	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 LABOR: May NOAA Corps SURCHARGES Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25	26 HOLIDAY Normal DW refresh	27 LABOR: PP09 DISBURSEMENTS: Last run for May SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET Normal DW refresh	28 LABOR: PP09 SURCHARGES CA O/U Reversal – Part C Normal DW refresh	29 SLTs: 12:00 NOON ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	30 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO CA O/U Process WIP 12:00 NOON ET Close all other modules Normal DW refresh	31 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh

7 AM

The following modules will be placed in **PRELIMINARY** close for the **May 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 June 2014 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **May 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 May 30, 2014	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	