

# September 2015 v.2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>DW reports and/ or CFS Production reports complete month-end data</b>  <b>LABOR:</b> Reverse Aug Month-end Estimate  <b>Normal DW refresh</b>	2 <b>LABOR:</b> PP16  <b>Normal DW refresh</b>	3 <b>LABOR:</b> PP16 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	4 <b>LABOR:</b> Sep Preliminary Month- End Estimates <b>SURCHARGES</b>  <b>Normal DW refresh</b>	5   <b>Normal DW refresh</b>
6	7 <b>HOLIDAY</b>  <b>Normal DW refresh</b>	8 <b>GL:</b> Final Close August 2015  <b>Normal DW refresh</b>	9   <b>Normal DW refresh</b>	10   <b>Normal DW refresh</b>	11   <b>Normal DW refresh</b>	12   <b>Normal DW refresh</b>
13	14 <b>LABOR:</b> Reverse Preliminary Month-end Estimate <b>SURCHARGES</b> PP17 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	15   <b>Normal DW refresh</b>	16 <b>GL:</b> Update AR Trial Table  <b>Normal DW refresh</b>	17   <b>Normal DW refresh</b>	18   <b>Normal DW refresh</b>	19   <b>Normal DW refresh</b>
20	21   <b>Normal DW refresh</b>	22   <b>Normal DW refresh</b>	23   <b>Normal DW refresh</b>	24 <b>LABOR:</b> SEP NOAA CORPS <b>SLTs</b> SLTs to be approved for Sep are due to FMB by 6:00 pm ET  <b>Normal DW refresh</b>	25   <b>Normal DW refresh</b>	26   <b>Normal DW refresh</b>
27 <b>LABOR:</b> Reverse Preliminary PP18 Estimate. <b>SURCHARGES</b> PP18 <b>SURCHARGES</b>  <b>Special DW refresh</b>	28   <b>Normal DW refresh</b>	29 <b>DISBURSEMENTS:</b> Last run for Sep  <b>SLTs:</b> 6:00 pm ET Final Approval  <b>Normal DW refresh</b>	30 <b>CA SURCHARGES</b> processed <b>prior to the 5 pm</b> Prelim closing  <b>CFS G/L YEAR-END PRELIM CLOSING 5:00 PM ET</b> CA O/U Process  <b>Normal DW refresh</b>	OCT 1 <b>Cont. CFS G/L YEAR- END PRELIM CLOSING 6:00 AM ET</b> Close AP,PO, PR <b>WIP</b> 12:00 pm close other modules <b>Stage-1</b> <b>Special DW refresh</b>	OCT 2 <b>DW reports and/ or CFS Production reports complete year-end data</b>	

## Sep 30 5 PM Closing

**ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)**

The Cost Accumulation Over/Under (CA O/U) process will run at 5:00 pm ET Wednesday September 30, 2015.

## Oct 1 6 AM Closing

Tier ONE modules will be placed in “**PRELIMINARY**” close for the **September 2015 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 **September 2015 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**
- GJ – General Journal (GJs and Labor, etc.) (GJs may be entered until 12 noon)**
- GL – General Ledger**