

## September 2016 v.2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>DW reports and/or CFS Production</b> Complete month-end data  <b>LABOR:</b> Reverse August Month-End Estimate  <b>Normal DW refresh</b>	2 <b>LABOR:</b> Sept Preliminary Month End Estimate PP17 and PP18 <b>SURCHARGES</b> Sept Final Month End Estimate PP19 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	3   <b>Normal DW refresh</b>
4	5 <b>HOLIDAY</b>  <b>Normal DW refresh</b>	6  <b>Normal DW refresh</b>	7  <b>Normal DW refresh</b>	8 <b>CFS GL MONTH END FINAL CLOSING</b> August 2016  <b>Normal DW refresh</b>	9  <b>Normal DW refresh</b>	10  <b>Normal DW refresh</b>
11	12 <b>LABOR:</b> Reverse September PP17 Preliminary Month-End Estimate <b>SURCHARGES</b> PP17 <b>SURCHARGES</b>  <b>Normal DW refresh</b>	13  <b>Normal DW refresh</b>	14  <b>Normal DW refresh</b>	15  <b>Normal DW refresh</b>	16  <b>Normal DW refresh</b>	17  <b>Normal DW refresh</b>
18	19  <b>Normal DW refresh</b>	20  <b>Normal DW refresh</b>	21  <b>Normal DW refresh</b>	22  <b>Normal DW refresh</b>	23 <b>LABOR:</b> September NOAA Corps  <b>SLTs:</b> SLTs to be approved for September are due to FMB by 6:00 pm ET  <b>Normal DW refresh</b>	24  <b>Normal DW refresh</b>
25	26 <b>LABOR:</b> Reverse September PP18 Preliminary Month-End Estimate <b>SURCHARGES</b> PP18 <b>SURCHARGES</b>  <b>SLTs:</b> 12:00 pm ET Final Approval  <b>Special DW refresh</b>	27 <b>DISBURSEMENTS:</b> Last Run for September  <b>Normal DW refresh</b>	28 <b>CA:</b> September Month End Surcharges Processed <b>prior to the "12 Noon"</b> closing  <b>Normal DW refresh</b>	29  <b>Normal DW refresh</b>	30 <b>CFS GL YEAR END PRELIM CLOSING 12:00 Noon ET</b> Close AP, PR, PO WIP CA O/U Process  <b>5:00 PM ET</b> Close BE, AR, ALLOC, GJ, GL <b>STAGE-1</b>  <b>Special DW refresh</b>	

### 12 PM Noon Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **September 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.**

### 5 PM Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **September 2016 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: 12:00 PM Noon ET on Friday September 30, 2016**

GJ – General Journal (GJs may be entered until 12 noon)

GL – General Ledger