

January 2021 v2						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY Normal DW refresh	2 DW reports and CFS Production reports Complete month-end Data Normal DW refresh
3	4 LABOR: Reverse December 2020 Month-End EST126 SURCHARGES Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 CFS GL MONTH END FINAL CLOSING December 2020 Normal DW refresh	9 Normal DW refresh
10	11 LABOR: PROCESS PP26 (Dec 20-Jan 2) Normal DW refresh	12 LABOR: POST PP26 (Dec 20-Jan 2) SURCHARGES Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 HOLIDAY Normal DW refresh	19 Normal DW refresh	20 HOLIDAY Normal DW refresh	21 Normal DW refresh	22 SLTs/DLCAs SLTs and DLCAs to be approved for Jan 2021 are due to FMB by 4:00 pm ET Normal DW refresh	23 Normal DW refresh
24	25 LABOR: PROCESS/POST PP01 (Jan 3-Jan 16) SURCHARGES Normal DW refresh	26 LABOR: Jan 2021 Month End Estimate EST102 (Jan 17- Jan 31) PP01 base @ 100% SURCHARGES CA O/U: Reversal Part C Normal DW refresh	27 DISBURSEMENTS: Last Run for Jan 2021 LABOR: Jan 2021 NOAA Corps Normal DW refresh	28 SLTs/DLCAs 12:00 noon ET Final Approval CA: Jan 2021 Month End SURCHARGES Processed prior to the "6 AM" closing Normal DW refresh	29 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh	30 Normal DW refresh
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Please note: Jan 2021 GL Closing will start on Jan 29, 2021 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **Jan 2021 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 ET Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **Jan 2021 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month-End G/L closing process does NOT prohibit end users from entering BOPs.
- AP – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger