

# May 2021 v1

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 April Month-End Estimate EST108 SURCHARGES  Normal DW refresh	4 LABOR: PROCESS PP08 ( Apr 11 – Apr 24)  Normal DW refresh	5 LABOR: POST PP08 ( Apr 11 – Apr 24) SURCHARGES  Normal DW refresh	6   Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING April 2021  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 LABOR: PROCESS PP09 (Apr 25 – May 8)  Normal DW refresh	18 LABOR: POST PP09 (Apr 25 – May 8) SURCHARGES  Normal DW refresh	19 LABOR: May Month End Estimate EST110 (May 9 – May 31) PP09 base @ 160%  SURCHARGES  CA O/U: Reversal Part C  Normal DW refresh	20   Normal DW refresh	21   Normal DW refresh	22   Normal DW refresh
23	24   Normal DW refresh	25 SLTs/DLCAs SLTs and DLCAs to be approved for May are due to FMB by 4:00 pm ET  LABOR: Post May NOAA Corps  Normal DW refresh	26   Normal DW refresh	27 DISBURSEMENTS: Last Run for May  Normal DW refresh	28 SLTs/DLCAs 12:00 noon ET Final Approval  CA: May Month End SURCHARGES Processed prior to the “6 AM” closing  Normal DW refresh	29   Normal DW refresh
30	31 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					

**Please note: May 2021 GL Closing will start on May 31, 2021 at 6:00 am ET**

### **6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **May 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 **May 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.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger