

September 2021 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse Aug Month-End Estimate EST117 SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5 Normal DW refresh	6 HOLIDAY Normal DW refresh	7 LABOR: Process/Post PP17 (Aug 15-Aug 28) SURCHARGES Normal DW refresh	8 CFS GL MONTH END FINAL CLOSING August 2021 LABOR: Sep Month-End Estimates EST118 (Aug 29 – Sep 11) PP17 base @ 100% EST119 (Sep 12-Sep 30) PP17 base @ 140% SURCHARGES Normal DW refresh	9 Normal DW refresh	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 Normal DW refresh	17 SLTs/DLCAs SLTs and DLCAs to be approved for Sep are due to FMB by 6:00 PM ET Normal DW refresh	18 Normal DW refresh
19 Normal DW refresh	20 LABOR: Reverse September PP18 Month-End Estimate EST118 SURCHARGES Process/Post PP18 (Aug 29-Sep 11) SURCHARGES Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 SLTs/DLCAs 12:00 noon ET Final Approval Normal DW refresh	24 LABOR: Post Sep NOAA Corps Normal DW refresh	25 Normal DW refresh
26 Normal DW refresh	27 Normal DW refresh	28 DISBURSEMENTS: Last Run September CA: September Month End SURCHARGES Processed at Noon ET Normal DW refresh	29 Normal DW refresh	30 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: September 2021 GL Closing will start on September 30, 2021 at 6:00 am ET

6 am ET Closing

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