

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse March Month-End Estimate Normal DW refresh	2 Normal DW refresh
3	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING March 2016 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 LABOR: PP06 Normal DW refresh	12 LABOR: PP06 Surcharges Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 Normal DW refresh	19 LABOR: April Month End Estimate Surcharges CA O/U: Reversal Part C Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 LABOR: PP07 Surcharges Normal DW refresh	26 LABOR: April NOAA Corps DISBURSEMENTS: Last Run for April SLTs SLTs to be approved for April are due to FMB by 4:00 pm ET Normal DW refresh	27 Normal DW refresh	28 SLTs 12:00 noon ET Final Approval CA: April Month End Surcharges Processed prior to the "7 AM" closing Normal DW refresh	29 CFS GL MONTH END PRELIM CLOSING 7:00 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

Please note: April 2016 GL Closing will start on April 29, 2016 at 7 am.

7 AM Closing

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

12 Noon Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **April 2016 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.)
The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Friday April 29, 2016
- GJ** – General Journal (GJs may be entered until 12 noon)
- GL** – General Ledger