

# August 2018 v2

| Sunday | Monday   | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday                   |
|--------|--|--|---|--|---|----------------------------|
|        |  |  | 1<br><b>DW reports and/or CFS Production reports</b><br>Complete month-end data<br><br><b>LABOR:</b><br>Reverse July Month-End Estimate Surcharges<br><br>Normal DW refresh | 2<br><b>LABOR:</b><br>PP14<br><br>Normal DW refresh  | 3<br><b>LABOR:</b><br>PP14 Surcharges<br><br>Normal DW refresh  | 4<br><br>Normal DW refresh |
| 5      | 6<br>Normal DW refresh   | 7<br><b>CFS GL MONTH END FINAL CLOSING</b><br>July 2018<br><br>Normal DW refresh | 8<br>Normal DW refresh  | 9<br>Normal DW refresh   | 10<br>Normal DW refresh   | 11<br>Normal DW refresh    |
| 12     | 13<br><b>LABOR:</b><br>PP15<br><br>Normal DW refresh   | 14<br><b>LABOR:</b><br>PP15 Surcharges<br><br>Normal DW refresh                  | 15<br><b>LABOR:</b><br>August Month End Estimate Surcharges<br><br><b>CA O/U:</b><br>Reversal Part C<br><br>Normal DW refresh   | 16<br>Normal DW refresh  | 17<br>Normal DW refresh   | 18<br>Normal DW refresh    |
| 19     | 20<br>Normal DW refresh  | 20<br>Normal DW refresh  | 22<br>Normal DW refresh   | 23<br>Normal DW refresh  | 24<br>Normal DW refresh   | 25<br>Normal DW refresh    |
| 26     | 27<br><b>SLTs/DLCAs</b><br>SLTs and DLCAs to be approved for August are due to FMB by 4:00 pm ET<br><br><b>LABOR:</b><br>PP16<br><br>Normal DW refresh | 28<br><b>LABOR:</b><br>PP16 Surcharges<br><br>Normal DW refresh                  | 29<br><b>DISBURSEMENTS:</b><br>Last Run for August<br><br><b>LABOR:</b><br>August NOAA Corps<br><br>Normal DW refresh   | 30<br><b>SLTs/DLCAs</b><br>12:00 noon ET Final Approval<br><br><b>CA:</b><br>August Month End Surcharges Processed <b>prior to the "6 AM" closing</b><br><br>Normal DW refresh | 31<br><b>CFS GL MONTH END PRELIM CLOSING</b><br><b>6:00 AM ET</b><br>Close AP, PR, PO WIP<br>CA O/U Process<br><br><b>12:00 Noon ET</b><br>Close BE, AR, ALLOC, GJ, GL<br><br>Normal DW refresh |                            |

**Please note: August 2018 GL Closing will start on August 31, 2018 at 6 am.**

**6 AM Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **August 2018 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 **August 2018 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: 6:00 AM ET on Friday August 31, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger