

December 2019 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse November Month-End Estimate SURCHARGES Normal DW refresh	3 LABOR: PROCESS PP23 Normal DW refresh	4 LABOR: POST PP23 SURCHARGES Normal DW refresh	5 Normal DW refresh	6 GL: Final Close November 2018 Normal DW refresh	7 Normal DW refresh
8	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	16 LABOR: PROCESS PP24 Normal DW refresh	17 LABOR: POST PP24 SURCHARGES Normal DW refresh	18 LABOR: December Month-End Estimates SURCHARGES CA O/U: Reversal Part C Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh
22	23 Normal DW refresh	24 SLT & DLCA: To be approved for December are due to FMB by 4:00 pm ET Normal DW refresh	25 HOLIDAY Normal DW refresh	26 Normal DW refresh	27 DISBURSEMENTS: Last Run for December LABOR: PROCESS/POST December NOAA Corps SURCHARGES Normal DW refresh	28 Normal DW refresh
29	30 SLT & DLCA: 12:00 Noon ET Final Approval CA: December Month-End Surcharges Processed prior to the "6 am ET" closing Normal DW refresh	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: December 2019 GL Closing will start on December 31, 2019 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **December 2019 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 **December 2019 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