

# December 2020 v2

Revised 16 Dec 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/or CFS Production reports Complete Year-End Data  LABOR: Reverse November Month-End Estimate SURCHARGES  Normal DW refresh	2 LABOR: PROCESS/POST PP23 SURCHARGES  Normal DW refresh	3  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh
6	7  Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh
13	14 LABOR: PROCESS PP24  Normal DW refresh	15 LABOR: POST PP24 SURCHARGES  Normal DW refresh	16 LABOR: December Month End Estimate SURCHARGES  Normal DW refresh	17  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh
20	21  Normal DW refresh	22  Normal DW refresh	23 SLT & DLCA: To be approved for December are due to FMB by 4:00 pm ET  Normal DW refresh	24  Normal DW refresh	25 HOLIDAY  Normal DW refresh	26  Normal DW refresh
27	28 LABOR: PROCESS/POST PP25 SURCHARGES  Normal DW refresh	29 DISBURSEMENTS: Last run for December  LABOR: PROCESS/POST December NOAA Corps  Normal DW refresh	30 SLT & DLCA: 12:00 Noon ET Final Approval  CA: December Month-End Surcharges Processed prior to the "6:00 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 2020 GL Closing will start on December 31, 2020 at 6:00 am ET**

## **6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **December 2020 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 2020 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**