# February 2013 v.2 (revised January 8, 2013)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | | 1<br>**DW reports and/ or CFS Production reports complete month – end data**<br>**LABOR:**<br>Reverse Month-End Estimate<br><br>**Normal DW refresh** | 2<br><br>**Normal DW refresh** |
| 3 | 4<br>**LABOR:**<br>PP01<br><br>**Normal DW refresh** | 5<br>**LABOR:**<br>PP01<br>**SURCHARGES**<br><br>**Normal DW refresh** | 6<br><br>**Normal DW refresh** | 7<br>**GL:**<br>Final Close Jan 2013<br><br>**Normal DW refresh** | 8<br><br>**Normal DW refresh** | 9<br><br>**Normal DW refresh** |
| 10 | 11<br><br>**Normal DW refresh** | 12<br><br>**Normal DW refresh** | 13<br><br>**Normal DW refresh** | 14<br><br>**Normal DW refresh** | 15<br><br>**Normal DW refresh** | 16<br><br>**Normal DW refresh** |
| 17 | 18<br>**HOLIDAY**<br><br>**Normal DW refresh** | 19<br>**GL:**<br>Update AR Trial Table<br>**LABOR:**<br>PP02<br><br>**Normal DW refresh** | 20<br>**LABOR:**<br>PP02<br>**SURCHARGES**<br><br>**Normal DW refresh** | 21<br>**LABOR:**<br>Feb Month-End Estimate<br>**SURCHARGES**<br><br>**Normal DW refresh** | 22<br><br>**Normal DW refresh** | 23<br><br>**Normal DW refresh** |
| 24 | 25<br>**DISBURSEMENTS:**<br>**Last run for Feb**<br>**SLTs**<br>SLTs to be approved for Feb are due to FMB by 4:00 pm ET<br><br>**Normal DW refresh** | 26<br>**CA O/U** Reversal – **Part C**<br><br>**LABOR:**<br>NOAA Corps<br><br>**Normal DW refresh** | 27<br>**SLTs**<br>12:00 pm ET Final Approval<br><br>**CA SURCHARGES** processed **prior to the** Prelim closing.<br><br>**Normal DW refresh** | 28<br>**CFS G/L MONTH-END PRELIM CLOSING**<br>**7:00 AM ET**<br>Close AP, PO, PR WIP<br>CA O/U Process.<br>**12:00 Noon ET**<br>Close other modules<br><br>**Normal DW refresh** | | |

**7 AM**
The following modules will be placed in **PRELIMINARY** close for the **February 2013 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.**

8:00 AM ET:   AP may begin working on March 2013 transactions.

**12 noon**
The following modules will be placed in **PRELIMINARY** close for the **February 2013 General Ledger**

| | | |
|---|---|---|
| **BE** | **– Budget Execution** | **(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)** |
| | <u>**NOTE:**</u>  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 Thursday February 28, 2013 | |
| **GJ** | **– General Journal** | **(GJs may be entered until 12 noon)** |
| **GL** | **– General Ledger** | |

"**12 Noon Closing**," should <u>**NOT**</u> enter **ANY** transactions while February 2013 is still open. **ONLY** *after* **February 2013** is closed may "12 Noon Closing" modules mentioned above begin working on March 2013 transactions.