

February 2015 (Updated January 22, 2015)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOR: Reverse Jan Month-end Estimate Normal DW refresh	3 LABOR: PP01 Normal DW refresh	4 LABOR: PP01 SURCHARGES Normal DW refresh	5	6 GL: Final Close January 2015 Normal DW refresh	7
8	9	10	11	12	13	14
15	16 HOLIDAY Normal DW refresh	17 LABOR: PP02 GL: Update AR Trial Table Normal DW refresh	18 LABOR: PP02 SURCHARGES Normal DW refresh	19 LABOR: Feb Month-end Estimates SURCHARGES Normal DW refresh	20	21
22	23	24 LABOR: NOAA CORPS CA O/U Reversal – Part C Normal DW refresh	25 DISBURSEMENTS: Last run for Feb SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET Normal DW refresh	26 SLTs 12:00 noon ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	27 CFS GL MONTH END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO WIP CA O/U Process. 12:00 AM ET Close other modules Normal DW refresh	28 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh

7 AM

The following modules will be placed in **PRELIMINARY** close for the **February 2015 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

The following modules will be placed in **PRELIMINARY** close for the **February 2015 General Ledger**

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060) 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 February 27, 2015.
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	