

# February 2020 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1  Normal DW refresh
2	3 DW reports and/or CFS Production reports Complete month-end data  LABOR: Reverse January Month-End Estimate SURCHARGES  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh	6  Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING January 2020  Normal DW refresh	8  Normal DW refresh
9	10 LABOR: PROCESS PP02  Normal DW refresh	11 LABOR: POST PP02 SURCHARGES  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh
16	17 HOLIDAY  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh	22  Normal DW refresh
23	24 LABOR: PROCESS/POST PP03 SURCHARGES  SLT & DLCA: To be approved for February are due to FMB by 4:00 pm ET  Normal DW refresh	25 LABOR: February Month-End Estimates SURCHARGES  CA O/U: Reversal Part C  Normal DW refresh	26 DISBURSEMENTS: Last run for February  LABOR: February NOAA Corps  Normal DW refresh	27 SLT & DLCA: 12:00 noon ET Final Approval  CA SURCHARGES February Month End Surcharges processed prior to the "6:00 AM" closing  Normal DW refresh	28 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP, PR, PO WIP CA O/U Process.  12:00 AM ET Close BE, AR, ALLOC, GJ, GL  Normal DW refresh	29  Normal DW refresh

**Please note: February 2020 GL Closing will start on February 28, 2020 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in PRELIMINARY close for the February 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 February 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.
- AP – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger