

# July 2018 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>DW reports and/or CFS Production reports</b> Complete month-end data  <b>LABOR:</b> Reverse June Month-End Estimate Surcharges  Normal DW refresh	3 <b>LABOR:</b> PP12  Normal DW refresh	4 <b>HOLIDAY</b>  Normal DW refresh	5 <b>LABOR:</b> PP12 Surcharges  Normal DW refresh	6  Normal DW refresh	7  Normal DW refresh
8	9 <b>CFS GL MONTH END FINAL CLOSING</b> June 2018  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 <b>LABOR:</b> PP13  Normal DW refresh	17 <b>LABOR:</b> PP13 Surcharges  Normal DW refresh	18 <b>LABOR:</b> July Month End Estimate Surcharges  <b>CA O/U:</b> Reversal Part C  Normal DW refresh	19  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh
22	23  Normal DW refresh	24  Normal DW refresh	25 <b>SLTs/DLCAs</b> SLTs and DLCAs to be approved for July are due to FMB by 4:00 pm ET  Normal DW refresh	26 <b>DISBURSEMENTS:</b> Last Run for July  <b>LABOR:</b> July NOAA Corps  Normal DW refresh	27  Normal DW refresh	28  Normal DW refresh
29	30 <b>SLTs/DLCAs</b> 12:00 noon ET Final Approval  <b>CA:</b> July Month End Surcharges Processed <b>prior to the "6 AM"</b> closing  Normal DW refresh	31 <b>CFS GL MONTH END PRELIM CLOSING</b> <b>6:00 AM ET</b> Close AP, PR, PO WIP CA O/U Process  <b>12:00 Noon ET</b> Close BE, AR, ALLOC, GJ, GL  Normal DW refresh				

Please note: July 2018 GL Closing will start on July 31, 2018 at 6 am.

### 6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **July 2018 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 Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **July 2018 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.)  
The Cost Accumulation Over/Under (CA O/U) process: 6:00 AM ET on Tuesday July 31, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger