

March 2018 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse February Month-End Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING February 2018 Normal DW refresh	8 Normal DW refresh	9 CBS PORTAL OUTAGE Normal DW refresh	10 CBS PORTAL OUTAGE Normal DW refresh
11 CBS PORTAL OUTAGE Normal DW refresh	12 CBS PORTAL OUTAGE Normal DW refresh	13 CBS PORTAL OUTAGE Normal DW refresh	14 CBS PORTAL OUTAGE CA O/U: Reversal Part C Normal DW refresh	15 CBS PORTAL OUTAGE Normal DW refresh	16 CBS PORTAL OUTAGE Normal DW refresh	17 CBS PORTAL OUTAGE Normal DW refresh
18 CBS PORTAL OUTAGE Normal DW refresh	19 LABOR: PP04 Normal DW refresh	20 LABOR: PP04 SURCHARGES Normal DW refresh	21 LABOR: March Month-End Estimates SURCHARGES Normal DW refresh	22 Normal DW refresh	23 LABOR: March NOAA Corps Normal DW refresh	24 Normal DW refresh
25 Normal DW refresh	26 SLT & DLCA: To be approved for March are due to FMB by 4:00 pm ET LABOR: PP05 Normal DW refresh	27 DISBURSEMENTS: Last run for March LABOR: PP05 SURCHARGES Normal DW refresh	28 Normal DW refresh	29 SLT & DLCA: 12:00 noon ET Final Approval CA SURCHARGES March Month End Surcharges processed prior to the "6:00 AM" closing Normal DW refresh	30 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	31 Normal DW refresh

Please note: March 2018 GL Closing will start on March 30, 2018 at 6:00 am ET

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **March 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 **March 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 Friday March 30, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger