

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>APRIL 2015 CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close PR, AP, PO CA O/U Process WIP  <b>12:00 NOON ET</b> Close remaining modules  Normal DW refresh	2 DW reports and/ or CFS Production reports complete month – end data   Normal DW refresh
3	4 <b>LABOR:</b> Reverse Month-End Estimate  Normal DW refresh	5   Normal DW refresh	6   Normal DW refresh	7 <b>GL:</b> Final Close April 2015  Normal DW refresh	8   Normal DW refresh	9   Normal DW refresh
10	11 <b>LABOR:</b> PP08  Normal DW refresh	12 <b>LABOR:</b> PP08 <b>SURCHARGES</b>  Normal DW refresh	13 <b>LABOR:</b> May Month-End Estimate <b>SURCHARGES</b>  Normal DW refresh	14   Normal DW refresh	15   Normal DW refresh	16   Normal DW refresh
17	18 <b>GL:</b> Update AR Trial Table  Normal DW refresh	19   Normal DW refresh	20   Normal DW refresh	21   Normal DW refresh	22 <b>LABOR:</b> May NOAA CORPS  Normal DW refresh	23   Normal DW refresh
24	25 <b>HOLIDAY</b>   Normal DW refresh	26 <b>LABOR:</b> PP09  <b>DISBURSEMENTS:</b> Last run for May  <b>SLTs</b> SLTs to be approved for May are due to FMB by 4:00 pm ET  Normal DW refresh	27 <b>LABOR:</b> PP09 <b>SURCHARGES</b>  Normal DW refresh	28 <b>LABOR:</b> May NOAA CORPS <b>SURCHARGES</b>  <b>SLTs</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed <b>prior to the</b> Prelim closing.  Normal DW refresh	29 <b>MAY 2015 CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close AP, PO, PR WIP CA O/U Process.  <b>12:00 Noon ET</b> Close other modules  Normal DW refresh	30 DW reports and/ or CFS Production reports complete month – end data   Normal DW refresh
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**Please note: April 2015 GL Closing will start on May 1, 2015 at 7 am.**

#### **7 AM Closing**

The following modules will be placed in “**PRELIMINARY**” close for the **April 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.**

8:00 PM ET PR, PO AND AP may begin working on May 2015 transactions

#### **12 Noon Closing**

The following modules, will be placed in “**PRELIMINARY**” close for the **April 2015 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
The Cost Accumulation Over/Under (CA O/U) process: 7:00 am ET on Friday May 1, 2015
- 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
- GJ – General Journal (GJs and Labor, etc.) (May enter GJs until 12 noon)
- GL – General Ledger

These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

**Please note: May 2015 GL Closing will start on May 29, 2015 at 7 am.**

**7 AM**

The following modules will be placed in **PRELIMINARY** close for the **May 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.**

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

**12 noon**

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

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	<b><u>NOTE:</u></b> 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 May 29, 2015	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	