

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse April Month-End Estimate Normal DW refresh	3	4	5	6 CFS GL MONTH END FINAL CLOSING April 2016 Normal DW refresh	7
8	9 LABOR: PP08 Normal DW refresh	10 LABOR: PP08 Surcharges Normal DW refresh	11	12	13	14
15	16	17 LABOR: May Month End Estimate Surcharges CA O/U: Reversal Part C Normal DW refresh	18	19	20	21
22	23 LABOR: PP09 Normal DW refresh	24 LABOR: PP09 Surcharges Normal DW refresh	25 LABOR: May NOAA Corps SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET Normal DW refresh	26 CA: May Month End Surcharges Processed prior to the "7 AM" closing DISBURSEMENTS: Last Run for May SLTs 12:00 noon ET Final Approval Normal DW refresh	27	28
29	30 HOLIDAY Normal DW refresh	31 CFS GL MONTH END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh				

7 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **May 2016 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 **May 2016 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: 7:00 AM ET on Tuesday May 31, 2016.
- GJ** – General Journal (GJs may be entered until 12 noon)
- GL** – General Ledger