

May 2017 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse April Month-End Estimate Surcharges Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 CFS GL MONTH END FINAL CLOSING April 2017 Normal DW refresh	6 Normal DW refresh
7	8 LABOR: PP08 Normal DW refresh	9 LABOR: PP08 Surcharges Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14	15 Normal DW refresh	16 LABOR: May Month End Estimate Surcharges CA O/U: Reversal Part C Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh
21	22 LABOR: PP09 Normal DW refresh	23 LABOR: PP09 Surcharges Normal DW refresh	24 SLTs/DLCAs SLTs and DLCAs to be approved for May are due to FMB by 4:00 pm ET Normal DW refresh	25 LABOR: May NOAA Corps DISBURSEMENTS: Last Run for May Normal DW refresh	26 Normal DW refresh	27 Normal DW refresh
28	29 HOLIDAY Normal DW refresh	30 CA: May Month End Surcharges Processed prior to the "7 AM" closing SLTs/DLCAs 12:00 noon ET Final Approval Normal DW refresh	31 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh			

Please note: May 2017 GL Closing will start on May 31, 2017 at 6 am.

6 AM Closing

Tier ONE modules will be placed in PRELIMINARY close for the May 2017 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 2017 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 Wednesday May 31, 2017
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger