

May 2018 v4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 LABOR: Reverse April Month-End Estimate Surcharges Normal DW refresh	2 Normal DW refresh	3 CFS GL MONTH END FINAL CLOSING April 2018 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 LABOR: PP08 Normal DW refresh	8 LABOR: PP08 Surcharges Normal DW refresh	9 CA O/U: Reversal Part C Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	21 LABOR: PP09 Normal DW refresh	22 LABOR: PP09 Surcharges Normal DW refresh	23 LABOR: May NOAA Corps 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 Month End Estimate Surcharges Normal DW refresh	26 Normal DW refresh
27	28 HOLIDAY Normal DW refresh	29 DISBURSEMENTS: Last Run for May Normal DW refresh	30 SLTs/DLCAs 12:00 noon ET Final Approval CA: May Month End Surcharges Processed prior to the "6 AM" closing 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 2018 GL Closing will start on May 31, 2018 at 6 am.

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **May 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 **May 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 Thursday May 31, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger