

May 2019 v1

| 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 Normal DW refresh | 6 LABOR: Process PP08 Normal DW refresh | 7 CFS GL MONTH END FINAL CLOSING April 2019 LABOR: Post PP08 SURCHARGES Normal DW refresh | 8 Normal DW refresh | 9 Normal DW refresh | 10 Normal DW refresh | 11 Normal DW refresh |
| 12 Normal DW refresh | 13 Normal DW refresh | 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 LABOR: Process PP09 Normal DW refresh | 21 LABOR: Post PP09 SURCHARGES Normal DW refresh | 22 LABOR: May Month End Estimate SURCHARGES CA O/U: Reversal Part C Normal DW refresh | 23 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 Normal DW refresh |
| 26 Normal DW refresh | 27 HOLIDAY Normal DW refresh | 28 Normal DW refresh | 29 DISBURSEMENTS: Last Run for May LABOR: May NOAA Corps 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 2019 GL Closing will start on May 31, 2019 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **May 2019 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 ET Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **May 2019 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
- NOTE:** Month-End G/L closing process does NOT prohibit end users from entering BOPs.
- AP – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger