

October 2019 v1

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------------------|---|--|---|---|---|------------------------------------|
| | | 1 CFS OPENS FOR FY2020 BUSINESS DW reports and/or CFS Production reports Complete Year-End Data Normal DW refresh | 2 Normal DW refresh | 3 LABOR: Reverse PP19 Estimate SURCHARGES Normal DW refresh | 4 Normal DW refresh | 5 Normal DW refresh |
| 6 Normal DW refresh | 7 LABOR: PROCESS PP19 SURCHARGES Normal DW refresh | 8 LABOR: POST PP19 SURCHARGES Normal DW refresh | 9 Normal DW refresh | 10 Normal DW refresh | 11 Normal DW refresh | 12 Normal DW refresh |
| 13 Normal DW refresh | 14 HOLIDAY Normal DW refresh | 15 Normal DW refresh | 16 Normal DW refresh | 17 Normal DW refresh | 18 Normal DW refresh | 19 Normal DW refresh |
| 20 Normal DW refresh | 21 LABOR: PROCESS/POST PP20A SURCHARGES Normal DW refresh | 22 Normal DW refresh | 23 LABOR: PROCESS/POST PP20B SURCHARGES Normal DW refresh | 24 CFS Production Restricted 6:00 am – 2:30 pm ET FY2019 YE CLOSING Activities NO FY2020 Transactions Normal DW refresh | 25 SLT & DLCA: To be approved for October are due to FMB by 4:00 pm ET LABOR: PROCESS/POST Month-End Estimate SURCHARGES Normal DW refresh | 26 Normal DW refresh |
| 27 Normal DW refresh | 28 Normal DW refresh | 29 DISBURSEMENTS: Last run for October LABOR: PROCESS/POST October NOAA Corps Normal DW refresh | 30 SLT & DLCA: 12:00 Noon ET Final Approval CA: October Month-End Surcharges Processed prior to the "6:00 am ET" closing Normal DW refresh | 31 CFS GL MONTH-END PRELIM CLOSING 6:00 am ET Close AP, PR, PO WIP 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh | | |

Please note: October 2019 GL Closing will start on October 31, 2019 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **October 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 **October 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.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger