

# October 2020 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>CFS OPENS FOR FY2021 BUSINESS</b>  DW reports and/or CFS <b>Production reports</b> Complete Year-End Data  Normal DW refresh	2 <b>LABOR:</b> Reverse Sep Month-End Estimate <b>SURCHARGES</b>  Normal DW refresh	3   Normal DW refresh
4	5 <b>LABOR:</b> Process PP19  Normal DW refresh	6 <b>LABOR:</b> Post PP19 <b>SURCHARGES</b>  Normal DW refresh	7   Normal DW refresh	8   Normal DW refresh	9   Normal DW refresh	10   Normal DW refresh
11	12 <b>HOLIDAY</b>  Normal DW refresh	13   Normal DW refresh	14   Normal DW refresh	15   Normal DW refresh	16   Normal DW refresh	17   Normal DW refresh
18	19 <b>LABOR:</b> Process/Post PP20A <b>SURCHARGES</b>  Normal DW refresh	20   Normal DW refresh	21 <b>LABOR:</b> Process/Post PP20B <b>SURCHARGES</b>  Normal DW refresh	22 <b>CFS Production restricted 6:00 am – 2:30 pm ET FY2020 YE CLOSING Activities NO FY2021 Transactions</b>  Normal DW refresh	23 <b>LABOR:</b> October Month End Estimate <b>SURCHARGES</b>  Normal DW refresh	24   Normal DW refresh
25	26 <b>SLTs/DLCAs</b> SLTs to be approved for October are due to FMB by 4:00 pm ET  Normal DW refresh	27 <b>LABOR:</b> Post October NOAA Corps  Normal DW refresh	28 <b>DISBURSEMENTS:</b> Last Run for October <b>SLTs/DLCAs</b> 12:00 noon ET Final Approval <b>CA:</b> October Month End <b>SURCHARGES</b> Processed <b>prior to the</b> "6 AM" closing  Normal DW refresh	29 <b>CFS GL MONTH END PRELIM CLOSING</b> <b>6:00 AM ET</b> Close AP, PR, PO WIP  <b>12:00 Noon ET</b> Close BE, AR, ALLOC, GJ, GL  Normal DW refresh	30   Normal DW refresh	31   Normal DW refresh

**Please note: October 2020 GL Closing will start on October 29, 2020 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **October 2020 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 2020 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