

# September 2013 v.2 (updated Sep 16, 2013)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>HOLIDAY</b>  Normal DW refresh	3 LABOR: Reverse Month-end Estimate  Normal DW refresh	4 LABOR: PP16  Normal DW refresh	5 LABOR: PP16 SURCHARGES  Normal DW refresh	6 LABOR: Sep Month-end Estimates SURCHARGES  CA O/U Reversal – Part C Normal DW refresh	7   Normal DW refresh
8	9 GL: Final Close Aug  Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh
15	16 LABOR: Reverse Preliminary Month-end Estimate. SURCHARGES PP17 SURCHARGES  GL: Update AR Trial Table Normal DW refresh	17  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh
22	23  Normal DW refresh	24 LABOR: NOAA CORPS  Normal DW refresh	25 DISBURSEMENTS: Last run for SEP  SLTs SLTs to be approved for SEP are due to FMB by 4:00 pm ET Normal DW refresh	26  Normal DW refresh	27 SLTs 12:00 noon ET Final Approval  CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	28  Normal DW refresh
29 LABOR: Reverse Preliminary PP18 Estimate. SURCHARGES PP18 Surcharges  Special DW refresh	30 CFS G/L YEAR-END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO WIP CA O/U Process.  2:00 PM ET Close other modules Stage-1 Special DW refresh					

## 7 AM

The following modules will be placed in **PRELIMINARY** close for the **September 2013 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

The following modules will be placed in **PRELIMINARY** close for the **September 2013 General Ledger**

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	<b>NOTE:</b> 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: 7:00 AM ET on Monday September 30, 2013

GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	