

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/or CFS Production Complete month-end data LABOR: Reverse August Month-End Estimate Normal DW refresh	2 Normal DW refresh
3	4 HOLIDAY Normal DW refresh	5 LABOR: Sept Preliminary Month End Estimate PP17 and PP18 SURCHARGES Sept Final Month End Estimate PP19 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 CFS GL MONTH END FINAL CLOSING August 2017 Normal DW refresh	9 Normal DW refresh
10	11 LABOR: Reverse September PP17 Preliminary Month-End Estimate SURCHARGES PP17 SURCHARGES Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 SLTs/DLCAs: SLTs and DLCAs to be approved for September are due to FMB by 6:00 pm ET Normal DW refresh	23 Normal DW refresh
24	25 LABOR: Reverse September PP18 Preliminary Month-End Estimate SURCHARGES PP18 SURCHARGES SLTs/DLCAs: 12:00 pm ET Final Approval Special DW refresh	26 LABOR: September NOAA Corps DISBURSEMENTS: Last Run for September Normal DW refresh	27 CA: September Month End Surcharges Processed by NOON Normal DW refresh	28 Normal DW refresh	29 CFS GL YEAR END PRELIM CLOSING 12:00 noon ET Close AP, PR, PO WIP CA O/U Process 5:00 PM ET Close BE, AR, ALLOC, GJ, GL STAGE-1 Special DW refresh	30

Please note: September 2017 GL Closing will start on September 29, 2017 at 12 noon.

12 PM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **September 2017 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 **September 2017 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: 12:00 PM ET on Friday September 29, 2017
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger