

September 2018 v3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Normal DW refresh
2	3 HOLIDAY Normal DW refresh	4 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse August Month-End Estimate Surcharges 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 CFS GL MONTH END FINAL CLOSING August 2018 Normal DW refresh	8 Normal DW refresh
9	10 LABOR: Reverse September PP17 Preliminary Month-End Estimate SURCHARGES PP17 SURCHARGES Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh
23	24 LABOR: Reverse September PP18 Preliminary Month-End Estimate SURCHARGES PP18 SURCHARGES Normal DW refresh	25 SLTs/DLCAs SLTs and DLCAs to be approved for September are due to FMB by Noon ET LABOR: September NOAA Corps Normal DW refresh	26 DISBURSEMENTS: Last Run for September SLTs/DLCAs 12:00 noon ET Final Approval CA: September Month End Surcharges Processed by Noon ET Normal DW refresh	27 Normal DW refresh	28 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	29 Normal DW refresh
30						

Please note: September 2018 GL Closing will start on September 28, 2018 at 6 am.

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **September 2018 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 2018 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: 6:00 AM ET on Friday September 28, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger