

December 2021 v3 Updated Nov 15, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse Nov Month-End Estimate EST123 SURCHARGES Normal DW refresh	2 LABOR: Process/Post PP23 (Nov 7-Nov 20) SURCHARGES Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5 Normal DW refresh	6 Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING November 2021 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12 Normal DW refresh	13 LABOR: Process PP24 (Nov 21 – Dec 4) Normal DW refresh	14 LABOR: Post PP24 (Nov 21 – Dec 4) SURCHARGES Normal DW refresh	15 LABOR: Dec 2021 Month End Estimate EST126 (Dec 19–Dec 31) PP24 base @ 100% SURCHARGES CA O/U: Reversal Part C Normal DW refresh	16 Normal DW refresh	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 SLTs/DLCAs SLTs and DLCAs to be approved for Dec are due to FMB by 6:00 PM ET Normal DW refresh	24 HOLIDAY Normal DW refresh	25 Normal DW refresh
26 Normal DW refresh	27 LABOR: Process/Post PP25 (Dec 5 - Dec 18) SURCHARGES Normal DW refresh	28 DISBURSEMENTS: Last Run December LABOR: Post Dec NOAA Corps Normal DW refresh	29 SLTs/DLCAs 12:00 noon ET Final Approval CA: Dec 2021 Month End SURCHARGES Processed prior to the “6 AM” closing Normal DW refresh	30 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	31 HOLIDAY Normal DW refresh	

Please note: December 2021 GL Closing will start on December 30, 2021 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in PRELIMINARY close for the December 2021 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 December 2021 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