

Feb 2021 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse Jan 2021 Month-End Estimate EST102 SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 CFS GL MONTH END FINAL CLOSING Jan 2021 Normal DW refresh	6 Normal DW refresh
7 Normal DW refresh	8 LABOR: PROCESS PP02 (Jan 17-Jan 30) Normal DW refresh	9 LABOR: PROCESS PP02 (Jan 17-Jan 30) SURCHARGES Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14 Normal DW refresh	15 HOLIDAY 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 LABOR: Process/Post PP03 (Jan 31-Feb 13) SURCHARGES SLTs/DLCAs SLTs and DLCAs to be approved for Feb 2021 are due to FMB by 4:00 pm ET Normal DW refresh	23 LABOR: Feb 2021 Month End Estimate EST104 (Feb 14-Feb 28) PP03 base @ 100% SURCHARGES CA O/U: Reversal Part C Normal DW refresh	24 DISBURSEMENTS: Last Run for Feb 2021 LABOR: Feb 2021 NOAA Corps/GJ Normal DW refresh	25 SLTs/DLCAs 12:00 noon ET Final Approval CA: Feb 2021 Month End SURCHARGES Processed prior to the "6 AM" closing Normal DW refresh	26 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	27 DW reports and/or CFS Production reports Complete month-end data Normal DW refresh
28 Normal DW refresh						

Please note: Feb 2021 GL Closing will start on Feb 26, 2021 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **Feb 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 **Feb 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.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger