

| February 2022 | | | | | | |
|---------------|--|---|---|---|--|---|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | 1 DW reports and/or CFS Production reports Complete Month-End Data LABOR: Reverse January 2022 Month-End Estimate EST202 SURCHARGES Normal DW refresh | 2 Normal DW refresh | 3 Normal DW refresh | 4 Normal DW refresh | 5 Normal DW refresh |
| 6 | 7 CFS GL MONTH END FINAL CLOSING January 2022 LABOR: Process PP02 (Jan 16 – Jan 29) Normal DW refresh | 8 LABOR: Post PP02 (Jan 16 – Jan 29) SURCHARGES Normal DW refresh | 9 Normal DW refresh | 10 Normal DW refresh | 11 Normal DW refresh | 12 Normal DW refresh |
| 13 | 14 Normal DW refresh | 15 Normal DW refresh | 16 Normal DW refresh | 17 Normal DW refresh | 18 Normal DW refresh | 19 Normal DW refresh |
| 20 | 21 HOLIDAY Normal DW refresh | 22 LABOR: Process/Post PP03 (Jan 30 – Feb 12) SURCHARGES SLT & DLCA: To be approved for February 2022 are due to FMB by 4:00 pm ET Normal DW refresh | 23 LABOR: February Month End Estimate EST204 (Feb 13 – Feb 28) PP03 base @ 110% SURCHARGES CA O/U: Reversal Part C Normal DW refresh | 24 LABOR: Process/Post February 2022 NOAA Corps DISBURSEMENTS: Last Run for February 2022 Normal DW refresh | 25 SLT & DLCA: 12:00 Noon ET Final Approval CA: February 2022 Month-End SURCHARGES Processed prior to the “6 am ET” closing Normal DW refresh | 26 Normal DW refresh |
| 27 | 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 | | | | | |

Please note: February 2022 GL Closing will start on February 28, 2022 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in PRELIMINARY close for the February 2022 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 February 2022 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