

# February 2023

| Sunday | Monday   | Tuesday   | Wednesday  | Thursday   | Friday                  | Saturday                |  |
|--------|--|---|--|--|-------------------------|-------------------------|--|
|        |  |   | <b>1</b><br>DW reports and/or CFS<br>Production reports<br>Complete Month-End Data<br><br><b>LABOR:</b><br>Reverse January 2023<br>Month-End Estimate EST302<br><b>SURCHARGES</b><br>CA O/U:<br>Reversal Part C<br><br>Normal DW refresh | 2<br>Normal DW refresh   | 3<br>Normal DW refresh  | 4<br>Normal DW refresh  |  |
| 5      | <b>6</b><br><b>LABOR:</b><br>Process PP02<br>(Jan 15 – Jan 28)<br><br>Normal DW refresh  | <b>7</b><br><b>CFS GL MONTH-END<br/>                     FINAL CLOSING</b><br>January 2023<br><b>LABOR:</b><br>Post PP02<br>(Jan 15 – Jan 28)<br><b>SURCHARGES</b><br><br>Normal DW refresh                             | 8<br>Normal DW refresh   | 9<br>Normal DW refresh   | 10<br>Normal DW refresh | 11<br>Normal DW refresh |  |
| 12     | 13<br>Normal DW refresh  | 14<br>Normal DW refresh   | 15<br>Normal DW refresh  | 16<br>Normal DW refresh  | 17<br>Normal DW refresh | 18<br>Normal DW refresh |  |
| 19     | <b>20</b><br><b>HOLIDAY</b><br><br>Normal DW refresh   | <b>21</b><br><b>LABOR:</b><br>Process/Post PP03<br>(Jan 29 – Feb 11)<br><b>SURCHARGES</b><br><br><b>SLT &amp; DLCA:</b><br>To be approved for February<br>2023 are due to FMB by 4:00<br>pm ET<br><br>Normal DW refresh | <b>22</b><br><b>LABOR:</b><br>February Month-End<br>Estimate EST304 (Feb 12 –<br>Feb 28)<br>PP03 base @ 120%<br><b>SURCHARGES</b><br><br>Normal DW refresh   | <b>23</b><br><b>LABOR:</b><br>Post February 2023<br>NOAA Corps<br><br><b>DISBURSEMENTS:</b><br>Last Run for February 2023<br><br>Normal DW refresh | 24<br>Normal DW refresh | 25<br>Normal DW refresh |  |
| 26     | <b>27</b><br><b>SLT &amp; DLCA:</b><br>12:00 Noon ET<br>Final Approval<br><br><b>CA:</b><br>February 2023 Month-End<br><b>SURCHARGES</b><br>Processed prior to the<br>"6 am ET" closing<br><br>Normal DW refresh | <b>28</b><br><b>CFS GL MONTH-END<br/>                     PRELIM CLOSING</b><br>6:00 am ET<br>Close AP, PR, PO<br>WIP<br>CA O/U Process<br><br>12:00 Noon ET<br>Close BE, AR, ALLOC, GJ, GL<br><br>Normal DW refresh    |  |  |                         |                         |  |

**Please note: February 2023 GL Closing will start on February 28, 2023 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **February 2023 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 2023 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

Created by Funds Management Branch