

May 2021 v2 revised Apr 16, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/or CFS Production reports Complete month-end data Normal DW refresh
2	3 LABOR: Reverse April Month-End Estimate EST108 SURCHARGES Normal DW refresh	4 LABOR: PROCESS PP08 (Apr 11 – Apr 24) Normal DW refresh	5 LABOR: POST PP08 (Apr 11 – Apr 24) SURCHARGES Normal DW refresh	6	7 CFS GL MONTH END FINAL CLOSING April 2021 Normal DW refresh	8
9	10	11	12	13	14	15
	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
16	17 LABOR: PROCESS PP09 (Apr 25 – May 8) Normal DW refresh	18 LABOR: POST PP09 (Apr 25 – May 8) SURCHARGES Normal DW refresh	19 LABOR: May Month End Estimate EST110 (May 9 – May 31) PP09 base @ 160% SURCHARGES CA O/U: Reversal Part C Normal DW refresh	20	21	22
	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
23	24	25 SLTs/DLCAs SLTs and DLCAs to be approved for May are due to FMB by 4:00 pm ET LABOR: Post May NOAA Corps Normal DW refresh	26 DISBURSEMENTS: Last Run for May Normal DW refresh	27 SLTs/DLCAs 12:00 noon ET Final Approval CA: May Month End SURCHARGES Processed prior to the “6 AM” closing 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	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
30	31 HOLIDAY Normal DW refresh					

Please note: May 2021 GL Closing will start on May 28, 2021 at 6:00 am ET

6 am ET Closing

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