April 2018 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 **DW reports and/or CFS Production reports** Complete month-end data **LABOR:** Reverse March Month-End Estimate Surcharges **Normal DW refresh**	3 **Normal DW refresh**	4 **Normal DW refresh**	5 **Normal DW refresh**	6 **CFS GL MONTH END FINAL CLOSING** March 2018 **Normal DW refresh**	7 **Normal DW refresh**
8	9 **LABOR:** PP06 **Normal DW refresh**	10 **LABOR:** PP06 Surcharges **Normal DW refresh**	11 **Normal DW refresh**	12 **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**
15	16 **Normal DW refresh**	17 **LABOR:** April Month End Estimate Surcharges **CA O/U:** Reversal Part C **Normal DW refresh**	18 **Normal DW refresh**	19 **SLTs/DLCAs** SLTs and DLCAs to be approved for April are due to FMB by 4:00 pm ET **Normal DW refresh**	20 **Normal DW refresh**	21 **Normal DW refresh**
22	23 **DISBURSEMENTS:** Last Run for April **LABOR:** PP07 PP07 Surcharges **Normal DW refresh**	24 **LABOR:** April NOAA Corps **SLTs/DLCAs** 12:00 noon ET Final Approval **CA:** April Month End Surcharges Processed **prior to the "6 AM"** closing **Normal DW refresh**	25 **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**	26 ****MAY 2018 ACTIVITY**** **DW reports and/or CFS Production reports** Complete month-end data **Normal DW refresh**	27 **CBS PORTAL OUTAGE**	28 **CBS PORTAL OUTAGE**
29 **CBS PORTAL OUTAGE**	30 **CBS PORTAL OUTAGE**					

Please note: April 2018 GL Closing will start on April 25, 2018 at 6 am.

6 AM Closing
Tier ONE modules will be placed in **PRELIMINARY** close for the **April 2018 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 Closing
Tier TWO modules will be placed in **PRELIMINARY** close for the **April 2018 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.) The Cost Accumulation Over/Under (CA O/U) process: 6:00 AM ET on Wednesday April 25, 2018
GJ	– General Journal (GJs may be entered until 12 noon)
GL	– General Ledger