

# January 2018 v3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 <b>HOLIDAY</b>  Normal DW refresh	2 DW reports and/or CFS Production reports Complete month-end data  Normal DW refresh	3 LABOR: PP25  Normal DW refresh	4 LABOR: PP25 SURCHARGES  Normal DW refresh	5   Normal DW refresh	6   Normal DW refresh
7	8 CFS GL MONTH END FINAL CLOSING December 2017  Normal DW refresh	9   Normal DW refresh	10   Normal DW refresh	11   Normal DW refresh	12   Normal DW refresh	13   Normal DW refresh
14	15 <b>HOLIDAY</b>  Normal DW refresh	16 LABOR: PP26  Normal DW refresh	17 LABOR: PP26 SURCHARGES  Normal DW refresh	18 CA O/U: Reversal Part C  Normal DW refresh	19   Normal DW refresh	20   Normal DW refresh
21	22   Normal DW refresh	23   Normal DW refresh	24   Normal DW refresh	25 LABOR: January Month-End Estimates SURCHARGES  SLT & DLCA: To be approved for January are due to FMB by 4:00 pm ET  Normal DW refresh	26 DISBURSEMENTS: Last run for January  LABOR: January NOAA Corps  Normal DW refresh	27   Normal DW refresh
28	29 LABOR: PP01 SURCHARGES  Normal DW refresh	30 SLT & DLCA: 12:00 noon ET Final Approval  CA SURCHARGES January Month End Surcharges processed prior to the "6:00 AM" closing  Normal DW refresh	31 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP,PR, PO WIP CA O/U Process.  12:00 AM ET Close BE, AR, ALLOC, GJ, GL  Normal DW refresh			

**Please note: January 2018 GL Closing will start on January 31, 2018 at 6:00 am ET**

### 6 AM Closing

Tier ONE modules will be placed in PRELIMINARY close for the January 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 January 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 January 31, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger