January 2020 ∨2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 **HOLIDAY** **Normal DW refresh**	**2** **DW reports and/or CFS Production reports** Complete month-end data **SURCHARGES** **LABOR:** Reverse December Month-End Estimate **Normal DW refresh**	**3** **LABOR:** **PROCESS/POST** PP25 **SURCHARGES** **Normal DW refresh**	**4** **Normal DW refresh**
5	**6** **Normal DW refresh**	**7** **Normal DW refresh**	**8** **GL:** Final Close December 2019 **Normal DW refresh**	**9** **Normal DW refresh**	**10** **Normal DW refresh**	**11** **Normal DW refresh**
12	**13** **LABOR:** **PROCESS** PP26 **Normal DW refresh**	**14** **LABOR:** **POST** PP26 **SURCHARGES** **Normal DW refresh**	**15** **Normal DW refresh**	**16** **Normal DW refresh**	**17** **Normal DW refresh**	**18** **Normal DW refresh**
19	**20** **HOLIDAY** **Normal DW refresh**	**21** **Normal DW refresh**	**22** **Normal DW refresh**	**23** **Normal DW refresh**	**24** **Normal DW refresh**	**25** **Normal DW refresh**
26	**27** **LABOR:** **PROCESS/POST** PP01 **SURCHARGES** **SLT & DLCA:** To be approved for January are due to FMB by 4:00 pm ET **Normal DW refresh**	**28** **LABOR:** January Month-End Estimates **SURCHARGES** **CA O/U:** Reversal Part C **Normal DW refresh**	**29** **DISBURSEMENTS:** Last Run for January **LABOR:** Process/Post January NOAA Corps **SURCHARGES** **Normal DW refresh**	**30** **SLT & DLCA:** 12:00 Noon ET Final Approval **CA:** January Month-End Surcharges Processed **prior to the "6 am ET"** 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 Noon ET** Close BE, AR, ALLOC, GJ, GL **Normal DW refresh**	

Please note: January 2020 GL Closing will start on January 31, 2020 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **January 2020 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 **January 2020 General Ledger**

- **BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)**
  <u>**NOTE:**</u> 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**