March 2019 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 **DW reports and/or CFS Production reports** Complete month-end data **LABOR:** Reverse February Month-End Estimate **SURCHARGES** **Normal DW refresh**	**2** **Normal DW refresh**
3	**4** **Normal DW refresh**	**5** **Normal DW refresh**	**6** **Normal DW refresh**	**7** **CFS GL MONTH END FINAL CLOSING** February 2019 **Normal DW refresh**	**8** **Normal DW refresh**	**9** **Normal DW refresh**
10	**11** **LABOR:** Process PP04 **Normal DW refresh**	**12** **LABOR:** Post PP04 **SURCHARGES** **Normal DW refresh**	**13** **Normal DW refresh**	**14** **Normal DW refresh**	**15** **Normal DW refresh**	**16** **Normal DW refresh**
17	**18** **Normal DW refresh**	**19** **Normal DW refresh**	**20** **Normal DW refresh**	**21** **Normal DW refresh**	**22** **Normal DW refresh**	**23** **Normal DW refresh**
24	**25** **SLT & DLCA:** To be approved for March are due to FMB by 4:00 pm ET **LABOR:** Process/Post PP05 **SURCHARGES** **Normal DW refresh**	**26** **DISBURSEMENTS:** Last run for March **LABOR:** March Month-End Estimates **SURCHARGES** **CA O/U:** Reversal Part C **Normal DW refresh**	**27** **LABOR:** March NOAA Corps **Normal DW refresh**	**28** **SLT & DLCA:** 12:00 noon ET Final Approval **CA SURCHARGES** March Month End Surcharges processed **prior to the "6:00 AM"** closing **Normal DW refresh**	**29** **CFS GL MONTH END PRELIM CLOSING** **6:00 AM ET** Close AP,PR, PO WIP CA O/U Process. **By 12:00 AM ET** Close BE, AR, ALLOC, GJ, GL **Normal DW refresh**	**30**
31						

Please note: March 2019 GL Closing will start on March 29, 2019 at 6:00 am ET

6 am ET Closing
Tier ONE modules will be placed in **PRELIMINARY** close for the **March 2019 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 **March 2019 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**