

May 2020 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse April Month-End Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh
3	4 LABOR: PROCESS PP08 Normal DW refresh	5 LABOR: POST PP08 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING April 2020 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
17	18 LABOR: PROCESS PP09 Normal DW refresh	19 LABOR: POST PP09 SURCHARGES Normal DW refresh	20 LABOR: May Month End Estimate SURCHARGES CA O/U: Reversal Part C Normal DW refresh	21 Normal DW refresh	22 SLTs/DLCAs SLTs and DLCAs to be approved for May are due to FMB by 4:00 pm ET Normal DW refresh	23 Normal DW refresh
24	25 HOLIDAY Normal DW refresh	26 Normal DW refresh	27 DISBURSEMENTS: Last Run for May LABOR: May NOAA Corps Normal DW refresh	28 SLTs/DLCAs 12:00 noon ET Final Approval CA: May Month End SURCHARGES Processed prior to the "6 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 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh	30 Normal DW refresh
31						

Please note: May 2020 GL Closing will start on May 29, 2020 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **May 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 **May 2020 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