October 2017 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 **CFS Production Restricted**	**2** **CFS OPENS FOR FY2018 BUSINESS** **DW reports and/or CFS Production reports** Complete Year-End Data **Normal DW refresh**	**3** **LABOR:** Reverse PP19 Estimate **SURCHARGES** **Normal DW refresh**	**4** **Normal DW refresh**	**5** **Normal DW refresh**	**6** **GL:** Final Close September 2017 **Normal DW refresh**	**7** **Normal DW refresh**
8	**9** **HOLIDAY** **Normal DW refresh**	**10** **LABOR:** PP19 **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** **Normal DW refresh**	**18** **Normal DW refresh**	**19** **Normal DW refresh**	**20** **Normal DW refresh**	**21** **Normal DW refresh**
22	**23** **LABOR:** PP20 **Normal DW refresh**	**24** **LABOR:** PP20 **SURCHARGES** **LABOR:** **PROCESS** October Month-End Estimate **Normal DW refresh**	**25** **LABOR:** **APPROVE** October Month-End Estimate **SURCHARGES** **SLT & DLCA:** To be approved for October are due to FMB by 4:00 pm ET **Normal DW refresh** **Normal DW refresh**	**26** **CFS Production Restricted 6:00 am – 2:30 pm ET FY2017 YE CLOSING Activities NO FY2018 Transactions** **Normal DW refresh**	**27** **DISBURSEMENTS:** Last run for October **LABOR:** October NOAA Corps	**28** **Normal DW refresh**
29	**30** **SLT & DLCA:** **12:00 Noon ET** Final Approval **CA:** October Month-End Surcharges Processed **prior to the "6:00 am ET"** closing **Normal DW refresh**	**31** **CFS GL MONTH-END PRELIM CLOSING 6:00 am ET** Close AP, PR, PO **WIP** **12:00 Noon ET** Close BE, AR, ALLOC, GJ, GL **Normal DW refresh**				

Please note: October 2017 GL Closing will start on October 31, 2017 at 6:00 am ET

6 am ET Closing
Tier ONE modules will be placed in **PRELIMINARY** close for the **October 2017 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 **October 2017 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.)**
- **GJ – General Journal (GJs may be entered until 12 noon ET)**
- **GL – General Ledger**