

September 2019 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 HOLIDAY Normal DW refresh	3 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse August Month-End Estimate SURCHARGES Normal DW refresh	4 LABOR: Sept Preliminary Month End Estimate PP17 and PP18 SURCHARGES Sept Final Month End Estimate PP19 SURCHARGES Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh
8	9 LABOR: Reverse September PP17 Preliminary Month-End Estimate SURCHARGES PP17 SURCHARGES Normal DW refresh	10 CFS GL MONTH END FINAL CLOSING August 2019 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 SLTs/DLCAs/DLAs Last day to submit SLTs, DCLAs, and DLAs to NOAA BEX requiring review (5:00 pm EST) Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 SLTs/DLCAs/DLAs Last day to submit SLTs, DCLAs to FMB and DLAs to servicing finance office (6:00 pm EST) Normal DW refresh	21 Normal DW refresh
22	23 LABOR: Reverse September PP18 Preliminary Month-End Estimate SURCHARGES PP18 SURCHARGES Normal DW refresh	24 Normal DW refresh	25 SLTs/DLCAs SLTs and DLCAs to be approved for September are due to FMB by Noon ET LABOR: September NOAA Corps Normal DW refresh	26 DISBURSEMENTS: Last Run for September CA: September Month End SURCHARGES Processed at Noon ET Normal DW refresh	27 Normal DW refresh	28 Normal DW refresh
29	30 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: September 2019 GL Closing will start on September 30, 2019 at 6:00 am ET

6 am ET Closing

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