

September 2020 - GSA Production Calendar - FINAL

Oct 2020 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15	16 ACANRVSPQ job will be ran	17	18	19 Pegasys Down for Maintenance 9PM ES
20 Pegasys Maintenance unlocked 9am EST	21 83AB Run 3x Daily	22 83AB Run 3x Daily	23 83AB Run 3x Daily YE SvcDesk Extended Hrs 7:30AM to 10PM EST	24 83AB Run 3x Daily YE SvcDesk Extended Hrs 7:30AM to 10PM EST Rejected forms Report: 6am, Noon & 4pm EST	25 83AB Run 3x Daily YE SvcDesk Extended Hrs 7:30AM to 10PM EST Rejected forms Report: 6am, Noon & 4pm ET Credit Cards: The 9/25/2020 activity will be the last file processed for FY 2020. This file will be processed on Saturday, 9/26/2020, and we will have the prepayment CP documents ready for approval on Monday, 9/28/2020.	26 83AB Run 3x Daily YE SvcDesk Extended Hrs 9AM to 7PM EST Rejected forms Report: 6am, Noon & 4pm ET Assist: 9/26 4pmET ; agreement interface to remain open all day

Notes:

- The daily 83ab Report will run at approx: 3am, 11am, 5pm . The reports will show a timestamp in the Pegasys Reports Portal. Each time a new report is run, the new report will overlay the previous report. The report will show the actual time ran.
- Service desk hours will also be posted on: <https://corporateapps.gsa.gov/applications/financial-apps/pegasys/info/year-end-closing-guidelines/>

All times are Eastern Standard Time (ET)

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<p>27 83AB Run 3x Daily</p> <p>YE SvcDesk Extended Hrs 9AM to 7PM EST</p> <p>Rejected forms Report: 6am, Noon & 4pm ET</p> <p>Assist: 9/27 4pmET ; agreement interface to remain open all day</p>	<p>28 83AB Run 3x Daily</p> <p>YE SvcDesk Extended Hrs 7:30AM to 10PM EST</p> <p>Rejected forms Report: 6am, Noon & 4pm ET</p> <p>Credit Cards: Cut-off for unreconciling a "Paid" bank statement line to amend a CL/CT and reconcile to the amended document</p> <p>On 09/29/2020, the document can be reopened and amended. The line can be reconciled to the amended log</p> <p>Assist:9/28 would be normal time of around 9pm ET; agreement interface to remain open all day</p>	<p>29 83AB Run 3x Daily</p> <p>YE SvcDesk Extended Hrs 7:30AM to 10PM EST</p> <p>Rejected forms Report: 6am, Noon & 4pm ET</p> <p>Assist:9/29 1pmET and normal 9pm ET nightly ; agreement interface to remain open all day</p> <p>Credit Cards: Cut-off for reconciling bank lines or performing cost transfers (unreconciling a "Paid" bank statement line and reconciling it to another CL/CT or a different accounting strip). Cut-off for reconciling a bank statement line to a CL/CT or accounting strip</p> <p>Note: After 09/29/2020, please cease from reconciling any bank statement lines or performing cost transfers until after 10/1/2020</p>	<p>30 83AB Run 3x Daily</p> <p>YE SvcDesk Extended Hrs 7:30AM to 12AM EST</p> <p>Rejected forms Report: 6am, Noon & 4pm ET</p> <p>Credit Cards: Cut-off for creating credit card logs (CL/CT) and ARs</p> <p>Purchase Agreements: Close all outstanding Purchase Requests</p> <p>Assist:9/30 6pm; 8pm; 10pm ET ; agreement interface to remain open all day. 11:59pm batch from 9/30 loaded</p> <p>Pegasys: Lock Out Users At Midnight ET</p>	<p>Notes:</p> <ul style="list-style-type: none"> The daily 83ab Report will run at approx: 3am, 11am, 5pm . The reports will show a timestamp in the Pegasys Reports Portal. Each time a new report is run, the new report will overlay the previous report. The report will show the actual time ran. Service desk hours will also be posted on: https://corporateapps.gsa.gov/applications/financial-apps/pegasys/info/year-end-closing-guidelines/ <p>All times are Eastern Standard Time (ET)</p>
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<p>1 <u>Phase 1 ✓ List</u> (+1) <i>Doc Reversal & GSRoll</i> 83AB Run 3x Daily</p> <p>Rejected forms Report: 6am, Noon & 4pm Pegasys: Lock Out Users At Midnight ET</p> <p>RETA Interface Disabled 12AM ET Pegasys: Lock Out Users 12AM ET</p> <p>FMESB/ EASi interface open until 3 am EST for EASi Users ONLY EASi/FMESB Interface Disabled 3AM ET – EASi Decomit process begins</p> <p>Finance Users (ONLY) Early Access at 7AM ET Pegasys up at approx 12PM ET</p> <p>RETA /EASi/FMESB Interface Enabled 1PM ET</p> <p>Assist: Normal daily cycle</p> <p>New Purchase Agreements: On Oct 1st, use New Fiscal Year; DO NOT USE PRIOR FISCAL YEAR AFTER SEP30th</p> <p>PAR to be ran</p>	<p>2 83AB Run 3x Daily</p> <p>Rejected forms Report: 6am, Noon & 4pm</p> <p>PAR by COB</p>	<p>3 (+3) Cost Allocation Run</p>
<p>4</p>	<p>5 <u>Phase 2 ✓ List</u> <i>Carryover/GLRebuild</i></p> <p>83ab Run 3x Daily</p> <p>Month-end</p> <p>Pegasys: Lock Out Users 8:30 PM ET</p> <p>RETA/EASi/FMESB Interface Disabled 8:45 PM ET</p>	<p>6 <u>Phase 2 ✓ List</u></p> <p>83ab Run 3x Daily</p> <p>Pegasys up at 7:15 AM ET</p> <p>RETA/EASi/FMESB Interface Enabled 7:30AM ET</p> <p>PAR COB if issues arise on 10/2</p>	<p>7</p>	<p>8</p>	<p>9 <u>Phase 3 ✓ List</u> <i>Annual Close</i></p> <p>Pegasys down 8:15 PM ET</p> <p>RETA/EASi/FMESB Interface Disabled 8:30PM ET</p>	<p>10 <u>Phase 3 ✓ List</u> Pegasys Down</p>

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11 Phase 3 ✓ List Pegasys up at 7:15 am ET RETA/EASi/FM ESB Interface Enabled 7:30AM ET	12 Columbus Day 	13	14	15	16	17
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<https://www.wincalendar.com>