|  | **September 2022** | | | | | [►](#3rdcrjn) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| **11** | **12** | **13** | **14** | **15**  **PAR file : For ppe 9/24/2022 submit by COB** | **16**  **Labor file: For ppe 9/24/2022 submit by COB** | **17**  **Run Vitap hourly till 3pm EST**  **System Maintenance: System down from 9pm to 9/19 9am** |
| **18**  **Run Vitap hourly till 7pm EST** | **19** | **20** | **21**  **YE SvcDesk Extended Hrs 7:30AM to 9PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST** | **22**  **YE SvcDesk Extended Hrs 7:30AM to 9PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **ACANRVSPQ job will be ran** | **23**  **YE SvcDesk Extended Hrs 7:30AM to 9PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Credit Card: The 9/23 activity will be the last file processed for the current fiscal year. This file will be processed on Saturday, 9/24, and we will have the prepayment CP documents ready for approval on Monday, 9/26** | **24**  **Run Vitap hourly till 3pm EST**  **YE SvcDesk Extended Hrs 9AM to 3PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist Billing - 4pm ET ; agreement interface to remain open all day**  **System Maintenance: System down from 7pm to 9/26 9am** |
| **25**  **Run Vitap hourly till 7pm EST**  **YE SvcDesk Extended Hrs 7:30 AM to 3PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist Billing - 4pmET ; agreement interface to remain open all day**  **System Maintenance: System down from 9/25 7pm to 9/26 9am**  **Run Daily OPAYTRANSUSB (Credit Card Job)** | **26**  **Run Vitap hourly till 11:40 pm EST**  **YE SvcDesk Extended Hrs 7:30AM to 10PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist Billing - 9pmET ; agreement interface to remain open all day**  **Run Daily OPAYTRANSUSB (Credit Card Job)** | **27**  **Run Vitap hourly till 11:40 pm EST**  **YE SvcDesk Extended Hrs 7:30AM to 10PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist Billing - 9pm ET ; agreement interface to remain open all day**  **Run Daily OPAYTRANSUSB (Credit Card Job)** | **28**  **Run Vitap hourly till 11:40 pm EST**  **YE SvcDesk Extended Hrs 7:30AM to 10PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist Billing - 1pm & 9pm ET ; agreement interface to remain open all day**  **Credit Cards: Cut-off for un-reconciling a “Paid" bank statement line to amend a CL/CT and re-reconcile to the amended document  On 09/29/2022, the document can be reopened and amended. The line can be re-reconciled to the amended log**  **Run Daily OPAYTRANSUSB (Credit Card Job)** | **29**  **Run Vitap hourly till Midnight EST**  **YE SvcDesk Extended Hrs 7:30AM to 10PM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist Billing - 1pmET and normal 9pm ET nightly ; agreement interface to remain open all day**  **Credit Cards: Cut-off for reconciling bank lines or**  **performing cost transfers (un-reconciling a “Paid” bank statement line and**  **re-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  Note: After 09/29/2022, please cease**  **from reconciling any bank statement lines or performing cost transfers until**  **after 10/1/2022**  **PAR File: For ppe 9/24/2022 - Submit NLT COB**  **Labor File: For ppe 9/24/2022 - TRY to submit NLT COB**  **Run Daily OPAYTRANSUSB (Credit Card Job)** | **30**  **Run Vitap hourly till Midnight EST**  **YE SvcDesk Extended Hrs 7:30AM to 12AM EST**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist: Load file received and send responses back at approximately 6pm; 8pm; 10pm ET.**  **Agreements to interface with BAAR/Pegasys through 11:59pm ET.**  **Purchase Agreements: Close all outstanding Purchase Requests**  **Credit Cards: Cut-off for creating credit card logs (CL/CT)**  **and ARs**  **Labor File: For ppe 9/24/2022 - MUST be Submitted NLT COB** | * **The daily 83ab - The report will show the actual time ran.**      * **This Calendar is also posted on:**  <https://corporateapps.gsa.gov/applications/financial-apps/pegasys/info/year-end-closing-guidelines/>   **All times are Eastern Standard Time (ET)** |

|  | **October 2022** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | **1**  **(+1)**  **Phase 1 ✓ List    *Doc Reversal & GSRoll***  **Pegasys: Lock Out Users At Midnight ET**  **RETA Interface Disabled 12AM ET**  **Pegasys: Lock Out Users 12AM ET**  **EASI/ FMESB Interface Disabled 3AM ET – EASi Decomit process begins**  **Finance Users (ONLY) Early Access at 7AM ET - do not touch EASi or Purchasing documents**  **Pegasys up for all users at approx 12:15PM ET**  **RETA /EASi /FMESB Interface Enabled  1PM ET**  **New Purchase Agreements: On Oct 1st, use New Fiscal Year; DO NOT USE PRIOR FISCAL YEAR AFTER SEP30th**  **Rejected Forms Report 6am, Noon and 4pm EST**  **Assist -11:59pm batch from 9/30 to be processed on 10/1; Revenue Accurals 11:59pm** |
| **2** **(+2)**  **Pre Closing SV processing** | **3** **(+3)**  **Phase 2 ✓ List**  ***Carryover/GLRebuild***  Month-end  **Pegasys: Lock Out Users 8:30 PM ET**  **RETA/EASi/FMESB Interface Disabled 8:45 PM ET** | **4** **(+4)**  **Phase 2 ✓ List**  **Pegasys up at**  **7:15 AM ET**  **RETA/EASi/**  **FMESB Interface Enabled 7:15 AM ET** | **5** | **6** | **7**  **Phase 3 ✓ List**  ***Annual Close***  **Pegasys down**  **8:15 PM ET**  **RETA/EASi/FMESB Interface Disabled 8:30PM ET** | **8**  **Phase 3 ✓ List**  **Pegasys Down** |
| **9**  **Phase 3 ✓ List**  **Pegasys up at 7:15  am ET**  **RETA/EASi/FMESB Interface Enabled 7:30AM ET** | **10**  https://lh5.googleusercontent.com/iHErKnv2JokOnIx5mG6z8rOwK4q6j-uuj6x7SZoQoOeBZTi0kRsoAwVj5Ytj3WAb19C_9z10JTCxNc1s8twitL6B9rIQX1EMGFcKW6Lz3qdoMN70QDZEKX_ej9zW6os5t1agsJKi  Columbus Day | **11** | **12** | **13** | **14** | **15** |