|  | **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 stripNote: 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_ej9zW6os5t1agsJKiColumbus Day | **11**  | **12**  | **13**  | **14**  | **15**  |