

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Oct Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 Normal DW refresh	13 LABOR: PP22 Normal DW refresh	14 LABOR: PP22 SURCHARGES Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh
18	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25	26 LABOR: PP23 Normal DW refresh	27 LABOR: PP23 SURCHARGES DISBURSEMENTS: Last run for Nov SLTs SLTs to be approved for Nov are due to FMB by 6:00 pm ET Normal DW refresh	28 LABOR: NOV NOAA Corps SURCHARGES Normal DW refresh	29 CA O/U Reversal – Part C SLTs: 12:00 NOON ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	30 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET CA O/U Process WIP Close AP, PR, PO 12:00 NOON ET Close all other modules Normal DW refresh	

7 AM

The following modules will be placed in **PRELIMINARY** close for the **November 2012 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.

8:00 AM ET: AP may begin working on December 2012 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **November 2012 General Ledger**

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
 AR – Accounts Receivable
 ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
 The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Friday November 30, 2012.
 GJ – General Journal (GJs may be entered until 12 noon)
 GL – General Ledger