

December 2011 (Revised November 4, 2011)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Nov Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 Normal DW refresh	6 Normal DW refresh	7 GL: Final Close Nov 2011 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 LABOR: PP24 Normal DW refresh	13 LABOR: PP24 SURCHARGES Normal DW refresh	14 LABOR: Month-end Estimate 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 LABOR: Dec NOAA Corps SURCHARGES Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25	26 HOLIDAY Normal DW refresh	27 LABOR: PP25 DISBURSEMENTS: Last run for Dec Normal DW refresh	28 LABOR: PP25 SURCHARGES SLTs SLTs to be approved for Dec are due to FMB by 6:00 pm ET 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	31 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh

7 AM

The following modules will be placed in **PRELIMINARY** close for the **December 2011 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 January 2012 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **December 2011 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 December 30, 2011.	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	