

# December 2012 v.2 (Updated Nov 20, 2012)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
2	3 LABOR: Reverse Nov Month-end Estimate  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh	6  Normal DW refresh	7 12 noon: CFS Unavailable  Normal DW refresh	8 CFS Unavailable  DW refresh canceled
9 CFS Unavailable  DW refresh canceled	10 CFS Unavailable  DW refresh canceled	11 CFS Unavailable  DW refresh canceled	12 CFS Unavailable  DW refresh canceled	13 LABOR: PP24  DW refresh canceled	14 LABOR: PP24 SURCHARGES  DW refresh canceled	15  Normal DW refresh
16	17 LABOR: Month-End Estimates SURCHARGES  GL: Update AR Trial Table  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh	20 LABOR: DEC NOAA CORPS SURCHARGES  Normal DW refresh	21 DISBURSEMENTS: Last run for Dec SLTs SLTs to be approved for Dec are due to FMB by 4:00 pm ET  Normal DW refresh	22  Normal DW refresh
23	24  Normal DW refresh	25 HOLIDAY  Normal DW refresh	26 LABOR: PP25  CA O/U Reversal – Part C  Normal DW refresh	27 LABOR: PP25 SURCHARGES  SLTs 12:00 pm ET Final Approval  CA SURCHARGES processed prior to the Tier ONE" closing  Normal DW refresh	28 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR,PO and AP. WIP process.  12:00 NOON ET Close all other modules  Normal DW refresh	29 DW reports and/ or CFS Production reports complete month-end data  Normal DW refresh
30	31  Normal DW refresh					

## 7 AM

The following modules will be placed in **PRELIMINARY** close for the **December 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 January 2013 transactions.

## 12 noon

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

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	<b>NOTE:</b> Month end G/L closing process does NOT prohibit end users from entering BOPs.	
AR	– Accounts Receivable	
ALLOC	– Cost Accumulation/Allocation	(Surcharges, etc.)
	<b>The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Friday December 28, 2012.</b>	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	