

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CFS G/L MONTH-END PRELIM CLOSING for November 7:00 AM ET Close PR,AP,PO CA O/U Process WIP process 12:00 NOON ET Close remaining modules Normal DW refresh	2 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Nov Month-end Estimate Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh
7 Normal DW refresh	8 LABOR: PP23 Normal DW refresh	9 LABOR: PP23 SURCHARGES Normal DW refresh	10 LABOR: Month-End Estimates SURCHARGES Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh
21 Normal DW refresh	22 LABOR: PP24 SURCHARGES Normal DW refresh	23 Normal DW refresh	24 SLTs SLTs to be approved for Dec are due to FMB by 12 noon ET Normal DW refresh	25 HOLIDAY Normal DW refresh	26 Normal DW refresh	27 Normal DW refresh
28 Normal DW refresh	29 DISBURSEMENTS: Last run for Dec CA O/U Reversal – Part C Normal DW refresh	30 LABOR: DEC NOAA CORPS SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “6 AM” closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING for December 6:00 AM ET Close AP, PO, PR CA O/U Process WIP 12:00 NOON ET Close Tier 2 Normal DW refresh			

NOVEMBER GL CLOSING MONDAY DEC 1, 2014

7 AM Closing

Tier “ONE” modules will be placed in “PRELIMINARY” close for the **November 2014 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.

12 Noon Closing

Tier TWO modules, will be placed in “PRELIMINARY” close for the **November 2014 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
 The Cost Accumulation Over/Under (CA O/U) process: 7:00 am ET on Monday December 1, 2014.

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- GJ – General Journal (GJs and Labor, etc.) (GJs may be entered until 12 noon)
- GL – General Ledger

DECEMBER GL CLOSING Wednesday December 31, 2014

6 AM Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **December 2014 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.

12 Noon Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **December 2014 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process: 6:00 am ET on Wednesday December 31, 2014.
- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- GJ – General Journal (GJs and Labor, etc.) (GJs may be entered until 12 noon)
- GL – General Ledger