

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY Normal DW refresh	2 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Dec Month-end Estimate Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh
5	6 LABOR: PP25 Normal DW refresh	7 LABOR: PP25 SURCHARGES Normal DW refresh	8 GL: Final Close Dec 2013 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	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	20 HOLIDAY Normal DW refresh	21 LABOR: PP26 Normal DW refresh	22 LABOR: PP26 SURCHARGES Normal DW refresh	23 LABOR: Month-End Estimates SURCHARGES Normal DW refresh	24 LABOR: JAN NOAA CORPS Normal DW refresh	25 Normal DW refresh
26	27 Normal DW refresh	28 SLTs SLTs to be approved for May are due to FMB by 4:00 pm ET DISBURSEMENTS: Last run for January Normal DW refresh	29 CA O/U Reversal – Part C Normal DW refresh	30 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR,AP,PO CA O/U Process WIP 12:00 NOON ET Close remaining modules Normal DW refresh	

7 AM Closing

The following modules will be placed in “**PRELIMINARY**” close for the **January 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.

8:00 PM ET PR, PO AND AP may begin working on February 2014 transactions

12 Noon Closing

The following modules, will be placed in “**PRELIMINARY**” close for the **January 2014 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process:
7:00 am ET on Friday January 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.) (May enter GJs until 12 noon)
 - GL – General Ledger
- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.