

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY Normal DW refresh	2 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
3	4 LABOR: Reverse Dec Month-end Estimate Normal DW refresh	5 LABOR: PP25 Normal DW refresh	6 LABOR: PP25 SURCHARGES Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	18 HOLIDAY Normal DW refresh	19 LABOR: PP26 Normal DW refresh	20 LABOR: PP26 SURCHARGES Normal DW refresh	21 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 Normal DW refresh	26 LABOR: Jan NOAA Corps SURCHARGES SLTs SLTs to be approved for Jan are due to FMB by 4:00 pm ET Normal DW refresh	27 CA O/U Reversal – Part C DISBURSEMENTS: Last run for Jan Normal DW refresh	28 SLTs: 12:00 NOON ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO CA O/U Process WIP 12:00 NOON ET Close all other modules Normal DW refresh	30 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
31						

7 AM

The following modules will be placed in **PRELIMINARY** close for the **January 2016 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 February transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **January 2016 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 Jan 29, 2016
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	