

# November 2011 (Revised Nov 4, 2011)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>DW reports and/ or CFS Production reports complete month-end data</b>  <b>LABOR:</b> Reverse Oct Month-End Estimate Normal DW refresh	2 <b>LABOR:</b> PP21  Normal DW refresh	3 <b>LABOR:</b> PP21 <b>SURCHARGES</b>  Normal DW refresh	4   Normal DW refresh	5   Normal DW refresh
6	7  Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh	11 <b>HOLIDAY</b>  Normal DW refresh	12  Normal DW refresh
13	14 <b>LABOR:</b> PP22  Normal DW refresh	15 <b>LABOR:</b> PP22 <b>SURCHARGES</b>  Normal DW refresh	16 <b>GL:</b> Update AR Trial Table <b>LABOR:</b> Month-End Estimate <b>SURCHARGES</b> Normal DW refresh	17   Normal DW refresh	18   Normal DW refresh	19   Normal DW refresh
20	21  Normal DW refresh	22 <b>LABOR:</b> NOV NOAA CORPS <b>SURCHARGES</b>  Normal DW refresh	23 <b>DISBURSEMENTS:</b> Last run for Nov  Normal DW refresh	24 <b>HOLIDAY</b>  Normal DW refresh	25   Normal DW refresh	26   Normal DW refresh
27	28 <b>LABOR:</b> PP23  <b>SLTs</b> SLTs to be approved for Nov are due to FMB by 4:00 pm ET  Normal DW refresh	29 <b>LABOR:</b> PP23 <b>SURCHARGES</b> <b>SLTs:</b> 12:00 pm ET Final Approval  <b>CA SURCHARGES</b> processed prior to the "Tier ONE" closing Normal DW refresh	30 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> CA O/U Process WIP <b>Close AP, PR, PO</b> <b>12:00 NOON ET</b> Close all other modules  Normal DW refresh			

## 7 AM

The following modules will be placed in **PRELIMINARY** close for the **November 2011 General Ledger**

- |           |                         |  |
|-----------|-------------------------|--|
| <b>PR</b> | – Purchase Requisitions | (Commitments)                          |
| <b>PO</b> | – Purchase Orders       | (Obligations, etc.)                    |
| <b>AP</b> | – 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 December 2011 transactions.

## 12 noon

The following modules will be placed in **PRELIMINARY** close for the **November 2011 General Ledger**

- |              |   |   |
|--------------|---|---|
| <b>BE</b>    | – 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.    |   |
| <b>AR</b>    | – Accounts Receivable   |   |
| <b>ALLOC</b> | – Cost Accumulation/Allocation (Surcharges, etc.)   |   |
|              | The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Wednesday November 30, 2011. |   |
| <b>GJ</b>    | – General Journal   | (GJs may be entered until 12 noon)                        |
| <b>GL</b>    | – General Ledger  |   |