

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 CFS G/L MONTH-END PRELIM CLOSING for OCTOBER 7:00 AM ET Close PR,AP,PO WIP process 12:00 NOON ET Close remaining modules Normal DW refresh	4 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Oct Month-end Estimate Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh
9	10 LABOR: PP21 Normal DW refresh	11 HOLIDAY Normal DW refresh	12 LABOR: PP12 SURCHARGES Normal DW refresh	13 Normal DW refresh	14 LABOR: Month-End Estimates SURCHARGES Normal DW refresh	15 Normal DW refresh
16	17 GL: Update AR Trial Table Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 LABOR: NOV NOAA CORPS Normal DW refresh	22 Normal DW refresh
23	24 LABOR: PP22 Normal DW refresh	25 LABOR: PP22 SURCHARGES SLTs SLTs to be approved for Nov are due to FMB by 4:00 pm ET Normal DW refresh	26 DISBURSEMENTS: Last run for Nov CA O/U Reversal – Part C Normal DW refresh	27 HOLIDAY Normal DW refresh	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	29 Normal DW refresh
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Monday November 3, 2014:

7 AM

The following modules will be placed in **PRELIMINARY** close for the **October 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 AM ET: AP may begin working on November 2014 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **October 2014 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.)
	We will not run Over/Under for October.	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	