

December 2012 v.2 (Updated Nov 20, 2012)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
2	3 LABOR: Reverse Nov Month-end Estimate Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 12 noon: CFS Unavailable Normal DW refresh	8 CFS Unavailable DW refresh canceled
9 CFS Unavailable DW refresh canceled	10 CFS Unavailable DW refresh canceled	11 CFS Unavailable DW refresh canceled	12 CFS Unavailable DW refresh canceled	13 LABOR: PP24 DW refresh canceled	14 LABOR: PP24 SURCHARGES DW refresh canceled	15 Normal DW refresh
16 Normal DW refresh	17 LABOR: Month-End Estimates SURCHARGES GL: Update AR Trial Table Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 LABOR: DEC NOAA CORPS SURCHARGES Normal DW refresh	21 DISBURSEMENTS: Last run for Dec SLTs SLTs to be approved for Dec are due to FMB by 4:00 pm ET Normal DW refresh	22 Normal DW refresh
23 Normal DW refresh	24 Normal DW refresh	25 HOLIDAY Normal DW refresh	26 LABOR: PP25 CA O/U Reversal – Part C Normal DW refresh	27 LABOR: PP25 SURCHARGES SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the Tier ONE" closing Normal DW refresh	28 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR,PO and AP. WIP process. 12:00 NOON ET Close all other modules Normal DW refresh	29 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
30 Normal DW refresh	31 Normal DW refresh					

7 AM

The following modules will be placed in **PRELIMINARY** close for the **December 2012 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 January 2013 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **December 2012 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 December 28, 2012.		
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	