January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 **HOLIDAY** **Normal DW refresh**	3 **LABOR**: Reverse Month-end Estimate **Normal DW refresh**	4 **Normal DW refresh**	5 **Normal DW refresh**	6 **GL**: Re-open Jan GL for EDA **Normal DW refresh**	7 **Normal DW refresh**
8	9 **LABOR:** PP26 **GL**: Final Close Dec 2011 **Normal DW refresh**	10 **LABOR:** PP26 **SURCHARGES** **Normal DW refresh**	11 **Normal DW refresh**	12 **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**
15	16 **HOLIDAY** **Normal DW refresh**	17 **GL:** Update AR Trial Table **Normal DW refresh**	18 **Normal DW refresh**	19 **Normal DW refresh**	20 **Normal DW refresh**	21 **Normal DW refresh**
22	23 **LABOR:** PP01 **Normal DW refresh**	24 **LABOR:** PP01 **SURCHARGES** **Normal DW refresh**	25 **LABOR:** Jan Month-end Estimate **SURCHARGES** **Normal DW refresh**	26 **LABOR:** NOAA CORPS **DISBURSEMENTS:** Last run for Jan **Normal DW refresh**	27 **SLTs** SLTs to be approved for Jan are due to FMB by 4:00 pm ET **CA O/U** Reversal – **Part C** **Normal DW refresh**	28 **Normal DW refresh**
29	30 **SLTs** 12:00 noon ET Final Approval **CA SURCHARGES** processed **prior to the "Tier ONE"** closing **Normal DW refresh**	31 **CFS G/L MONTH-END PRELIM CLOSING** **7:00 AM ET** Close AP, PO, PR CA O/U Process. WIP **12:00 NOON ET** Close all other modules. **Normal DW refresh**				

<mark>7 am</mark>
The following modules will be placed in **PRELIMINARY** close for the **January 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 February 2012 transactions.

<mark>12 noon</mark>
The following modules will be placed in **PRELIMINARY** close for the **January 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 Tuesday January 31, 2012.	
GJ	– General Journal	**(GJs may be entered until 12 noon)**
GL	– General Ledger	