November 2010 (Updated Oct 21, 2010)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 **LABOR**: Reverse Oct Month-end Estimate **Normal DW refresh**	2 **LABOR:** PP21 **Normal DW refresh**	3 **LABOR:** PP021 **SURCHARGES** **Normal DW refresh**	4 **Normal DW refresh**	5 **Normal DW refresh**	6 **Normal DW refresh**
7	8 **Normal DW refresh**	9 **Normal DW refresh**	10 **Normal DW refresh**	11 HOLIDAY **Normal DW refresh**	12 **Normal DW refresh**	13 **Normal DW refresh**
14	15 **LABOR:** PP22 **Normal DW refresh**	16 **LABOR:** PP22 **GL:** Update AR Trial Table **Normal DW refresh**	17 **LABOR:** Month-end Estimate **SURCHARGES** **Normal DW refresh**	18 **Normal DW refresh**	19 **Normal DW refresh**	20 **Normal DW refresh**
21	22 **Normal DW refresh**	23 **Normal DW refresh**	24 **LABOR:** NOAA Corps **DISBURSEMENTS:** **Last run for Nov** **Normal DW refresh**	25 HOLIDAY **Normal DW refresh**	26 **SLTs** SLTs to be approved for Nov are due to FMB by 4:00 pm ET **CA O/U** Reversal – **Part C** **Normal DW refresh**	27 **Normal DW refresh**
28	29 **SLTs** 12:00 NOON ET Final Approval **CA SURCHARGES** processed **prior to the "Tier ONE"** closing **Normal DW refresh**	30 **CFS G/L MONTH-END PRELIM CLOSING** **7:00 AM ET** Close Tier 1 WIP CA O/U Process. **12:00 NOON ET** Close Tier 2 **Normal DW refresh**				

TIER "ONE" Closing

Tier "ONE" modules will be placed in "**PRELIMINARY**" close for the **November 2010 General Ledger**

      PR   **– Purchase Requisitions (Commitments)**
      PO   **– Purchase Orders (Obligations, etc.)**
      AP   **– Accounts Payable (Invoices and Receiving Tickets, etc.)**
           8:00 AM ET: "**Tier ONE**" may begin working on December 2010 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "**PRELIMINARY**" close for the **November 2010 General Ledger**
      BE   **– Budget Execution (Resources, Apportionments, Allotments, BOPs)**
            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 @ 12:00 NOON ET on Tuesday November 30, 2010
      GJ   **– General Journal (GJs and Labor, etc.)**
      GL   **– General Ledger**
          ▪ These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"**Tier TWO**," should _**NOT**_ enter **ANY** transactions while November 2010 is still open. **ONLY** *after* **November 2010** is closed may "**Tier TWO**" modules mentioned above begin working on December 2010 transactions.