

November 2016 v5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse October Month-End Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 CFS Production Restricted 6:00am – 2:30pm FY2016 YE CLOSING Activities. NO FY2017 Transactions Normal DW refresh	5 Normal DW refresh
6	7 LABOR: PP21 Normal DW refresh	8 LABOR: PP21 SURCHARGES Normal DW refresh	9 LABOR: November Month-End Estimates SURCHARGES Normal DW refresh	10 Normal DW refresh	11 HOLIDAY Normal DW refresh	12 Normal DW refresh
13	14 Normal DW refresh	15 CFS Production Restricted 6:00am – 2:30pm FY2016 YE CLOSING Activities. NO FY2017 Transactions Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	21 LABOR: PP22 Normal DW refresh	22 CFS Production Restricted 6:00am – 9:00am FY2016 YE CLOSING Activities. NO FY2017 Transactions LABOR: PP22 SURCHARGES Normal DW refresh	23 SLTs: SLTs to be approved for November are due to FMB by 4:00 pm ET Normal DW refresh	24 HOLIDAY Normal DW refresh	25 DISBURSEMENTS: Last Run for November Normal DW refresh	26 Normal DW refresh
27	28 LABOR: November NOAA Corps Normal DW refresh	29 SLTs: 12:00 Noon ET Final Approval CA: November Month-End Surcharges Processed prior to the "7 AM" closing Normal DW refresh	30 CFS GL MONTH END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh			

Please note: November 2016 GL Closing will start on November 30, 2016 at 7 am

7 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **November 2016 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.

12 Noon Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **November 2016 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: 7:00 AM ET on Wednesday November 30, 2016
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger