October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 **GL:** Re-Open GL for EDA **Normal DW refresh**
2	3 **Normal DW refresh**	4 **CBS open for FY2012 Business** **LABOR**: Reverse Sep Month-end Estimate **Normal DW refresh**	5 **LABOR:** PP19 **Normal DW refresh**	6 **LABOR:** PP19 **SURCHARGES** **Normal DW refresh**	7 **Normal DW refresh**	8 **Normal DW refresh**
9	10 **HOLIDAY** **Normal DW refresh**	11 **Normal DW refresh**	12 **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**	15 **Normal DW refresh**
16	17 **GL:** Update AR Trial Table **Normal DW refresh**	18 **LABOR:** PP20A **SURCHARGES** **Normal DW refresh**	19 **LABOR:** PP20B **SURCHARGES** **Normal DW refresh**	20 **LABOR:** Month-End Estimates **SURCHARGES** **Normal DW refresh**	21 **Normal DW refresh**	22 **Normal DW refresh**
23	24 **Normal DW refresh**	25 **Normal DW refresh**	26 **DISBURSEMENTS:** Last run for Oct **LABOR:** OCT NOAA CORPS **SURCHARGES** **Normal DW refresh**	27 **SLTs** SLTs to be approved for Oct are due to FMB by 4:00 pm ET **CA O/U** Reversal – Part C **Normal DW refresh**	28 **SLTs** 12:00 pm ET Final Approval **CA SURCHARGES** processed **prior to the Tier ONE"** closing **Normal DW refresh**	29 **Normal DW refresh**
30	31 **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**					

7 AM
The following modules will be placed in **PRELIMINARY** close for the **October 2011 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 2011 transactions.

12 noon
The following modules will be placed in **PRELIMINARY** close for the **October 2011 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 will not be run this month.	
GJ	**– General Journal**	**(GJs may be entered until 12 noon)**
GL	**– General Ledger**	