

## October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CBS Production restricted for YE Closing Activities.  Special DW refresh	2 CBS Production restricted  DW reports and/ or CFS Production reports complete Year-end data Normal DW refresh	3 CBS open for FY2016 Business  Normal DW refresh
4	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh	9 LABOR: Reverse PP19 Estimate Surcharges Normal DW refresh	10 Normal DW refresh
11	12 HOLIDAY Normal DW refresh	13 LABOR PP19A SURCHARGES Normal DW refresh	14 Normal DW refresh	15 LABOR PP19B SURCHARGES Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh
18	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25	26 LABOR: PP20 SLTs SLTs to be approved for Oct are due to FMB by 4:00 pm ET Normal DW refresh	27 LABOR: PP20 SURCHARGES DISBURSEMENTS: Last run for October Normal DW refresh	28 LABOR: Month-End Estimates SURCHARGES LABOR: OCT NOAA CORPS CA O/U Reversal – Part C Normal DW refresh	29 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the "7 AM" closing Normal DW refresh	30 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR,AP,PO WIP 12:00 NOON ET Close remaining modules Normal DW refresh	31 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh

### 7 AM

The following modules will be placed in **PRELIMINARY** close for the **October 2015 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 Nov 2015 transactions.

### 12 noon

The following modules will be placed in **PRELIMINARY** close for the **October 2015 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.)  
 GJ – General Journal (GJs may be entered until 12 noon)  
 GL – General Ledger