

October 2016 v4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 CBS Production Restricted Normal DW refresh
2	3 CBS open for FY2017 DW reports and/or CFS Production reports Complete Year-end data Normal DW refresh	4 LABOR: Reverse PP19 Estimate Surcharges Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh
9	10 HOLIDAY Normal DW refresh	11 LABOR: PP19A SURCHARGES Normal DW refresh	12 Normal DW refresh	13 LABOR: PP19B SURCHARGES Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh
23	24 LABOR: PP20 Normal DW refresh	25 LABOR: PP20 SURCHARGES LABOR: PROCESS October Month-End Estimate SLTs: SLTs to be approved for October are due to FMB by 4:00 pm ET Normal DW refresh	26 Normal DW refresh	27 LABOR: APPROVE October Month-End Estimate SURCHARGES LABOR: October NOAA Corps DISBURSEMENTS: Last run for October Normal DW refresh	28 SLTs: 12:00 pm ET Final Approval CA: October Month-End Surcharges Processed prior to the "7 AM" closing Normal DW refresh	29 Normal DW refresh
30	31 CFS GL MONTH END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO WIP 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh					

Please note: October 2016 GL Closing will start on October 31, 2016 at 7 am

7 AM Closing

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