

# December 2017 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> <b>DW reports and/or CFS Production reports</b> Complete month-end data <b>SURCHARGES</b>  <b>LABOR:</b> Reverse November Month-End Estimate  Normal DW refresh	<b>2</b>      Normal DW refresh
<b>3</b>	<b>4</b> <b>LABOR:</b> PP23  Normal DW refresh	<b>5</b> <b>LABOR:</b> PP23 <b>SURCHARGES</b>  Normal DW refresh	<b>6</b>     Normal DW refresh	<b>7</b> <b>GL:</b> Final Close November 2017  Normal DW refresh	<b>8</b>     Normal DW refresh	<b>9</b>     Normal DW refresh
<b>10</b>	<b>11</b>     Normal DW refresh	<b>12</b> <b>LABOR:</b> December Month-End Estimates <b>SURCHARGES</b>  <b>CA O/U:</b> Reversal Part C  Normal DW refresh	<b>13</b>     Normal DW refresh	<b>14</b>     Normal DW refresh	<b>15</b>     Normal DW refresh	<b>16</b>     Normal DW refresh
<b>17</b>	<b>18</b> <b>LABOR:</b> PP24  Normal DW refresh	<b>19</b> <b>LABOR:</b> PP24 <b>SURCHARGES</b>  Normal DW refresh	<b>20</b>     Normal DW refresh	<b>21</b>     Normal DW refresh	<b>22</b> <b>SLT &amp; DLCA:</b> To be approved for December are due to FMB by 4:00 pm ET  Normal DW refresh	<b>23</b>     Normal DW refresh
<b>24</b>	<b>25</b> <b>HOLIDAY</b>    Normal DW refresh	<b>26</b> <b>DISBURSEMENTS:</b> Last Run for December  Normal DW refresh	<b>27</b> <b>LABOR:</b> December NOAA Corps  Normal DW refresh	<b>28</b> <b>SLT &amp; DLCA:</b> 12:00 Noon ET Final Approval  <b>CA:</b> December Month-End Surcharges Processed prior to the "6 am ET" closing  Normal DW refresh	<b>29</b> <b>CFS GL MONTH-END PRELIM CLOSING</b> <b>6:00 am ET</b> Close AP, PR, PO <b>WIP</b> CA O/U Process  <b>12:00 Noon ET</b> Close BE, AR, ALLOC, GI, GL  Normal DW refresh	<b>30</b>     Normal DW refresh
<b>31</b>						

**Please note: December 2017 GL Closing will start on December 29, 2017 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **December 2017 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 ET Closing**

Tier TWO modules will be placed in **PRELIMINARY** close for the **December 2017 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)  
**NOTE:** Month-End G/L closing process does NOT prohibit end users from entering BOPs.
- AP – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
 The Cost Accumulation Over/Under (CA O/U) process: 6:00 am ET on Friday December 29, 2017
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger