

# November 2013 v.2 (updated Sep 16, 2013)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/ or CFS Production reports complete month – end data <b>LABOR:</b> Reverse Month-End Estimate  Normal DW refresh	2     Normal DW refresh
3	4  Normal DW refresh	5  Normal DW refresh	6  Normal DW refresh	7  Normal DW refresh	8  Normal DW refresh	9  Normal DW refresh
10	11 <b>HOLIDAY</b>  Normal DW refresh	12 <b>LABOR:</b> PP21  Normal DW refresh	13 <b>LABOR:</b> PP21 <b>SURCHARGES</b>  Normal DW refresh	14 <b>LABOR:</b> Nov Month-End Estimate CA O/U Reversal – Part C Normal DW refresh	15  Normal DW refresh	16  Normal DW refresh
17	18  Normal DW refresh	19 <b>GL:</b> Update AR Trial Table  Normal DW refresh	20  Normal DW refresh	21 <b>SURCHARGES</b> <b>LABOR:</b> NOAA Corps  Normal DW refresh	22 <b>DISBURSEMENTS:</b> Last run for Nov <b>SLTs</b> SLTs to be approved for Nov are due to FMB by 4:00 pm ET  Normal DW refresh	23  Normal DW refresh
24	25 <b>LABOR:</b> PP22  Normal DW refresh	26 <b>LABOR:</b> PP22 <b>SURCHARGES</b> <b>SLTs</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed <b>prior to the</b> Prelim closing.  Normal DW refresh	27 <b>CFS G/L MONTH-END</b> <b>PRELIM CLOSING</b> <b>7:00 AM ET</b> Close AP, PO, PR WIP CA O/U Process. <b>12:00 Noon ET</b> Close other modules  Normal DW refresh	28 <b>HOLIDAY</b> DW reports and/ or CFS Production reports complete month – end data  Normal DW refresh	29  Normal DW refresh	30

## 7 AM

The following modules will be placed in **PRELIMINARY** close for the **November 2013 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 December 2013 transactions.

## 12 noon

The following modules will be placed in **PRELIMINARY** close for the **November 2013 General Ledger**

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	<b>NOTE:</b> 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 Thursday February 28, 2013	

GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	

“12 Noon Closing,” should **NOT** enter **ANY** transactions while November 2013 is still open. **ONLY after November 2013** is closed may “12 Noon Closing” modules mentioned above begin working on December 2013 transactions.