November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 **LABOR**: Reverse Oct Month-end Estimate **Normal DW refresh**	3 **Normal DW refresh**	4 **Normal DW refresh**	5 **Normal DW refresh**	6 **Normal DW refresh**	7 **Normal DW refresh**
8	9 **LABOR:** PP21 **Normal DW refresh**	10 **LABOR:** PP21 **SURCHARGES** **Normal DW refresh**	11 **HOLIDAY** **Normal DW refresh**	12 **LABOR:** Month-End Estimates **SURCHARGES** **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**
15	16 **Normal DW refresh**	17 **Normal DW refresh**	18 **Normal DW refresh**	19 **Normal DW refresh**	20 **Normal DW refresh**	21 **Normal DW refresh**
22	23 **LABOR:** PP22 **SLTs** SLTs to be approved for Nov are due to FMB by 4:00 pm ET **Normal DW refresh**	24 **LABOR:** PP22 **SURCHARGES** **Normal DW refresh**	25 **DISBURSEMENTS:** Last run for Nov **CA O/U** Reversal – Part C **Normal DW refresh**	26 **HOLIDAY** **Normal DW refresh**	27 **SLTs** 12:00 pm ET Final Approval **CA SURCHARGES** processed **prior to the "7 AM"** closing **Normal DW refresh**	28 **Normal DW refresh**
29	30 **CFS G/L MONTH-END PRELIM CLOSING** **7:00 AM ET** Close PR,AP,PO **WIP process** **12:00 NOON ET** Close remaining modules **Normal DW refresh**					

7 AM
The following modules will be placed in **PRELIMINARY** close for the **November 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.

12 noon
The following modules will be placed in **PRELIMINARY** close for the **November 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.)**	
	The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Monday November 30, 2015.	
GJ	**– General Journal**	**(GJs may be entered until 12 noon)**
GL	**– General Ledger**	