

# November 2017 v1

| Sunday  | Monday   | Tuesday  | Wednesday  | Thursday  | Friday   | Saturday  |
|---|--|--|--|---|--|---|
|   |  |  | <b>1</b><br>DW reports and/or CFS<br>Production reports<br>Complete Month-End data<br><br><b>LABOR:</b><br>Reverse October<br>Month-End Estimate<br><b>SURCHARGES</b><br><br>Normal DW refresh   | 2<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | 3<br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | 4<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  |
| 5<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | <b>6</b><br><b>LABOR:</b><br>PP21<br><br><br><br><br><br><br><br><br><br>Normal DW refresh                           | <b>7</b><br><b>GL:</b><br>Final Close<br>October 2017<br><br><b>LABOR:</b><br>PP21<br><b>SURCHARGES</b><br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | <b>8</b><br><b>LABOR:</b><br>November Month-End<br>Estimates<br><b>SURCHARGES</b><br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | 9<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | <b>10</b><br><b>HOLIDAY</b><br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | 11<br><br><br><br><br><br><br><br><br><br>Normal DW refresh |
| 12<br><br><br><br><br><br><br><br><br><br>Normal DW refresh | 13<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | <b>14</b><br><b>CFS Production Restricted</b><br><b>6:00 am – 10:00 am ET</b><br><b>FY2017 YE CLOSING</b><br><b>Activities</b><br><b>NO FY2018 Transactions</b><br><br><br><br><br><br><br><br><br><br>Normal DW refresh | 15<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | 16<br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | 17<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | 18<br><br><br><br><br><br><br><br><br><br>Normal DW refresh |
| 19<br><br><br><br><br><br><br><br><br><br>Normal DW refresh | <b>20</b><br><b>LABOR:</b><br>PP22<br><br><br><br><br><br><br><br><br><br>Normal DW refresh                          | <b>21</b><br><b>LABOR:</b><br>PP22<br><b>SURCHARGES</b><br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | 22<br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | <b>23</b><br><b>HOLIDAY</b><br><br><br><br><br><br><br><br><br><br>Normal DW refresh  | <b>24</b><br><b>SLT &amp; DLCA:</b><br>To be approved for<br>November are due to<br>FMB by 4:00 pm ET<br><br><br><br><br><br><br><br><br><br>Normal DW refresh | 25<br><br><br><br><br><br><br><br><br><br>Normal DW refresh |
| 26<br><br><br><br><br><br><br><br><br><br>Normal DW refresh | <b>27</b><br><b>DISBURSEMENTS:</b><br>Last Run for November<br><br><br><br><br><br><br><br><br><br>Normal DW refresh | <b>28</b><br><b>LABOR:</b><br>November NOAA Corps<br><br><br><br><br><br><br><br><br><br>Normal DW refresh   | <b>29</b><br><b>SLT &amp; DLCA:</b><br>12:00 Noon ET<br>Final Approval<br><br><b>CA:</b><br>November Month-End<br>Surcharges Processed <b>prior</b><br>to the "6 am ET" closing<br><br><br><br><br><br><br><br><br><br>Normal DW refresh | <b>30</b><br><b>CFS GL MONTH-END</b><br><b>PRELIM CLOSING</b><br><b>6:00 am ET</b><br>Close AP, PR, PO<br><b>WIP</b><br>CA O/U Process<br><br><b>12:00 Noon ET</b><br>Close BE, AR, ALLOC,<br>GJ, GL<br><br><br><br><br><br><br><br><br><br>Normal DW refresh |  |   |

**Please note: November 2017 GL Closing will start on November 30, 2017 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **November 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 **November 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.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)  
 The Cost Accumulation Over/Under (CA O/U) process: 6:00 am ET on Thursday November 30, 2017
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger