November 2019 v1						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 DW reports and/or CFS Production reports Complete Month-End data LABOR: Reverse October Month-End Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh
3	4 LABOR: PROCESS PP21	5 LABOR: POST PP21 SURCHARGES	6	7 GL: Final Close October 2019	8	9
	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
10	11 HOLIDAY	12	13	14 CFS Production Restricted 6:00 am – 10:00 am ET FY2019 YE CLOSING Activities NO FY2020 Transactions	15	16
	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
17	18 LABOR: PROCESS PP22	19 LABOR: POST PP22 SURCHARGES	20 LABOR: November Month-End Estimates SURCHARGES CA O/U: Reversal Part C	21	22 SLT & DLCA: To be approved for November are due to FMB by 4:00 pm ET	23
	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh
24	25	26 DISBURSEMENTS: Last run for November LABOR: PROCESS/POST November NOAA Corps	27 SLT & DLCA: 12:00 Noon ET Final Approval CA: November Month-End Surcharges Processed prior to the "6:00 am ET" closing	28 HOLIDAY	29 CFS GL MONTH-END PRELIM CLOSING 6:00 am ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL	30
	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	Normal DW refresh	

## Please note: November 2019 GL Closing will start on November 29, 2019 at 6:00 am ET

## 6 am ET Closing

Tier ONE modules will be placed in PRELIMINARY close for the November 2019 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 2019 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 ET)
- **GL General Ledger**