November 2020 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2** **DW reports and/or CFS Production reports** Complete month-end Data **LABOR:** Reverse October Month-End Estimate **SURCHARGES** **Normal DW refresh**	**3** **LABOR:** Process PP21 **Normal DW refresh**	**4** **LABOR:** Post PP21 **SURCHARGES** **Normal DW refresh**	**5** **Normal DW refresh**	**6** **Normal DW refresh**	**7** **Normal DW refresh**
8	**9** **Normal DW refresh**	**10** **Normal DW refresh**	**11** **HOLIDAY** **Normal DW refresh**	**12** **Normal DW refresh**	**13** **Normal DW refresh**	**14** **Normal DW refresh**
15	**16** **LABOR:** Process PP22 **Normal DW refresh**	**17** **LABOR:** Post PP22 **SURCHARGES** **Normal DW refresh**	**18** **LABOR:** November Month End Estimate **SURCHARGES**	**19** **Normal DW refresh**	**20** **Normal DW refresh**	**21** **Normal DW refresh**
22	**23** **Normal DW refresh**	**24** **LABOR:** Post November NOAA Corps **Normal DW refresh**	**25** **SLTs/DLCAs** SLTs and DLCAs to be approved for September are due to FMB by Noon ET **DISBURSEMENTS:** Last Run for November **SLTs/DLCAs** 12:00 noon ET Final Approval **CA:** September Month End **SURCHARGES** Processed at Noon ET **Normal DW refresh**	**26** **HOLIDAY** **Normal DW refresh**	**27** **Normal DW refresh**	**28**
29	**30** **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 **Normal DW refresh**					

Please note: November 2020 GL Closing will start on November 30, 2020 at 6:00 am ET

6 am ET Closing
Tier ONE modules will be placed in **PRELIMINARY** close for the **September 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 **September 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.

AP – Accounts Receivable
ALLOC   – Cost Accumulation/Allocation (Surcharges, etc.)
GJ – General Journal (GJs may be entered until 12 noon ET)
GL – General Ledger