

October 2013 v.5 (Updated Oct 23, 2013)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 FURLOUGH	2 FURLOUGH	3 FURLOUGH	4 FURLOUGH	5
6	7 FURLOUGH	8 FURLOUGH	9 FURLOUGH	10 FURLOUGH	11 FURLOUGH	12
13	14 HOLIDAY	15 FURLOUGH	16 FURLOUGH	17	18 CA O/U Reversal – Part C Normal DW refresh	19 Normal DW refresh
20	21 Normal DW refresh	22 CBS open for FY2014 Business Normal DW refresh	23 LABOR: Reverse Month-End Estimates SURCHARGES PP19A SURCHARGES Normal DW refresh	24 Normal DW refresh	25 LABOR: PP19B SURCHARGES Normal DW refresh	26 Normal DW refresh
27	28 LABOR: Oct NOAA CORPS SLTs SLTs to be approved for Oct are due to FMB by 4:00 pm ET Normal DW refresh	29 LABOR: PP20 SURCHARGES Normal DW refresh	30 DISBURSEMENTS: Last run for Oct LABOR: Oct Month-End Estimate SURCHARGES SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the Prelim closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP,PO, PR WIP 12:00 NOON ET Close other modules Normal DW refresh		

7 AM

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

12 noon

The following modules will be placed in **PRELIMINARY** close for the **October 2013 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.)
	No Cost Accumulation Over/Under (CA O/U) process this month.	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	

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