

# November 2021 v3

updated Nov 3, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> <b>LABOR:</b> Reverse Oct 2021 Month-End Estimate EST121 <b>SURCHARGES</b>  Normal DW refresh	<b>2</b> <b>LABOR:</b> Process PP21 (Oct 10–Oct 23)  Normal DW refresh	<b>3</b> <b>LABOR:</b> Post PP21 (Oct 10–Oct 23) <b>SURCHARGES</b>  Normal DW refresh	<b>4</b>   Normal DW refresh	<b>5</b> <b>CFS GL MONTH END FINAL CLOSING</b> Oct 2021  Normal DW refresh	<b>6</b>   Normal DW refresh
<b>7</b>   Normal DW refresh	<b>8</b>   Normal DW refresh	<b>9</b>   Normal DW refresh	<b>10</b>   Normal DW refresh	<b>11</b> <b>HOLIDAY</b>  Normal DW refresh	<b>12</b>   Normal DW refresh	<b>13</b>   Normal DW refresh
<b>14</b>   Normal DW refresh	<b>15</b> <b>LABOR:</b> Process PP22 (Oct 24–Nov 6)  Normal DW refresh	<b>16</b> <b>LABOR:</b> Post PP22 (Oct 24–Nov 6) <b>SURCHARGES</b>  Normal DW refresh	<b>17</b> <b>LABOR:</b> Nov 2021 Month End Estimate EST123 (Nov 7 – Nov 30) PP22 base @ 170% <b>SURCHARGES</b>  <b>CA O/U:</b> Reversal Part C  Normal DW refresh	<b>18</b>   Normal DW refresh	<b>19</b>   Normal DW refresh	<b>20</b>   Normal DW refresh
<b>21</b>   Normal DW refresh	<b>22</b>   Normal DW refresh	<b>23</b> <b>DISBURSEMENTS:</b> Last Run for Nov 2021  <b>SLTs/DLCAs</b> SLTs and DLCAs to be approved for Nov 2021 are due to FMB by 4:00 pm ET  Normal DW refresh	<b>24</b> <b>LABOR:</b> Nov 2021 NOAA Corps  Normal DW refresh	<b>25</b> <b>HOLIDAY</b>  Normal DW refresh	<b>26</b>   Normal DW refresh	<b>27</b>   Normal DW refresh
<b>28</b>   Normal DW refresh	<b>29</b> <b>SLTs/DLCAs</b> 12:00 noon ET Final Approval  <b>CA:</b> Nov 2021 Month End <b>SURCHARGES</b> Processed prior to the “6 AM” closing  Normal DW refresh	<b>30</b> <b>CFS GL MONTH END PRELIM CLOSING</b> <b>6:00 AM ET</b> Close AP, PR, PO WIP CA O/U Process  <b>12:00 Noon ET</b> Close BE, AR, ALLOC, GJ, GL  Normal DW refresh				

**Please note: Nov 2021 GL Closing will start on Nov 30, 2021 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **Nov 2021 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 **Nov 2021 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