

December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Nov Month-end Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 LABOR: PP23 Normal DW refresh	8 LABOR: PP23 SURCHARGES Normal DW refresh	9 LABOR: Month-End Estimates SURCHARGES Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	21 LABOR: PP24 SURCHARGES Normal DW refresh	22 Normal DW refresh	23 SLTs SLTs to be approved for Dec are due to FMB by 12 noon ET Normal DW refresh	24 Normal DW refresh	25 HOLIDAY Normal DW refresh	26 Normal DW refresh
27	28 Normal DW refresh	29 DISBURSEMENTS: Last run for Dec CA O/U Reversal – Part C LABOR: DEC NOAA CORPS Normal DW refresh	30 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP, PO, PR CA O/U Process WIP 12:00 NOON ET Close Tier 2 Normal DW refresh		

7 AM

The following modules will be placed in **PRELIMINARY** close for the **December 2015 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 Jan 2016 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **December 2015 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.)
The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Thursday December 31, 2015
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger