

# JUNE 2022

CALENDAR MONTH JUNE  
 CALENDAR YEAR 2022  
 1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	31	1	2	3 4
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	1 2
	Submit and Approve Expense Reports, One Card Transactions & Cash Advance Recons (4:00 PM)		-Payroll Accruals -NPO Requisitions Due (4:00 PM) -Encumbrance removal deadline (4:00 PM)	Payroll retro costing process run <b>Payables Close</b>		

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# JULY 2022

CALENDAR MONTH JULY  
 CALENDAR YEAR 2022  
 1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	26	27	28	29	30	1 2
					-Open July period -1st A/P accrual entry due (4:00 PM)  <b>Assets Close</b>	
3	 HOLIDAY	4	5	6	7	8 9
			-GAEL Load to PPM (PM)	Transactions due (4:00 PM) -Submit Accrual request for un-received invoices to AP <b>-PPM Close</b>	<b>-Receivables Close (AM)</b> -VUMC June invoice to be sent -2nd A/P accrual entry due (4:00 PM)	
10	11	12	13	14	15	16
	-GL transactions (4:00 PM) -Cash transactions (4:00 PM) <b>-GAEL Close (Noon)</b>	Reporting entries	Reporting entries	<b>-GL Close</b> <b>-ICT Close</b> -Open 13th period on an as needed basis going forward	ePBCS updated with FY22 actuals	
17	18	19	20	21	22	23
	Roll Encumbrances					
24	25	26	27	28	29	30