JUNE
2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13 -Purchase Requisitions Due (4:00 PM)	14 -Payables RCTs due to Payment Services queue by 4:00 PM	15
16	17	18	19	20	21 -Payroll RCTs to be submitted to Research Finance's queue by 4:00 PM	22
23	24 -Submit and Approve Expense Reports, One Card Transactions & Cash Advance Recons (4:00 PM)	25	26	27 -Payroll Accruals -Payroll RCTs due to payroll's queue (4:00 PM) -NPO Requisitions Due (4:00 PM) -Encumbrance removal deadline (4:00 PM)	28 -Payroll retro costing process run	29
30 **Payables Close** **Student Accounts (PeopleSoft) Close**	1					

daily note

JULY
2024

CALENDAR MONTH JULY
CALENDAR YEAR   2024
1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 -Open July Period **Assets Close**	2	3 -1st A/P accrual entry due (4:00 PM)	4 **HOLIDAY**	5 -A/R Transactions due (4:00 PM)	6 -GAEL Load to PPM (PM)
7 **PPM Close**	8 **Receivables Close (AM)** -Submit Accrual request for un-received invoices to AP	9	10 -2nd A/P accrual entry due (4:00 PM) -VUMC June invoice to be sent	11 -GL transactions (4:00 PM) -Cash transactions (4:00 PM) **GAEL Close** (Noon) -"Day 3" Allocations run after GAEL closed	12 Reporting entries	13
14	15 **GL Close** **ICT Close** -Open 13th period on an as needed basis going forward	16 -ePBCS updated with FY24 actuals	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3