JUNE **2023**

CALENDAR MONTH	JUNE
CALENDAR YEAR	2023
1ST DAY OF WEEK	SUNDAY

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

JULY **2023**

CALENDAR MONTH	JULY
CALENDAR YEAR	2023
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	HOLIDAY		-Open July Period -1st A/P accrual entry due (4:00 PM) Assets Close	-GAEL Load to PPM (PM)	7 -A/R Transactions due (4:00 PM) -Submit Accrual request for un- received invoices to AP PPM Close	8
ç	Receivables Close (AM) -VUMC June invoice to be sent	-2nd A/P accrual entry due (4:00 PM)	-GL transactions (4:00 PM) -Cash transactions (4:00 PM) GAEL Close (Noon) -"Day 3" Allocations run after GAEL closed	Reporting entries	GL Close ICT Close -Open 13th period on an as needed basis going forward	15
16	-ePBCS updated with FY23 actuals	18	19	20	21	22
23	24	25	26	27	28	29