



June 2024

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						1
2	3 Direct Debit	4 AP Checks Student Checks Depreciation	5 UMDAILY @ noon Allocation #1	6 Allocations 2,3,4 & Due To UMDAILYs MOD – JE & Fin'l Report Prelim Reports (sub-module periods close, GL stays open) (Web JE unavailable during processing)	7 FIN GL Letters Net Book Value Dunning Letters	8
9	10	11 AP Checks Student Checks	12	13 *Month End close for GL Finish May Reports	14 BW Payroll Investment Income Tree Maintenance (Also CC_DEPT_ROLLUP)	15
16 	17	18 AP Checks Student Checks - Open POR & REQ for 2025 - Load zero budgets to Commitment Control	19 	20	21 Retiree Payroll Monthly Payroll	22
23 30 PO Rollover - FY24 AR & AP Reports - YE Prep Work - Resend eInvoice match exceptions from Jaggaer No access to Finance ProdInstance - FSPRD	24 Encumbrance Vacation Accrual	25 AP Checks Student Checks	26 - Last day to enter FY24 PO vouchers for nightly processing - Disable eInvoicing in Jaggaer	27 - Last day to enter FY24 PO vouchers for manual processing - eInvoice match exceptions documented & deleted in FSPRD →	28 BW Payroll BW Salary Accrual – HOSPT – 157.14% YE Salary Accrual - Last day for AP Feeders to load June data - Last day to enter FY24 AR/BI invoices - ePro requisition available until 5pm - AP cutoff for FY24 Non-PO vouchers - All POs must be approved, edited & budget checked. System down at 5PM!	29 Open July prior to YE prep work (except AM) PO Rollover - FY24 AR & AP Reports - YE Prep Work - Resend eInvoice match exceptions from Jaggaer No access to Finance Prod Instance - FSPRD