



# June 2024

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						<b>1</b>
<b>2</b>	<b>3</b> Direct Debit	<b>4</b> AP Checks Student Checks Depreciation	<b>5</b> UMDAILY @ noon Allocation #1	<b>6</b> 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)	<b>7</b> FIN GL Letters Net Book Value Dunning Letters	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> AP Checks Student Checks	<b>12</b>	<b>13</b> *Month End close for GL Finish May Reports	<b>14</b> BW Payroll Investment Income Tree Maintenance (Also CC_DEPT_ROLLUP)	<b>15</b>
<b>16</b> 	<b>17</b>	<b>18</b> AP Checks Student Checks - Open POR & REQ for 2025 - Load zero budgets to Commitment Control	<b>19</b> 	<b>20</b>	<b>21</b> Retiree Payroll Monthly Payroll	<b>22</b>
<b>23</b>  <b>30</b> <b>PO Rollover</b> - FY24 AR & AP Reports - YE Prep Work - Resend eInvoice match exceptions from Jaggaer <b>No access to Finance ProdInstance - FSPRD</b>	<b>24</b> Encumbrance Vacation Accrual	<b>25</b> AP Checks Student Checks	<b>26</b> - Last day to enter FY24 PO vouchers for nightly processing - Disable eInvoicing in Jaggaer	<b>27</b> - Last day to enter FY24 PO vouchers for manual processing - AP Escheatments  - eInvoice match exceptions documented & deleted in FSPRD →	<b>28</b> 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. <b>System down at 5PM!</b>	<b>29</b> Open July prior to YE prep work (except AM) <b>PO Rollover</b> - FY24 AR & AP Reports - YE Prep Work - Resend eInvoice match exceptions from Jaggaer No access to Finance Prod Instance - FSPRD

