February
2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 P-Card interface F and A encumbrance Reset a.m.	4 ASC, Risk Management and Netcom allocations
5	6 **Month end close**	7	8	9 On-cycle payroll interface	10 P-Card interface F and A encumbrance Reset a.m.	11 ASC, Risk Management and Netcom allocations
12	13	14	15	16	17 P-Card interface F and A encumbrance Reset a.m.	18 ASC, Risk Management and Netcom allocations
19	20	21	22	23 On-cycle payroll interface	24 P-Card interface F and A encumbrance Reset a.m.	25 ASC, Risk Management and Netcom allocations
26	27	28				

Items running Monday–Friday
- A/P check run.
- Cash receipting.
- Concur integrations.
- Facilities and administrative charges — post in real-time with expenses.
- Travel check run.