



February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 P-Card interface F and A encumbrance Reset a.m.	3 ASC, Risk Management and Netcom allocations
4	5	6 Month end close	7	8 On-cycle payroll interface	9 P-Card interface F and A encumbrance Reset a.m.	10 ASC, Risk Management and Netcom allocations
11	12	13	14	15	16 P-Card interface F and A encumbrance Reset a.m.	17 ASC, Risk Management and Netcom allocations
18	19	20	21	22 On-cycle payroll interface	23 P-Card interface F and A encumbrance Reset a.m.	24 ASC, Risk Management and Netcom allocations
25	26	27	28	29		

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.