![ASU Arizona State University]

January
2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 **New Year's Day**	2	3	4	5 **Month end close** P-Card interface F and A encumbrance Reset a.m.	6 ASC, Risk Management and Netcom allocations
7	8	9	10	11 On-cycle payroll interface	12 P-Card interface F and A encumbrance Reset a.m.	13 ASC, Risk Management and Netcom allocations
14	15 **Martin Luther King Jr. Day**	16	17	18	19 P-Card interface F and A encumbrance Reset a.m.	20 ASC, Risk Management and Netcom allocations
21	22	23	24	25 On-cycle payroll interface	26 P-Card interface F and A encumbrance Reset a.m.	27 ASC, Risk Management and Netcom allocations
28	29	30	31			

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.