

GENERAL LEDGER MONTHLY SCHEDULE

January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Holiday		*JE Cut-off Requiring Controller's & Budget Off Approval	*December Electronic Recharges Due ProdSvcs	*Distribution of Payroll Exp (DPE) Available in WL	
7	8	9	10	11	12	13
	*December Month End *December Journals Pending Approval Recycled After Month End *Last December Update	*December Available in WL (after 10 am) *People Soft Open January - Period 7 (after 10 am) *1st January Nightly Update				
14	15	16	17	18	19	20
	Holiday	*Unposted December Journals Deleted	*January Payroll Expense Transfers Due	*Appointment Forms Due to Stipend Desk		*PS, AdHoc and WL Not Available
21	22	23	24	25	26	27
*PS, AdHoc and WL Not Available				*January Sundry Debtor / January Inter-campus Charges Due		
28	29	30	31			
			AP/PO Monthly close			

GENERAL LEDGER MONTHLY SCHEDULE

February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					*JE Cut-off Requiring Controller's & Budget Off Approval *Distribution of Payroll Exp (DPE) Available in WL	
4	5	6	7	8	9	10
	*January Electronic Recharges Due ProdSvcs		*January Month End *January Journals Pending Approval Recycled After Month End *Last January Update	*January Available in WL (after 10 am) *People Soft Open February - Period 8 (after 10 am) *1st February Nightly Update		
11	12	13	14	15	16	17
			*Unposted January Journals Deleted	*February Payroll Expense Transfers Due	*Appointment Forms Due to Stipend Desk	*PS, AdHoc and WL Not Available
18	19	20	21	22	23	24
*PS, AdHoc and WL Not Available	Holiday *PS, AdHoc and WL Not Available			* February Sundry Debtor/February Inter-campus Charges Due		*PS, AdHoc and WL Not Available
25	26	27	28			
*PS, AdHoc and WL Not Available			AP/PO Monthly close			

GENERAL LEDGER MONTHLY SCHEDULE

March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					*JE Cut-off Requiring Controller's & Budget Off Approval *Distribution of Payroll Exp (DPE) Available in WL	
4	5	6	7	8	9	10
	*February Electronic Recharges Due ProdSvcs		*February Month End *February Journals Pending Approval Recycled After Month End *Last February Update	*February Available in WL (after 10 am) *People Soft Open March - Period 9 (after 10 am) *1st March Nightly Update		
11	12	13	14	15	16	17
			*Unposted February Journals Deleted	*March Payroll Expense Transfers Due	*Appointment Forms Due to Stipend Desk	*PS, AdHoc and WL Not Available
18	19	20	21	22	23	24
*PS, AdHoc and WL Not Available					* March Sundry Debtor/February Inter-campus Charges Due	
25	26	27	28	29	30	31
				*Distribution of Payroll Exp (DPE) Available in WL * AP/PO Monthly close	Holiday	

GENERAL LEDGER MONTHLY SCHEDULE

April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		*JE Cut-off Requiring Controller's & Budget Off Approval	*March Electronic Recharges Due ProdSvcs		*March Month End *March Journals Pending Approval Recycled After Month End *Last March Update	
8	9	10	11	12	13	14
	*March Available in WL (after 10 am) *People Soft Open April - Period 10 (after 10 am) *1st April Nightly Update				*Unposted March Journals Deleted	
15	16	17	18	19	20	21
	* April Payroll Expense Transfer Due	*Appointment Forms Due to Stipend Desk				*PS, AdHoc and WL Not Available
22	23	24	25	26	27	28
*PS, AdHoc and WL Not Available		* April Sundry Debtor/February Inter-campus Charges Due			*Distribution of Payroll Exp (DPE available in WL	
29	30					
	AP/PO Monthly close					

GENERAL LEDGER MONTHLY SCHEDULE

May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			*JE Cut-off Requiring Controller's & Budget Off Approval	*April Electronic Recharges Due ProdSvcs		
6	7	8	9	10	11	12
	*April Month End *April Journals Pending Approval Recycled After Month End *Last April Update	*April Available in WL (after 10 am) *People Soft Open May - Period 11 (after 10 am) *1st May Nightly Update				
13	14	15	16	17	18	19
	*Unposted April Journals Deleted	* May Payroll Expense Transfer Due *Appointment Forms Due to Stinend Desk				*PS, AdHoc and WL Not Available
20	21	22	23	24	25	26
*PS, AdHoc and WL Not Available		* May Sundry Debtor/February Inter-campus Charges Due				
27	28	29	30	31		
	Holiday	*Distribution of Payroll Exp (DPE available in WL		AP/PO Monthly close		

