

FY 2022-2023 Month End Processing Deadlines

All Deadlines are by End of Day unless otherwise specified

All Budget Exceptions need to be cleared per Commitment Control Policy requirement

Description	Monthly Deadlines										
	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
<i>Last day to submit requests for AP Journal Vouchers</i>	7/22/2022	8/24/2022	9/23/2022	10/24/2022	11/23/2022	12/22/2022	1/24/2023	2/21/2023	3/24/2023	4/21/2023	5/24/2023
<i>Last day to approve all pending Smart Bill transactions</i>	7/29/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/29/2022	1/31/2023	2/28/2023	3/31/2023	4/28/2023	5/31/2023
<i>Last day to run Procard voucher build</i>	7/29/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/29/2022	1/31/2023	2/28/2023	3/31/2023	4/28/2023	5/31/2023
<i>All SF Journals completed</i>	8/1/2022	9/1/2022	10/3/2022	11/1/2022	12/1/2022	1/3/2023	2/1/2023	3/1/2023	4/3/2023	5/1/2023	6/1/2023
<i>Last day to enter Journals in General Ledger</i>	8/2/2022	9/2/2022	10/4/2022	11/2/2022	12/2/2022	1/4/2023	2/2/2023	3/2/2023	4/4/2023	5/2/2023	6/2/2023
<i>ePayable Journal Upload</i>	8/3/2022	9/6/2022	10/5/2022	11/3/2022	12/5/2022	1/5/2023	2/3/2023	3/3/2023	4/5/2023	5/3/2023	6/5/2023
<i>All Journals are posted</i>	8/4/2022	9/7/2022	10/6/2022	11/4/2022	12/6/2022	1/6/2023	2/26/2023	3/6/2023	4/6/2023	5/4/2023	6/6/2023
<i>Post all month end Controller's Office Journals</i>	8/5/2022	9/8/2022	10/7/2022	11/7/2022	12/7/2022	1/9/2023	2/7/2023	3/7/2023	4/7/2023	5/5/2023	6/7/2023
<i>Final Cash Entries completed by 2:00 pm</i>	8/8/2022	9/9/2022	10/11/2022	11/8/2022	12/8/2022	1/10/2023	2/8/2023	3/8/2023	4/10/2023	5/8/2023	6/8/2023
<i>Auxiliary Allocations completed</i>	8/8/2022	9/9/2022	10/11/2022	11/8/2022	12/8/2022	1/10/2023	2/8/2023	3/8/2023	4/10/2023	5/8/2023	6/8/2023
<i>Close General Ledger</i>	8/8/2022	9/9/2022	10/11/2022	11/8/2022	12/8/2022	1/10/2023	2/8/2023	3/8/2023	4/10/2023	5/8/2023	6/8/2023