

**Appalachian State  
University 2023-2024**

**\*\*\*RECONCILER & APPROVER - PLEASE MARK THESE DATES ON YOUR CALENDAR\*\*\***

**Cycle Dates generally run from the 16th of beginning month to the 15th of ending month**

**\*CAUTION - When running Reconciliation Reports, please note abnormal cycle dates due to weekend.**

CYCLE DATES	DUE DATES FOR PCARD RECONCILER & APPROVER ONLINE PROCESSING IN WORKS	
<b>*06/16/2023-07/14/2023</b>	7/20/2023	All online allocations and RECONCILER sign off must be completed
	7/24/2023	All online APPROVER sign offs must be completed
<b>*07/15/2023-08/15/2023</b>	8/21/2023	All online allocations and RECONCILER sign off must be completed
	8/24/2023	All online APPROVER sign offs must be completed
08/16/2023-09/15/2023	9/20/2023	All online allocations and RECONCILER sign off must be completed
	9/22/2023	All online APPROVER sign offs must be completed
<b>IMPORTANT: Time between reconciler and approver due dates is shortened due to transactions being uploaded to Banner on Monday morning, 09/25/2023.</b>		
<b>*09/16/2023-10/13/2023</b>	10/19/2023	All online allocations and RECONCILER sign off must be completed
	10/24/2023	All online APPROVER sign offs must be completed
<b>*10/14/2023-11/15/2023</b>	11/20/2023	All online allocations and RECONCILER sign off must be completed
	11/21/2023	All online APPROVER sign offs must be completed
<b>IMPORTANT-Time between reconciler and approver due dates is shortened due to Thanksgiving Holiday. If the reconciler or approver will be off for the entire week of Thanksgiving, the reconciliations AND approvals must be completed by 11/17/2023. We generally don't begin reconciling until at least 2 days after the close of the cycle to be sure all transactions have been posted in WORKS. Because you will be reconciling early, please double check on 11/17/2023 to be sure nothing new has been posted. **PCard transactions will be posted to Banner on 11/22/2023.</b>		
11/16/2023-12/15/2023	12/19/2023	All online allocations and RECONCILER sign off must be completed
	12/21/2023	All online APPROVER sign offs must be completed
<b>IMPORTANT-Time between reconciler and approver due dates is shortened due to Christmas Holiday. If the reconciler or approver will be off for any period prior to the week of Christmas, the reconciliations AND approvals must be completed before they leave for the holiday. We generally don't begin reconciling until at least 2 days after the close of the cycle to be sure all transactions have been posted. If you will be reconciling early, please double check on 12/17/2023 to be sure nothing new has been posted. **PCard transactions will be posted to Banner on 12/22/2023.</b>		
12/16/2023-01/15/2024	1/19/2024	All online allocations and RECONCILER sign off must be completed
	1/24/2024	All online APPROVER sign offs must be completed
01/16/2024-02/15/2024	2/20/2024	All online allocations and RECONCILER sign off must be completed
	2/22/2024	All online APPROVER sign offs must be completed
<b>IMPORTANT: Time between reconciler and approver due dates is shortened due to PCard transactions being uploaded to Banner on 02/23/2024. **PCard Transactions will be posted to Banner on 02/23/2024</b>		
02/16/2024-03/15/2024	3/20/2024	All online allocations and RECONCILER sign off must be completed
	3/22/2024	All online APPROVER sign offs must be completed
<b>IMPORTANT: Time between reconciler and approver due dates is shortened due to Pcard transactions being uploaded to Banner on Monday morning, 03/25/2024.</b>		
03/16/2024-04/15/2024	4/19/2024	All online allocations and RECONCILER sign off must be completed
	4/24/2024	All online APPROVER sign offs must be completed
04/16/2024-05/16/2024	5/20/2024	All online allocations and RECONCILER sign off must be completed
	5/23/2024	All online APPROVER sign offs must be completed
<b>**PCard Transactions will be posted to Banner on 5/24/2024</b>		
<b>*05/16/2024-06/14/2024</b>	6/19/2024	All online allocations and RECONCILER sign off must be completed
	6/20/2024	All online APPROVER sign offs must be completed
<b>IMPORTANT: Time between reconciler and approver due dates is shortened due to fiscal year end. **PCard Transactions will be posted to Banner on 06/21/2024.</b>		
Reconciliation Reports are to be uploaded to Docuware no later than the last day of the cycle closing month. (Example: Reports with the cycle close date of 01/15/2024 must be submitted no later than 01/31/2024)		
IMPORTANT: If reports are not received by the due date, the associated PCard will be suspended until the report is received. Multiple occurrences of late report submissions will result in a "strike" towards the "three strike policy."		
<b>** Unless noted above, PCard transactions are posted to Banner on the 25th of the month of the cycle closing date.</b>		