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.

Of/14/2023 OF/14/2023** OF/14/2023** OF/14/2023** OF/14/2023** OF/14/2023** OF/15/2023** OF/	CYCLE DATES		DUE DATES FOR PCARD RECONCILER & APPROVER ONLINE PROCESSING IN WORKS	
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06/14/2024 6/20/2024 All online APPROVER sign offs must be completed	*05/16/2024	6/19/2024	All online allocations and RECONCILER sign off must be completed	
VPORTANT: 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.			All online APPROVER sign offs must be completed	
	IMPORTANT: Time bet	ween reconciler and	d approver due dates is shortened due to fiscal year end. **PCard Transactions will be posted to Banner on 06/21/2024.	

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."

^{**} Unless noted above, PCard transactions are posted to Banner on the 25th of the month of the cycle closing date.