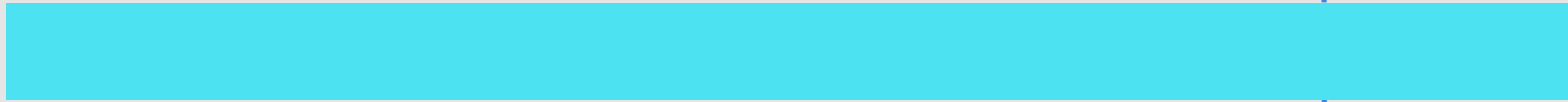




Queen's



Availability of Financial Data during the month



Queen's

Calendar Days																															Business Days (Following Month)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
Accounts Payable Transactions, Journal Entries, Postal, Printing & Courier Expenses, Student Payments, Deposits NOTE: entries can occur throughout the entire month																																			
Bi-weekly & Casual Pay (every 2 weeks) - can occur 2 or 3 times per month																																			
																										Telecom									
Bi-weekly & Casual Pay (every 2 weeks) - can occur 2 or 3 times per month																																			
Prior month GRA Commitment Calculation															GRA Pay & Commitment Adjustments																				
Monthly Salaries & Benefits																																			
Prior month Salary & Benefit Commitment Calculation																										Monthly & Bi-weekly Salary & Benefit Commitment Adjustments									
Bi-weekly & Casual Pay (every 2 weeks) - can occur 2 or 3 times per month																																			
PCard																																			
Prior month Travel Advance & Subject Payment Commitment Calculation																										Advance & Subject Payment									
Prior Month Overhead Commitment Calculation																																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5

[Link to Payroll Calendars](#)

Research Overhead Expense, Revenue & Commitment Adjustments

_____ : If a financial report was generated on the 10th calendar day of the month, it would contain:

✓	Some Accounts Payable Transactions, Journal Entries, Postal, Printing & Courier Expenses, Student Payments, Deposits
✓	One Bi-weekly & Casual Pay
✓	Prior month GRA Commitment Calculation
✓	Prior month Salary & Benefit Commitment Calculation
✓	Prior month Travel Advance & Subject Payment Commitment Calculation
✓	Prior Month Overhead Commitment Calculation

_____ : If a financial report was generated on the 3rd business day of the _____ month, it would contain:

✓	All Accounts Payable Transactions, Journal Entries, Postal, Printing & Courier Expenses, Student
✓	2 or 3 Bi-Weekly & Casual Pays (depending on the month)
✓	Telecom charges
✓	GRA Pay & Commitment Adjustments
✓	Monthly Salary & Benefits and updated Commitments
	Pcard transactions
	Travel Advance & Subject Payment Commitment Adj.
	Prior Month Overhead Commitment Calculation