

## WebFM Posting Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
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### Vouchers are Entered

Vouchers entered	Vouchers entered	Vouchers entered	Vouchers entered	Vouchers entered
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### Checks are Printed

Checks are written tonight for vouchers entered Friday and Monday .	Checks are written tonight for vouchers entered Tuesday.		Checks are written tonight for vouchers entered Wednesday and Thursday.	to Monday
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### Non-Voucher Transactions\* are Entered

Non-voucher Transactions* entered	Non-voucher Transactions* entered	Non-voucher Transactions* entered	Non-voucher Transactions* entered	Non-voucher Transactions* entered
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### Posting to WebFM

WebFM shows Checks from Thursday night, Non-voucher Transactions from Thursday and Friday, and P.O. Encumbrance updates made on Wednesday.	WebFM shows Checks from Monday night, Non-voucher Transactions from Monday and Tuesday, and P.O. Encumbrance updates made on Friday.	WebFM shows Checks from Tuesday night, Non-voucher Transactions from Wednesday, and P.O. Encumbrance updates made on Tuesday.	to Monday
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**Checks** also are written on the last business day of the month, even if that day is not a Monday, Tuesday or Thursday.

**Deposits Online** and most **Intramurals entered directly by the departments** follow the same schedule as Vouchers, except that no checks are written.

#### Encumbrances:

**Purchase Order** Encumbrance updates are made on Tuesday, Wednesday and Friday nights, and show on WebFM the next business day.

**Information Technology Services (ITS)** intramural charges and the related encumbrances are released the fifth working day after the 15th of the month. Both will show on WebFM system the next Monday, Wednesday or Thursday#. (In June they will be released the *fourth* working day after the 15th of the month.)

**Travel** encumbrance updates are made on Friday nights, but do not show on WebFM until the following Wednesday.

**Payroll** encumbrance updates are made every Friday night, but do not show on WebFM until the following Wednesday.

**Telephone** intramural charges and the related encumbrances are released five days before the last working day of each month. Both will show on WebFM the following Monday, Wednesday or Thursday#. (In June and December both will be updated *six* days before the last working day of the month.)

**Month-end Cutoff:** Any accounting entries before noon of the second business day will be posted as part of the previous month's business. Both voucher and non-voucher transactions will post on the night of the first business day as part of the previous month's business, even if it is not normally a posting day.

The **first WebFM postings of the month** will not appear until the morning of the sixth business day.

\* **Non-voucher Transactions** include: Transfers / Adjusting Journal Entries, corrections (CRA, CV, ITC, PEC, PRC), Intramurals entered by the Accounting Office, and Debit Memos (wire transfers, ACH transfers, foreign drafts).

# **June Transactions:** In June we cut checks and post entries five nights per week rather than three.