

## May 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 25	26	27	28	29	30	May 1
2	3	4	5	6	7	8
		Load Payroll Overnight	AP received by 4:00 Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer Close Period #10	End of week check run (Priority 99) EOM reports in FORTIS	
9	10	11	12	13	14	15
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99) Agencies submit list of carrying accounts to Sandy Royce	
16	17	18	19	20	21	22
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
23	24	25	26	27	28	29
	Last day to submit non-emergency RQS	Load Payroll Overnight DEP Finance charge job	AP received by 4:00		End of week check run (Priority 99)	
30	31					
	<b>Holiday</b>					

## June 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 30	31	June 1	2	3	4	5
		Load Payroll Overnight	AP received by 4:00	Last Day JV's @ noon Run STACAP overnight	End of week check run (Priority 99)  Post Profit Transfer  Close Period #11	
6	7	8	9	10	11	12
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)  Last day for P-card purchases to expend FY21 funds	
13	14	15	16	17	18	19
	Last day to submit FY21 non-emergency CTs	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	New Year Table Initialization
20	21	22	23	24	25	26
	No new FY21 Chart of Accounts (Fund & Detail)  No new Units  Last day to submit FY21 non-emergency DOs	Load Payroll Overnight  DEP Finance charge job	AP received by 4:00		End of week check run (Priority 99)  Last day for FY21 vendor approvals	
27	28	29	30	July 1	2	3
	FY21 AP received by 12:00	Load Payroll Overnight	All FY21 GAX & PRC Final Last day to deposit FY21 cash & checks Last day for FY21 budget docs			

## July 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 27	28	29	30	July 1	2	3
					End of week check run (Priority 99)	Open activity roll (CT, BPO, DO, RE)  Contract Roll (Staged Contracts)
4	5	6	7	8	9	10
	<b>Holiday</b>	Load Payroll Overnight  Last Day FY21 JV's @ noon  Run STACAP overnight	AP received by 4:00  Post Profit Transfer  Close Period #12	EOM reports in FORTIS	End of week check run (Priority 99)	
11	12	13	14	15	16	17
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	Unobligated Budget Roll  Unexpended Budget Roll
18	19	20	21	22	23	24
	Period #13 reports in FORTIS (includes quarterly reports)	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
25	26	27	28	29	30	31
		Load Payroll Overnight  DEP Finance charge job	AP received by 4:00		End of week check run (Priority 99)	