

## May 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 26	27	28	29	30	May 1	2
					End of week check run (priority 99)	
3	4	5	6	7	8	9
		Last day - JV's noon Run STACAP overnight Load Payroll Overnight	Post Profit Transfer Close Period #10	EOM reports in Fortis	End of week check run (priority 99)	
10	11	12	13	14	15	16
		Load Payroll Overnight			End of week check run (priority 99)	
17	18	19	20	21	22	23
		Load Payroll Overnight			End of week check run (priority 99)	
24	25	26	27	28	29	30
	<b>HOLIDAY</b>	Load Payroll Overnight DEP-Finance Charge job			End of week check run (priority 99)	
31					Dept submit list of accounts that carry to Sandy.	

## June 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	June 1	2	3	4	5	6
		Load Payroll Overnight	Last day - JV's noon Run STACAP overnight		End of week check run (priority 99) Last day to process non emergency RQS. Post Profit Transfer Close Period #11	Roll Chart of accounts from FY15 to FY16
7	8	9	10	11	12	13
	EOM reports in Fortis. No New FY15 Chart of Accounts (Fund & Detail). No New Units. Last day for P-card purchases to expend FY15 funds.	Load Payroll Overnight			End of week check run (priority 99) Last day to submit FY15 non emergency CT & DO.	
14	15	16	17	18	19	20
		Load Payroll Overnight			End of week check run (priority 99)	
21	22	23	24	25	26	27
		Load Payroll Overnight DEP-Finance Charge Job	Last day for FY15 Vendor Approvals.		End of week check run (priority 99)  FY15 GAX & PRC over \$5,000 to OSC by 12:00	
28	29	30	July 1	2	3	4
	Check run priority 98+99	Check run priority 98+99 All FY15 GAX&PRC final. Last day deposit FY15 cash & checks. Last day to process CR's for FY15 wires & deposits. All negative allotment resolved.. Last day for FY15 budget documents.				

## July 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 28	29	30	July 1	2	3	4
			Load Payroll Overnight No payments against FY15 CT, BPO, DO, RE's End of week check run (priority 99)	Advantage Not Available due to year end closing. Interface processing only.	<b>HOLIDAY</b> Open Activity Roll (CT, BPO, DO, RE's) Purchase Order Rollover (PR05& PR07)	
5	6	7	8	9	10	11
		Load Payroll Overnight	Last day - JV's noon Run STACAP overnight	Post Profit Transfer	End of week check run (priority 99) Close Period #12	
12	13	14	15	16	17	18
	EOM reports in Fortis	Load Payroll Overnight		End of week check run (priority 99) Period #13 close	Advantage not Available due to year end closing. Unobligated budget roll Unexpended Budget roll.	
19	20	21	22	23	24	25
	Period #13 reports in Fortis (includes Qtrly reports)	Load Payroll Overnight			End of week check run (priority 99)	
26	27	28	29	30	31	August 1
	DEP-Finance Charge job	Load Payroll Overnight			End of week check run (priority 99)	