

May 17

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

June 17

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28	29	30	31	June 1	2	3
					End of week check run (Priority 99) Last Day to process non-emergency RQS	Last day for TD Bank p-card purchases to expend FY17 funds
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight No new FY17 Chart of Accounts (Fund & Detail) Last day for US Bank p-card purchases to expend FY17	Load Payroll Overnight Post Profit Transfer Close Period #11	AP received by 5:00 EOM reports in FORTIS		End of week check run (Priority 99)	
11	12	13	14	15	16	17
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99) Last day to submit FY17 non-emergency BPO, CT & DO.	
18	19	20	21	22	23	24
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99) Last day for FY17 Vendor Approvals	
25	26	27	28	29	30	July 1
	Check run priority 98+99 DEP finance charge job	Check run priority 98+99 Load Payroll Overnight	Check run priority 98+99 FY17 GAX & PRC over \$5K to OSC by 5:00	Check run priority 98+99	Check run priority 98+99 All FY17 GAX & PRC final. Last day to deposit FY17 cash & checks Last day for FY budget doc's	

July 17

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 25	26	27	28	29	30	July 1
						Open Activity Roll (CT, BPO, DO, RE's). Contract Roll (Staged Contracts)
2	3	4	5	6	7	8
	Advantage available to users Load Payroll Overnight	Holiday	AP received by 5:00		End of week check run (Priority 99) Last Day JV's @ noon Run STACAP overnight	
9	10	11	12	13	14	15
	Post Profit Transfer Close Period #12	Load Payroll Overnight EOM reports in FORTIS AP received by 5:00		Close Period #13	Advantage not available. Interfaces will run at noon. End of week check run (Priority 99) Unobligated budget roll Unexpended budget roll	
16	17	18	19	20	21	22
	Period #13 reports in FORTIS (includes quarterly reports)	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
23	24	25	26	27	28	29
		Load Payroll Overnight DEP finance charge job	AP received by 5:00		End of week check run (Priority 99)	
30	31					