May 18

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

June 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27	28	29	30	31	June 1	2
					End of week check run (Priority 99)	Last day for P-card purchases to expend FY18 funds
3	4	5	6	7	8	9
		Load Payroll Overnight Last Day JV's @ noon Run STACAP overnight	AP received by 5:00 Post Profit Transfer Close Period #11	EOM reports in FORTIS	End of week check run (Priority 99)	
10	11	12	13	14	15	16
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99) Last day to submit FY18 non-emergency BPO, CT, & DO	New Year Table Initialization
17	18	19	20	21	22	23
	No new FY18 Chart of Accounts (Fund & Detail) No new Units	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99) Last day for FY18 vendor approvals	
24	25	26	27	28	29	30
	Check run priority 98+99 DEP Finance charge job	Check run priority 98+99 Load Payroll Overnight	Check run priority 98+99 FY18 GAX & PRC over $5K to OSC by 12:00	Check run priority 98+99	Check run priority 98+99 All FY18 GAX & PRC final Last day to deposit FY18 cash & checks Last day for FY18 budget docs	Open Activity Roll (CT, BPO, DO, RE) Contract Roll (Staged Contracts

July 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1	2 Advantage available to users	3 Load Payroll Overnight AP received by 5:00	4 Holiday	5 Last Day JV's @ noon Run STACAP overnight	6 End of week check run (Priority 99) Post Profit Transfer Close Period #12	7
8	9 EOM reports in FORTIS	10 Load Payroll Overnight	11 AP received by 5:00	12	13 End of week check run (Priority 99)	14
15	16	17 Load Payroll Overnight	18 AP received by 5:00	19	20 End of week check run (Priority 99)	21 Unobligated budget roll Unexpended budget roll
22	23 Period #13 reports in FORTIS (includes quarterly reports)	24 Load Payroll Overnight	25 AP received by 5:00 DEP Finance charge job	26	27 End of week check run (Priority 99)	28
29	30	31 Load Payroll Overnight	August 1	2	3	4