

May 10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 25	26	27	28	29	30	May 1
2	3	4	5	6	7	8
			Last Day - JV's Run STACAP overnight	Post Profit JV	End of work week check run (priority 98 + 99) Close month – Per #10 OSC complete Account balance transfer(lapsing/ carrying)	
9	10	11	12	13	14	15
	Month end reports available in Fortis.				End of work week check run (priority 98 + 99)	
16	17	18	19	20	21	22
					End of work week check run (priority 98 + 99)	
23	24	25	26	27	28	29
				-End of work week check run (priority 98 + 99) -Last day to process non- emergency RQS	STATE SHUTDOWN ADVANTAGE NOT AVAILABLE	
30	31					
	STATE HOLIDAY					

June 10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 30	31	June 1	2	3	4	5
				Last Day - JV's Run STACAP overnight	*End of work week check run (priority 98 + 99) *Post Profit JV *Close month *Dept. submit list of accounts that carry to Terry Brann.	
6	7	8	9	10	11	12
	Month end reports available in Fortis.				End of work week check run (priority 98 + 99)	Roll COA from FY10 to FY11
13	14	15	16	17	18	19
	No new FY10 COA (fund & Detail) No new Units	Last day to submit FY10 non emergency CT & DO documents.			End of work week check run (priority 98 + 99)	
20	21	22	23	24	25	26
					-End of work week check run (priority 98 + 99)	Load new year Appropriations & allotments
27	28	29	30	July 1	2	3
		FY10 GAX & PRC over \$5,000 to OSC by 12:00	-All FY10 GAX & PRC must be in Final status (overs & unders) -Last day to deposit FY10 cash & checks. -All payroll insufficiencies must be resolved. -Check run Priority 98 + 99			

July 10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 27	28	29	30	July 1	2	3
				-process mandatory FY10 interface files.(No PRC's) -check run 98 only -process cash receipts for FY10 wire transfers & deposits by 12:00 -Advantage down at noon	STATE SHUTDOWN ADVANTAGE NOT AVAILABLE	Open activity roll (CT, BPO, DO, RE's) Purchase Order Rollover Encumbered balance forward.
4	5	6	7	8	9	10
	STATE HOLIDAY ADVANTAGE NOT AVAILABLE	Cash control OFF Enter JV's for activity roll. -FY2011 opens	Last Day – FY 10 JV's Run per #12 STACAP overnight	Post Per #12 Profit JV	End of work week check run (priority 98 + 99) Close month - Per #12	
11	12	13	14	15	16	17
	-Per #12 Month end reports available in Fortis. (NO quarterly reports.)		Run Per #13 STACAP overnight	Post Per #13 Profit JV Per #13 close End of work week check run (priority 98 + 99)	ADVANTAGE NOT AVAILABLE Unobligated budget roll Unexpended budget roll	
18	19	20	21	22	23	24
	-Per #13 reports available in Fortis (includes Quarterly reports) -must have FY10 Est. Rev request complete. -Cash controls ON				End of work week check run (priority 98 + 99)	
25	26	27	28	29	30	31
					End of work week check run (priority 98 + 99)	