

## May 12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 29	30	May 1	2	3	4	5
		Load Payroll Overnight		Last Day – JV 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			End of week check run (priority 99)	
13	14	15	16	17	18	19
		Load Payroll Overnight			End of week check run (priority 99)	
20	21	22	23	24	25	26
		Load Payroll Overnight			End of week check run (priority 99)	
27	28	29	30	31	June 1	2
	<b>STATE HOLIDAY</b>	Load Payroll Overnight		Last day to process non emergency RQS.		

## June 12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27	28	29	30	31	June 1	2
					End of week check run (priority 99) Dept submit list of accounts that carry to Terry Brann.	
3	4	5	6	7	8	9
		Load Payroll Overnight Last Day – JV noon	Run STACAP overnight	Post Profit Transfer	End of week check run (priority 99)  Close Period #11	Roll Chart of accounts from FY12 to FY13.
10	11	12	13	14	15	16
	EOM reports in Fortis  No New FY12 Chart of Accounts (Fund & Detail)  No New Units.	Load Payroll Overnight			-End of week check run (priority 99) -Last day to submit FY12 non emergency CT & DO documents.	
17	18	19	20	21	22	23
		Load Payroll Overnight			End of week check run (priority 99)	
24	25	26	27	28	29	30
	Check run priority 98 + 99  Last day for FY12 vendor entry.	Load Payroll Overnight  Check run priority 98 + 99	Check run priority 98 + 99  FY12 GAX & PRC over \$5,000.00 to OSC by 12:00	Check run priority 98 + 99	-End of week check run (priority 99) -All FY12 GAX & PRC must be final. -Last day to deposit FY12 cash & checks. -Last day to process CR's for FY12 wires & deposits. -All Payroll insufficiencies must be resolved. -Last day for FY12 budget. ADVANTAGE down at noon.	Open Activity Roll (CT, BPO, DO, RE's)  Purchase Order Rollover Encumbered balance forward.

## July 12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1	2	3	4	5	6	7
	-Cash Controls OFF	Load Payroll Overnight	<b>STATE HOLIDAY</b>	Last Day for departments to enter FY12 JV's - noon  Run STACAP overnight	End of week check run (priority 99)  Post Profit Transfer  Close Period #12	
8	9	10	11	12	13	14
	-EOM reports in Fortis (NO qtrly reports)	Load Payroll Overnight			End of week check run (priority 99)	
15	16	17	18	19	20	21
		Load Payroll Overnight	Run Period #13 STACAP overnight	End of week check run (priority 99)  Post #13 Profit JV  Period #13 close	Advantage Not Available due to year end closing.  Unobligated budget roll Unexpended budget roll	
22	23	24	25	26	27	28
	Period #13 reports in Fortis (includes Qtrly reports)  -Cash controls ON	Load Payroll Overnight			End of week check run (priority 99)	
29	30	31	August 1	2	3	4
		Load Payroll Overnight				